

Get Organized.



NEATRECEIPTS

S C A N A L I Z E R™

PROFESSIONAL USER GUIDE

& Installation Guide

Welcome to NeatReceipts Professional

NeatReceipts Professional is the only all-in-one combination scanner/software that scans and reads receipts and business cards quickly and accurately.

SCANS

- Captures digital images of receipts, business cards and almost any other document

ANALYZES

- Proprietary interface pulls key information from receipts and business cards

ORGANIZES

- Easily exports data to: Quicken, QuickBooks, Microsoft Money, Excel, Outlook, PDF and more
- Tracks and manages personal and business information
- Tax Organizer groups tax related receipts for tax preparation

Get organized.

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**NeatReceipts • 1-866-NEATREC • sales@neatreceipts.com
3401 Market St., Ste. 120, Philadelphia, PA 19104**

Guide written and designed by Karin Rex / ComputerEase (rex@karinrex.com).

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Why Should I Read This Section First?

We know you’re excited about using this program (who wouldn’t be?), but it is important that you take a moment or two to review a few things before you get started. Reading this section of the user guide first will help you get up and running quickly -- and without making any frustrating mistakes.

OK, I’m Reading...What’s Next?

First, read through the rest of this section to learn how this user guide is organized. By doing this you will know which sections are “must reads” and which sections you can skip for now.

Then, read **Section 2: Getting Started** to install your software and scan your first receipt.

NOTE: If you absolutely, positively cannot take the time to read this section and learn how the user guide is organized, feel free to go directly to **Section 2: Getting Started**. However, DO NOT skip section 2 -- skipping it may end up costing you more time later troubleshooting installation issues.



About NeatReceipts Professional



If you are buried in a pile of receipts as you read this, NeatReceipts Professional will help you climb out.

NeatReceipts Professional can help you maintain an official record of both work-related and personal expenses. NeatReceipts Professional features the **Receipt Organizer**, which is used to organize receipts and finances, the **Business Card Organizer**, which is used to quickly extract and organize contact information from business cards, the **Tax Organizer**, which is used to group tax-related receipts for tax preparation, and the **Document Organizer**, which is used for saving non-financial papers such as warranties and recipes.



About this User Guide

This user guide has been carefully designed to help you install and use the program quickly and easily. It's written in a conversational tone to put you at ease. [Insert deep breath here.] At times, you may even be slightly amused. Don't let this worry you -- it doesn't mean you can't take us seriously; it just means that we've read a few manuals ourselves and know how overwhelmingly indecipherable and boring they can be. Our program is different, and so is our manual.

How this User Guide is Organized

There are 8 sections in this user guide. You are currently reading **Section 1: Read this First**. (Thank you for following directions!) The remaining sections are described in the table below:

- Section 2: Getting Started** tells you exactly what to do to install the program and scan your first receipt. **DO NOT SKIP THIS SECTION as it is important that you complete the installation in the correct order.**
- Section 3: Working with Receipts** gets you into the nitty gritty of scanning receipts, including scanning, editing, personalizing, sorting, finding, printing, emailing, exporting, and more. Everyone should review this section.
- Section 4: Mastering Folders** covers every aspect of creating and working with Folders, including saving, finding, modifying, editing, printing, deleting, sorting, emailing, and more. Review this section to understand how to use the program for everyday management of receipts and finances.
- Section 5: Using the Business Card Organizer** reviews how to scan and extract key information from business cards, export contact information, and work with Action Items.

- Section 6: Using the Tax Organizer** details how to let the NeatReceipts Tax Organizer group tax related receipts.
- Section 7: Using the Document Organizer** covers working with documents, including scanning, editing, sorting, finding, printing, combining, emailing, exporting, and more. Everyone should review this section.
- Section 8: Appendix** contains information on backing up and restoring the NeatReceipts database, checking for software updates, and getting help with NeatReceipts Professional.

Software Conventions

NeatReceipts lets you use a variety of conventions for selecting commands including the following:

- pull-down menus
- right-clicking (shortcut menus)
- icons
- buttons

As with other programs, there is usually more than one way to work, so don't be afraid to explore the possibilities!

Manual Conventions

Throughout the manual, menu and submenu choices are specified by using a right angle bracket (>) to separate each command. **Help > NeatReceipts on the Web > Support** would indicate that you would first choose **NeatReceipts on the Web** from the **Help** menu and then choose **Support** from the **NeatReceipts on the Web** submenu.

Where Can I Find Additional Information?

In addition to this user guide, there are other ways for you to learn more about this program.

- Help Files** Choose **NeatReceipts Help** from the **Help** file to access a searchable help database.
- Setup Instructor** Choose **Help > NeatReceipts Setup Instructor**.
- Troubleshooting** A general troubleshooting FAQ can be found by choosing **Help > NeatReceipts on the Web > Support**. A Scanning & Image Troubleshooter can be found by choosing **Help > Scanning & Image Troubleshooter**.
- Support** Choose **Help > NeatReceipts on the Web > Support**.
- Updates** Choose **Help > Check for Updates**.
- User Guide** You are here!

Getting Started

Section 2

About This Section

Section 2: Getting Started walks you through installing the program, connecting the scanner, touring the scanner, and scanning your first receipt.

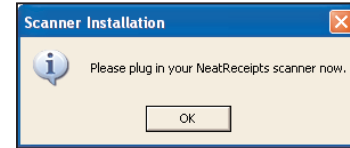
Everybody who will be installing the software should read this section as it is important that the installation is completed in the correct order. If you have already installed the software (using the Quick Start Card) you can skip to **Section 3: Working with Receipts**.

Installing NeatReceipts Professional

These instructions will get you up and running with NeatReceipts quickly and easily. You will need:

- NeatReceipts software CD
 - NeatReceipts scanner
 - Calibration paper
 - USB cable
1. Restart your computer and log on as the administrator (if you have multiple users on your PC).
 2. Disable anti-virus software. Temporarily disable any anti-virus or security software (REQUIRED). Exit any applications running on your PC.
 3. Insert the NeatReceipts CD. Follow on screen instructions.

- WARNING:** Do not plug in scanner until prompted to do so during installation.
4. When prompted, plug the NeatReceipts scanner into an available USB port on your PC and then click on OK. The scanner is always on; there is no power switch.



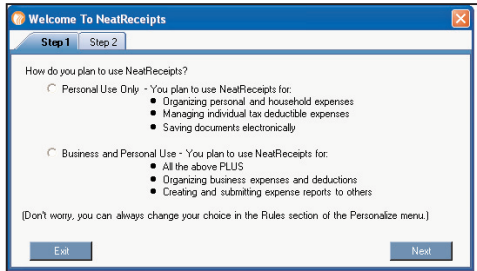
NeatReceipts Scanner Prompt

- NOTE:** During installation you may see one or more Digital Signature Not Found alerts. In each case, click YES to continue the installation.
5. Register online. Complete the online registration when prompted (OPTIONAL). Completing the registration form makes you eligible for free customer support, free updates until the next major version is released and a 1-Year Warranty on the NeatReceipts scanner.

Starting NeatReceipts for the First Time

1. Launch NeatReceipts. Click on the **NeatReceipts** icon on your desktop, or go to the **Start** menu and select it from your list of programs.
2. When prompted, select a **NeatReceipts View Mode**.
 - Choose **Personal Use Only** if you will use NeatReceipts for tracking and organizing personal expenses only.
 - Choose **Business and Personal Use** if you will use NeatReceipts to track and organize both business and personal expenses.

NOTE: Choosing **Personal Use Only** hides a number of columns that pertain only to business use, such as **Total Reimbursable** and **Total Paid by Company**. If needed, the user mode can be changed later by choosing **Personalize > Rules**. For more information on Columns by View Mode, see **Section 8: Appendix > Columns and Fields**.



Choosing the NeatReceipts View Mode

- When prompted, type your first and last name and click **DONE**.

The NeatReceipts Program opens in the Receipt Organizer window.

- View the **NeatReceipts Setup Instructor**. It will have you up and running with NeatReceipts in a manner of minutes! **Do not skip the Setup Instructor -- it's worth the time invested!**

Exploring the Receipt Organizer Window

The Receipt Organizer window is used to organize receipts and finances for both business and personal expenses. Folders let you save and organize scanned receipt images. Additionally, you can apply profile information and comments to folders in the Information Tabs area.

Tabs and Grids in the Receipt Organizer

The left side of the Receipt Organizer window displays three tabs: **Scan**, **Find Receipts**, and **Advanced Find**. The right side of the Receipt Organizer displays the **Folders Grid** (top), the **Receipts Grid** (middle), and the **Information Tabs** (bottom). Each of these areas is described and pictured on the next page.

Scan

Allows you to specify the number of pages to scan (default is 1), page through multiple page receipts, and zoom, delete, or rotate a scanned receipt. The Scan tab also contains the **Image Viewer**, which displays the currently selected scanned receipt.

Find Receipts

Provides a method for locating saved receipts. You can search for receipts based on Receipt Date and Folder Type.

Advanced Find

Provides a method for locating saved receipts and folders. In addition to date searches, you can search by project, amount, payment type, category, vendor tax category, client (Business & Personal view only), and others.

Folders Grid

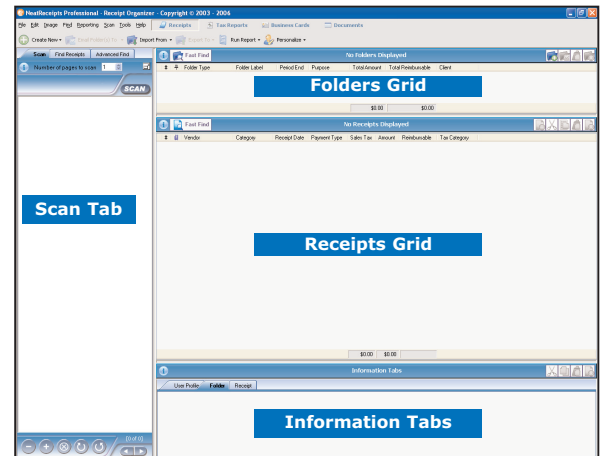
Allows you to create and manage Folders. By default, not all columns are displayed in the Folders grid. You can choose to show or hide columns as needed (using the Tools menu).

Receipts Grid

Displays a list of receipts in the currently selected Folder(s). By default, not all columns are displayed in the Receipts grids. You can choose to show or hide columns as needed (using the Tools menu).

Information Tabs

Allows you to supply additional information about a Folder or receipt. The fields on the tabs change, depending on what is selected in the grids above.

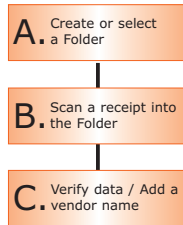


The Receipt Organizer Window

Scanning Your First Receipt

Before scanning for the very first time, you will need to calibrate your scanner. Choose **Scan > Calibrate NeatReceipts Scanner** and follow the onscreen instructions.

Scanning your first single-sided receipt involves three simple tasks, as shown in the graphic below:



Each of the steps outlined in the above graphic are described in detail on the next few pages. Note that before scanning a receipt, you need to select the “container” into which the receipt will be scanned, stored, and organized. **In NeatReceipts, all receipts are scanned into a Folder.** If there are no folders in the grid, one will be created for you when you scan your first receipt.

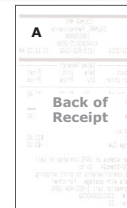
A. Create or select a Folder

In the top grid, select an existing Folder, or create a new one by choosing **File > New > Folder**.

A **Folder** is simply an electronic version of a physical filing receptacle, like a drawer in a filing cabinet, for example. You can use folders to organize any type of expenses. For example, you can create a Folder to track expenses for a family trip or home improvement project. You can manage your business, groceries, school supplies or medical expenses using separate Folders. You can use NeatReceipts to organize your soon-to-be-paperless life in any way you like!

B. Scan a receipt into the Folder

Feed the receipt **face down** into the far right side of the scanner (under the document icon). You can position the receipt vertically or horizontally. For faster scanning, position the receipt so that its widest side is being drawn into the scanner (usually horizontally), as shown below. The image will rotate automatically if necessary.



Faster!


For faster scanning, position the receipt so that the widest side is being drawn into the scanner (as shown by receipt B)

Place receipt face down when scanning

Scanner with Receipts


(Note that above receipts are pictured face down, as they should be positioned prior to scanning.)

Choose **Scan > Scan New Receipt**.

Alternatively, you can click on the **Scan** button  (top right corner of the Scan tab), or press the **Scan** button on top of the scanner.

If you have more than one scanner connected to your computer, you will be asked to select a scanner. Be sure to select the appropriate scanner.

When scanning is complete, the image will appear in the Image Viewer and a new receipt row will be added to the Receipts Grid.

 Verify data / Add a vendor name

Each time a receipt is scanned into a Folder, a new row is added to the Receipts Grid. Where possible, key data from the receipt is automatically placed into the appropriate columns within the row. NeatReceipts attempts to read the following fields:

- Transaction date
- Total amount
- Payment type
- State sales tax (USA)
- Vendor name
- Category
- PST/QST and GST/HST sales tax (Canada)

After each scan you will want to review and verify the data. To modify any of the information, click in a grid cell and edit as necessary.

NeatReceipts has a built in vendor database of over 1500 popular stores, restaurants, and hotels that it can recognize. Each vendor name is automatically associated with an expense category, such as "Restaurant".

Although NeatReceipts may not have the name of your neighborhood supermarket in its database, you can easily add it so that it will recognize it the next time. To add a vendor name simply click into the vendor name field and type it in. If you enter an expense category for that vendor name, it will remember that as well.



IMPORTANT: Note that NeatReceipts currently does not read vendor names that are stylized text or logos, only plain text. Keep this in mind when adding vendor names as you must type them **exactly** as they appear on the receipt.



NOTE: Additional information on managing vendor names can be found in **Section 3: Working with Receipts.**

That's it! NeatReceipt automatically saves the receipt for you. (How's that for convenient?!)