

Ways to Transform your Business to Paperless

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It's crucial to begin to transfer business files and documents to the cloud as more companies invest towards eliminating paper documents. Any enterprise with tools such as a computer, scanning machine, and smartphone is equipped to migrate to the cloud. You can now use [document management software to digitalize](#) your financial statements and paper bills along with receipts and records. Over time, it has become faster and easier than ever for businesses to keep their files, miscellaneous papers, and photos and banish paper clutter in a centralized location. Here are a few tips to help switch from paperwork to digital space.

Opt for Electronic Archiving

While this can be difficult for small businesses that have already invested millions in traditional filing systems, many companies have started to convert their files to electronic. For example, the IRS has launched a digital filing system that accepts electronic copies of tax returns. Businesses can now scan and convert most documents such as financial documents, mortgage records, and letters. It's easier to save these archives and access them with a few clicks. Companies can also use service such as Vital Records Control to destroy or shred any sensitive data that are no longer useful after use, so no worries that some copies might get to wrong hands.

Create Multiple Back Ups

Besides organizing and saving documents on an external hard drive or computer, it can be crucial to back up files on a secure online database or external hard drive. Cloud-storage solutions such as iCloud, Dropbox, and Google Drive enable people to access records and documents anywhere as long as they have an internet connection. In short, cloud storage is a highly secured hard drive that exists on the internet. You can schedule backups so that you can rest assured that all your critical data is always safe.

Opt for Paperless Billing

You will find that the bulk of your mailbox includes bills. Financial institutions, utility services, and banks have now moved their bill-payment options online. That allows businesses to not only set up automatic payments from their bank accounts but also to track their financial statements. You can even utilize a scanner to scan and upload any financial report to your computer, making it easier to store all sensitive files on encrypted sites for ultimate protection and privacy.

Organize Your Digital Documents

You may wonder what to do with [electronic files](#) and documents once you have uploaded them to your computer. You can utilize plenty of online services that allows internet users to import PDFs, archives, photographs, and emails. Subsequently, you can add tags, type out notes, and categorize your data to make it faster to find any

document. While the basic version of most of these programs is free, some offer additional features for an added monthly fee.

Move to the Cloud

Cloud-storage solutions allow enterprises to deploy IT infrastructure using the model of pay as you go, which helps manage costs while adding computation resources as needed. Hangouts, Gmail, and Google Drive are some of the Google's [user-friendly paperless](#) technologies that can help a small business digitalize its operations. Anyone managing either a legal or business project can take advantage of plenty of cloud-based tools that are free and available online. However, the greatest challenge with cloud-storage solutions is the need for robust infrastructure to support the cloud environment. As such, businesses need optimal performance to increase their server bandwidth using storage provisioning servers.

Businesses have an abundance of ways to transfer their [paper documents](#) to the cloud while still maintaining their confidentiality and integrity. The number of online software and services available to back up, organize, and store files continue to grow. More companies are moving away from conventional filing systems and converting them to electronic systems as technology continues to advance. The key to reducing paper trail and transferring documents to the cloud is to invest in paperless software and establish evaluation and monitoring procedures.

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