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4 Things Your Company Gains By Going Paperless

By **Gabriela Morales**, [Altec](#)

Employees of paperless companies can electronically capture and store documents, access them from mobile devices, streamline business processes using workflow, and automate file output. A suitable integrated document management solution can benefit various departments across a broad range of industries.

Also, an integrated document management solution can evolve along with a company, seamlessly expanding to additional departments to provide new capabilities and efficiencies enterprise-wide.

Become a paperless business and get more of these things that you value:

1. Time

If your team members aren't spending time on manual paper-related tasks, they can work more productively on important responsibilities. With a document management solution in place, your organization's employees won't have to worry about scanning, copying, printing, or searching for documents.

Time won't be wasted routing documents across the country to another office, on inefficient data entry, or gathering and compiling documents when auditing time comes 'round. By automating drawn-out business processes such as invoice approval, it's possible to expedite these tasks and remove bottlenecks. *It's all in the name of increased efficiency.*

2. Space

Does your office use filing cabinets or any off-site storage? How about those Human Resources files that must be kept for a minimum amount of time? The average United States office worker uses 10,000 sheets of copy paper per year, and many of these physical documents are stored *somewhere*. With an electronic document repository, your office can free up space and save any storage facility rental fees.

3. Security

Some companies know all too well that document security can be threatened—whether by natural disasters, faulty plumbing or wiring issues, or even malicious acts such as arson. While a sturdy cabinet or storage room of cardboard boxes may not withstand a flood, hurricane or fires, but with a paperless document management solution in place, your organization will not have to worry about losing critical data.

In addition, with a document management solution, administrators can set security permissions by user, controlling whether employees can view, edit, and/or create certain documents. Security is also improved with the tracked file history which indicates who has edited and accessed each document.

4. Money

More time, space, and security all lead to cost savings. Going paperless decreases or even eliminates paper, toner, storage, and courier bills. Document management also affords companies the ability to grow business yet eliminate department positions or reallocate employees' time elsewhere. It is important to note that companies that invest in paperless solutions experience quick returns on investment (ROI).

LEARN MORE:

Are you are interested in growing your business, improving document security, and reclaiming your company's time and space? If so, please join MicroAccounting for a free Webinar on the document management capabilities of Sage ERP Document Management.

Top 10 Reasons Companies Go Paperless
Free Webinar
Tuesday, April 21, 2015
10 to 11 a.m. CST
[Register here.](#)

Email us for more information: info@microaccounting.com

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