sage

TC Construction Company loses the paper and gains efficiencies with help from Sage 300 Construction and Real Estate

TC Construction Company, Inc. is a general engineering contractor based in San Diego, California. The company specializes in building the infrastructure and facilities that move and store water, waste water, and storm water. Serving customers in California, Nevada, and Arizona from its three regional offices, TC Construction is on track to bill more than $67 million in the current year. Like all successful companies, TC Construction is always on the lookout for solutions to drive efficiency and productivity while reducing overhead and waste. When the company learned about Sage Paperless Construction, it knew it had found just such a solution.

A game changer
"We've been successfully relying on Sage 300 Construction and Real Estate* for many years," explains Jack Gieffels, CFO for TC Construction Company. "Several years ago, while attending a local meeting of the Construction Financial Management Association (CFMA), we saw a presentation on Sage Paperless Construction and it inspired us. I believe we were one of the first contractors in the area to implement it, and it's been a game changer."

Streamline payables processing
Accounts payable is another traditionally paper-intensive task that has been transformed by the use of Sage Paperless Construction. Receiving tickets for job materials are scanned as they are received, as are the associated invoices. With the two documents matched up by job number and purchase order number, they are electronically approved for payment and then imported easily into Sage 300.

*Sage 300 Construction and Real Estate was named Sage Timberline Office when TC Construction Company implemented this solution. The product names in this case study have been updated to reflect current naming.

Customer
TC Construction Company, Inc.

Industry
Commercial construction

Location
San Diego, California

Number of locations
3

System
Sage 300 Construction and Real Estate
Sage Paperless Construction

Challenge
Like many contractors, TC Construction Company struggled to manage the large volume of paperwork that surrounds daily tasks like payroll and accounts payable processing. Paper would often get lost or misfiled, slowing processing and costing the company time and money.

Solution
Sage Paperless Contractor was added to the company's Sage 300 Construction and Real Estate solution to provide an electronic content management solution that reduces costs, saves time, and increases efficiency.

Results
Saving the equivalent of one full-time position in the payroll department. Payables processing is faster and more accurate. Annual audit is simplified. Storage unit no longer required to hold file boxes. More time available to spend on strategic tasks.

"Our workflow has improved, our processes are more secure and auditable, and we can spend time on strategic tasks rather than chasing paper. How do you put a price on that?"

Jack Gieffels, CFO
TC Construction Company

"If something is odd, like we're missing a signature on the receiving ticket or the quantities are unclear, the invoice gets routed to the project manager for approval," explains Gieffels. "The project manager receives an email every morning listing the invoices that are awaiting their approval. Once approved, the invoices are imported directly into the accounts payable function in Sage 300, ready for payment."

The automated email message informs staff about the pending invoice and directs them to the approval dashboard in Sage Paperless Construction where a clean, intuitive interface makes it easy to code, approve, reject, or reroute the invoices.

Previously, the process involved a great deal of manual effort and paper pushing. Invoices pending approval would be placed on project managers' desks along with sticky notes containing explanations or questions. "We never knew at any given time what invoices were pending and where in the approval process those invoices were," says Gieffels. "With Sage Paperless Construction we have complete visibility from the time materials are first received through the final payment of the invoice. Vendors get paid more quickly, and we have better checks and balances that lead to improved accuracy."

Paperless payroll

Gieffels says his company extended its paperless drive by tackling another one of the most paper-intensive tasks in the organization—payroll. "We had two full-time payroll clerks, but were always borrowing staff from other areas to get payroll done on time," he recalls.

"There were paper timesheets that had to be routed to supervisors for approval, then gathered, tallied, and reentered into Sage 300 for payroll processing. And then of course there's the printing and distribution of checks. It involved a lot of time, effort, and inefficiencies."
Now, using Sage Paperless Construction, payroll is processed entirely electronically. Timecards are scanned, routed for approval, and then imported into Sage 300 Payroll.

"We've eliminated the manual data entry," Gieffels says. "What used to take two full time people is now done by just one person, with time to spare. And there are additional time and effort savings on the back end." He notes that project managers and superintendents can review their employees' timecards as needed without the need for the payroll department's help. Additional savings come from that fact that timesheets are stored electronically for audit purposes, requiring no effort or physical space to store them. "And they are easily found and recalled if we need them," he adds. "No rooting through a file drawer."

Save time, money, and improve procedures
Simply having the documents available electronically has improved the company's workflow, Gieffels says. "With everything stored as a PDF or image file, we can easily find them and send them to subcontractors or field staff in an email when questions arise."

The company was able to eliminate an entire storage unit filled with file boxes. "Not only are we saving the rent on that unit, our historical documents are electronically searchable," explains Gieffels. "There are powerful search tools we use to find all the documents that relate to a specific job, customer, vendor, employee, or other keyword. Try that with paper files."

The company's annual audit has also been streamlined thanks to the quick and easy access to all pertinent labor and tax-related documents.

Gieffels concludes, "It's the time savings we are realizing throughout the day—every day that really adds up. Our workflow has improved, our processes are more secure and auditable, and we can spend time on strategic tasks rather than chasing paper. How do you put a price on that?"

About The Sage Group, plc
We provide small and medium-sized organizations with a range of easy-to-use, secure, and efficient business management software and services-from accounting and payroll to enterprise resource planning, customer relationship management, and payments. Our customers receive continuous advice and support through our global network of local experts to help them solve their business problems, giving them the confidence to achieve their business ambitions. Formed in 1981, Sage was floated on the London Stock Exchange in 1989 and entered the FTSE 100 in 1999. Sage has over 6 million customers and more than 12,700 employees in 24 countries covering the UK & Ireland, mainland Europe, North America, South Africa, Australia, Asia, and Brazil.

For more information about Sage in North America, please visit the company website at Sage.com. Follow Sage North America on Facebook, Facebook.com/Sage, and Twitter, Twitter.com/SageNAmerica.