

Receipt Catcher User Manual

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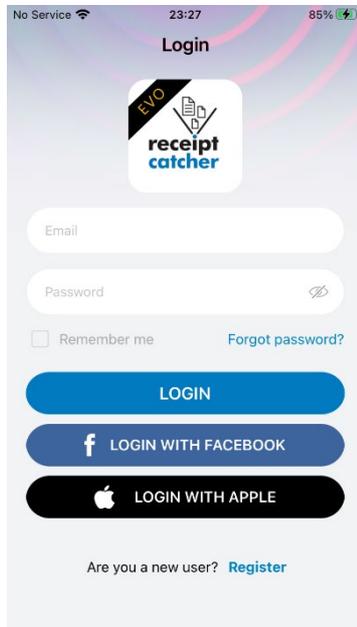
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Login



login

receipt catcher

Email

Password

Remember me [Forgot password?](#)

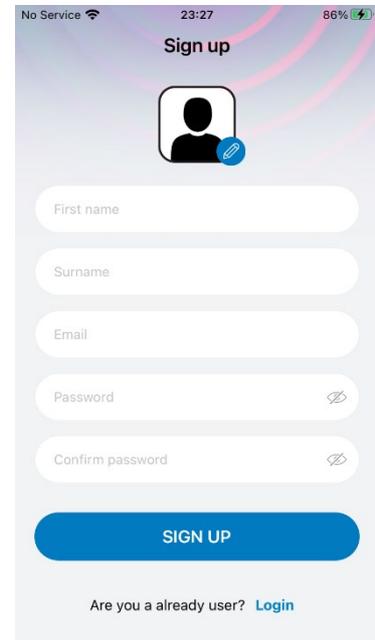
LOGIN

LOGIN WITH FACEBOOK

LOGIN WITH APPLE

Are you a new user? [Register](#)

The very first time that you use Receipt Catcher you will be prompted to register with either an email and password, Facebook, or your



Sign up

First name

Surname

Email

Password

Confirm password

SIGN UP

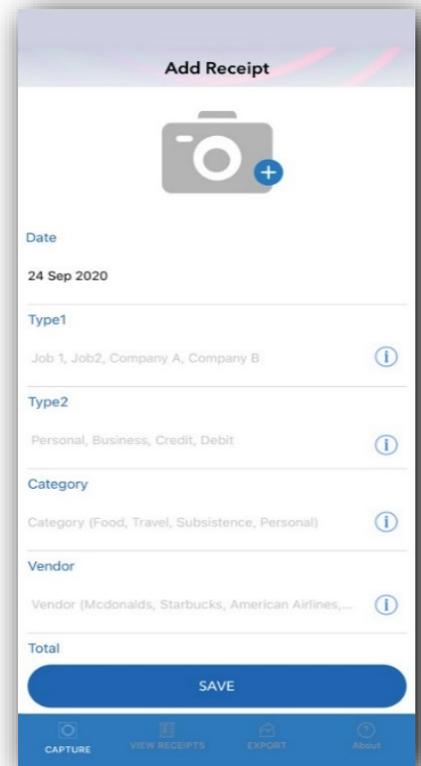
Are you a already user? [Login](#)

Apple ID. You will then be required to enter your details and a password. Once you sign up you will be sent a one-time password (OTP) to the chosen email address, upon entering the OTP, your account will be registered and active.

Receipt Catcher has three basic operations to allow you to **Capture**, **View** and **Export** your receipts.

Capture

To enter your first receipt, **tap the Camera Icon** and take picture of a receipt, the app will **automatically crop** to the edges then click next and RC Evo will Straighten out the image. You can also manually adjust the crop if required. You will be prompted to add additional images for that entry if required.



Next, touch on the white text fields and enter the information appropriate to your receipt, or in the way in which you plan to organise your expense records.

Receipt Catcher sorts receipts using four criteria.

You also have the option to **retrieve an image from your photo library** by pressing the + icon.

The first time you **access your photo library**, you will be asked permission for Receipt Catcher to access your library. If you **deny permission, Receipt Catcher will not be allowed access to your photos**, but this can be changed later using the app settings app under the Privacy section.

Type 1: This can be used to determine the expense type; Your **Company Name, Type of expenditure or maybe a project number**.

Type is the first sort criteria and can be used however you see fit to separate your expense claims for later export.

Type 2: This can be used to determine the expense type in relation to Type 1 i.e., **Business Entity, Client, Expense Type, Taxable, Non-Taxable, or maybe Credit and Debit**. The choice is entirely yours.

Category: This field can be used to separate your expenses categories such as **Food, Travel, Subsistence, Fuel or Stationery.**

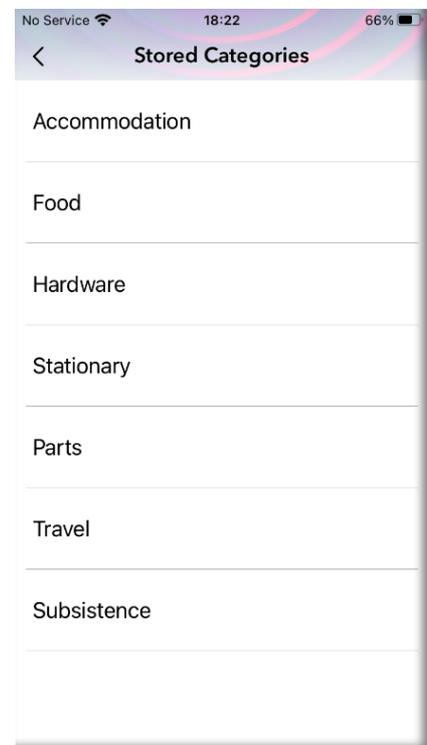
Vendor: This field allows you to **separate your expenses by vendor.**

Stored Values

Once you have entered Type 1, Type 2, Category and Vendor, Receipt Catcher will remember these for recall later. An “i” icon appears next to the field to gain access to previously entered items.

Just choose a previously entered item from the list or **type the first 3 characters of the field value** you are searching and select, to populate the relevant field.

Scroll further down the fields to enter the **Receipt Total, Tip or any Notes** concerning the expenditure. These fields are all optional

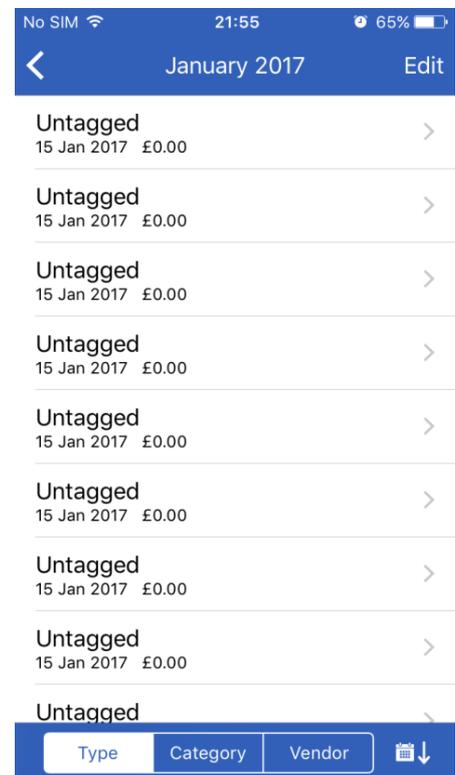


and can be edited later from the receipt viewer. **Tax is automatically calculated** based on the Tax % set in the settings. If tax is not applicable for a specific entry you can simply delete it.

The **tax, tip and notes fields can be hidden** using the app settings which can be accessed via the “About” tab on the bottom of the screen.

Untagged Images

If you **do not have the time to enter all the details** of your expense/receipt right away it's not a problem. Simply **take a snap of your receipt using the camera or gallery and save.**

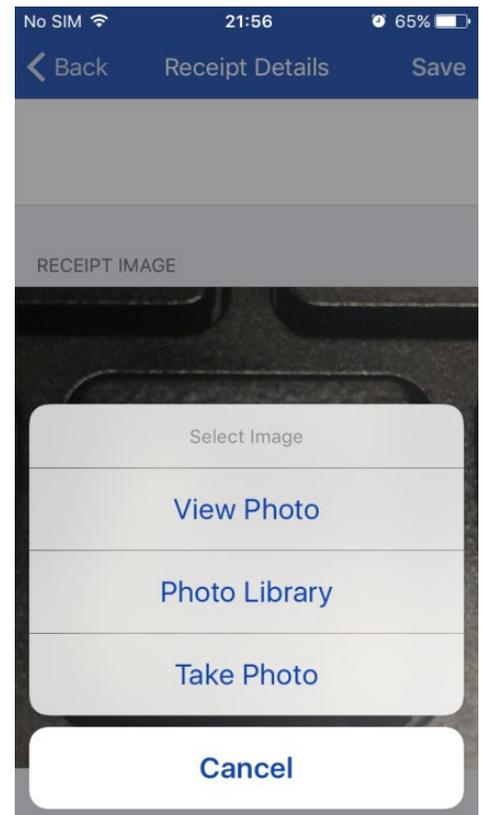


These entries will be **saved as ‘Untagged’** at the time taken and can be re-visited using the “view receipts” screen to **add details later.**

View Receipts

View Receipt Image:

If you would like to check a receipt which exists as a previous entry, go to the view receipts screen, select the entry for the receipt image you would like to view, and tap the image. This will give you the option to view the image, upon selecting this option you will have a full screen view of the receipt and can also pinch and zoom.

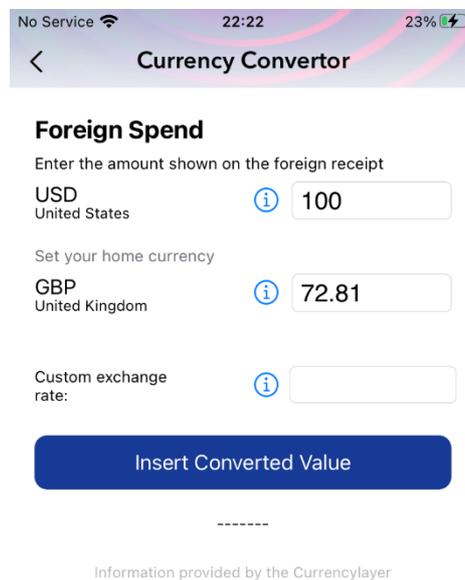


Replace Receipt Image:

If you wish to add images to this entry, upload a new image from the photo library or **take a new photo by clicking the + icon**. You can then go back and view the images you would like to **delete and simply click on the trash can**.

Currency Converter

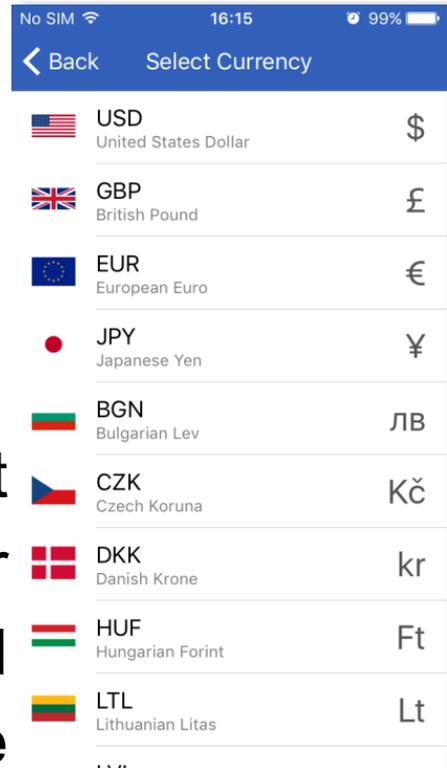
Pressing on the “i” next to the Total, Tax or Tip fields will take you to the **integrated currency converter**. First **set your foreign spend and home currencies** by clicking the “i” then enter the value on the receipt in the foreign spend field and hit done, when you see the converted value in the home currency field **press the Insert Converted Value button** to automatically insert the value into the relevant data field.



Receipt Catcher supports most of the World's currencies updated directly from the source in real time.

If your chosen currency is not available, Receipt Catcher Evo allows you to set and use a **custom exchange**

rate. If this the custom exchange rate is populated, the selected **currency exchange rates will be overridden in favour of the chosen custom exchange rate** and will convert to your home currency using this value.

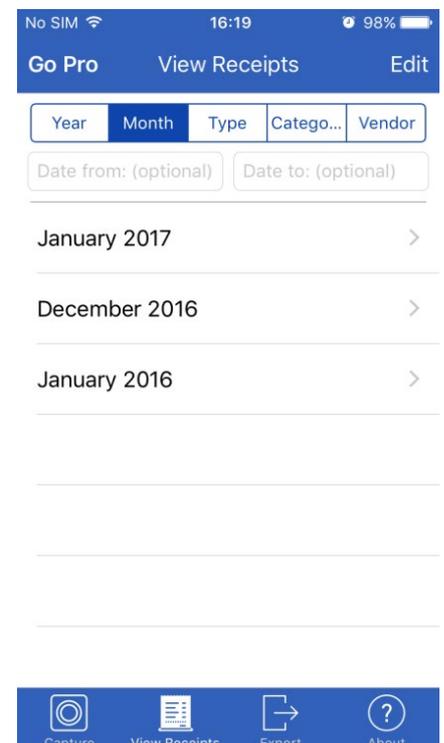


Clear the custom exchange rate field to revert to the live values.

Receipt Catcher automatically uses the currency symbol set by the region format of your phone, but you can enter a **custom currency symbol** into the Receipt Catcher settings via the app settings and also chose whether you want it as a suffix or prefix.

Viewing/Exporting Expense Data

Receipt Catcher Evo allows you to **view and export your expense data using any of the criteria entered**, when capturing a receipt. You can **refine the selection by applying date filters**.



Select year, month, type, category or vendor to narrow down how you wish to view or export your data.

By entering a “From” date, all records prior to that date will be excluded from the View/

Export. Applying a “To” date will exclude all records after the entered date. Both fields are optional.

Advanced Filtering:

You can select multiple filters and apply them. E.g., Type1, Type2 and Vendor plus date range, or Type2 and Vendor plus date range. These filters are designed in a way that you can apply any, all or as few combinations as you wish.

Exporting Expenses

In the Export Tab, on confirming your selection, you will be presented with a list of all options:

- View PDF – User can open the filtered PDF and see details on device screen.
- View CSV - User can open the filtered CSV file and see details in Excel on device screen.
- Share PDF – This can be shared by method of choice.
- Share CSV This can be shared by method of choice, mail being the preferred choice.

- Share PDF and CSV This can also be shared by method of choice mail being the preferred.

Logo Editor

Available from the Export screen is the Logo Editor. This will allow you to **add a small image or logo to the top right corner of your PDF** expense reports. You may photograph an image or choose one from your library.



About Tab

Personal Information

This shows the details you used to register with an optional profile picture.

Change Password

From here you can change your password to keep your app secure.

Manual

You know this one 😊

Contact Us

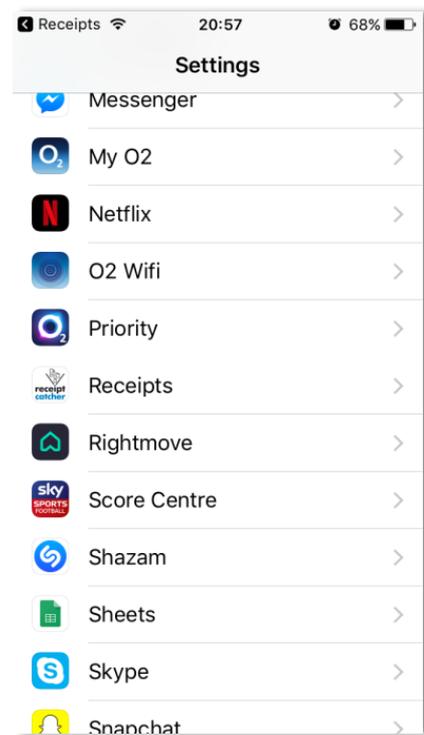
Should you need to contact us for any reason, by clicking here you can send us an email with some auto-generated diagnostic information in an email. Please provide as many details about the help you require.

Tax

This is where you can **set your tax amount**. For the **automatic calculation of your tax from your total** amount. In England, VAT has varied from 15 to 20% over the last few years. It maybe totally different in your country so a handy feature to have.

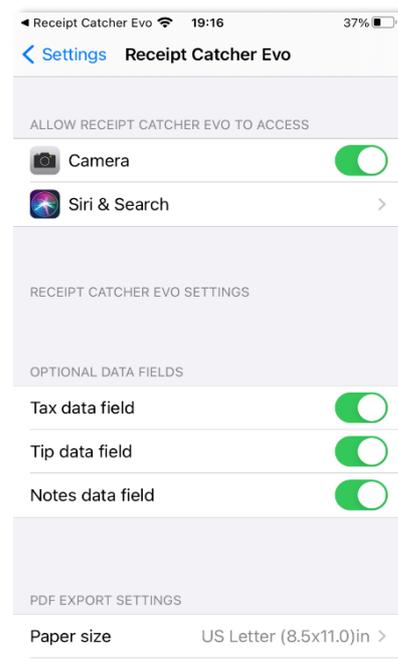
Settings

Settings for Receipt Catcher can be accessed via the “About” page, or directly in iPhone settings. If using iPhone settings scroll down to your installed apps and look for Receipts or the RC Evo. Accessing the settings via the “About” screen takes you to the settings directly.



Optional Data Fields

The Tax, Tip and Notes fields can be individually toggled ON or OFF depending on your needs. Toggling the Tax and Tip fields off will also omit them from the exported PDF.



Paper Size

Choose between US Letter paper size and international A4 standard paper size for the PDF output.

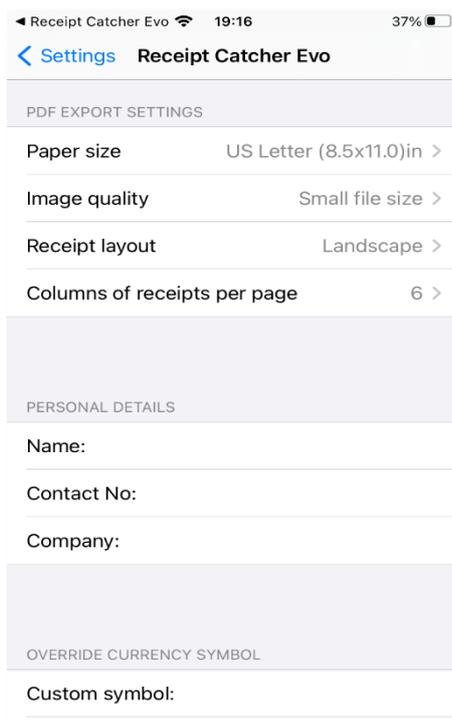


Image Quality

The image quality settings **decrease or increase the quality of receipt images** on the PDF output. However, higher quality images will result in a larger PDF file sizes, whereas lower quality images will result in a smaller **PDF file size**.

Receipt Layout

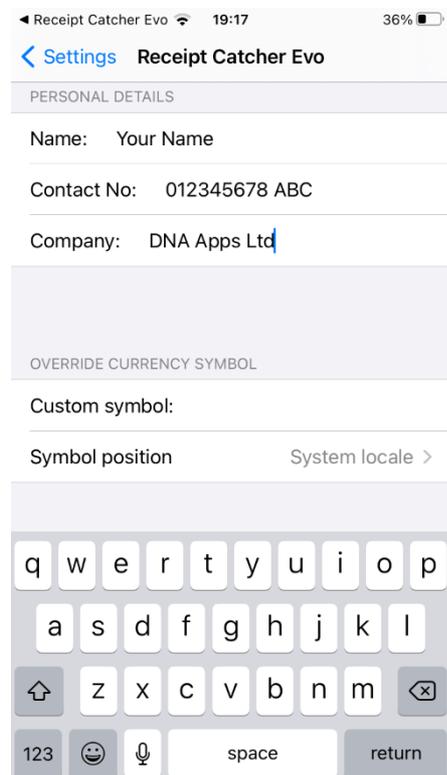
Receipt images can be laid out in either **landscape or portrait orientation** depending upon your preference or the most common shape of your receipt images. Please note that the accompanying text report will always be presented in a landscape format.

Columns of Receipts Per Page

This setting allows you to **change the number of columns** used to lay receipts out on the page. **Choose between 1 and 8 columns.** Receipts will be automatically scaled to fit the width of the page. The **default value is 6 columns** spaced across a landscape page. You can change the orientation and number of columns required. If you wanted 1 receipt on one portrait page, Receipt Catcher allows you to do just that!

Personal Details

Details entered here will be included at the **top of every page of the PDF output**. All these fields are alpha numeric, so you can put any additional information in here which would help you to identify that specific expense report.

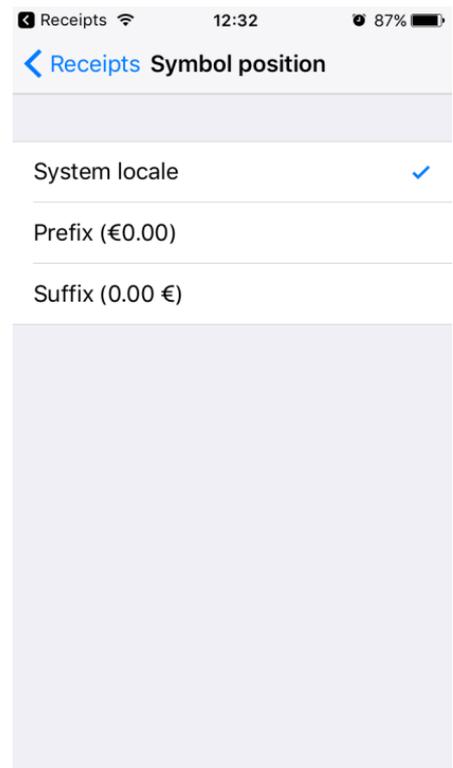
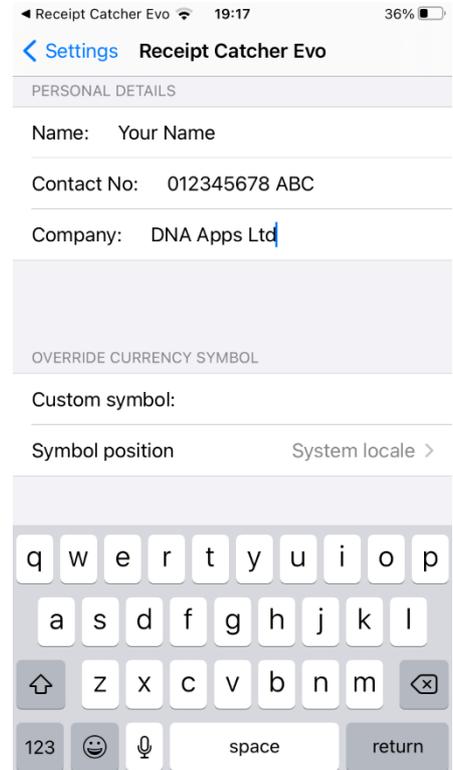


The screenshot shows the 'Receipt Catcher Evo' settings screen. At the top, there is a status bar with the time '19:17' and battery level '36%'. Below the status bar, the title bar shows a back arrow, the word 'Settings', and the app name 'Receipt Catcher Evo'. The main content area is titled 'PERSONAL DETAILS' and contains several input fields: 'Name: Your Name', 'Contact No: 012345678 ABC', and 'Company: DNA Apps Ltd'. Below these fields is a section titled 'OVERRIDE CURRENCY SYMBOL' with a 'Custom symbol:' field and a 'Symbol position' dropdown menu set to 'System locale >'. At the bottom of the screen, a standard iOS keyboard is visible.

Override Currency Symbol

This setting allows you to enter your own currency symbol to be used by Receipt Catcher. A symbol entered in this field will be used instead of your phone's region setting currency symbol. Clearing the field will revert to the system currency symbol.

The currency symbol position can also be overridden according to your preference. System locale will use the iPhone's symbol position according to the phone's region settings.



Receipt Sort Order

Choose between date sort order or input order. Choosing input order will export your records in the order in which they were entered. Date sort order will export your records in ascending date order.

Exchange Rate Data Source

Currency Layer is used as a data source for over the air exchange rates.

If you have any queries regarding Receipt Catcher, then please contact us at: receiptcatcher@dna-apps.com or visit our website at: <http://www.dna-apps.com>

Thank you for using Receipt Catcher and we hope you find it an invaluable tool to keep track of your expenses.

The Receipt Catcher Team.