



Distributors \$ave with Digital Imaging



Tim Haight – Beal Distributing

Businesses know that increasing sales is not the only way to build the bottom line. Reducing costs can be a critical part to improving an organization's financial picture. **Active Data Systems (ADS)** has helped two South Dakota beer distributors discover the profitable benefits of digital imaging, management and storage of documents in their business.

[See back to find out.]

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Active Data Systems (ADS) is a Sioux Falls, SD based corporation that provides document imaging solutions for government and businesses in a six state area. ADS has been delivering and supporting document imaging consultation, products and services since 1982.



[Find out more at www.activedatasystems.com](http://www.activedatasystems.com)

Beal Distributing and Dakota Beverage, both of Sioux Falls, are now digitally scanning and indexing invoices. "We process hundreds of invoices every day, it takes a third of the time as before we began imaging documents," says Tim Haight of Beal Distributing. Digital imaging scans paper documents creating electronic image files that



Pat Landeen – Dakota Beverage

exactly match the content of the original: text, graphics, or handwriting. These images can be retrieved, viewed, printed, and faxed in a matter of seconds. "It has simplified my life immensely," says Pat Landeen of Dakota Beverage. "I used to wear my fingernails down to the bone, now look

at them," she adds admiringly. Landeen notes they write up over 300 invoices a day. What used to take two hours to file is now done in fifteen minutes – nearly 59 days worth of time savings in a year.

Along with time-saving dollars, the distributors have found the costs of space needed for paper records has decreased significantly. Haight said, "It's amazing how much less space we need for our records since we started imaging our records." He added, "Before we would produce ten filing boxes a year for invoices, we now save the same information on four standard size CDs (compact discs)." Beal knew if they had stayed with their paper document system they would soon be out of room. Haight pointed out the costs of even a 10' x 10' addition for storage was much more than a digital document system. "From that point of view," Haight emphasized, "The decision was a no brainer."

Retaining customers means keeping customers happy. Landeen said that with their system response time to customer's questions has been a big plus. "We keep our customers happier because we can quickly retrieve their information with a couple of clicks of the mouse." Dakota Beverage finds it's not unusual for a customer to call and say they have lost an invoice and would like a copy faxed to them. Manually searching in storage through paper records took time. "It was easy to get side-tracked before you got back to them, but not any more," Landeen added.

Dakota Beverage also uses the ScanFile system attached to their computer network so documents can be retrieved from any PC. "Before installing the ScanFile system I would have to do all the searching for records, now the guys in the office have learned to find things on their own. It has simplified everyone's life."

The ScanFile Document Management System meets the

needs of Beal Distributing. "ScanFile allowed us to automatically read customer information directly off the invoice," said Haight. ScanFile permits indexing to be done automatically without any need to do data entry.

As a dealer of several document management solutions, **Active Data Systems** is able to help businesses find the best solution for their needs.

"Before we propose anything, we spend time ana-



lyzing customer's document work flow and personnel requirements," says Mike Delvo, ADS Sales Manager. "When we give a 100% guarantee we want to make sure it works, he adds." Says Beal's Haight, "It's extremely helpful to have a local provider, ADS preaches service and in our case they have backed it up with their performance."

For Dakota Beverage the conversion to document imaging has been smooth and they plan on adding accounts payables and other critical documents to the system, soon. "It's been a good investment for our company," says Landeen.

"I think that anyone who has a lot of paperwork that they absolutely have to retrieve in a quick manner needs to seriously look at document imaging," says Haight. With their system, Beal has reduced problems with misplaced or missing files and invoices. "Let's face it, chances are very slim you'll ever be paid on a lost invoice," added Haight.

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