# Fast Tracking Tax Returns

## Digitizing hard copy for accountants

**Situation**

An accountant's office requires to quickly process supporting paper documentation received in a hard copy format by mail from numerous customers. This happens throughout the year and is especially important with tight time frames to file tax returns for their clients.

**Solution**

A pre-defined **YSoft SafeQ** scanning workflow available on a Xerox MFP, which automatically routes documents to the correct shared folder and notifies the responsible accountant based on customer's tax file number stored in a barcode.

**Getting Started**

Assess accountant's situation and workflow challenges
Understand their current technology infrastructure to support document storage or sharing.
Choose technology and implementation option from Technology Required.
Decide how you prefer to monetize and implement the solution.

**Technology Required**

Xerox **ConnectKey** MFP
**YSoft SafeQ** Workflow Suite
Card reader and card reader badges
Optional consulting and integration if a proprietary repository is used

**Customer Benefits**

Digitized workflow increases productivity while reducing errors for accountants; especially during busy tax season
Timely notifications via email for intended recipients and coworkers decreases the time to closure
Electronic file preserved for future reference and potential audits

**Solution Links:** **Find Out More on ConnectKey**
**Find Out More on Xerox All Apps**