

SUCCESS STORY

Document Management solution

Family Planning New Zealand (NZ) provide a range of services, including sexual and reproductive health information, education and training, clinical services and research, both nationally and internationally with their partners in the Pacific region.

Family Planning NZ has 250 staff members who work from more than 30 locations.



Customer: Family Planning New Zealand
Country: New Zealand
Industry: Healthcare



Trevor Thomas,
CFO of Family Planning

THE CHALLENGE

Family Planning NZ has a number of manual, paper-based processes in their accounts payable department, with a lot of room for error. As a large organisation, which operates from a number of locations around the country, these manual processes can be slow and arduous.

“Our procedures for invoice processing are time consuming and there is a reasonable potential for errors to be made. The process means we have a large amount of paper moving across the organisation at all times and invoice documentation can become lost or even duplicated. Then there are the storage implications when it comes to keeping hardcopy records,” said Trevor Thomas, Financial Controller at Family Planning NZ.

It was clear to Trevor that they could benefit from technology that would provide approval workflows and integrate with the existing finance system to streamline the accounts payable process.

“We were looking for a digital approval system which would largely automate the process and decrease the room for error,” said Trevor.

“The solution will save time and simplify the process for managers all over the country approving invoices”.

– Trevor Thomas, Financial Controller

THE SOLUTION

Family Planning NZ considered solutions from five providers before selecting the proposal from Toshiba and ELO. The added functionality and flexibility of the solution, together with their ability to provide a client reference impressed Trevor.

“The proposed solution could be tailored to meet our specific requirements. It would integrate with our finance system, provide additional functionality and they could provide an reference point for the solution being used in just the way we wanted to use it. This made Toshiba and ELO the best offering,” he said.

The solution will provide an automated, paperless, online process for invoice approval and will link to their finance system for payment. It will also expedite approval and payment of expense reimbursements for staff.

“Once implemented, it will eliminate the need for large amounts of paper and emails relating to accounts and approvals to be floating around the organisation. Digital storage of accounts records will also remove the need for hardcopy records to be kept and stored in the future,” said Trevor.

The accounts payable team and management staff are looking forward to having the solution streamline the process.

“Accounts will be a lot easier to manage and keep track of because ELO will be able to tell us what stage of the workflow individual invoices are up to. The solution will save time and simplify the process for managers all over the country approving invoices. It will ensure each manager only receives an invoice once and paperwork cannot become lost in the process,” said Trevor.

[This Class 1 laser product complies with IEC60825-1]. Technical data is subject to change without prior notice. All company and/or product names are trademarks and/or registered trademarks of their respective manufacturers in their markets and/or countries. All rights reserved. We are constantly making efforts to deliver the latest status of data to our partners. Specifications for some models may change in the time between the production and the release of this documentation. Productivity and paper specifications are related to paper size of A4 and a paper weight of 80 g/m2 if not otherwise mentioned. Copyright ©2016 TOSHIBA TEC.

**Family Planning
New Zealand**
Level 6, Southmark House
203-209 Willis Street
Wellington, NZ 6142

Telephone
(04) 384 4349

Website
<http://www.familyplanning.org.nz/>

**Toshiba (Australia)
Pty Limited**
Building C,
12-24 Talavera Rd
North Ryde, NSW 2113

Telephone
1300 974 202

Website
www.toshiba-business.com.au