

NEATRECEIPTS

SCANALIZER™



Issue 1 – January 2007

Neat News

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Latest NeatReceipts News

- **NeatReceipts Version 2.7 will be released in March 2007. Version 2.7 will include:**
 - A tax update
 - New tax categories
 - Ability to export to Turbo Tax
 - Links to 2006 IRS forms
 - New tax tips
 - Enhanced imaging and auto cropping
 - Improved OCR (optical character recognition) accuracy
- **Vista Compatibility**
 - Compatibility with Microsoft Vista is a high priority for us, and is currently under development. We do not have a date available at this time.
- **New NeatReceipts Website**
 - NeatReceipts has launched a new and improved website! Be sure to check out the forums in the NeatReceipts Community (in the Scanalizer Support section). Register and join the Community to ask questions, post tips, make suggestions for improvement and interact with other NeatReceipts users.
- **Awards & Recognitions:**
 - NeatReceipts was named the Technology Startup Company of the year by the Eastern Technology Council
 - NeatReceipts was recognized as the fastest growing, privately-held company in the 10 county Philadelphia region

Feature Article:

Getting Organized In 2007 by Rafi Spero - NeatReceipts Founder and COO

Every January 1st tantalizes us with the opportunity to get organized around our taxes. I overhear people in the subway, on the bus and in crowded coffee shops declaring their pledge to get their receipts and tax forms in order. "This year I'm going to get my refund early," they say. But they don't. The task is too daunting and they don't know where to begin. Here's where NeatReceipts can help.

1. Gather all your receipts for the past year (2006).
2. Start scanning them.
3. After each scan, assign the appropriate tax category to the receipt. For example, if you scanned a donation receipt, select "Gifts to Charity."
4. When you are done scanning all of your receipts, run a report from the Tax Manager. The manager will automatically aggregate all your data and tell you where it belongs on your federal tax form by line item.
5. Make sure you scan in your IRS Forms as well. How many times have you spent hours looking for last years IRS tax forms?

Now to really stay on top of things, start scanning receipts that you incur from January 1, 2007 and beyond on a weekly basis. This will really get you organized and provide you with a snapshot of how much you are spending in different categories. Don't become a "they." Get yourself organized and in control of your receipts.

Customer Contribution:

By Andrea Anderson - Professional Organizing Consultant

This Year, Keep Your New Year's Resolution to "Get Organized"!

What do I do with all these business cards?

How should I store my business receipts?

Where should I keep these great articles that I'd like to read again sometime?

These are some of the questions my clients ask when they are ready to **get organized**. Until about 6 months ago, my answers were very different. Today, I simply say "NeatReceipts!"

As an organizing consultant, my passion in life is helping people simplify and organize all the paper and information that comes into their lives at the speed of light.

Just when you get the dining room table cleared off so you can actually eat at it, here comes the mail!

And just when you finish putting the holiday decorations away, it's time to break out the shoe boxes full of receipts for tax time. I know, sorry to bring it up...

One of the biggest issues I've found, universally, is business cards. Whether you're in the

business world, or you are a home executive managing the business of life, you probably have business cards lying around on your desk or your kitchen counter... you pick them up a hundred times, only to put them back down in another spot.

As I was learning more about NeatReceipts, this great new tool for scanning my receipts for organized tax preparation, I found an added bonus! It also scans business cards! And... imports them into Outlook! (I teach a lot of my clients how to use Outlook as a simple contact management system - I was thrilled to discover that NeatReceipts works seamlessly with Outlook.)

Tips for Using NeatReceipts While Traveling for Business

In the past when you traveled for business, you would come home with your pockets, wallet and briefcase full of receipts and business cards. Now imagine this. You take NeatReceipts along... it's about the size of a thick ruler... in your hotel room, you:

1. Turn on your laptop and plug in your NeatReceipts scanner.
2. Launch the NeatReceipts software.
3. Create a new "Expense Report" called "XYZ Trip".
4. Scan each receipt you've collected so far.
5. Rip up the receipts into tiny little shreds and throw them away!

You can quickly see how much you've spent so far on your trip and you don't have to worry about keeping up with all those scraps of paper for the rest of the trip. NeatReceipts also scans 8 1/2 x 11 pages so you can scan your hotel receipts as well!

Now do the same thing for all the business cards you've collected so far and you're traveling lighter on your way home!

I'll be the first to admit that the paperless office has not quite made it to reality. We will always have some paper that we need to keep in physical format. But we don't have to keep all of it. My new mantra is Scan If You Can! (Then toss or recycle the paper!)

Written by Andrea Anderson, Anderson Productivity Solutions - December 2006

Andrea is a professional organizing consultant who helps people around the globe learn to get organized and tame their paper tiger. You can visit Andrea on the web at www.andersonproductivitysolutions.com or by calling 910-431-2436.

Customer Contribution: By Peter Welch - Contractual CFO / Road Warrior

A Road Warrior's Arsenal

I'm a road warrior. When you have an extensive travel schedule, including international, it is critically important to have various lightweight tools and gadgets that make life simpler and more efficient. I have a Blackberry, a Palm One Liferdrive, a Siemens SX66, two Dell laptops and a NeatReceipts Scanalyzer.

Planning Your Needs

It is crucial beforehand to ascertain what tools (e.g., NeatReceipts), software and/or PDA platforms make the most sense for your needs (personal or business). An often limiting factor for PDA's is the available memory, both for resident programs and downloadable software in addition to client files and/or email attachments. Besides functionality, size and weight are critically important. This latter point, sold me immediately on the NeatReceipts Scanner. The road warrior's worst enemy is paper and files. We gather paper like dust and files are the bane of our existence. With time availability at a premium, the ability to scan and digitize bills, receipts, and documents automatically with NeatReceipts (especially while we're traveling) has enormous advantages.

The NeatReceipts Contribution to Efficiency

The functionality within NeatReceipts to be able to scan in tax-deductible business receipts and automatically export this information into QuickBooks Pro was a major selling point. NeatReceipts has many export options, including personal cash management programs, thereby differentiating between business and personal expenses. A great difficulty of many who travel extensively is how to maintain an up-to-date and current set of books and records that in and of itself is crucial to forward planning and decision-making; and don't forget quarterly estimated tax-payment requirements.

Use Common Sense

As a final thought, NeatReceipts can save you a great deal of time and effort in staying organized, keeping up-to-date with record-keeping and minimizing the need to keep copious volumes of paper. However, use your time wisely and think carefully before you stop and scan in every receipt and document. Even a tool as useful as NeatReceipts requires time to scan in, edit the entry and backup the file, etc.. Time management concepts equally apply here so consider the value of your activity and consider whether scanning a receipt for coffee, albeit a business expense, is really worth it. Over the course of a year, the sheer volume of these miniscule transactions may be more costly than the effort.

About Peter

Do your clients and prospects ever have operational projects (including international) they have a hard time completing based on internal resources? Could they use some assistance in the areas of information process flow and documenting efficiency? Are they in need of an interim CFO or require some temporary help on an executive level? Are they currently working towards Sarbanes-Oxley compliance or need training (IAS/IFRS or Sox404)? If you answered yes to any of these, www.ContractualCFO.com and www.SoxInternational.com (CCFOSox) 1-800-976-2236 might be the answer!

Neat Tips

1. NeatReceipts, along with your printer, can be used as a copier. In the Document Organizer, from the File menu, choose Copier.
 2. The Document Organizer is an excellent place to organize all your non-receipt papers and documents. Scan in extended warranties, recipes, insurance policies, articles, meeting notes, etc. Make 2007 a clutter-free year!
 3. Want to save time scanning? Receipts that are shorter than 8.5" can be scanned in sideways. NeatReceipts will auto-rotate the image accordingly. How NEAT is that?!
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NeatReceipts Contest

Every month, starting in February 2007, one individual will be selected as the NeatReceipts Customer of the Month. This winner will receive a \$250 prize and be featured in the Community section of our website.

To enter for February, register and join the NeatReceipts Community and write a post about **How You Use NeatReceipts**. Share tips, tell us how you use NeatReceipts in your home or office, the weirdest expense you've been reimbursed for, etc.

We encourage you to be creative and look forward to your entries!

Post your entry in the '**NeatReceipts Contest**' forum by February 10th for official entry. The winner will be announced on Monday, February 12th.