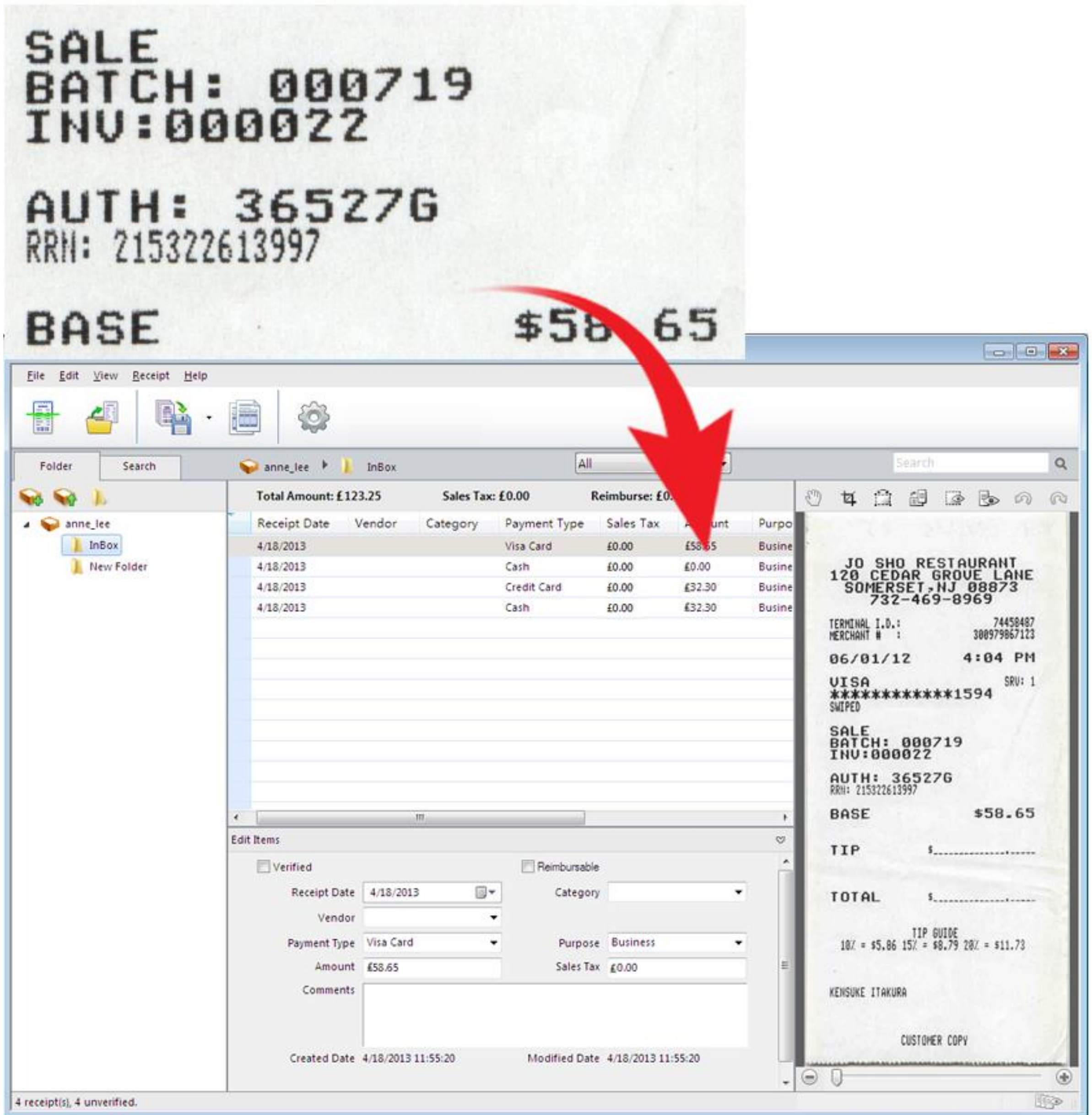
Presto! Receipts User's Guide

Table of Contents

1 General Information

BR-Receipts processes receipts by reading the information from scanned images and categorizing it using field recognition. You can edit, view items and track expenses by building and maintaining a database of all the information.



Features

- Import receipts from files to build and maintain a database of all the information.
- Scan receipts to keep detailed records.
- Read the information and categorize the data with fast and accurate optical character recognition (OCR).
- Read the information and categorize the data by field recognition.
- Create reports to view and track expenses.

System Requirements

<table>
<tr><td rowspan="5">Computer</td><td>Operating System</td><td>Microsoft Windows XP, Windows Vista (32/64 bit), Windows 7 (32/64 bit), or Windows 8 (32/64 bit).</td></tr>
<tr><td colspan="2">The CPU and memory must meet the minimum requirements to run the operating system. For more information, visit the relevant Microsoft website.</td></tr>
<tr><td>Display</td><td>SVGA (1024 x 768) or better.</td></tr>
<tr><td colspan="2">CD-ROM Drive.</td></tr>
<tr><td colspan="2">A minimum of 512 MB free hard disk space for installing the program.</td></tr>
<tr><td rowspan="2">Scanner</td><td colspan="2">A USB port for scanner connection.</td></tr>
<tr><td colspan="2">A USB port for computer connection.</td></tr>
<tr><td>Receipts</td><td colspan="2">Receipts must be in reasonably good condition to be readable by the scanner.</td></tr>
</table>

2 Overview

The following descriptions and instructions will help you get started:

1. Create a Receipt Box

   Create a receipt box to build a database of your receipts. You can import, scan, manually create, and paste receipts into the receipt box.

2. Scan

   Put the receipt in the scanner and begin scanning. The scanning progress bar displays the scanning status.

3. Recognize

   Recognition is the term used to describe how the computer interprets the data from the scanned image file. It is also known as optical character recognition, or OCR.

   The recognition process will read the words and numbers on the receipt and classify them according to your preferences.

4. Export To

   You can save specific receipts or all the receipts in a folder as a file in CSV, PDF, QIF, or QuickBooks (IIF) format. Use the file format best suited to your particular needs.

   a. Click on the toolbar, or select **Export to File** from the **File** menu, to open the **Export to File** dialog box.

   b. Select **All Receipts** or **Selected Receipts** to control which receipts will be exported.

   c. Click **Settings** to set up the export style. The **Export** dialog box will display the file type (only applies to CSV format).

      - **Include a header line** - Select **Include a header line** to have the field names exported.
      - **Header Language** - Select the header language from the list.
      - **Encoding** - Select a type from the list to specify a file encoding format.
      - **Delimited by** - Under **Delimited by**, select **Comma**, **Tab**, or **Space** to choose the character that will separate fields in the exported file.
      - Select **with double quotes** to have the information for each field enclosed in quotation marks.

d. When you select export to QIF, a dialog box will open to let you manage Quicken Accounts first. You can import available Quicken accounts, or you can edit or delete accounts. When the Quicken accounts are ready, enter a file name and click **Continue** to finish.

NOTE: In order to export to a QIF file, you must first create a QIF file using the **Export to QIF** setting in Quicken.

---

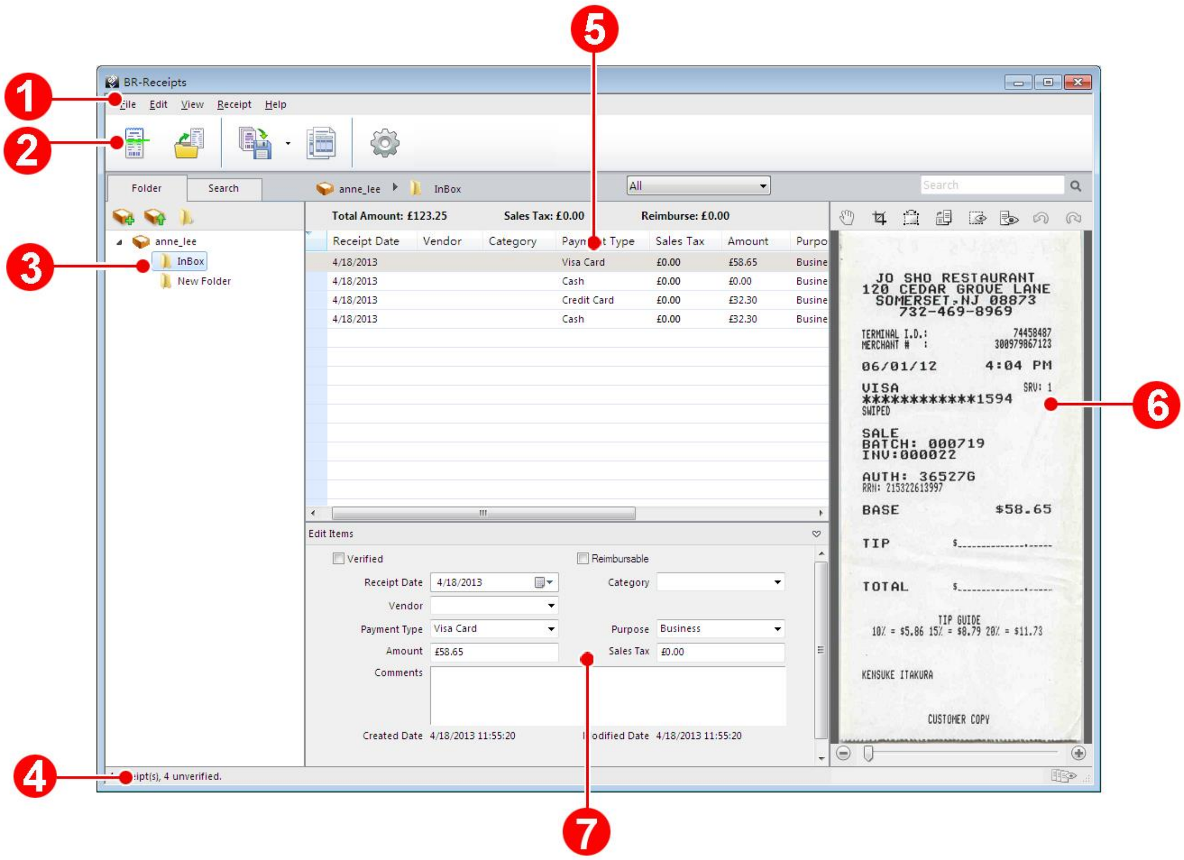
e. When you select **Export to QuickBooks**, you must enter Debit Account and Credit Account details to continue.

5. Create Reports

   Reports let you see where receipts originated, how goods and services were paid, and who is responsible for receipts. For more information, see Creating Reports.

3 Getting Started

From the BR-Receipts screen, you can view file folders, a list of all receipts, an image of the selected receipt, and the recognized data. You can control which receipts are displayed in the list by clicking the **All** drop-down list All and selecting **Recently Added** (receipts updated in the last three days), or **Unverified**.



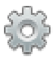
Menu Bar

The Menu bar provides the commands you use to perform program functions within BR-Receipts. For more information, see the Menu Commands section.

Command Toolbar

The Command toolbar displays the most commonly-used commands. Click an icon to execute the command.

	**Scan Receipt and Recognize:** Scan receipts to the currently selected folder, and then perform recognition. **NOTE:** This feature only applies to folders.

	**Import Receipt Images and Recognize:** Import receipts to the currently selected folder, and then perform recognition. **NOTE:** This feature only applies to folders.
	**Export to File:** Export receipt images to file.
	**Create Report:** Create a data report for the selected receipt(s).
	**Settings:** Enter your user profile, defined field values and user interface language to personalize your program and provide easy access when you upload scanned receipt images.

3 Folder View

Folder view includes a Folder section and a Search section.
Click the **Folder** tab to view the Folder section, where you can create a receipt box, open a file and create a new folder.
Click the **Search** tab to view the Search section, where you can select a category and fill in the keyword, receipt date, amount, and vendor fields, and then click **Start Search** to find a specific receipt.

Right-click the blank area to view these commands:

New Receipt Box...	Create a receipt box.
Open Receipt Box...	Open a receipt box that already exists.

Right-click a receipt box to view these commands:

New Folder	Create a folder.
Rename Box	Change the name of the receipt box. **NOTE:** The receipt box name can be no more than 150 characters.
Save As...	Save the receipt box under another name.
Set Location	Choose a receipt box location from the menu.
Close	Close the receipt box and all the folders under it.

Right-click a folder in the Folder section to view these folder commands:

Scan Receipt and Recognize...	Scan receipts to the currently selected folder and then perform recognition.
Import Receipt Images and Recognize...	Import receipts to the currently selected folder and then perform recognition.
Manually Create a New Receipt	Create a new receipt and save it as a record.
Paste Receipt	Paste a copied receipt to a folder.
Verify All	Mark the folders as having been edited and approved.
Mark All as Unverified	Mark the folders as not having been edited and approved.
Rename Folder	Change the name of a folder. **NOTE:** The folder name can be no more than 184 characters.
Delete Folder	The folder and all of its contents will be erased from the database.
Export to File	Save specific receipts or all receipts in the folder as a file in CSV, PDF, QIF, or IIF format.
Create Report...	Choose folders and generate reports.

4 Status Bar

The Status bar displays the current number of receipts, the unverified receipts, and the Processing Queue.

The **Processing Queue** lets you monitor the recognition progress. Click on the Status bar to open a separate window which displays a thumbnail of each image. You can change the order of the receipts in the same receipt box or remove a receipt. If you import multiple receipts into different receipt boxes, the Processing Queue will group them.

5 List View

The List View window displays information about the selected folder. It displays the receipt data in columns as three totals: Total Amount, Reimburse and Sales Tax.

Each receipt will be listed along with the data. To search for a receipt, type a keyword in the search bar , press the **Enter** key and the best-matched receipts will be listed. Click on a record to select it, or hold down the Shift key while clicking to choose multiple records. The first selected receipt will be displayed in the image view window. You can drag receipts to other folders.

Right-click a receipt to see these commands:

Cut (Ctrl+X)	Copy and remove the selected receipt.
Copy (Ctrl+C)	Copy the selected receipt.
Paste (Ctrl+V)	Insert the contents of the clipboard.
Delete	Delete the selected receipt.
Verify	Mark the receipt as having been edited and approved.
Mark as Unverified	Mark the receipt as not having been edited and approved.

Image View

The Image View window displays the selected receipt. You can rotate the image before recognition, if needed.
Use the following commands to refine your images and make the OCR process more accurate:

- **Move:** Click to move the image.
- **Crop the image:** Click , select a portion of the image, and when the pointer changes to a scissors icon, click it. The image will be cropped.
- **Deskew image:** Straighten an image that was skewed during scanning.
  Click and a blue line will appear on the image.
  Drag the line close to an edge that is supposed to be horizontal or vertical, and then drag either side of the blue line along the edge. When ready, release the mouse.
- **Rotate image:** Click to rotate an image clockwise 90 degrees.
- **Re-Recognize the field:** Click and drag a rectangle to select an area, right-click the selected area to select the field type and perform OCR on the selection.
- **Re-recognize receipt:** Click to have the recognition done again; a progress indicator will be shown on the status bar.
- **Undo:** Click to undo the last operation performed on an image file.
- **Redo:** Click to redo the last operation performed on an image file.
- **Zoom In/ Zoom Out:** Use the slider to change the magnification of the image.

Right-click on an empty area to view these commands:

Re-recognize Receipt...	Recognize the receipt again.
Zoom In	Increase magnification.

Zoom Out	Reduce magnification.
Fit into Window	Adjust the image width to match the current window.
Rotate left 90 degrees	Rotate an image counterclockwise by 90 degrees.
Rotate right 90 degrees	Rotate an image clockwise 90 degrees.

7 Edit View

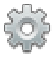
To edit the receipt, do one of the following:
- Click **Edit Items** from the **View** menu.
- Double-click a receipt.
- Click in the bottom of the List View section.

The **Created Date** and **Modified Date** cannot be edited.

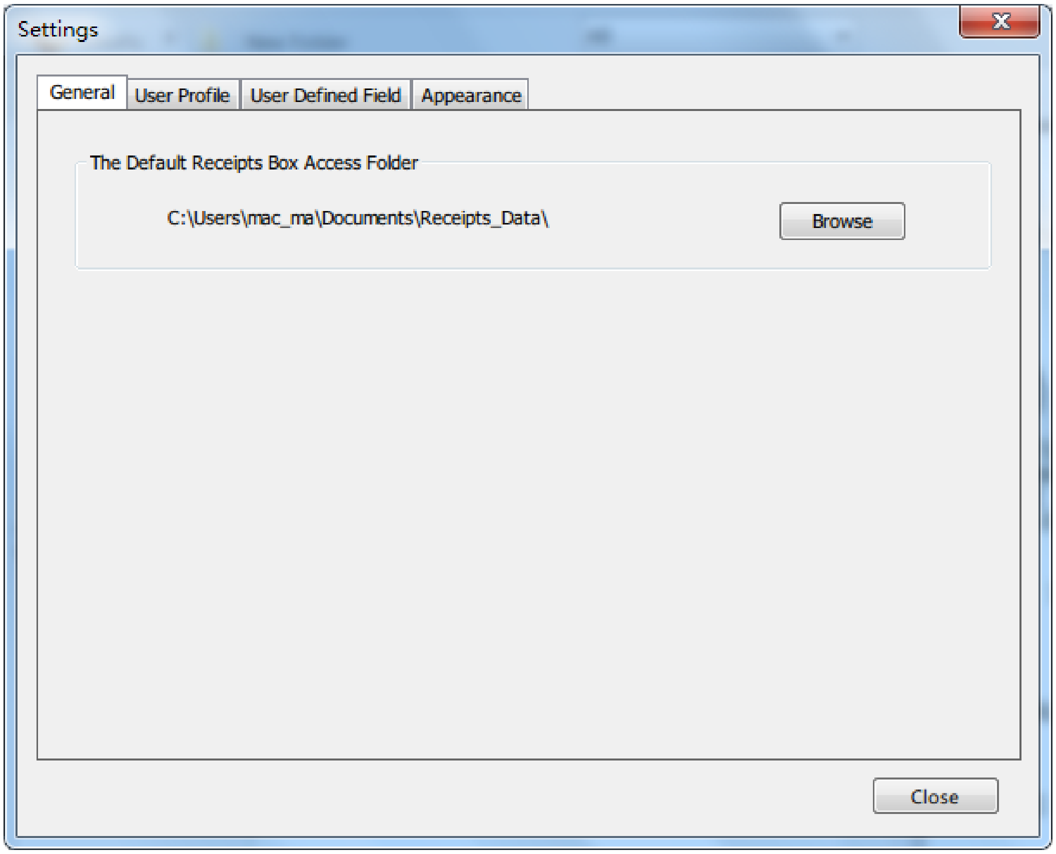
4 Working with BR-Receipts

BR- Receipts is designed to help you organize and track your expenses. Once you start scanning and saving your receipts, use these basic functions to keep your database current.

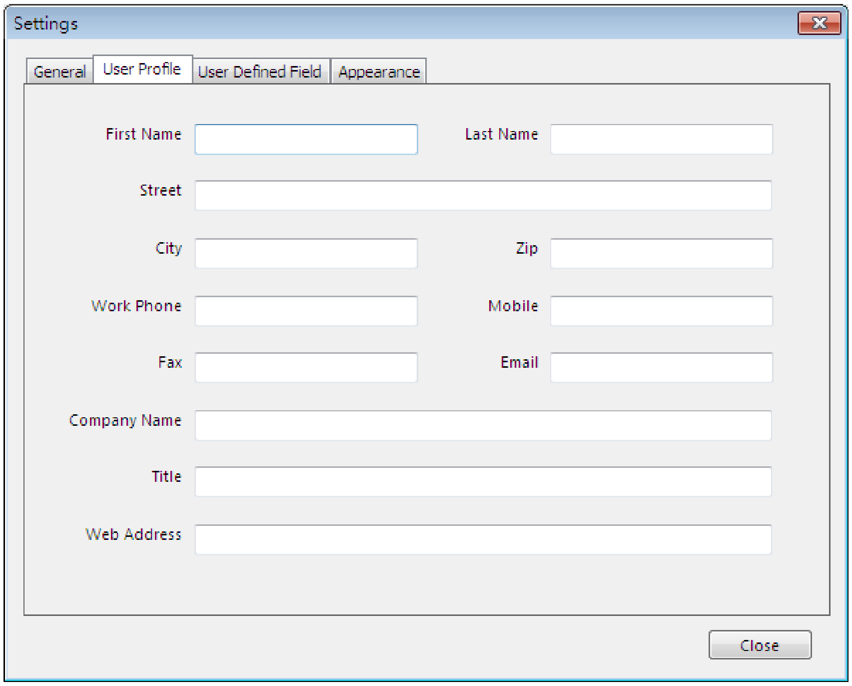
Setting up BR-Receipts

Click  on the toolbar or click the **File** menu and select **Settings**, and then enter your user profile, defined field values, and the user interface language to personalize your program.

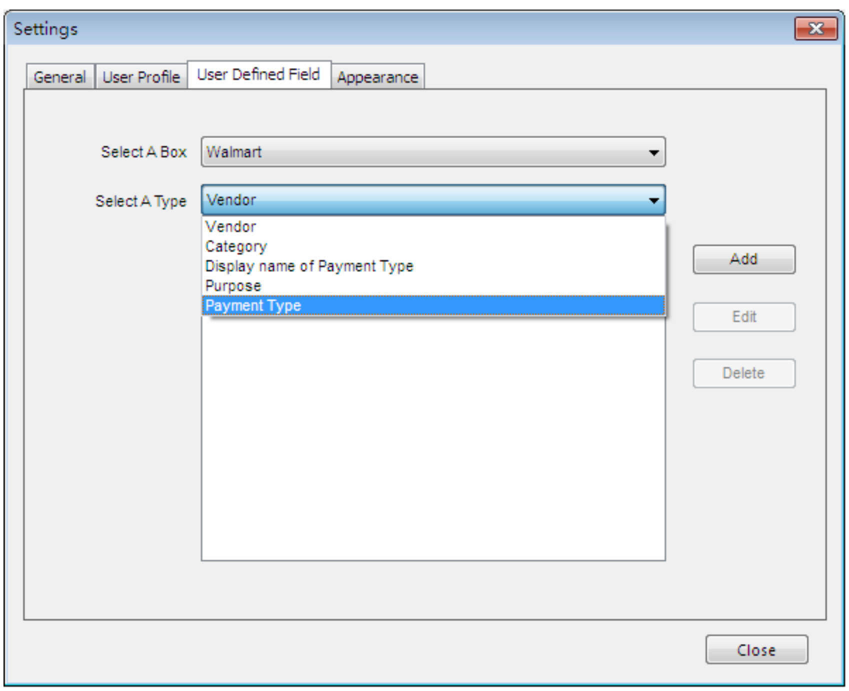
General: Click **Browse** to specify a receipt box path. When you create a receipt box, the receipt box will be placed under the path specified in the **Settings**. When you open a receipt box, you can open the receipt box under the specified path only and the next time you launch BR-Receipts, the default receipt box path will be the path specified.



User Profile: Type your user information to speed up future searches.



User Defined Field: Select a receipt box and choose a type of field you want to update. The items under the selected type will be displayed as a list.

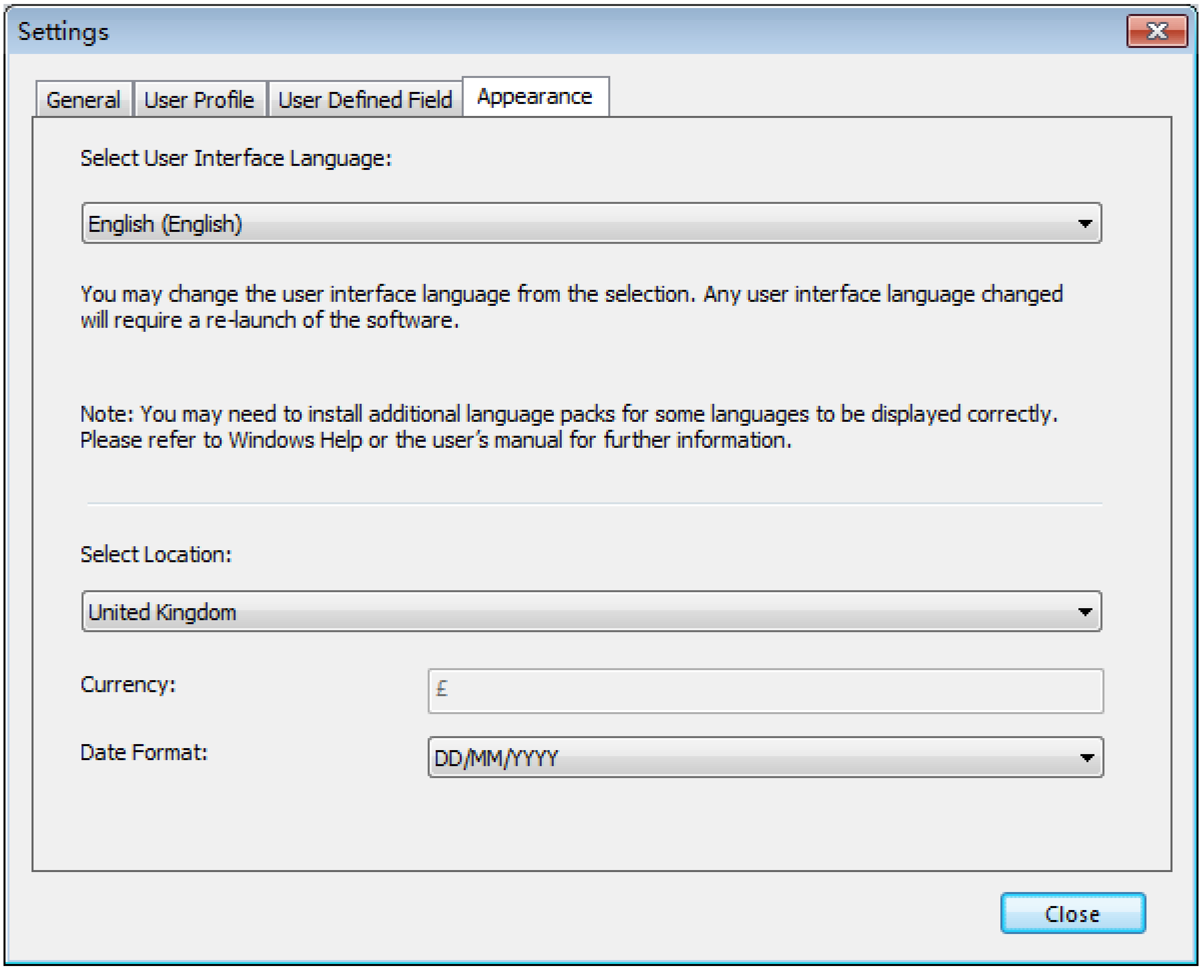


- Click **Add** to open a dialog box, type the item name, and click **OK** to add the item to the selected list.
- Click **Edit** to change an item name in the selected list.
- Click **Delete** to remove an item from the selected list.

You can add an item to a type list, defining as it belonging to this type, and similar field content will be categorized to this type when it encounters the defined field values during field categorizing. For example, you can add Credit Card to the list **Display name of Payment Type**, so that when the keyword Credit Card is recognized during field categorizing, it will be placed under the field of **Display name of Payment Type**.

To import a CSV file that contains multiple items, click the **File** menu and select **Import User Defined Field**.

Appearance: Select a user interface language and location for easier management.
Select User Interface Language: Select a language for your program.



Select Location: Select a location to set up the currency type and date format for your receipts. For example, if you select United Kingdom, the currency unit will be English Pounds £, and the date format will be mm/dd/yyyy. When you create a receipt box, the currency type and date format of the receipts in this box will be formatted based on the selected location. You can change the location by right-clicking the receipt box and choosing **Set Location**.

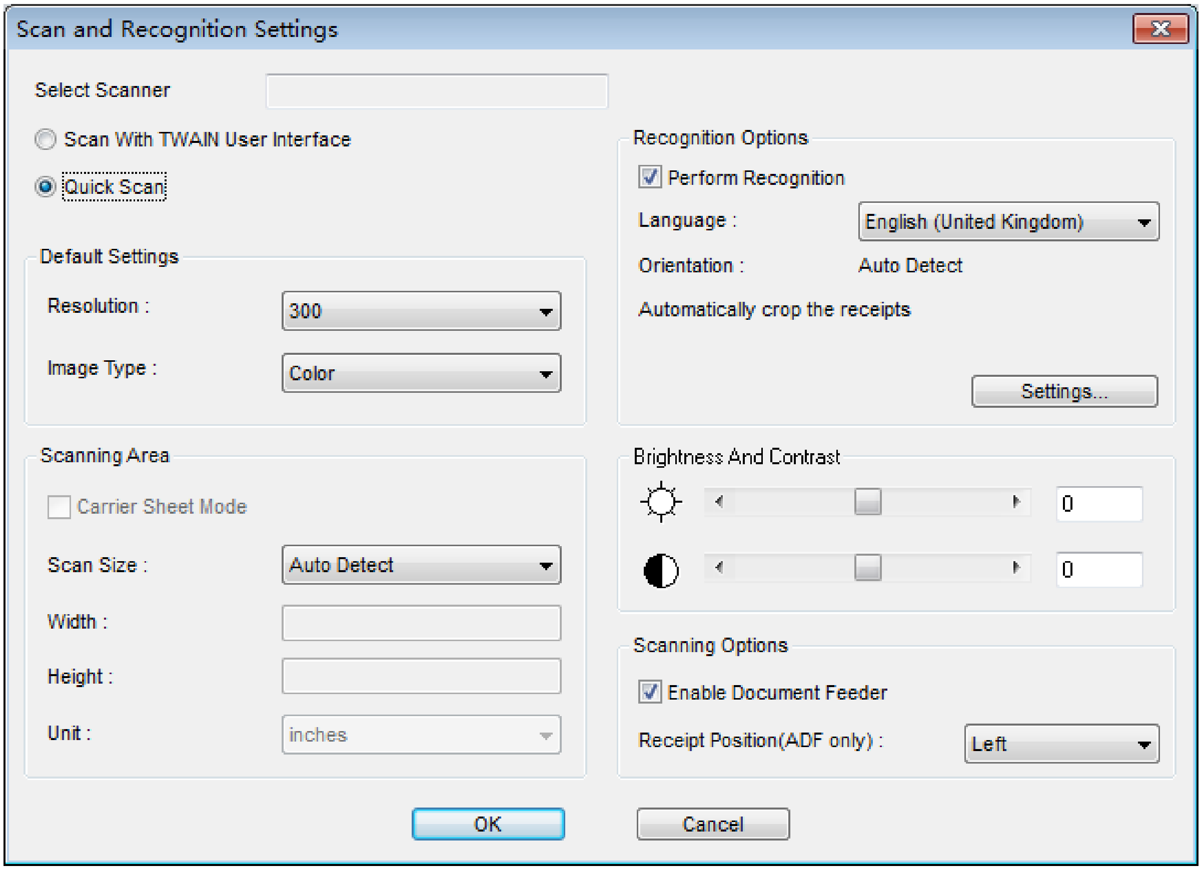
Collecting Receipts

Use your scanner to digitize receipts and store them in a database. Receipts can also be added from another database, or from image files.

Scanning Receipts

For the most powerful results when using BR-Receipts, it is important to configure your folders properly.

1. Click the **File** menu and select **Scan and Recognition Settings...**.



2. Choose your preferred scanning style:

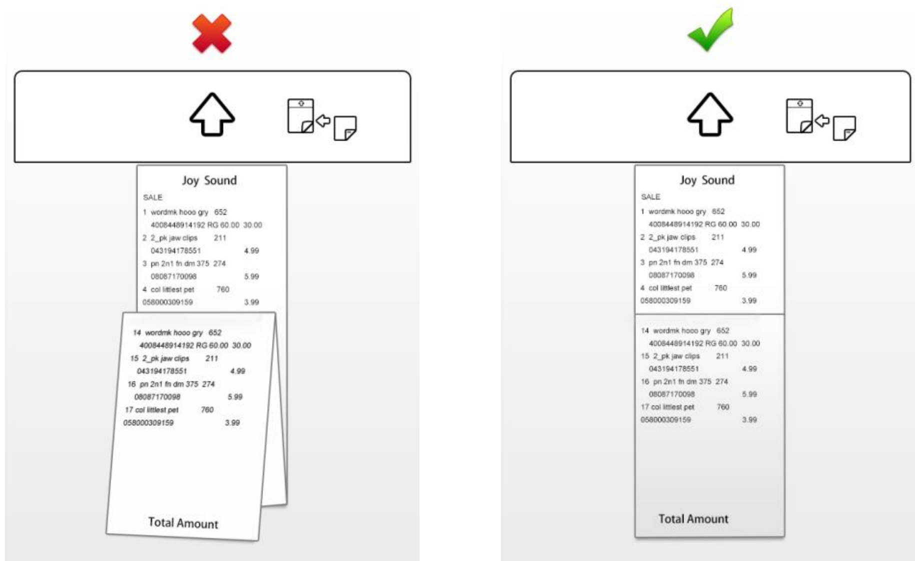
   Select **Scan With TWAIN User Interface** if you want to use the scanner's TWAIN interface for scanning.

   Select **Quick Scan** (the default setting) to have scanning begin as soon as you click **OK**. Quick Scan uses the settings defined in this screen, as follows:

   - **Resolution:** 300 dpi (dots per inch) will have the best recognition performance in most cases.
   - **Image Type:** The default setting is **Color**. Set the **Image type** to **Gray** when scanning black and white receipts.
   - **Carrier Sheet Mode:** Select **Carrier Sheet Mode** when scanning a receipt in a Carrier

Sheet, **Scan Size**, **Width**, **Height** and **Unit** fields are unavailable when using a Carrier Sheet.

NOTE: When you select "**Carrier Sheet Mode**", the software automatically skips scanning the header of the carrier sheet. The width of the header depends on the scanner you are using. If you are scanning a long receipt, fold the receipt to fit to the carrier sheet with title and total amount items shown. Do not skew the paper when folding.



NOTE: Carrier sheets may differ depending on your scanner model.

- **Scan Size:** The default setting is **Auto Detect**. Select **User Defined** from the drop-down list to customize the width, height, and unit.
- **Perform Recognition:** You can select **Perform Recognition** to start recognition automatically while scanning. You can deselect it if you like.
- **Orientation:** The default setting is **Auto Detect**. Click **Settings** to select other options from the list.
- **Enable Document Feeder:** Select this check box if you want to use an automatic document feeder (ADF). To use this option, the selected scanner must have an ADF function.
- **Receipt Position (ADF only):** Select **Left**, **Right**, or **Center** from the drop-down list if you want BR-Receipts to tell you where you have placed the receipt in the scanner's document feeder.
- **Brightness And Contrast:** Drag the sliders to adjust the contrast and brightness of the scanned image.

3. Click **OK**.

NOTE: The settings may differ depending on your scanner, and some features are only available for specific scanners.

When you finish configuring your scan settings, you can start using BR-Receipts to scan receipts.

4. Put a receipt into your scanner. If you have several drivers available, click the **File** menu and select **Select Scanner...**, and then specify a driver for your scanner from the **Select Scanner**

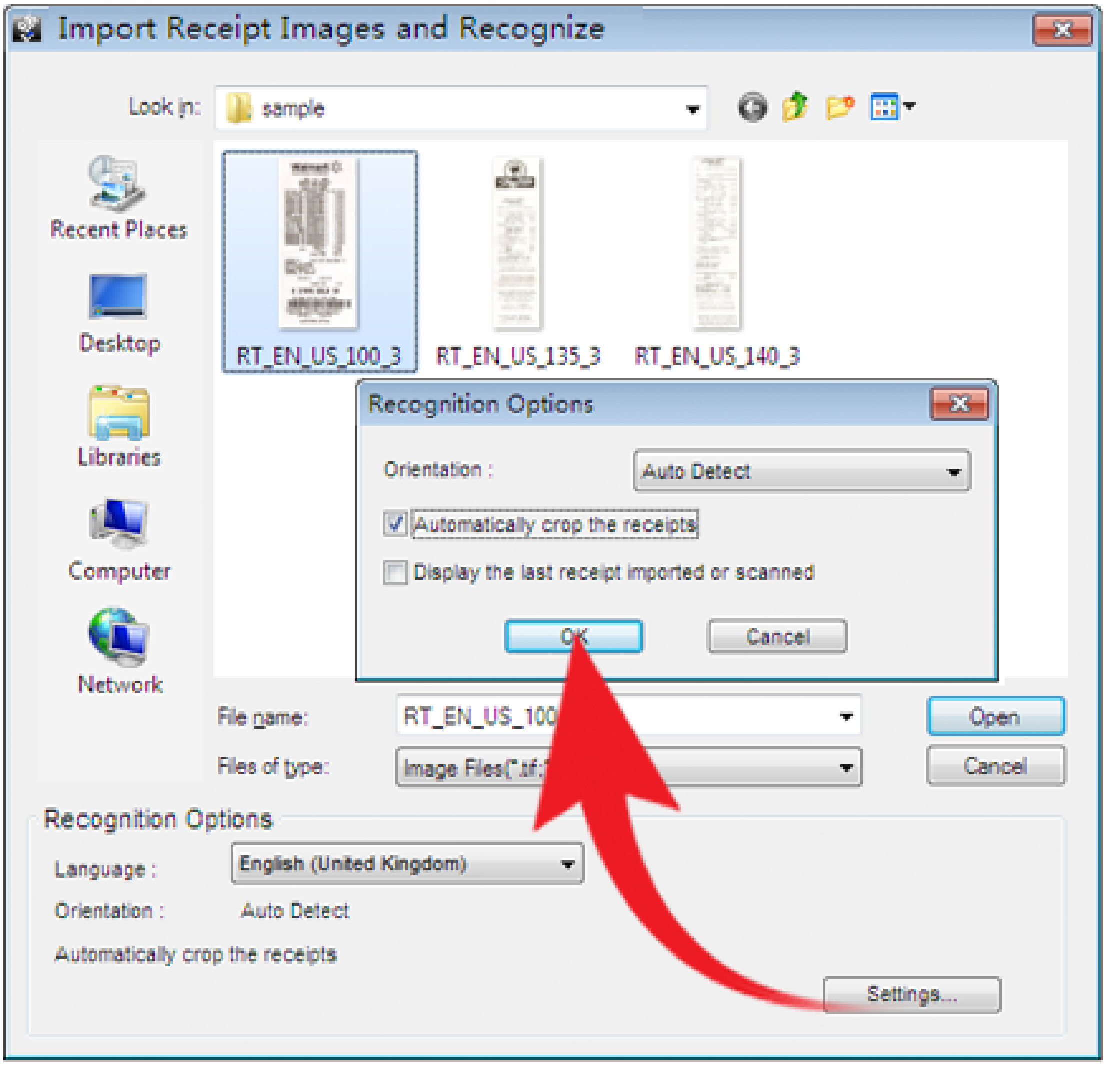
dialog box.

5. Click the **File** menu and select **Scan Receipt and Recognize...** (or right-click a receipt box in the **Folder View** section and select **Scan Receipt and Recognize...**).
6. When the scanner finishes scanning the receipt, the scanned image file will be sent to the OCR Job Queue for processing.

Importing Receipts

You can import receipts saved as image files.

1. Click the **File** menu and select **Import Receipt Images and Recognize...** (or right-click a folder in the **Folder View** section and select **Import Receipt Images and Recognize...**).
2. In the dialog box, select one or more image files and select a recognition language. Perform recognition when importing receipts, click **Settings**. The **Recognition Options** screen appears.



- **Auto Detect:** Select to have BR-Receipts check to see how the receipt is positioned.
- **Rotate left 90 degrees/ Rotate right 90 degrees**: You may need to rotate the scanned receipt images before recognition.

- **Rotate 180 degrees**, or **Do not rotate**: If your receipts are displayed upside down, you can rotate them 180 degrees. If the images are correct, select **Do not rotate**.

The three options above are in the **Orientation** drop-down list.

- **Automatically crop the receipts**: Select to have BR-Receipts crop images automatically during importing.
- **Display the last receipt imported or scanned**: Select to display the last receipt imported or scanned. If this option is not selected, the most recently opened receipt will be displayed.
- Click **OK** to finish.

3. Click **Open**, BR-Receipts will process the receipts and the image data will be added to the current receipt database.

Creating Receipts Manually

If your receipt is not in good condition or is unreadable by the scanner, you can manually add the receipt record to the database.

1. Click the **Receipt** menu and select **Manually Create a New Receipt**, (or right-click a receipt box and select **Manually Create a New Receipt**). A set of empty fields will open in Edit mode, allowing you to enter text.
2. In **Edit** view, you can select or type receipt information in each field to create or reconstruct the receipt.

Recognizing Receipts

Recognition will not start automatically unless you select **Perform Recognition** in the scanning or importing dialog box. After recognition is complete, the receipt data will be displayed in Edit View, and you can check and edit the data in the verification process. Once the verification process is complete, mark the receipt as verified. You can verify the data immediately, or verify it later when you have time.

Editing Receipts

In addition to verifying the receipts, you can also make changes and add comments or other information. Click the **View** menu and select **Edit Items**, (or double-click a receipt, or click in the bottom of the **List View** section). In **Edit Items**, if an item is purchased for others, you can select **Reimbursable** to record the charge that should be reimbursed to you.

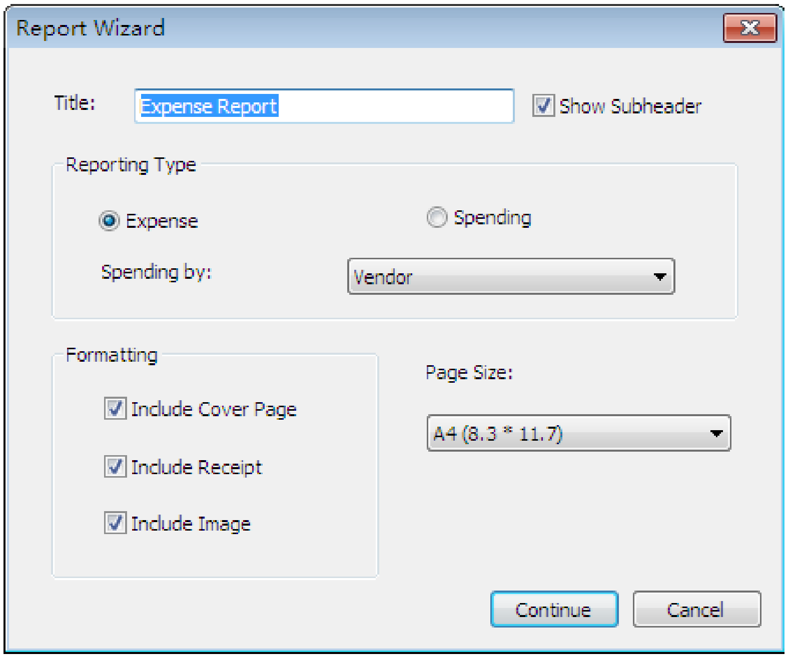
Searching for Receipts

You can type keywords and specify a category, receipt date, amount, or vendor in the **Search** section to quickly find all receipts that match your query. The search results will be shown in **List View** and **Image View**.

Creating Reports

After all of your receipts are entered and edited in BR-Receipts, you can generate reports that will show the data in an organized way. Select options as described below, and then click **Create Report**.

1. Click the **Receipt** menu and select **Create Report...** (or click  on the toolbar or right-click a folder and choose **Create Report...**). The **Report Wizard** appears.



2. Type a title for your report in the **Title** field. Select the **Show Subheader** check box to display a subheader.
3. The default **Reporting Type** is **Expense**. To change to a **Spending Report**, select **Spending**.
    - In the **Spending by** drop-down list whatever is selected determines how receipt information is summarized. For example, if **Payment Type** is selected, the report information will be summarized by the payment type in the first field; if **Vendor** is selected, the report will be summarized by vendor names in the first field.
4. In the **Formatting** section:
    - Select **Include Cover Page** if you want a cover page that includes receipt date, user profile and summary.
    - Select **Include Receipt** if you want your report to display groups by spending type, with detailed information for each group.
    - Select **Include Image** if you want the receipt images to be printed in the report.
5. When finished, click **Continue**.

5 Menu Commands

File Menu

New	**New Receipt Box...**	Create a new receipt box whose properties you can determine yourself.
	New Folder	Create an empty folder in the selected receipt box.
Open...(Ctrl+O)	Open a receipt box under a specified path. This receipt box path can be specified under the **General** tab in the **Settings** screen.	
Save As...(Ctrl+S)	Save the selected receipt box with a new name.	
Close	Close the selected receipt box.	
Scan Receipt and Recognize...	Scan receipts to the currently selected folder, and then perform recognition.	
Scan and Recognition Settings...	Configure the scan settings.	
Select Scanner...	Select a driver for your scanner, or a different scanner connected to your computer.	
Import Receipt Images and Recognize...	Import receipts to the currently selected folder, and then perform recognition.	
Import User Defined Field...	Import a CSV file with customized items of different types in multiple fields.	
Export to File	Save the receipts as a file in CSV, PDF, QIF, or IIF format, or export your data to a third party application.	
Export Receipt Image to File...	Export receipt images to file. The supported file formats are JPG, TIF, and BMP.	
Settings...	Specify the box path, enter user profile details, and define the field values for the receipts.	
Exit	Close BR-Receipts.	

Edit Menu

Cut (Ctrl+X)	Cut the selected receipt. (You can choose more than one.)	
Copy (Ctrl+C)	Copy the selected receipt. (You can choose more than one.)	
Paste (Ctrl+V)	Insert any copied or cut information.	
Delete	**Receipt**	Delete either a receipt or a folder.
	Folder	
Select All (Ctrl+A)	Select all receipts in the current folder.	
Unselect All	Cancel all the selection in the current folder.	
Invert Selection	Select the unchecked receipts in the current folder.	

View Menu

Edit Items	Hide or display Edit View.	
Zoom In	Increase magnification.	
Zoom Out	Reduce magnification.	
Fit into Window	Adjust the image size to the current window.	
Rotate Image	**Rotate left 90 degrees**	Rotate the selected image counterclockwise 90 degrees.
	Rotate right 90 degrees	Rotate the selected image clockwise 90 degrees.
Sort by	**Verified**	Sort the receipts by the selected field.
	Vendor	
	Category	
	Receipt Date	
	Payment Type	
	Sales Tax	
	Amount	
	Purpose	
	Created Date	
	Modified Date	
	Reimburse	

Receipt Menu

Manually Create a New Receipt	Create a new receipt in the current folder.
Re-recognize Receipt...	Recognize the receipt again.
Create Report...	Show a data report for the selected receipts.

Help Menu

Using Help	Show BR-Receipts Help documentation.
Link to Website	Open the Brother web page.
Check for Latest Version	Check for the latest version of BR-Receipts.
About BR-Receipts...	Display information about BR-Receipts.

Index

C

E

F

G

H

I

L

M

Q

R

S

V

W