

## Parkdale Mills Partnership with Advanced Imaging Systems

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Lynn Ramey, Accounts Payable Manager

Parkdale Mills is the largest independent producer of cotton and cotton blend yarns in the world. Ever since the company was established in 1916, they have consistently focused on using technology to improve their Customer service, workflow, and overall efficiency. Advanced Imaging Systems has assisted Parkdale Mills achieve their goals by keeping them up to date with all the latest technological advances in the document management industry. Over the years we have built a strong relationship with Parkdale Mills while assisting them with the changing technology. Initially they microfilmed their documents and then they transitioned into using FileTrax for their capture and retrieval software. In the past three years they have been scanning using Kodak scanners and the Digitech software. Now that Parkdale Mills is scanning their daily AP documents, we are in the process of converting approximately 200 of their older 16 mm microfilm rolls to a digital format that will be imported into their current Digitech system.

Parkdale Mills is headquartered in Gastonia, NC. Their scanning system includes one centralized Kodak 3500D scanner, Digitech’s PaperFlow capture software, and fifteen licenses of PaperVision Enterprise web-based/thin client retrieval software accessed throughout thirty locations within the United States. All user have the ability to retrieve accounting documents scanned in Gastonia just minutes after they have been processed.

Accounts Payable is the only department currently utilizing the system, but Parkdale Mills plans to integrate multiple departments in the future. When an invoice comes in, they process it through their accounting system then it immediately goes to the central capture station to be prepped, scanned, indexed (utilizing barcode technology), and then automatically uploaded for retrieval. This process allows Parkdale Mills to get one step closer to becoming a paperless environment. After the invoice is scanned, it can be retrieved by other departments that need access to it to verify payment, shipment, or confirm contact info. The most common departments that are retrieving the invoices are AP, the controllers, and freight. This process improves efficiency and Customer service considerably. Lynn Ramey, the Director of Accounts Payable, said, *“Not only has it increased efficiency dramatically in our division, but now other departments can access the information directly.”* Another useful purpose of their system is being able to pull information quickly during an audit. Now the spot checking of AP can be done in minutes versus the hours that it took previously. The final way that Parkdale Mills is using the system is for backup and disaster recovery. They have everything that they scan backed up on their server on a regular basis. In addition to the server, they create CD back ups and store them at an offsite location. The integrity and preservation of the documents can now last forever.

For further questions regarding Parkdale Mills please feel free to contact Lynn Ramey @ 704.874.5127 or Advanced Imaging Systems directly at 800-365-1038.

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