A Paperless Operation with Archive Storage

Chris Dale

Hewlett-Packard

Greeley, Colorado

(970) 350-5319

(970) 350-4675

chris_dale@hp.com

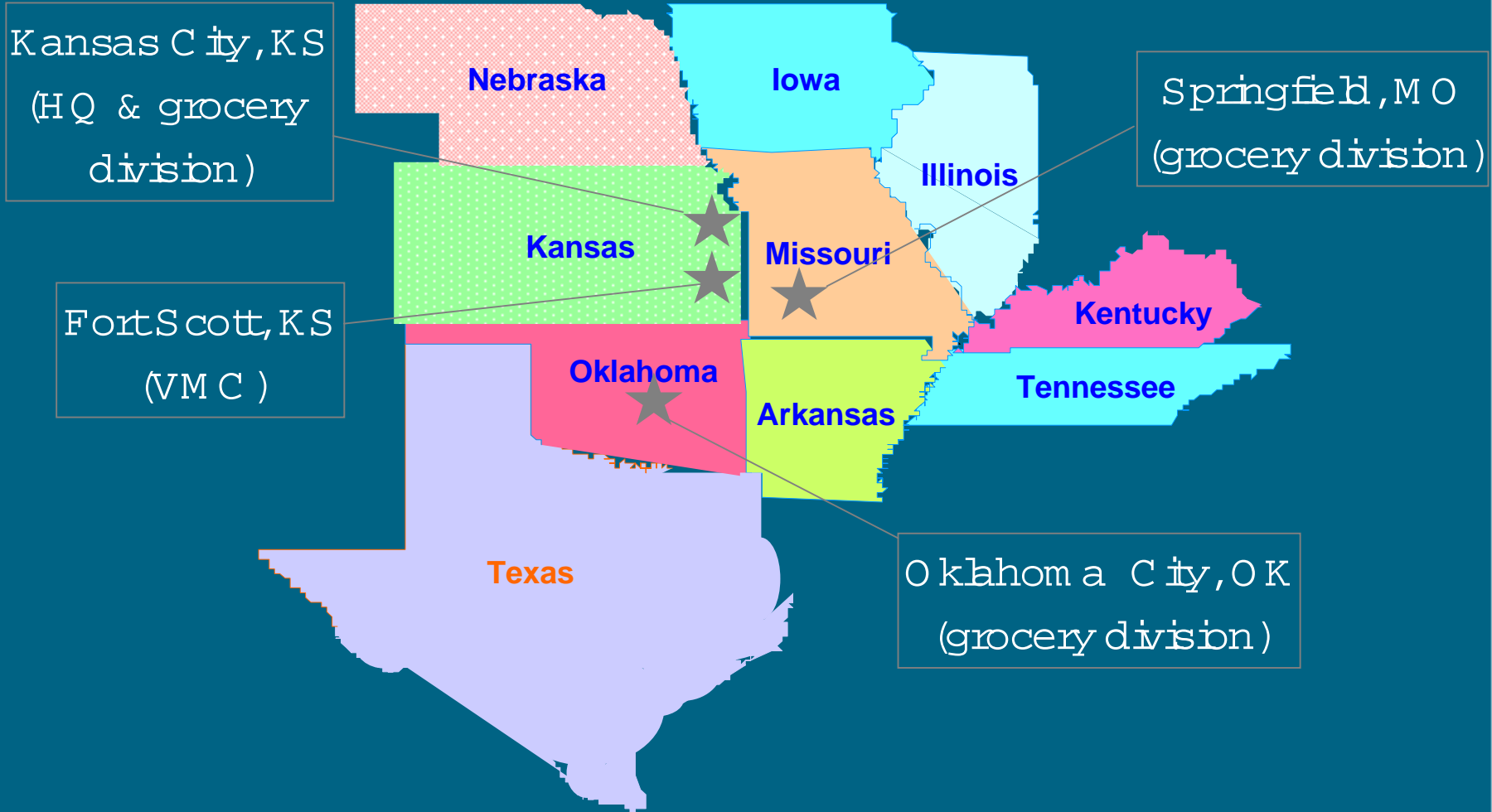# The Company

A.W.G. Company Profile

- Grocery Wholesaler

- Established 1926

- 800 Retail Stores in 12 Midwestern states

- $3.1 Billion Sales in 1998

- Member-owned Cooperative

A.W.G. Company Profile

- 3 million square feet of warehouse space

- 3 grocery distribution centers

  - Kansas City, Kansas
  - Springfield, Missouri
  - Oklahoma City, Oklahoma

- General merchandise distribution center

  - Fort Scott, Kansas

A.W.G. Company Profile

Kansas City, KS
(HQ & grocery
division)

Springfield, MO
(grocery division)

Fort Scott, KS
(VMC)

Oklahoma City, OK
(grocery division)

Nebraska

Iowa

Illinois

Kansas

Missouri

Kentucky

Oklahoma

Arkansas

Tennessee

Texas

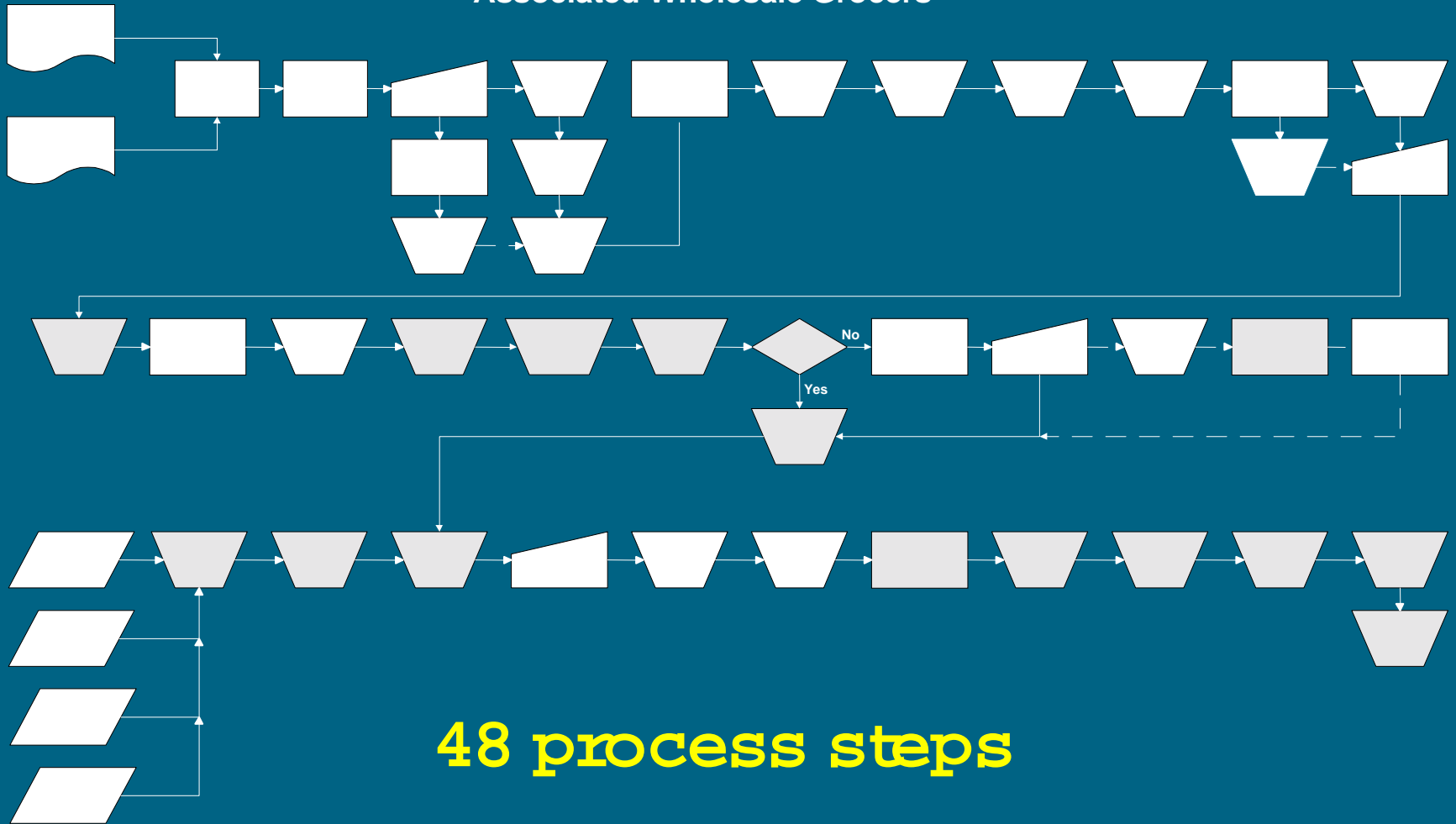# The Problem

The Need for Optical Imaging

Key Targets:

◎ **The Process Flow Problem**

◎ **The Paper Problem**

◎ **The Processing Problem**

The Process Flow Problem

Associated Wholesale Grocers

48 process steps

Word-Tech Business Systems, Inc.

The Paper Problem

- Accounts Payable Document Storage

  - 6 months in 95 five-drawer lateral file cabinets

  - 3 months in 20'x 20' storage room

  - 12 months in 2, shelved semi-trailers

  - Prior months in 11,000 boxes (13,200 cu. feet) in off-site storage

The Processing Problem

- Accounts Payable

  - Misfiled documents

  - Lost documents

  - Manual sorting, matching, & attaching

  - Non-integrated systems

The Goal

Goals / Objectives

* improve process flow of accounts payable & receivable

* allow for a paperless exchange of information with customers and suppliers

* enable users throughout the organization to view all information pertaining to a payable in one place and through one source

* respond to customers in a timely manner

The Team

The Team

* David Sanchez
  - Director, Operational Accounting - A.W.G.
* Diane Akey
  - Document Management Supervisor - A.W.G.

In conjunction with . .
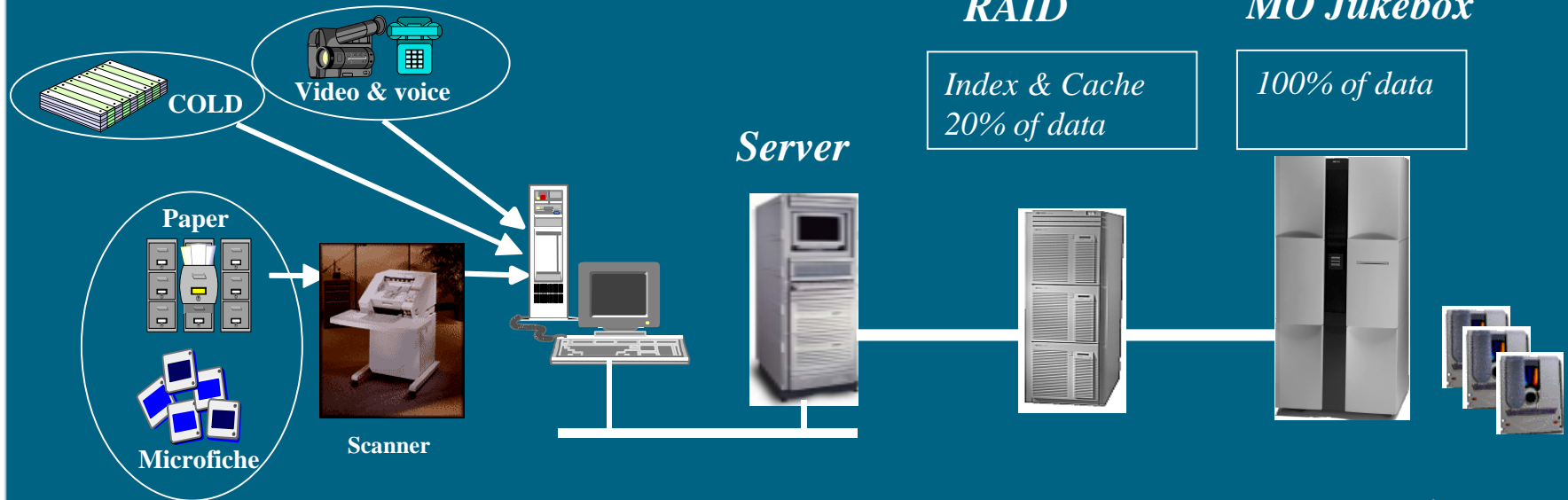* Word-Tech Business Systems, Inc.
  - Mission, Kansas
* Optika Imaging Systems, Inc.
  - Colorado Springs, Colorado

The Solution

IDM Storage Environment

Shift from individual data to integrated business solutions

COLD

Video & voice

Paper

Microfiche

Scanner

Server

RAID

Index & Cache 20% of data

MO Jukebox

100% of data

Duplicate Disks

Image Backup

IDM Benefits

Better customer service
Back-office Productivity
Secure long-term storage
Document Control
Storage Cost savings
Shared Access
Better business decisions

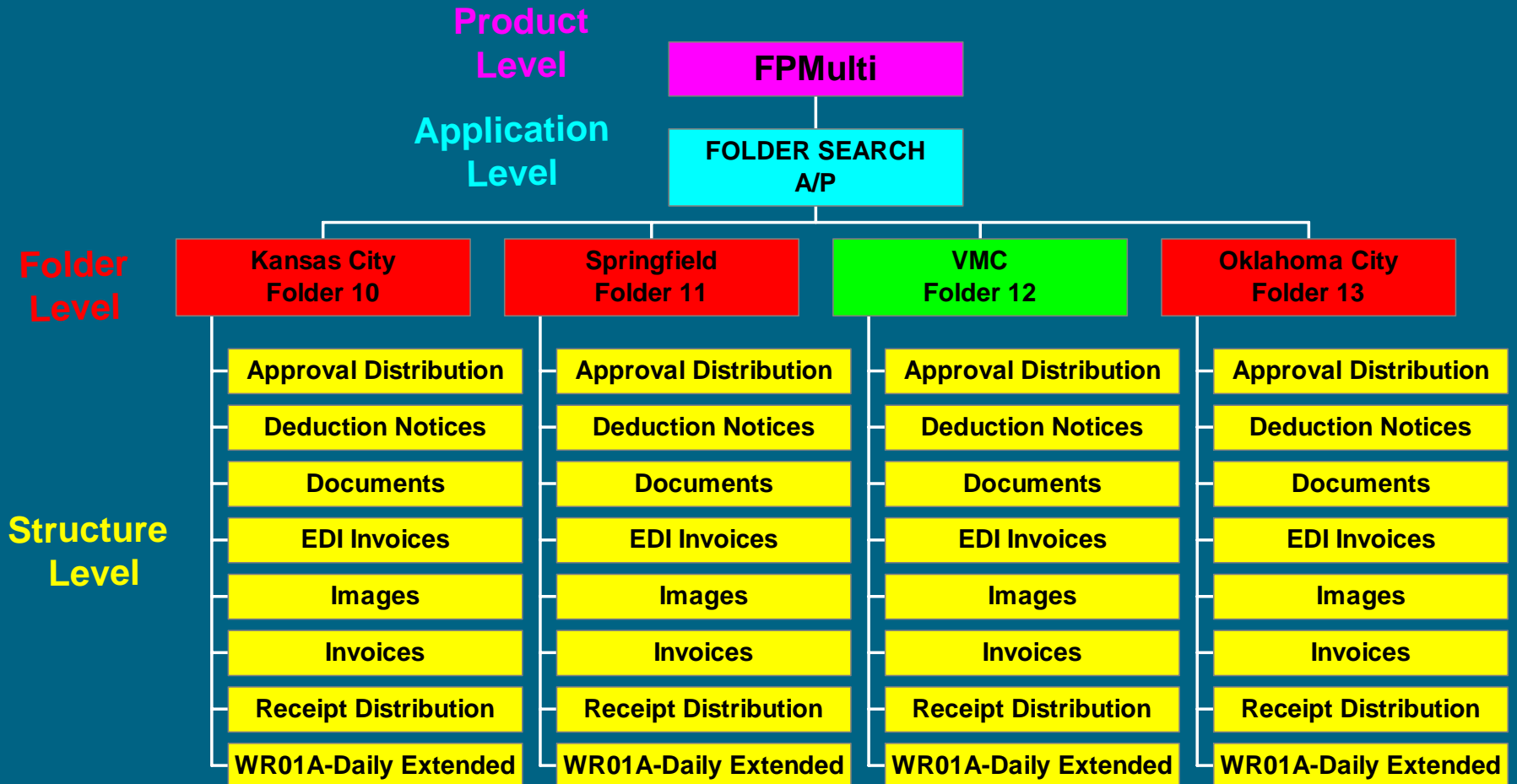# Primary Optical Imaging Products
(Optika Software)

- **FPMulti** (**F**ile **P**ower **Multi**View)

  - Organize optical images & documents

- **Optika Viewer**

  - On-screen viewing of images & documents

- **FPreport** (**F**ile **P**ower **report**)

  - Global search & retrieval of COLD reports

- **PowerFlow**

  - Automatic queuing of workflow

Primary Optical Imaging Products (Hardware)

- **HP Magneto-Optical Jukebox**

  - near-line optical storage

FPMultiOrganizationalStructure

Product Level

FPMulti

Application Level

FOLDER SEARCH A/P

Folder Level

Kansas City Folder 10	Springfield Folder 11	VMC Folder 12	Oklahoma City Folder 13

Structure Level

Approval Distribution	Approval Distribution	Approval Distribution	Approval Distribution
Deduction Notices	Deduction Notices	Deduction Notices	Deduction Notices
Documents	Documents	Documents	Documents
EDI Invoices	EDI Invoices	EDI Invoices	EDI Invoices
Images	Images	Images	Images
Invoices	Invoices	Invoices	Invoices
Receipt Distribution	Receipt Distribution	Receipt Distribution	Receipt Distribution
WR01A-Daily Extended	WR01A-Daily Extended	WR01A-Daily Extended	WR01A-Daily Extended

FP Multi Organizational Structure

Document Level

Folder Level

Kansas City Folder 10

Structure Level

| Approval Distribution | Deduction Notices | Documents | EDI Invoices |

Document Level

Approval Distribution	Deduction Notices	Documents	EDI Invoices
COLD Report	COLD Report	Universal Doc.	COLD Report
COLD Report	COLD Report	Universal Doc.	COLD Report
COLD Report	COLD Report	Universal Doc.	COLD Report
COLD Report	COLD Report	Universal Doc.	COLD Report

Structure Level

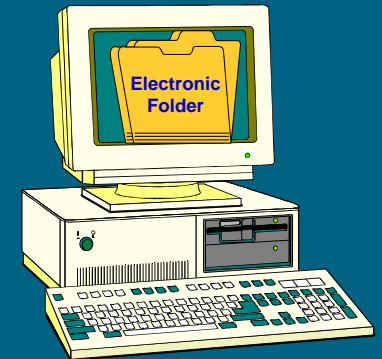| Images	Invoices	Receipt Distribution	WR01A-Daily Extended
Optical Image	Optical Image	COLD Report	COLD Report
Optical Image	Optical Image	COLD Report	COLD Report
Optical Image	Optical Image	COLD Report	COLD Report
Optical Image	Optical Image	COLD Report	COLD Report

Document Level

Optika FPMulti
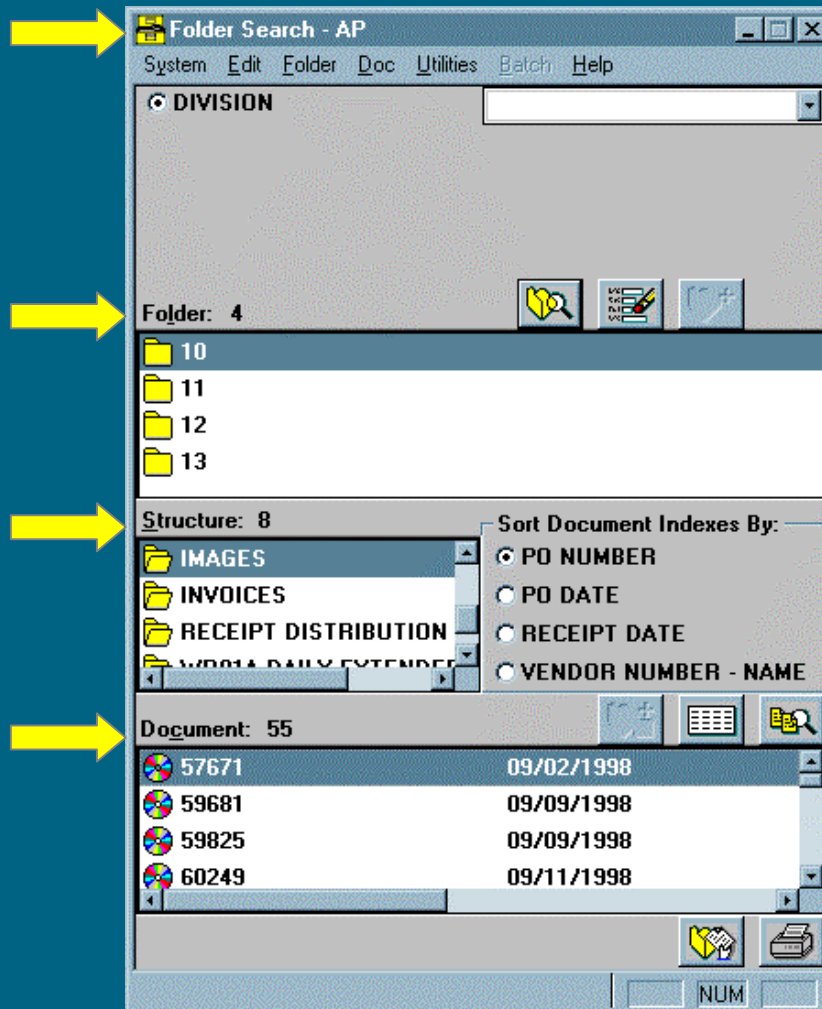
Electronic Workflow Queuing

Electronic Folder

Electronic Folder

Electronic Folder

Electronic Folder

Electronic Folder

Electronic Folder

Electronic Folder

Produce

Electronic Folder
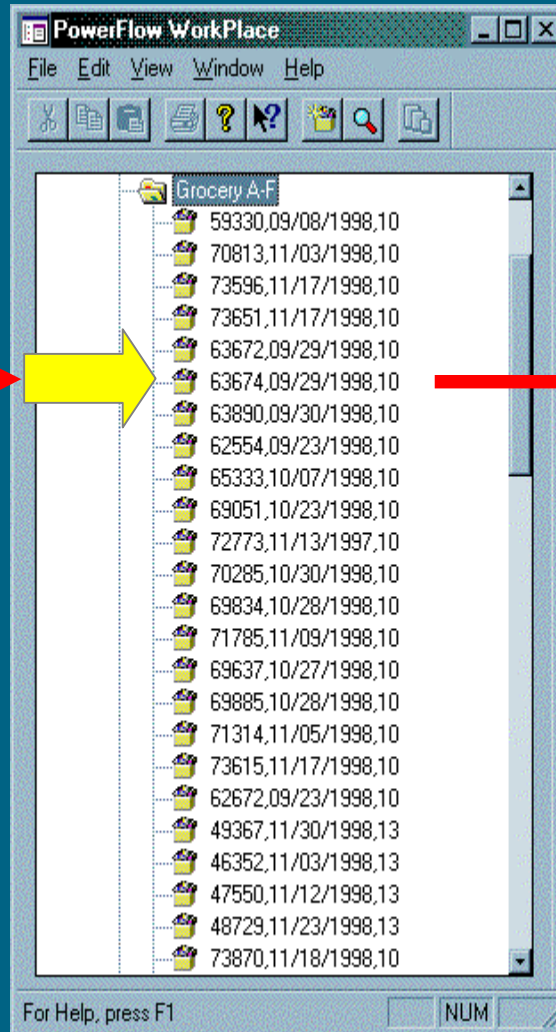
VMC

Electronic Folder

Meat

Electronic Folder
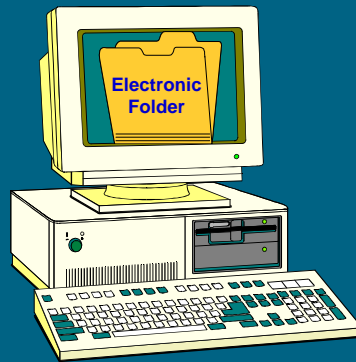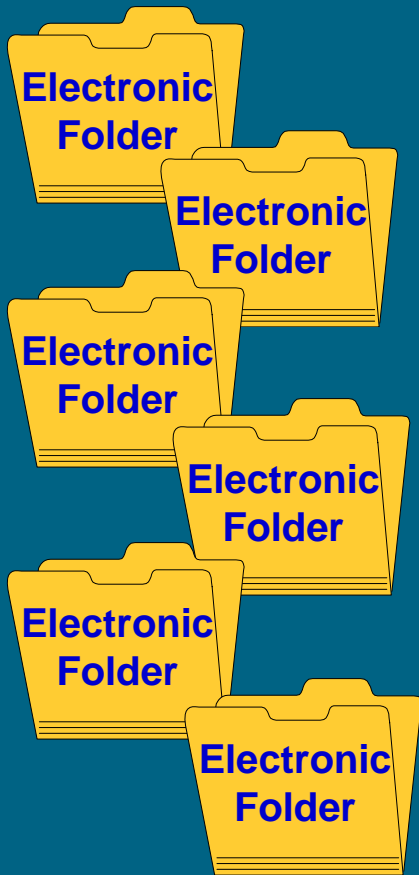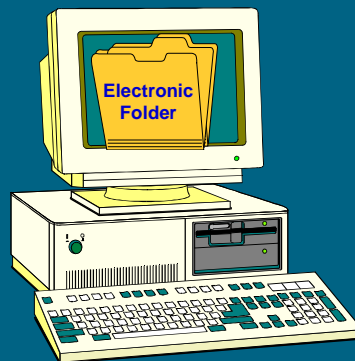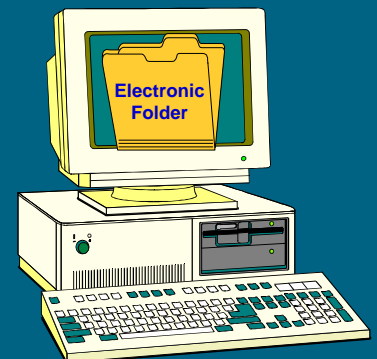
Grocery

PowerFlow (Mailbox)
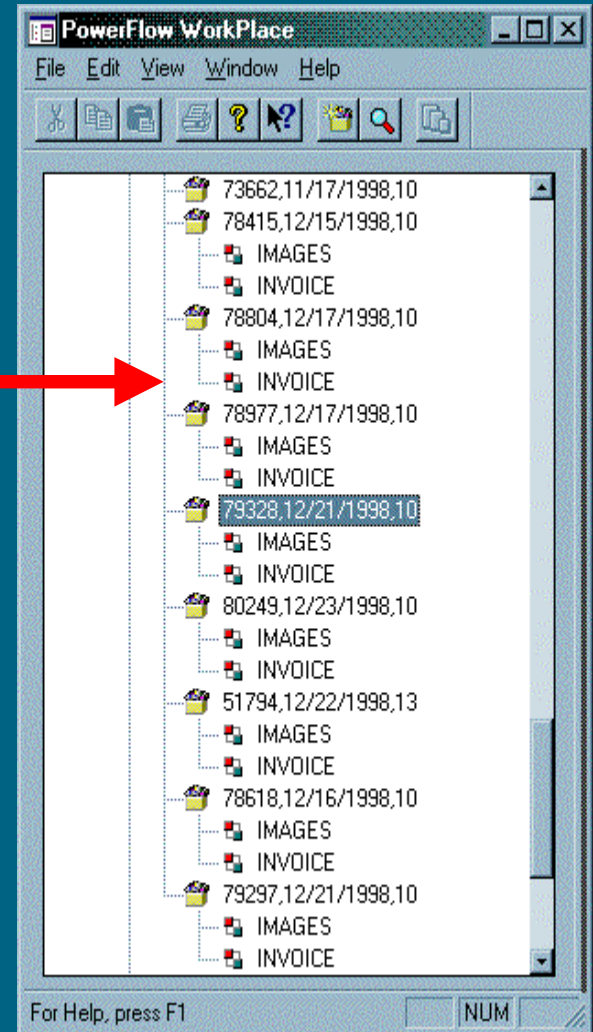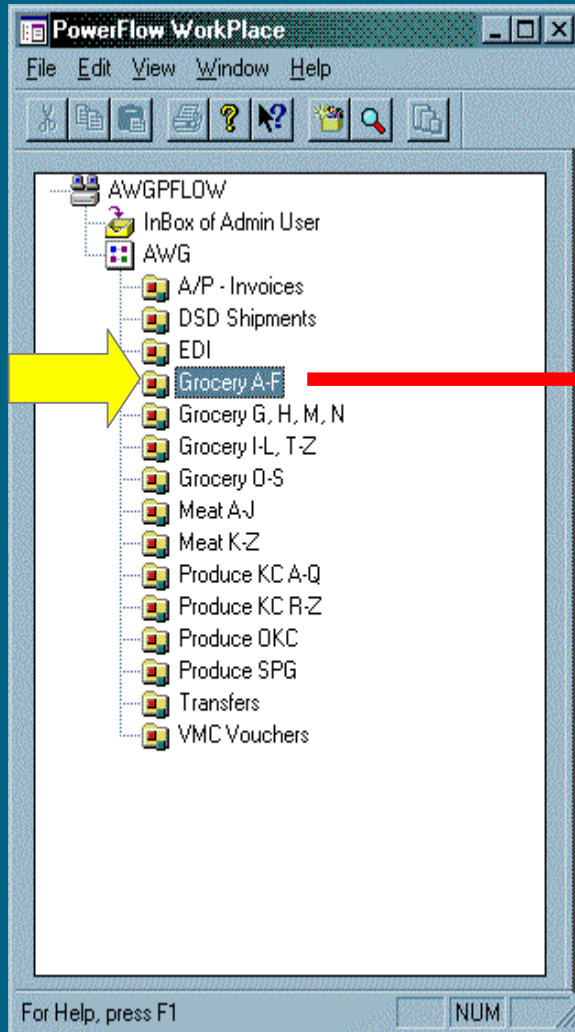
Integration of Reports & Documents

Electronic Folder
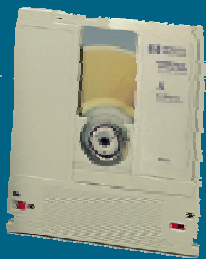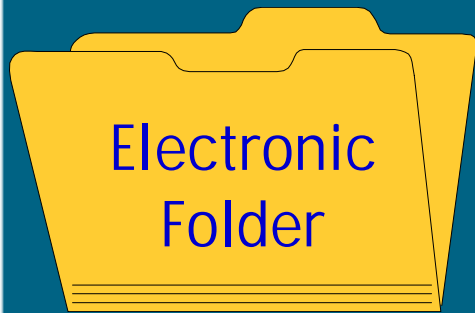
Approval Dist.	**Check**	Corres-pondence	**VCH Dist.**
E.D.I. Invoice	**Deduction Notice**	**Receipt Dist.**	**WR01 Daily Extended**
P.O.	Bill of Lading	Receiving Document	Invoice

The Benefits

Process Flow Reduction

Associated Wholesale Grocers

No

Yes

48 process steps

-16 steps   **33% reduction**

32 process steps
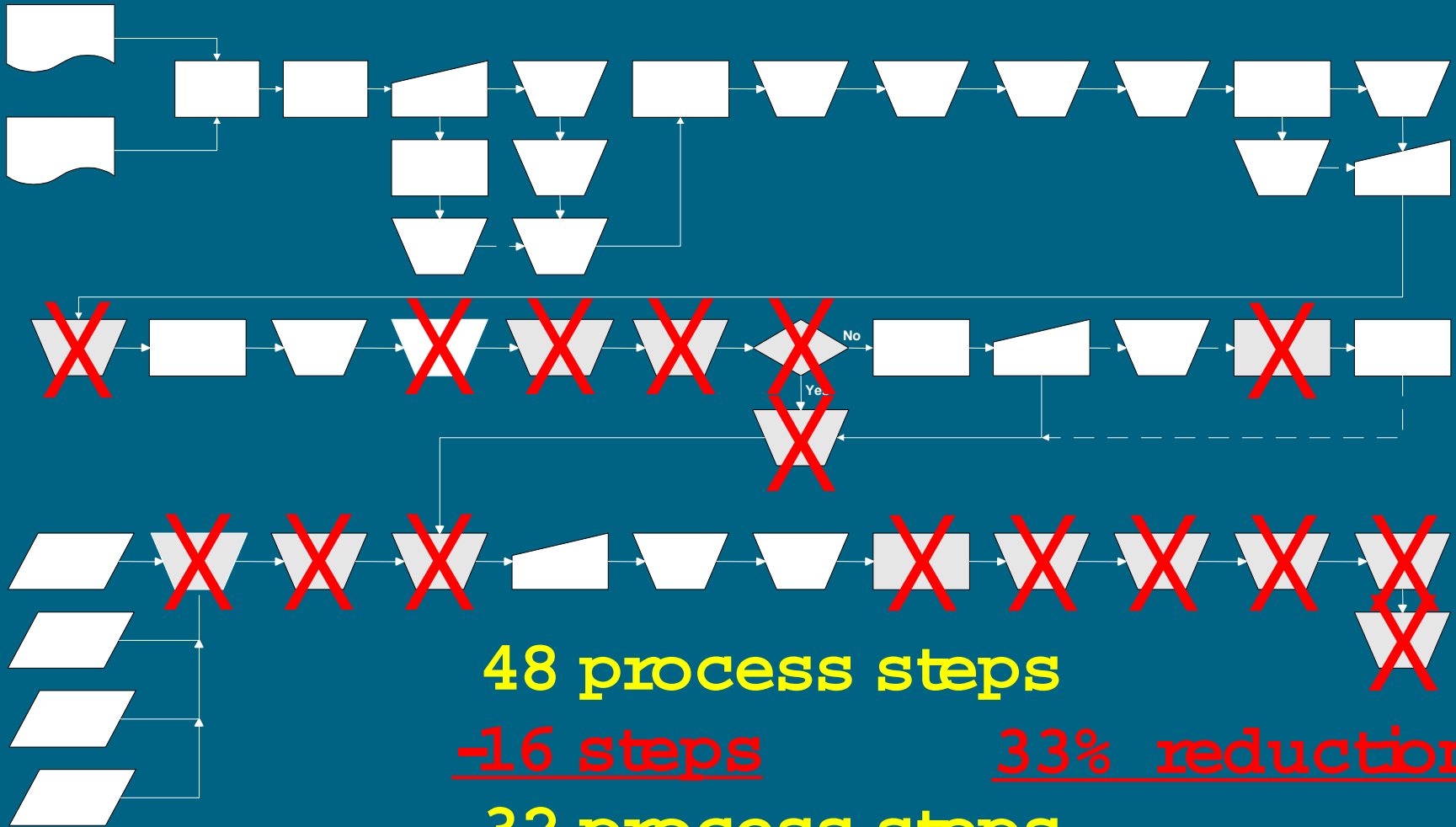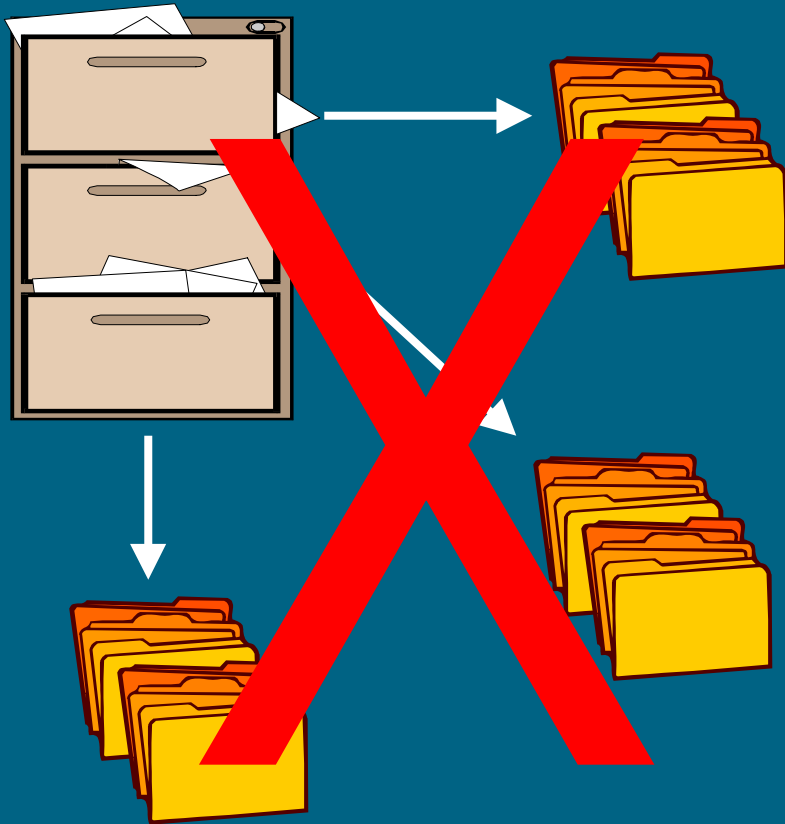
Word-Tech Business Systems, Inc.

The Paper Solution

Traditional File Storage

Optical File Storage

The Processing Benefits

- Accounts Payable

  - Faster retrieval

  - No misplaced or misfiled documents

  - Better audit trail

  - Simultaneous, multiple users of same document

  - Improved productivity

The Processing Benefits

- Other Departments

  - Traffic

    - Ability to auto-fax claims and bills-of-lading

  - Inventory Control

    - Faster docum ent retrieval

  - Procurem ent

    - Faster docum ent retrieval

Cost Justification

File Clerks (4)	$100,000
Accounts Payable Clerks (3)	75,000
Senior Correspondence Clerks (2)	60,000
Mail Clerk	25,000
Outside Storage Costs	25,000
Storage Trailers	10,000
Reduced Paper Costs	5,000
TOTAL	**$ 300,000**
	(14 m onth payback)

Associated Wholesale Grocers
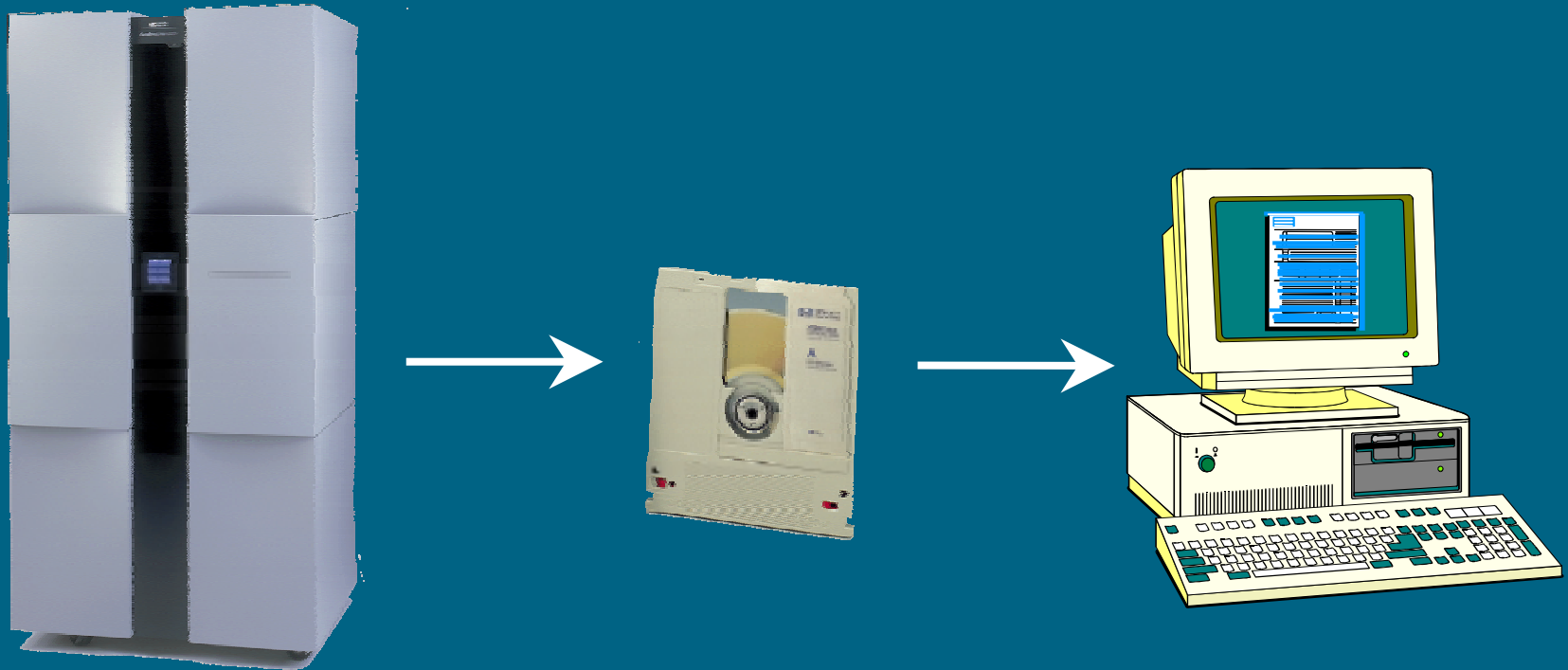
Moving toward a paperless future