

## The Benefits of Moving Your Business to the Cloud

As small business owners ourselves, we know that business owners are often stretched for time and resources. As such, we have been researching and testing technology and software designed to increase productivity while keeping the small business budget in mind. And the thing that has really grabbed our attention are Cloud based software and their ability to help you go paperless.

Through the introduction of Cloud based software and the move towards a paperless office, we have gone from overflowing filing cabinets, a cluttered office and labour intensive work processes to a streamlined electronic office that's more productive, efficient and cost effective.

But are Cloud based solutions and a paperless office right for your business... Here we provide a summary of the benefits we have gained by implementing such systems to provide you with a real insight into what they could do for you;

### Saved Space

If like us, and your office is based at your home, space can be a rare commodity. We could not fit all the required documents for our own business, let alone the paperwork required for our clients in our office. Paperwork began to pile up outside the office encroaching on our personal lives. By going paperless and storing everything in the Cloud, we have cut the clutter, removed filing cabinets and created a well organised office space.

### Increased Mobility

By working in the Cloud, we have been able to create fully functional mobile offices. We can now work on the road, at home, in the office or at a client's place. We have access to all of our information seamlessly on any device, meaning we don't have to lug around paperwork or large computers, a simple tablet is suffice.

### Collaboration and Information Sharing

By having everything stored in the Cloud we can easily transfer documents to clients for collaboration and information sharing. We can work simultaneously on the same projects, increasing efficiency. As all documents are live in the Cloud, information being shared is accurate and up to date.

### Increased Data Security, Compliance and Back-Up

By storing our data in the Cloud, we can ensure the security of our data. Data is no longer open to local issues including natural disasters, theft, malfunction and malware. Instead it is stored at offsite locations with stringent security protocols, automatic back-ups and guaranteed data retrievability and security. Stored data is also compliant with industry and ATO regulations.

## Lower Reliance on In-House Technology

By using Cloud based software, we no longer need to heavily invest in computer technology which can outdate quickly. Looking at hardware, we no longer require devices with large processors or memory as Cloud software operates within a webpage. We merely need a computer that works and internet connection. In addition, there is no longer a need for an expensive server and the associated costs of installation, maintenance, upgrades and support. Our computers are now all synced and backed up through the Cloud. This has seen a major reduction in IT costs. In relation to software, we pay a monthly/yearly subscription which ensures we always have the latest software so no more wasted money buying the same program again when the next version comes out.

## Decreased Costs and Increase Efficiency

All the benefits listed above have two things in common, decreased costs and increased efficiency. By going paperless, we have saved money on consumables such as paper, ink, postage and other office supplies. By using subscription based software we have saved money on in-house technology and IT support. By operating in the cloud, we have reduced down-time associated with information transfer, travel time, outdated software making us more efficient, all of which essentially frees up more of our time so we can focus on our core services, provide more support to our clients and gain a better work/life balance.

If you think you might want to explore the benefits the Cloud, contact the team at Accounts Easy, we can help you decipher through the available software solutions and ensure you get the right products for your business.