

MORRISON, BROWN, ARGIZ & FARRA, LLP
Certified Public Accountants

Customer: Morrison, Brown, Argiz & Farra, LLP

Web Site: www.mbafcpa.com

Customer Size: 200 employees

Country or Region: United States

Industry: Professional services

Partner: Solutions@MBAF, LLC

Web Site: www.papersave.com

Customer Profile

Morrison, Brown, Argiz & Farra, LLP, based in Miami, Florida, is one of the nation's leading independent accounting and management consulting firms.

Software and Services

- Microsoft® Server Product Portfolio
 - Microsoft SQL Server™ 2005
- Microsoft Dynamics™ GP 9.0

For more information about other Microsoft customer successes, please visit:

www.microsoft.com/resources/casestudies

Accounting Firm Counts on Document Management Solution to Save Time, Money

“When we have a question about an expense, we don't have to go looking for paper. We can spend more time understanding how we're spending our money and thinking about how we can spend it more effectively.”

Ed Torgas, Chief Financial Officer and Firm Administrator, Morrison, Brown, Argiz & Farra, LLP

The accounting firm Morrison, Brown, Argiz & Farra, LLP was spending increasing amounts of time on handling paperwork, such as invoices. In response, it adopted PaperSave from Microsoft® Gold Certified Partner Solutions@MBAF, LLC. The solution eliminates the need to store paper invoices by storing their digital images and retrieving the images as needed. Now, the firm has easier access to more data, facilitating analyses that save it thousands of dollars.

Business Needs

When Morrison, Brown, Argiz & Farra, LLP, (MBAF) first opened its doors in downtown Miami in 1969 with a staff of 12, keeping up with the paperwork wasn't much of a problem. There wasn't much of it to keep up with.

Decades later, the firm has grown into one of the largest and most respected independent accounting firms in the United States, with a staff of more than 200 and four offices in

Florida and Colorado. As the firm has grown, so has the burden of handling paperwork—particularly invoices and expense account receipts coming into the accounts payable department.

Four years ago, that burden was a growing drag on MBAFMBAF's operations. Accounting Manager Ivana Spasic spent half of her time—20 to 25 hours per week—managing accounts payable. Filing invoices was a time-consuming part of the job, as was retrieving



those invoices in response to queries from vendors about previous payments, and queries from customers about outside expenses included in the firm's bills to them.

Responding to those customer queries was a particular concern for Ed Torgas, Chief Financial Officer (CFO) and Firm Administrator at MBAFMBAF.

"When it could take a week or two to track down documentation for the client and prepare a report, it was embarrassing," says Torgas. "We positioned ourselves as the ones to advise our clients on proper systems. And we wanted our clients to be as satisfied as possible. We had to do better."

Torgas experienced firsthand the firm's inability to quickly locate supporting documents. "I'd see our monthly operating statement and I'd wonder why a particular expense was high," he recalls. "Or I'd want to do an analysis to see how costs could be contained in a given area. There was no quick, easy way to see the documentation behind the numbers, to really understand what we were paying for."

Solution

Now, there is an easy way to do those things. And MBAF didn't have to go far to find it.

MBAF adopted the PaperSave solution from Solutions@MBAF, LLC, a Microsoft® Gold Certified Partner—and a company affiliated with MBAF.

PaperSave is a secure, electronic storage system and audit trail for source documents that seamlessly integrates those documents with accounting and other systems, thereby eliminating the need to retain paper documentation. PaperSave gives users real-time, on-screen access to an image for each trans-

action, without requiring firms to reengineer existing processes or systems.

PaperSave works with Microsoft Dynamics™ business management solutions, including the Microsoft Dynamics GP 9.0 accounting system that MBAF already uses. The accounting staff receives invoices and enters them into Microsoft Dynamics GP, simultaneously scanning the paper invoices into PaperSave.

Users have the option of scanning invoices one at a time as they enter each one into the accounting system, or they can scan a group of invoices all at once after the invoices have been entered into the accounting system. With the "Save to PaperSave" button, an add-in to the Microsoft Office Outlook® messaging and collaboration client, users can save invoices that are received as e-mail attachments directly into PaperSave, which eliminates the need to print a paper copy of the invoice.

The invoice images are stored in an implementation of Microsoft SQL Server™ 2005 database software that is separate from the SQL Server–based database holding the Microsoft Dynamics GP data. When business users view financial or other reports based on expense information, they can click an entry on the report to bring up the image of the invoice associated with that entry.

Benefits

Morrison, Brown, Argiz & Farra feared it was about to drown in paper. PaperSave has proved to be its life preserver.

Spasic, the accounting manager, now handles twice the accounts payable workload that she did before PaperSave—and does so in half the time. "We don't have

to file paper invoices anymore," says Spasic. "And because we don't file invoices, we don't have to go searching for them when they're needed later on, to check on an expense. We save time all the way around."

Because Torgas, the CFO, can check documentation behind any expense with the click of a mouse, he's able to check those expenses more often—and conduct analyses that weren't practical before. "When we have a question about an expense, we don't have to go looking for paper," he says. "We can spend more time understanding how we're spending our money, and thinking about how we can spend it more effectively."

For example, when Torgas noticed that the line item in a financial statement for magazine subscriptions had climbed, he clicked the entry to bring up the invoices—and found that as the firm had opened more offices, it had taken out multiple subscriptions to support them.

That knowledge prompted MBAF to switch to online magazine subscriptions, which give everyone in the firm access to the publications while saving thousands of dollars per year, compared to the cost of multiple print subscriptions.

It's not only Torgas who questions expenses—so do his clients. Now, instead of taking days to track down the documentation to substantiate its charges to clients, the firm pulls that documentation in real time, giving clients answers much faster than it could before.

"We make our clients happier because we can answer their questions faster," says Torgas. "That is a priceless benefit."