



REMINGTON SAVES \$40,000 ANNUALLY BY STREAMLINING INTEROFFICE DOCUMENTATION

NATIONAL HOTEL MANAGEMENT FIRM REDUCES LOSS IN DOCUMENT SHARING ACROSS MULTIPLE OFFICE LOCATIONS



COMPANY

Remington

INDUSTRY

Hotel Management Group

ERP SOFTWARE

Sage 300

WEBSITE

www.remingtonhotels.com

BACKGROUND

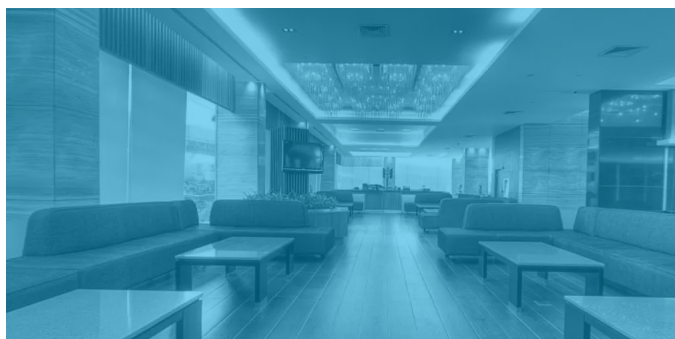
A premier full-service management company with 70 hotels and 6,600 employees across 23 states, Dallas-based Remington manages major hotel brands, independent hotels, and their own collection of independent luxury resorts, totalling 14,000+ hotel rooms. Their core philosophy centers on maintaining an environment of strong management reporting systems, excellence in guest service, commitment to its guiding principles, and unparalleled expertise in hospitality.

CHALLENGE

Accounting relied heavily on overnight delivery services like FedEx. Paperwork for AP and other functions were packaged weekly and sent to the corporate office for review and processing. Delivery costs were high and Accounting was mired in paper. "We knew we needed a document imaging service to get us out from under those bills," says Nanci Pyles, Director of Accounting Systems, "and to tame the paper trail that stretched across the country." Working with Advantage Business Solutions of Dallas, Remington determined that by replacing paper files, it could achieve ROI within six months. It would also significantly improve the firm's workflow and help employees better manage intracompany communications.

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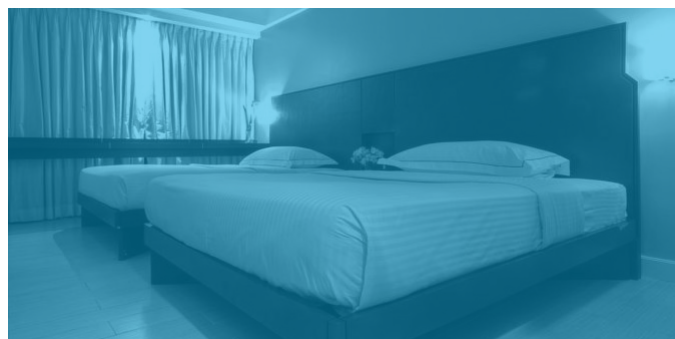
- NANCI PYLES, DIRECTOR OF ACCOUNTING SYSTEMS



THE DOCLINK SOLUTION

Key criteria during research included integration with existing Sage ERP software and being user-friendly for all skill levels. Sue Smith, president of Advantage Business Solutions, said, “We quickly saw that DocLink was the right choice. It integrated tightly with Sage and required no extra steps.”

DocLink was initially rolled out across 50 sites. “Everything was up and running within two weeks of installation; that’s pretty awesome,” says Pyles. Altec’s support team played a key role in helping the company achieve its aggressive implementation goal. “Altec worked closely with our IT department to handle all connectivity issues,” Pyles explains, “and to complete the initial setup for all of our hotels.” Pyles was particularly impressed with Altec’s willingness to make modifications that would benefit Remington. The firm’s distribution stamp was modified, for example, to allow Accounting to “see” specific items before approval or sending into the corporate workflow. “Whenever we had a special request or need, Altec came through for us quickly,” says Pyles. “They were always very agreeable when it came to making tweaks that helped with our production.”



BENEFITS FOR REMINGTON

Now all sites scan their AP invoices and use a batch file to transfer data via Citrix from local directories to the corporate office. A distribution stamp is used to code all invoices which are redirected to appropriate channels. Once approved, the invoices are transferred into a corporate workflow, reviewed by AP, and imported into Sage. Pyles says being able to access financial data without searching through paper is a key benefit. “Completing financial reviews has become extremely easy,” she says.

“It’s been a great time saver for us and a way to cut down on paper and reduce our interoffice FedEx use,” Pyles states. She estimates that DocLink saves the company \$40,000 in annual FedEx charges. In the future, Remington plans to implement DocLink in other departments, based on the solid results it’s already seeing from the document management investment. “When that happens,” says Smith, “Remington will save even more money and realize the additional benefits of going paperless.”

Connecting data for thousands of companies globally through integrated document management and workflow solution DocLink, we enable configurable, business-critical document capture, archiving, workflow and routing for any process, anywhere.

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