



## Neat 5 Video Overviews & Tutorials

### Creating Reports

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Part of having full control over your information is the ability to generate a whole slew of useful reports. So here's how you do it in Neat 5.

Whether you want to create expense reports for reimbursement, follow spending in various categories, or track tax deductible expenses for the tax man, it's all a jiff with Neat 5.

Let's start with a typical example: A spending report. If you're interested in tracking what you're spending in different categories, like food, transportation and entertainment each month, you can scan these receipts into Neat and quickly run a report.

In Step 1 of the Report Wizard you choose a report type. Click on Spending then select Summary or Detailed. A summary report will provide you with a rollup of spending while a Detailed report will break it out by expense.

Then click Next Step. At Step 2 you will set report options.

The default report paper size is 8.5" x 11." To choose a different size, select one from the Paper Size dropdown menu.

The default report orientation is portrait. You can switch to Landscape in the Layout dropdown menu. Type a title for your report in the Title field.

Under the "Edit Report Columns" heading, you design your report: First, under Group By, choose a field by which to group your report. If you chose to create a Summary Report, you will also need to make a selection under "Summarize By." In the "Sort By" dropdown, choose a field. Then under "Sort Order", choose Ascending or Descending.

Click Next Step. In Step 3 of the Report Wizard you can further refine the report options if you like.

Let's say you want to add a filter. Click Add Filter then choose the parameters from the filters provided. For example: If you are looking for a specific date range, choose "Receipt Date" from the field dropdown list, then a mathematical operator from the operator list: for example, "between" and then type in the appropriate date range or select from the calendar.

You can add more filters by clicking on the Add Filter button and providing the necessary details.

And of course, if you want to remove a filter, simply click Delete Filter.

Ready to preview your report? Click Go to preview the report data. Then click Next Step. In Step 4 of the Report Wizard you can preview the report.

Use the scroll bar on the right side of the window to scroll up and down. You can also use the Next Page and Previous button to move from page to page.

Use the First Page and Last Page buttons to move to the first and last pages. And use the Zoom dropdown menu -- or the icons -- to make the report larger or smaller.

All set? Just click Print to print the report. Click Save As to save the report and then choose the appropriate format. You'll be prompted for a save location. Then click Finished to close the report.

Here's another example: An expense report. Again, click Reports. The Report Wizard opens.

Choose a report type: Expense.

Then click Next Step. In step 2 you set report options.

Under the "Edit Expense Report Formatting" -- design your report: You can choose to include a cover page, images, page numbers and image captions in your report. Under "Sort By" choose a field to sort the report by. Then choose Ascending or Descending.

In Step 3 you can further refine the report options if you want.

Click Add Filter then choose the parameters.



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If you want a specific date, choose "Receipt Date" from the dropdown list, a date modifier from the operator list and then type a date in the field provided or use the calendar. You can add more filters by clicking on the Add Filter button. Or you can delete filters.

In Step 4 you can preview the report.

Then you can choose to print the report and or Save it. Then click Finished.

You can also create various Tax Reports. Neat 5 lets you assign tax categories to various expenses and tax related documents throughout the year. Then, come tax season, you can run reports which can save you a lot of time and effort. You can then send these reports to your accountant or tax preparer -- or even use them to file your own taxes.

To assign a tax category to a tax-related expense or document, select the appropriate tax category for that item. Neat 5 comes with a list of over 100 pre-defined tax categories commonly used in the United States and Canada. You can select a different tax category in either the Item view or the List view from the dropdown list.

Note that you cannot add, edit, or delete tax categories within Neat 5 because tax categories need to match those of the IRS and CRA.

So now you're ready to create tax reports that help you analyze and organize your financial information for tax purposes.

For example, you can create a tax report for all charitable donations or you can create a tax report for all deductible medical expenses.

It's simple: Just click Report and the Report Wizard opens.

Step 1 -- choose a report type. Click on Tax. Then chose a type of report from the dropdown menu. Options are Tax Category Report, Sales Tax Report and Tax Form Summary Report.

Step 2 -- you set report options.

Under the Edit Report Columns heading, you design your report:

If you chose to run a Tax Category Report or a Sales Tax report, select whether you'd like to Group by Vendor, Category or Receipt Date. You can also select how you want to Sort the Report.

In Step 3 of the Report Wizard you can further refine the report and make appropriate selections for dates and categories -- if applicable.

In Step 4 you preview the report.

Once again, use the scroll bar on the right side of the window to scroll up and down and review the report.

Use the Next Page and Previous buttons to move from page to page. Use the First Page and Last Page buttons to move to the first and last pages. And use the Zoom dropdown menu or icons to make the report larger or smaller.

You can also print the report and save the report in the format of your choice. Click Finished and you're done.

It is a quick and easy process to generate a whole range of reports: just another facet of Neat 5's brilliant capabilities -- making it easier than ever to use your information the way you want.

For more help or information, please be sure to visit Support at our website: [www.neat.com](http://www.neat.com).