MicroAccounting

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Moving Your Business Forward by Getting Rid of the Paper

Paper is holding you back from achieving your goals for growth. Those 20 or so extra steps you have to take each day multiplied by every member of your team are weighing heavily on your productivity. Integrating a paperless solution to your processes will help you eliminate paper filing, gain visibility and immediate access, and manage the approval workflow.

When you eliminate the paper filing you're able to:
- **Save on Document Storage Costs:** Companies like you are spending a lot of money to print, file and store paper documents either in their office or at an off-site storage facility. One such company ended up saving $85,000 on off-site storage fees alone when they moved to an electronic filing system.
- **Improve Productivity:** When you make the move to go paperless, you'll find that the hours upon hours that you used to spend filing, copying, searching for documents, or walking documents to someone's desk can be used in much more effective ways. You can handle the rest of your workload quickly and efficiently.

With the increased visibility, you're able to:
- **Find Documents More Easily:** One thing that makes paper documents so challenging to work with is the fact that they are so easily misplaced, buried or lost. Electronic documents can be instantly retrieved from your computer by way of a powerful search engine.
- **Gain Better Control of Approvals:** In a paper world, documents waiting for approval are probably sitting on someone's desk or inbox. Or even worse – they may be in the mail heading to a remote office where the approver works. Whatever the case, employees are not empowered to quickly act on documents that need approval and there's no effective way to manage upcoming deadlines. A paperless solution will come with sophisticated reporting capabilities and plenty of options for approving documents from wherever you are.

Once the process is moved to an electronic alternative, you can:
- **Minimize Data Entry:** Document management solutions that are integrated with your accounting system will leverage the keystrokes that are part of your normal process and enable you to re-purpose data to make those documents searchable.
- **Simplify Auditing:** For some companies, any time an auditor is in their office is a very stressful time. Searching for every document they require in file cabinets, boxes of documents, or off-site is time consuming and the threat of not finding the document needed to pass an audit adds a lot of unnecessary stress. With a paperless solution, you could either pull all of the documents for a particular time frame and copy them to a flash drive, or give an auditor their own repository user license with access limited to only the documents they would need.
- **Grow Without Adding Headcount:** Maybe your company has reached the pivotal moment where the workload has become unmanageable for the staff you currently have, so your options are to hire additional staff or streamline processes. Of course, we always

recommend streamlining instead, and going paperless is definitely an effective way to do that.

In our upcoming webinars we'll dive deeper into what Sage ERP Document Management does, how it impacts each department, and why you should consider going paperless. To sign up for our webinar on March 24 CLICK HERE or to register for our April 21 webinar, CLICK HERE.