

ELO customer reference

Schriesheim



A town with flair and the ELO ECM Suite



"ELO enables us to process our tasks cost-effectively."

Volker Arras
Town treasurer, Schriesheim

Schriesheim is a town located in Baden-Württemberg, north of Heidelberg, with a population of around 15,000. Schriesheim has a charming old town with narrow streets lined with typical German half-timbered houses that afford a view of the surrounding vineyards along the Rhine valley. The town administration was looking for a new solution to manage its accounting processes and eventually switched to enterprise content management (ECM) with ELO.

The **ELO ECM Suite** is a central knowledge platform that ensures that information (paper or digital) is available to the 50 administrative employees in an instant. The volume of information that they have to deal with on a daily basis is immense: Besides documents related to tax assessments or changes to property tax bases, Schriesheim also has its own private water supply and wastewater disposal systems. In addition, there are more than 70 associations, church and social clubs offering a wide range of sports, arts, cultural and social activities for all ages and interests. All of this correspondence is now electronically archived with ELO as well as all e-mails from the town administration.



The solution

Practical added value



Facts

Country: Germany
Sector: Public administration

The company

Schriesheim is a town located in Baden-Württemberg, north of Heidelberg, with a population of around 15,000, over 1,600 hectares of forest and private water supply and wastewater disposal systems.

The challenge

To replace the archiving solution provided by the data center and integrate ELO with the financial system as well as to retrieve documents from the accounting software.

The solution

Integration of **ELOprofessional** with the accounting software Finanz+, including invoice workflow and secure document and e-mail storage.

The benefits

- Finding documents is significantly easier
- Easy access to invoice documents, even outside the financial department
- Electronic files are available to all employees in the financial department
- Workflow for leasing local real estate
- Less space required for storing paper documents

History of Schriesheim

Schriesheim dates back to a Franconian settlement, which is mentioned for the first time in 764 in a deed of gift to the monastery in Ellwangen. In the middle of the 13th century, the monks of the monastery, who belonged to the noble Strahlenburg family, founded a castle town at the foot of the Ölberg. Today, the castle ruins are the town's landmark.

In 1347, the town and the castle were sold to the count palatine in Heidelberg. The coat of arms and town seal originate from this period. Following the Weißenburg feud in 1470, the town lost the rights of a township and the fortifications. Schriesheim was largely destroyed during fires in 1632 and 1674.

Gem of a town

In the early days of industrialization, large paper factories emerged along the Rhine valley around 1820. Schriesheim became an important industrial center for decades on account of its mining and paper industries. Schriesheim was largely unscathed by the destruction of the First and Second World Wars. In 1964, to mark the 1200th anniversary of the town, Schriesheim was reawarded its right to be called a town. Schriesheim now includes the neighboring residential districts Altenbach and Ursenbach. They were mentioned for the first time in 1361 (Ursenbach) and 1401 (Altenbach), and were annexed in 1972/73.

Schriesheim has been a popular spa town and recreational destination since the end of the 19th century. The attractive location between Odenwald and the Rhine valley has made it a true gem whose importance as a wine-producing town is evident all over. The town is close to the industrial centers Heidelberg, Mannheim, and Ludwigshafen, and is home to a number of important regional companies as well as small and medium-sized enterprises. In addition, the town has six municipal kindergartens, three primary schools, two secondary modern schools, an adult education center, an open air pool and 1,600 hectares of forest. These are all reasons why Schriesheim is considered a great place to live.



Search for a complete solution

The municipal data center in Schriesheim used to provide the financial management system as well as the optical archiving of the documents (invoices, orders, etc.). The other documents were "managed" in Windows Explorer. In 2012, the town administration switched the financial accounting system from SAP to Finanz+, meaning it was no longer dependent on the data center. This called for a new archiving solution that would meet all the requirements.

This included the need for e-mail archiving software to ensure that tax-related and other important e-mails would be tamper-proof and stored in line with data retention legislation.

After looking at other solutions on the market, the town administration chose **ELOprofessional**. The solution was chosen on account of its extensive functionalities, top performance and ease of use, as well as the excellent support provided by the ELO Business Partner Syscare Informationssysteme in Weinheim.

Swiss Army Knife of ECM solutions

The project began in February 2012 and was completed in August of the same year. **ELOprofessional** is used to digitize and archive all kinds of documents, invoices, and records. Integration of the financial system with the ELO repository was successfully implemented and retrieving documents from the accounting software Finanz+ is simple thanks to **ELOprofessional**. There is also an invoice workflow for use with Finanz+ and ELO also archives all important e-mails.

Digitization

When an employee posts an invoice, the system simultaneously prints out a cash instruction with a barcode printed on it. The barcode has a consecutive number that uniquely identifies the transaction. Once they have been signed, the invoices are scanned together with the instructions. ELO merges the invoices and instructions and archives the new file under the document number.

The employee can now call up the transaction from Finanz+ in ELO. In this way, the financial accounting department has a single document and can also access the underlying documents in an instant.

There is no workflow that automates the payment process as this would have required the town administration to obtain a separate audit certificate, which is a complex and expensive procedure.

Scanned tax files

All normal files and documents are also scanned and managed digitally, including old files. For example, there are around 500 cases of property changing hands every year, changes to property tax bases, etc. The ensuing 500 basic tax assessments from the tax office are then processed manually, scanned, keyworded, and finally stored in ELO.

Some 600 trade tax files were digitized by an external company and then archived in ELO in order that they can be easily accessed by employees.



Simplified search

Studies have revealed that employees can spend up to 20% of their time searching for information.

"Fast access to the digitized files and the full-text search has significantly increased our productivity."

Volker Arras
Town treasurer, Schriesheim

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Summary and outlook

ELO workflow functions are also used in the town administration. For example, the IT department has programmed a workflow for leasing municipal real estate (halls, sports facilities, event venues). As soon as a request comes in, the application is scanned, given a barcode and then processed automatically in ELO.

All in all, **ELO**professional is employed in various areas of administration in Schriesheim. There are twelve active users as well as another 20 employees who use the interface to Finanz+ to view documents. The employees quickly adapted to ELO, without the need for extensive training measures.

The advantages of ELO are immense: Employees can quickly locate documents thanks to the intelligent search function, retrieve accounting documents in an instant, even if they do not work directly in the financial department, and electronic files are available to all employees in the financial department.

The town administration upgraded to the current ELO version in 2016 in order to benefit from the full features of the latest version.