



Thinking of Going Paperless?

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For what seems like years we have been kicking around the idea of going paperless. We finally found a solution that automates the process with QuickBooks while having a robust solution for all the rest of the workpaper and administrative paper we seem to create and accumulate. We have seen the demo of CNG-Books 2.0, and we were impressed. Watch for more information in the coming months via our newsletter as we start using the software and can offer real world experience to you on how it works.

To get you started, here is the recent press release on their newest update:

CABINET NG UNVEILS FIRST COMPREHENSIVE DOCUMENT MANAGEMENT SOLUTION FOR INTUIT'S QUICKBOOKS 2005

CNG-Books 2.0 Moves QuickBooks Financial Management into the Realm of the Paperless Office

ATHENS, Ala., February 22, 2005 – Cabinet NG, Inc. today announced CNG-Books 2.0, the first comprehensive electronic document management solution for Intuit (Nasdaq:INTU) QuickBooks 2005. CNG-Books 2.0 integrates data with QuickBooks Pro and Premier Editions 2004-2005, QuickBooks Enterprise Solutions, and Canadian editions of QuickBooks 2005, enabling companies to transform the management of finances into an efficient, paperless process. This new version of CNG-Books leverages the powerful capabilities of the company's flagship solution, CNG 5.0, to help QuickBooks users instantly file and retrieve financial records - bills, invoices and supporting data – directly from QuickBooks.

By simply scanning paper documents using CNG-Books 2.0, Cabinet NG's software intelligently files the document image in electronic filing cabinets for anytime access. Working in QuickBooks, users are then able to save time and money by:

- Filing documents electronically and entering data into QuickBooks in a single step;
- Immediately pulling up a bill, invoice and supporting data anytime for reference;
- Enabling secure file sharing of financial records between authorized users;
- Archiving and retrieving records in accordance with emerging regulatory compliance regulations, and thereby
- Removing the burden of wading through a swamp of paper to find relevant documents

"CNG-Books extends the functionality of the most widely used financial management solution in the SMB market – QuickBooks, a business standard used throughout the North America," said Andrew Bailey, President of Cabinet NG. "With CNG-Books, QuickBooks 2005 users are finally able to automate a previously labor-intensive, error-prone paper-centric process, ushering in a new era of electronic document management for accounting departments."

According to Curtis Ricketts, Oasis Property Development, CNG-Books 2.0 helps make the financial management of 15-million dollar plus development/construction properties into a more responsive and accurate process: "By enabling our firm to streamline the financial

management process and enhancing the flow of critical information, CNG-Books makes QuickBooks a much more effective system. Cabinet NG's integration between instantly accessible electronic documents and QuickBooks helps Oasis Property Development achieve higher levels of efficiencies in our project management, development, and accounting processes."

"Intuit and Cabinet NG both recognize that small business owners juggle many daily tasks and that they are constantly looking for ways to streamline their operations and increase business success," said Ed Schaffer, group manager of the Intuit Developer Network. "Enabling the exchange of data between CNG-Books 2.0 and the 2005 line of QuickBooks Financial Management Software products will help small businesses save time and manage their resources more efficiently, allowing them to spend more time actually running their business."

CNG-Books Applying the Power of CNG 5.0

Released in the fourth quarter 2004, CNG 5.0 arms firms with automated document and workflow management capabilities needed to manage the exponential growth and complexity of their files. CNG 5.0 supports virtually any document format and consolidates all deposited information into one organized and secure networked system. The software is also a leading tool in helping firms maintain compliance with emerging regulatory requirements that dictate how organizations' information must be treated.

By design, CNG 5.0 gives businesses a simple and intuitive user interface for effortless, error-free electronic document management. Its point and click navigation enables users to immediately locate any target cabinet, folder and document, allowing a company to reclaim time previously wasted on traditional paper-based methods. CNG 5.0 also provides both manual and rules-based document routing for workflow automation. Supported document formats include: email, forms and custom documents, existing paper documents via scanning, and data from other applications such as database reports, Windows Office suite documents, and other financial/business software applications.

About Cabinet NG

Cabinet NG, Inc. is the industry's only automated filing solution that begins filing as you begin typing. A Software 500 company, Cabinet NG has become a leading digital document filing solution for the medical, financial, manufacturing and other professional services industries. Cabinet NG's Shared Access Filing Environment (SAFE) helps companies manage large volumes of documents, optimize workflow, enforce privacy and improve efficiency while preserving their established processes. The company is privately held with headquarters in Athens, Alabama.

For more information, please visit www.cabinetng.com.

As a resource for this and other questions, submit a question via "[Ask the Expert](#)" or attend our [free, monthly discussion forum tele-class](#).

[Bonnie J. Nagayama, CPA](#) (925-247-0100) has been featured by Intuit in their [QuickBooks Advisor Spotlight](#) and frequently teaches and consults on using QuickBooks to its maximum advantage. For a FREE weekly newsletter of QuickBooks tips and tricks, plus many free and low cost QuickBooks resources visit www.4luvofbiz.com.