BVG PROPERTY MANAGEMENT REDUCES PAPER WASTE AND AUTOMATES PROCESSES WITH HELP FROM THE CONTENT GROUP

-Enterprise Content Management solution aids BGV Property Management in the management of office documents –

BGV Property Management Limited has selected Enterprise Content Management (ECM) solutions provider, The Content Group (TCG), to provide an ECM solution for document and process automation. BGV Property has invested in Invu document management software, including CodeFree Integration - allowing their accounting solution to link up with the ECM solution.

BGV buys and lets properties and is located in central London. With approximately 400 properties currently on the books and plans for expansion, internal process and successful handling of information is vital to the success of their business. Lee Perriam, Financial Director, BGV Property Management estimates that they will double the number of properties that they manage, to make up 800 properties in total, within the next year.

Lee Perriam, Financial Director, BGV Property Management, commented, "With each of our properties there is a lengthy paper trail. Paperwork associated with buying the properties, the solicitors, leases and lettings as well as correspondence with agents to manage the properties and tenants who lease the properties, can really mount up. We have recently moved offices to accommodate additional staff and our ambitions to triple in size in the next year."

Electronic storage of legal documents and general paperwork creates an easy to use and easy to manage e-filing system, reducing the time it takes to process and store documents. Perriam continues, "A major motivation for the selection and implementation of Enterprise Content Management software was to reduce the costs associated with renting storage space in Mayfair. By back-scanning all our paperwork and storing our documents electronically, we can eliminate the dreaded filing cabinet and free up office space."

The Content Group's solution uses Invu including CodeFree integrated with BVG Property Management's accounting software. Invu will be used to manage paperwork such as mortgage offers and mortgage acceptances, legal documentation for the purchase of the property, paperwork which relates to agreements with managing agents, statements from agents which relate to rents and fees, any invoices for service charges and utility bills, as well as general correspondence which includes company HR and administration paperwork and client correspondence.

Perriam, adds, "The solution implemented by TCG will be integrated with our accounting system - Quickbooks - which means that when we are trawling through profitability by property, for example, if there is a query on any particular cost, at the click of a button you can access the original paperwork to clarify any uncertainty or add any information."

The software will ensure that the internal communication and the recording and documenting process is improved, allowing BGV Property Management's staff ease of access to all office paperwork. The workflow product gets the information around the business in the correct order - obtaining approvals from the relevant people at the relevant time. This is particularly effective when circulating supplier invoices throughout the company.

Perriam concludes, "I knew The Content Group to be both vendor independent and a market leader when it comes to Enterprise Content Management Solutions. We needed impartial advice on which solution was best suited to our business and knew the consultation expertise at The Content Group to be outstanding."