Paperless_s

1.0
User Guide

Chapter 1: Introduction

Paperless allows you to easily scan, store and organize receipts and documents. By storing documents digitally, you'll reduce the clutter around you and your use of paper.

Here are some things you can do with Paperless:

Quick Retrieval of Documents as Receipts

If you've ever looked for a receipt for a warranty repair or a document you filed weeks ago, you probably had trouble finding it. With Paperless, receipts and documents are located quickly and easily.

Fast Data Entry

With all the power that Paperless brings, you may think it will take lots of time to enter new receipts and document. With the built-in OCR (Optical Character Recognition) engine (for receipt libraries), Paperless can significantly reduce data entry and as you add more receipts and documents, Paperless makes things even faster by looking at previous receipts and documents and filling in the information for you.

Expense reports

Do you have to prepare expense reports? If so, Paperless can help. Once you store your receipts in Paperless, you can select the receipts to email, print, or export to PDF.

Taxes and Accounting

In many cases, the IRS (or other tax authority) may accept electronic copies of your receipts. Paperless makes gathering information for taxes a snap!

Warranties

If you have ever had to get a product repaired under warranty, you know how hard it is to find the receipt or even the warranty information to prove it is under warranty. With Paperless, simply scan in the receipt and the warranty, add some notes about the product and now you can find the receipt and warranty quickly.

Rebates

Everyone is enticed by rebates, but handling the paperwork and remembering about them is such a hassle. With Paperless, scan it in, put in a note that it is a rebate and you can quickly find the rebates later on. To make things even easier, add an appointment to iCal to remind you to check on the rebate. Without leaving your desk, you can now look up the rebate and see where it is.

Flexible Spending

Do you have a flexible spending plan or a cafeteria plan at work? If so, then you know how much of a pain it is to gather up all the paperwork when the time comes to submit the receipts. With Paperless, put items into a category called Medical or Flexible Spending, then create a smart collection for the time period, say the last six months. Next select the receipts, hit print and you've now handled most of the work already. If your plan accepts it, you can even export the text content of your receipts as a CSV file and import it into Microsoft Excel; you can print this and might be able to simply submit it.

Integrates with Quicken

Paperless supports exporting receipts to the Quicken QIF format. After exporting you can easily import receipts into Quicken.

Store multiple libraries

Paperless allows you to have multiple libraries for your data. This lets you separate out receipts for each year, each project, or each company if you have multiple companies. It also lets you separate your documents and makes backups easier.

Installing & Launching

To install Paperless

❶ Double-click the Paperless installer icon.

❷ Follow the prompts as indicated.

Once the installation is complete, you're ready to start using Paperless.

To launch Paperless

❶ Click on Go.

❷ Click on Applications.

❸ Double-Click on the Paperless icon.

If you've created a shortcut on your dock, you can launch it from there.
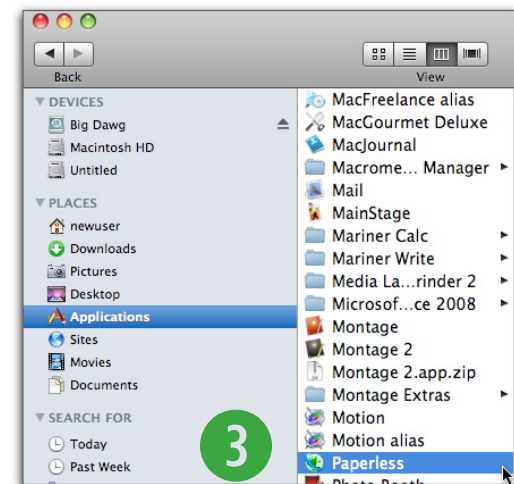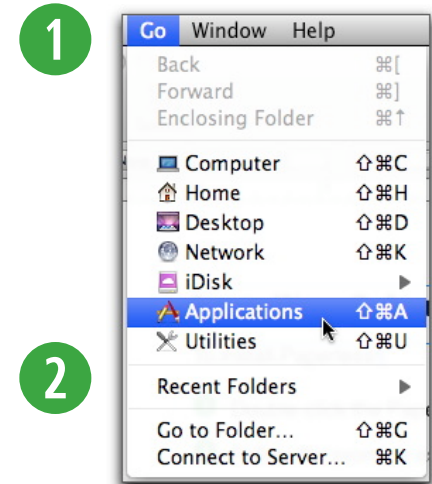
To register Paperless:

- When you first launch Paperless, you are prompted to register the software or operate it in Demo Mode

- Click on Buy Now or the hyperlink to go to the Mariner eStore to purchase a license if you haven't done so already.

- Click the Enter Serial button to enter your serial number.

- Click Not Yet to continue to use the software in trial mode.
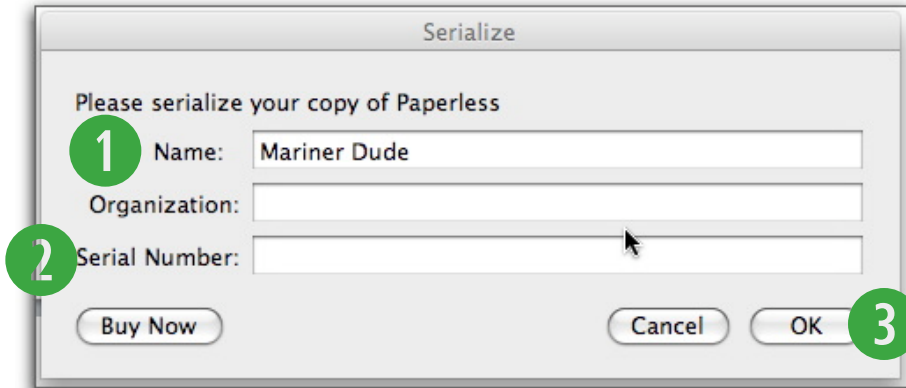
Note: The trial period lasts 30 consecutive days from the first time you enter into the trial period. After this trial period you will either need to purchase a license to continue using the software or discard it from your computer.

1 Enter your name.

2 Enter your serial number. Your serial number was either provided on the back of the disk sleeve on a sticker or in an email receipt.

3 Click OK when you are finished.

Check For Updates

You can check for updates. Here's how:

1 Click on the Paperless Menu.

2 Select Check for Updates.

Once selected, Paperless will check for any updates; if one is available, you will be taken to the software downloads page to download the latest version of the software.
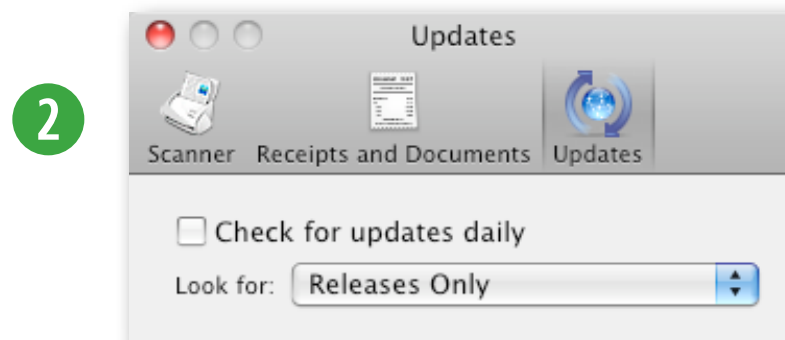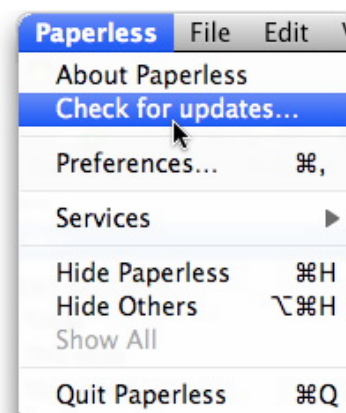
System Requirements & Troubleshooting

Hardware and Software Requirements

To use Paperless you need:

• at least 128 MB (megabytes) of available memory (RAM)

• at least 100 MB free hard disk space

• Mac OS X 10.4.9 or higher

Troubleshooting

If you have a question about using Paperless, try finding the answers you need in this document or in the Paperless help. Alternatively, try the searchable knowledgebase page on our web site.

View it at: http://marinersoftware.com/kb

You may also visit our online forum at: http://marinersoftware.com/forum/.

If you still can't find the information you need, contact Mariner Software by phone, fax, or email.

Email: support@marinersoftware.com

Phone: (612) 529-3770; Voice support, 9 a.m. – 6 p.m. Eastern Standard Time
Fax: (612) 529-3775

Mail: Mariner Software, Inc.
        401 N. 3rd Street 570
        Minneapolis, MN 55401
        USA

For updates, tips and tricks, information about other Mariner products, user group discount information, and articles for user group newsletter publication, visit our web site at:

http://marinersoftware.com

Paperless Notes

Notes

Before using Paperless, you should have a basic knowledge of Mac OS X . You should understand pointing, clicking, double-clicking, dragging, and how to choose menu commands. You should also know how to operate dialog boxes, re-size windows, and use the Clipboard. If you aren't familiar with these or other basic operations or terminology, refer to the OS X Help documentation included with your computer.

Errors

If you find any bugs or errors in the program, please send detailed information to support@marinersoftware.com.

If you experience a crash using Paperless, its usually helpful for us to know what you were doing, the version number you are using, the version of Mac OS X you are running, and lastly, the kind of computer you have with which the problem occurred.

Thanks

Thank you to those who have helped improve this product with suggestions, information or bug reports.

Chapter 2: Setup

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Once you've installed the software, you'll need to set up your scanner to scan your receipts, as well as customize your preferences for documents and receipts. This is accomplished via the Preferences Menu.

Scanner Setup

The scanner preferences controls how Paperless works with your scanner. If you have a Fujitsu ScanSnap, this section does not apply. Please see the section on configuring the ScanSnap. TWAIN based scanners show up in the scanners list. Other scanners should select the Image Capture method.

Scanner Preferences

To set-up your scanner:

❶ Choose Preferences... from the Paperless menu.

❷ Choose from the options below.

Use TWAIN Drivers - Sets Paperless to use a TWAIN complaint scanner

Scanner - If you have more than one scanner, select it from the menu.

Mode - If you have trouble scanning, you can try changing the Mode from Native to Memory based. Some scanners only work properly in one mode or the other

Image quality - Choose from least to best. Higher quality uses more disk space.

Use Image Capture - Use this setting for non-TWAIN complaint scanners.

Automatic document feeder (ADF) - feeds sheets successively into the device

Prompt for second side - to perform double-sided scanning

Automatically crop images -. This works best on scanners that have a black background and are set to scan in greyscale
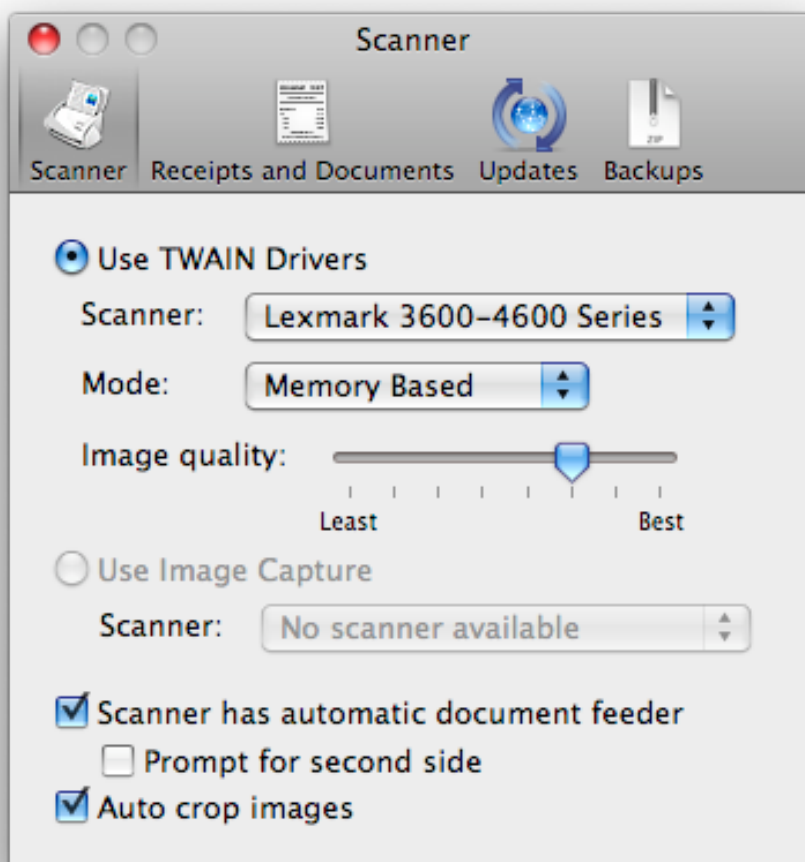
Scanner Troubleshooting

Nearly any scanner will work with Paperless through the Image Capture method, however we strongly recommend using a TWAIN compliant scanner or Fujitsu ScanSnap or Pentax DS Mobile scanners. We find that Fujitsu and Pentax have the hardware/software on the market at this time; your results may vary using any other scanner.

If you have problems with your scanner and Paperless, it is likely caused by the scanner drivers. Please contact your scanner vendor for assistance.

❶ Verify that you have the latest scanner drivers for your scanner. Check the manufacturer's website.

❷ Follow the instructions that came with the scanner in order to setup the drivers.

❸ Choose Preferences... from the Paperless menu

❹ Click on Scanner in the toolbar.

❺ Select your scanner from the menu.

❻ If you have trouble scanning, try changing the Mode from Native to Memory based. Some scanners only work properly in one mode.

❼ If none of the above methods work, please contact your scanner vendor for assistance.
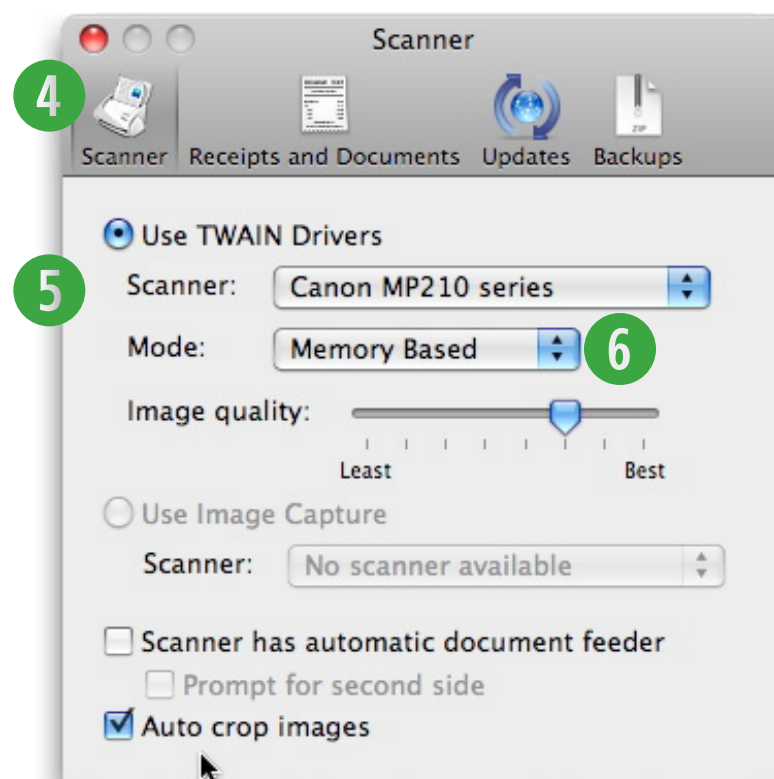
Receipts and Documents Preferences

- The Receipts and Documents preferences controls how various preferences deal with how you work with receipts and documents.

- Confirm deleting receipts or documents - if checked, you will be presented with an alert each time your delete a receipt or document.

- Write metadata to PDFs - this option will cause Paperless to store information in the receipts and documents. While this information is not normally visible, it can be seen in Preview by showing the info and clicking on keywords. This is helpful in case you need to re-import information into Paperless, you don't have to re-type it. If you are having problems with Paperless crashing, Mariner support may ask you to turn this off.

- Perform OCR on imported/scanned receipts - this only applies to receipt libraries and will use the built in OCR engine to attempt to glean information from the receipts. This is not 100% accurate and can take some time to perform. Users may want to turn this off if the results are poor or it takes too much time.

- Auto fill information from previous receipts and documents - if this is turned on, Paperless will search through your receipts and documents after you type in a merchant or title and fill in the category and payment method/sub-category fields.

- Append date to file names of documents - If checked, Paperless will add the date to the end of the file name. This only applies to document libraries.

- Show details with thumbnails - if checked, Paperless will show some of the information about an item right in the thumbnail. If the thumbnail isn't large enough, you may not be able to read the information. You can also specify the background color.
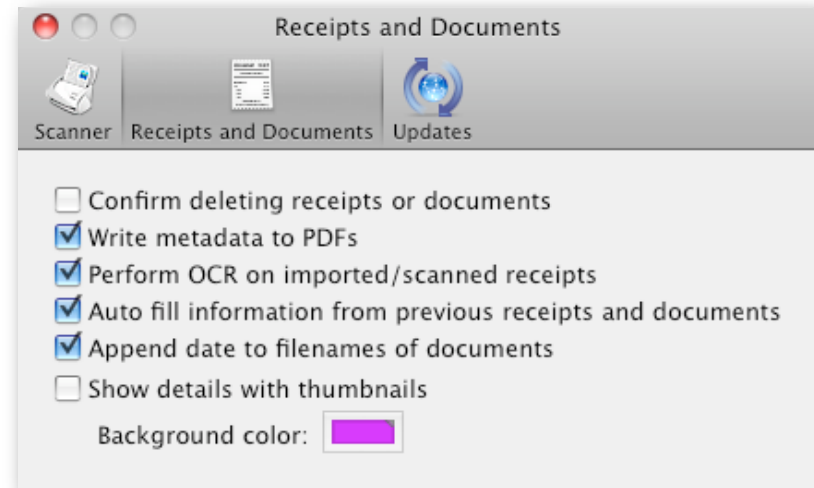
Chapter 3: Libraries

Paperless allows you to create receipt libraries that are primarily designed around storing and organizing receipts and documents. It also allows you to store your libraries wherever you want. Typically this would be in your Documents folder.

Creating a Receipt Library

In order to create a receipt library:

❶ Choose New Library… from the File menu.

❷ Choose Empty Library for: Receipts.

❸ Click Create.

> Note: With a receipt library open, you can create a new library based on the existing library. The new library will contain the list of collections, labels, categories, merchants, payment methods, and reports without the receipts. This is useful when creating a new library at the beginning of a year.

Creating a Document Library

Paperless allows you to create document libraries that are primarily designed around storing and organizing documents.

In order to create a document library:

1   Choose New Library… from the File menu.

2 To create an empty library, choose Empty Library for Documents.

Encrypt library - This option password protects the access to your library and encrypts the library data on your hard disk.

3   Click Create.

> Note: With a document library open, you can create a new library based on the existing library. The new library will contain the list of collections, labels, categories, Titles, sub-categories, Status, URLs, and custom fields. This is useful when creating a new library at the beginning of a year.

> Warning: Forgotten passwords cannot be retrieved by Mariner Software. Please use this option with care.
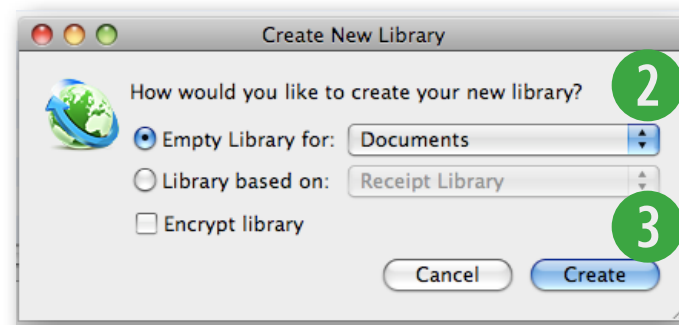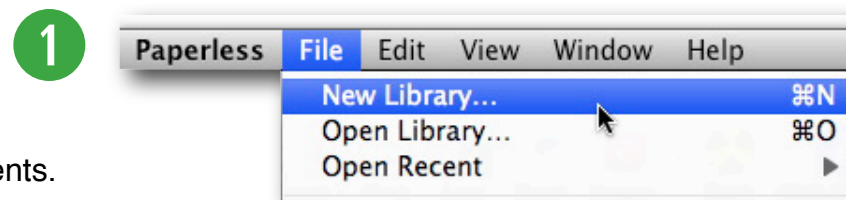
Renaming or Moving Libraries

Moving and renaming libraries is a simple task that is accomplished through the Finder.

In order to rename a library, do the following:

1 Locate the library in the Finder.

If you do not know where it is, open it in Paperless and hold down the Command (or Apple) key and click in the title bar on the library name. Then pull down the menu one level and the enclosing folder is revealed.

2 Quit Paperless.

3 Use the Finder to rename or move the library file.

4 Re-launch Paperless. Paperless opens the library if it was previously opened with the new name or location.
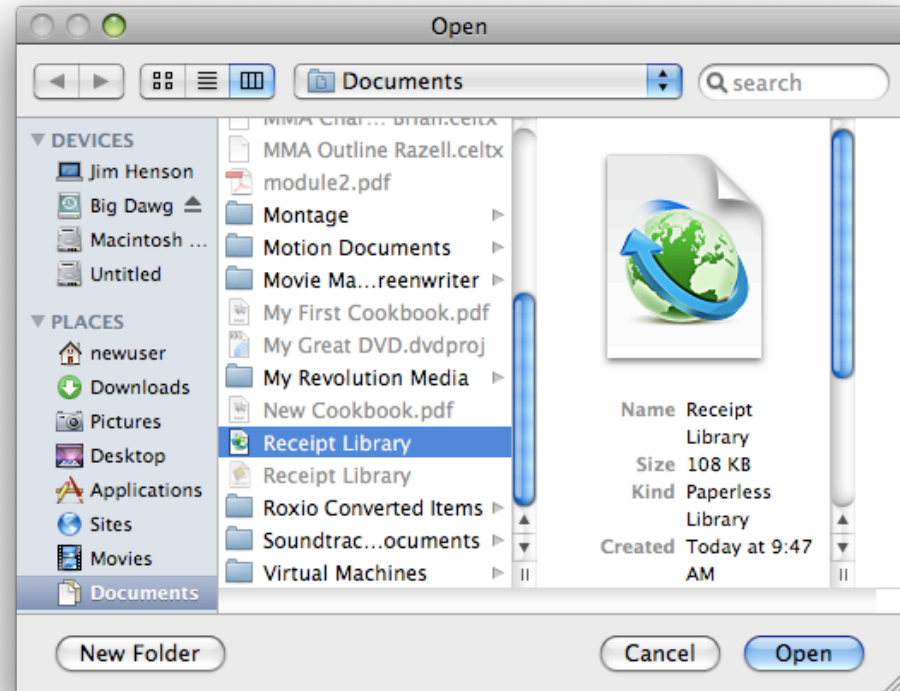
Automatically Opening Libraries

Paperless will open the library or libraries that were open when the application last quit. Simply open the libraries you want to have open on next startup of the application and quit Paperless.

If a library is closed, you can use the Open Recent menu item under the File menu to open recently used libraries.
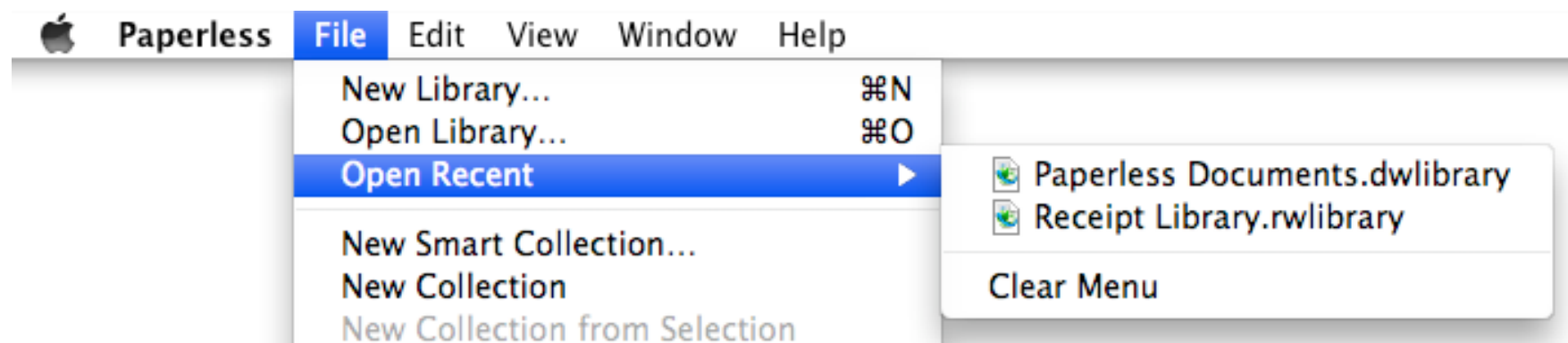
Chapter 4: Using Paperless

Paperless is easy to use for multiple purposes. This chapter deals with the main functions of the application using receipts and documents.

In This Chapter:

Scanning Receipts and Documents

Working with Documents and Receipts

Using Collections to Organize Data

Exporting, Emailing and Saving

Importing

Printing Receipts and Documents

Scanning Receipts and Documents

To scan a single sided, single page receipt or document:

1 Click on the Scan icon in the toolbar or select Scan Receipt or Scan Document from the File menu.

2 To scan a receipt or document that is double sided or contains multiple pages, click on the Scan Multi icon in the toolbar or select Scan Multi-Page Receipt or Document from the file menu.

3 The scanner takes over and allows you to scan or choose scanning options. The interface varies depending on the brand and model of scanner.

Scanning Continued on next page...

Scan Receipt...	⌘R
Scan Multi–Page Receipt...	⇧⌘R
Capture receipt from iSight...	
Add Page(s) to Receipt	▶
Remove Page(s) from Receipt	
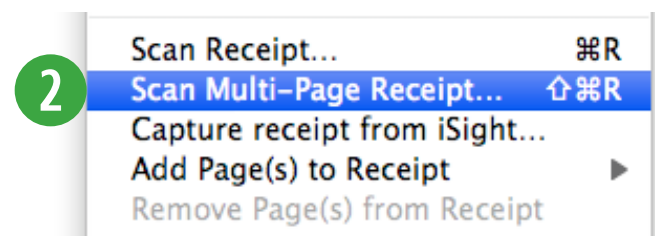
④ After scanning a receipt, Paperless presents a dialog allowing you to enter information about the receipt or document.

Receipts contain the following fields:

Merchant, Date, Amount, Payment Method, Category, Check #, Reconciled, Misc, Notes.

> Hint: Several Fields are customizable, see Library Info for more information.

⑤ Fill in the information and then click OK. For your convenience, some of the fields auto complete as you start typing depending on what you have previously entered (if the option is selected). On a receipt library, Paperless performs OCR on the scanned image and may be able to fill in some information automatically.

On a receipt library, the bottom section of this dialog is for "splits". These allow you to break up a receipt and place portions of it in different categories.

> Hint: To view the receipt while you are inputting the information, simply click the View Receipt button in the bottom left-hand corner of the sheet.

④

Merchant:	Bandito Burrito
Date:	5/ 6/2009
Amount:	$46.00
Tax/VAT:	$2.84
Payment method:	Visa
Category:	Food and Drink
Description:	Cinco De Mayo!
Tax ID #:	
Tip:	$7.62
Notes:	Band was called "Sister Luck" Thought the Java Junkies would play.

Item	Amt ▲	Category	Note

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☑ Delete imported file after adding

Hide receipt   Cancel   OK

⑤

Working with Documents and Receipts

Working with Documents and Receipts is easy in Paperless. There are several ways to view the items in the library.

A receipt library in cover flow view

Changing the Main Window

Paperless allows you to change the way you view your data. The main window has three panes; the first pane on the left is the list of collections. The top pane is a list view of your items and below that is a graphical view of your receipts.

If you move your mouse close to the intersections of those panes, you can change their size. If you move the splitter between the two right panes, you can collapse either the list view or graphical view. In order to restore it, simply slide the splitter back to the middle.

Users of Leopard (Mac OS X 10.5+), can choose between two graphical views; thumbnail view or a Cover Flow view. Use the icon in the bottom of the window to switch between them.

Note: Paperless remembers the window positions as well as the sizes of these panes.
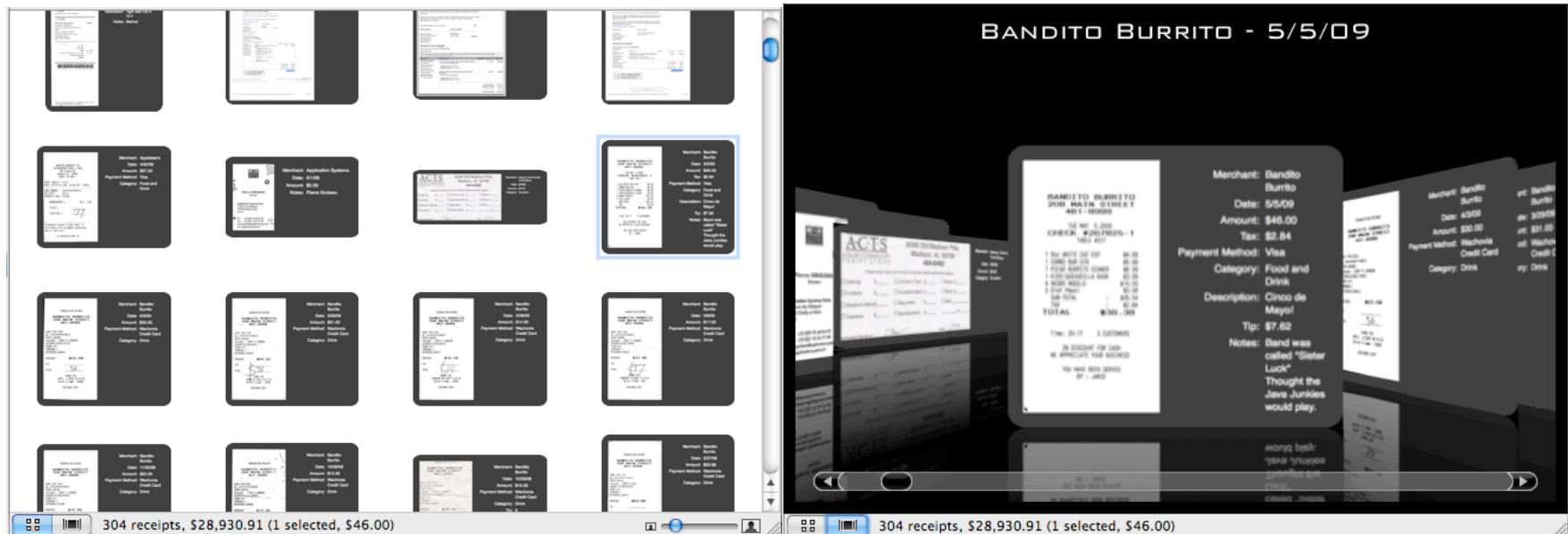
Thumbnail view and Cover flow view

Viewing receipt and document Info

To view information about a receipt or document:

1 Select the item from the list.

2 Click Show Details in the Toolbar (or choose Show Details Drawer from the view menu)The information displays on the side in a drawer.

Merchant:	Bandito Burrito
Date:	5/ 5/2009
Amount:	$46.00
Tax/VAT:	$2.84
Payment Method:	Visa
Category:	Food and Drink
Description:	Cinco de Mayo!
Tax ID #:	
Tip:	$7.62

Notes:

Band was called "Sister Luck" Thought the Java Junkies would play.

Item ▲	Amt	Category	Note
Combo Bu...	$5.99	Food	pretty tasty
Diet Pepsi	$3.58	Drink	tase of a ne...
Kids Ques...	$3.99	Food	yum-o
Negro Mo...	$10.00	Alcohol	cinco de ma...
Picadillo B...	$6.99	Food	so-so
White Che...	$4.99	Food	Queso blanco

+ −

Viewing receipts and documents

To see an item in it's own window:

1 Double-click on an item or single click an item

2 Click the "View" button in the toolbar, the actual receipt or document appearsis in it's own window.

This allows you to see the item as you enter the information, zoom, or rotate it.
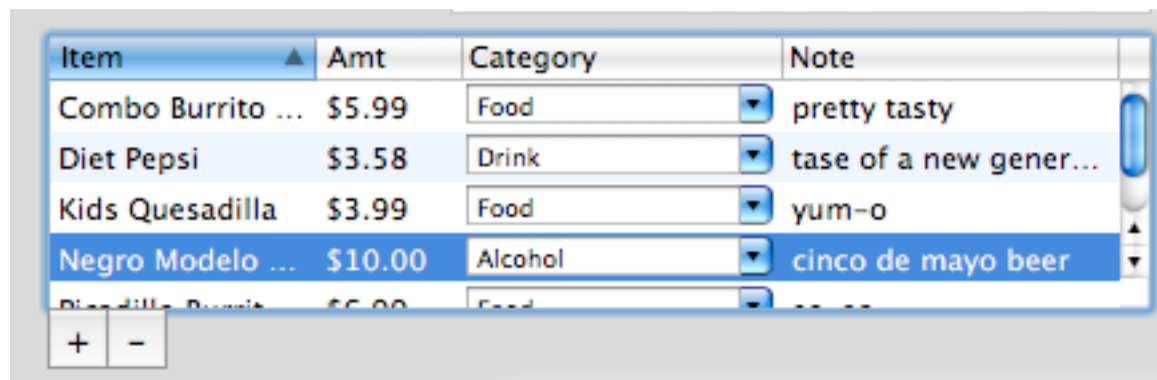
Entering line items or "Splits"

Each receipt may have items from one or more categories, for instance, you go to Target and buy a DVD player, pick up an over the counter prescription, buy toilet paper and a new mirror for the entryway of your house.

How can you categorize this receipt so that later you can find out how much you spent on medicine for your flexible spending account?

The answer is easy, you need to enter the line items or "Split" the receipt and categorize each item.

For instance, you go out to eat and have alcoholic beverages, your company won't reimburse for alcohol but will for food and drink. Later, you can make a report and only see the line items you need.

Line item or "split" area

5/5/09	Bandito Burrito	Food	Visa	Kids Quesadil...	Cinco de Mayo!	$3.99
5/5/09	Bandito Burrito	Drink	Visa	Diet Pepsi – B...	Cinco de Mayo!	$3.58
5/5/09	Bandito Burrito	Food	Visa	Picadillo Burri...	Cinco de Mayo!	$6.99
5/5/09	Bandito Burrito	Food	Visa	Combo Burrit...	Cinco de Mayo!	$5.99
5/5/09	Bandito Burrito	Food	Visa	White Cheese...	Cinco de Mayo!	$4.99

Line items in a report

Adding pages to receipts and documents

Paperless lets you easily add pages to receipts or documents stored in your library.

To add a page to a receipt or document:

1 Select the receipt or document. Alternatively, double-click on the receipt or document.

Date ▲	Merchant	Amount	Tax	Category	Payme	Notes	Descri	Reference #
4/24/09	California Chicken Cafe	$8.50	$0.00	Entertainment	Cash		Dinner	

2 From the File menu, select Add Pages to Receipt or Document and choose one of the options.

Hint: When viewing a receipt or document, you can add pages by dragging and droping PDFs or graphic files onto the receipt or document.

Note: If you are adding pages from a ScanSnap, make sure the scanner is configured to send PDFs to Paperless.

Changing details for receipts and documents

After you enter the details for a receipt or document after scanning it or importing it, you can change the information at any time.

Simply click on the item, click Show Details in the Toolbar (or choose Show Details Drawer from the view menu) and the information displays on the right side. In the drawer, you can change any of the details.

If you are using a receipt library, the bottom section of this pane is for "splits." These allow you to break up a receipt and place portions of it in different categories. See Entering line items or "Splits" for more info.

Deleting receipts and documents

To delete a receipt or document, select the item and click the Delete button in the toolbar, or, press the delete key, use the contextual menu, or select Delete from the Edit menu. You can undo the change until you close the library or quit Paperless, then the deletion is irreversible.

Removing pages from receipts and documents

To remove pages from a receipt or document, double-click on the receipt or document, scroll to the page you wish to remove, control-click to bring up the contextual menu and choose Remove Page. You are asked to confirm deleting the page as it cannot be undone.

Searching

Paperless makes it easy to find items in your library.

To find a receipt or document:

1 Enter a search term in the search field in the Toolbar.

2 All receipts or documents that match appear in the list. For receipts, this searches the merchant name, notes, category, payment methods, custom fields and amount. For documents, this searches the title, notes, category, sub-category and custom fields.

> Note: Searches are performed on the currently selected collection or collections. To search all the items in the library, select Library from the source list on the left-hand side.
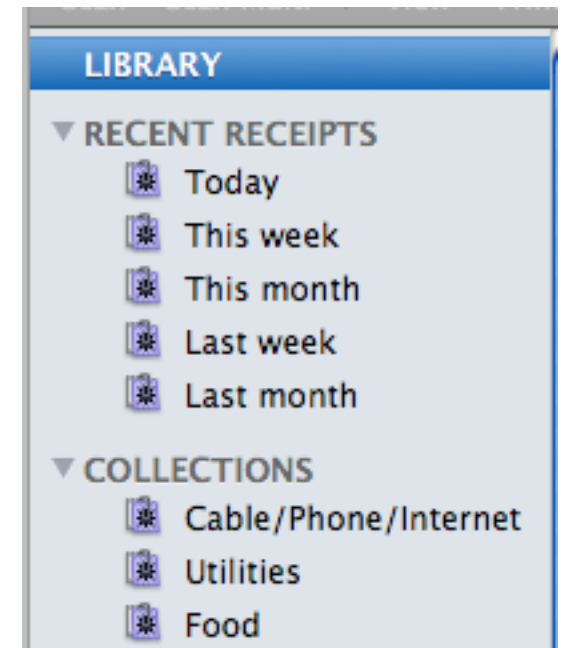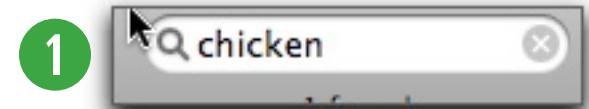
Using Collections to Organize Data

Creating and using collections

Collections help you organize your receipts. You can create collections or use smart collections to organize your receipts and documents.

The left side of the main window shows your collections. In order to create a collection, simply click on the + icon in the lower left corner and give your collection a name. Then drag and drop receipts or documents into your new collection. Alternatively, you can select multiple receipts or documents and use the gear icon to create a new collection from the currently selected receipts or documents.

Receipts and documents can appear in as many collections as you want. If you remove a receipt or document from a collection, it is not removed permanently. In order to remove a receipt or document permanently, you must remove it from the library. However, if you remove a receipt or document from a smart collection, it is removed from your library.

Folders

Paperless allows you to group your collections into folders. Use the gear button at the bottom of the collections list, select New Folder and a new folder is created. You can name this folder whatever you would like. You can drag collections, smart collections, and even folders into your new folder. However, you cannot drag receipts or documents into folders; they must be contained in collections.

Rearranging collections

Collections can easily be arranged. Drag the collection to its new location and it will be moved. You can choose whatever order meets your filing needs.
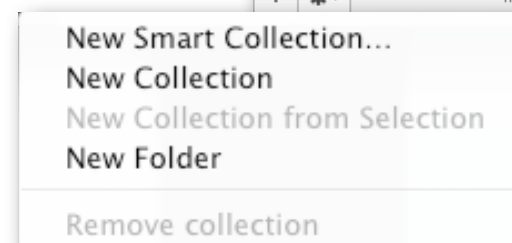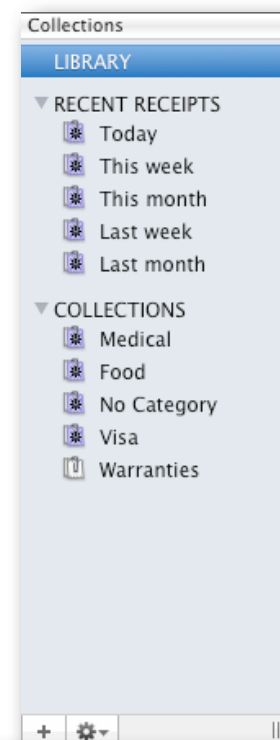
Smart Collections

Smart collections expand on collections by allowing you to specify criteria for the collections and the receipts or documents automatically appear in the collection. The criteria can include merchant name/title, date range, payment method/sub category, notes, category, amount (for receipts), or custom fields.

Creating smart collections is a simple task.

1 Click the gear icon in the lower left corner and select New Smart Collection.

2 Enter a name for the new smart collection.

3 Select the field you want to match from the popup on the far left. This includes Merchant, Date, Amount, Category, etc.

4 Using the popup to the right of the field popup, select the type of match such as contains, does not contain, is in the range, is greater than, etc. This will vary depending on the field popup you choose.

5 Enter information for a match in the field or date picker, if appropriate.

You can add or remove criteria by pressing the + or - buttons.

By default, if any of the criteria matches, a receipt or document will appear in the smart collection. If you would like to change this so that all the criteria must match, change the "any" popup at the top to "all."
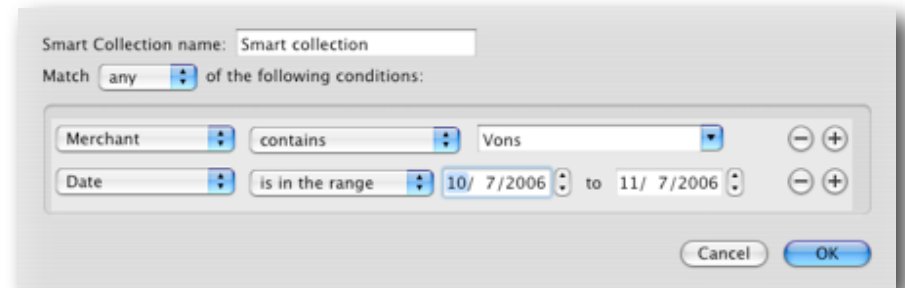
Exporting, Emailing and Saving

Paperless allows you to export, email, and save your receipts.

Email receipts and documents

Sending receipts and documents via email is quick and easy.

❶ Select the items you want to email.

❷ Click the email icon in the toolbar, choose Email Receipt or Email Document from the file menu, or use the contextual menu.

Paperless composes a new email message in your Mail program with the receipts attached as pdf files.
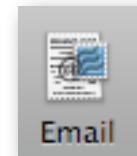
Export to CSV

Paperless allows you to export a collection of receipts or documents to CSV (Comma Separated Values) format. This only exports the data you have entered and not the actual receipts or documents. This is handy if you need to generate an expense report in a specialized format.

Select a collection to export, choose the Export menu item from the File menu, select a location for the file and click Export. The file is exported with standard unicode UTF8 encoding format; certain programs may not properly read this format if you have accented or non-English characters.

Setting up export to Quicken QIF

The following only applies to receipt libraries.

1 Select Library Info from the Window menu.

2 Click on the Payment Methods tab.

3 For each Payment Method, select the type that corresponds to the account type in Quicken, i.e. Bank Account, Credit Card, Cash or Other.

4 Make sure each Payment Method corresponds exactly to an account in Quicken. If you need to change the name of a payment method, it will automatically change all receipts that use that payment method.

5 Click on the Categories tab in Library Info.

6 Make sure each Category corresponds exactly to a category in Quicken. Changing the name of a category, automatically updates all receipts that use that category. If you use sub categories in Quicken, create categories in Paperless with colons in them, i.e. House:Maintenance.

Payment Methods are not setup

All payment methods must have a type associated with it. Open the Library Info window, click on Payment Methods, and select a type for one of the payment methods.

OK

Library Info

| Labels | Merchants | Categories | Payment Methods |

| Status | URL | Custom 5 | Custom 6 |

Bank	Bank Account
Cash	Cash
MasterCard	Credit Card
Visa	Credit Card
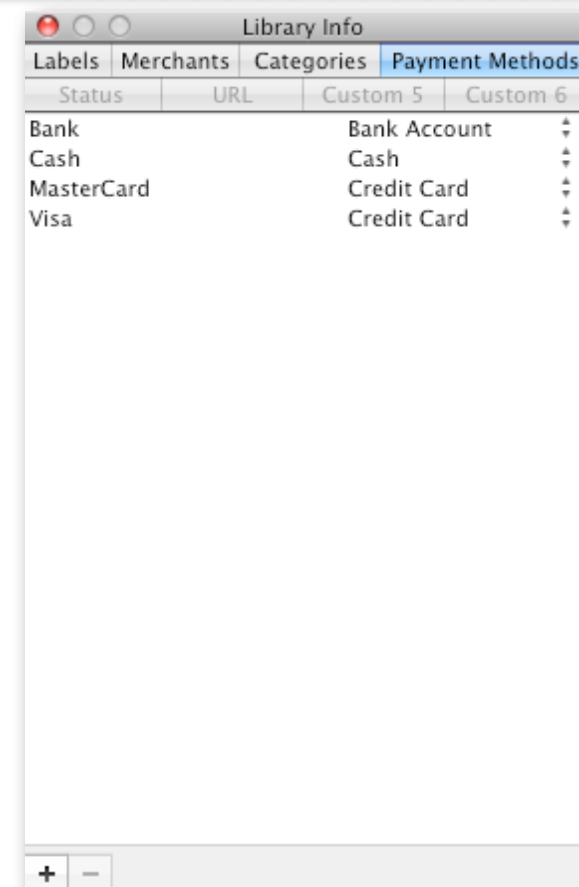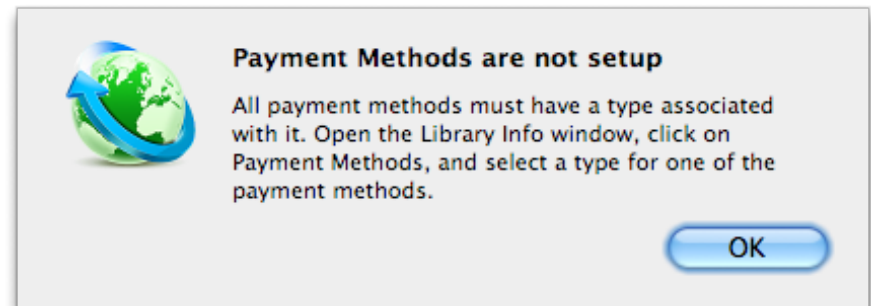
Export to Quicken QIF

The following only applies to receipt libraries

1 Select the Collection or Collections you would like to export and choose Export to QIF from the File menu.

2 Select the destination for the resulting QIF file.

3 Click Export.

4 Launch Quicken and then import that QIF file you just created.
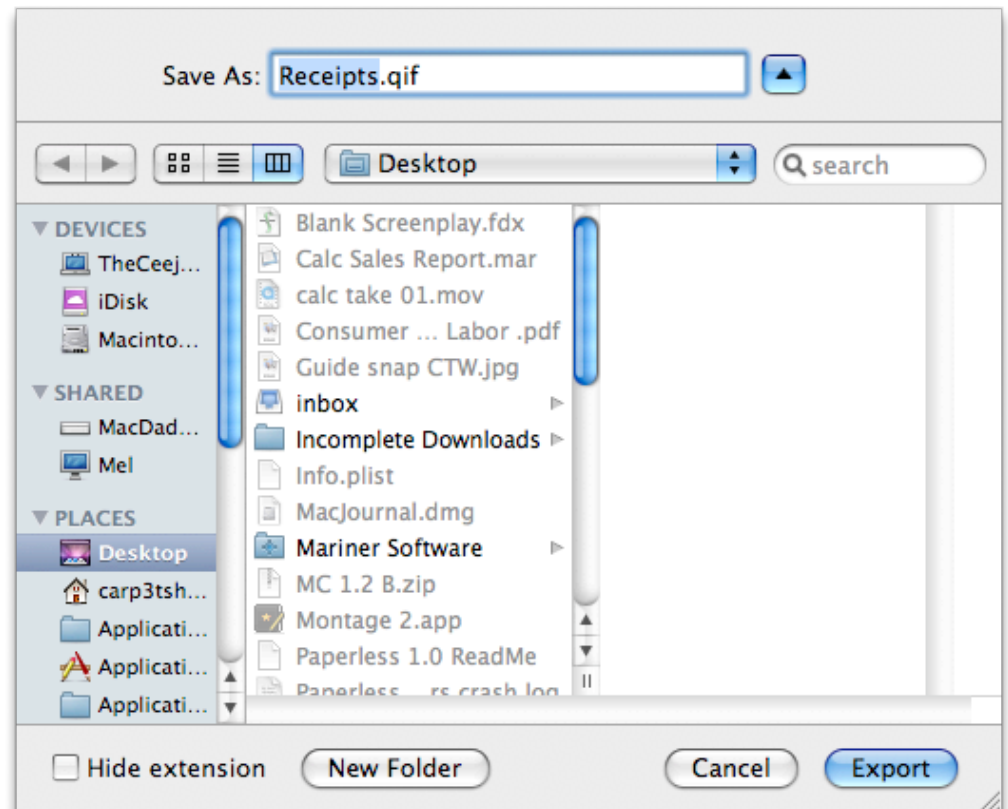
Saving receipts and documents

Saving receipts and documents is quick and easy. In Paperless, your information is automatically saved in the library file. There is no need to save, unless you are looking to have an extra copy of the item outside of your Paperless library. To save a copy of the item:

1 Select the receipts or

documents you want to save.

Date ▲	Merchant	Amount	Tax	Category	Payme	Notes	Descri	Reference #
4/24/09	California Chicken Cafe	$8.50	$0.00	Entertainment	Cash		Dinner	

2 Click the Save icon in the toolbar.
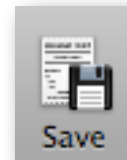
3 Choose Save Receipts or Save Documents from the file menu, or use the contextual menu.

Paperless generates a new PDF from all the selected receipts. You can save the file wherever you like.

Importing

Paperless allows you to easily import graphic files into your libraries.

Drag and drop

Paperless allows you to easily import files that are PDF, JPEG, BMP, GIF, TIFF, etc.).

There are four ways to import via drag and drop:

① Drag and drop the file onto the Paperless icon, it imports into the frontmost library.

② Drag and drop the file onto the table or graphical view of a library.

③ Drag and drop the file directly into a collection icon in the source list (left).

④ Drag and drop the file onto a library droplet.

For more information about creating a droplet, see Creating a Droplet.
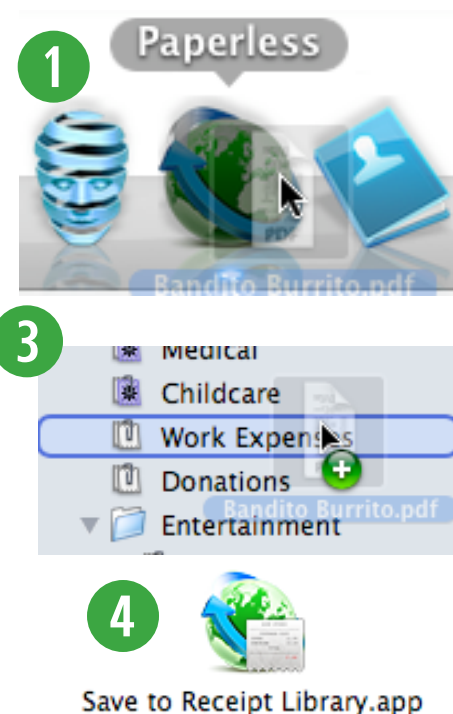
Import menu item

To Import files that are PDF, JPEG, BMP, GIF, TIFF, etc. from the menu:

1 Choose File>Import.

A sheet appears attached to the library into which you are importing.

2 Select a file or folder and all the file or files are imported.

3 Choose whether to import the items as a single receipt or separate receipts.

4 Click Import.
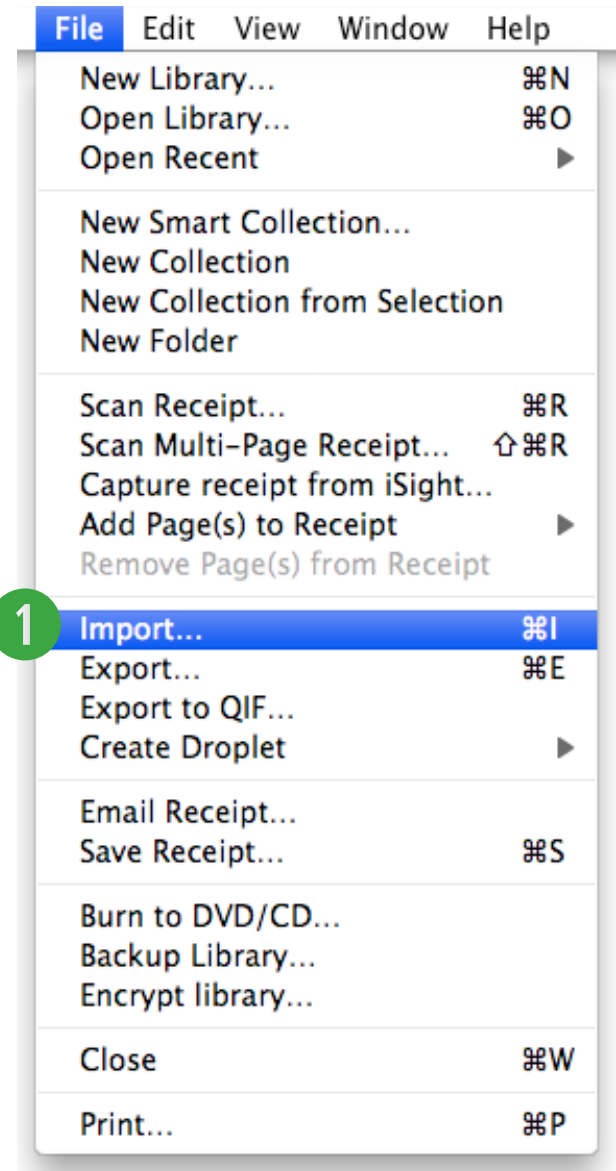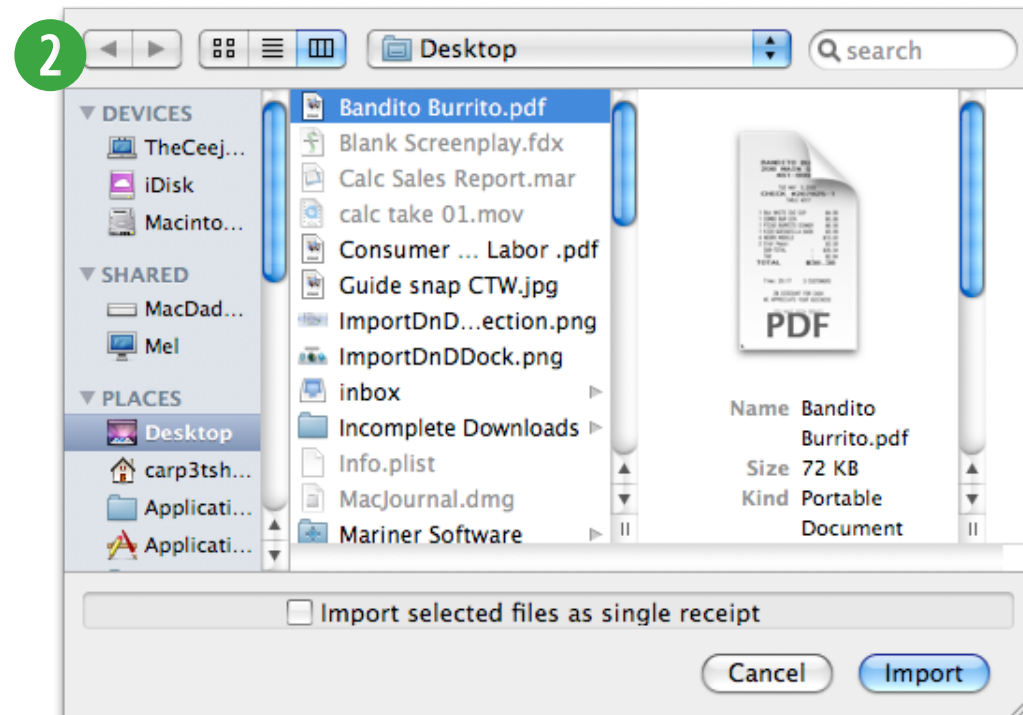
Printing to Paperless

Not only can you scan receipts into Paperless, you can use Mac OS X's powerful Print dialog to put receipts and documents into Paperless. For instance, let's assume you just purchased something online.

1 After you have finished your online transaction and your receipt is on the screen or you have an email receipt, choose Print... from the File menu.

A sheet appears.

2 Click on the "PDF" button/menu in the lower left corner .

3 Select Save PDF to Paperless. If you have created a library droplet, select the name of the droplet instead.

4 Paperless launches and you are prompted to add the receipt details.
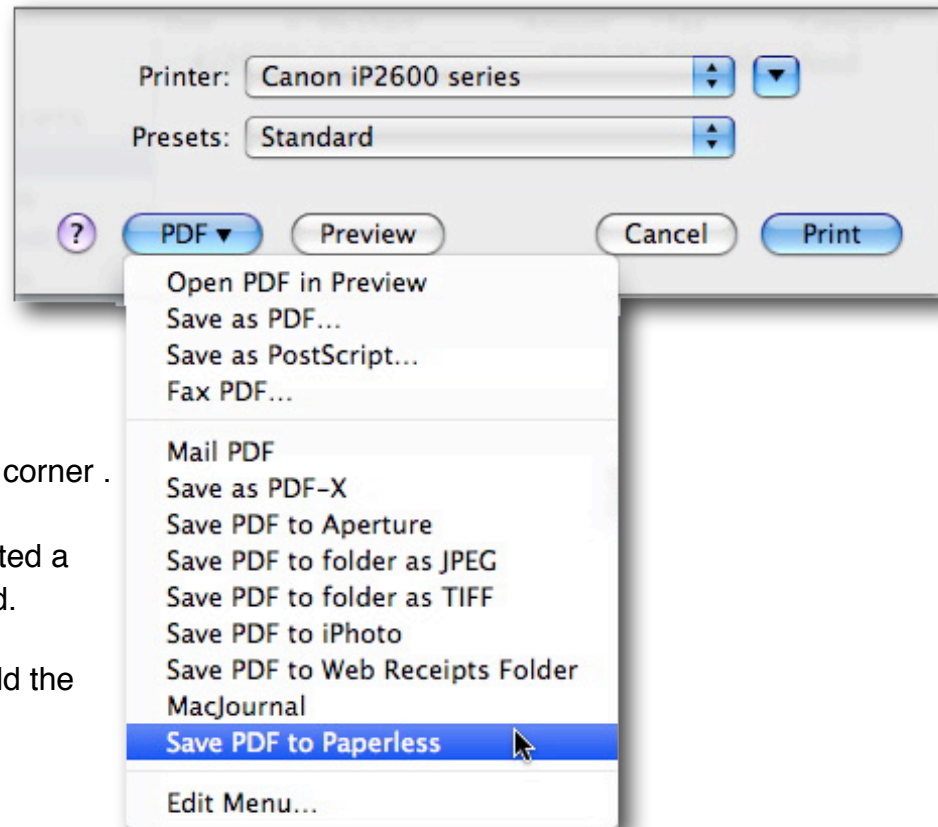
Printing Receipts and Documents

Printing receipts is very simple.

1 Select the receipts or documents you want to print.

Date ▲	Merchant	Amount	Tax	Category	Payme	Notes	Descri	Reference #
4/24/09	California Chicken Cafe	$8.50	$0.00	Entertainment	Cash		Dinner	
4/24/09	Jack in the Box	$3.89	$0.32	Food	Mast...			

2 Click the Print icon in the toolbar or choose Print from the file menu.

If you would like to print more than one receipt or document per page, change the Layout in the Print dialog.
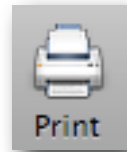
Print

Reports

You can create, print, and view reports in Paperless.

Creating a Report

This only applies to receipt libraries. To create a report:

1 Choose Reports from the Window menu.

A window appears.

2 Click the + button.

A sheet appears.

3 Enter a title for the report and then choose the criteria for the report and then click OK.
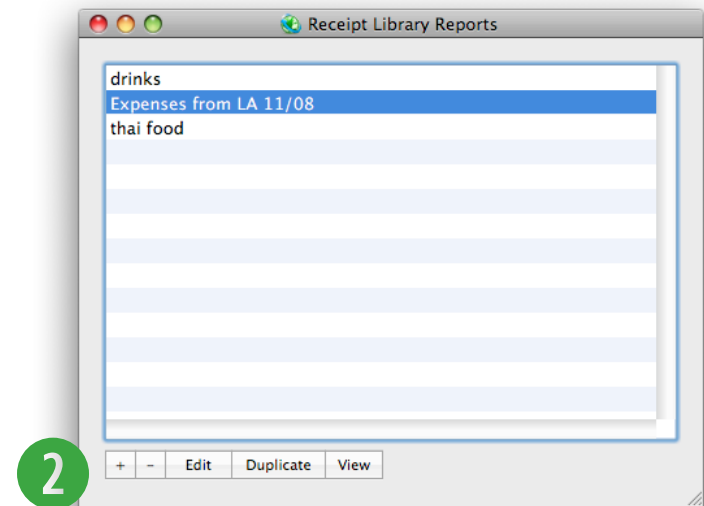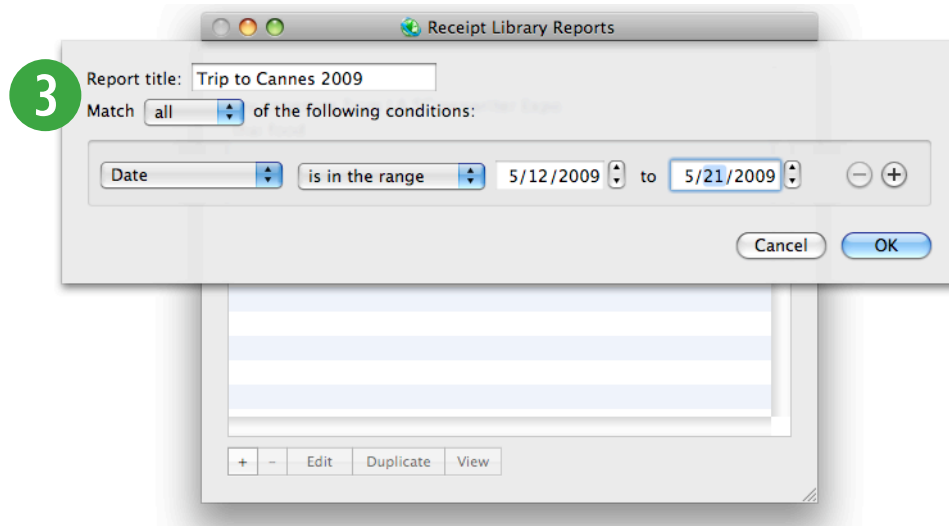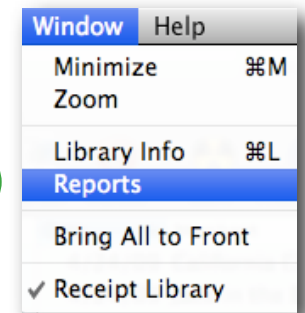
Viewing Reports

Reports are highly configurable. Choose from the following options:

Subtotal - Groups the report by a criteria and provide a subtotal

Sort - Sets the order of the report items

Font - Sets the typeface and size of the report items

Title - Names the report

Header - Sets text across the top of the report

Categories - Merchant, Category, Payment Method, Notes, Tax, Description, (Custom fields)

Include receipts at end of report - displays the pdf's in 1 up, 2 up, or 4 up layout.

Shrink Wide pages to fit - scales the report to make the report fit to one page's width.

restauarnts reimbursable

Subtotal: Don't subtotal

Sort: Date

Columns: ☑ Merchant ☐ Notes ☐ Tax ID #
☑ Category ☐ Tax ☐ Tip
☑ Payment Method ☐ Description

Select Font Lucida Grande 12

☑ Include receipts at end of report   1 up
☑ Shrink wide pages to fit

Report title: Restaurants Reimbusable

Additional header text: This is header text

Restaurants Reimbusable

This is header text

| Date	Merchant	Category	Payment	Amount
1/10/09	Klein's Deli	Food and Drink	Mariner CC	$8.12
2/8/09	TGI Friday's	Food and Drink	Visa	$36.85
2/11/09	The Po Boy Factory	Food and Drink	Visa	$24.00
2/12/09	Great Wraps	Food and Drink	Visa	$15.08
2/15/09	Golden Rule	Food and Drink	Wachovia Credit Card	$42.00
2/15/09	McDonald's	Food and Drink	Visa	$15.74
2/17/09	The Furniture Factory	Food and Drink	Visa	$27.36
2/18/09	Mason's Pub	Food and Drink	Mariner CC	$56.28
2/18/09	Schnitzel Ranch	Food and Drink	Visa	$54.22
2/19/09	Thai Garden Restaurant	Food and Drink	Wachovia Credit Card	$25.00
2/20/09	Burger King	Food and Drink	Visa	$6.63

Hint: Change the size of the columns by moving the mouse near the column edges and clicking and dragging to get the column width you want.

Printing Reports

This applies to receipt libraries. To print a report:

1 Choose Reports from the Window menu.

The reports window appears.

2 Select a report.
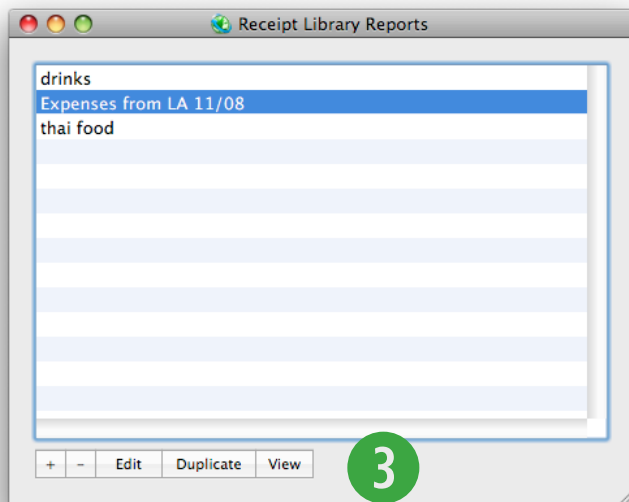
3 Click view or double-click the report in the list.

4 Choose Print Report... from the File menu.
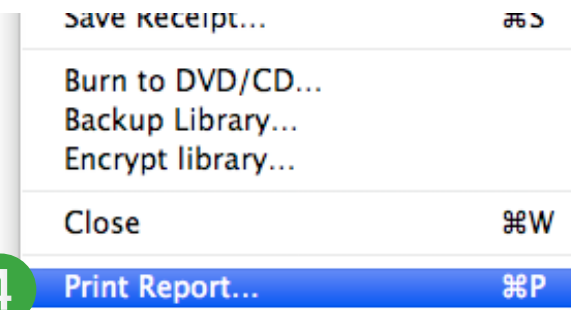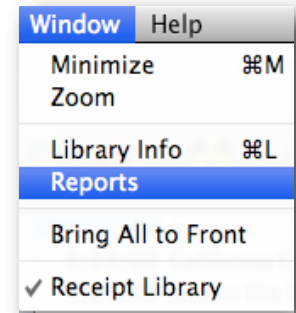
Chapter 5: Advanced Topics

Now that we've looked over the basic functions of Paperless in Depth, we'll cover a few remaining topics, including backing up your libraries, changing library info, creating droplets, and using ScanHelper with a Fujitsu SnapScan.

In This Chapter:

Backups

Library Info

Droplets

Using ScanHelper

Backups

Backup your library

There are a number of ways to backup your Paperless library.

❶ Use a third party product to backup your computer. (This is highly recommended.) Time Machine is one such application by Apple.

❷ Use the Backup Library menu item under the File menu (or the Backup button on the toolbar) to create a zip archived of the current library. You can store this archive anywhere on your hard drive, an external hard drive, or a flash drive. We suggest that you do this periodically.

Paperless can remind you to make a backup of our data. To set option, from the menu choose Paperless>Preferences.

The Preferences window appears.

Select the Backups item from the toolbar.

Place a checkmark next to "Remind me to backup every x days"

Enter a number of days between reminders

❸ Use the Finder to copy your library to another location on your hard drive, an external drive, or a flash drive. Make sure that the library is not open in Paperless when you copy it.
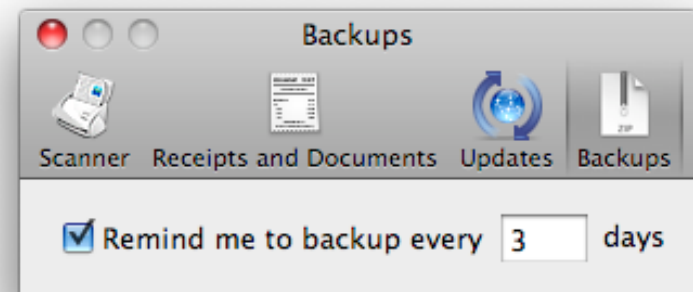
Burn receipts and documents to CD/DVD

As you start to use Paperless and have a lot of receipts or documents stored in a library, it is a good idea to backup your data. Paperless makes this easy to do. In addition, you can periodically archive receipts or documents so that they no longer appear in Paperless, but can easily be retrieved by inserting the CD or DVD that contains your receipts or documents.

❶ Select the collection or collections you would like to burn to a CD or DVD. If you select Library, all of your receipts or documents will be included.

❷ Click the Burn icon on the toolbar or choose Burn to CD/DVD from the file menu.

When prompted, insert a CD or DVD (depending on how much data you need to store).

❸ Click Burn.

Later, insert the CD or DVD and your archived data appears in it's own library window.
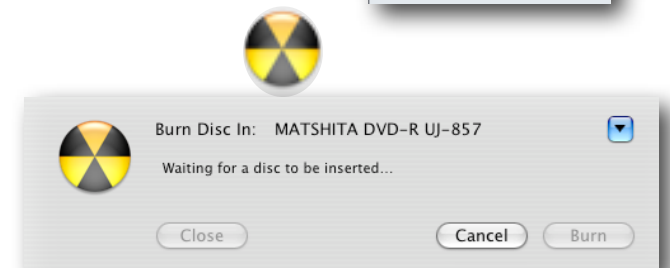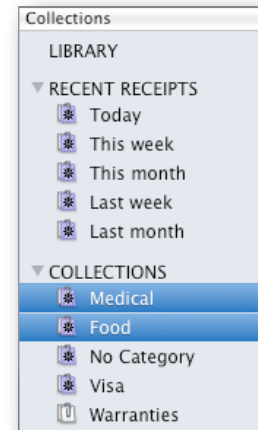
Library Info

Library Info (accessed from the Window menu) shows information specific to a library. This includes custom fields, the list of merchants (or titles), categories, payment methods (or sub-categories), status, URL, and custom fields. Below is the library icon:

Receipt Library or Document Library icon

Customizing Labels

This applies to receipt libraries and document libraries.

Paperless lets you customize the fields stored for each item. Document libraries have 6 custom fields and receipt libraries have 3 custom fields. Here is how to customize them:

1 Choose Library Info (Cmd-L) from the Window menu.

The Library Info window appears.

2 Choose the Labels tab.

3 Select an field in the list and enter a name.

3 Select a field type. Choose from Text, Number, Decimal, Currency, or Hidden.
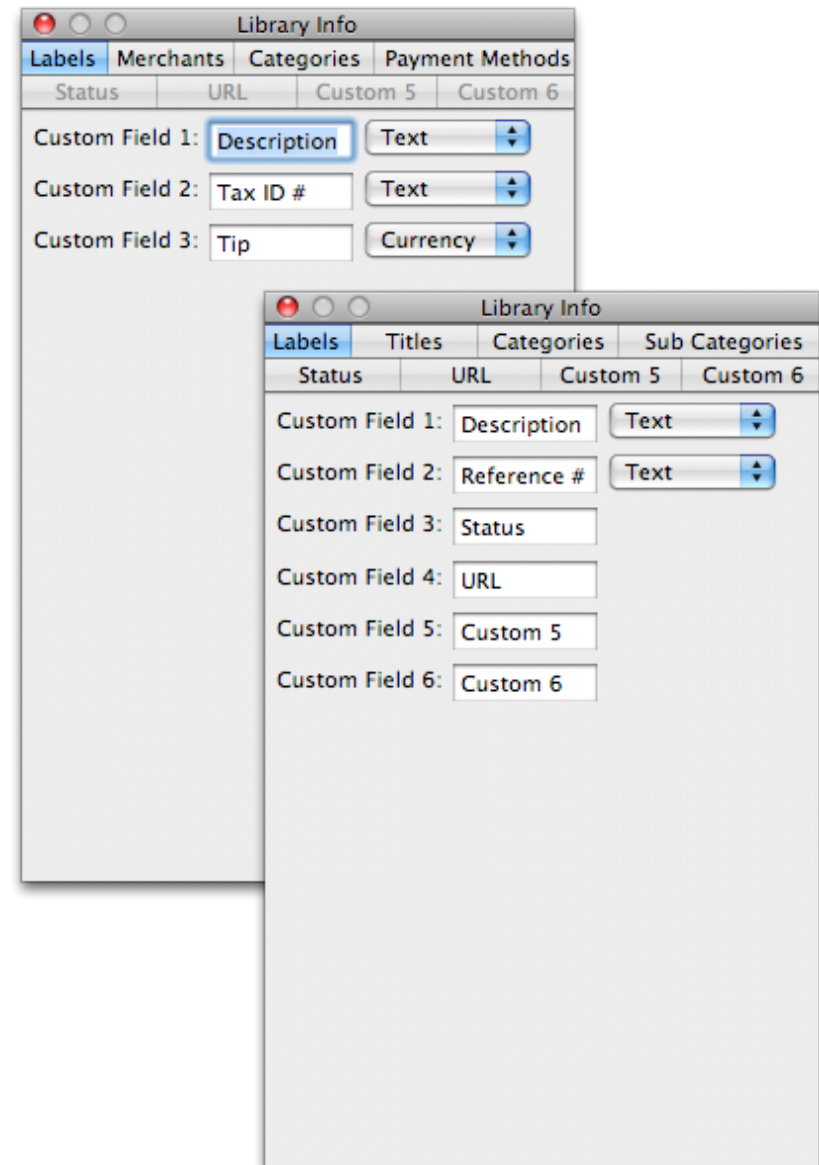
Customizing Merchants

This applies to receipt libraries only.

Paperless lets you enter merchants as you enter your receipts, but sometimes you might wish to edit a typo or add merchants en masse. Here is how:

1 Choose Library Info (Cmd-L) from the Window menu.

the Library Info window appears.

2 Choose the Merchants tab.

3 Select an item in the list and edit.

To Add or delete an item, click the Plus (+) or minus (-) buttons at the lower left of the window.

Library Info			
Labels	Merchants	Categories	Payment Methods
Status	URL	Custom 5	Custom 6

Abuelo's
AccStation
Airtran
Allstate Insurance
Ambrosia Software
Anthem
Apple
Applebee's
Application Systems
Asbury Community Thrift Store
Bandito Burrito
Barnes & Noble Booksellers
Belk
Best Buy
Big Ed's Pizzeria
Books–A–Million
Brentwood Village Market
Brundidge Amoco
Buffalo Wild Wings
Burger King
Cajun Express
Carosel Skate Center
Cha Cha Coconuts
Chase

+ −

Customizing Titles

This applies to document libraries only.

Paperless lets you enter titles as you enter your documents, but sometimes you might wish to edit a typo or add titles en masse. Here is how:

1 Choose Library Info (Cmd-L) from the Window menu.

the Library Info window appears.

2 Choose the Title tab.

3 Select an item in the list and edit.

To Add or delete an item, click the Plus (+) or minus (-) buttons at the lower left of the window.

● ○ ○	Library Info		
Labels	Titles	Categories	Sub Categories
Status	URL	Custom 5	Custom 6

First Commercial Bank
Humana One
jabra
MacAlly
Polaroid
PQI
Sony
U.S. Government
W2 2008

➕ ➖

Customizing Categories
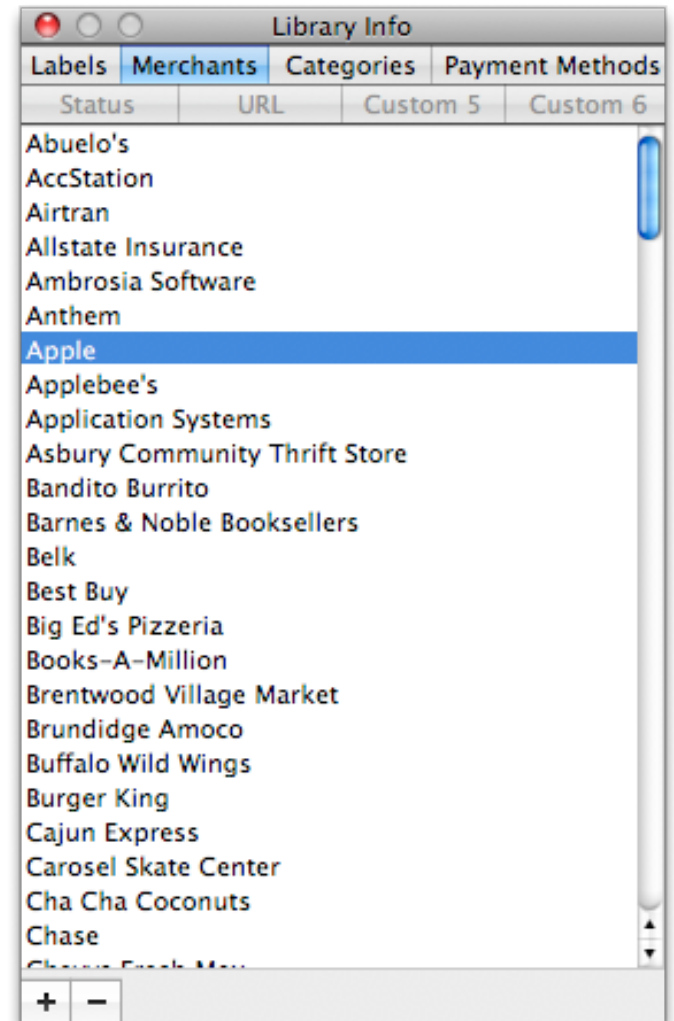
This applies to both document libraries and receipt libraries.

Paperless lets you enter categories as you enter items, sometimes you might wish to edit a typo or add categories en masse. Here is how:

1 Choose Library Info (Cmd-L) from the Window menu.

the Library Info window appears.

2 Choose the Categories tab.

3 Select an item in the list and edit.

To Add or delete an item, click the Plus (+) or minus (-) buttons at the lower left of the window.

Labels	Merchants	Categories	Payment Methods
Status	URL	Custom 5	Custom 6

Library Info

Alcohol
Bank Statement
Bank Withdrawl
Beauty
Bill
Car Care
Car rental
cc payment
Check
Childcare
Clothes
Coffee
Credit card payment
Crinkard payment
Donation
Drink
Electric
Entertainment
Food
Food and Drink
Fuel
game
gift
gratuity

\+ −

Customizing Payment Methods

This applies to receipt libraries only.

Paperless lets you enter payment methods as you enter your receipts, but sometimes you might wish to edit a typo or add payment methods en masse. Here is how:

1 Choose Library Info (Cmd-L) from the Window menu.

the Library Info window appears.

2 Choose the payment methods tab.

3 Select an item in the list and edit.

To Add or delete an item, click the Plus (+) or minus (-) buttons at the lower left of the window.

Library Info

Labels	Merchants	Categories	Payment Methods
Status	URL	Custom 5	Custom 6

Cash
Fifth Third Card
Gift Card + Cash
Mariner CC
Store Credit
Visa
Wachovia Bill Pay
Wachovia Check
Wachovia Credit Card

\+ —

Customizing Sub-Categories

This applies to document libraries only.

Paperless lets you enter sub-categories as you enter items, sometimes you might wish to edit a typo or add categories en masse. Here is how:
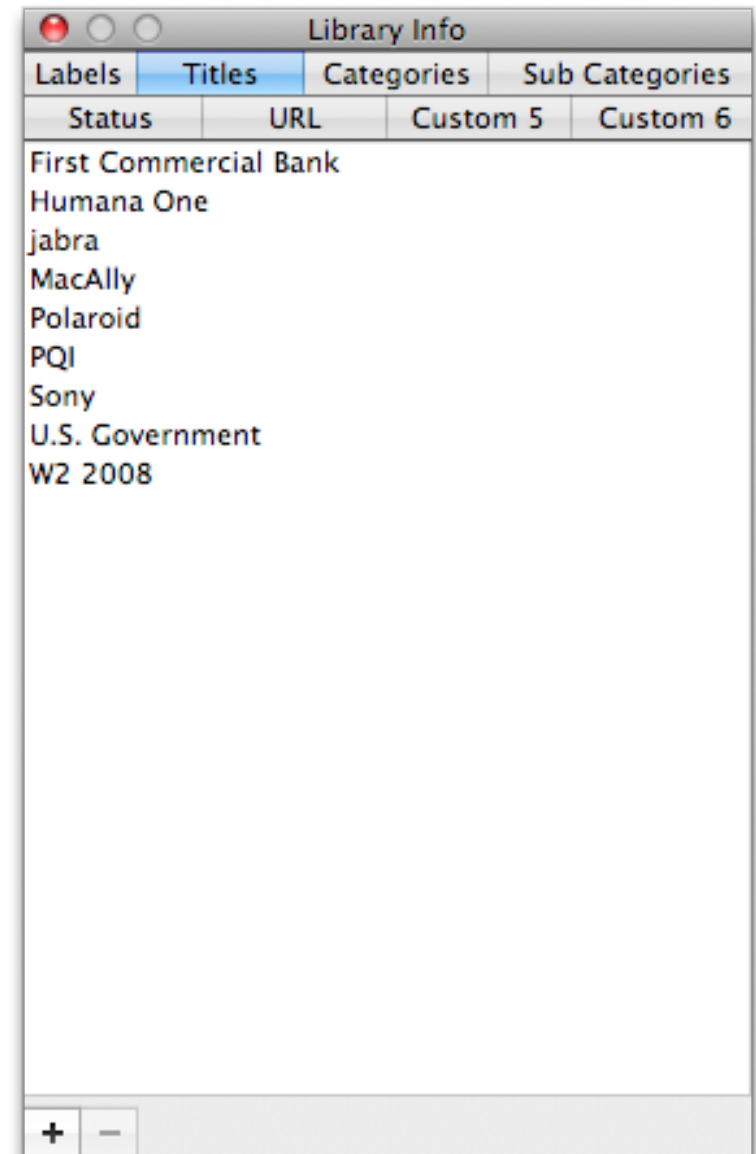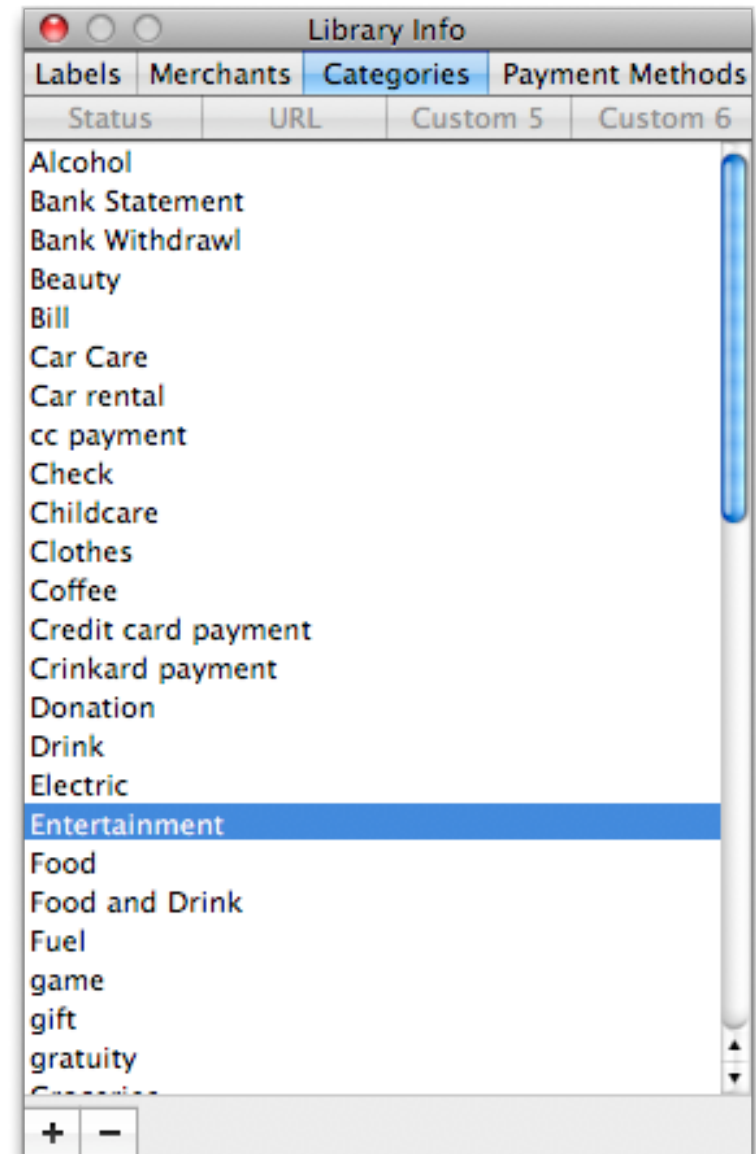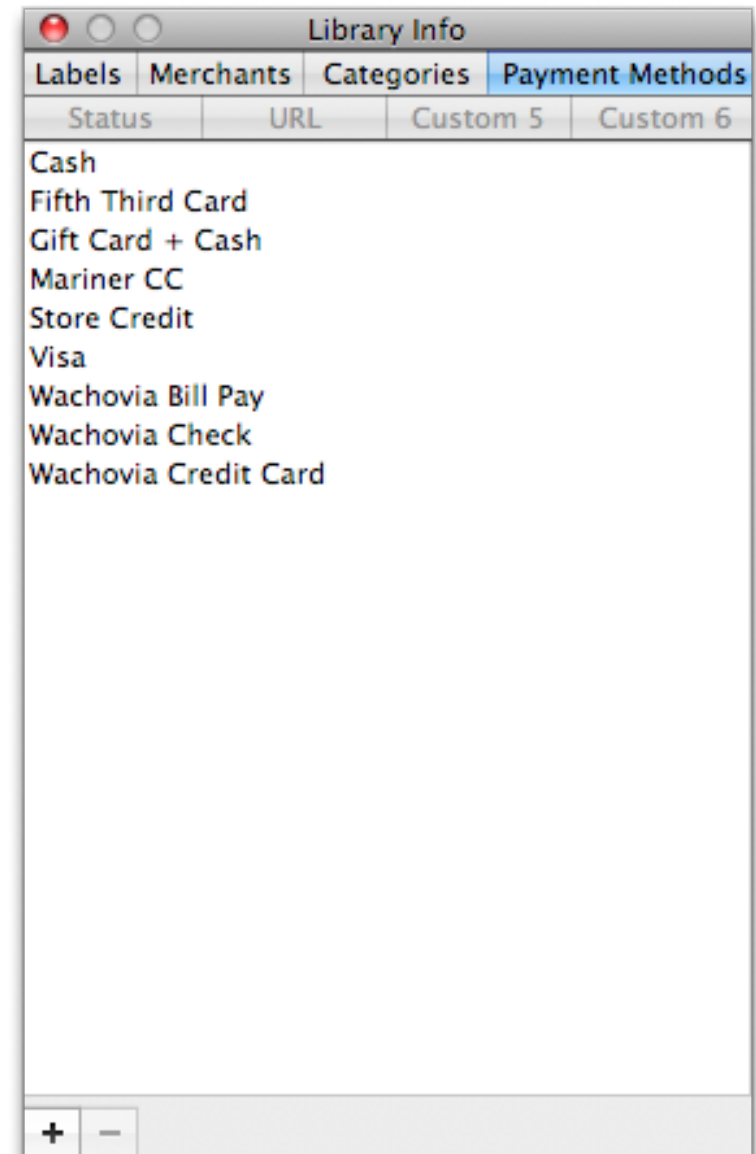
1 Choose Library Info (Cmd-L) from the Window menu.

the Library Info window appears.

2 Choose the Categories tab.

3 Select an item in the list and edit.

To Add or delete an item, click the Plus (+) or minus (-) buttons at the lower left of the window.

Customizing Status, URL, Custom 5, Custom 6

This applies to document libraries only.

Paperless lets you Paperless lets you enter Status, URL, and Custom field 5 & 6 lists as you enter items, sometimes you might wish to edit a typo or add items en masse. To add, edit or delete items from these fields, follow the procedures described in the preceding pages.
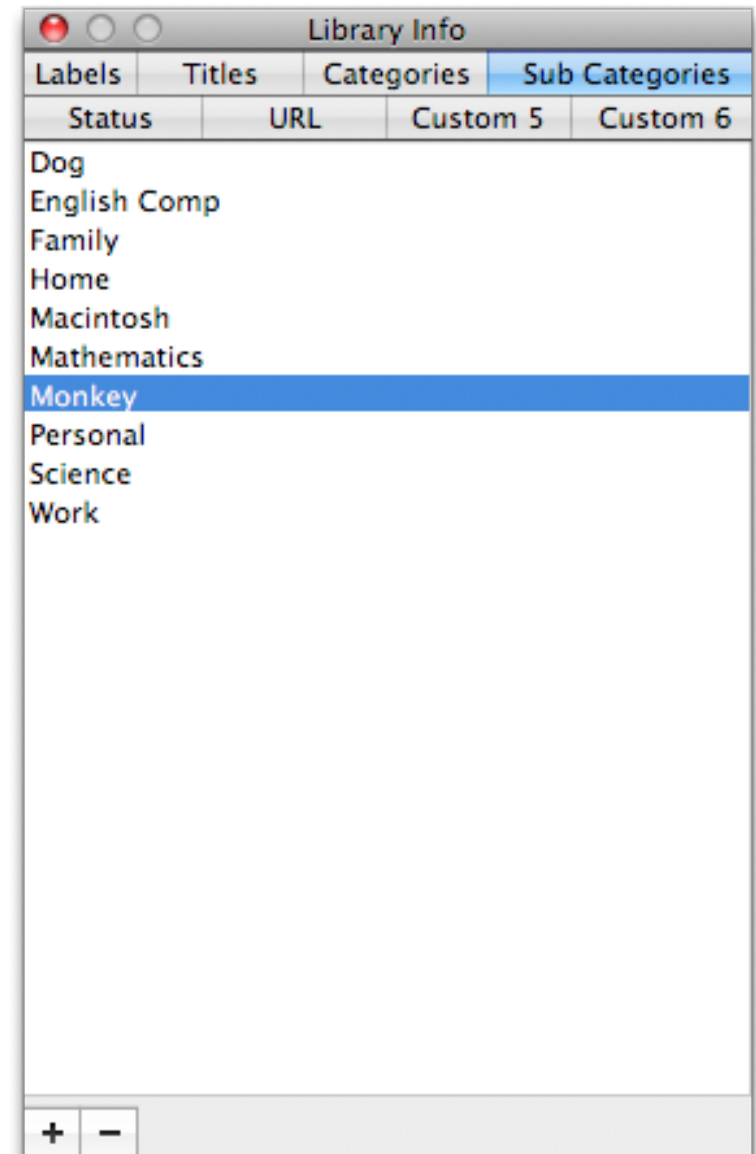
Droplets

What is a droplet?

A droplet is a small application that Paperless creates that allows you to easily save items using the Print dialog in any application. When you create a droplet, Paperless embeds information about the current library so that when you choose the PDF item in the Print dialog, the PDF that is generated will be routed to the proper library. This makes it very convenient to have multiple libraries and easily add more items to them.

In addition, if you are using a Fujitsu ScanSnap, you may want to have the ScanSnap scan your receipts and documents directly to a particular library. You would create a droplet and configure the ScanSnap software to scan to the droplet; if you don't create a droplet, Paperless will add the PDF to the frontmost library which may not be what you want.

Creating a Droplet

There are two types of droplets that Paperless can create. The first type of droplet automatically shows up in the Print dialog under the PDF button. The second type of droplet allows you to place the droplet anywhere on your hard drive. You can drag files to the droplet or you can have the Fujitsu ScanSnap software configured to scan to the droplet.
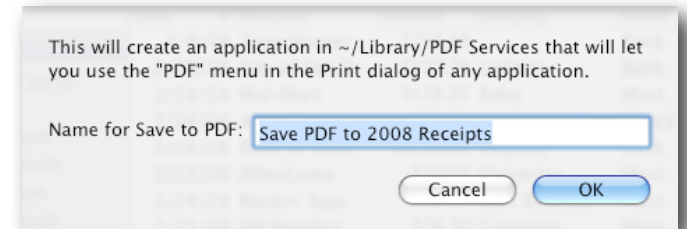
To create a Save to PDF droplet:

❶ Choose File->Create Droplet->Save to PDF

❷ Enter a name for the droplet; this name will appear in the PDF menu in the Print dialog.

This will create an application in ~/Library/PDF Services that will let you use the "PDF" menu in the Print dialog of any application.

Name for Save to PDF: Save PDF to 2008 Receipts

Cancel   OK

Paperless will create the droplet and place it in ~/Library/PDF Services.

To create a droplet for use with the ScanSnap or to simply drag files onto, do the following:

❶ Choose File->Create Droplet->For ScanSnap

❷ Select a location and name for the droplet. A common place to place the droplet is the Applications directory (~/Applications) or the Desktop.

Save to Receipt Library.app

Note: If you are using a ScanSnap, you will need to configure the ScanSnap Manager software to scan to the droplet instead of directly to Paperless.

Using ScanHelper

ScanHelper is an application to help direct scanned items from a **Fujitsu ScanSnap** to your paperless libraries and/or other applications. Mostly, the same functionality is built-in the ScanSnap Manager, but ScanHelper makes it a easier to quickly change between scan profiles. It really shines if you often scan to several different applications.
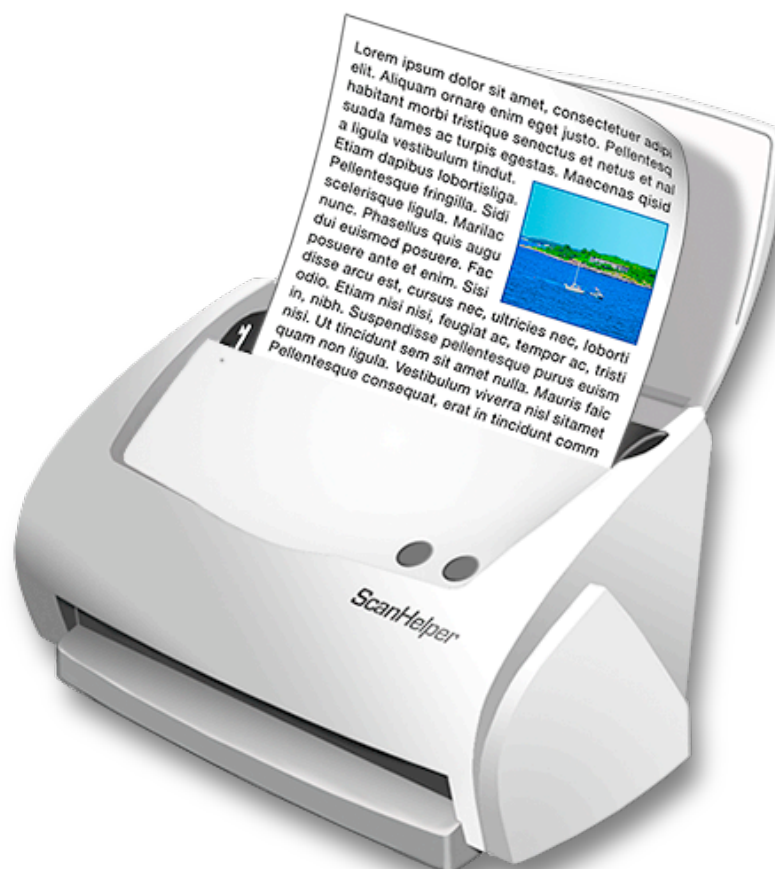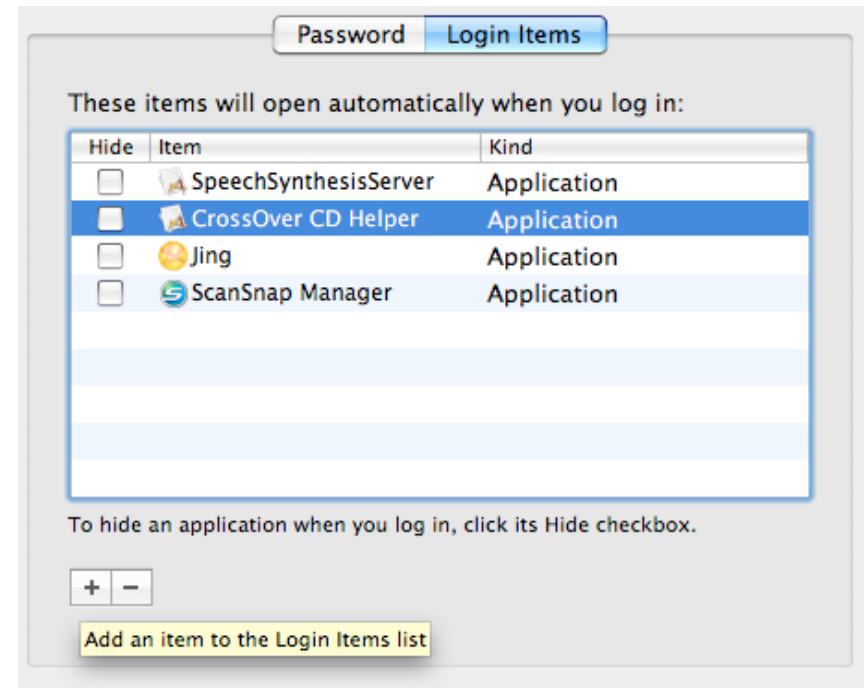
Installing ScanHelper

❶ Drag the application to your applications folder.

❷ Open the System Preferences and click on Accounts.

❸ Add ScanHelper to your Login Items section.

> Note: When you restart your computer, the ScanHelper application appears in your menu bar.

❸ Launch ScanHelper by double-clicking on it.

ScanHelper appears in your menu bar.

| Password | Login Items |

These items will open automatically when you log in:

Hide	Item	Kind
☐	SpeechSynthesisServer	Application
☐	CrossOver CD Helper	Application
☐	Jing	Application
☐	ScanSnap Manager	Application

To hide an application when you log in, click its Hide checkbox.

| + | − |

Add an item to the Login Items list

🕐 📟 ▫ 🔋 (99%) Thu 2:26 AM 👤 🔍

Configuring ScanHelper

❶ From the ScanHelper menu, choose Configure...
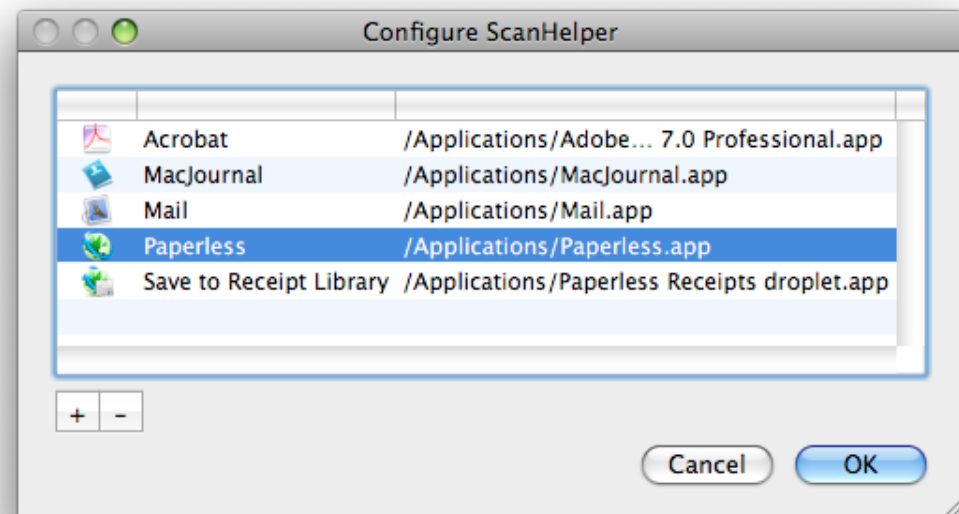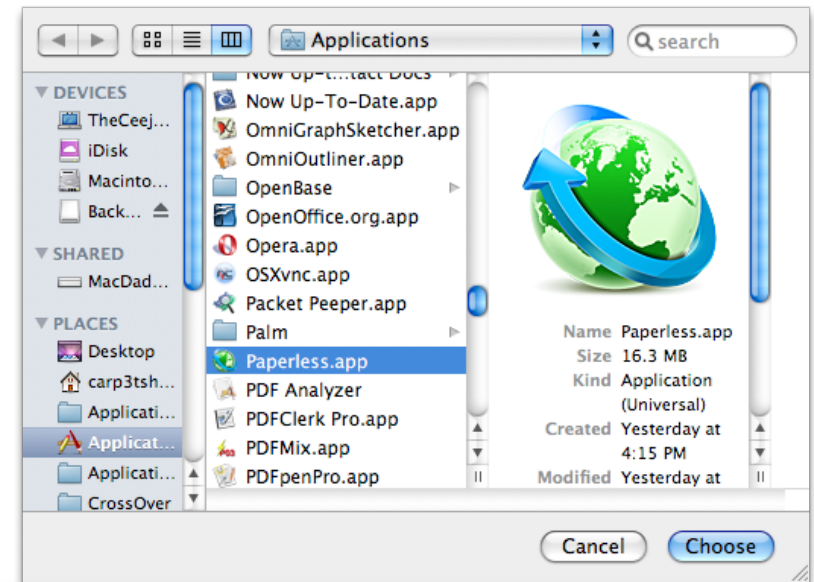
A window appears.

❷ Click the plus button (+) to add Paperless.

A sheet appears.

❸ Select Paperless in the Applications folder and click the Choose button.

> Hint: You can add Droplets instead of the main application to route scans to specific libraries.

❹ Click the OK button when you finish adding applications.

Accessing ScanHelper

1. From the Finder's menu bar, click on the ScanHelper menu extra icon.

A menu appears.

2. Select the application where you want to route the next scan.

1. Press the Scan button on your ScanSnap device or choose Simplex or Duplex scan from the ScanSnap Manager application menu.