

6 Shortcuts to Tear Away the Paper

CAN YOU SPARE SOME CHANGE (Management)

Change is a process: when progress stalls, focus on lessons learned

1



47% The human factor—a need to hold something physically—remains the primary reason for continued paper use as reasoned by respondents.

FOLLOW THE CROWD

Tune in to customer or industry trends—know where the wave is going and manoeuvre accordingly

Demand for paperless communications is somewhat to rapidly increasing for respondents.

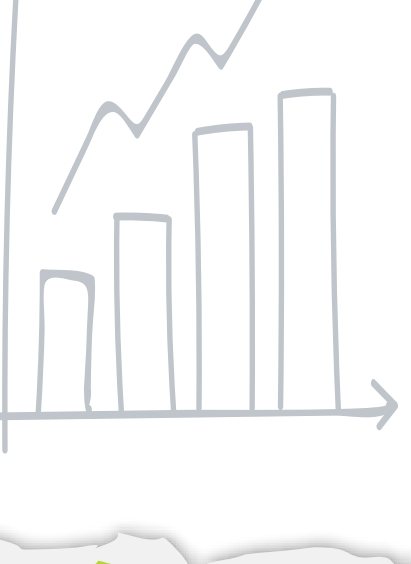


65%

Respondents say that they now receive more digital invoices than those in paper form.



38%

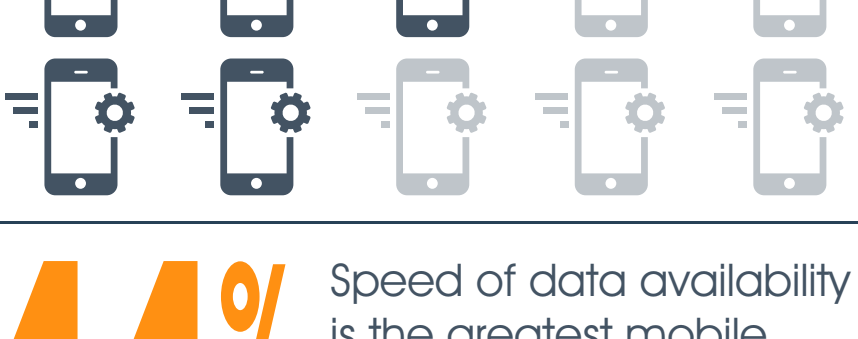
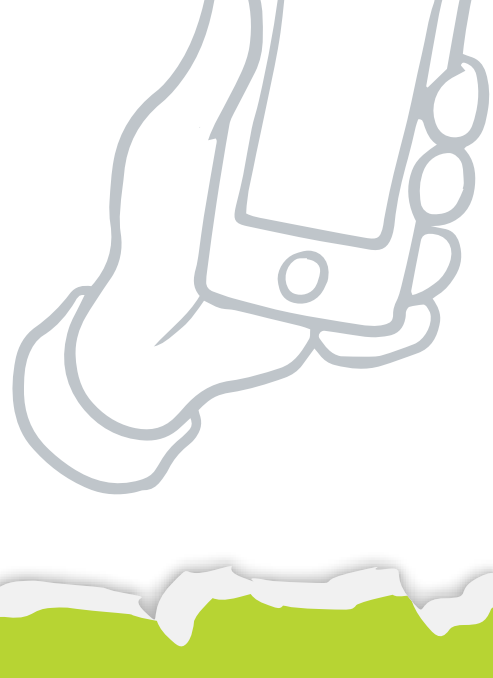


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MOBILIZE YOUR INFORMATION

The ability to access information whenever/wherever is an invaluable competitive advantage

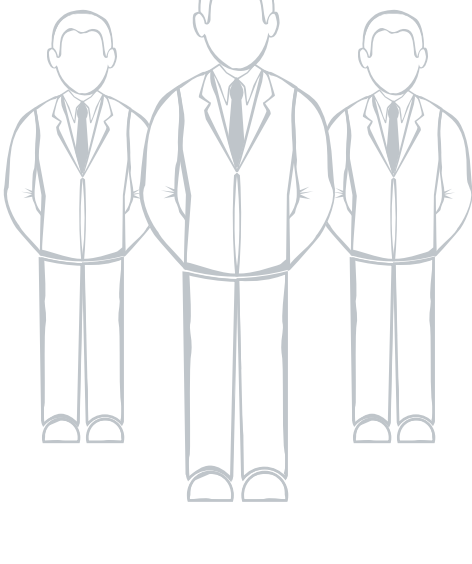
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44% Speed of data availability is the greatest mobile capture benefit for organizations.

DEFINE LEADERSHIP

Identify who is in charge of radical process review and seek endorsement for paper-free policies



47% Lack of management initiatives to move away from paper is believed to be the primary reason for continued paper reliance by organizations.

4

DESIGNATE A PILOT-PROCESS

No existing paper-free processes?: pick one to trial – AP perhaps—then monitor, reiterate, and learn

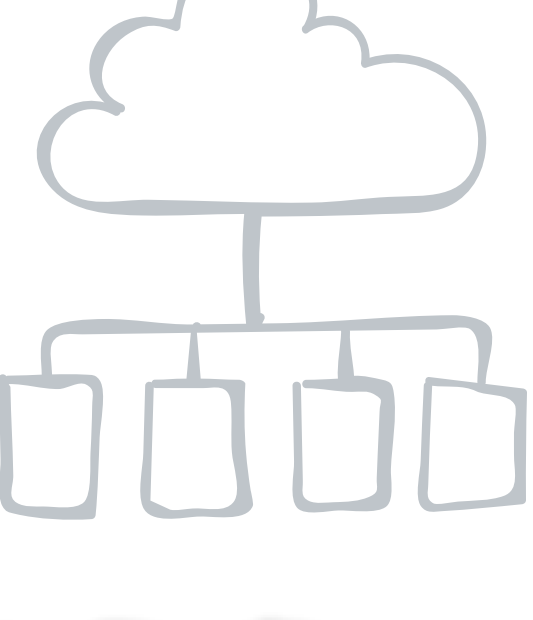
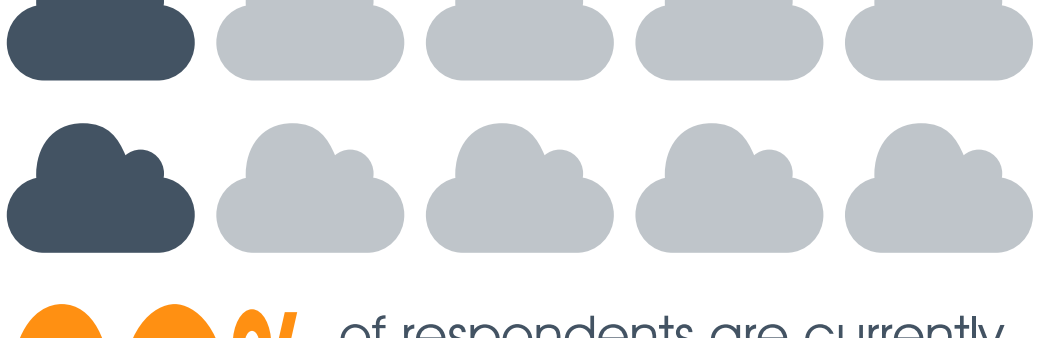
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38% When it comes to converting key business processes, Accounts Payables (AP) is the top priority according to respondents.

BREAK DOWN BARRIERS

Look for ways to extend capture, access, and engagement activities beyond the corporate walls



20% of respondents are currently or plan to deploy capture in a cloud model in the next 12-18 months

6

RECOMMENDATIONS

Remember:



Paper free doesn't happen overnight; keep at it: ROI typically occurs within 6 months as reported by 45% of organizations.



Technology is a tool, so be tactical. If enterprise wide system suites aren't for you, consider affordable agile applications to meet your capture and digitization needs.



People are most important. Aim for usability and quality user-experience.



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