

Silicon Valley Accounting Firms Take On Busy Tax Season with Less Paper Using the EPSON® WorkForce® Pro GT-S50 Scanner

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Today's accounting businesses would be adrift without computers and accounting software, yet many CPA offices still rely on an endless ebb and flow of paper. "Financial information is so sensitive that a lot of accountants are averse to switching over to a completely paperless system," said Tri Hoang, managing partner of Alpha B Tax & Bookkeeping Services of Sunnyvale, Calif.

Although the paperless CPA office is yet to be standard, affordable technology is now available to save paper, improve productivity and help boost profits. More CPA firms are streamlining their operations and using less paper with tools like the EPSON® WorkForce® Pro GT-S50 scanner, including two small businesses in the heart of Silicon Valley – BTB Tax Services of San Jose, Calif. and Alpha B Tax & Bookkeeping Services.

It's no secret that CPA offices are hives of activity during tax season, using technology tools at every step of the workflow, from data entry, tax preparation and research to e-filing, document management and backup. Serving the San Francisco Bay Area and beyond for three decades, both hard-working firms specialize in high volume accounts, with tax returns for hundreds of individual and corporate clients, as well as accounting services such as bookkeeping, payroll and new business management.

Within Easy Reach

Hoang at Alpha B has an EPSON WorkForce Pro GT-S50 on her desk to quickly scan letters for signature, payroll documentation, audit reports, proxy statements, work papers, reconciliation reports and printed emails, among others. With two-sided duplex scanning and automatic paper size detection, the scanner even allows her to scan business cards, rigid ID cards, and documents up to 8.5x35 inches.

"Before, if I needed to scan backup documentation, I put it into a pile for an employee to scan later at another shared scanner," she said. "But now having the EPSON scanner within easy reach, I can scan documents directly for sending or filing, without waiting. It works seamlessly with our document management system."

The EPSON WorkForce Pro GT-S50 is also a favored tool on the desk of Mike Cruz, front office support, at BTB Tax Services in nearby San Jose. "The scanner gets most of its high-volume use in the months leading up to April 15," he said. His many tasks to support clients and accounting professionals in the office include scanning backup documentation such as W2 and 1099 forms, client letters from the IRS, and signature forms.

"We have a number of clients who live in other cities and states across the country," said Cruz. "It's really convenient for me to scan in important documents, then retrieve what they need, so they don't have to physically be in our California office."

Hoang at Alpha B agrees that the scanner has made it easy to fulfill certain client requests quickly at the senior staff level, too. "It's a great customer service tool," she said. "If a client calls to get a copy of something, I can fax or email it to them immediately because I know exactly where it's organized in our document management system."

Both can easily scan stacks of documents in the 75-page Auto Document Feeder, using a front control panel with up to 10 user-definable scan jobs, including scan-to-PDF and email. The EPSON WorkForce Pro GT-S50 can scan up to 25 pages and 50 images per minute, plus a high-volume duty cycle of up to 1,200 sheets per day. *

Toward a Paperless Office

Now that Hoang uses the EPSON scanner, she recognizes the advantages of less paper in her Sunnyvale office – easier access to client files, savings in storage and administrative costs, less human error, and more return on investment.

“I think the EPSON WorkForce Pro GT-S50 scanner is a step toward that ideal paperless office because it’s easy to use, dependable and affordable,” said Hoang. “Now that I use the scanner, I’ve cut my use of paper in half and no longer have piles of paper on my desk. It definitely has cleared up space and makes me feel better about my workspace.”

Cruz is also in favor of seeing all BTB staff rely on less paper. Last year he cleared out about one-third of the file cabinets in the office and plans to do more after the busy tax season. “Having the ability to digitize even more hard copy paperwork for sending, editing and filing would be a tremendous benefit,” he said. “So, using an easy-to-use, dependable scanner like the EPSON WorkForce Pro GT-S50 is a great start toward a more paperless office.”

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*200 dpi, A4 size, black-and-white/color, Speed Priority Scanning mode, simplex (ppm)/duplex (ipm)

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