

# CNG-Books receives FIVE star overall rating

by Bonnie J. Nagayama, CPA,

Consultant, author, professional speaker on QuickBooks Accounting Software and President of McWilliams & Associates, Inc

**Overall Rating:** ★★★★★

## Overview:

This is the most comprehensive document management solution we have found that integrates with QuickBooks. It is a front end data entry solution for bills and customer payments that seamlessly integrates by recording the transactions in QuickBooks and filing the electronic document into the Cabinet NG folder as a single process.

The real value in this system is realized with larger organizations (i.e. 5 or more users). The documents are protected and stored on the server with individual users required to log on to retrieve the documents. This is a scalable solution that will provide the document management features most businesses need.

## Pros:

**Ease of Use** – There are many ways to get the information into the system. E-mails can be added with a simple click and drag to a save as field on the task bar in Windows, from anywhere it is possible to choose the “Print to Cabinet NG” printer, and of course it is always possible to scan the document from within Cabinet NG, just to name a few.

**Security** – This product is designed for a server/work station environment and has security including extensive password protection options available to control access to documents, folders, cabinets, etc.

**QuickBooks Integration** – It is possible for data entry personnel to create bills, credit card charges and receive payment transactions directly through CNG-Books without redundantly accessing the QuickBooks data



file. This eliminates the need for duplicate data entry between managing the document itself and recording the transaction in QuickBooks.

**Productivity Enhancement** – With Cabinet NG there is no more looking for information that has not been filed, trying to discover who has the file, or finding misfiled information. In addition there is built in workflow features to make routing documents possible.

**File retrieval protocol** – the concept within Cabinet NG is the same as the “old fashioned” filing cabinet with file folders inside and documents inside that. In addition to the improved search capability available when all documents are stored electronic, the documents can all be stored in their original format making future use easy. By double clicking on a “file folder” in the “cabinet” it is possible to drill down to additional “sub-folders” to provide for like kind documents organization.

**Longevity** – With more than a decade of experience in providing strategic filing solutions, Cabinet NG has a tested, stable product while continuing to offer feature enhancements to make a good product even better.

## Cons:

**Cost** – This product is most cost effective solution for organizations with multiple users with the commitment to go paperless.

**Navigation** – As with any product, extensive features can make navigation a little more challenging. Cabinet NG does a good job on making the process as easy as possible. Just remember to use the back arrow until you get to the choice to exit.

**QuickBooks Integration** – While the QuickBooks integration over all is quite good, there are a couple of issues we noted: With the bills it is not possible to link it to a purchase order, it is also not possible to enter a bill credit, and finally, there is not any automatic recall for

the chart of accounts coding on the bills. Fortunately, Cabinet NG is very responsive to constructive feedback and based on previous history, we anticipate seeing these minor points supported in a future release.

Update as of July 15, 2005:

Cabinet NG has just announced a new release that works with QuickBooks without the feature set of the Cabinet NG product. This new release has its own integrated document management file structure.

CNG-Books streamlines QuickBooks data entry and document filing into one consistent and efficient electronic process. Vendor bills, customer payments and credit card statements are brought into CNG-Books as scanned or faxed images. While viewing the image, CNG Books simplifies data entry by synchronizing information directly from QuickBooks using familiar pull down menus. Only the transaction's unique date must be keyed. This saves time and improves accuracy. With the click of a button, the data is entered in QuickBooks and the image is filed. If a folder does not exist, CNG-Books automatically creates one using the customer/vendor/credit card information obtained from QuickBooks.

CNG-Books even gives you a way of tying transaction specific documents to a previously entered transaction, and general documents to a vendor or customer. This puts all transaction data and associated documents you need about a customer or vendor right at your fingertips – whenever it's needed.

- Ease of Use:** ★★★★★
- Features:** ★★★★★
- Quality:** ★★★★★
- Performance:** ★★★★★
- Support and Service:** ★★★★★
- Value:** ★★★★★

Bonnie J. Nagayama  
bonnie@4luvofbiz.com

### About Bonnie J. Nagayama, CPA



Bonnie J. Nagayama, CPA is uniquely qualified to give a well-rounded, solutions approach to the many issues facing small business today. As a CPA with Controller experience, and the President of a rapidly expanding small business herself: she assists the owner balance the many requirements of owning and operating a small business in a cost effective, time-saving manner. Bonnie does not offer any income tax work, but rather focuses on the more day-to-day operational issues that can make a dramatic difference in the cash flow and profitability of the business. Bonnie is a small business consultant, author, and professional speaker on QuickBooks® Accounting Software and Managing Your Business to Greater Heights. She has taken her knowledge, experience, and written documentation and packaged it for the accountant and consultant as two unique and highly effective analysis tools (Small Business Diagnostic Tool - Business Management Edition and Small Business Diagnostic Tool - QuickBooks® Accounting Software Edition) and a membership site that contains more the 2,500 html pages of QuickBooks related content. Annually she speaks and writes materials used by more than 4,500 CPAs on a variety of QuickBooks topics including how to help their clients use it more efficiently to achieve small business success. She is the recipient of the California CPA Education Foundation's 2001 Award for Instructor Excellence.

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