

# Soaring With Integrated Electronic Document Management

Outsourced accounting services provide clients, especially small-to-medium businesses (SMBs), with the expertise and efficiency that is hard to match in-house. One firm, called the Bookkeeping Department, based in Richmond, VA, expands this business model and achieves new levels of client service by making paperless accounting central to its strategy. As a result, the firm achieves greater integration with clients' business processes.

The Bookkeeping Department leverages technology to provide clients with outsourced accounts payable, accounts receivable, general accounting, financial reporting and quarterly tax filing services in a paperless environment. The firm uses electronic document management to deliver customer value by reducing costly storage space and saving time through efficient document filing, retrieval, and sharing of information.

Key to the success of The Bookkeeping Department is the deployment of an electronic document management solution that integrates with the most prevalent SMB accounting system, Intuit's QuickBooks. Scott Vaden, President of The Bookkeeping Department, found the perfect integrated solution in CNG-Books, Cabinet NG's electronic document management system that streamlines QuickBooks

data entry and document filing into one consistent and efficient electronic process. By uniting QuickBooks transactions with business documents, CNG-Books makes filing, locating, and



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sharing documents simple, seamless, and secure.

CNG-Books is completely integrated into Cabinet NG's Shared Access Filing Environment (CNG-SAFE). With CNG-SAFE and CNG-Books, the firm can manage large volumes of documents, optimize workflow, enforce privacy, meet

compliance and improve efficiency—both at The Bookkeeping Department and at its customers.

Built-in format independence means CNG-SAFE is compatible with other applications straight out-of-the-box. The Bookkeeping Department can work with documents in their native format and application—vendor bills, customer payments, and credit card receipts can be brought into CNG-Books in a variety of formats including PDF, Microsoft Word, Microsoft Excel, text documents, and scanned or faxed images—as well as consolidate pertinent documents from different applications in a uniform filing structure.

With the click of a button, all keyed transaction data is entered in QuickBooks and the document is filed. CNG-Books provides the capability to link documents to an existing transaction or add miscellaneous documents to a vendor or customer record, giving instant access to supporting documentation without the need to leave the desk.

The Bookkeeping Department pulls in client work via CNG-Books, posts the work, and files it for future use. All of Scott's employees and consultants use CNG-Books to accelerate workflow across the organization, improving efficiency and customer service. The Bookkeeping Department's consultants can easily access customer information and answer questions while the client is on the phone.

The company's clients can focus on the real work at hand when their accounting processes are efficiently handled in an electronic document system, which makes The Bookkeeping Department an integral part of their business. Good thing Cabinet NG's electronic document management can easily and affordably scale, because The Bookkeeping Department, and its clients, are set to grow. SR

