

HOW COLVICO'S AP MANAGER HANDLES 200+ INVOICES A WEEK ON HER OWN



Problem

As the sole person responsible for accounts payable, Norma-Jean Spurlock needed an efficient way to manage hundreds of invoices while quickly accessing purchase order and vendor information. Without FOUNDATION, she was tracking PO balances and invoice activity through a fully manual process.



200–250 invoices managed weekly by one AP manager



At least 30% daily time savings



Recurring invoice entry reduced from 20–30 minutes to 5 minutes

Colvico Inc. is a family-owned electrical construction company based in Spokane, Washington. The company specializes in conduit installation for airports, hospitals and schools and serves customers throughout the Pacific Northwest. Norma-Jean Spurlock has worked with Colvico for six years, managing the company's accounts payable. For Norma-Jean, having the right tools to manage AP efficiently is essential since she is handling the workload on her own.

Managing Hundreds of Invoices Without the Extra Work

Before joining Colvico, Spurlock had spent years working with QuickBooks® at a previous company. When she joined Colvico, which already ran on FOUNDATION, she found the system familiar and easy to adapt to. In fact, she says it took just two days to become a functioning user.

“When I found out Colvico used FOUNDATION, I wasn't sure at first, but it was so easy to

Solution

FOUNDATION gave Spurlock easy-to-use reporting, AP templates and built-in safeguards that simplified her daily workflow. With FOUNDATION, she can manage 200–250 invoices per week on her own while saving at least 30% of her time each day.

learn and convert to it,” Spurlock said. “The setups and the screens are very similar to QuickBooks.”

One of the biggest advantages was FOUNDATION's reporting capabilities. Spurlock regularly uses reports to track purchase orders and vendor history. She can even use the system to check information and outstanding commitments. Instead of manually searching through paperwork and spreadsheets, she can quickly find the PO status she needs.

Before FOUNDATION, answering a question about a PO could take approximately 20 minutes.

“So you'd have to pull out the original PO, find the vendor's invoice and do a spreadsheet of a deduction of how much invoices were applied to get a total,” she explained.

With FOUNDATION, that process is much simpler.

“FOUNDATION helps me understand when we issue a PO, how much is outstanding left on the PO or remaining committed and then how much was invoiced against the PO,” she explained. “This is very helpful if someone asks me — and it's usually the boss — how much is left on that PO, I'll be able to punch it in and run the report.”

Turning AP Into a Faster, More Efficient Process

FOUNDATION's AP tools have helped Spurlock eliminate time-consuming manual work from her daily routine. Recurring invoice templates, in particular, have transformed how she handles large batches of invoices at the beginning of each month.

“On the first of the month, I have a bulk of invoices,” she said. “All I have to do is click the ones I want to recur to start to populate the

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Norma-Jean Spurlock

Accounts Payable Manager
Colvico Inc.

information.” From there, she only needs to update key details such as the date, invoice number and amount.

“That is something that used to take 20–30 minutes. Now it takes 5 minutes, and the checks are out the door.”

The efficiency adds up across her workload.

“As one person, I’m able to manage about 200 to 250 invoices on a weekly basis by myself with FOUNDATION.”

FOUNDATION also helps her stay organized when working with multiple project managers. She can run reports by PM and customize PO numbers with project manager initials, making it easier to trace transactions and locate the information she needs.

At Least 30% of AP Time Saved Every Day.

For Spurlock, the time savings aren’t limited to one particular task. FOUNDATION has streamlined everything from recurring invoices and PO tracking to reporting and error checking.

“I’d say on a daily basis, I save about at least 30% of my time with FOUNDATION,” she said.

That efficiency allows one person to handle a significant AP workload without sacrificing visibility or accuracy. It also gives Spurlock more time to focus on the details that keep payments and vendor relationships moving smoothly.

The Right Tools and Support to Keep AP Moving

Beyond saving time, FOUNDATION has helped Spurlock establish a more consistent AP process. When she started at Colvico, she learned how the different steps of the process connected, from purchasing and invoicing through posting and payment.

“FOUNDATION helped me with the process and understanding of what the first step was,” she said. “So that gave me an idea of how the process should work with the AP and then also how to fix it if you make a mistake later, how to go backwards.”

The system also helps reduce the risk of duplicate entries. FOUNDATION can recognize duplicate invoice numbers, vendors and POs, providing an extra layer of protection during busy periods.

“It does recognize duplicate invoice numbers and vendors,” Spurlock said. She added that duplicate PO recognition is “very helpful” when she is interrupted or unsure whether she has already entered something.

And when she does have a question, Spurlock says FOUNDATION’s support team is there to help.

“I’ve been very happy with FOUNDATION’s support,” she said. She typically receives a response within 15 to 20 minutes after

submitting a ticket, and support representatives stay with her until the issue is resolved.

With the combination of efficient AP tools, detailed reporting and responsive support, FOUNDATION gives Spurlock the confidence to manage a demanding workload on her own.

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