



Comparison of efficiency and stage of paperless

Percentage of firms which are totally or practically paperless	
Most efficient firms*	All firms
46%	29%

* As assessed using Business Fitness' Efficiency Factor™ measure of accounting firm efficiency. The Efficiency Factor™ is a one-number summary that brings together profitability, productivity and financial management efficiency to paint an overall picture of a firm's performance across multiple management fronts.

As the table above demonstrates, the concept of a paperless office has been taken significantly more seriously by this year's most efficient firms. This is convincing evidence to support the notion that going paperless is an effective way to improve accounting firm efficiency.

Paperless processes firms are planning to implement in the next 12 months

It appears that the benefits of dealing with client records 'electronically' throughout the job cycle are becoming more widely recognised.

Scanning of incoming client records (including company and trust registers), the elimination of paper files and the on-screen review of jobs will be front of mind for firms in the coming year, with the most efficient firms already extracting significant benefits from these practices.

Paperless process	Percentage of firms
Scan client records before starting a job	16%
Scan all company and trust registers	14%
Stop using paper files for client records	13%
Implement document management software	12%
Review all jobs on screen	12%
Start using electronic workpapers	11%
Buy two screens for everyone's desk	7%