

THE CHALLENGES

1. **Speed-up accounting document search and retrieval process.**
2. **Automate Records Retention to meet government compliance regulations.**
3. **Reduce postage costs by enabling electronic delivery of documents.**

THE BACKGROUND

Wabash Technologies, a major manufacturer of OEM and aftermarket parts for automobiles and trucks and a long-time user of back office document systems from ACOM Solutions, Inc., needed to consolidate its [records retention and document retrieval](#) programs.

"An in-house committee has been working for about a year to develop a new document retention policy that would **accommodate new government regulations** as well as the company's own requirements for [archiving and rapid retrieval of corporate documents](#)," said Wabash IT Manager Mariano Vilches. "In addition, we have been using a proprietary solution to manage documents such as invoices, accounts payable and accounts receivable, but it was less efficient than we had hoped."

THE SOLUTION

When we found EZContentManager, we realized that we could put both activities (**compliance and archiving/retrieval**) onto a single platform, and that **our search and retrieval operations would be accelerated significantly.**"

The fact that Wabash Technologies already uses ACOM's EZeDocs/400 document output management solution and EZPayManager/400 payment management solution was critical to the decision, Vilches added. The company generates electronic documents using the BPCS data and can print them or send them anywhere in the world electronically, using ACOM's fax and email delivery capabilities.

ACOM's EZContentManager is a **web-based document management solution** that accepts any document or file from any source and stores them in **one central repository**, eliminating silos of information.

- Documents from ACOM's EZeDocs/400 and EZPayManager/400 are **indexed and stored automatically** as they are generated.

- **Paper documents can also be scanned, indexed and stored as electronic documents.**

"EZContentManager's **user interface is very friendly, and this will influence more (of our) people to use it,**" Vilches said.

"**Stored documents can be presented in PDF format**, which is very easy to read and which can be transmitted instantly as email attachments if a vendor or customer needs to see a document. EZContentManager has **excellent provisions for security**, which is very important considering it's used for storing and protecting sensitive corporate information."

IMPLEMENTATION

Wabash Technologies employs a Model 720 computer running SSA's BPCS software under OS/400 Version 5.2. The consolidation involves moving the System i-resident record retention program from the System i platform to EZContentManager and at the same time, replacing an existing content management system with the ACOM solution. Both the System i server and the EZContentManager server exist as nodes on the company's network.

SUCCESS!

Wabash expects **significant savings** to result from:

- **faster and more efficient retrieval;**
- **the use of the electronically filed documents;**
- **the ability to convert most of the document printing and associated tasks to electronic delivery.**

"The previous system tended to search everything associated with a particular number, and since we have many systems, the number could be associated with many documents."

"**We will now be able to find documents much faster**, because EZContentManager's multiple-search-indexing capability allows us to set-up individual search parameters," he said.

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