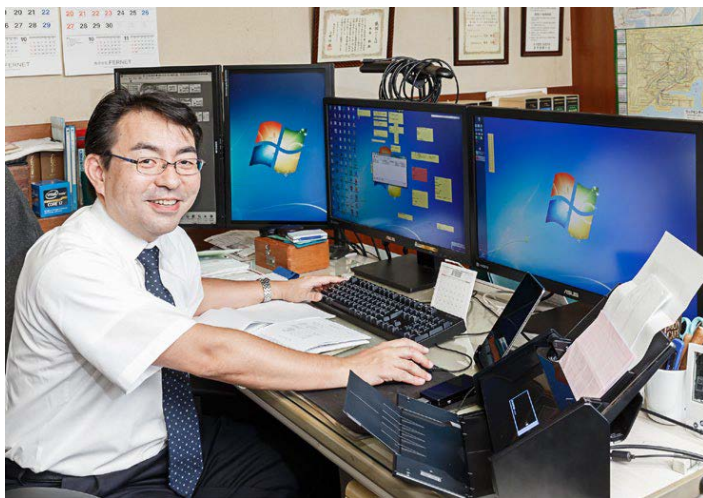


Case study

Kinami Accounting Office

»ScanSnap has made our workflow efficient. To process large quantities of documents such as A4 size documents and invoices, we can use MFP and ScanSnap respectively.«

Makoto Kinami, Tax accountant, Kinami Accounting Office



The customer

Mr. Makoto Kinami is the principle manager in the Kinami Accounting Office. The well-established firm has many clients, from large corporations to small businesses, as well as freelancers and restaurants. Mr. Kinami's accounting firm introduced IT early, and most of the staff are quite tech savvy. They can even build their own personal computers.

The challenge

Working in the areas of tax and accounting requires trust from customers. Mr. Kinami's primary concern is managing the massive amount of documents of client information.

"In our company, we print out a report to show the client and get the client's seal to bring satisfaction to everyone involved, even when we work with an electronic tax filing. We keep these records for a long time just in case they are needed. Some documents even go back over 50 years to my grandfather's era. However, these files take up space and cause time consuming offline searches. So our office began to digitize new documents and integrate the data with DocuWorks five years ago."

The solution

Mr. Kimani was introduced to DocuWorks, a document management software from Fuji Xerox, at an accounting association training event. He realized that the software could help save document data with the client's seal scanned by MFP, manage the data with digitally made documents, and insert comments into the digital documents. As these features are perfect for his work, it was an easy decision for him to introduce the software to the office. He made sure that every staff member could use the software and the introduction of DocuWorks even started to bring about unexpected effects. Demands to digitize ordinary papers that gather day-to-day, such as invoices and receipts of various sizes, and manage them with DocuWorks arose from the staff.

The customer

Customer: Makoto Kinami, Kinami Tax Office
Country: Japan
Industry: Financial Services

The challenge

He needed a unified document capture system integrated with DocuWorks to help organize client materials such as invoices and receipts of different sizes from small and medium enterprises and individuals. Business cards also needed to be organized.

The solution

Adopting the ScanSnap iX500 allows the company to scan invoices and receipts of different sizes. By balancing the use of the iX500 and the MFP, the "Scan to DocuWorks" application enables seamless integration with the DocuWorks management software. For business cards, it helped manage an address book by saving the scanned data with the relevant documents.

The benefits

- Documents can be directly saved to the DocuWorks folders
- Workflow can be optimized with use of the division MFP and scanner
- Compact scanner size that saves space

The Kinami Accounting Office performed a trial of the iX500 and immediately saw the benefit. In order to manage client information efficiently, regular sized documents and a large volume of documents are scanned by the MFP while uneven and differently sized documents are scanned by the iX500.

The benefits

After the successful trial, Mr. Kinami adopted the ScanSnap solution for his office.

"ScanSnap has provided us with a streamlined workflow. We use the ScanSnap-linking application "Scan to DocuWorks" to scan the documents and save the scanned data into DocuWorks. After scanning, we can immediately return the original document to the client. ScanSnap has made our workflow efficient. To process large quantities of documents such as A4 size documents and invoices, we can use MFP and ScanSnap respectively."

Because of its compact size, ScanSnap can simply be placed on a desk for convenience. Collected business cards can also be scanned and saved into DocuWorks. This allows him to save client contact information along with the related documents.

Conclusion

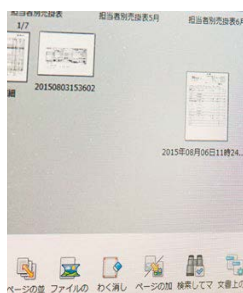
Mr. Kinami is now considering introducing the iX500 in other departments to achieve similar optimized workflows.

Products and services

- ScanSnap iX500
- Fuji Xerox DocuWorks
- "Scan to DocuWorks"



1. ScanSnap iX500 scans documents of different sizes and orientations.



2. ScanSnap automatically adjusts the paper size and orientation.



3. By installing the shortcut "Scan to DocuWorks", he can start his scan from the DocuWorks interface.



4. Scanned data is saved directly in DocuWorks.

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