

Just Do It: Taking the Fear Out of Transitioning to a Paperless Environment

October 27, 2009

Learning Objectives

- Explore common challenges that accounting and bookkeeping firms face in the quest to go paperless.
- Evaluate solutions for document management.
- Consider the benefits of QuickBooks integration and SaaS.
- Hear tips and tricks from the CEO of a totally paperless firm on how to streamline the transition.
- Get answers to the questions you have about taking your firm paperless.

About Growthforce



- Outsourced bookkeeping firm founded in 2004.
 - Resource to the accounting industry (for tax & accounting professionals who don't want to deal with bookkeeping).
 - An la carte menu of services: clerks to controller.
 - Intuit Solution Provider (Advanced QuickBooks & QuickBase certified).
- Deliver valuable service to accountants.
 - Allows tax & accounting professionals to focus on higher billable tasks: KPI dashboard.
 - Smaller firms serve larger clients; larger firms serve smaller clients.
 - Deliver workpapers tax and accounting firms can use in their tax/audit prep work.

The Challenges

- Paper-heavy work environment.
- How to automate workflow to allow for growth.
- Getting your operations online to improve efficiencies.

Getting to a paperless environment is key...but how??

Getting Started...

Document Management Options

- Traditional DMS
 - Lots of decisions – usually requires some consulting and is a longer implementation.
 - Costly – with most solutions in the \$4K - \$5K range.
 - Can handle large organizations with complex workflow.
- Integrated DMS with QuickBooks
 - Organization is done within the QuickBooks framework, streamlining implementation.
 - Low cost – solutions that offer low monthly subscriptions for a few hundred dollars for the licensed software.
 - Most can handle simple workflow.

Getting Started...

Benefits of QuickBooks Integration

- Integration with QuickBooks
 - No complex cabinet/folder hierarchy.
 - No requirement to change current workflow/processes.
 - No requirement for costly consulting/IT/customization.
 - No requirement to train staff on a new application.

Getting Started...

Benefits of the SaaS Model

- Software as a Service (SaaS)
 - On demand; available anywhere, anytime via the Internet (web browser/mobile phone); offers enhanced accessibility to documents.
 - No up-front costs (no software to install or manage, no hardware to buy).
 - No IT staff or consulting required.

The Most Common Questions...

Getting Started...

The Most Common Questions...

Do I have to scan in years of client files to go paperless?

Few clients need information that dates back more than a year; clients want real-time data. Just pick a point and move forward from there.

Getting Started...

The Most Common Questions...

How do I tackle the task of scanning?

The actual task of scanning is not the issue. With the proper technology and workflow in place, scanning can easily be accomplished without hindering higher billable work.

Getting Started...

The Most Common Questions...

When will I have the time to train my staff on a new document management system?

When firms take advantage of simple SaaS-based document management applications, there is little to no training required. With systems that seamlessly integrate with QuickBooks, files are automatically linked to entries, so creating and learning a new filing structure is unnecessary.

Getting Started...

The Most Common Questions...

Can I afford the up-front cost, especially if the system doesn't work for my firm?

While some desktop-based systems can be costly, there is no upfront cost with some SaaS providers. Firms can test the solution without the risk of losing their investment dollars.

Getting Started...

The Most Common Questions...

How can I be sure my data is secure?

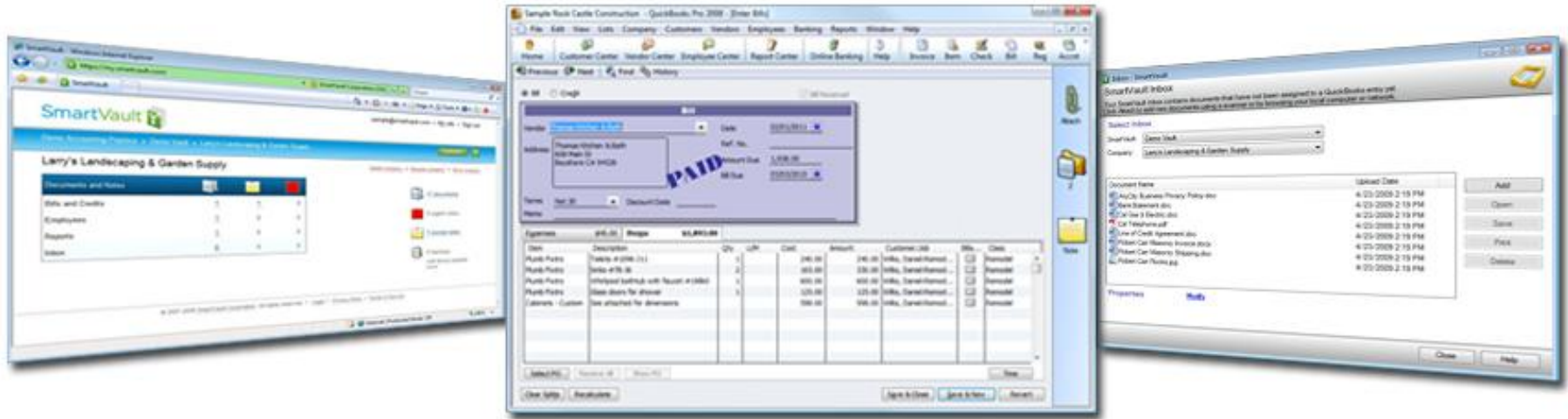
The bottom line is that data is much safer in the cloud environment than on an in-house server.

Before data is transmitted, it is encrypted for protection.

There is a daily backup of all data in the SmartVault datacenter. Customers can also request a copy of their documents at any time.

The SmartVault Solution

The SmartVault Solution



Web Portal

- Access documents anytime from a secure web-based portal.
- Accountants can easily set up and manage multiple clients.

Toolbar

- Innovative toolbar to quickly attach and organize documents.
- Integration allows you to work within the familiar QuickBooks framework.

Inbox

- Allows non-QuickBooks users to scan and upload documents for processing.
- Attach inbox documents inside QuickBooks onto your hosted desktop.

SmartVault Accountant Edition

- Manage multiple client vaults from a single interface.
- Get a single bill for all clients - volume discounts of up to 25%.
- Pass the expense on to clients as a monthly or quarterly line item.
- Invite clients via email to grant access to their documents.
- **Free private orientations** to get your firm and clients set up and using SmartVault.

SmartVault Accountant Edition

Get started with a free client

You'll get a free vault for your own QuickBooks company file, PLUS your first client is free for 3 months!

Client Vaults

starting at \$17.10/month

- + Storage for 1,000 documents
- + Access for 1 client user
- + Unlimited firm users
- + Unlimited inbox-only users
- + FREE private training sessions
- + Volume discounts