



# Outsourced Finance & Accounting Services



## ELECTRONIC DOCUMENT MANAGEMENT

### Benefits

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.

## Green Solutions by Alan Neal & Associates, Inc.

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 revolutionized information storage and archival by providing the ability to quickly locate, retrieve and share documents.

## Viewing Electronic Documents

At Alan Neal & Associates, Inc. (ANA), 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 PDF format, so you can match the transaction with the document and refer to it at any time.

## 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.

## Accounts Receivable

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

**Contact us today for a FREE analysis of your accounting system!  
(423) 756-4076**

## About ANA

Businesses who are positioned for growth turn to Alan Neal & Associates, Inc. for scalable, single source business solutions. We provide small to mid-sized businesses with a full range of accounting services, ranging from bookkeeping to CFO services, as well as, accounting systems automation and integration.