FileCenter

Receipts

User Guide

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Chapter 1: Introduction

Receipt tracking … everyone has their method. Grandma used a shoebox. Your accountant uses a high-end electronic ledger system. FileCenter Receipts brings you the happy medium: a simple yet effective system for scanning your receipts and tracking them digitally – no paper, no clutter, no complexity. It offers just enough functionality to make itself useful but won't weigh you down with the features you'd never touch.

1.1 Key Concepts

For you to get the most out of this user guide, let's first make sure that we're speaking the same language. Please take a moment to familiarize yourself with these key concepts. We'll be referring to them repeatedly.

Receipt Boxes

Grandma organized her receipts into shoeboxes. We like that concept enough that we borrowed it for FileCenter Receipts. In FileCenter Receipts you'll collect your receipts into *Boxes* or *Receipt Boxes* – the modern take on the shoebox. A box is nothing more than a collection of receipts. If your needs are simple, you'll probably only have one. If, however, you store receipts for yourself and for a non-profit that you run, you probably want to have separate receipt boxes for each one. Some users also prefer starting with a fresh box every calendar year. It's all up to you. FileCenter Receipts lets you keep as many boxes as you'd like. The nice thing is, they don't take up any space on your shelves.

Scanning & Capturing Receipts

FileCenter Receipts stores an actual picture of the original receipt along with the important details about it. When we talk about *capturing receipts* we're referring to all of the methods you might use to obtain the image.

When you need to get a paper receipt onto your computer, the most common and the fastest option is *scanning*. For those who are unfamiliar, this requires a desktop scanner. The scanner is a machine that literally photographs the receipt and passes the picture to your computer. FileCenter Receipts will then store the image for you.

While scanning is the most common way to capture paper receipts it isn't the only one. You can also use your cell phone to snap a picture, or even a digital camera.

How do you get receipt pictures from your camera to FileCenter Receipts? What kind of scanner should you have? What about capturing web receipts? Email receipts? Bringing in receipts you've already stored on your computer? We'll answer all of those questions shortly. For now, all that you need to know is that *capturing a receipt* means pulling a receipt image into FileCenter Receipts for storage.

Filters

Filter is one term that sounds far more technical than the reality. It's best explained with an example:

Suppose you have over a thousand receipts in the system. You only want to see the receipts from last month. You would use a *filter*. Suppose, further, that you only want to see your *Healthcare* expenses from last month. Again, that's what a filter does.

Filters filter out everything except what you want to see. They are as powerful as they are useful; but that's not to say they're difficult. In fact, they're one of the easiest features you'll use – which is good because you'll use them all the time, both for searching your receipts and for generating reports.

FileCenter DMS

FileCenter DMS – or *FileCenter Document Management System* – will come up again and again. What is it? FileCenter DMS is the sister product of FileCenter Receipts. FileCenter DMS is to document scanning and organization what FileCenter Receipts is to receipts. It's a simple yet powerful system for organizing your computer files and scanning in paper documents. Learn more at FileCenterDMS.com.

While FileCenter Receipts works wonderfully on its own, it works even better when paired with FileCenter DMS.

The Cloud

It's the buzzword you can't ignore these days: *The Cloud*. Unfortunately, for most of us the concept is nearly as nebulous as the term. When we refer to the Cloud in this User Guide, we're

simply talking about the Internet. Specifically, we mean using the Internet to transfer items or store items.

For example, you could snap a picture of a receipt using your cell phone, then use *the Cloud* to transfer that picture to your computer. This means that some app on your phone will transfer the picture through the Internet to your computer. Later on, we'll discuss the most common methods and how to use them.

> *Important:* FileCenter Receipts does NOT store your data in the Cloud. Everything is kept on your own computer, where it belongs.

Chapter 2: Installation and Setup

This chapter will take you step-by-step through getting FileCenter Receipts installed and set up.

2.1 Installation

FileCenter DMS Users

If you're a FileCenter DMS user (Version 11), FileCenter Receipts is already installed for you. Do the following:

1. Open FileCenter DMS
2. Go to the *Receipts* tab
3. If prompted for a key, either enter your key and click *Save Key* OR …
4. Select *I Want to Start a Free Trial*, select *FileCenter Receipts*, and click *Start Trial*

If you're using an older version of FileCenter, you'll need to **upgrade to FileCenter DMS 11** in order to use FileCenter Receipts.

New Users

If you're new to the FileCenter product family, follow these instructions to install FileCenter Receipts.

You should have already downloaded FileCenter Receipts. To begin your installation, locate the setup file and double-click it.

If you're not sure where to find the file and you downloaded it, look on your Desktop or in your Downloads folder (usually at C:\Users\[username]\Downloads). Look for a file called *FileCenterSetup_.exe*, where the underscore "_" will be a version number.

Once the installation starts, click through the screens, paying special attention to the following:

All Users vs. Current User vs. Unique Profiles. You may or may not see an option asking whether you'd like to install for *All Users*, the *Current User Only*, or *All Users with Unique Profiles*. Unless you have a compelling reason to do otherwise (and you know the ramifications), you should select *All Users*.

2.2 Run FileCenter Receipts for the First Time

After the installation finishes, open FileCenter Receipts. You can launch from the *FileCenter* icon on your Desktop or from the *Start* menu > *All Apps/Programs* > *FileCenter* > *FileCenter*.

After you launch, select the *Receipts* tab at the top of the program.

Enter Your Product Key / Begin Free Trial

The first thing you'll see is a prompt to enter your *Product Key*. If you already purchased a license of FileCenter Receipts, your place of purchase will have given you a key. Enter it now. Alternatively, select *I Want to Start a Free Trial* then select *FileCenter Receipts* and *Begin Trial*.

2.3 Set Up Your First Box

Before you can start using FileCenter Receipts, you'll need to set up your first *Receipt Box*. Consider the following before you start:

One Box or Multiple Boxes?

Most users will probably only need one box. Within that box you have the option of categorizing your receipts, so a single box can handle a wide variety of different receipts: tax deductions, business reimbursements, travel expenses, etc.

When would you need a second box? Or a third? Or fourth? Only when it's necessary to keep your receipts completely separate from each other. A few examples:

Example 1. You manage the finances for your aging parents. In order to keep their receipts separate from your own, you maintain two receipt boxes: *Personal* and *Mom & Dad*.

Example 2. In addition to your personal receipts, you need to track receipts for *two different* non-profits where you volunteer. Because those non-profits will be using many of the same categories, it will be impossible to separate their receipts without dividing them into separate

boxes. To keep things very clean, you decide to create three boxes: a *Personal* box, and separate boxes for each non-profit.

Example 3. You manage three different departments at work. Each department has their own travel budget. To more easily track each department's expenses and reimbursements, you've set up separate boxes. Each department shares a single box. Employees post their receipts directly to the department box. You have access to all three boxes. Because your staff members are submitting receipts directly to the system, you've completely eliminated the need for expense reports.

Where Should You Put the Boxes?

A key question is where you should create the boxes on your system. To explain, a receipt box requires its *own, unique folder*. Where you put that folder matters. Here are a few considerations:

Do I need to share this box? If multiple network users will be sharing the same box, you need to put it in a *shared network folder*. For example, if you have three shared boxes, you might put them on the shared drive like this:

```
S:\Shared Receipt Boxes\Box A
S:\Shared Receipt Boxes\Box B
S:\Shared Receipt Boxes\Box C
```

Are you a FileCenter DMS user? If you use FileCenter DMS, there's a temptation to put your receipt box in a FileCenter cabinet. DO NOT DO THIS. There is nothing in the receipt box that you need to access.

Cloud Drive? If you use a Cloud drive service like Google Drive, OneDrive, or DropBox, you could put the receipt box in your drive folder. This would make sense if you want to access the same box from two different computers, like a work computer and a home computer.

Think about backup! Wherever you choose to put your receipt box, *make sure that folder gets backed up!* We strongly recommend that you always have two backup schemes in place, one of them off-site (like a Cloud backup service).

The default location. By default, FileCenter Receipts will put receipt boxes in your Documents folder like this:

```
Documents\My Receipts\[name of receipt box]
```

Important: Two boxes *cannot* share the same folder. Give each box its own folder!

Are You Integrating with an Accounting Program?

FileCenter Receipts can post receipts to a third-party accounting program as expenses. This feature makes it simple to post receipts directly to your accountant. FileCenter Receipts currently integrates with QuickBooks Online, QuickBooks Desktop, and Xero.

If you'll be integrating your receipt box with an online accounting program, have the login information ready before you begin setting up the box.

> *Tip:* We recommend that you log into the accounting program *before* you set up your box. This makes the integration go much smoother.

> *Pro Only:* This feature is only available in FileCenter Receipts Professional.

Create the Box

Click the *Boxes* button to create your first box. You'll see the *Boxes* dialog where you'll manage your boxes in the future. Click *Add* then provide the following details:

Name. Give your box a unique name. This will be both the display name and potentially the name of the box's folder.

Location. If you know where you want to put the box's folder, click *Browse* and browse out to the folder. If the folder doesn't exist yet, create it then select it.

Default Location. If you don't have a specific place where you want to put the receipt box, select *Use Default Location*.

Click *OK* to create the box. You'll then be prompted with some additional options:

Integration. If you'll be integrating this box with an accounting program, select the program on the list then follow the instructions. Third-party setup options are described in detail in Chapter 10: Integrate with Accounting Packages.

> *Important:* You can only integrate *new* boxes with third-party programs. Once you've entered receipts in the box, the integration options will be locked.

Settings. If you want to adjust options like the date display format, do this on the *Settings* tab.

Lists. If you have specific category names, payee names, payment methods, etc., that you want to use, you can enter these now on the *Lists* tab. We'll cover lists in detail in Chapter 7: The Lists – Payees, Categories, etc.

Chapter 3: The FileCenter Receipts Interface

Now that you've set up your first receipt box, it's time to familiarize yourself with the major features of the program. Here we're only concerning ourselves with the basic layout and the high points. In later chapters, we will cover the specifics.

3.1 The Basic Layout

The heart of the program sits right in the middle: The *Receipts* list. This is where your receipts will display.

The left side of the program displays a window that supports the receipts list. A few different features can display here, depending on the context. By default it will show *View* options for filtering the receipt list.

Along the top of FileCenter Receipts you'll find the main toolbar. Most of the functionality of the program can be accessed here. We'll overview the individual buttons below.

Finally, your receipt boxes show up as a row of tabs below the main toolbar. To switch boxes, click a tab. It's that simple.

3.2 The Receipts List

You'll spend most of your time staring at the receipts list, so let's point out a few features to make it more useful for you.

The Receipts Button

Notice that the *Receipts* label at the top of the list is actually a button. If you click this button, you'll see a list of options. For example, you can delete a receipt here. Select the receipt in question, then go to the *Receipts* button > *Delete Receipt*.

You can also export a receipt (its image) as a PDF file. Select the receipt, then go to the *Receipts* button > *Save Receipt As*.

You'll also find other options, like emailing a receipt or editing it.

Don't Be Afraid to Click

Click any receipt in the list to select it. Double-click a receipt to edit it. You can also right-click on any receipt. You'll see the same menu that's in the *Receipts* button.

Sort Your Receipts

Notice that the receipts are displayed in a table. Clicking a column heading lets you sort the receipts on that column. Clicking the same heading again *reverses* the sort order.

For example, by default the receipts will be sorted by date in *ascending* order (newest receipt at the bottom). Suppose, however, that you prefer having the newest receipts at the *top* of the list. Click the *Payment Date* column header a second time. The sort order will change to *descending*.

Now suppose that you want to sort the list by *Payee*. Simply click the *Payee* column header. The list is now sorted alphabetically by payee. To switch back to sorting by date, click the *Payment Date* header again.

Change the Columns

FileCenter Receipts wants to work the way you do. To that end, we've provided a few ways to customize and adapt the program to your needs. For example, you can change which columns show up, the column order, and even the column labels. See Chapter 11: Customize the Fields for more information.

3.3 View Options

As your receipt count starts growing, finding the information you want will get more difficult. This is where the *View* area comes in handy. Located to the left of your receipts, the *View* area gives you options for filtering your receipts. In other words, it helps you zero in on only the receipts that you want to view.

> **Tip:** If you don't see the *View* options on the left, click the *Receipts* button on the main toolbar.

For example, suppose you want to see all of the receipts from last month. In the *Date Range* list, select *Last Month*. Only last month's receipts will display. For a full description of the *View* options, see Chapter 5: Filter and Search Your Receipts.

3.4 The Main Toolbar

Most of the FileCenter Receipts functionality is accessed through the main toolbar at the top of the program.

Boxes

Use the *Boxes* button to add more receipt boxes, rename a box, or remove a box.

> *Tip:* Notice that the *Boxes* button has a drop-arrow. This has a drop-menu where you can quickly jump to a different box, among other shortcuts.

Receipts

The *Receipts* button is used for searching your receipts. Specifically, it toggles on the *View* options, which display to the left of your receipts list.

You will use the *View* options to control what receipts are shown. For more information, see Chapter 5: Filter and Search Your Receipts.

Inbox

The *Inbox* is a tool to help you collect outside pictures, scans, and PDF images of receipts and book them into FileCenter Receipts.

The *Inbox* button toggles on the *Inbox* view to the left of your receipts list. We'll cover the Inbox in Chapter 8: The Inbox.

Scan

You'll use the *Scan* button to scan in new receipts using a desktop scanner. We go over scanning in detail in section 4.2, Scan.

Add, Edit, and Delete

These buttons all have to do with receipt manipulation. The *Add* button is particularly useful. Use it to import receipts that you've already saved somewhere on your computer. We cover this in more detail in Chapter 4: Enter Receipts.

Use the *Edit* button to make changes to a receipt and the *Delete* button to delete a receipt.

Tip: You can also edit a receipt by double-clicking it. You'll also find these options if you right-click on a receipt or if you click the *Receipts* label that's found at the top of the receipt list.

Lists

Under the *Lists* button you can manage the lists for *Payees, Categories, Payment Methods,* and *Payment Accounts*. We'll discuss lists in Chapter 7: The Lists – Payees, Categories, etc.

Reports

When it's time to print out a formal report of receipts, you'll use the *Reports* feature. We cover reports in Chapter 6: Generate Reports.

Preview

Sometimes the simple features are the most valuable. The *Preview* window falls into this category. Click the *Preview* button to open a preview window on the right side of the program.

The preview window will show you the image for whatever receipt is currently selected, whether in the *Receipts* list or the *Inbox*. This saves you from having to open the item to see what it looks like.

To turn off the preview window, click the *Preview* button again.

Tip: You can zoom the preview in and out with buttons in the preview window. Alternatively, if your mouse has a scroll wheel, hold down the *Ctrl* key on your keyboard and spin the mouse wheel to zoom in and out.

Settings

Your program and receipt box settings are available in the *Settings* button, including integration options, list and field customizations, date formats, etc.

Chapter 4: Enter Receipts

Now it's time to start entering your first receipts. FileCenter Receipts bends over backwards to make receipt entry not just simple but also as flexible as possible.

In this chapter, we describe the primary methods for entering receipts: the *Scan* button, the *Add* button, and printing receipts to PDF. Note, however, that there are other techniques which we'll describe later in Chapter 8: The Inbox and Chapter 9: Mobile Receipts.

4.1 Import a Receipt (The *Add* Button)

Odds are you already have a receipt saved on your computer somewhere. It might be a scan or a digital photo but it's probably a PDF file, sometimes better known as an "Acrobat" file (because it was originally supported by the Adobe Acrobat Reader).

Receipts that are already stored on your computer can still be entered into FileCenter Receipts. To import one of these receipts:

1. Click the *Add* button on the main toolbar
2. Browse out to the receipt
3. Click *Open*
4. Fill in the receipt info (described below in *Book the New Receipt*)

When you're done, a copy of the receipt will appear in the *Receipts* list. Repeat this for any other receipts that you want to bring into the program.

> *Important:* FileCenter Receipts won't change or move your original receipt. It imports a *copy* of the receipt.

Supported File Types

FileCenter Receipts can accept most of the common file types, including PDFs, image files like JPEGs, TIFFs, BMPs, etc., as well as common Office documents like Word files and Excel spreadsheets.

> *Note:* Internally, FileCenter Receipts will convert the receipt to a PDF file. If the original can't be converted to a PDF, the import may fail.

4.2 Scan a Receipt

Scanning is arguably the fastest way to get your paper receipts into FileCenter Receipts. FileCenter Receipts leverages the powerful scanning engine from FileCenter DMS in order to streamline this process as much as possible.

Scanner Requirements

If you deal with a lot of receipts, you will probably end up scanning most of your receipts. To this end, we recommend getting a good-quality desktop scanner. After years of experience supporting scanners, the best advice we can offer is that *you get what you pay for*. Users who go with inexpensive scanners or who try to use the scanner that's built into their multi-function printer are the users we hear from the most, usually in frustrated tones.

Tip: We've made some of our favorite scanners available on our website at very competitive prices. When in doubt, go with a tried-and-true solution.

If you're purchasing a scanner, first make sure that it's compatible with your version of Windows! Newer versions of Windows don't support older scanners.

Also make sure that the scanner is TWAIN-compliant. Most are, but it's good to verify. The only exception to this rule is the *ScanSnap* which we discuss below.

Here are a couple of other types of scanners to be aware of:

Portable Scanners. Most portable scanners are small, thin units that run off a battery and work without being connected to a computer. These scanners function more like digital cameras – scans get saved in the scanner's memory. When you get back to your computer, you connect the scanner and transfer the scans over.

While you can't use FileCenter Receipts' scanning features with portable scanners, you can use the Inbox. To learn how, see Digital Cameras and Portable Scanners in section 8.2, Custom Inboxes.

Network Scanners. A "network scanner" is a scanner that isn't connected to any computer. Instead, it sits on the network and simply saves new scans to a folder.

FileCenter Receipts can't communicate with a network scanner (unless it happens to come with a TWAIN driver, which is rare but not unheard of), so you won't be able to use any of FileCenter Receipts' scanning features. An Inbox, however, is the perfect feature for scanning receipts on a network scanner. To learn more, see Network Scanners in section 8.2, Custom Inboxes.

Scanner Setup

To connect to your scanner, make sure it's plugged into your computer and turned on and that you've installed the drivers that came with the scanner. Then:

1. Click *Scan* in FileCenter Receipts
2. Notice the *Scanner* field in the *Options* section, about mid-way down
3. Click the *Select* button
4. A scanner selection window will pop up; click *Select Driver*
5. A list of scanners will pop up; select your scanner

If your scanner shows up on the list more than once, see *TWAIN vs. WIA* below.

Scanning Options. You'll see many scanning options. We won't cover these options specifically here, but feel free to explore them under the *Help* button on the *Scan* dialog.

TWAIN vs. WIA. It's not uncommon for a scanner to show up more than once on the list. When this happens, one of the entries usually starts with WIA. In most cases, you should avoid this option.

On rare occasions, the WIA option will work when other options don't. So don't be afraid to try it, but only as a last resort.

Scan the Receipt

We've worked hard to make receipt scanning as quick and effortless as possible:

1. Place your receipt in the scanner
2. Click the *Scan* button in FileCenter Receipts
3. Verify the scanning options
4. Click *Start Scan*
5. Fill in the receipt info (described below in *Book the New Receipt*)

Scanning and the Inbox. When you scan a receipt, it actually goes into the *Inbox*. Normally, FileCenter Receipts will immediately prompt you to book the receipt, so in most cases you never even interact with the Inbox. If, however, you don't enter the receipt immediately, you don't have to re-scan it. You'll find the original scan waiting for you in the Inbox. For more information, see section 8.3, The Inbox and Scanning.

Improve Your Scans

Receipts are notoriously difficult to scan. To help improve the quality of your scans, we've provided a number of scanning adjustments:

Black & White vs. Color. (*Scan* tab). Normally we recommend that you scan in black and white. This seems to produce the smallest files and the best contrast. With that said, feel free to change the *Color* setting to *Grayscale* or *Color*.

Auto Crop Pages. (*Scan* tab). The biggest problem with receipt scanning is the odd page sizes. The *Auto Crop Pages* setting attempts to detect the receipt edges and trim the scan down accordingly.

Contrast. (*Advanced* tab; for color/grayscale scans only). Contrast adjusts the distinctness of each color/shade. For example, with low contrast, individual colors will be more muted and will blend more. With high contrast, each color will be crisp and distinct. An example is twilight versus mid-day. At twilight, colors fade and blend together (low contrast). At mid-day, colors are sharp and distinct.

Brightness. (*Advanced* tab; for color/grayscale scans only). Brightness adjusts the overall vibrancy of the image. With low brightness, the image will be dim. With high brightness, the image will be strong. Note that contrast and brightness work differently. For example, you could have high contrast (each color is distinct and sharp) but low brightness, resulting in a muted but sharp image.

Black/White Threshold. (*Advanced* tab; for black & white scans only). You can think of the black/white threshold as brightness for black-and-white scans. Lowering the threshold brightens the image and raising it darkens the image. The truth is, this setting adjusts how sensitive your scanner is to the image. A very low threshold will only pick up very obvious marks on the page, which is good for reducing background speckling. A high threshold will let even tiny marks through, which is good for scanning faded/dim pages.

Pro Plus Cleanup Options. If you use FileCenter DMS Pro Plus, you'll have some extra cleanup options available to you, like *Despeckle Pages, Remove Borders,* etc.

> *Pro Plus:* The Pro Plus cleanup options are only available if you use FileCenter Receipts with FileCenter DMS Pro Plus.

Troubleshoot Scanner Problems

If you're experiencing difficulties getting your scanner to work or getting good results with your scanner, see Task 2: Troubleshoot Scanner Problems in Section 3: Common Tasks.

ScanSnap Scanners

FileCenter receipts has a special integration with Fujitsu ScanSnap scanners. Because these scanners lack a TWAIN driver, the scanning process is a little bit different. Here's the workflow:

1. Make sure FileCenter Receipts is running
2. Perform the scan at your ScanSnap
3. If prompted, select *Scan to FileCenter*
4. The scan will show up in the active Inbox
5. FileCenter Receipts will prompt you to book the scan

Important: For the integration to work, you have to change a few ScanSnap settings. See Task 1: Set Up a ScanSnap Scanner in Section 3: Common Tasks.

4.3 Print a Receipt

Suppose you make an online purchase. At the end, it gives you the option to print your receipt and/or emails you a receipt. How do you get these receipts into FileCenter Receipts? The answer is *print them to PDF*.

FileCenter Receipts Professional includes the *FileCenter PDF Printer*. This shows up in your list of printers. The difference between this and other printers is that anything printed to this printer gets *saved to file* rather than printed on paper.

Once you've saved the PDF to file, it's a simple matter to book it into FileCenter Receipts using the *Add* button. For example:

1. You make a web purchase
2. "Print" the web receipt to the *FileCenter PDF Printer*
3. You'll be prompted to save the PDF; put it somewhere where you can find it easily, like the Desktop
4. Go to FileCenter Receipts and click the *Add* button
5. Browse to the receipt you just saved

> **Pro Only:** The *FileCenter PDF Printer* is only available in FileCenter Receipts Professional.

An Easier Way: The Inbox

You can save a few steps by using an *Inbox*. When you save a printed PDF to the Inbox, booking it into FileCenter Receipts is even faster. We cover this method in section 8.4, Print Receipts to FileCenter Receipts.

Other Ways to Print to PDF

If you use the Chrome web browser, you can save web receipts to PDF instead of printing them:

1. In Chrome, type *Ctrl+P* to print
2. Set the *Destination* to *Save as PDF*
3. Click *Save*
4. Browse to the location where you want to save the PDF and click *Save*

> **Tip:** Often, web receipts and emailed receipts are *already* PDF files. This saves you a step. Since you've already got a PDF just save it to your computer then use FileCenter Receipts' *Add* button to book it.

4.4 Book the New Receipt

Regardless of what method you use to get the receipt to FileCenter Receipts, you'll then need to *book* the receipt into the system. In other words, you need to enter important information from the receipt like the date, the payee, the amount, the category, etc. It's this information that lets you track your receipts and generate reports.

Required Information

The following items must be provided:

Payee. The *payee* is the person, store, business, or institution that you paid. FileCenter Receipts keeps a list of your past payees. Just select the payee from the list. If you need to add a new payee, click the *[+]* button next to the *Payee* field.

Payment Date. The date on the receipt. You can pick a date from the provided calendar by clicking the drop-arrow or you can enter the date by hand. FileCenter Receipts understands most date formats.

Amount. Enter the amount from the receipt. If you need to enter multiple items from the receipt, see *Multiple Line-Items (Split a Receipt)* below. Note that there's a handy calculator available when you click the drop-arrow by the *Amount* field. To insert the calculated amount into the field, click the "up" arrow on the calculator.

Category. The ability to categorize your receipts is one of the features that makes FileCenter Receipts powerful. Based on categories, FileCenter Receipts can generate expense reports, tax deduction reports, etc.

Select a category from the list. If you need to add a new category, click the *[+]* button next to the *Category* field.

Note: We talk more about the *Category* and *Payee* lists in Chapter 7: The Lists – Payees, Categories, etc.

Conditional Information

In addition to the required items above, other items will likely be required if your box is integrated with an accounting program. We'll discuss these integrations in Chapter 10: Integrate with Accounting Packages.

Note: If you don't integrate your box with an accounting program, these items are optional. Some of them may be hidden by default. Others can be hidden if you aren't using them. For more information, see Chapter 11: Customize the Fields.

Class. If your box is integrated with an accounting program, that program may require a *Class* for each and every detail line, on every receipt. The class options will come from your accounting program.

Tip: You may want to add a "none" (or "n/a") class in your accounting program for details that don't need a class.

Payment Account. Use this field to track the bank account that the payment was drawn from. For example, *Acme Bank Checking, Office Credit Card, Home Equity Line of Credit,* etc.

Payment Method. The *Payment Method* is normally one of: *Cash, Check, Credit Card, Money Order, Wire Transfer,* etc.

RefNo (Reference Number). If the receipt or payment method has a reference number you'd like to track, you can enter it here. Classic examples are the check number if you paid by check, the invoice number if you paid an invoice, etc.

Optional Information

The items below are optional. Some of them may be hidden by default. Any of them can be hidden if you don't need them. To learn how to hide or expose fields, see Chapter 11: Customize the Fields.

Memo. Use the *Memo* field to enter any additional information about the receipt that you'd like to remember.

Description. Whereas the *Memo* pertains to the receipt as a whole, the *Description* is tied specifically to the *Amount* and *Category* fields. Think of it as a further way to describe the charge. Many users will use the *Description* to enter the exact item purchased: *golf clubs, crutches, car rental,* etc.

Reimbursable. If the amount entered should be reimbursed, select *Reimbursable*. For example, if your office reimburses incidental travel expenses, you would want to mark *Reimbursable*. You can later create a report that shows all of your reimbursable items, or reimbursable items related to a specific category.

Sales Tax. Optionally enter the sales tax amount if you'd like to track it separately. Note that there are up to four *Sales Tax* fields available to accommodate multiple local taxes.

Tax Category. In addition to a *Category* field, you can also expose a *Tax Category*. This lets you categorize things generally for yourself but also pull together tax-specific reports.

Important: The *Sales Tax* and the *Tax Category* fields are hidden by default. To turn these on and adapt them to your local needs, see Chapter 12: Tax Tracking.

Extract Information from the Receipt

It's possible to pull information automatically out of the receipt. When you book a receipt, you'll see the actual receipt image on the left. Above, you'll see a button called *Analyze Receipt*. When you click this button, FileCenter Receipts will examine the details in the receipt then present suggestions for some of the receipt fields: *Payee, Payment Date, Amount, Payment Account,* and *Payment Method*.

Pro Only: Automatic receipt analysis is only available in FileCenter Receipts Professional.

Important: FileCenter Receipts' ability to pull information from the receipt depends on the receipt's quality. FileCenter Receipts can't read handwriting, faded text, or poor-quality images.

Tip: If you've turned on sales tax tracking, it will also attempt to pull sales tax details from the receipt. For more information on sales tax, see Chapter 12: Tax Tracking.

Select any of the suggested values or enter your own manually. You can also leave any of the fields blank.

If a suggested *Payee* isn't in the database yet, it will show up in the list with "*[Add]*" next to it. This means you'll need to add the payee. Select the payee on the list then click *Add New* to add it to the database.

If the payee doesn't appear anywhere on the list, click *Add New* to add it manually.

Once you've selected all of the values you want, click *OK* to return to the receipt. Notice that the values you selected have been filled in for you.

Note: You can have FileCenter Receipts run the analysis automatically, every time you book a new receipt. Go to *Settings* > select the *Settings* tab > *Automatically Analyze New Receipts*.

Tip: There are certain things you can do to help FileCenter Receipts more accurately identify the information in your receipt. See Task 6: Improve Information Matching when Analyzing Receipts.

Multiple Line-Items (Split a Receipt)

What if a receipt has a mix of personal expenses and reimbursable business expenses? What if you need to categorize one item differently than the others?

FileCenter Receipts makes it simple to split a receipt into multiple *line items*. What's a line item? Think of each line item as its own entry – a way of splitting a complete receipt down into multiple, individual expenses.

To split a receipt:

1. Fill in the basic receipt information on the top
2. Enter the *Amount, Category, etc.* for the first item
3. Click the *Add Line* option
4. Another entry section will appear

5. Enter the *Amount, Category, etc.* for the next item
6. Continue for each line item you need to enter

To remove a line item, click the *Remove* link next to the item number.

> *Important:* After you enter a split receipt, notice how the receipt is listed in the main *Receipts* table: each line item shows up as an *individual entry*, even though they all come from the same receipt.

Track Sales Tax

Sales tax tracking can be customized to accommodate most localities. To learn how to turn on the sales tax fields and adapt them to your needs, see Chapter 12: Tax Tracking.

Establish Defaults

If you do highly repetitive receipt entry, you can save time and effort by setting up *defaults*. For example, if you always use the same *Payment Account* and *Payment Method*, you'll probably want to set some defaults so that the *Payment Account* and *Payment Method* are filled in for you automatically.

You can set a default for the list-related fields: *Payee, Payment Account, Payment Method, Category*. To set a default:

1. Select the item you want to use as the default
2. Right-click on the field
3. Select *Set As Default*

This will store the selected item as the default going forward. To change the default, repeat the steps above.

To remove the default, right-click on the field and select *Clear Default*.

> *Note:* Even if you set a default, you can still select something else. The default merely sets the *initial value*.

4.5 Enter Lost or Missing Receipts

Sooner or later, you'll either lose a receipt or fail to get a receipt for a purchase. Fortunately, you can still track these expenses in FileCenter Receipts.

Add the Receipt

Click the drop-arrow under the *Add* button on the main toolbar. You'll see an option there called *Add Blank Receipt*. Select it.

FileCenter Receipts will now let you enter the receipt details, even though there's no scanned receipt.

Mock Up a Receipt

When you're adding your receipt, you'll notice that FileCenter Receipts does provide a blank receipt image on the left. You can optionally type up your own receipt.

Click the *Text Box* button on the toolbar above the blank receipt. It looks like the letters "ab" being typed.

Next draw a rectangle on the receipt to define the area where you want to type. You can now free-hand your own text on the receipt. There are some character formatting options provided.

4.6 Change the Receipt Image; Add Supporting Documents

You can add pages to the receipt image or even change the image altogether. For example, suppose you just paid a bill. You scan the bill and book it, just to make sure you've got it in the system. Later, you receive an emailed receipt acknowledging payment. You want to add this to the receipt in FileCenter Receipts as proof of payment. Do the following:

1. Save the new image in a conspicuous location, like the Desktop; it can be in any image format (PDF, JPEG, PNG, TIFF, etc.)
2. In FileCenter Receipts, to go to the receipts list
3. Locate the receipt that you want to update
4. Right-click on the receipt and click *Append File to Receipt*

5. Browse to the new image and click *Open*

The new image will be appended to your receipt.

Remove the Original Image

If you want to remove the original image, first make sure that you've added a new image to the receipt, as we just described. Then do the following:

1. Make sure the *Preview* window is open
2. Select the receipt in the receipts list
3. In the preview window, navigate to the page you want to delete
4. Click the *Delete Pages* button; it looks like a page with a red "x" on it
5. Either select the option to delete the *Current Page* or enter the page number of the page you want to remove, then click *OK*
6. Click *Save* in the preview window to save the changes

Note that if you fail to click the *Save* button in the preview window, the changes will be lost.

4.7 Can I Move Receipts between Boxes?

Once a receipt has been booked, it isn't possible to move the receipt to a different box.

You can, however, re-create the receipt in another box, as follows:

1. Right-click on the receipt entry in the receipts list
2. Select *Save Receipt As* (this saves a copy of the receipt image)
3. Choose somewhere to save the receipt image, such as the Desktop
4. Take note of any receipt details you'll need to re-create

Now go to the box where you want to add the receipt and do the following:

1. Click the *Add* button on the main toolbar
2. Browse to the receipt copy you just saved
3. Fill in the receipt details
4. Click *OK*

You can now go back to the first box and delete the original receipt.

Section 2: Getting Sophisticated

Chapter 5: Filter and Search Your Receipts

Once your list of receipts starts growing, you'll find that scrolling around looking for receipts is no better than digging through a pile of paper receipts. You digitized your receipts for a reason: to make it easy to find what you're looking for. This chapter describes how to do just that. Learning and understanding the principles in this chapter will change FileCenter Receipts from a nice idea into the kind of tool you won't want to part with.

You have two ways to zero in on the receipts you want to see: *filters* and *keyword searching*. Both of these features appear on the left-hand side of FileCenter Receipts in a section called *View*. If you don't see that section, click the *Receipts* button on the main toolbar.

5.1 Date Range

Use the *Date Range* filter to only see receipts from a specific time period. Most of the most common date ranges have already been set up for you. Just pick one from the list: *Yesterday, Last 7 Days, This Month, Last Month, etc*.

You can also specify your own date range:

1. Set the *Date Range* to *Custom*
2. Set the *Start Date* to the first date you want to see
3. Set the *End Date* to the last date you want to see

To go back to seeing all receipts, return the *Date Range* to *All* or click *Clear Filters*.

5.2 Payee

Sometimes it's useful to look at all of the purchases to a specific person, place, or institution. You can do that with the *Payee* filter. Click the *[…]* button next to the *Payee* field. You'll see a list of all payees. Put a checkmark next to all of the payees you want to see, then click *OK*.

To go back to seeing all receipts, click the *[…]* button then *Uncheck All* or click *Clear Filters*.

5.3 Category, etc.

Just like the *Payee* filter, you can choose to view only specific categories, tax categories, classes, etc. For example, you may want to see only your medical expenses.

Click the *[…]* button next to the *Category* field then put a checkmark next to all of the categories you want to see, then click *OK*.

To go back to seeing all receipts, click the *[…]* button then *Uncheck All* or click *Clear Filters*.

5.4 Using Multiple Filters

The real power of filters comes into play when you start *combining* filters. For example, let's suppose that you need to locate the receipt for a prescription that you filled last month. Unfortunately, you fill your prescriptions at the grocery store and there are quite a few receipts to the same place. By combining filters, you can get to the receipt you want very quickly:

1. Set the *Date Range* to *Last Month*
2. Set the *Payee* to the grocery store where you filled the prescription
3. Set the *Category* to "Health: Prescriptions" (or whatever category you use)

You're now looking at only the prescriptions filled at that store last month, where you quickly spot the receipt you're looking for.

There's no limit to the way you can combine filters to zero in on exactly the receipts you need.

You can also use this feature to get quick totals. For example, suppose you want a quick estimate of how much you've spent on travel expenses this year. Do the following:

1. Set the *Date Range* to the current year
2. Set the *Category* to all of your travel-related categories
3. Look at the *Total* displayed at the bottom of the receipts list

FileCenter Receipts will always show you the total for whatever receipts are currently displayed. This makes it easy to get totals without having to generate a full report.

To go back to seeing all receipts, click *Clear Filters*.

5.5 Keyword Search

When you need to find a very specific receipt, sometimes a search is the fastest way to locate it. FileCenter Receipts gives you the ability to search any field for specific keywords. For example, suppose you need to find the receipt for some crutches you purchased last year. You don't remember where you bought them or when. Searching through all of your medical deductions will be a chore. You do, however, remember that you mentioned "crutches" in the description. To find your receipt:

1. Type *crutches* in the *Keyword Search* field
2. Select *Description* as the *Column to Search*
3. Click *Search*

FileCenter Receipts will show you all of the receipts that have "crutches" in the description. Note the following:

*   Searches are NOT case sensitive, so *crutches, Crutches,* and *CRUTCHES* will all work
*   You can combine searches with other filters
*   You can't do a keyword search on dates

Wildcards

There are two wildcard characters to help out when you aren't sure what the exact keyword should be.

Underscore Character "_". The underscore character is a *single*-character wildcard. In other words, it doesn't matter what letter or symbol shows up in that position. For example, if you search for *c_t* it can match any of the following: *cat, cot, cut, CCT,* etc. It will NOT match *coat*.

Percent Symbol "%". The percent symbol is a *multi*-character wildcard. Anything (or nothing) can show up in that position. For example, a search for *c%t* can match any of the following: *cat, cot, cut, CCT, coat, conduit,* etc. Likewise, a search for *%act%* will match *activity, practice, enact,* etc.

> *Note:* If you need to search for an *actual* percent or underscore character, put a backslash "\" in front of it: 10\%.

How Are Split Receipts Handled?

You might be wondering how line items affect reports. For example, suppose I have a receipt with two line items, one of them marked *Reimbursable* and one of them not. If I run a report for *Reimbursable* receipts, will it show the *whole receipt* or just the *individual line item* that's marked reimbursable?

Reports work at the *line-item* level. Only individual line items that meet the report criteria will show up on the report. The report will ignore all of the other line items on a split receipt.

You'll actually notice this on the main *Receipts* list. When you enter a split receipt, each line item shows up on the list as an individual entry, even though they all come from the same receipt.

Chapter 6: Generate Reports

One of the greatest benefits of storing receipts electronically is being able to recall those receipts in meaningful ways. This is where *Reports* come into play. A report is a *targeted search* of your receipts. It is a way to pull out exactly the receipts you want to see based on specific criteria: date, category, payee, etc. and display them in a nicely formatted table, ready for printing or submitting electronically.

6.1 What's the "Right" Way to Track Things?

Before we get into reports, it's worth detouring for a few minutes to talk about best practices. As you set up your categories and begin entering your receipts, you should do it with an eye toward what kind of reports you'll need to create in the future.

You may have noticed by now that FileCenter Receipts provides you with a huge amount of flexibility in the way you set things up and the way you enter and track receipts. Of course, with flexibility comes ambiguity, which may leave you wondering what's the *right* way to do things? Let's illustrate with an example:

Scenario. Your job reimburses business expenses.

Because you like to keep business expenses separate from your personal accounts, you have a personal credit card that you've dedicated to business expenses only. You always use this card when you make business-related purchases.

You've also set up some categories in FileCenter Receipts for tracking the business expenses:

```
Business: Travel
Business: Supplies
Business: Incidentals
etc.
```

Finally, when you enter any business-related receipts, you're careful to always select the *Reimbursable* option.

Now it's time to generate your monthly expense report so you can get reimbursed. What should you base the report on?

Option 1. One option is to run the report on the *Payment Method*. In other words, only show receipts where you paid using the credit card you dedicated to business expenses.

Option 2. Because you have dedicated categories for your business expenses, you can run the report on just those categories.

Option 3. Because you use the *Reimbursable* checkbox, you can run the report on receipts that have been marked reimbursable.

The Right Choice. So what's the "right" method to use? *Whichever one works best for your situation*. For example, some users may use the *Reimbursable* option for receipts from work, from a non-profit where they volunteer, and even for reimbursements they need from their friends. These users will need to base their reports on more than just that field. Some users pay for everything with the same payment method, so that won't be a reliable way to search receipts.

Every user's situation is different. Don't worry about the "right" way to do things so much as what's the *easiest* and *most intuitive* way to work, given your unique situation. All that really matters is getting accurate information in your reports. How you go about it depends entirely on you.

6.2 How are Reports Different than Filters?

In Chapter 5: Filter and Search Your Receipts, we discussed how to pull up exactly the receipts you want to see by using the *View* controls, also known as *filters*. When you already have the power to pull up specific receipts that meet specific criteria, you may be wondering why there's a separate feature for reports.

The answer is that reports *build on* the filter and search features. In its simplest terms, a report is a way to *save* a filter or search for repeated use – set up the search once and use it again and again. A classic example is a monthly expense report for reimbursements. You'll set up your search and filter criteria once, save them as a report, then re-run that report every month.

Reports, however, are more than just saved filters. Reports have these additional benefits:

- Reports are formatted specifically for printing
- Reports can be saved as PDF files
- Reports can be exported as spreadsheets
- Reports can have a title
- Reports can include the actual receipt images as attachments

6.3 Set Up a Report Template

To access the reports feature, click the *Reports* button on the main toolbar. A new window will open, a window that looks very similar to the main program. It has tabs for your receipt boxes and the same familiar view options and filters on the left.

To set up your first report, select a receipt box to choose which box will use the report.

Next you will set up a report *Template*. A template is nothing more than the report parameters. Every different report has its own template. In fact, maybe the best way to describe it is to say that **templates produce reports**. The *template* is the collection of saved parameters, and the report is the actual data you get when you run the report template.

To set up your first report template, do the following:

1. Click *New* next to the *Template* option
2. Give the template a name (something like *Monthly Work Reimbursements*)
3. Give the template a title; the title will get printed on the actual report
4. Provide the search criteria, as described in Chapter 5: Filter and Search Your Receipts
5. When you're done, click *Save* next to *Template* to save the template parameters

Tip: You can click *Build Report* at any time to test your search criteria.

Note: A report template belongs to a specific receipt box. You can't run the report from other boxes.

Edit a Report Template

If you need to make changes to a report template, do the following:

1. Select the report template on the *Template* list
2. Change and search criteria or parameters
3. Click *Save* next to the *Template* option

To change a report template's name, select the template and click *Edit*.

Choose Which Columns to Show

As you're building your report template, note that you can also set up the basic report layout – namely, which columns you want to show and the column order.

At the bottom of the *Options* area on the left, notice that there are two tabs: *Filters* and *Columns*. Until this point you've been focusing on the *Filters* to set up your search criteria. The *Columns* tab, on the other hand, deals with the display of your report.

On this tab, you'll see the list of receipt fields. Put a checkmark next to the fields that you want to include in your report.

The order of the fields also determines the order in which they'll appear on the report: the top field will display first on the left-most side of the report followed by each consecutive field until the bottom field, which will display last. To change the column order, click on a field to select it then use the *Up* and *Down* links to reposition it.

Click *Save* next to the *Template* to save the changes to your template.

> *Tip:* You don't have to display every column that you use in your search. For example, just because you filter on the *Reimbursable* field doesn't mean that you have to display it.

6.4 Run a Report

Running a report is simple: select the report template on the *Template* list, then click *Build Report*.

The receipts that match the report template criteria will now display in a formatted table.

> *Tip:* If you find that you need to further refine your search criteria after running the report, see *Edit a Report Template* above.

Print the Report

To print your report, click *Print* on the main toolbar.

Save the Report

If you need to save a copy of the report, either for your own records or to submit electronically, you'll use the *Save As* button on the main toolbar. You can save the report as either a PDF document or as an Excel spreadsheet.

Include the Receipts with Your Report

Sometimes it's necessary to include your receipts with a report. For example, if you print a report for your accountant or for a tax audit, you'll likely need copies of the receipts as well. Many expense reimbursement reports also require that you include the receipts.

FileCenter Receipts provides a handy feature that will automatically append all of the relevant receipt images to your report. To include your receipts with the report, do the following:

1. Build your report
2. Select *Attach Receipts on Save* above the report
3. Click *Save As* on the main toolbar
4. Save the report **as a PDF**

Your report will be saved as a PDF. The first few pages will be the report itself, followed by each of the supporting receipts, one receipt per page.

If you need to print the report, open the PDF in your preferred PDF program and print it from there.

Pro Only: This feature is only available in FileCenter Receipts Professional.

Note: This feature is only available when you save the report as a PDF.

Export the Report Data

If you only need the unformatted data from the report – such as for pulling into a third party program – you can export the data as a CSV file ("Comma-Separated Values"), a format that's almost universally supported.

The first step is to choose the fields that you want to export. At the bottom of the report template's *Options*, select the *Columns* tab. Mark each field that you want to include in your report. Use the *Up* and *Down* links to arrange the fields in the order you prefer. Click *Save* next to the *Template* field to save your changes.

Next, build your report.

Finally, click *Save As* to save the report. For the *File Type*, select *CSV (comma delimited)*.

6.5 Ad Hoc Reports

You may occasionally need a one-time report – a quick report to fulfill a specific need. You can create temporary reports without using report templates.

Select the search options you need under the *Options* on the left. Be sure to include a report *Title*. When you're done, click *Build Report*. You can print or save this report like any other.

Tip: To save time, you can base your report off of an existing template. Select the report template then modify any search criteria. It won't change the original template.

Chapter 7: The Lists – Payees, Categories, etc.

We mentioned early on that the *Payee, Payment Account, Payment Method, Category,* and the optional *Tax Category* are all lists. In other words, the system remembers values you used in the past so that you can use them again in the future. This forces some consistency on your part.

For example, without lists you might label a receipt's category as *Travel for Business* one time and *Business Travel* another time. The system would regard those as two completely different categories.

By remembering categories you've used previously, it makes it less likely that these inconsistencies will creep into your receipts. As a result, your reports will be more accurate.

In this chapter, we'll discuss how to create and manage these lists.

7.1 The List Manager

While you can add new list items on the fly as you enter your receipts, FileCenter Receipts provides a centralized location where you can manage all of your lists. If you need to rename or remove list items, you'll need to do it here.

To open the list manager, click the *Lists* button on the main toolbar.

On the list manager you'll see a *List* option where you can choose which list you want to work with. While there are quite a few options there, the only ones we're presently concerned with are *Payees, Categories, Payment Accounts,* and *Payment Methods*.

The instructions below apply to all four of these lists.

Add Multiple Items

Click the *Add* link to add new items to the list. Anything you add here will be available any time you book a receipt.

When you add list items, note that you have the choice to *Add Single Item* or *Add Multiple Items*. If you select *Add Multiple Items* you'll be presented with a window where you can enter multiple lines of text. Enter as many list items as you want here, **one per line**.

Edit and Delete Items

If you need to alter a list item, select it and click *Edit*. This will change that item name *everywhere*, including receipts you've already entered.

To delete a list item, select it and click *Remove*.

Note that **you can only delete items that aren't in use**. If you need to delete an item that's in use, do a search for all of the receipts where that item's used, edit each receipt and select a different item. Once the item is no longer in use anywhere, you can delete it. See Chapter 5: Filter and Search Your Receipts for help doing a search.

7.2 Numbered List Items

Some accounting systems assign a number to things like categories. The numbers help them group related category items in a way that's not possible with alphabetical listings.

FileCenter Receipts supports using numbered items, but you have to enable it manually:

1. Click the *Settings* button
2. Go to the *Settings* tab
3. Select *Use Numbers with Lists*
4. Click *OK*

Assign Numbers to List Items

When creating a list item, enter it in the format *number=name*. For example:

```
570=Office Expense
585=Computer Expense
595=Communication Expense
610=Advertising Expense
722=Insurance Expense
etc.
```

These items will show up in the list organized by number with the item number followed by the name.

You can assign numbers to existing list items:

1. Select the item on the list
2. Click *Edit*

3. Add the number before the name in the format *number=name*
4. Click *OK*

Note: You don't have to assign a number to every list item.

Chapter 8: The Inbox

We've already gone over the two most common ways to enter receipts: the *Add* button and the *Scan* button. A third method exists: the *Inbox*. While this method is a bit more sophisticated, it is still quite easy to use and it can help you enter a high volume of receipts quickly. It's also useful for bringing in receipts from outside sources like a network scanner or a mobile phone.

To display the inbox, click the *Inbox* button on the main toolbar. The area that normally shows viewing options will switch over to the Inbox. At first your Inbox will probably be empty. This chapter will teach you how to fill it and how to use it.

8.1 The Default Inbox

Each receipt box has its own Inbox. The idea behind the Inbox is simple: it's an area you can fill with files that are waiting to be booked.

For example, suppose you have a folder full of old receipts that you've been scanning and collecting over the years. You'd like to enter them into FileCenter Receipts so you can track them better. You can put all of those files into the inbox then work away at them as you have time.

Fill the Inbox

To put files in your inbox, simply drag and drop them in from Windows. You can drag them in from anywhere: from your Windows Desktop, from your Windows *Documents* folder, from Windows Explorer … it's up to you.

Note that you can drop in multiple files at the same time.

When you drag and drop a file into FileCenter Receipts, it gets *copied* into the Inbox so that the original won't be affected.

Book a Receipt

Once you've got a receipt in the Inbox, click on it to select it then click the *Book Receipt* button at the top of the Inbox. From there, the process is exactly what you're used to. After you finish booking the receipt, it will be removed from the Inbox.

Important: After you book a receipt, it leaves the Inbox. If you want to keep your own copy of the original, make sure you keep it outside of FileCenter Receipts.

View the Receipt before You Book It

If you want to see what a receipt is before you book it, click the *Preview* button on the main toolbar. The receipt will display in the preview window.

Tip: You can leave the *Preview* window open all the time. It will always show you whatever receipt you have selected, whether in the *Receipts* list or the *Inbox*.

8.2 Custom Inboxes

The Inbox concept becomes even more powerful with *custom Inboxes*. Any folder on your computer can be made into a custom Inbox. In fact, a custom Inbox is nothing more than a folder – a folder that gets displayed in FileCenter Receipts so that you can book files from it.

Suppose, for example, that you have a folder on your Windows Desktop where you save web receipts. You can view that folder in FileCenter Receipts as if it were an Inbox. In other words, when you come into FileCenter Receipts, the web receipts in that folder will show up in the Inbox, ready to be booked.

To create a custom Inbox:

1. Click the *Inbox* button on the main toolbar (if it isn't selected already)
2. You'll see an *Inbox* label at the top of the Inbox; click it
3. A list of options will appear; select *New Inbox*
4. Browse to the folder that you want to view as an Inbox
5. Click OK

You'll now see all of the files from that folder in your Inbox. To book an item, select it and click *Book Receipt*.

Important: Always keep in mind that **files will get deleted** from the Inbox folder after you book them!

Multiple Inboxes

You can have as many Inbox folders as you'd like. To switch between Inboxes:

1. Click the *Inbox* label at the top of the Inbox
2. Select the folder you want to see in your Inbox, OR …
3. Select *Default Inbox* to see the main Inbox folder

Digital Cameras and Portable Scanners

Digital cameras and portable scanners typically store their pictures on an SD card – a small, removable, storage device. If you have a card reader on your computer, you can browse the card like a drive. This makes it possible to use an Inbox to pull items off of the card into FileCenter Receipts.

Let's set up a custom Inbox to get files off of an SD card. First, put the SD card in its reader so you can access it in Windows. Now do the following:

1. In FileCenter Receipts, go to the Inbox if you're not there already
2. Click the *Inbox* label at the top of the Inbox
3. Select *New Inbox*
4. Browse out to the SD card
5. Images are usually stored in a folder called *DCIM*, then a numbered folder under that; select whichever folder contains the actual images

You'll now see the contents of the SD card in your Inbox. You can select any file and book it directly without importing it to your computer first.

Important: Remember that FileCenter Receipts will *remove* the item from your SD card.

Network Scanners

In an office environment, it's very likely that you'll need to use a network scanner with FileCenter Receipts. The Inbox feature makes FileCenter Receipts an ideal choice for working with network scanners.

If you've used a network scanner, you know that the scanner usually saves your scans to a network folder. It's then up to you to go find that folder and retrieve your files.

To simplify the scanning of receipts, you can set up a custom Inbox that displays the files in the network scans folder:

1. In FileCenter Receipts, go to the Inbox if you're not there already
2. Click the *Inbox* label at the top of the Inbox
3. Select *New Inbox*
4. Browse out to the network folder where scans get saved

Now when you scan receipts at the network scanner, they'll immediately show up in the FileCenter Receipts' Inbox, ready to be booked.

8.3 The Inbox and Scanning

When you scan receipts using a desktop scanner that's attached to your computer, FileCenter Receipts places them temporarily in the active Inbox until you're ready to book them.

By default, booking happens immediately. If, however, booking is interrupted, the scan will remain in the Inbox. For example, suppose you do a scan then cancel the booking operation. You'll find the scan waiting for you in whatever the active Inbox is. To resume booking the receipt, select it and click *Book Receipt* as you would with any other receipt in the Inbox.

Don't Book Scans Immediately

Some users prefer to do all of their scanning before they start booking the receipts. To do this, you need to disable the default behavior of booking immediately after a scan:

1. Click the FileCenter Receipts *Settings* button
2. Go to the *Settings* tab
3. De-select *Prompt to Add after Scan*
4. Click *Close*

Note: This is a box-by-box setting. You'll need to disable it separately in every box.

8.4 Print Receipts to FileCenter Receipts

Now that you understand how to use an Inbox, we can resume our discussion about a common task: printing PDF receipts to FileCenter Receipts. We began this discussion back in section 4.3 Print a Receipt. In that section we mentioned that printing a receipt to PDF works very well for

web receipts and emailed receipts and we gave some advice about how to print to PDF. The missing link is how to get those printed PDFs into FileCenter Receipts with the minimum effort. The answer, of course, is using an Inbox.

We recommend that you establish a folder somewhere on your computer as your PDF receipt Inbox – the place where you will always save receipts that you print to PDF. You should create this folder somewhere that's very easy to access, like on your Windows *Desktop* or in your Windows *Documents* folder.

In FileCenter Receipts, set up a new Inbox for this folder.

Your receipt workflow will now look like this:

1. Any time you print a receipt to PDF, save it to your PDF receipt folder
2. Whenever you open FileCenter Receipts, any receipts that haven't been booked will show up in the Inbox
3. Select a receipt and book it

This workflow isn't just convenient, it helps ensure that nothing will slip between the cracks.

Chapter 9: Mobile Receipts

A good portion of the receipts in your life come into your possession when you're out and about: stores, restaurants, gas stations, theaters, etc. While there's nothing wrong with bringing those receipts home to scan them, some users prefer to take care of their receipts on the spot. Thanks to smart phones, this option gets easier all the time. In this chapter we'll be discussing a few different methods. Some require nothing more than a phone with a camera. Others leverage Cloud drives to simplify things even further.

9.1 Phone Camera Alone

Even if you don't use a Cloud service like Google Drive, OneDrive or DropBox, nor a Cloud-connected accounting service like QuickBooks Online or Xero, you can still enjoy the benefits of mobile receipts.

This method uses only the camera on your phone.

To use this method, simply snap digital photos of your receipts as you receive them throughout the day. The trick is getting them from your phone into FileCenter Receipts.

Tip: You may want to save your receipts to their own photo folder on your phone. This will make it easier to keep them together for transfer later.

Get the Pictures into FileCenter Receipts

We recommend that you use a custom Inbox. To learn how to set one up, see section 8.2 Custom Inboxes.

Establish a folder somewhere on your computer for these digital pictures. Put it somewhere that's easy to access, like on the Windows *Desktop* or in the Windows *Documents* folder.

Next create a custom Inbox for this folder.

With the Inbox created, your workflow will look like this:

1. Whenever you pull the digital photos off of your phone, put the receipt photos in the folder you established
2. The next time you open FileCenter Receipts, the new photos will show up in the Inbox

3. Select a photo of a receipt and click *Book Receipt* to book it

Improvement: Mobile Scanner App

There are smartphone apps that can greatly improve image capture: *mobile scanning apps*. Whereas your camera snaps a digital photo of the receipt – and everything around it (like the table surface) – when you snap a picture through a mobile scanner app it can convert the image to black and white, crop it to size, rotate it, adjust the image quality for you, etc. In short, it makes pictures of paper documents look like they came from a desktop scanner. The difference in the quality of your receipts will be night and day.

Do a search in your app store for *mobile scanner*. Also look at online reviews – there are a lot of good recommendations out there.

9.2 Phone Camera with a Cloud Drive

If you use a Cloud service like Google Drive, OneDrive or DropBox, mobile receipt capture becomes even more streamlined. The Cloud service takes care of the most cumbersome part of the process: transferring the receipts to your computer.

In a nutshell, the workflow looks like this:

1. Snap a picture of the receipt with your phone
2. Save it to the Cloud drive
3. The Cloud transfers it to your computer, where it lands in a FileCenter Receipts Inbox
4. When you're back at your desktop computer, the receipt is waiting in your Inbox

Set Up Your Phone

These Cloud services each have their own mobile app. If you haven't already installed it on your phone, go out to the app store and install it now. They are usually free of charge.

After you install the app, run it. It will walk you through the process of getting your phone connected to your Cloud drive.

Once it's up and running, familiarize yourself with the app. It allows you to browse your Cloud drive from your phone and, most importantly, upload files to the drive.

Set Up the Inbox

The only setup you need to do is creating an Inbox for the Cloud drive.

All of these Cloud services work the same way. They place a special folder on your computer that's linked to the Cloud. Anything you save into this folder gets uploaded to the Cloud drive automatically. Conversely, anything you save into the Cloud drive gets downloaded to this folder automatically.

You need to establish a FileCenter Receipts Inbox in your Cloud folder:

Open the Cloud Folder. If you know where the Cloud folder is on your computer, open it now.

If you don't know where the folder is, click the *Windows* button and start typing the name of your Cloud service, like *OneDrive* or *Google Drive* or *DropBox*. You will probably get an option to open it.

Alternatively, go to Windows Explorer (*Windows* key + E, or click the *Windows* button and type "Explorer"). Look in the left-hand window. There is often an entry there for your Cloud service.

Finally, you can look in the *System Tray* – the section of small icons in the lower right-hand corner of your screen, by the clock. Locate the icon for your Cloud service and click it or right-click it. You should be able to find an option to open its folder.

Establish a Folder for Receipts. Next, you need to create a folder to serve as your receipt inbox. You'll be creating it within the Cloud service's folder. We suggest naming it *Receipt Inbox*, though you can call it whatever you want.

Create the Inbox. Open FileCenter Receipts and click the *Inbox* button on the main toolbar to open the Inbox. It will show up on the left side of the screen. At the top you'll see an *Inbox* label. Click this label and select the option called *Create Inbox*. Browse out to the *Receipt Inbox* folder that you just created.

If you need help creating the Inbox, see section 8.2, Custom Inboxes.

Workflow

These Cloud apps all have their own built-in *scanning* function for capturing pictures of documents like receipts. They all work in essentially the same way:

1. On your phone, open the app for your Cloud service
2. Browse to the folder you created for mobile receipts

3. Click the *[+]* button to add an item

4. Select *Scan*

5. Snap a picture of your receipt

6. Select *Save* or *Upload* or similar

When you get back to your computer:

1. Open FileCenter Receipts

2. Click *Inbox* on the main toolbar to open the Inbox

3. If you don't see your receipts in the Inbox, click the *Inbox* label and select the Inbox you created for mobile receipts

4. Your uploaded receipts will display

5. Select a receipt on the list and click *Book Receipt*

If you need further help scanning and uploading receipts from your mobile phone, do a web search for the name of your Cloud service + "scan receipts" like this:

```
Google Drive scan receipts
OneDrive scan receipts
Dropbox scan receipts
```

> *Tip:* As these mobile apps tend to change from time to time, you can always rely on web tutorials to give you the most current instructions and tips.

9.3 QuickBooks and Xero Apps

If you and/or your accountant use QuickBooks online or Xero Accounting, you can take advantage of FileCenter Receipts' dedicated mobile apps for those programs. The apps upload receipts for easy retrieval into FileCenter Receipts. We discuss these apps in section 10.5 Mobile Receipts with the FileCenter Receipts Apps.

Chapter 10: Integrate with Accounting Packages

It is possible to integrate FileCenter Receipts with some third-party accounting platforms, namely QuickBooks Desktop, QuickBooks Online, and Xero Accounting. The integration offers two things:

First, it populates FileCenter Receipts' lists from the accounting program: *Payees, Categories, Payment Methods* and *Payment Accounts*. So, for example, all of the expense/ledger accounts that have been set up in the accounting program will now be available as FileCenter Receipts categories.

Second, it allows you to post receipts to the accounting program as new transactions.

The most common scenario where you would want to integrate FileCenter Receipts and an accounting program is to submit receipts directly to your accountant. Your accountant already has an account set up for you. Instead of mailing your accountant your paper receipts you can post the receipts directly to your account, thus saving both you and your accountant a lot of work.

Pro Only: The accounting package integrations are only available in FileCenter Receipts Pro.

10.1 Minimum Requirements

To use the accounting package integration, you must be on one of the following platforms:

- **QuickBooks Online:** the "Plus" subscription or higher
- **QuickBooks Desktop:** the "Professional" edition or higher
- **Xero Accounting:** the "Established" subscription or higher

10.2 Initial Setup

Important: You can only integrate *new boxes* with accounting programs.

Tip: When integrating with an online system like QuickBooks Online or Xero Accounting, it will simplify things if you log into the accounting software *before* you set up your box in FileCenter Receipts.

When you first set up a box, you have the option of linking it to an accounting program. After you create the box, you'll be prompted whether you'd like to integrate it with a third-party program. Select the program on the list, then follow the prompts.

Following are some platform-specific tips:

QuickBooks Desktop

Important: Before you begin setting up the integration with QuickBooks Desktop, open QuickBooks and log in with *Administrator* privileges, otherwise the integration will fail.

As you're setting up your box in FileCenter Receipts, choose the *QuickBooks Desktop* option then do the following:

1. Make sure that QuickBooks Desktop is running and that you're logged in with *Administrator* privileges
2. You'll now see a button called *Connect to QuickBooks* in FileCenter Receipts; click this button
3. If FileCenter DMS pops up with its "cabinet" dialog, click *Switch to Windows*
4. Browse out to the QuickBooks company file (.QBW) and click *Open*

If you're not sure where the company file is located, try looking in your Windows *Documents* folder under *Intuit\QuickBooks Company Files*. You can also try looking in:

```
C:\Users\Public\Documents\Intuit\QuickBooks Company Files
```

The company files have a QBW extension.

After you select the company file, QuickBooks will pop up messages asking you to confirm. Those messages may show up BEHIND FileCenter Receipts, so look closely for flashing icons on your Windows Taskbar.

Important: If it seems like everything just froze, go to QuickBooks. There will be prompts there that you need to confirm before you can proceed.

After you've successfully connected, your QuickBooks lists will sync with FileCenter Receipts as follows:

- QuickBooks *Payees* > FileCenter Receipts *Payees*
- QuickBooks *Expense Accounts* > FileCenter Receipts *Categories*
- QuickBooks *Bank Accounts** > FileCenter Receipts *Payment Accounts*

- QuickBooks *Payment Methods* > FileCenter Receipts *Payment Methods*

*This includes *Credit Card Accounts* and *Payment Accounts*.

QuickBooks Online

After you select the *QuickBooks Online* option, do the following:

1. Make sure that you've already opened a browser and logged into QuickBooks Online
2. You'll now see a button called *Connect to QuickBooks* in FileCenter Receipts; click this button
3. You'll now be taken to QuickBooks Online where you can select the company you want to link to
4. Follow the prompts

After you've successfully connected, your QuickBooks lists will sync with FileCenter Receipts as follows:

- QuickBooks *Payees* > FileCenter Receipts *Payees*
- QuickBooks *Expense Accounts* > FileCenter Receipts *Categories*
- QuickBooks *Bank Accounts** > FileCenter Receipts *Payment Accounts*
- QuickBooks *Payment Methods* > FileCenter Receipts *Payment Methods*

*This includes *Credit Card Accounts* and *Payment Accounts*.

Xero Accounting

After you select the *Xero* option, do the following:

1. Make sure that you've already opened a browser and logged into Xero
2. You'll now see a button called *Connect to Xero* in FileCenter Receipts; click this button
3. You'll now be taken to Xero; follow the prompts

After you've successfully connected, your Xero lists will sync with FileCenter Receipts as follows:

- Xero *Payees* > FileCenter Receipts *Payees*
- Xero *Ledger Accounts* > FileCenter Receipts *Categories*
- Xero *Bank Accounts* > FileCenter Receipts *Payment Accounts*
- Xero *Payment Services* > FileCenter Receipts *Payment Methods*

Reconnect to Online Software

You may occasionally have to re-establish the connection with the online accounting software packages. To re-connect:

1. Click *Settings* on the main toolbar
2. Select the *Integration* tab
3. Click *Connect to [accounting package]*
4. Follow the prompts

10.3 Post Receipts

When you save a receipt in FileCenter Receipts, you'll see two options at the bottom of the receipt form: *Post to [accounting program]* and *Include Receipt as Attachment*.

Note: The option to attach the receipt is **not available** in QuickBooks Desktop.

If you select these options, FileCenter Receipts will create an entry in the accounting software and, optionally, attach the receipt image:

QuickBooks Desktop/Online. The receipt will be posted as an *Expense* with the FileCenter Receipts category as the *Expense Account*.

Xero. The receipt will be posted as a *Paid Invoice* with the FileCenter Receipts category as the *Ledger Account*.

After you've posted the receipt, *you can no longer change it in FileCenter Receipts*. The receipt will display with a "lock" icon in FileCenter Receipts. This lets you know that the receipt has been posted and that it can't be changed.

Post a Receipt After-the-Fact

You can go back and post receipts later. Either double-click the receipt to edit it or select the receipt on the list and click the *Post to [accounting package]* button above the receipt list. You'll be returned to the receipt form where you can now select any of the post options, then click *Save* or *Post*.

10.4 Update the Lists

If you add a new *Payee, Category, Payment Account* or *Payment Method* while entering your receipt, FileCenter Receipts will automatically add that list item to your accounting software.

Note: Xero can't receive new categories (ledger accounts) from FileCenter Receipts. The other items, however, can be added.

Important: If you use QuickBooks Desktop, make sure it's running and watch for confirmation messages (which might pop up behind FileCenter Receipts).

Download Updated Lists

While FileCenter Receipts can post new list items to your accounting software, the reverse isn't true. In other words, new list items don't flow down to FileCenter Receipts automatically. As a result, you should occasionally refresh FileCenter Receipts' lists:

1. Click the *Lists* button on the main toolbar
2. Select the *Lists* tab
3. Click *Refresh Lists*

Any new list items like *Payee, etc.* in the accounting software will be added to FileCenter Receipts.

10.5 Mobile Receipts with the FileCenter Receipts Apps

If you use QuickBooks Online or Xero Accounting, you have an additional option for capturing mobile receipts: the *FileCenter Receipts Utility* app. You can download this app in the respective marketplaces for QuickBooks and Xero:

- https://apps.intuit.com
- https://apps.xero.com

Search the store for *FileCenter Receipts*.

Upload Receipts

To use the app, snap a picture of your receipt using the phone's camera, as described in section 9.1 Phone Camera Alone. For better quality receipt captures, we recommend using a mobile scanner app as described in that section.

After you've captured a picture:

1. Open the FileCenter Receipts Utility app
2. Click *Select Receipt*
3. Browse out to the receipt and select it
4. Click *Upload Receipt*

Your receipt will be uploaded to a temporary holding area in QuickBooks Online or Xero.

When you get back to your computer:

1. Open FileCenter Receipts
2. Click the *Inbox* button on the main toolbar
3. At the bottom of the Inbox, click *Download from [accounting program]*
4. Select the receipts you want to download

The receipts will now be downloaded to your Inbox. You may now book them as you would any other receipt in the Inbox. See Chapter 8: The Inbox for more information.

10.6 Important Integration Notes

The following information can help you make the most of your integration.

I already posted a receipt but now I need to make a correction. What can I do to correct it?

You can't edit a receipt in FileCenter Receipts once it's been posted to your accounting program (as indicated on the receipts list by a yellow "lock" icon).

So what can you do if you need to adjust a receipt? You have a few options.

First, it's important to understand that when you integrate FileCenter Receipts with an accounting program, FileCenter Receipts is simply a helper used to gather receipts. The accounting program is the ultimate repository of information.

With that understanding, here are our suggestions:

If you have proper rights, you can delete the receipt in both your accounting program and in FileCenter Receipts, then re-create the receipt.

Important: Before deleting the receipt, make sure that you have a copy of the original receipt image. If necessary, right-click on the receipt in the FileCenter Receipts list and select *Save Receipt As*. This will save a copy of the receipt image to whatever location you choose.

Alternatively, you can correct the receipt's journal entry in the accounting program. From there you need to decide if you should keep the FileCenter Receipts entry or delete it.

If you choose to keep FileCenter Receipts' entry, we recommend that you make a "note of correction" on the journal entry's memo or description field, mentioning that the entry in FileCenter Receipts is out of sync. If you use Quickbooks Desktop, we recommend that you keep FileCenter Receipts' entry, since this is your only copy of the original receipt.

Does deleting a posted receipt in FileCenter Receipts also delete it in the accounting program?

Deleting a receipt in FileCenter Receipts only removes FileCenter Receipts' copy. Deleting it in FileCenter Receipts does not remove the receipt or its journal entry from your accounting program.

Acceptable Payment Methods for Payment Accounts

When booking a receipt, if you select a *Payment Method* that doesn't exist in your accounting program, hasn't been set up for the *Payment Account* in your accounting program, or is otherwise incompatible, you may see an error when you attempt to post the receipt, similar to one of the following:

```
QuickBooks Error 899: Missing posting account

Payment method Credit Card is undefined for payment account Some
Bank Checking. Please use a valid payment method for this
transaction.
```

In QuickBooks, for example, you must set up your credit cards as a QuickBooks *Credit Card Account* as opposed to a normal *Bank Account*. Failing to do so will produce an error if you try to use the credit card as a payment method in FileCenter Receipts.

Critical: Refresh Your Lists Regularly

After making changes to any of your accounting program's lists (*Payees, Contacts, Payment Accounts, Categories, Expense Accounts, Classes, etc.*), remember to open FileCenter Receipts and refresh the lists there too:

1. Click the FileCenter Receipts *Settings* button
2. Select the *Integration* tab
3. Click *Refresh QuickBooks/Xero Lists*

To confirm that FileCenter Receipts got updated, go to the *Lists* and examine the affected lists to verify that they have the updated information.

Refreshing your lists often is important for two reasons. First, it makes sure that the latest list items are available in FileCenter Receipts. Even more importantly, it ensures that you *won't* use invalid list items in FileCenter Receipts. For example, if you delete a payee in QuickBooks but then try to use that payee in FileCenter Receipts, you will get an error. Keeping your lists in sync will prevent this from happening.

Field Mappings and Specific Integration Notes

We've prepared a spreadsheet that lays out all of the field mappings between FileCenter Receipts and the various third-party accounting programs it integrates with. Some users may find this information helpful. To access the spreadsheet, click here:

https://www.filecenterdms.com/pdf/fc-receipts-integration-notes.xlsx

Chapter 11: Customize the Fields

Out of the box, FileCenter Receipts attempts to provide a setup that will work well for most users. At the same time, it recognizes that users come from a wide variety of backgrounds with diverse needs. So while the default configuration is helpful to get you started, you may want to adapt FileCenter Receipts to your needs.

FileCenter Receipts allows you to customize a few key aspects of the program. In this chapter, we'll cover those areas.

Most of these customizations can be reached at the *Lists* button on the main toolbar > *Lists* tab.

Important: These changes are on a *box-by-box* basis. Each box can be customized individually.

11.1 Change Captions

A *Payee* to one person may be a *Vendor* to another, or something completely different to you. FileCenter Receipts gives you the ability to change the caption for any field. Changing the caption changes the way the field is labeled when you enter the receipt information, when it shows up in the display table, and even when it appears in reports.

To change a field caption:

1. Click *Lists* on the main toolbar
2. Select the *Lists* tab
3. Select the *Field Captions* list
4. Select the field you want to change and click *Edit*
5. Enter the new caption
6. Hit *Enter*

The change will take effect immediately. To change the labels back to their defaults, return to the *Field Captions* list and click *Reset*. This will reset *all* of the caption changes.

11.2 Show/Hide Receipt Fields

There may be receipt fields that you never use. For example, you may not need to track a *Reference Number* or you may not need the *Memo*. Many of the optional fields can be hidden. Hiding a field doesn't just remove it from the receipt form, it will remove it from the display

table too. The end result is a cleaner-looking interface that is better streamlined for the way you work.

To choose which optional fields you want to show or hide:

1. Click the *Lists* button on the main toolbar
2. Select the *Lists* tab
3. Choose the *Receipt Fields* list
4. Put a checkmark next to the fields you want to use
5. Remove the checkmark from fields you want to hide
6. Click *Close*

The change will take effect immediately. Note that the following fields are *required* and can't be hidden:

- Payment Date
- Payee
- Amount
- Category

11.3 Change Table Columns

Regardless of what receipt fields you want to record and track, you may not want to actually *look at* all of them in the main table. Additionally, you may want to change the *column order* so that, for example, *Payee* is the first column instead of *Payment Date*. You have control over all of this.

The *Default Columns* option controls what fields are displayed in the main receipts table. This doesn't change what information is *collected*, it changes what information is *displayed*.

Note: The *Receipt Fields* option controls what information is collected on the form. The *Default Columns* option controls what information is displayed in the table.

Show/Hide a Column

To choose which columns to display in the main table, do the following:

1. Click the *Lists* button on the main toolbar
2. Select the *Lists* tab

3. Choose the *Default Columns* list
4. Put a checkmark next to the columns you want to show
5. Remove the checkmark from columns you want to hide
6. Click *Close*

Tip: For quick access, you can also update the columns in the *View* area on the left of FileCenter Receipts. Look at the *Columns* tab at the bottom.

Change the Column Order

To change the column order in the main table, do the following:

1. Click the *Lists* button on the main toolbar
2. Select the *Lists* tab
3. Choose the *Default Columns* list
4. Select a column you want to move
5. Use the *Up/Down* links to re-order the column in the list
6. Repeat for any other columns you want to move
7. Click *Close*

Note that the *top* column in the list will display at the *far left* in the table and the *bottom* column will show up on the right.

11.4 Customize Date Formatting

FileCenter Receipts gives you complete control over the way dates are displayed. For example, one user may want to display dates as *2000-12-01* while another may prefer *December 1, 2000*. FileCenter Receipts will accommodate most display formats.

To change the way dates are formatted:

1. Click the *Settings* button on the main toolbar
2. Click the *Settings* tab
3. Enter the *Date Format* code you want to use (see below)
4. Click *Close*

The Date Formatting Codes

You will create your date format through special codes. By piecing together the different codes, you have the ability to come up with exactly the right format for your needs. The following formatting codes are available to you:

Code	Meaning
YY	Last two digits of the year
YYYY	Four-digit year
M	Month number without a leading zero (Jan = 1, Feb = 2, etc.)
MM	Month number with a leading zero (Jan = 01, Feb = 02, Oct = 10, etc.)
MMM	Month abbreviation (Jan, Feb, Mar, etc.)
MMMM	Full month name (January, February, etc.)
D	Day without a leading zero (1, 2, 3, etc.)
DD	Day with a leading zero (01, 02, 10, 11, etc.)
DDD	Abbreviated day of the week (Sun, Mon, Tue, etc.)
DDDD	Full day of the week (Sunday, Monday, etc.)
DDDDD	Short date: 1/12/2000*
DDDDDD	Long date: Monday, January 1, 2000*

*The *Short Date* and *Long Date* formats rely on your locality. These date formats will follow whatever date formats have been defined by Windows for your region. As a result, they will vary from country-to-country.

In addition to the codes above, you can use symbols or spaces to separate the individual date elements. Here are a few examples:

Example	Result
YYYY-MM-DD	2000-12-01
MMMM D, YYYY	December 1, 2000
MMMM DD, YYYY	December 01, 2000

DDMMMYY   01Dec00

M/D/YYYY   12/1/2000 (no leading zeroes)

MM/DD/YYYY   12/01/2000 (leading zeroes for month and day)

Chapter 12: Tax Tracking

FileCenter Receipts can help you to track tax-related details for a receipt. Specifically, it provides a dedicated *Tax Category* list and up to four customizable *Sales Tax* fields. These options are disabled by default. In this chapter, we'll show you how to turn them on and how to adapt them to your needs.

12.1 Tax Category

The *Tax Category* field operates independently of the *Category* field. This means that you can assign a receipt to a general *Category* for your own purposes and a specific tax-related category to assist you when it's time to prepare for tax season.

Expose the Tax Category

To turn on the Tax Category field, do the following:

1. Go to *Settings*
2. Select the *Lists* tab
3. Select the *Receipt Fields* list
4. Put a checkmark next to *Tax Category*

You'll want to also set up your tax categories. While you're still on the *Lists* tab, do the following:

1. Switch from the *Receipt Fields* list to the *Tax Categories* list above
2. Click the *Add* button to add a category
3. You can now manually add tax categories, OR …
4. Click *Choose from Default Tax Categories*
5. Put a checkmark next to any tax categories you'll like to use

You'll also want to expose the Tax Category on your reports:

1. Switch from the *Tax Categories* list to the *Default Columns* list above
2. Put a checkmark next to *Tax Category*
3. Click the *Close* button

Use the Tax Category

The Tax Category field will now show when you add receipts. You can add additional tax categories on the fly just as you would with *Categories*.

You will also notice that the Tax Category is now available when you filter your receipt view, search your receipts, and run reports.

12.2 Sales Tax

FileCenter Receipts offers both basic sales tax tracking and multiple-category tracking for localities that have multiple levels of sales tax.

You can expose up to four separate sales tax fields and change the labels for the fields to indicate the specific taxes that they track.

Expose and Customize the Sales Tax Fields

To turn on the sales tax fields:

1. Go to *Settings*
2. Select the *Lists* tab
3. Select the *Receipt Fields* list
4. Put a checkmark next to *Sales Tax* and any additional sales tax fields you need

If you'd like to change the labels for any of the fields, do the following:

1. Switch from the *Receipt Fields* list to the *Field Captions* list above
2. Select the field you want to re-label
3. Click *Edit* above
4. Type in the new caption
5. Hit *Enter*
6. Repeat for any other field you want to re-label

If you'd like to see the sales tax in the main table and/or reports:

1. Switch from the *Field Captions* list to the *Default Columns* list above
2. Put a checkmark next to the sales tax fields you want to show
3. Click *Close*

Use the Sales Tax Fields

Whenever you enter receipts, you'll now see the sales tax fields that you exposed. Additionally, if you let FileCenter Receipts automatically extract information from your new receipts, it will also attempt to find sales tax details on the receipt.

Example: Canada

To set up FileCenter Receipts to track sales taxes in Canada, we suggest the following:

- Turn on the *Sales Tax* and the *Sales Tax 2* fields
- Set the *Sales Tax* label to *HST/GST*
- Set the *Sales Tax 2* label to *PST/QST/RST*

This will let you track the sales tax for any of the providences, regardless of how they're presented on your receipt. You may want to adapt these labels if, for example, you never need to deal with receipts from Quebec (QST) or Manitoba (RST).

Section 3: Common Tasks

Chapter 13: Setup and Troubleshooting Tasks

In this chapter, we'll cover common setup and troubleshooting tasks and the steps needed to accomplish them.

Task 1: Set Up a ScanSnap Scanner

ScanSnap scanners need to be configured to work with FileCenter Receipts. At the time you installed FileCenter Receipts, the installer would have attempted to take care of the setup automatically. You may, however, need to do the setup yourself if, for example, you buy a ScanSnap after the fact or the installer wasn't able to do the setup for you.

How Do I Know If It's Already Set Up?

To check whether the setup is done already, perform a scan with your ScanSnap. After the last page scans, the ScanSnap should pop up a menu on your computer, asking you what to do with the scan. You should see an option called *Scan to FileCenter*. If you don't see that option, you need to do the setup.

Option 1: The Easy Method

If you need to configure your ScanSnap, try this method first:

1. Click the drop-arrow under the *Help* button on the main toolbar
2. Select *Support Options* on the menu
3. Click *Add FileCenter to ScanSnap*
4. Click *OK* to exit

It should report whether the setup was successful or not. Even if it says that the setup was successful, do a test scan to ensure that the *Scan to FileCenter* option is available.

Option 2: ScanSnap Home

Use this setup option for the current generation of ScanSnap software, known as *ScanSnap Home*.

Open ScanSnap Home and do the following:

1. Click the *Settings* menu > *Scan Settings*
2. Click the *Add Profiles* button
3. Select *Verify and Save* template on the left
4. Check *Browse* under *Save Destination* > *Save To*
5. Leave the location set at the default (should display something similar to: *C:\Users\[username]\AppData\Roaming\PFU\ScanSnap Home\ScanSnap Home*
6. Click *Detailed Settings*
7. Verify that all *Document Type* options are set to the file format "PDF"
8. Verify that *Convert to Searchable PDF* is UNCHECKED under the *File Format* tab
9. Verify that *Blank Page Removal* is CHECKED under the *Scan* tab
10. Click *OK*

Back on the *Add New Profile* page, continue the profile setup:

1. Click the dropdown for *Send To* under *Application*
2. Click the *Add or Remove* option > *Add*
3. Click *Browse* then navigate to *C:\Program Files (x86)\FileCenter\Main*
4. Select *FileCenter.exe* and click *Open*
5. Set the *Display Name* to *Scan to FileCenter*
6. Click *OK* then *Close*
7. Click the *Send To* dropdown under *Application* again
8. Select *Scan to FileCenter*
9. Click *Yes* on the warning message that appears

Now complete the profile setup: Select *Verify and Save* and the left and change the *Profile Name* to *FileCenter* or *Scan to FileCenter*. Click the *Add* button at the bottom of the window to save the new profile.

Option 3: ScanSnap Manager

This setup method is for the older ScanSnap software called the *ScanSnap Manager*.

Locate the icon for the ScanSnap Manager in the system tray at the bottom-right corner of the screen by the clock (it's often a blue icon with a white "S"). Right-click on the icon and select *Scan Button Settings*, then do the following:

1. De-select the option called Use Quick Menu
2. Select the *Application* tab (if you don't see it, click the *Detail* button)

3. Select *Add or Remove* then *Add*
4. Call your new application *Scan to FileCenter*
5. For the *Application Path,* browse out to FileCenter (it's typically located at: *C:\Program Files (x86)\FileCenter\Main\FileCenter.exe*)
6. Click *OK* then *Close* to get back to the ScanSnap Manager
7. Switch over to the *Save* tab
8. Make sure that *Rename File after Scanning* is NOT selected
9. Switch over to the *File Option* tab
10. Make sure that *Convert to Searchable PDF* is NOT selected
11. At this point, re-select *Use Quick Menu* then click *OK*

When you scan with your ScanSnap, you should now see an option called *Scan to FileCenter*.

Task 2: Troubleshoot Scanner Problems

First, an important point to understand: FileCenter Receipts has no direct control over your scanner. Scanners are controlled completely by their TWAIN driver and Windows. FileCenter Receipts simply makes "requests" to the driver through Windows and receives images in return.

As a result, most scanning problems are actually driver problems, and the driver is the responsibility of your scanner manufacturer.

FileCenter Receipts does have a few different ways it can try talking with the driver, and sometimes one method works better than the others. The instructions below will walk you through those settings. But if those settings don't work, you'll need to try the instructions in Task 3: Troubleshoot TWAIN Problems.

Quick Overview

Here are the basic steps for getting your driver to communicate with FileCenter Receipts:

1. If your scanner shows up more than once in the scanner list, select the option that does *not* have "WIA-" in the name
2. Try changing the *Mode* and/or *Transfer* type (next to the scanner option on the scanning dialog)
3. Try scanning with the *Use Scanner Dialog* option turned on
4. Uninstall and update your drivers

We'll now go through each of those steps in more detail.

> **Tip:** If you're using a Neat Receipts scanner, the following settings seem to work best: Click *Scan* as if starting a new scan. Next to the *Scanner* option click *Select* then set the *Mode* to "C" and click *OK*. Next select the *Use Scanner Dialog* option. Finally, set the *Order* to *Reverse Simplex* for single-sided scans, or *Reverse Duplex* for double-sided scans. Click the small *Save* link next to the *Profile* option to make these the new defaults.

1. Select the Right Scanner

Click the *Scan* button in FileCenter Receipts. About mid-way down, you'll notice a *Scanner* field. Click the *Select* button next to it. This will bring you to the scanner options.

If you click *Select Driver*, you will see a list of every TWAIN scanner Windows recognizes on your computer. If your scanner is there more than once, first try the one that doesn't have WIA in the name, then try the WIA option.

My Scanner isn't on the List!

The list shows every scanner Windows can see. If Windows can't see it, the scanner either doesn't have a TWAIN driver, or it isn't turned on or plugged in properly. If you're sure it's plugged in and turned on, first try a different USB cable (common problem) then skip to *Get the Right Driver* below.

> **Tip:** If your scanner is a Fujitsu ScanSnap, see Task 1: Set Up a ScanSnap Scanner.

2. Change the Scanning Mode and Transfer Type

While still in the *Select Scanner* dialog, notice the two options called *Mode* and *Transfer*. Do the following:

1. Set the *Mode* to "A"
2. Set the *Transfer* type to "Native"
3. Try a scan
4. If the scan fails, change the *Mode* to "B"
5. Try a scan
6. If the scan fails, continue trying each one of the *Mode* options

If the scan fails at this point, change the *Transfer* type to "Memory" and start over, trying each of the modes. Then change the transfer type to "File" and try each of the modes again, continuing in this manner until you find a combination that works.

Further explanation: The *Modes* are different ways of communicating with your scanner's driver, and the *Transfer* types are different ways of getting an image back from the driver. This might help you narrow in on which setting to change. For example, if you can't even get a scan to start, you probably need to change the *Mode*. If you get problems after a page has gone through the scanner, you might need to change the *Transfer* type. But often you'll need to change both settings.

Tip: If you get an error that the scanner is busy or in use, you'll need to reboot your computer and switch your scanner off then back on.

3. Show the Scanner Dialog

Some scanners have problems if you don't scan through their interface. This can include everything from crashes to blank or skipped pages to problems with resolution and paper size.

On FileCenter Receipts' *Scan* dialog, select the option called *Use Scanner Dialog* then click *Start Scan*. Your scanner's interface will pop up. Proceed with the scan. If it works, you will want to make this setting permanent:

1. Go to Settings > Scan
2. Select Use Scanner Dialog
3. Click Save near the top of the dialog
4. Click OK

4. Get the Right Driver

As we mentioned, your scanner's drivers are the communication link between the scanner and FileCenter. If the driver isn't working, your first step is to remove the old driver:

1. Unplug or power off your scanner
2. If you're not using Windows XP, go to the Windows *Control Panel > Devices and Printers*
3. If your scanner shows up here, right-click on it and select *Remove Device*
4. Go to the Windows *Control Panel > Programs and Features* (or *Add/Remove Programs*)
5. If your scanner shows up here, select it and click *Uninstall*

Now install an updated driver:

1. Note the scanner manufacturer
2. Note the scanner model number (find it on the bottom or back of the scanner)
3. Go to the scanner maker's website
4. Look for a link that says *Downloads*, *Drivers*, or *Support*
5. There should be an option to look up a driver for your scanner
6. Download the TWAIN driver setup file for your version of Windows
7. Run the setup file
8. Follow the instructions in the setup
9. Turn on your scanner; Windows should find and recognize it
10. Now you should see the scanner in FileCenter; if it shows up more than once, select the option that does *not* have "WIA" in the name

Common Problems and Solutions

Here are some common problems and how to correct them:

Some Scanning Options are Disabled

Turn off the option called *Use Scanner Dialog*.

Error: Scanner is Busy

Your scanner failed to reset itself after the last scan. Sometimes you can just switch the scanner off, wait a couple of seconds, then turn it back on. If this doesn't work, reboot your computer.

Error: Device or Scanner Cannot be Found

Switch your scanner off, wait a couple of seconds, then turn it back on again.

If that doesn't work, carefully check your scanner connections. You should also try plugging the scanner into a different USB port on your computer, and even try a different cable. We're always surprised how often USB cables and ports go bad.

Failing this, try rebooting.

If your computer still can't find the scanner, see Task 3: Troubleshoot TWAIN Problems.

Error: Cannot Connect to Scanner

If you connect to your scanner through the network, your firewall could be interfering. Go to the *Control Panel > Windows Firewall* and allow FileCenter.exe to access the network. The steps vary between versions of Windows. Do a quick Google search for "windows firewall allow program windows ___", filling in the blank with your version of Windows (e.g. "windows firewall allow program windows 10").

Error in the TWAIN Manager

This usually means that your drivers are damaged or corrupted, to the point that it's crashing Windows' TWAIN manager. You'll probably have to purge your TWAIN drivers and reinstall them fresh. See Task 3: Troubleshoot TWAIN Problems.

There's a Crash when I Scan

If you get crashes when you scan, see Task 3: Troubleshoot TWAIN Problems.

Task 3: Troubleshoot TWAIN Problems

Your scanner's TWAIN driver is the communication link between FileCenter Receipts and the scanner. TWAIN drivers are managed by Windows. The communication chain works like this:

```
FileCenter > Windows > TWAIN driver > scanner
```

If you've installed the right driver but Windows still doesn't recognize your scanner, can't connect to it, or crashes when you scan, your only recourse might be to purge all of your TWAIN drivers and reinstall them. If you're getting *TWAIN Manager* errors, you'll have to do this. Sometimes old, faulty drivers stick around, even if you think they've been deleted, and stop Windows from being able to communicate with the good ones.

Here's how to remove your drivers:

1. Go to the Windows *Control Panel > Programs and Features* or *Add/Remove Programs*
2. Find any scanners on the list and uninstall them
3. Reboot your computer
4. Go to *C:\Windows*

5. Delete everything in the *TWAIN* and *TWAIN32* folders (if they exist), but *don't delete the folders themselves*
6. Reboot your computer

Now go to your scanner manufacturer's website and download the TWAIN driver that matches your scanner AND your version of Windows. If you use a 64-bit edition of Windows, be sure the driver is specifically designed for 64-bit environments.

Install the driver. Drivers install just like programs.

Task 4: Troubleshoot Scanned Image Problems

Here are some common problems with scanned images and how to correct them.

Image is a Negative

If the image looks like a negative – white text on a black background – open the *Scan* dialog, then select the *Invert Pages* option. To make this setting permanent, click the *Save* button right above the list of options.

Image is Too Light/Dark

Open the *Scan* dialog and switch to the *Advanced* tab. If this is a black-and-white scan, adjust the *Threshold*. If it's a grayscale or color scan, Adjust the *Brightness* and/or *Contrast*.

Wrong Page Size

If the scanned page size doesn't match the original, open FileCenter's *Scan* dialog and select *Auto Crop Pages*.

Tip: Many scanners have automatic paper size detection. On FileCenter Receipts' *Scan* dialog, select *Use Scanner Dialog* and *Start Scan*. This will pop up your scanner's interface. Here you should look for an option like *Automatic* in the paper size, or a setting called *End of Page Detection*, *Auto-Crop*, or something similar.

Pages are in Reverse Order

If your pages are showing up in reverse order, use the *Order* option to correct them. On the *Scan* dialog, change the *Order* to *Reverse Simplex* for single-sided scans, or *Reverse Duplex* for double-sided scans.

Image is Crooked

If the image is crooked on the page, first see if your scanner can automatically straighten the scans. On FileCenter Receipts' *Scan* dialog, select *Use Scanner Dialog* and *Start Scan*. This will pop up your scanner's interface. Here you should look for an option called *Deskew* or *Straighten Pages*.

If your scanner can't straighten the scans automatically, FileCenter Receipts can try to straighten them for you. On FileCenter Receipts' *Scan* dialog, select the option called *Deskew Pages*. To make the setting permanent, click the *Save* button right above the list of options.

All or Most Pages are Blank

Some scanners only work if you scan through their interface. Open FileCenter Receipts' *Scan* dialog and select the option called *Use Scanner Dialog* and *Start Scan*. This will pop up your scanner's interface. Go ahead with your scan.

If you still get blank pages, go through the all of the steps in Task 2: Troubleshoot Scanner Problems.

Task 5: Scan Very Long Receipts

First, consider cutting extraneous information off of the top/bottom of your receipt. Some receipts have long promotional sections after the actual body of the receipt. You can usually cut this information off without affecting the vital information on the receipt.

Your ability to scan long receipts completely depends on your scanner. Some scanners support long pages. Most don't. With most scanners, trying to scan a receipt over 14" (or 35cm) will cause a paper jam. FileCenter Receipts can't prevent this or override it.

For long receipts, we recommend that you scan through your scanner's native interface so that you can see all of its page-length options:

1. Initiate the scan in FileCenter Receipts
2. On the *New Scan* dialog, select the option called *Use Scanner Dialog*
3. Click *Start Scan*
4. Your scanner's native interface will now pop up
5. Look for *Scan Size* or *Scan Length* or *Page Size* options that might accommodate your receipt; there may even be an *Auto-Detect* option which tries to figure out the receipt dimensions automatically
6. Proceed with the scan

Two-Page Option

If your receipt is too long to scan, even after trimming off superfluous information, consider cutting it into two or more pages. FileCenter Receipts can handle multi-page receipts just fine.

Task 6: Improve Information Matching when Analyzing Receipts

When FileCenter Receipts analyzes a receipt, it tries to match certain information on the receipt to list items that you've already got in use. For example, it tries to identify where the receipt is from – the store or vendor, for example – and match that to your list of payees.

This topic provides tips for improving FileCenter Receipts' ability to match receipt information to your current list items.

Improve Recognition of Payees/Vendors

When FileCenter Receipts analyzes a receipt, it tries to identify where the receipt is from – the store or vendor, for example – and match that to your list of payees.

For example, if you have a receipt from *SomeTech Industries Inc*, FileCenter Receipts will look to see if you already have a payee with a similar name. In our example, it will look for any payee with "SomeTech" OR "Industries" OR "Inc" in the name.

"SomeTech" is a nice unique name. "Industries" and "Inc" on the other hand are pretty generic. Odds are, you have dozens of payees with one of those words in their name.

To make payee matching as accurate as possible, we **strongly recommend** that you keep your payee names as succinct as possible. Avoid common words like "The", "Company", "Restaurant", "Corp.", etc. Keeping the names short and dropping non-essential words will significantly improve the odds that FileCenter Receipts will match the payee on your receipt to an existing payee.

Improve Recognition of Payment Accounts

If you use the *Payment Account* field, you can improve FileCenter Receipts' ability to match the payment method used on the receipt to an existing payment account.

We suggest that you add the last 4 digits of your credit or debit card number to all the applicable payment account names in your *Payment Accounts* list. For example:

```
SomeBank Visa (1234)
MyBank Mastercard (4321)
Office Expense Account (3232)
```

Since most receipts include the last four digits of the card used for payment, you will greatly improve the odds that FileCenter Receipts will identify the correct payment account when it runs its receipt analysis.