

Section 6

Using the Tax Organizer

▶ About This Section

This section reviews everything you could possibly want to know about working with the Tax Organizer. You will gain a better understanding of the Tax Organizer module, learn how to assign receipts and documents to Tax Categories, and generate and modify reports.

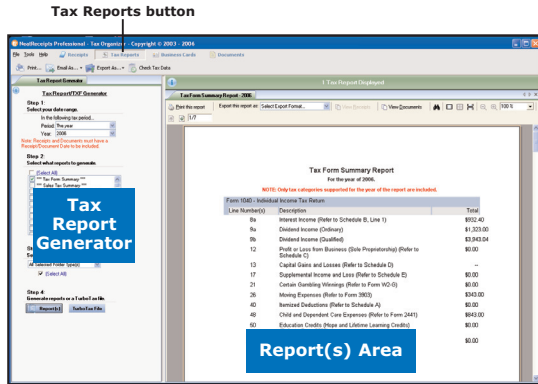
▶ About the Tax Organizer

Whether you prepare your own taxes or work with an accountant, NeatReceipts Tax Organizer helps you get (and keep) your receipts in order for tax time. Tracking receipts with the Tax Organizer can help make sure you get the maximum deductions allowed. The Tax Organizer is especially helpful for home business people.

▶ Accessing the Tax Organizer

1. Start the NeatReceipts program.
2. Click on the **Tax Reports** button located at the top of the NeatReceipts window. The Tax Organizer window (shown on the next page) opens.

Exploring the Tax Organizer Window



Tax Organizer Window

The Tax Organizer window (pictured above) is easy to navigate once you become familiar with its various screen areas. Each area is described below.

Tabs and Grids in the Tax Organizer Window

- Tax Report/TurboTax File Generator** Allows you to select a report type and time period to generate reports in NeatReceipts or export data to a TurboTax file (.TXF), which can be imported into TurboTax and other popular tax preparation programs.
- Reports Area** Displays the generated report(s).

Assigning Receipts to Tax Categories

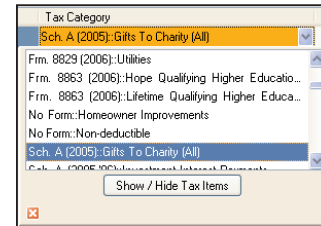
To track receipts using the Tax Organizer, a Receipt Date and Tax Category must be assigned to all receipts you wish to include.

NOTE: Documents in the Document Organizer can also be tracked using the Tax Organizer. A Document Date and Tax Category must also be assigned to all documents you wish to include. Note that the Tax Category column is hidden by default.

Selecting a Tax Category for a Receipt

By default, the Tax Category column shows a value of non-deductible. To assign a different tax category, you can select a pre-defined category from the dropdown list.

- In the Receipt Organizer, select a receipt in the Receipt Grid.
- Click on the down arrow in the Tax Category cell to view and select from the pre-defined values.



Tax Category Dropdown Menu

Hiding/Showing Tax Categories

NeatReceipts comes preloaded with over 100 common Tax Categories. However, to keep the list of categories manageable, not all the categories are visible by default.

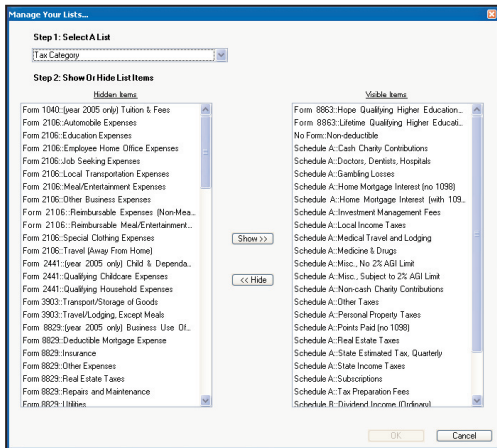
HIDING A TAX CATEGORY

- In the Receipt Organizer, click in any Tax Category cell within the Receipt Grid.
- Click on the **Show/Hide Tax Items** button.
- In the right column, select the Tax Category you wish to hide. (To select multiple items, hold down the **Ctrl** key.)
- Click the **Hide** button.

NOTE: To ensure tax reporting accuracy with IRS categories, NeatReceipts does not support the adding, editing, or deleting of Tax Categories.

SHOWING A HIDDEN TAX CATEGORY

1. In the Receipt Organizer, click in any Tax Category cell within the Receipt Grid.
2. Click on the **Show/Hide Tax Items** button.
3. In the left column, select the Tax Category you wish to make visible. (To select multiple items, hold down the **Ctrl** key.)
4. Click the **Show** button.



Manage Your Lists

Using the Information Tabs

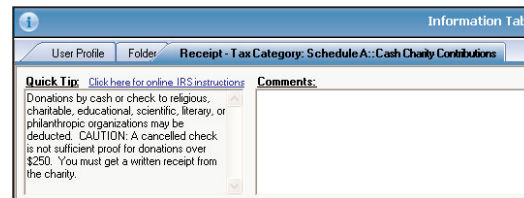
The Receipt tab in the Information Tabs area of the Receipt Organizer provides space for you to add your own notes about a selected receipt as well as additional information about the selected Tax Category.

ADDING COMMENTS

1. In the Receipt Organizer, select a value in the **Tax Category** column.
2. In the Information Tabs area, type a note in the **Comments** field.

VIEWING QUICK TIPS AND ADDITIONAL IRS INFORMATION

In the Receipt Organizer, when a value is selected in the Tax Category column, the Receipt tab in the Information Tabs area displays an informative **Quick Tip** regarding that category.



Information Tabs / Receipt Tab / Quick Tips

Additionally, a **Click here for IRS Instructions** link takes you directly to supplemental IRS information.

NOTE: You must be online to view supplemental IRS information using this link.

Generating Reports in the Tax Organizer

Once you have assigned Tax Categories and receipt dates to receipts in the Receipt Organizer, you will switch to the Tax Organizer to generate reports.

1. Click on the **Tax Reports** button (at the top of the screen).



2. In the **Tax Report Generator** area, under the **Step 1** heading, select a time period and year using the dropdown menus.

NOTE: Receipts or documents that do not have a date in either the **Receipt Date** or **Document Date** column or have future dates will NOT be included in Tax Organizer reports.

3. Under the **Step 2** heading, check one or more report types.

TIP: Check the **Tax Form Summary** report to view tax information organized by Form 1040, Schedule A, Schedule B, Schedule C, Schedule D, Schedule E, Form 2106, Form 2441, Form 3903, Form 8829, Form 8839, Form 8863, Form W2-G.

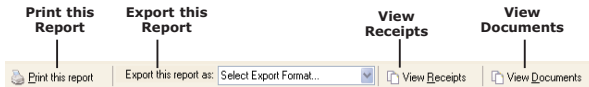
- Under the **Step 3** heading, choose specific folder types from which to run the reports. (If you do not select an option, the **Select All** option will be selected for you.)
- Click on the **Report(s)** button to run reports in the NeatReceipts Tax Organizer. Click on the **TurboTax File** button to export tax information to the .TXF file format, which can then be imported into TurboTax and other popular tax preparation programs.

Working with Reports in the Tax Organizer

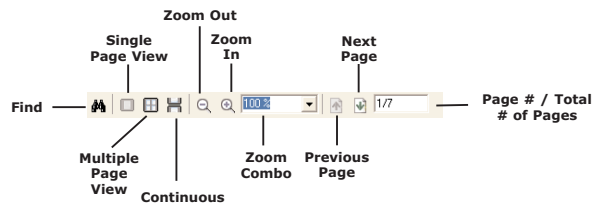
The Tax Organizer allows you to generate and keep open multiple reports.

Using the Report Window Toolbar

The report window provides a toolbar for easy zooming, navigating, printing, and exporting. The toolbar is pictured (split) below.



Tax Organizer Report Toolbar (left side)



Tax Organizer Report Toolbar (right side)

ZOOMING A REPORT

To increase or decrease the magnification of the report:

- Use the **Zoom In** and **Zoom Out** buttons.
- Type a number in the **Zoom Combo** field or choose a percentage from the **Zoom Combo** dropdown list.

NAVIGATING IN A REPORT

To navigate within a report:

- Use the **Next Page** and **Previous Page** buttons to move consecutively between pages.
- Type a number in the **Page # / Total # of Pages** field and tap **Enter**.

VIEWING CORRESPONDING RECEIPTS

NeatReceipts allows you to easily view all receipts associated with a given tax report in the Receipt Organizer.

- Click the **View Receipts** button. The Receipt Organizer opens.
- The lower grid will be populated with all associated receipts sorted in the same order in which they appear in the tax report. A multi-column sort order is automatically applied to this grid. To revert to standard sorting, simply click any column heading. To reapply the multi-column sort order, return to the Tax Organizer and click the **View Receipts** button again.
- The upper grid will have all associated folders "pinned" so that all of their respective receipts appear together in the lower grid.

VIEWING CORRESPONDING DOCUMENTS

NeatReceipts allows you to easily view all documents associated with a given tax report in the Document Organizer.

- Click the **View Documents** button. The Document Organizer opens.
- The lower grid will be populated with all associated documents.
- The upper grid will have all associated folders "pinned" so that all of their respective documents appear together in the lower grid.

PRINTING A SELECTED REPORT

1. At the top of the Report window, click on the **Print this report** button.
2. In the Print dialog box, click on **OK**.



NOTE: The exporting or printing techniques described above apply only to the selected report. You can also export or print a group of open reports, as described below.

Exporting or Printing Multiple Reports

1. Choose **File > Export As** or **File > Print**.
2. Check the desired reports.
3. Click **OK**.

Emailing a Tax Report

1. Choose **File > Email As** and select a file type from the **File > Email As** submenu.
2. Click in the checkbox(es) next to the report(s) you want to email.
3. Do one of the following:
 - Click in the checkbox next to a name in the **Quick Contacts** list (if appropriate) and then click **OK**, or
 - Click on **OK** if you want to type an email address when prompted.
4. Type a name for the file and click **Continue**.
5. Type an email address in the To field (if necessary).
6. Type a subject in the Subject field.
7. Click **Send**.

Working with the Tax Assignment Wizard

The Tax Assignment Wizard helps manage the assignment of tax category values to both receipts and documents. You will find the wizard helpful for the following scenarios:

- As you may be aware, the IRS releases updated tax category information for the current year at the very end of that year. For example, the IRS released its updated Forms and Schedules for the 2006 tax year in December 2006.

This means that, as you used NeatReceipts throughout 2006, you were assigning receipts and documents to tax categories from the previous year (in this case, 2005). The Tax Assignment Wizard can be used to quickly and easily translate those 2005 tax category assignments to 2006 tax category assignments.

When you upgrade NeatReceipts in January 2007, the Tax Assignment Wizard will automatically start when the Tax Reports module is accessed. The Wizard will report (as "Tax Assignment Alerts") all items that need to have their tax category assignments updated. It's that easy!



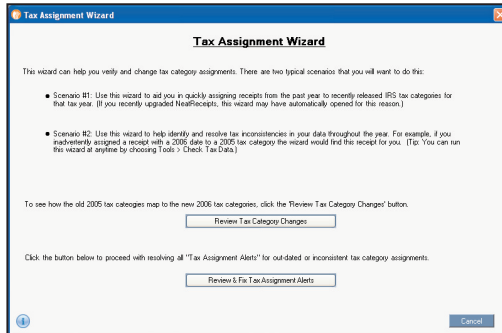
TIP: To view a chart of how 2005 tax categories were migrated to 2006 tax categories, see the section titled **Tax Category Reassignments (2005-2006)** in the Appendix.

- Anytime you wish to verify the accuracy of your tax category assignments, you can use the Tax Assignment Wizard. For example, between January and December 2007, the wizard will flag items that are dated 2006 but assigned to a 2005 category.

So if you inadvertently assigned a dental bill from 2006 to the 2005 dental tax category, it would be flagged so that you could resolve the inconsistency by changing the tax category to the appropriate 2006 dental category. The Wizard reports these inconsistencies as "Tax Assignment Alerts."

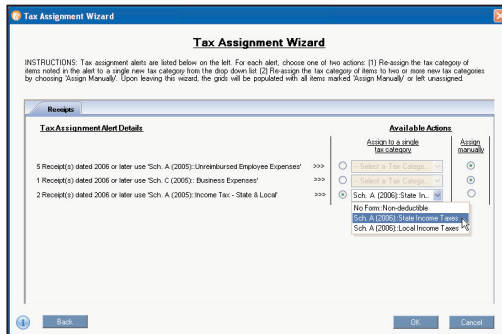
Running the Tax Assignment Wizard

1. Choose **Tools > Check Tax Data**.



Tax Assignment Wizard (Initial Window)

2. Review the onscreen instructions and then click the **Review & Fix Tax Assignment Alerts** button. A window containing a list of tax assignment alerts that require attention opens. The alerts are presented in two tabs: one for receipts, the other for documents.



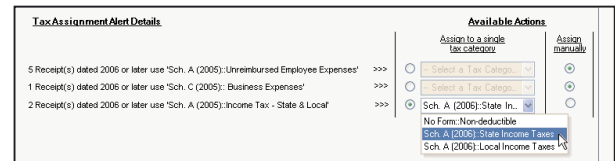
Tax Assignment Wizard (Receipts Tab)

In the **Receipts** tab of the Tax Assignment Wizard, each item listed under the **Tax Assignment Alert Details** heading corresponds to one or more receipts that have an inconsistency between their date and their tax category assignment.

NOTE: Similar alerts for documents would be on the Documents tab.

For example, in the screenshot below, the bottom line alerts you that 2 receipts are incorrectly assigned to the **Schedule A: (2005) Income Tax - State & Local** category. The alert occurs because the Receipt Date for those receipts have values for 2006 while the tax category assigned is for 2005.

Under the **Available Actions** heading, you are offered two different ways to resolve the issue. You can either assign a single tax category to the receipts associated with an alert or handle each issue separately by assigning categories manually.



Tax Assignment Wizard (Receipts Tab Closeup)

3. To resolve a tax alert, you can do either of the following:
 - Reassign all of the receipts or documents associated with an alert to a new tax category by clicking in the radio button under the **Assign to a single tax category** heading and then choosing a related tax category value from the drop down menu.
 - Manually reassign the receipts or documents to different categories by clicking in the radio button under the **Assign manually** heading. When you exit the wizard, any receipts marked in this manner (or left unassigned) will be listed in the Receipts grid. Likewise, any documents marked in this manner (or left unassigned) will be listed in the Documents grid.

Instructions for assigning rows manually follow.

MANUALLY ASSIGNING A SINGLE ROW TO A NEW CATEGORY

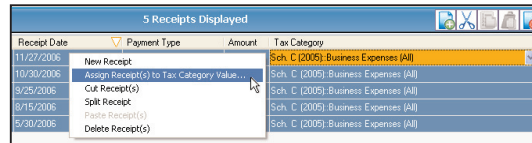
Receipts marked as Assign Manually (or left unassigned) in the Tax Assignment Wizard will be listed in the Receipts grid. Documents marked as Assign Manually (or left unassigned) in the Tax Assignment Wizard will be listed in the Documents grid.

1. Switch to the desired organizer, if necessary.
2. Select the desired row and choose a new category value from the **Tax Category** column dropdown.

MANUALLY ASSIGNING MULTIPLE ROWS TO A NEW CATEGORY

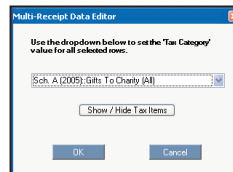
Receipts marked as Assign Manually (or left unassigned) in the Tax Assignment Wizard will be listed in the Receipts grid. Documents marked as Assign Manually (or left unassigned) in the Tax Assignment Wizard will be listed in the Documents grid.

1. Switch to the desired organizer, if necessary.
2. Select the desired rows using the **Ctrl** or **Shift** key as necessary.
3. After selecting the rows, right click on any one of the selected rows and choose **Assign Receipt(s) to Tax Category Value** from the shortcut menu.



Receipts Grid (Right Click Shortcut Menu)

4. Select the desired category from the dropdown menu in the **Multi-Receipt Data Editor** dialog box and click **OK**. To cancel changes, click the **Cancel** button.



Multi-Receipt Data Editor