

# NEATRECEIPTS SCANALIZER™

Organize Your Paper, Simplify Your Life.

SCANS → ANALYZES → ORGANIZES



Issue 02  
MAY 07

## NEATNews

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## COMING SOON

**NEATRECEIPTS** Version 2.8 will be released in July 2007. Version 2.8 will include:

- Windows Vista Support and Office 2007
- Improved OCR accuracy for receipts and business cards
- Ability to scan business cards directly to Outlook® Contacts

### NEAT Business Cards

- The ultra-portable color card scanner will be the most accurate business card reader for U.S. cards.
- You'll have the ability to scan directly to Outlook® and Act, making contact management easier than ever!
- Organize contact from trade shows, sales opportunities, working events and even local businesses like restaurants, doctors and home contractors.
- NEAT Business Cards will be available in June 2007

### NEAT Integrated Solutions

- NEAT Integrated Solutions is a new offering from NEATRECEIPTS for Corporate Customers that offers easy-to-use data capture, organization and exporting capabilities. NEAT Integrated Solutions is a powerful data organization offering that features:
  - Patented scanning and parsing technology – reads specific information from documents
  - Data capture and exporting ability – provides scanned image of document and exports data into your corporate application
  - Customization and integration – can be incorporated into your existing workflow and systems
- Contact us at 1-866-NEAT-REC or [corpsales@neatreceipts.com](mailto:corpsales@neatreceipts.com) to see how NEAT Integrated Solutions can benefit your organization.

## ARTICLES

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1. **Rafi Spero** - NEATRECEIPTS Founder & COO
2. **John Trosko** - Professional Organizing Consultant
3. **Peter Welch** - Contractual CFO / Road Warrior
4. **Julie Latterner** - Processing Industry Consultant

NEATRECEIPTS Article  
May Newsletter  
By Rafi Spero  
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**HOW MY SMART PHONE MAKES ME SMART**

I'm a nut when it comes to cell phones. I love them. I'm always popping into the cell phone stores to check out the latest and greatest features and hardware. Why? Well for starters I'm a guy and guys like gadgets. More than that, my cell phone is so integrated into my life that I don't really think of it as a cell phone. I think of it as my daily organizational assistant, or DOA, if your looking for an acronym.

I own a Treo 700p and I use it to coordinate my life. Most of you are probably familiar with the idea of using the calendar function on your phone to keep track of appointments and various tasks, sending and receiving your company and/or personal email and surfing the web to catch the latest headlines.

But you can do so much more. Below are some of my favorite organizational techniques that I use on a daily basis to help me stay productive and efficient.

1. Google Text – You can text Google for free to obtain local or general information. For example, if you want a 3 day forecast send this text to Google – Weather,Philadelphia. Google will reply in a minute or so with current weather conditions in Philadelphia plus a 3 day outlook. Want to know where the closest Starbucks is...send a text to Google – Starbucks, 19103 (Relevant Zip Code). You can also look up the definition of a word – Tangential, Definition, and a ton of other stuff written in geek speak. Google's number is 46645 (Googl). You no longer have an excuse to use 411. For more information go to [http://www.google.com/intl/en\\_us/mobile/sms/](http://www.google.com/intl/en_us/mobile/sms/)

2. Music - I walk to and from work on a daily basis and nothing makes my walk more enjoyable than my favorite music. But I don't want the hassle of carrying an MP3 player in addition to my cell phone. That's why I utilize the SD memory slot on my phone that can hold 2 giga bytes (soon 4) which is the equivalent of 400 – 450 songs. I use Ptunes (<http://www.pocket-tunes.com/>) which even streams radio stations straight through my phone. I pod what?
3. Camera – So we all take grainy pictures of kids, dogs or some stupid trick that your friend performs when he's drunk. But how do you use your camera as an organizational tool? Ever park at a large sporting event or long term parking at the airport and couldn't find your car? It's useful to snap a picture of the section you are parked in. You also could enter the section coordinates into your calendar function, but that wouldn't be as fun.
4. Whiteboard – More camera fun. After an intense meeting or brainstorming session there is typically a white board with invaluable action items, dates and the next big idea. And of course on top of the white board in big red capital letters DO NOT ERASE. Try taking a picture with your cell phone and sending the picture through email or a picture message service. You'll be amazed at the clarity and how smart your colleagues think you are. I would recommend a 1.3 mega pixel resolution or higher
5. Memo function – I utilize the memo feature on my phone to keep important lists such as: movie rentals, must read books, business ideas, my favorite restaurants and the Philadelphia to New York Amtrak schedule, making me a wealth of information and a party favorite.

NEATRECEIPTS Article  
May Newsletter  
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### THE CAROUSEL OF COMPUTER PROGRESS

*Simplify your life: The technology of tomorrow has arrived today*

When I was 13, a trip to DisneyWorld introduced me to the World of Tomorrow and the Carousel of Progress. Carousel was a popular attraction, an exploration into the evolution of electricity and other technological innovations through the eyes of a typical family.

What really caught my imagination was a computer sitting on the kitchen island counter during the final scenes of the show. As a new teenager in 1981, I asked myself what would you possibly use a computer for in the kitchen? Recipes? You've got to be kidding.

Fascinating innovations have now been integrated into daily life. My organizing clients have introduced me to simple-to-use technology solutions, like Neat Receipts . Much like the home of yesterday, our paper continues to build up today—with less time to tackle it all.

But fortunately, affordable technology is now firmly in place to help with everyday tasks, like recipe retrieval, scanning receipts or business cards. The question is; are you taking advantage of the personalization factor?

So I've been on a mission with myself, and willing clients: we're taking smart technology personally by digitizing paper around the home and small office. What started off with just scanning tax receipts and business cards, the list has now expanded. Clients are telling me they are reinventing their Neat Receipts program for household papers and everyday necessities such as:

- Love letters
- Fortune cookie fortunes
- Prescriptions
- Wedding notes
- Old birthday cards
- Children's artwork

- Maintenance receipts
- Old college papers
- Old pay stubs, direct deposit statements
- Directions
- Take out menus

Now, you may not see a need to digitize all these items in your home, but surely, who wouldn't benefit from a little out-of-the box scanning? How about scanning your birth certificate, social security card, driver's license, passport, insurance cards and credit cards, in case your wallet is stolen? And you'll always have a backup in an emergency.

So think of technology as a friend, or personal assistant. When you're ready, reinvent your own Neat Receipts program and halt the paper chase. We now have the technology of the future at your fingertips. And that's the real life Carousel of Progress.

John Trosko is founder and president of OrganizingLA, a Los Angeles-based organizing and lifestyle consulting company. John helps a diverse mix of clients transform their homes and offices from fabulous messes to spectacular showcases. His blog (<http://www.organizingla.com>) dishes out a daily dose of organizing strategies, innovative products and new technologies. E-mail [john@organizingla.com](mailto:john@organizingla.com).

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NEATRECEIPTS Article  
May Newsletter  
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### **INHOSPITABLE ENVIRONMENTS**

As some of you may recall, it was my pleasure to contribute an article to the first issue of the NeatReceipts newsletter. As I stated then, the road warrior's worst enemy is paper and files. We gather paper like dust and files are the bane of our existence. Since that last article, and having traveled to a less than hospitable environment, the Scanalyzer once again proved its worth.

### **EXPORTING CAPABILITY & FAXING**

Recently I was in North Africa, Khartoum, Sudan, and another major advantage of owning a Scandalizer came to light. To begin with, there is no need to look for an electrical outlet (critically important internationally), as the Scandalizer takes its power from the USB port. I found myself needing to email documents, such as invoices and legal documents, and with no local scanner available, the Scandalizer was invaluable. The latest and earlier versions has document-management functionality and enables the user (in addition to saving the document automatically) to convert any document into, for example, a PDF file. This PDF file can then be saved and emailed as an attachment. As a road warrior, needing at times to fax documents rather than e-mail, the ability to scan into a PDF file and then to fax that PDF document using an eFax program has huge advantages. When you are working in such remote locations, communicating with head office is a major issue. Without such tools, as the Scandalizer, you are severely limited in your ability to work efficiently, besides, making the right decisions, you are not, for example, a lawyer!

### **TAKING YOUR OFFICE ON THE ROAD**

As a consultant, and when you travel especially internationally, you cannot carry bulky equipment. Effectively, you are limited to a laptop, Bluetooth printer, and last but not least, a Scandalizer (PDA's and the like go without saying and in your pockets). The Neat Receipts Scandalizer, besides being a space saver, incorporates documents and receipts management capability (and many other features) which when combined with other Internet tools provides all that is necessary to effectively take your office on the road.

### **TAKING CHARGE AND CONTROL OF TAX DEDUCTIONS**

Furthermore, as a road warrior and a business owner where tax deductible receipts have significant cash flow value, the Scandalizer gives you the ability with the latest version to maintain full control of your books and accounts, while you are traveling. The latest version provides significantly greater classifications under the tax code, thereby enabling a road warrior to build up the line items on the tax return; saving copious time and energies attempting to reconstruct line item tax deductions back in the office. This of course assumes that you have managed to keep all those numerous receipts. If you consider, that each receipt has roughly a 20 to 25% cash value or more, losing one receipt can be quite costly, potentially far greater than simply buying a Scandalizer in the first place.

**AIRPORT SECURITY TIP!**

As a useful tip for those planning to travel abroad, do not place your Scanalyzer at the bottom of your luggage. Airport security seems to consider that the shape of the Scanalyzer demands further attention. Keep it near the top and then take it out and place it beside your laptop as it goes through the scanner; do not make my mistake!! My luggage was searched three-times, and in a none-too friendly manner. When you make the effort to pack very carefully, the experience of having your luggage ripped apart does not enhance your traveling mood!!

**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](http://www.ContractualCFO.com) and [www.SoxInternational.com](http://www.SoxInternational.com) (CC FOSox) 1-800-976-2236 might be the answer!

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NEATRECEIPTS Article  
May Newsletter  
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**CREDIT CARD PROCESSING IS NOT JUST FOR RETAIL ANYMORE**

Since the 1970s, credit cards have been an established form of payment in the United States and abroad. Although cash and checks are still accepted by many, changing markets are dictating a need for more flexibility in the payment methods that larger corporations and smaller entrepreneurial ventures offer to their customers. Once thought to be a tool for just the retail and restaurant trade, credit card payments are making their way into less traditional sectors, expanding from shopping malls and Main Street, USA, and into businesses that have little or no storefront. Credit card processing is not just for retail anymore.

Many of the businesses that are embracing card payments are in pharmaceuticals, HVAC, various parts manufacturing and distributing, chemicals companies, and the technology sector. Also, many smaller, non-traditional businesses are looking at processing for their business, including non-profit corporations. But why would these

organizations need to accept credit cards? The answer lies in the soft costs of billing and improved cash flow. (To read the full article and to get more information on how to accept cards in your business, please visit [www.easycardprocessing.com](http://www.easycardprocessing.com))

The cost of processing customer card payments is often significantly lower than the price of not getting paid quickly. The average billing cycle for most businesses is anywhere from 30 to 90 days. Consider the tracking of payments, the paper needed to generate monthly billing, postage, the employee hours that are lost tracking all of the outstanding bills, and the lost interest of not having your money in your bank, and you quickly see the need for a more efficient and economical solution. Credit card processing can get most businesses their money in 48-72 hours, reduce paperwork, and decrease wasted employee hours spent tracking outstanding bills and chasing customers. Simply put, processing customer cards can streamline accounts billable and move cash more quickly.

In addition, today's marketplace demands customer convenience, or the customer maybe lured to the competition. Accepting credit cards can offer more flexibility to your customers by providing a fast, easily tracked payment method. The most surprising example of this market trend occurred in 2005 when the Federal Government informed their vendors that credit card acceptance was required, or the government would find a vendor that offered this service. Rewards points and better tracking of purchases were the main motivators for the Fed's decision.

To get processing for their business, small and large companies alike may look to their bank to provide this financial service. However, many banks actually outsource card processing to a third party, and working with a bank does not assure a competitive price, or the right knowledge. Corporate payments are more complex than a regular retail transaction, and some smaller, non-retail businesses need creativity to produce a workable solution. There are many ways to successfully integrate credit card processing into your business. Bottom line – pick a processing professional that is educated and can mold the payment solution to fit your needs. For more information, visit [www.easycardprocessing.com](http://www.easycardprocessing.com)

## NEATips

1. Did you know you can schedule automatic backups of your Neat Receipts data? You can do so by going to **Personalize > Database Backups**. The auto-backup options allow you to select the location, frequency and time of day you'd like your data backed up.
2. You can customize column and field names in Neat Receipts by going to **Personalize > Column / Field Names**.
3. Use Neat Receipts to organize your kitchen. Use the Document Organizer to scan and organize your recipes, take out menus, and appliance warranties and instructions.

## NEATRECEIPTS CONTEST

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

To enter for May, tell us about the **Most Unique Item You've Scanned Into NeatReceipts**. Post your entry in the **May 07 – Contest Entries** forum by **May 20th** for official entry.

*Remember, a picture is worth a thousand words!*