



BOOKKEEPER WORLD

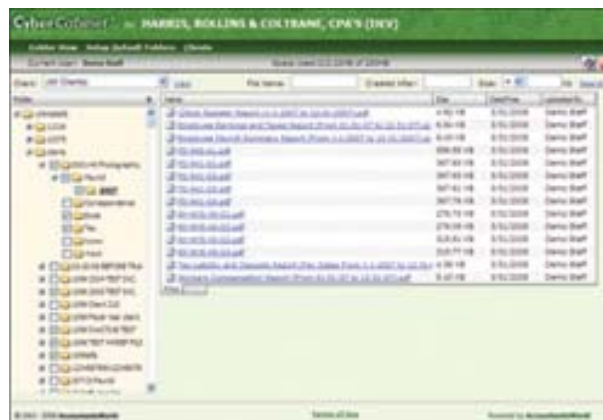
CyberCabinet

What's special about CyberCabinet?

Web-based CyberCabinet—the practical document management system for small to mid-size businesses—does a lot more than just eliminating paper in your office. It lets you access documents from anywhere at any time, helps you get source documents easily by letting you upload them, and offers you the convenience of accessing your finished documents whenever they need them. Plus, CyberCabinet securely stores company documents offsite for improved disaster recovery.

These capabilities reduce your company's overhead and raise productivity.

CyberCabinet's low cost and easy implementation make it an ideal document management solution for small to mid-size businesses.





BOOKKEEPER WORLD

CyberCabinet

What are the benefits of CyberCabinet?

We have made CyberCabinet practical, easy, and inexpensive, while numerous innovative features greatly enhance its usefulness for small to mid-size companies. CyberCabinet gives you time and money-saving capabilities you just won't find elsewhere.

- CyberCabinet is a breeze to implement!

Easy enough for even a small company, CyberCabinet is highly functional for mid-size companies as well.

CyberCabinet offers the protection every company needs—built-in office backup storage for effortless disaster recovery.

- CyberCabinet increases efficiency and productivity by letting you and your staff access, save, and print finished documents, invoices and source documents from anywhere at any time.
- Offer you 24x7 secure access to their documents. Save the time and hassle of copying and mailing documents or sending them by unsecured e-mails. You may upload, download, and print files from any folder they can access. You are automatically notified of documents newly added to CyberCabinet by us.

View documents simultaneously with us without ever leaving your office

Save the cost of paper storage.

Quickly transfer files of virtually any size.



BOOKKEEPER WORLD

CyberCabinet

Capabilities

- Fully secured, using state-of-the-art technology for secure transfer and storage.
- Password protection for clients and staff to access only the documents they are permitted to.
- Supports virtually all file formats including PDF, Word (.DOC), Excel (.XLS), text (.TXT), QuickBooks (.QB*), ZIP, and all popular image formats.
- A public folder lets you save files you want available to everyone.
- Fully integrated with all BookkeeperWorld products, such as Payroll Relief and Accounting Relief, to let you automatically store financials, payroll compliance forms, and reports for client access.
- Offers a convenient means for uploading source documents such as Bank Statements, Billing Invoices, Purchase invoices etc—for use by our firm.



BOOKKEEPER WORLD

CyberCabinet

How to make the most of your CyberCabinet

Plan before you implement. While implementing CyberCabinet is easy, you will use it most efficiently by having a clear understanding of how it will fit into your business. Create a short list of items to be uploaded currently and then on a monthly basis. Discuss this with us, your bookkeeper.

Start slow. Start with uploading your most recent documents to help you streamline the workflow of your current tax year. As time permits, upload and archive your prior year digital documents such as your financials and tax returns. Digitizing and uploading older paper documents should be your last priority.

You won't know what CyberCabinet can do for your practice unless you use it.

You didn't know what fax machines and e-mails could do for your business until you used them. The same is true for CyberCabinet. Use CyberCabinet with complete peace of mind. If you don't see your company benefiting from it, get a full refund anytime for up to 30 days.