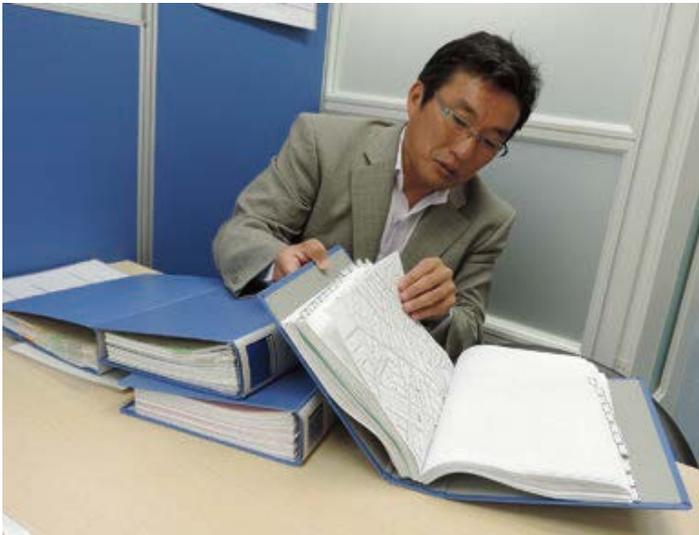


# Case study

## SKJ Tax Account Office

»Searching a document 'is much faster than flipping through pages in a binder.'«

Kikuzo Sodeyama, SKJ Tax Account Office



### The customer

Mr. Kikuzo Sodeyama has worked in the National Tax Agency for 20 years and opened SKJ Tax Accounting Office two years ago. He provides financial details and savings insights to a number of corporate clients, and provides support during tax investigations based on his experience and knowledge from large account investigations. He is the most knowledgeable tax accountant regarding the electronic ledger storage law in Japan.

### Increasing storage space, decreasing risk of lost information

Mr. Sodeyama's main work is to give advice about corporate taxes, and this produces excessive amounts of paper since he receives important documents from each client.

"As a corporate tax advisor, I mainly support declaration, application and contract work including corporate tax and consumption tax. We do declaration work with general ledgers that we receive from the client after they complete their balance sheet. If the client uses the same accounting software as ours, we can get digital data, but mostly we receive paper."

These declarations, applications, and contract documents for each client accumulate every time Mr. Sodeyama deals with a customer in addition to the thick files for the general ledger. He handles various kinds of documents, from tax to insurance contracts, land contracts, and business succession issues. Although the volume of documents for each client is large enough to make up one thick file, each file must be stored at the tax accountant office.

"Accounting firms cannot throw away documents because there are many clients who lose documents and ask us to lend them those lost documents. It would severely damage our credibility if we did not have a document that a client needs."

However, Mr. Sodeyama faces limited storage in his new office. This is where the iX500 greatly benefits his firm.

### The customer

Customer: Kikuzo Sodeyama, SKJ Tax Account Office  
Country: Japan  
Industry: Financial Services

### The challenge

Storage for general ledgers used by tax account advisors and application forms for the electronic ledger take up too much space.

### The solution

Introducing ScanSnap products allowed for the digitization of documents. The iX500 provides freedom from paper storage. The SV600 is used to scan books for his study while the iX100 is used to scan documents that he receives in a client's office.

## The benefits

- Reduced storage space
- Decreased risk of documents getting lost or damaged
- Accelerated document search

"After submitting the final report for a tax return, we scan and digitize those documents with the iX500 and dispose of the papers. This process enables us to safely keep a large amount of information without the risk of losing them. Additionally, we can quickly search for documents when necessary. This method is much faster than flipping through pages in a binder."

Before adopting the iX500, two cabinets were full of files, but now there is always some space in one of the cabinets.



## Saving space by scanning application documents

While in the National Tax Agency, Mr. Sodeyama assisted many companies that were interested in introducing electronic ledgers. Now, he is the only authority on the topic outside of the institution.

"Although electronic ledgers must be saved as data in a database, many companies save them as a PDF because they are easier to see. That form then produces thousands of pages making it impossible to operate or sort, and this would impede the tax investigation. Thus, the National Tax Agency gives detailed orders to companies that hope to apply. As a result, there are quite a few companies that give up on the application. However, if they prepare what the law wants, it is not very difficult to apply."

## Products and services

- ScanSnap iX500
- ScanSnap SV600
- ScanSnap iX100

"It would not be difficult to create a flowchart or system outline that needs to be attached to the application if we used the documents inside the company."

Mr. Sodeyama provides that kind of tip to companies, and provides support during the application creation. All documents generated after his accurate consulting make up one thick binder for each application, and the iX500 plays a critical role here.

"We keep the paper documents until the application is approved, but once the application is approved, we only keep the scanned data."

As there are more companies seeking help from him regarding the application for the electronic ledger storage law, his office can now avoid keeping volumes of papers thanks to the iX500.

## Conclusion

Mr. Sodeyama recently bought the light-weight iX100 which has a compact size, battery power, and Wi-Fi.

"It is very convenient. I often receive copies of documents in a client's office, but there is no copy machine. However, I can scan documents for my own records with the iX100."

Another benefit is that he can save A3 or B4 contracts digitally by scanning each side of a large paper, and merging these images afterwards on a PC.

The addition of the iX100, iX500, and SV600 to his ordinary work helps him achieve more sophisticated and higher quality services.

## Contact

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