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Palm Beach County School District
A Success Case of Efficiency and Savings

THE SCHOOL DISTRICT PALM BEACH COUNTY

In the sprawling landscape of educational institutions, the School District of Palm Beach County stands as the tenth largest in the nation and the fifth largest in the state of Florida. With a student body exceeding 189,000, representing a tapestry of 150 languages, it serves as a pivotal contributor to the vibrancy of Palm Beach County. As the largest employer in the region, the district's 22,891 employees, including over 12,786 teachers, play a crucial role in shaping the future.

THE CHALLENGE: A PAPER-DRIVEN ODYSSEY

In the backdrop of economic challenges in 2013, the Palm Beach County School Board confronted a daunting task — to streamline operations amidst significant budget reductions. Handling a staggering 175,000 invoices annually, the Accounts Payable (AP) department grappled with a labor-intensive, paper-driven process that proved error-prone. The associated high costs of storing paper invoices and adherence to government mandates on record maintenance added to the complexity.

SELECTING A PATH TO EFFICIENCY: INFORMA SOFTWARE STEPS IN

Faced with these challenges, the School Board sought an integrated solution that would seamlessly meld with existing systems, automating manual processes to trim both time and costs. This is where Informa Software entered the scene, offering a lifeline to the district's operational efficiency.

WHAT LIES AHEAD...

We're now in the process of introducing a full end-to-end contract lifecycle management solution that will further automate and optimize the Palm Beach School District's processes and capabilities. The journey continues, and the possibilities are endless!

So, take a hint from the success experienced by Palm Beach County School District: Integrated automation can revolutionize your document management, boost efficiency, and save you a fortune. It's time to turn the page and embark on your own efficiency-enhancing adventure!

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NAVIGATING CONCERNS: OVERCOMING MANUAL HURDLES

"We no longer physically store any paper invoices. They are stored and filed electronically, eliminating the possibility of misfiling a paper invoice (...) Automating many of our manual processes has resulted in increased productivity and significant cost savings."

Heather Knust
Director of Accounting Services
Palm Beach County School Board

"We've eliminated at least four processes, and invoice management has been accelerated by using a digital workflow right from the start."

Bob Rucinski
AP Manager
Palm Beach County School Board

A DECADE-LONG PARTNERSHIP

It's been over 10 years now, and as the journey continues, the district is poised to embrace a full end-to-end contract lifecycle management solution, further automating and optimizing its processes. The success story of Palm Beach County School District serves as an inspiring testament — integrated automation not only revolutionizes document management but also catalyzes efficiency and substantial savings.

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A Success Case of Efficiency and Savings

OVERVIEW OF PALM BEACH COUNTY SCHOOL DISTRICT

- 10th largest in the country, 5th largest in Florida
- Serves over 189,000 students, speaking 150 languages
- Largest employer in Palm Beach County with 22,891 employees

CHALLENGES FACED

The Paper Predicament (2013)

- Economic challenges and budget reductions
- Manual processing of 175,000 invoices/year
- Labor-intensive, paper-driven, error-prone processes
- High storage costs for paper invoices

CHOOSING A SOLUTION

Informa Software Steps In:

- Integrated solution for existing systems.
- Automation of manual processes to reduce time and costs.

A STRONG AND POTENT ALLIANCE

Informa Software's Decade-Long Contribution

Offerings

- Integration of eForms and workflows.
- Automation of contract management and document storage

Continued Support

- Over 10 years of effective, end-to-end solutions

Future Endeavors

- Introduction of full end-to-end contract lifecycle management
- Continuous journey towards automation and optimization

KEY TAKEAWAYS

- Integrated automation revolutionized document management
- Boosted efficiency and resulted in significant savings
- The journey continues with endless possibilities

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MAJOR CONCERNS ADDRESSED

1. Costly Manual and Paper-Intensive Processes

- Issue: Manual handling of 175,000 invoices annually.
- Solution: Introduction of an automated digital workflow.
- Result: Significant reduction in manual processes and improved productivity.

2. Cumbersome Record-Keeping Requirements

- Issue: High storage costs for paper invoices.
- Solution: Automation of records retention processes.
- Result: Elimination of physical storage, systematic record retention.

SUCCESS STORIES

Improved Productivity and Reduced Resources

- Invoice processing accelerated with digital workflows
- Processing more invoices with half the staff

Enhanced Visibility and Tracking

- Automatic scanning provides complete visibility
- Better compliance, auditing, and vendor relations

Paper Storage Cost Reductions and Efficiencies

- Electronic storage eliminates physical storage
- Systematic retention based on invoice type

Staff Satisfaction

- Initial reluctance replaced by appreciation for efficiency