

# CENTRALIZED PROCESSING

Provide convenience and uniformity when it comes to both processing as a whole, and the individual steps of the process. Having all documents in one central location allows them to be organized and accessible, but it also exposes the information to breaches in which all of it is exposed.



Centralization provides easier data access, as documents don't have to be mailed from one location to another, and if you need multiple documents, you don't have to make multiple inquiries into that document.



Processes become more consistent when there is one workflow with the same steps and the same people performing the tasks.



If your business operates in different countries, some of them may have a less consistent network environment than your home country, meaning that it's more difficult for them to access the single database.

The documents may be more secure since only a small group of people are viewing them and have access to them.



Systems that allow centralization may be more technologically reliable and higher quality than smaller scale systems.



Companies who are already established on decentralized systems may find it difficult to make the transition to a centralized system.

Operational costs are reduced when one small team of people are processing information in one location.



Having one workflow will eliminate duplicates and redundancies within the process.



All of the company's data is in one location, meaning that if there is a breach, all of the data is exposed, not just some of it.

You save time and money on training, as only a small number of people have to be trained.



# DECENTRALIZED PROCESSING

Can be beneficial in that it spreads vital information out, increasing security, and it may be easier for branches in different countries to have access to the information that they need, without worrying about network connections. Decentralization may ultimately increase process complexity, but depending on your business's current status, it may be the best choice.



Information is located in more than one location, making it more secure in case of a breach because not all of the information was exposed.



Because there are multiple processing systems, the information storage and processing becomes much more complex.



Operational and training costs are high because so many people are processing the information.

Locations in different countries always have access to the information they need regardless of network environment.



Many people have open access to a large amount of information.



Because so many people are performing a process, the information and the steps of the process itself may be inconsistent and difficult to quantify.