



The Bookkeeping Department
Accounting Services

AT A GLANCE:

>> Company:
The Bookkeeping Department

>> Location:
Richmond, VA

>> Industry:
Outsourced SMB accounting services

>> Business Challenge:
Find an electronic document management solution that would intuitively integrate QuickBooks accounting software to afford customers the benefits of a paperless system

>> Solution:
Deploy Cabinet NG's CNG-Books and Intuit's QuickBooks Enterprise

>> Results:
CNG-Books and QuickBooks together provide customer service benefits only possible in a paperless environment

Outsourced SMB accounting services firm differentiates itself using QuickBooks with CNG-Books

Commitment to Paperless Brings Exceptional Business Value

Scott Vaden, President of The Bookkeeping Department, has proven experience with the accounting needs of small to medium businesses (SMBs). In particular, Scott's focus has been on delivering cost-effective results allowing his clients to focus on the more important aspects of their businesses. His vision for The Bookkeeping Department is to provide high-quality, easy-to-use bookkeeping services. A key component of their success is Scott's commitment to providing SMBs with outsourced accounts payable, accounts receivable, general accounting, financial reporting and quarterly tax filing services in a paperless environment.

Business Challenge

Paperless is a significant part of The Bookkeeping Department's value proposition. Business processes that are "paperless" deliver customer value by reducing costly storage space and saving time through efficient document filing, retrieval and sharing of information. When Scott started The Bookkeeping Department, he knew he could provide outstanding accounting services to

the small enterprise organization by implementing a paperless system he could scale to meet client growth as part of the operation.

There was one big catch - Scott needed to find a complete electronic document management solution that integrated with the most prevalent accounting system among

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Scott Vaden, President The Bookkeeping Company

SMBs, Intuit's QuickBooks . Early on, Scott experimented with an elec-

tronic document management solution that didn't integrate with QuickBooks. This entailed manually filing client work and negated the possibility of passing the benefits of paperless to clients.

Salvation arrived when he found Cabinet NG. According to Scott, "CNG-Books' integration with QuickBooks was the primary draw to Cabinet NG for me."

Cabinet NG's CNG-Books is an electronic document management solution that unites QuickBooks transactions with business documents making filing, locating and sharing documents simple, seamless, and secure. CNG-Books supports storing docu-

ments in the Cabinet NG Shared Access Filing Environment (CNG-SAFE) document management platform. Using CNG-SAFE as the core electronic document management system, companies are able to manage large volumes of documents, optimize workflow, enforce privacy, meet compliance and improve efficiency throughout the organization - without burning a path to a wall of four-drawer filing cabinets.

Solution Overview

There are good reasons why a business owner of Scott Vaden's acumen was interested in the ability of CNG-SAFE and CNG-Books to integrate with QuickBooks. CNG-Books streamlines QuickBooks data entry and document filing into one consistent and efficient electronic process. Built-

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in format independence means CNG-SAFE is compatible with other applications straight out-of-the-box. SMBs like The Bookkeeping Department can work with documents in their native format and application, consolidate pertinent documents from different applications in a uniform filing structure, as well as preserve openness to future capabilities.

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. To save time and improve accuracy, CNG-Books simplifies data entry by retrieving familiar pull down menu data from QuickBooks. With the simple click of a button, all keyed transaction data is entered in QuickBooks and the document is filed. If a Cabinet NG folder does not exist, CNG-Books automatically creates one using the customer/vendor information obtained from QuickBooks.

CNG-Books provides the capability to link documents to an existing transaction or add miscellaneous documents to a vendor or customer record, affording employees instant access to sup-

porting documentation without leaving their desk. CNG-Books also enables QuickBooks to locate and display filed documents associated with a specific transaction, vendor or customer directly from within QuickBooks.

Business Benefits

Using CNG-Books and QuickBooks together enables The Bookkeeping Department to pull in client work via CNG-Books, post the work, and file for future use. All of Scott's employee/consultants use CNG-Books to accelerate workflow across the organization which improves efficiency and customer service. Today, The Bookkeeping Department's consultants easily access customer information and answer questions while the client is on the phone. Scott notes that "Cabinet NG's CNG-Books solution is very affordable given its power and scalability". As the document management engine for the company, CNG-Books saves over eight 8 hours per client, per month. Recurring savings add up in other ways too, including \$25 charges for overnight shipping plus the two hours of staff time to prepare documents for shipping.

Key features provided by the Cabinet NG solution important to all accounting businesses include security; retention; access rights, full text search and a complete audit trail of user activity.

QuickBooks with CNG-Books help clients succeed

One of The Bookkeeping Department's real estate clients, developing a shopping center, immediately needed proof of construction expenses in order to obtain loan withdrawals from the bank. It was late Friday afternoon with the company's banker set to leave for a few weeks. The Bookkeeping Department saved the day by going into the client's electronic file cabinet, accessing the invoices, and exporting them to an email message for the bank. That is just one example of how QuickBooks and CNG-Books work "better together" at solving common business problems without paper.

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