



INFORMATION THAT WORKS

**BUSINESS  
INFOTECH**  
SOLUTIONS, INC.

## ELECTRONIC DOCUMENT MANAGEMENT

### Key Benefits of Going Green\*

Did you know that:

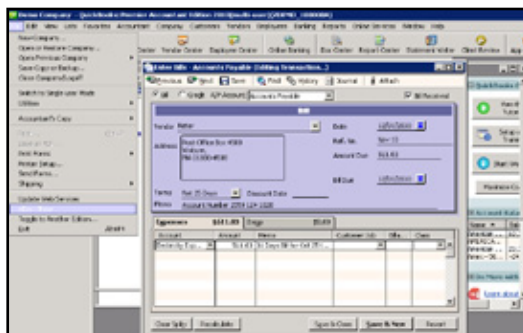
- 30 percent of employee time is spent processing paper
- 90 percent of documents are paper
- 7.5 percent of documents are lost
- 15 percent of documents are misplaced
- 30 percent of documents contain obsolete information
- One four-drawer file cabinet holds 15,000 to 20,000 pages, costs \$25,000 to fill and costs \$2,000 per year to maintain

\*Published by Gartner Group, Price Waterhouse Coopers and IDC.

Electronic document management transforms paper into easily retrievable electronic files. These files may be shared throughout an organization, permitting simultaneous use and ensuring business continuity in the event of theft or natural disaster. Electronic document management revolutionizes information storage and archival by providing the ability to quickly locate, retrieve and share documents.

### Viewing Electronic Documents

At Business Infotech Solutions, we give clients convenient online access to both their financial transactions and the associated electronic documentation within just 24 hours of receipt. The document associated with that transaction is then made available with the entry in QuickBooks. All associated documents are stored and presented in standard PDF format, so the client can match the transaction with the document and refer to it at any time.



sample

### ACCOUNTS PAYABLE

Whether generated or received, vendor bills are converted into electronic format before entry into the financial system for approval by appropriate personnel. Therefore, your organization can better track payables and expedite vendor payment, thus improving your company's credit rating. In some cases, swift payment can reduce bills for companies offering early payment discounts. Now, with Business Infotech Solutions electronic document management, source documents may be viewed with a simple click of a button, saving time when locating vendor bills, writing checks or filing bills once payments are made.

### ACCOUNTS RECEIVABLE

Your bills are reconciled quickly with payments received, and our in-house accounts receivable staff can be given access to electronic copies of contracts and other billing information to ensure payments are issued under your vendor's optimal payment terms. Our state-of-the-art technology ensures rapid bill and statement delivery, minimizing billing errors and the frustration that results.

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