

# NO MORE 'DOCKETS IN POCKETS':

## AN OPERATIONS DIRECTOR'S GUIDE TO THE PAPER FREE OFFICE

Document management is often overlooked as an ERP function, a very costly mistake...



With the average UK business spending as much as £20,000 on posting invoices, there's a huge financial incentive to going paperless. Here, we crunch the numbers:

### WHAT IS "DOCKETS IN POCKETS" SYNDROME?

Put simply, that moment when an important piece of paperwork goes missing:

“ I forgot to enter our copy of the BoM into the ERP database ”

“ I lost the signed receipt for the goods ”

“ It's not my job to keep track of paperwork ”

Often the missing document is literally in someone's pocket.

### DOCKETS IN POCKETS – MORE THAN JUST AN ANNOYANCE.

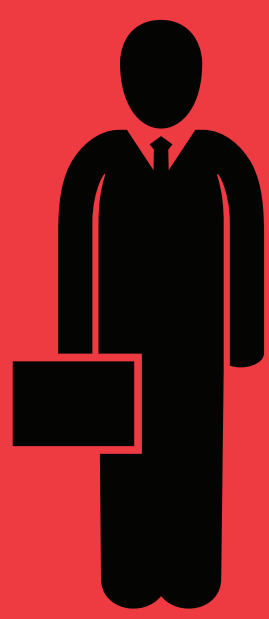
Lost paperwork costs in terms of wasted effort, duplicated work and potential financial penalties:

An enterprise with 1,000 workers wastes between \$2.5 and \$3.5 million (about £1.6 - £2.2 million) per year chasing and recreating lost paperwork (IDC)

**1,000**  
WORKERS

WASTE

£1.6 - £2.2  
MILLION



The average employee wastes 30 minutes every day searching for files

(BAE SYSTEMS)

The average document gets copied 19 times. That's 19 copies to lose

(COOPERS & LYBRAND)

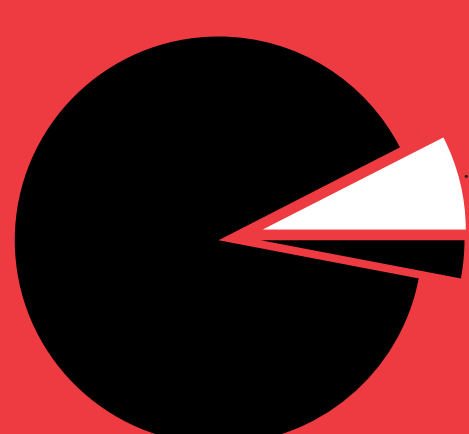
Tracing a lost file costs \$120 (about £75)

(COOPERS & LYBRAND)



Replacing a lost document costs \$220 (about £140) in duplicated effort

(COOPERS & LYBRAND)



7.5% of all documents get lost at some point

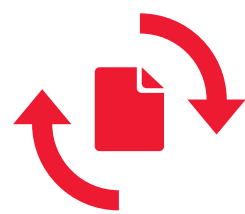
Another 3% get misfiled

(COOPERS & LYBRAND)

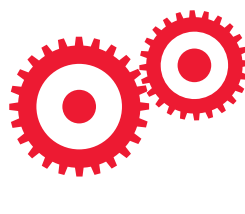
Dockets in pockets are costly.  
(SOURCE: DOCUMENT MANAGEMENT BLOG – DOCPOINT)

### TAKEAWAYS: SOLVING THE DOCKETS IN POCKETS DILEMMA WITH ERP SOFTWARE

With a suitable ERP system you can improve your workflow by:



**Replacing** physical documents with electronic equivalents



**Automating** document interchange internally and externally so you don't rely on people to file them correctly



**Creating** logical filing for documents in your ERP system against projects, orders, customers and suppliers so that everything can be retrieved quickly and easily from a central document store.

Download our eGuide  
**DON'T PUT IT OFF! FIVE REASONS WHY YOU SHOULDN'T DEFER YOUR ERP PROJECT now!**

Download Now

