document management systems, with a features chart included with the review.

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Paper takes over the world. It sounds like a bad science fiction movie, but in some offices, it isn't much of an exaggeration. In paper driven industries like accounting and banking, paper is still in charge.

That is changing. As more offices discover the benefits of a paperless office, more are making the switch to paperless. After all, will anyone really miss the lost hours spent searching for a document, only to find it buried in a stack of papers in the copy room? Or the numerous papercuts received from pulling paper files out of an overstuffed file cabinet?

Then there's the matter of time. Or more accurately, time wasted. You likely hired your assistant to actually assist you, but how much time does your assistant spend

making copies, filing copies, or searching for missing copies? And what about you?

documents.

2020 Document Management	Desktop/Server Installation	Cloud Accessibility	Supports Mulitple File Structures	Default Folder Structure	Mulitple Document Upload	Management Features	Scanner Integration	Document Management & Archiving	Client Portals	Security	Integration	Support Options
CCH Axcess Document		X	X	X	X	X	*X	X	*X	X	X	X
CCH ProSystem fx Document	X	X	X	X	X	X	*X	X	*X	X	**X	X
Doc.It Suite	X	X	X	X	X	X	X	X	X	X	X	X
eFileCabinet	X	X	X	X	X	X	X	X	X	X	X	X
GoFileRoom		X	X	X	X	X	X	*X	X	X	X	X
iChannel	X	X	X	X	X	X	X	X	X	X	X	X
Onvio		X	X	X	X	X	X	X	X	X	X	X
PSIsafe	X	X	X	X	X	X	X	X	X	X	X	X
*X with additional product												
**Limited to vendor applications												

[Click image to enlarge.]

But this doesn't have to be your story. Not if you switch to a paperless office. While that might sound daunting, after a few weeks of finding documents with ease, even the most reluctant participant will likely sing its praises. Using a document management system (DMS) will first and foremost reduce those piles of papers into manageable stacks, maybe even eliminating them all together. But more importantly, using a DMS will allow you to locate the file or the document you need, without having to search four offices, the lunch room and the rest room to locate that needed item.

2020 Document Storage	Desktop/Server Installation	Cloud Accessibility	Supports Mulitple File Structures	Default Folder Structure	Mulitple Document Upload	Scanner Integration	Document Management & Archiving	Client Portals	Security	Integration	Support Options
AccountantsWorld Cloud Cabinet		X	X	X	X	X		X	X	X	X
Drake Documents	X	X	X	X		X		*X	X	X	X
OfficeTools Workspace	X	X	X		X	X	X	*X	X	X	X
SmartVault Document Storage		X	X	X	X	X		X	X	X	X

are two types of document management systems available. Document Storage, which is designed for electronic storage of all documents, including document organization and easy retrieval, and Document Management, which also includes nifty features like version control, that ensures that the document you're accessing is the latest, greatest version of the document. Document management systems also typically include document archiving and annotation ability, with both coming in handy for CPA firms.

In this issue of *CPA Practice Advisor*, we reviewed both document storage and document management systems, with a features chart included with the review. The products we reviewed include:

Document Storage

- Cloud Cabinet by AccountantsWorld
- SmartVault Document Storage

Document Management

- CCH Axcess Document by Wolters Kluwer, CCH
- PSIsafe by PSIGEN
- Doc-It Suite
- eFileCabinet
- GoFileRoom by Thomson Reuters
- iChannel by Conarc
- Onvio by Thomson Reuters

We also looked at a couple of document management systems that are included as part of a broader software system:

- Drake Documents (part of Drake's professional tax system)

- OfficeTools WorkSpace

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