

Burgis & Bullock



Business development Partners Jonathan Meredith,
Trevor Day and Sean Farnell

Warwickshire-based chartered accountants & businesses advisers, Burgis & Bullock have invested in a software system that can make their dreams of having a 'paperless office' a reality!

Using a software system called DocuSoft for Accountants (DocuSoft), the company is utilising technology to improve efficiencies in its business. The system provides an electronic document and records management service.

The DocuSoft software is easy to implement. It allows scanning and storage of paper documents, as well as providing facilities for storing emails and attachments. Scanned files can then be forwarded and shared throughout a company. DocuSoft also ensures that documents do not get lost and in turn provides

greater security. The system allows control of access to company documents, to ensure security and confidentiality.

Sean Farnell, a Business Development Partner at Burgis & Bullock explained how the program worked for them: "The switch to DocuSoft completely revolutionised the way we work. Incoming and outgoing post is scanned into the system and client emails are quickly and easily stored. The post can then be passed through the workflow system and can be accessed by the relevant individuals with increased speed and efficiency. It is also very easy to track the progress of work throughout the organisation."

Founded over 100 years ago, Burgis & Bullock has experienced consistent growth over the years and is a keen 'early adopter' of new business solutions, including new technology. The two software programs, DocuSoft and IRIS, fit well together as the former includes standard templates that support Audit methodologies such as those in IRIS.

The DocuSoft system is designed for easy use. The user and search screens are straightforward. The software can also be easily customised by each individual user and can cope with millions of documents and records.

Sean Farnell explained the storage problem the company was facing before the implementation of DocuSoft: "The use of technology in the office has significantly increased the efficiency of our practice, however, this led to an increasing number of paper files which take up valuable office space and costs staff time and effort when filing and retrieving paperwork. Multiplied across our three offices in Leamington Spa, Nuneaton and Rugby and 75 members of staff we could see this was a major area which we could improve within the firm."

He went on to explain how the DocuSoft software was the most workable solution: "We identified a number of different paperless office packages, however, we chose DocuSoft as we were impressed with the flexibility of the package. We liked the fact that it was specifically designed to be used by accountancy practices, although there are versions available for other industries too which is excellent. We were also impressed by the comprehensive range of features it offered."

For more information on DocuSoft e-mail: info@docusoft.net or visit www.docusoft.net

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