

**Bookkeeping-OCR**

# **User Guide**

Complete Guide to Expense Management, Revenue Tracking,  
Reports, Client Directory, and Admin Tools

Version 1.0 — April 2026

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*Your private, offline bookkeeping assistant — scan receipts, track expenses and revenue, and export reports, all on your own computer.*

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# Getting Started

## Step 1: Start Your Free Trial

Visit [bookkeeping-ocr.com](https://bookkeeping-ocr.com) and navigate to the Pricing page. Click **Start Free Trial** to begin your 30-day free trial — no credit card required.

- All features are included during the free trial period.
- Trial expires after 30 days; purchase a license to continue.

The screenshot shows the 'Pricing' page for Bookkeeping-OCR. The page title is 'Simple, Transparent Pricing' with the subtext 'No hidden fees, no subscriptions, no renewals. One price, use it forever.' There are two main pricing options:

- Try Free:** \$0, 30-day free trial. Includes: All features included, Expense tracking & OCR, Revenue management, Client management, All reports & exports, No credit card required, and No automatic renewal. A 'Start Free Trial' button is present.
- Full License:** \$119.00 (crossed out from \$149.00). Perpetual — never expires. Includes: Expense tracking including OCR, Revenue management, Client management, All reports & exports, and Backup & Restore functionality. It also includes a 1-Year Service Contract with email customer support, free updates, and a locked renewal rate of \$19.99/yr for 2 additional years. A 'Buy Now — \$119.00' button is present.

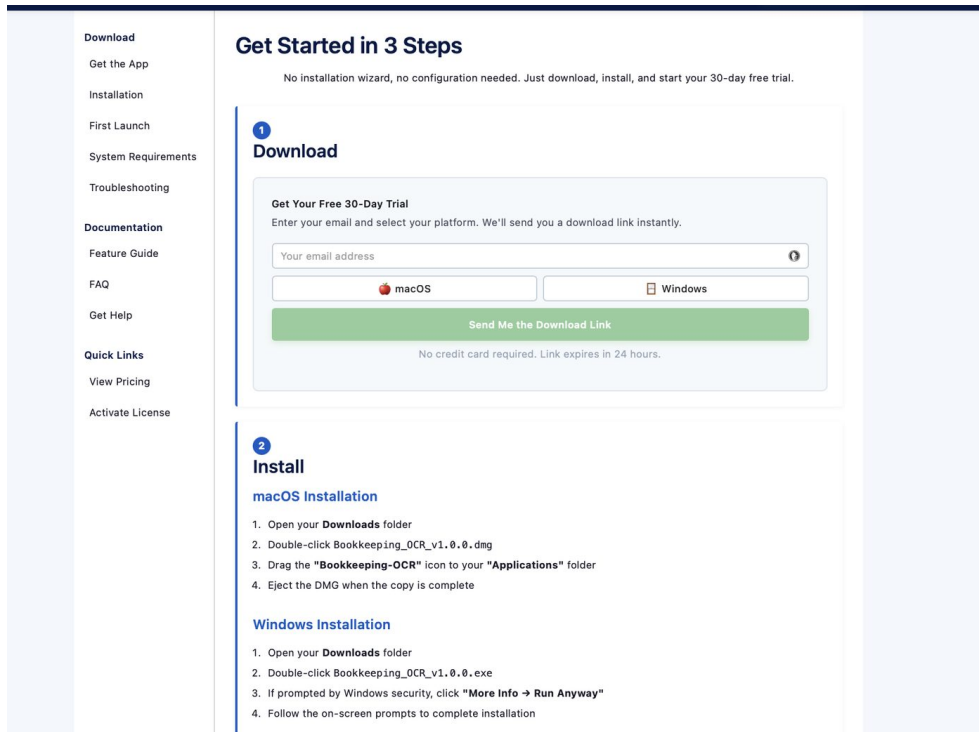
A 'What's Included' section is located below the pricing options.

## Step 2: Request Your Download Link

On the download page, enter your email address, select your operating system, then click **Send Me the Download Link**.

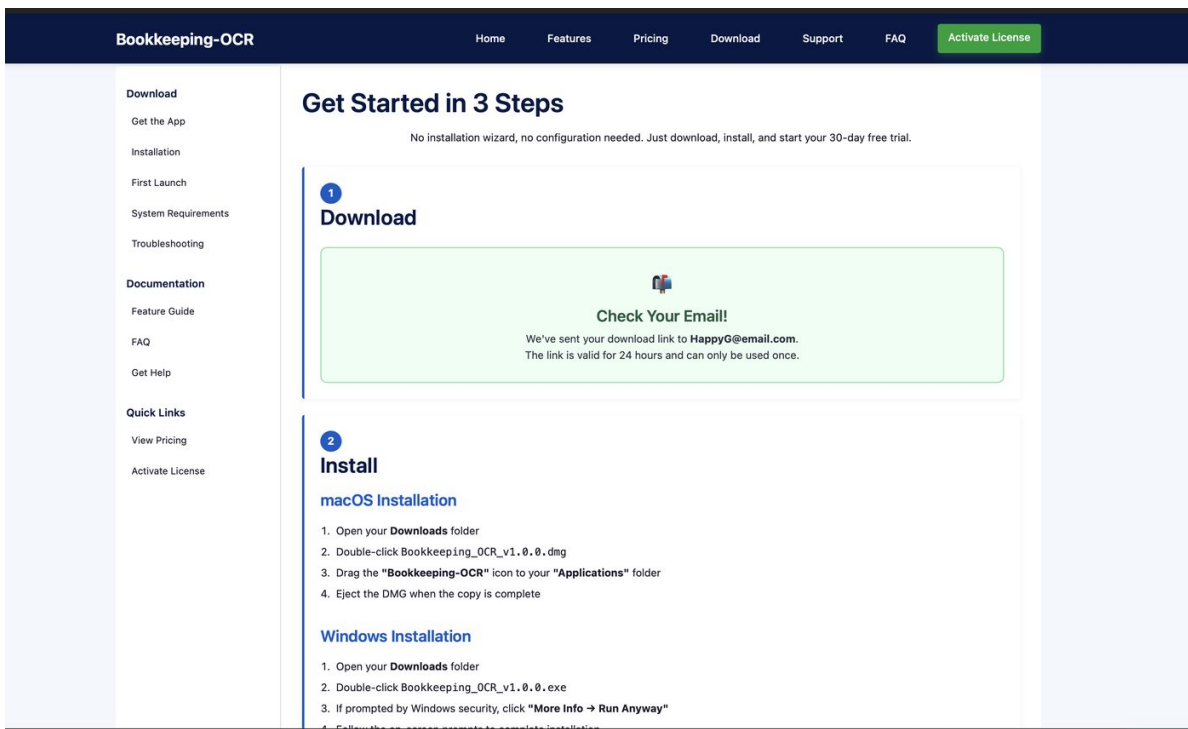
- macOS 10.13 (High Sierra) or later
- Windows 10 (build 1909) or later

The screen will update to confirm that the email has been sent. The link is valid for 24 hours and can only be used once.



## Step 3: Check Your Email

An email confirmation will appear on-screen once the link has been sent. Check your inbox for the download link email from Bookkeeping OCR.



## Step 4: Download and Install

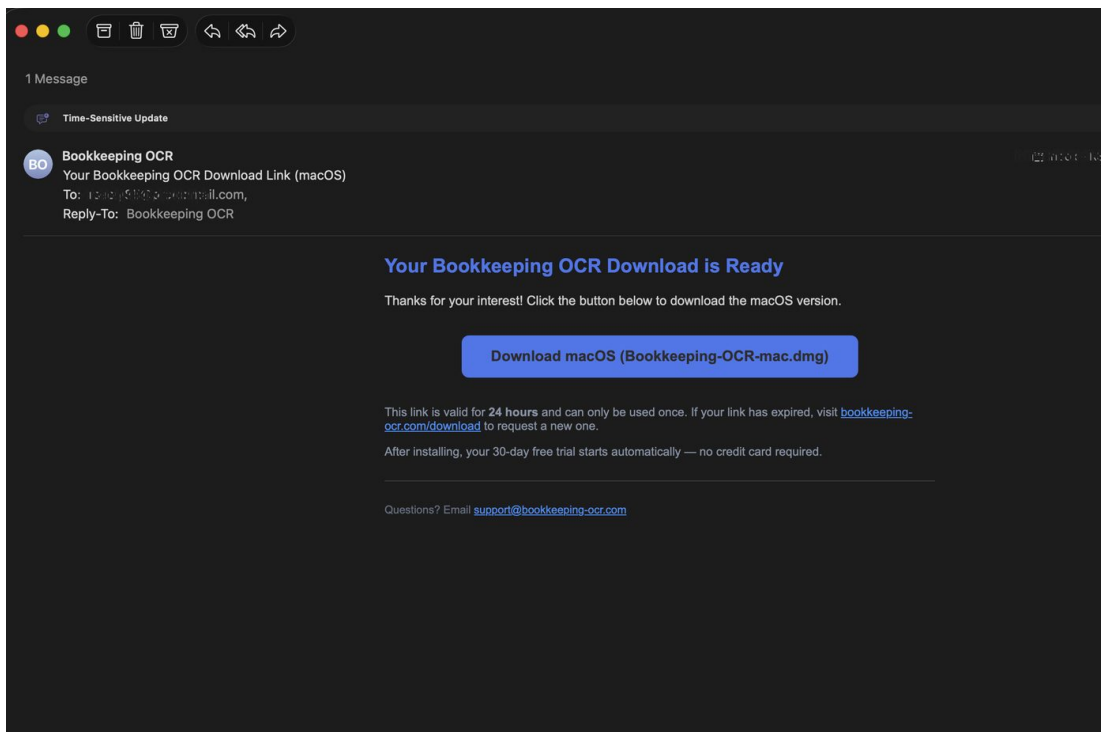
The download email will arrive within a few minutes and contains a download link. Click the link to start the download.

### For macOS:

- Open your **Downloads** folder.
- Double-click **Bookkeeping\_OCR\_v1.0.0.dmg**.
- Drag the **Bookkeeping-OCR** icon to your **Applications** folder.
- Eject the DMG when the copy is complete.
- Open Launchpad — the icon will appear alphabetically in your application list.

### For Windows:

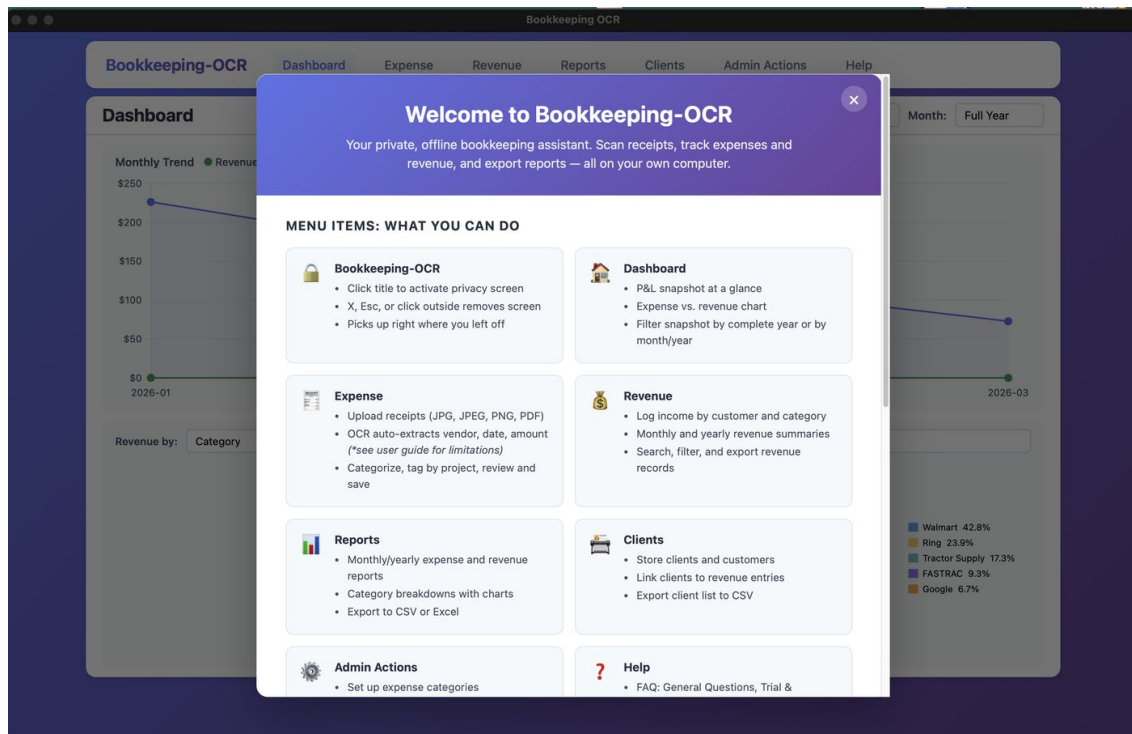
- Open your **Downloads** folder.
- Double-click **Bookkeeping\_OCR\_v1.0.0.exe**.
- If prompted by Windows security, click **More Info** → **Run Anyway**.
- Follow the on-screen prompts to complete installation.
- A new icon will appear on your desktop once installation is complete.



## Step 5: Welcome Screen

When you open the application for the first time you will be presented with a welcome screen that briefly describes what you can do.

- Scroll to the bottom of the welcome screen to find a checkbox that suppresses the welcome screen on future launches.
- You can always return to this information via the **Help** menu.

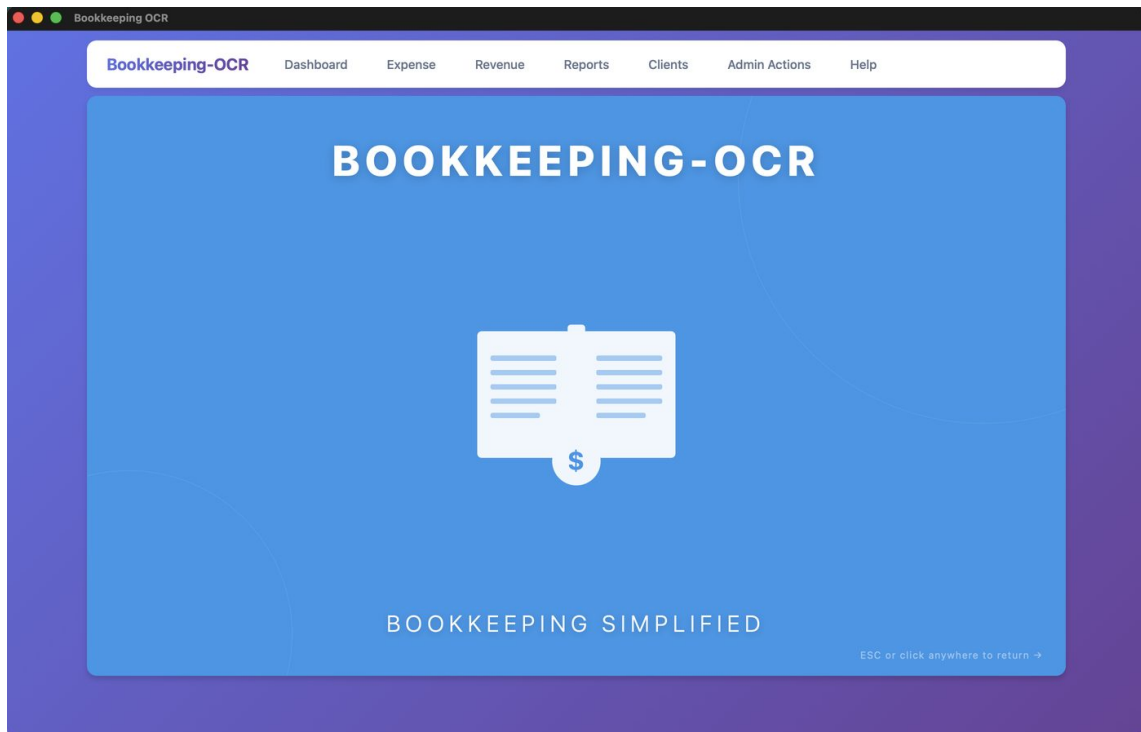


# Security Cover Screen

Click **Bookkeeping-OCR** in the upper left-hand corner of the application to activate the security cover screen. The cover screen hides all financial data for privacy in shared environments.

- Click anywhere on the cover screen to return to where you were.
- Or click any menu item to navigate directly to that section.

*Tip: Use the security cover screen whenever you need to step away from your computer and want to quickly hide your financial data.*

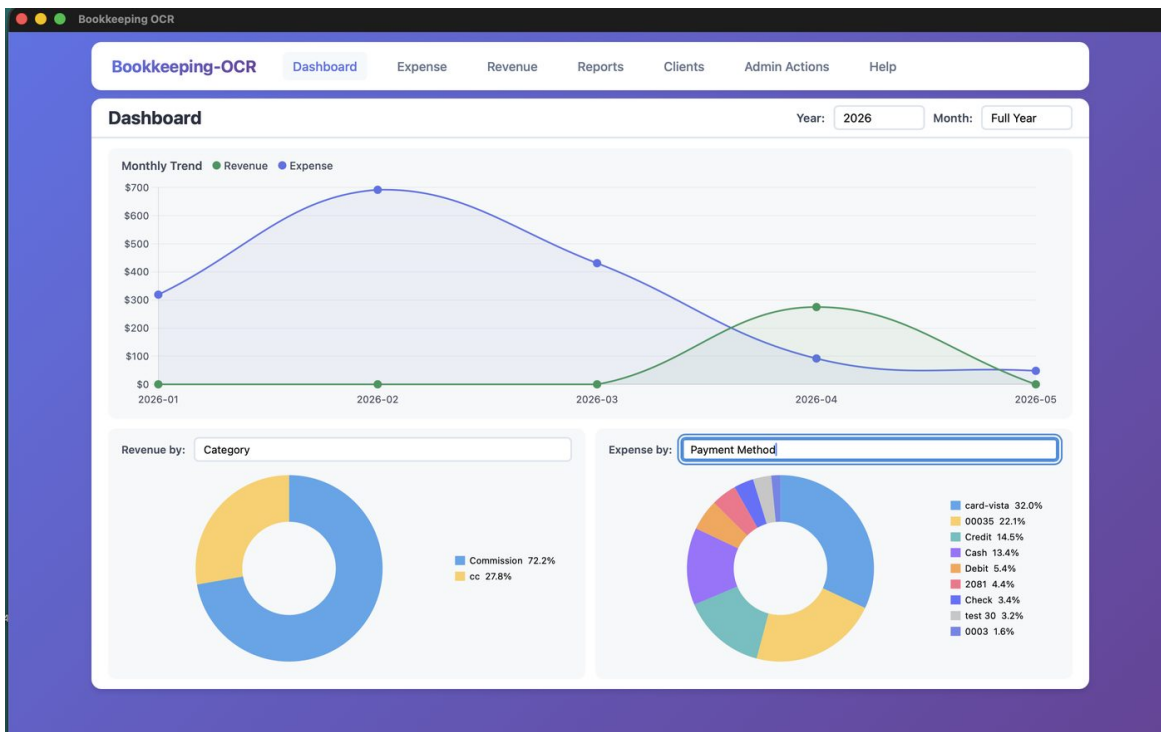


# Dashboard

The Dashboard provides an at-a-glance financial snapshot. Filter by year or month using the controls in the upper right.

## Charts & Visualizations

- Monthly Trend chart: Expense vs. Revenue line graph over time.
- Revenue Pie Chart: Breakdown by Category, Product, Client, Payment Method, or Project.
- Expense Pie Chart: Breakdown by Vendor, Payment Method, Category, or Project.



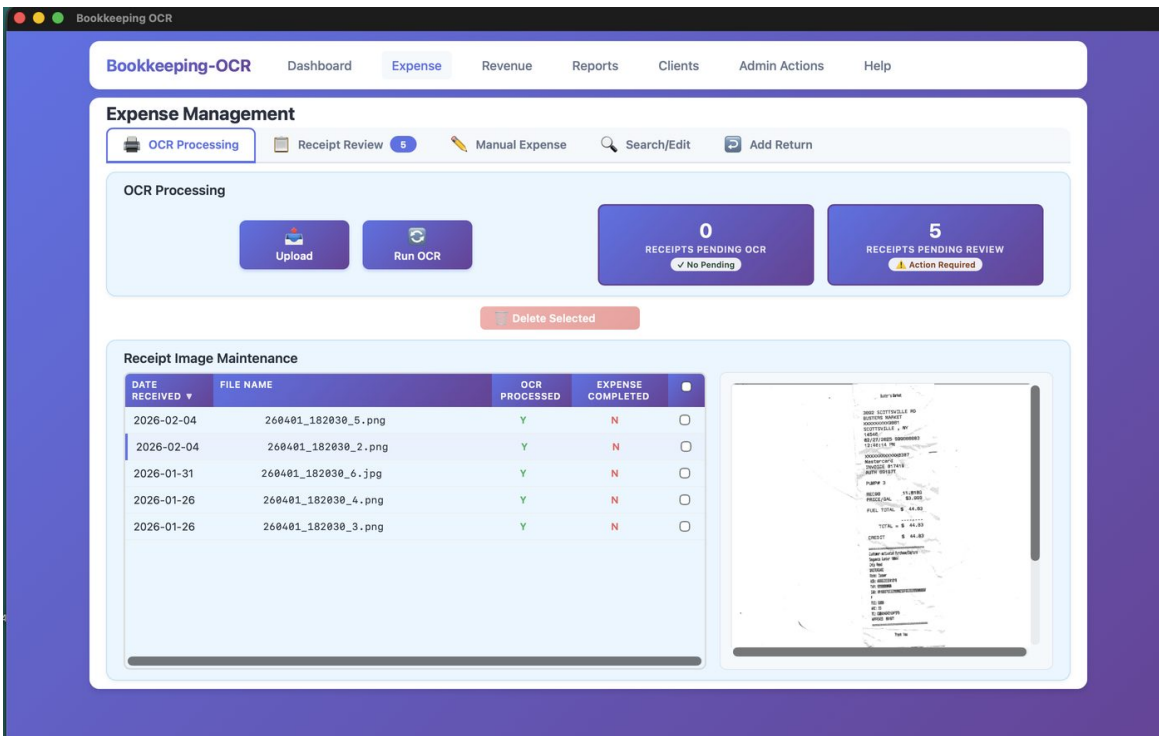
# Expense Management

The Expense module contains four tabs: **OCR Processing**, **Receipt Review**, **Manual Expense**, **Search/Edit**, and **Add Return**.

## OCR Processing — Uploading Receipts

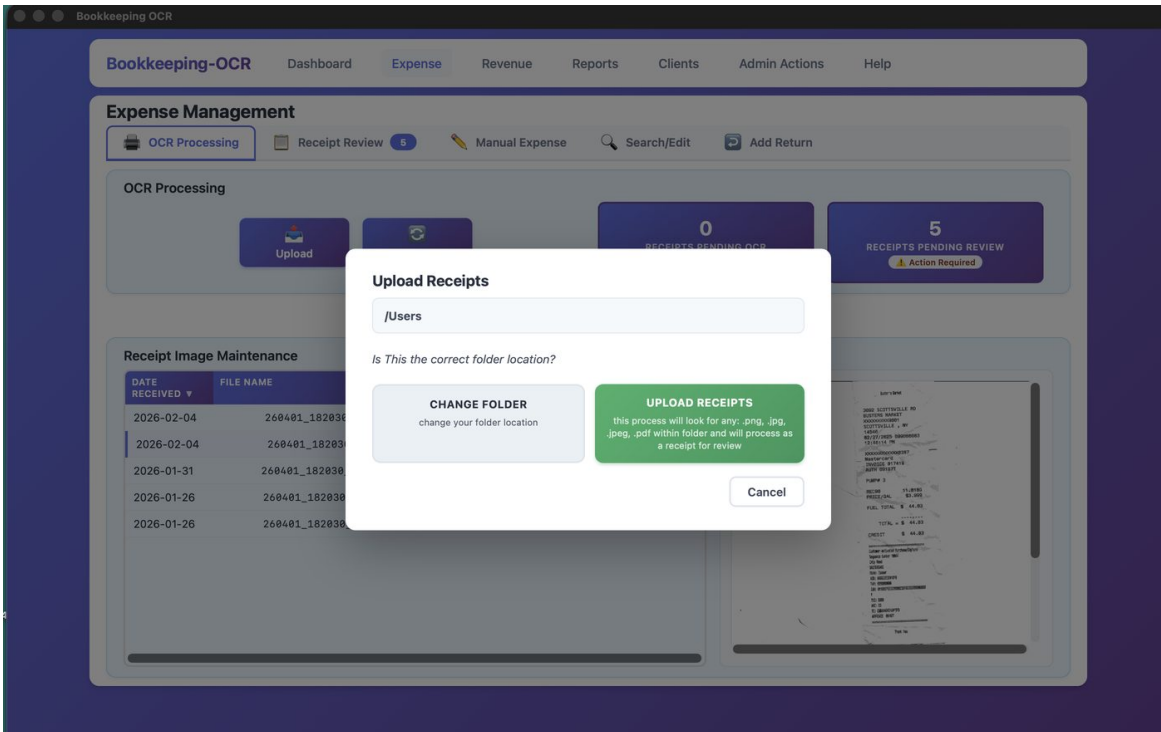
### Step 1: Click Upload

From the **OCR Processing** tab, click the **Upload** button. An 'Upload Receipts' dialog will appear showing your current folder location.



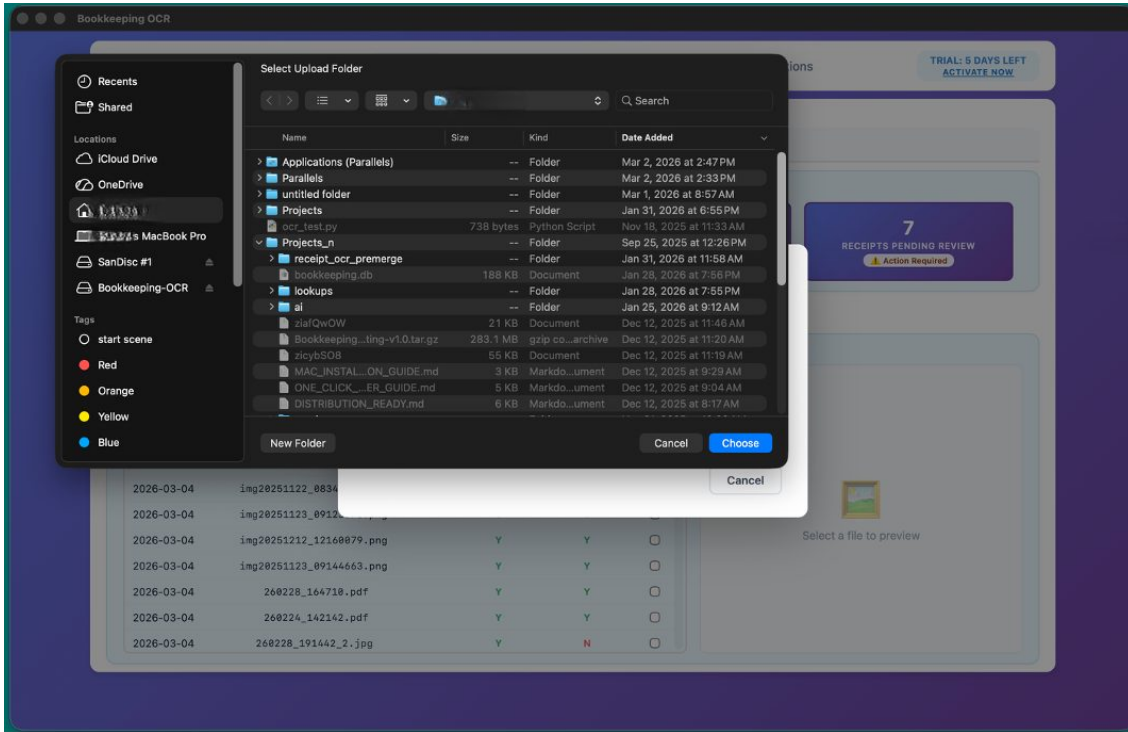
### Step 2: Change Folder

If needed, create a folder to hold your receipt images, then click **Change Folder** to point the application to that folder.



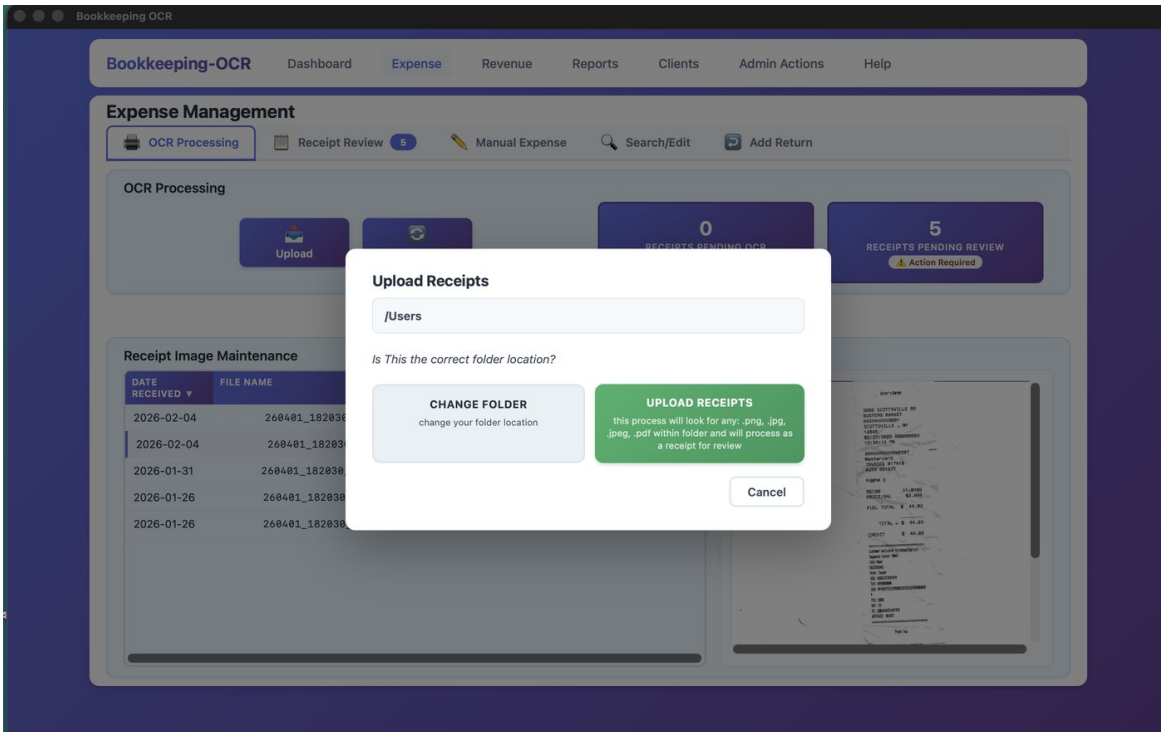
### Step 3: Choose Your Receipts Folder

A folder picker dialog will open. Navigate to the folder that contains your receipt images and click **Choose**.



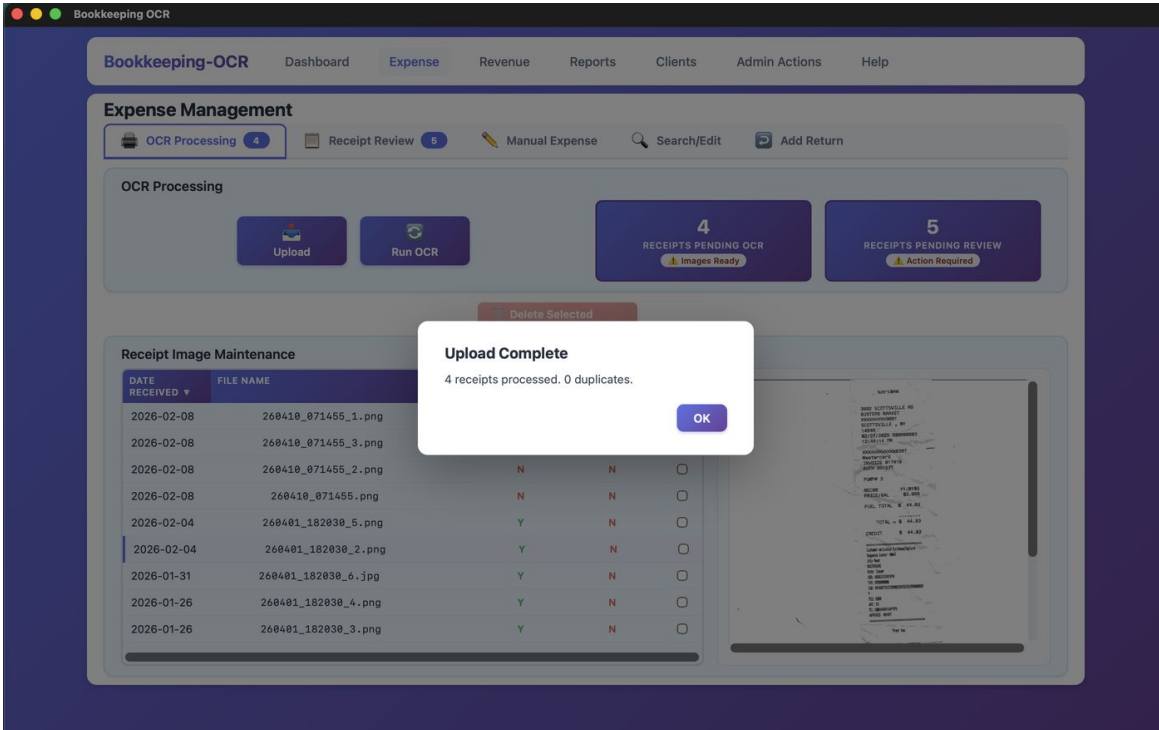
### Step 4: Click Upload Receipts

Once the correct folder is selected, click **Upload Receipts**. The application accepts .png, .jpg, .jpeg, and .pdf receipt files.



## Upload Complete — Receipts Loaded

After upload, receipts are copied into the application's internal receipt folder and each file is renamed to a standardized timestamp format (YYYYMMDDMMSS). An 'Upload Complete' dialog confirms the number of receipts processed.



## Handling Duplicate Receipts

If receipts are re-uploaded by mistake, the application detects duplicates, marks them accordingly, and moves them to a Duplicates folder inside the user's receipt processing folder. To intentionally reprocess a receipt, rename the original file before re-uploading.

Bookkeeping-OCR Dashboard Expense Revenue Reports Clients Admin Actions Help

### Expense Management

OCR Processing 6 Receipt Review 5 Manual Expense Search/Edit Add Return

**OCR Processing**

Upload Run OCR

6 RECEIPTS PENDING OCR  
Images Ready

5 RECEIPTS PENDING REVIEW  
Action Required

**Receipt Image Maintenance**

DATE RECEIVED	FILE NAME			
2026-02-15	260410_071634.pdf			
2026-02-14	260410_071634_1.png			
2026-02-08	260410_071455_1.png			
2026-02-08	260410_071455_3.png	N	N	<input type="checkbox"/>
2026-02-08	260410_071455_2.png	N	N	<input type="checkbox"/>
2026-02-08	260410_071455.png	N	N	<input type="checkbox"/>
2026-02-04	260401_182030_5.png	Y	N	<input type="checkbox"/>
2026-02-04	260401_182030_2.png	Y	N	<input type="checkbox"/>
2026-01-31	260401_182030_6.jpg	Y	N	<input type="checkbox"/>

**Upload Complete**

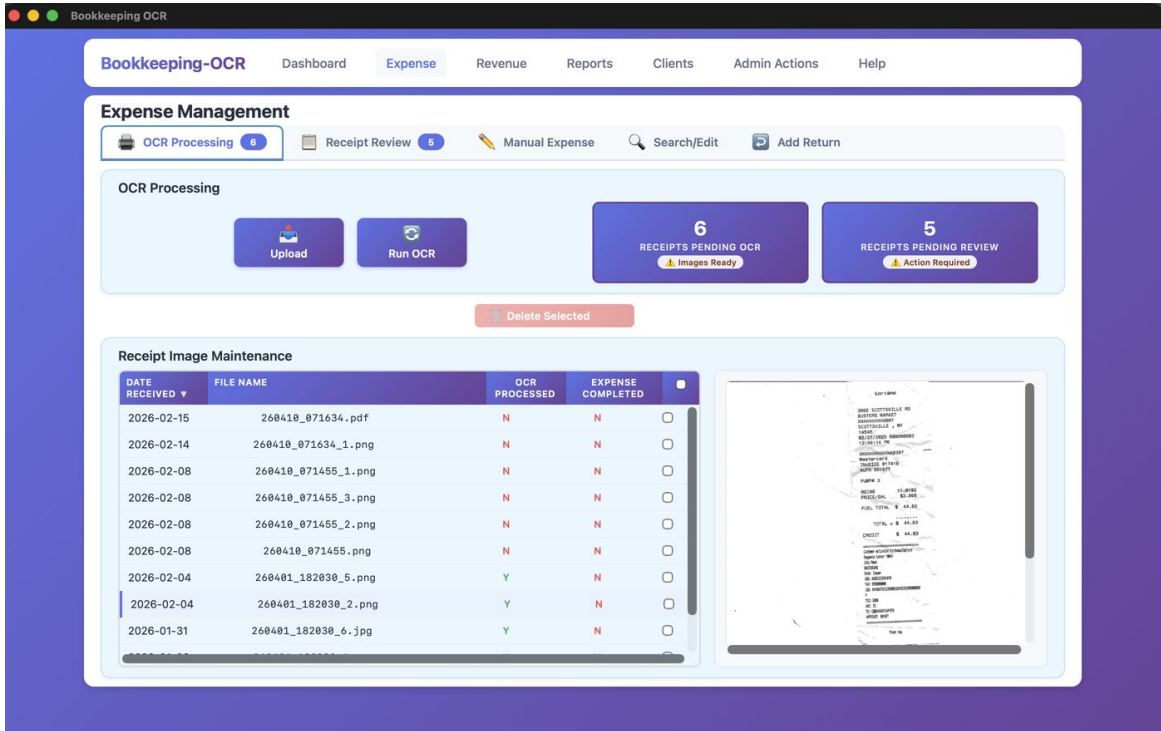
2 receipts processed, 3 duplicates moved to:  
/Users/harryj@pdk.com/Desktop/Bookkeeping-OCR-Test/samples/test2data/Duplicate-Receipts

OK

## OCR Processing — Running OCR

### Step 1: Click Run OCR

After uploading receipts, click the **Run OCR** button. A confirmation dialog will appear asking you to confirm processing.



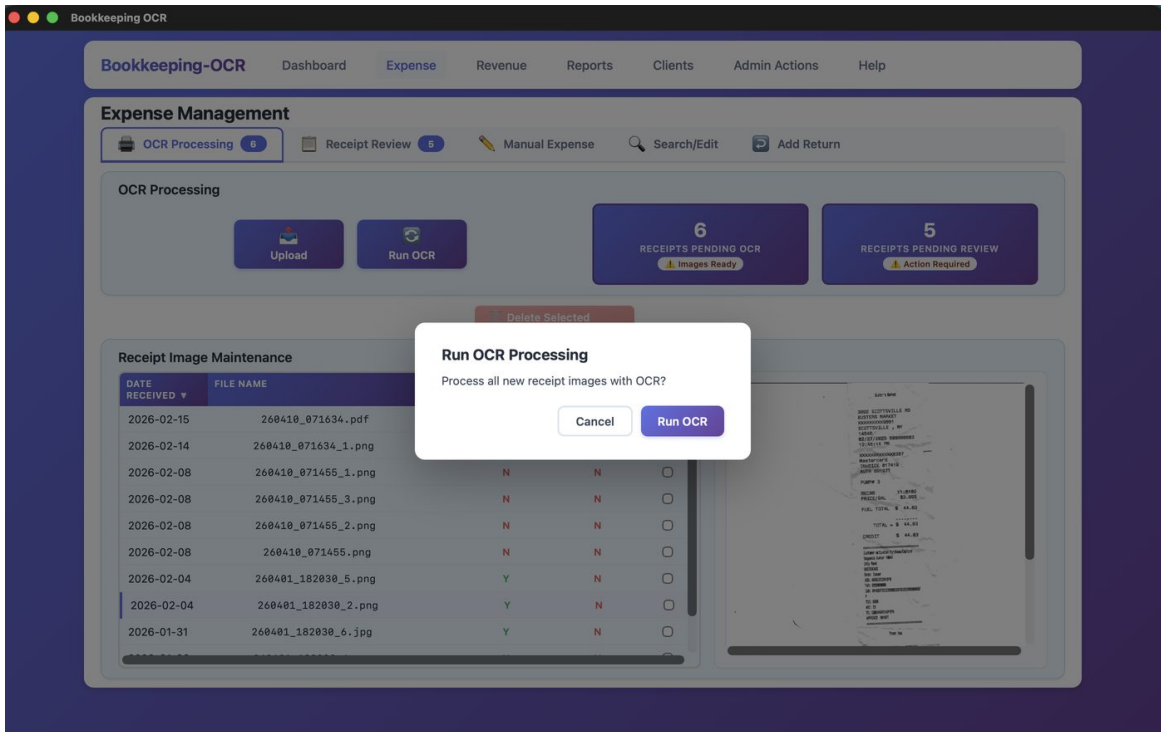
The screenshot displays the 'Bookkeeping-OCR' application interface. The top navigation bar includes 'Dashboard', 'Expense', 'Revenue', 'Reports', 'Clients', 'Admin Actions', and 'Help'. The main section is titled 'Expense Management' and contains several tabs: 'OCR Processing' (6), 'Receipt Review' (5), 'Manual Expense', 'Search/Edit', and 'Add Return'. Below the tabs, there are two main buttons: 'Upload' and 'Run OCR'. To the right, there are two summary boxes: '6 RECEIPTS PENDING OCR' with a status of 'Images Ready' and '5 RECEIPTS PENDING REVIEW' with a status of 'Action Required'. A 'Delete Selected' button is located below these boxes. The 'Receipt Image Maintenance' section features a table with the following data:

DATE RECEIVED	FILE NAME	OCR PROCESSED	EXPENSE COMPLETED	
2026-02-15	260410_071634_.pdf	N	N	<input type="checkbox"/>
2026-02-14	260410_071634_1_.png	N	N	<input type="checkbox"/>
2026-02-08	260410_071455_1_.png	N	N	<input type="checkbox"/>
2026-02-08	260410_071455_3_.png	N	N	<input type="checkbox"/>
2026-02-08	260410_071455_2_.png	N	N	<input type="checkbox"/>
2026-02-08	260410_071455_.png	N	N	<input type="checkbox"/>
2026-02-04	260401_182030_5_.png	Y	N	<input type="checkbox"/>
2026-02-04	260401_182030_2_.png	Y	N	<input type="checkbox"/>
2026-01-31	260401_182030_6_.jpg	Y	N	<input type="checkbox"/>

To the right of the table is a preview of a receipt image.

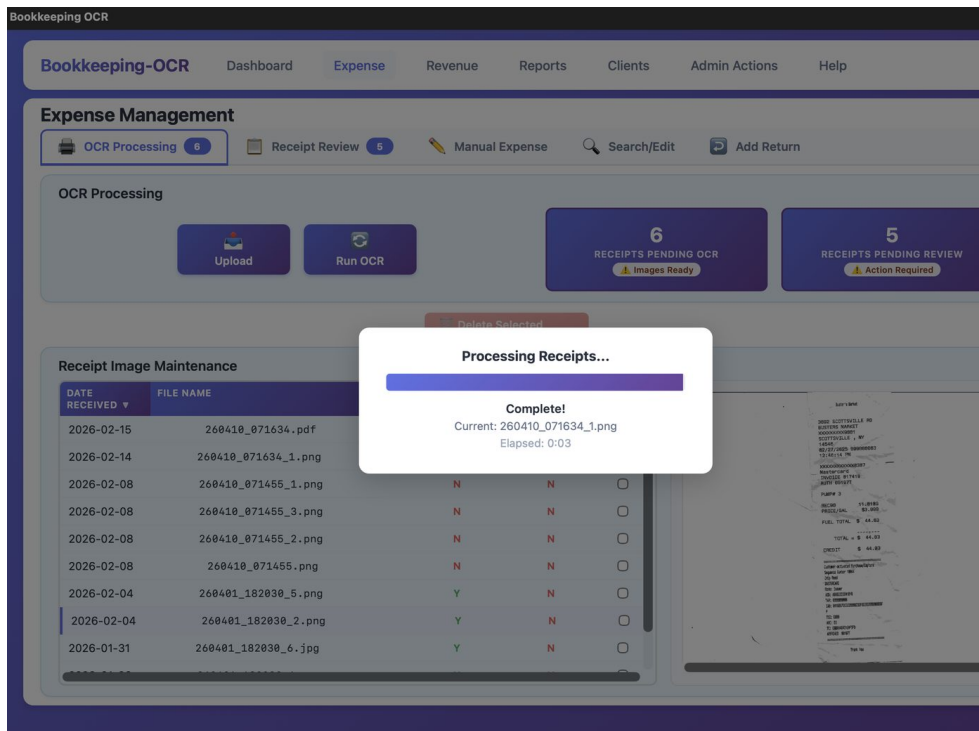
### Step 2: Confirm and Process

Click **Run OCR** in the confirmation dialog to begin processing all new receipt images. The OCR engine reads each receipt and extracts Vendor, Total Amount, and Date. Accuracy depends on the clarity and format of the receipt.



## Processing Complete

A progress bar displays as receipts are processed. When complete, the status shows 'Complete' and receipts move to the Receipt Review queue. The receipt image is always attached to the review screen so you can verify and correct any OCR-extracted data.



# OCR Processing — Receipt Image Maintenance

## Viewing Receipt Images

Click any row in the Receipt Image Maintenance list to preview the receipt image in the panel on the right. The list shows all uploaded receipts with their processing status.

## Status Columns Explained

- **OCR Processed — Y:** Receipt has been through Run OCR and is waiting in Receipt Review.
- **OCR Processed — N:** Image has been uploaded but not yet processed through Run OCR.
- **OCR Processed — U:** Receipt is corrupted or unreadable by the OCR engine.
- **Expense Completed — Y:** Receipt has been reviewed and saved as a database record.
- **Expense Completed — N:** Receipt is in Receipt Review awaiting completion.

**Expense Management**

OCR Processing | Receipt Review **11** | Manual Expense | Search/Edit | Add Return

**OCR Processing**

Upload | Run OCR

0 RECEIPTS PENDING OCR (No Pending)

11 RECEIPTS PENDING REVIEW (Action Required)

Delete Selected

**Receipt Image Maintenance**

DATE RECEIVED	FILE NAME	OCR PROCESSED	EXPENSE COMPLETED	
2026-02-15	260410_071634_.pdf	Y	N	<input type="checkbox"/>
2026-02-14	260410_071634_1_.png	Y	N	<input type="checkbox"/>
2026-02-08	260410_071455_1_.png	Y	N	<input type="checkbox"/>
2026-02-08	260410_071455_3_.png	Y	N	<input type="checkbox"/>
2026-02-08	260410_071455_2_.png	Y	N	<input type="checkbox"/>
2026-02-08	260410_071455_.png	Y	N	<input type="checkbox"/>
2026-02-04	260401_182030_5_.png	Y	N	<input type="checkbox"/>
2026-02-04	260401_182030_2_.png	Y	N	<input type="checkbox"/>
2026-01-31	260401_182030_6_.jpg	Y	N	<input type="checkbox"/>

Preview of receipt image showing a Mastercard receipt with details like 'PURCHASE UNLEAD', 'PURCHASE', 'M', 'AUTH', 'ADDR', 'AID', 'EXPIRES', 'CARD', 'HOW WAS YOUR EXPERIENCE?', 'TELL US ABOUT YOUR VISIT', 'TODAY AND YOU COULD WIN', '1 OF 2 BLOW WALMART', '110 WALMART GIFT CARDS', 'DISTRIB. ACERCA DE SU'.



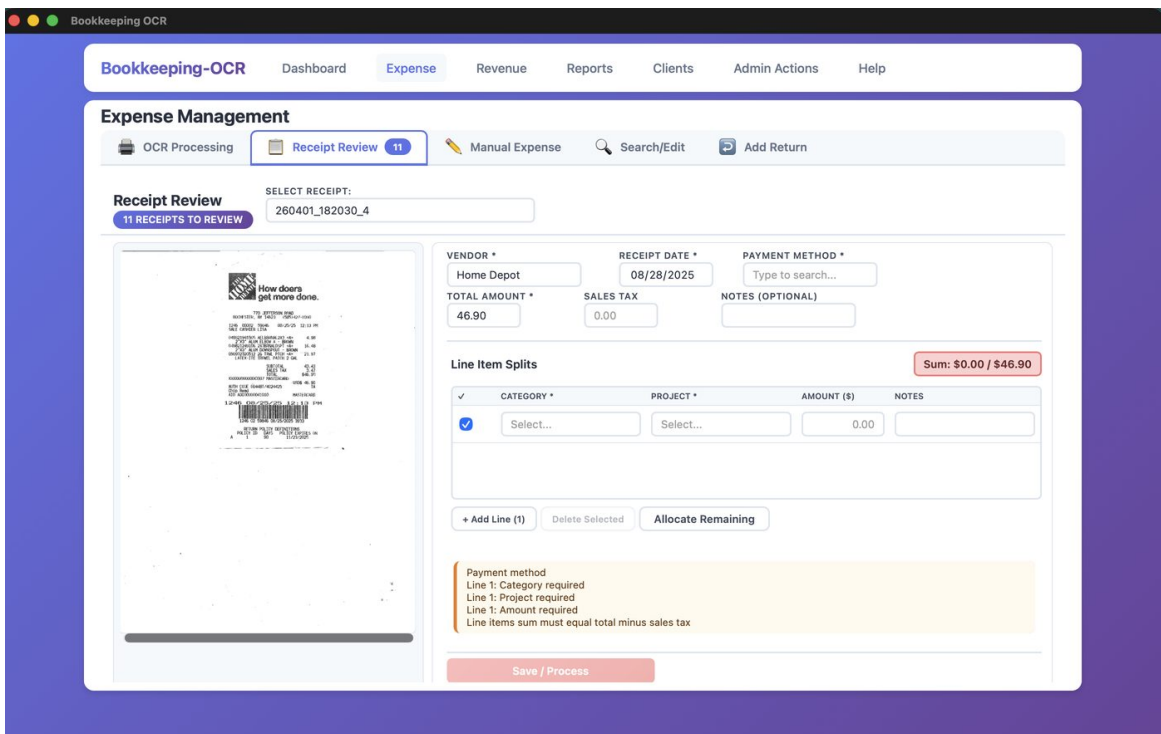
# Receipt Review

## Overview

Receipts are presented in order of processing. The receipt image is displayed on the left for reference. Fields pre-populated by OCR can be corrected as needed.

- Use the **Select Receipt** dropdown to jump to any pending receipt.
- Tabbing moves through fields left-to-right, top-to-bottom, then back to Vendor.
- Use arrow keys for dropdown navigation; press Enter to select.

*Windows date field: use arrow keys to move between day/month/year fields to avoid the calendar dropdown. On Mac, clicking the date field opens a calendar picker.*



## Required Fields and Line Item Splits

Fields marked with an asterisk (\*) are mandatory. Images can be zoomed for better viewing.

- Every receipt requires at least one line item split.
- Click **+ Add Line** to add additional lines for splitting a receipt across multiple categories, projects, or amounts.
- The **Sum** indicator shows the remaining amount yet to be allocated.
- Mouse over any Notes field to see the full note stored.
- Uncheck a line item's checkbox to exclude it from processing.

The screenshot displays the 'Expense Management' interface in the 'Bookkeeping-OCR' application. The main navigation bar includes 'Dashboard', 'Expense', 'Revenue', 'Reports', 'Clients', 'Admin Actions', and 'Help'. The 'Expense Management' section is active, showing options for 'OCR Processing', 'Receipt Review' (with 11 items), 'Manual Expense', 'Search/Edit', and 'Add Return'. The 'Receipt Review' section shows '11 RECEIPTS TO REVIEW' and a selected receipt ID '260401\_182030\_4'. A receipt image is displayed on the left, and the right side contains a form for editing receipt details. The form includes fields for 'VENDOR \*' (Home Depot), 'RECEIPT DATE \*' (08/28/2025), and 'PAYMENT METHOD \*' (Type to search...). Summary fields show 'TOTAL AMOUNT \*' (46.90) and 'SALES TAX' (0.00). Below this is the 'Line Item Splits' section, which includes a table with columns for 'CATEGORY \*', 'PROJECT \*', 'AMOUNT (\$)', and 'NOTES'. A 'Sum: \$0.00 / \$46.90' indicator is present. The table has one row with a checked checkbox, 'Select...' for both category and project, and '0.00' for the amount. Below the table are buttons for '+ Add Line (1)', 'Delete Selected', and 'Allocate Remaining'. A yellow warning box contains the text: 'Payment method', 'Line 1: Category required', 'Line 1: Project required', 'Line 1: Amount required', and 'Line items sum must equal total minus sales tax'. A 'Save / Process' button is at the bottom.

## Delete Line Items and Allocate Remaining

To delete a line item: click on any row inside the line item splits form (not the checkbox). The row will highlight and the **Delete Selected** button will turn red, showing a count of rows selected.

Click **Allocate Remaining** at any time to automatically fill the remaining balance into the current line item Amount field.

- Clicking **Allocate Remaining** a second time saves the receipt if all required fields are populated.
- If Sales Tax is populated, allocation = Total Amount minus Sales Tax.
- With multiple empty Amount fields, the remaining balance is divided equally.
- With only one empty Amount field, the full remaining balance goes there.

The screenshot displays the 'Expense Management' interface in the 'Bookkeeping-OCR' application. The 'Receipt Review' section shows a receipt image on the left and a form on the right. The form includes fields for Vendor (Home Depot), Receipt Date (08/28/2025), and Payment Method. The total amount is \$46.90, and sales tax is \$0.00. Below this is a 'Line Item Splits' table with one row selected, showing a category, project, and amount of 0.00. A 'Sum: \$0.00 / \$46.90' indicator is present. At the bottom, there are buttons for 'Add Line (1)', 'Delete Selected', and 'Allocate Remaining', along with a 'Save / Process' button.

**Bookkeeping-OCR** Dashboard Expense Revenue Reports Clients Admin Actions Help

**Expense Management**

OCR Processing Receipt Review 11 Manual Expense Search/Edit Add Return

**Receipt Review** 11 RECEIPTS TO REVIEW

SELECT RECEIPT: 260401\_182030\_4

**VENDOR \*** Home Depot **RECEIPT DATE \*** 08/28/2025 **PAYMENT METHOD \*** Type to search...

**TOTAL AMOUNT \*** 46.90 **SALES TAX** 0.00 **NOTES (OPTIONAL)**

**Line Item Splits** Sum: \$0.00 / \$46.90

✓	CATEGORY *	PROJECT *	AMOUNT (\$)	NOTES
<input checked="" type="checkbox"/>	Select...	Select...	0.00	

+ Add Line (1) Delete Selected Allocate Remaining

Payment method  
Line 1: Category required  
Line 1: Project required  
Line 1: Amount required  
Line items sum must equal total minus sales tax

Save / Process

## Allocate Remaining via Keyboard

The Allocate Remaining functionality is also available directly from the Amount field: press **Enter** while in the Amount field to trigger allocation. Press **Enter** a second time to save the record if all required fields are complete.

The screenshot shows the 'Expense Management' interface in 'Bookkeeping-OCR'. The 'Receipt Review' section is active, displaying a receipt image on the left and a form on the right. The form includes fields for Vendor (Home Depot), Receipt Date (08/28/2025), Payment Method, Total Amount (46.90), and Sales Tax (0.00). A 'Line Item Splits' table is visible with one row containing a checkmark, a 'Select...' dropdown, another 'Select...' dropdown, and the amount '0.00'. A yellow warning box at the bottom of the form lists requirements: 'Payment method', 'Line 1: Category required', 'Line 1: Project required', and 'Line 1: Amount required'. A 'Save / Process' button is located at the bottom of the form.

## Saving the Receipt

A yellow indicator box near the bottom of the screen lists any remaining required fields. The **Save / Process** button turns green when all required fields are complete — you cannot save until all requirements are met.


Bookkeeping-OCR Dashboard Expense Revenue Reports Clients Admin Actions Help

### Expense Management

OCR Processing Receipt Review 11 Manual Expense Search/Edit Add Return

**Receipt Review** 11 RECEIPTS TO REVIEW

SELECT RECEIPT: 260401\_182030\_4



VENDOR \* Home Depot RECEIPT DATE \* 08/28/2025 PAYMENT METHOD \* Type to search...

TOTAL AMOUNT \* 46.90 SALES TAX 0.00 NOTES (OPTIONAL)

**Line Item Splits** Sum: \$0.00 / \$46.90

✓	CATEGORY *	PROJECT *	AMOUNT (\$)	NOTES
<input checked="" type="checkbox"/>	Select...	Select...	0.00	

**Payment method**  
 Line 1: Category required  
 Line 1: Project required  
 Line 1: Amount required  
 Line items sum must equal total minus sales tax

## Manual Expense Entry

The **Manual Expense** tab allows you to enter an expense without a receipt image. All fields, dropdowns, line item splits, and Allocate Remaining functionality work identically to Receipt Review.

- Vendor, Total Amount, Payment Method, and Receipt Date are required.
- At least one Category, Project, and Amount line item split is required.
- Click **Save Manual Expense** when all required fields are complete.

The screenshot shows the 'Manual Expense Entry' form within the 'Expense Management' section of the 'Bookkeeping-OCR' application. The form is titled 'Manual Expense Entry' and includes a 'MANUAL ENTRY' tab. The form fields are as follows:

- VENDOR \***: A search field with the placeholder text 'Type to search vendor.'
- RECEIPT DATE \***: A date field containing '04/10/2026'.
- PAYMENT METHOD \***: A search field with the placeholder text 'Type to search...'.
- TOTAL AMOUNT \***: A numeric field containing '0.00'.
- SALES TAX**: A numeric field containing '0.00'.
- NOTES (OPTIONAL)**: A text input field.

Below the main form is a 'Line Item Splits' section with a summary bar showing 'Sum: \$0.00 / \$0.00'. It contains a table with the following columns: 'CATEGORY \*', 'PROJECT \*', 'AMOUNT (\$)', and 'NOTES'. The table has one row with a checked checkbox in the first column, and dropdown menus for 'CATEGORY \*' and 'PROJECT \*', and a numeric field for 'AMOUNT (\$)' containing '0.00'. Below the table are buttons for '+ Add Line (1)', 'Delete Selected', and 'Allocate Remaining'.

At the bottom of the form, there is a scrollable list of required fields: 'Vendor', 'Total amount', 'Payment method', and 'Line 1: Category required'. A red 'Save Manual Expense' button is located at the bottom of the form.

# Search & Edit Expenses

## Filtering Receipts

The **Search/Edit** tab displays all saved expense records and provides powerful filtering. Filter fields include Vendor, Category, Project, Payment Method, Source, Date Range, Amount Range, and Notes search.

- Tabbing moves through filter fields left-to-right, then down.
- Filters are dynamic — the list updates as each field is populated.
- Press **Esc** at any time to clear all active filters.

The screenshot shows the 'Expense Management' interface with the 'Search/Edit' tab selected. The 'Search & Edit Receipts' section includes filter fields for Vendor, Category, Project, Payment Method, Source, Date Range, and Amount Range. A summary bar shows 45 receipts found with a total expense of \$2076.65. Below this is a table of expense records.

Date ↓	Vendor	Categories	Projects	Total	Payment	Source	Splits	Action
2025-12-02	CREAR	Test Category	General	-\$100.00	Credit	RETURN	1	Edit
2025-12-31	grocery store	Supplies	new project	-\$20.00	card-vista	RETURN	1	Edit
2025-02-27	yellow	FUEL	farm	\$44.83	Credit	OCR	1	Edit
2025-12-22	Garden store	Supplies	General	\$20.00	00035	OCR	1	Edit

## Saved Filters and Reports

After creating a filter, click **Save Filter** to name and save it for future use. Saved filters appear in the dropdown for quick reuse. Any filter can be exported to Excel or printed as a formatted PDF report using the **Generate Report** options.

- Column headers sort records A→Z, Z→A, or low-to-high / high-to-low.
- Click any row to highlight it and activate the Delete button.
- The Delete button shows how many rows are selected for deletion.

The screenshot displays the 'Expense Management' section of the Bookkeeping-OCR application. The interface includes a navigation bar with 'Expense' selected, and a sub-header 'Expense Management' with options for 'OCR Processing', 'Receipt Review' (41), 'Manual Expense', 'Search/Edit', and 'Add Return'. Below this is a 'Search & Edit Receipts' section with a 'SAVED FILTERS' dropdown (set to '— Select saved filter —'), 'Save Filter', and 'Delete' buttons. To the right, 'GENERATE REPORT:' options for 'Excel' and 'Print / PDF' are visible. A 'Filter Receipts' section contains input fields for VENDOR, CATEGORY, PROJECT, PAYMENT METHOD, SOURCE, DATE FROM, DATE TO, AMOUNT MIN, AMOUNT MAX, and SEARCH NOTES. Below the filters, a summary bar shows 'Clear Filters', 'Receipt(s) Found 45', 'Total Expenses \$2076.65', and 'Delete Selected (0)'. The main data table has columns for Date, Vendor, Categories, Projects, Total, Payment, Source, Splits, and Action. The table contains four rows of receipt data.

Date ↓	Vendor	Categories	Projects	Total	Payment	Source	Splits	Action
2025-12-02	CREAR	Test Category	General	-\$100.00	Credit	RETURN	1	Edit
2025-12-31	grocery store	Supplies	new project	-\$20.00	card-vista	RETURN	1	Edit
2025-02-27	yellow	FUEL	farm	\$44.83	Credit	OCR	1	Edit
2025-12-22	Garden store	Supplies	General	\$20.00	00035	OCR	1	Edit

## Editing an Expense Record

Click the **Edit** button on any line item to open the Edit Receipt screen. All fields work the same as Receipt Review: dropdowns, calendars, line item splits, and Allocate Remaining.

**Bookkeeping-OCR** Dashboard Expense Revenue Reports Clients Admin Actions Help

**Edit Receipt** EDITING RECEIPT

**MANUAL-20260321174218**

VENDOR \* test 21 RECEIPT DATE \* 03/21/2026 PAYMENT METHOD \* Credit

TOTAL AMOUNT \* 50.0 SALES TAX 0.0 NOTES (OPTIONAL) Optional notes...

Line Item Splits Sum: \$50.00 / \$50.00

✓	CATEGORY *	PROJECT *	AMOUNT * (\$)	NOTES
<input checked="" type="checkbox"/>	test 21	test 21	50.00	

+ Add Line (1) Delete Selected Allocate Remaining

Save / Process Cancel

## Add Return

The **Add Return** tab records expense returns or refunds. Fields work identically to Manual Expense Entry — all amounts are entered as positive numbers but are stored in the database as negative values.

- Vendor, Receipt Date, and Payment Method are required.
- Return Total must be a positive number greater than zero.
- At least one Category and Amount line item split is required.

The screenshot shows the 'Add Return' form in the Bookkeeping-OCR application. The form is titled 'Expense Management' and includes a navigation bar with 'Add Return' highlighted. The form fields are as follows:

- VENDOR \***: A search field with the placeholder 'Type to search vendor.'
- RECEIPT DATE \***: A date field containing '04/10/2026'.
- PAYMENT METHOD \***: A search field with the placeholder 'Type to search...'.
- RETURN TOTAL \***: A numeric field containing '0.00'.
- SALES TAX**: A numeric field containing '0.00'.
- NOTES (OPTIONAL)**: A text input field.

Below the main form is a 'Line Item Splits' section with a summary 'Sum: \$0.00 / \$0.00'. A red note states: '\* Enter all values as positive numbers — amounts will be stored as negative returns'. The table has the following structure:

✓	CATEGORY *	PROJECT *	AMOUNT (\$)	NOTES
<input checked="" type="checkbox"/>	Select...	Select...	0.00	

Buttons below the table include '+ Add Line (1)', 'Delete Selected', and 'Allocate Remaining'. A yellow warning box at the bottom lists requirements: 'Vendor', 'Receipt date', 'Return Total must be a positive number greater than zero', 'Payment method', and 'Line 1: Category required'. A 'Save Return' button is at the bottom of the form.

# Revenue Management

The Revenue module contains three tabs: **Add Revenue**, **Search/Edit**, and **Refund**.

## Add Revenue

The **Add Revenue** tab allows you to log income. Fields work similarly to Manual Expense Entry with some key differences specific to revenue records.

- Assign a **Client** instead of a vendor (Client field searches your Client Directory).
- Select a **Revenue Category** instead of an expense category.
- Select a **Product** for each line item split; **Project** is optional.
- Payment Method, Total Revenue, and at least one line item with Revenue Category, Product, and Amount are required.
- Line item splits and Allocate Remaining work the same as in Expense.

The screenshot shows the 'Add Revenue' form in the Bookkeeping-OCR application. The form is titled 'Revenue Management' and has three tabs: 'Add Revenue', 'Search/Edit', and 'Refund'. The 'Add Revenue' tab is active, and the 'MANUAL ENTRY' sub-tab is selected. The form contains the following fields and sections:

- CLIENT**: A search field with the placeholder 'Last, First or search...'. The value '04/10/2026' is entered in the adjacent field.
- DATE \***: A date field containing '04/10/2026'.
- PAYMENT METHOD \***: A search field with the placeholder 'Type to search...'.
- TOTAL REVENUE \***: A numeric field containing '0.00'.
- SALES TAX**: A numeric field containing '0.00'.
- NOTES**: A text area.
- PROJECT**: A search field with the placeholder 'Type to search...'.
- REFERENCE #**: A text field.
- Line Item Splits**: A table with columns for 'REVENUE CATEGORY \*', 'PRODUCT \*', 'AMOUNT (\$)', and 'NOTES'. The table currently has one row with '0.00' in the amount column. A green box indicates 'Sum: \$0.00 / \$0.00'.
- Buttons**: '+ Add Line (1)', 'Delete Selected', and 'Allocate Remaining'.
- Validation Messages**: A yellow box at the bottom lists requirements: 'Payment Method is required', 'Total Revenue is required', 'Line 1: Revenue Category required', 'Line 1: Product required', and 'Line 1: Amount required'.
- Save Revenue**: A red button at the bottom.

## Search & Edit Revenue

The **Search/Edit** tab for Revenue works similarly to the Expense Search/Edit tab. Filter by Client, Revenue Category, Product, Payment Method, Project, Date Range, Amount Range, and Notes.

- Filters are dynamic and update the list as you type.
- Saved filters can be created, reused, and deleted.
- Any filter can be exported to Excel or printed as a formatted report.
- Click any row to highlight it and activate the Delete button.

The screenshot shows the 'Bookkeeping-OCR' application interface. The 'Revenue' tab is active, and the 'Search & Edit Revenue' section is displayed. The interface includes a search bar, filter controls, a summary bar, and a data table.

**Filter Revenue**

CLIENT: All... REVENUE CATEGORY: All... PRODUCT: All... PAYMENT METHOD: All... PROJECT: All...

DATE FROM: 04/10/2026 DATE TO: 04/10/2026 AMOUNT MIN: 0.00 AMOUNT MAX: 0.00 SEARCH NOTES: Search notes/reference...

SAVED FILTERS: -- Select saved filter -- Save Filter Delete

GENERATE REPORT: Excel Print / PDF

Clear Filters Revenue Found 4 Total Revenue \$275.00 Total Tax \$5.00 Delete Selected (0)

Date ↓	Client	Categories	Products	Project	Total	Tax	Payment	Lines	Action
2026-04-08	lauders, hary	Commission	Custom Development	SOFTWARE	\$100.00	—	2081	1	Edit
2026-04-08	jones, frank	cc	Consulting Services	new project	-\$25.00	\$-2.00	2081	1	Edit
2026-04-08	smith, sammy	Consulting	Consulting Services	testing	\$100.00	\$2.00	2081	1	Edit
2026-04-08	smith, sammy	Commission	Custom Development	test 20	\$100.00	\$5.00	00035	1	Edit

## Editing a Revenue Record

Click the **Edit** button on any revenue line item to open the Edit Revenue screen. All fields are editable. Click **Save Changes** when done.

**Bookkeeping-OCR** Dashboard Expense Revenue Reports Clients Admin Actions Help

### Edit Revenue EDITING REVENUE

**260408\_105034\_1**

CLIENT: smith, sammy      DATE \*: 04/08/2026      PAYMENT METHOD \*: 2081

TOTAL REVENUE \*: 100.0      SALES TAX: 2.0      NOTES:

PROJECT: testing      REFERENCE #:

**Line Item Splits** Sum: \$98.00 / \$98.00

✓	REVENUE CATEGORY *	PRODUCT *	AMOUNT (\$)	NOTES
<input type="checkbox"/>	Consulting	Consulting Services	98.00	

+ Add Line (1)    Delete Selected    Allocate Remaining

**Save Changes**    Cancel

## Deleting Revenue Records

To delete a revenue record, click on the row to highlight it, then click the **Delete Selected** button. A 'Confirm Deletion' warning will appear before the record is permanently removed.

Bookkeeping-OCR Dashboard Expense Revenue Reports Clients Admin Actions Help

### Revenue Management

Add Revenue Search/Edit Refund

#### Search & Edit Revenue

SAVED FILTERS: — Select saved filter — Save Filter Delete GENERATE REPORT: Excel Print / PDF

Filter Revenue

CLIENT: All... REVENUE CATEGORY: All... PROJECT: All...

DATE FROM: 04/10/2026 DATE TO: 04/10/2026 SEARCH NOTES: Search notes/reference...

Clear Filters Revenue Filtered: 4 Delete Selected (1)

**Confirm Deletion**

You are about to delete 1 revenue record.

This action cannot be undone.

Cancel Delete

Date ↓	Client	Category	Description	Project	Amount	Tax	Payment	Lines	Action
2026-04-08	laudders, haryy	Commission	Custom Development	SOFTWARE	\$100.00	—	2081	1	Edit
2026-04-08	jones, frank	cc	Consulting Services	new project	-\$25.00	-\$2.00	2081	1	Edit
2026-04-08	smith, sammy	Consulting	Consulting Services	testing	\$100.00	\$2.00	2081	1	Edit
2026-04-08	smith, sammy	Commission	Custom Development	test 20	\$100.00	\$5.00	00035	1	Edit

## Revenue Refund

The **Refund** tab records revenue refunds or returns. All amounts are entered as positive numbers but stored as negative values. Fields work identically to Add Revenue.

- Client, Payment Method, and Total Refund are required.
- Revenue Category, Product, and Amount are required per line item.

The screenshot shows the 'Add Revenue Refund' form in the Bookkeeping-OCR application. The form is titled 'REVENUE REFUND' and includes the following fields and sections:

- CLIENT:** A text input field with the placeholder 'Last, First or search...'. The 'DATE' field is set to '04/10/2026'.
- PAYMENT METHOD \*:** A dropdown menu with the placeholder 'Type to search...'.
- TOTAL REFUND \*:** A text input field with the value '0.00'.
- SALES TAX:** A text input field with the value '0.00'.
- NOTES:** A text input field.
- PROJECT:** A text input field with the placeholder 'Type to search...'.
- REFERENCE #:** A text input field.

A red asterisk note below the fields states: *\* Enter all values as positive numbers — amounts will be stored as negative refunds*.

**Line Item Splits:** A table with a total of 'Sum: \$0.00 / \$0.00'. The table has the following columns: REVENUE CATEGORY \*, PRODUCT \*, AMOUNT (\$), and NOTES. The first row shows a checked checkbox, 'Select...' for both category and product, and '0.00' for the amount.

Buttons at the bottom of the form include '+ Add Line (1)', 'Delete Selected', and 'Allocate Remaining'. A yellow warning box contains the following messages: 'Payment Method is required', 'Total Refund is required', 'Line 1: Revenue Category required', 'Line 1: Product required', and 'Line 1: Amount required'. A 'Save Refund' button is located at the bottom of the form.

# Reports

The **Report Center** provides printable formatted reports and CSV data exports. Filter by Year and Month using the controls at the top.

## Printable Reports

Select any report from the left panel to preview it. Click **Print / Save PDF** to save or print the formatted report.

- P&L; Summary — Revenue vs. Expenses by month.
- Expenses by Category — Category totals and percentages.
- Expenses by Project — Project cost breakdown.
- Expenses by Vendor — Vendor spend and receipt count.
- Expenses by Payment Method — Spend breakdown by how paid.
- Revenue by Category — Revenue totals per category.
- Revenue by Product — Which products drive revenue.
- Revenue by Client — Per-client revenue totals.
- Tax Paid (Expenses) — Tax paid by vendor and category.
- Tax Collected (Revenue) — Tax collected by client.

The screenshot displays the 'Report Center' interface for 'Bookkeeping-OCR'. The main report is 'Revenue by Category' for the year 2026. The summary shows a total revenue of \$270.00, tax collected of \$5.00, and 4 entries. The breakdown by category is as follows:

CATEGORY	REVENUE	TAX COLLECTED	ENTRIES	% OF TOTAL
Commission	\$195.00	\$5.00	2	72.2%
Consulting	\$98.00	\$2.00	1	36.3%
cc	\$-23.00	\$-2.00	1	-8.5%
<b>Total</b>	<b>\$270.00</b>	<b>\$5.00</b>	<b>4</b>	<b>—</b>

## CSV Data Exports

CSV exports provide raw data for use in Excel or other applications. When you click a CSV export, a 'Save File As' dialog appears. Choose a location, change the filename if desired, and save.

- Receipt Detail — All receipts with line item detail, one row per line.
- Revenue Entries — All revenue with client and product detail.
- P&L; by Month — Month, revenue, expenses, net.
- Tax Summary — Tax paid and collected combined.
- Complete Database Export — All tables, one sheet each (.xlsx).

The screenshot shows the Bookkeeping-OCR web application interface. The top navigation bar includes 'Bookkeeping-OCR', 'Dashboard', 'Expense', 'Revenue', 'Reports', 'Clients', 'Admin Actions', and 'Help'. The main content area is titled 'Report Center' and features a 'PRINT & EXPORT' button. On the left, there is a sidebar with various report options, including 'Total Expense Detail', 'Total Revenue Detail', 'Client Directory', and a section for 'CSV DATA EXPORTS' with options like 'Receipt Detail', 'Revenue Entries', 'P&L by Month', 'Tax Summary', and 'Complete Database E...'. The main report area displays 'Tax Paid (Expenses)' for the year 2026. A 'Save file' dialog box is open in the foreground, showing the filename 'receipt\_detail\_2026', a 'Where' dropdown set to 'Desktop - iCloud', and 'Cancel' and 'Save' buttons. The report data includes a table for 'TAX PAID BY MONTH' and a table for 'TAX PAID BY VENDOR'.

MONTH	TAX PAID
2026-01	\$0.00
2026-02	\$39.35
2026-03	\$14.00
2026-04	\$8.00
2026-05	\$2.00
<b>Total</b>	<b>\$63.35</b>

VENDOR	TAX PAID	RECEIPTS	TOTAL SPENT
Busters	\$28.35	7	\$269.00
CountryMax	\$17.00	3	\$168.00

# Client Directory

The **Client Directory** stores client and customer information used in revenue records. Filter the list by **Active Only**, **Inactive Only**, or **All Statuses**.

## Adding a Client

Click into the header form to add a new client. First Name and Last Name are the only required fields. Optional fields include: Email, Phone, Company, Company Email, Company Phone, City, State, Postal Code, Address, Default Payment Terms, Tax Exempt status, and Notes.

- Click **Save Client** to add the client to the directory.

The screenshot shows the 'Bookkeeping-OCR' interface with the 'Clients' tab selected. The 'Client Directory' section features an 'Add Client' form with the following fields:

- FIRST NAME \* (required)
- LAST NAME \* (required)
- EMAIL
- PHONE (format: (000)000-0000)
- COMPANY
- COMPANY EMAIL
- COMPANY PHONE (format: (000)000-0000)
- CITY
- STATE
- POSTAL CODE
- ADDRESS
- ADDRESS LINE 2 (placeholder: Suite, unit, floor, etc.)
- DEFAULT PAYMENT TERMS (dropdown: — None —)
- TAX EXEMPT (checkbox)
- NOTES

Buttons: Save Client, Cancel. Note: First Name and Last Name are required.

Filter: Active Only

NAME ↑	EMAIL	COMPANY	STATUS	ACTIONS
Jones, Bob	-	-	ACTIVE	Edit Deactivate
bert, fwef	-	-	ACTIVE	Edit Deactivate
jones, frank	-	-	ACTIVE	Edit Deactivate
laudders, haryy	-	-	ACTIVE	Edit Deactivate
sammy, bob	rsejnoide@rivvweorh.com	the smith corp	ACTIVE	Edit Deactivate
smith, sam	-	-	ACTIVE	Edit Deactivate
smith, sammy	-	-	ACTIVE	Edit Deactivate

## Editing a Client

Click the **Edit** button next to any client in the list. The client's information populates the header fields where any detail can be updated. Click **Save Client** to save changes.

The screenshot shows the 'Bookkeeping-OCR' application interface. At the top, there is a navigation bar with 'Bookkeeping-OCR' and several menu items: Dashboard, Expense, Revenue, Reports, Clients (highlighted), Admin Actions, and Help. Below this is the 'Client Directory' section. The main area is titled 'Editing: Jones, Bob' with an 'EDITING' status indicator. The form contains several input fields: FIRST NAME \* (Bob), LAST NAME \* (Jones), EMAIL, PHONE ((000)000-0000), COMPANY, COMPANY EMAIL, COMPANY PHONE ((000)000-0000), CITY, STATE, POSTAL CODE, ADDRESS, ADDRESS LINE 2 (Suite, unit, floor, etc.), DEFAULT PAYMENT TERMS (None), TAX EXEMPT (checkbox), and NOTES. Below the form are 'Save Client' and 'Cancel' buttons. A filter dropdown is set to 'Active Only'. Below the filter is a table with columns: NAME ↑, EMAIL, COMPANY, STATUS, and ACTIONS. The table lists several clients, all with 'ACTIVE' status and 'Edit Deactivate' actions.

NAME ↑	EMAIL	COMPANY	STATUS	ACTIONS
Jones, Bob	-	-	ACTIVE	Edit Deactivate
jones, frank	-	-	ACTIVE	Edit Deactivate
laudders, harry	-	-	ACTIVE	Edit Deactivate
sammy, bob	rsejnoide@rivweorh.com	the smith corp	ACTIVE	Edit Deactivate
smith, sam	-	-	ACTIVE	Edit Deactivate
smith, sammy	-	-	ACTIVE	Edit Deactivate

## Deactivating and Reactivating a Client

Click the **Deactivate** button next to any active client. A confirmation message appears in the upper right-hand corner. The button changes to **Reactivate** for that client.

- Deactivated clients remain in the database but are hidden from active lists.
- Click **Reactivate** to restore a client to active status.

Bookkeeping-OCR Dashboard Expense Revenue Reports **Clients** Admin Actions Help

### Client Directory

**Add Client** NEW ENTRY

<small>FIRST NAME *</small>	<small>LAST NAME *</small>	<small>EMAIL</small>	<small>PHONE</small> <small>(000)000-0000</small>	<small>COMPANY</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>COMPANY EMAIL</small>	<small>COMPANY PHONE</small> <small>(000)000-0000</small>	<small>CITY</small>	<small>STATE</small>	<small>POSTAL CODE</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>ADDRESS</small>	<small>ADDRESS LINE 2</small> <small>Suite, unit, floor, etc.</small>	<small>DEFAULT PAYMENT TERMS</small> — None —	<input type="checkbox"/> TAX EXEMPT	<small>NOTES</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Save Client Cancel First Name and Last Name are required

Filter: Inactive Only

NAME ↑	EMAIL	COMPANY	STATUS	ACTIONS
Bert, Jerry	-	-	<span style="background-color: #ffc107; padding: 2px 5px; border-radius: 3px;">INACTIVE</span>	<a href="#" style="color: #28a745; text-decoration: none;">Edit</a> <a href="#" style="color: #28a745; text-decoration: none; margin-left: 10px;">Reactivate</a>
Smith, robert	rseely85@protonmail.com	RS projects LLC	<span style="background-color: #ffc107; padding: 2px 5px; border-radius: 3px;">INACTIVE</span>	<a href="#" style="color: #28a745; text-decoration: none;">Edit</a> <a href="#" style="color: #28a745; text-decoration: none; margin-left: 10px;">Reactivate</a>

# Admin Actions — Category Maintenance

Admin Actions is accessed from the **Admin Actions** menu item. It contains tabs for maintaining all dropdown field data used throughout the application.

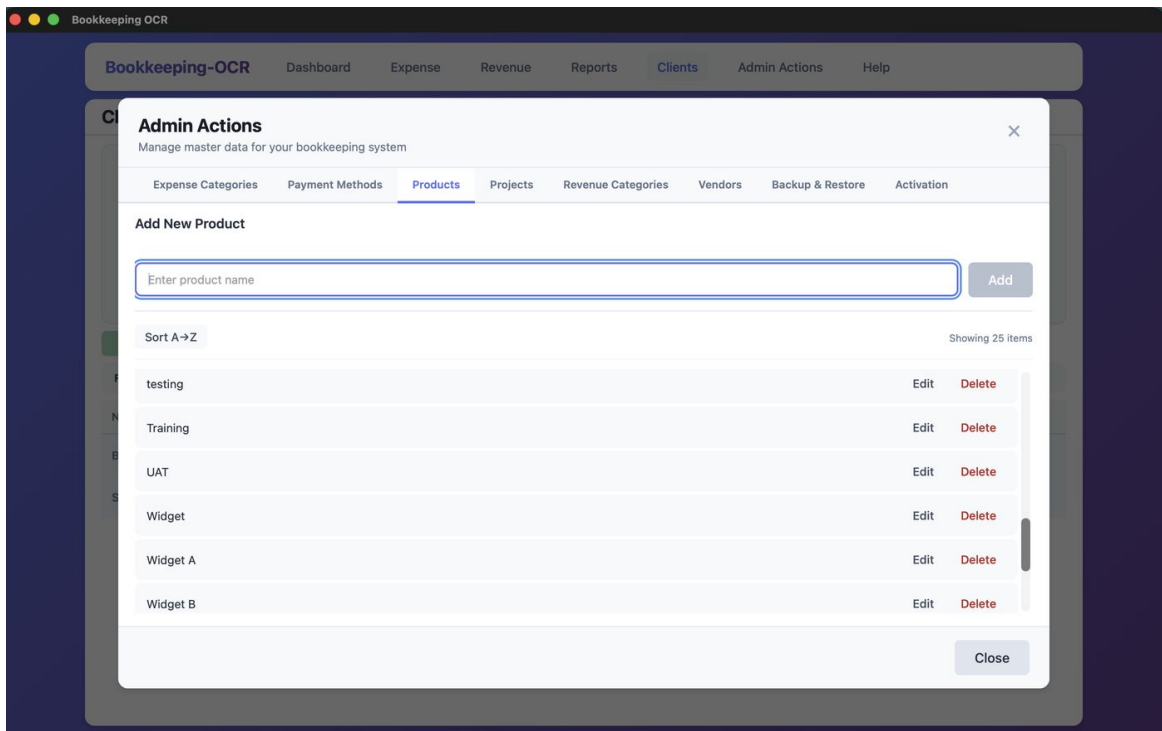
## Category Tabs Overview

Individual tabs provide maintenance for each dropdown category type:

- Expense Categories
- Payment Methods
- Products
- Projects
- Revenue Categories
- Vendors (covered in the next section)

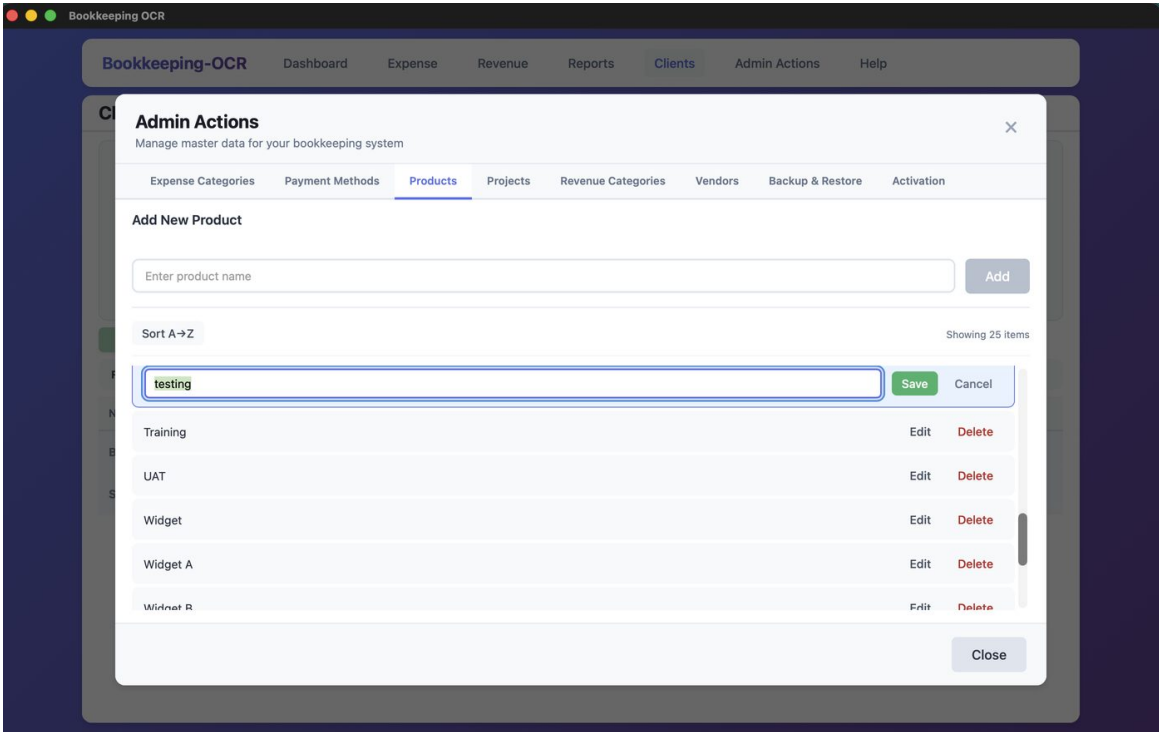
## Adding a New Item

Type the new item name into the field to the left of the **Add** button, then click **Add**.



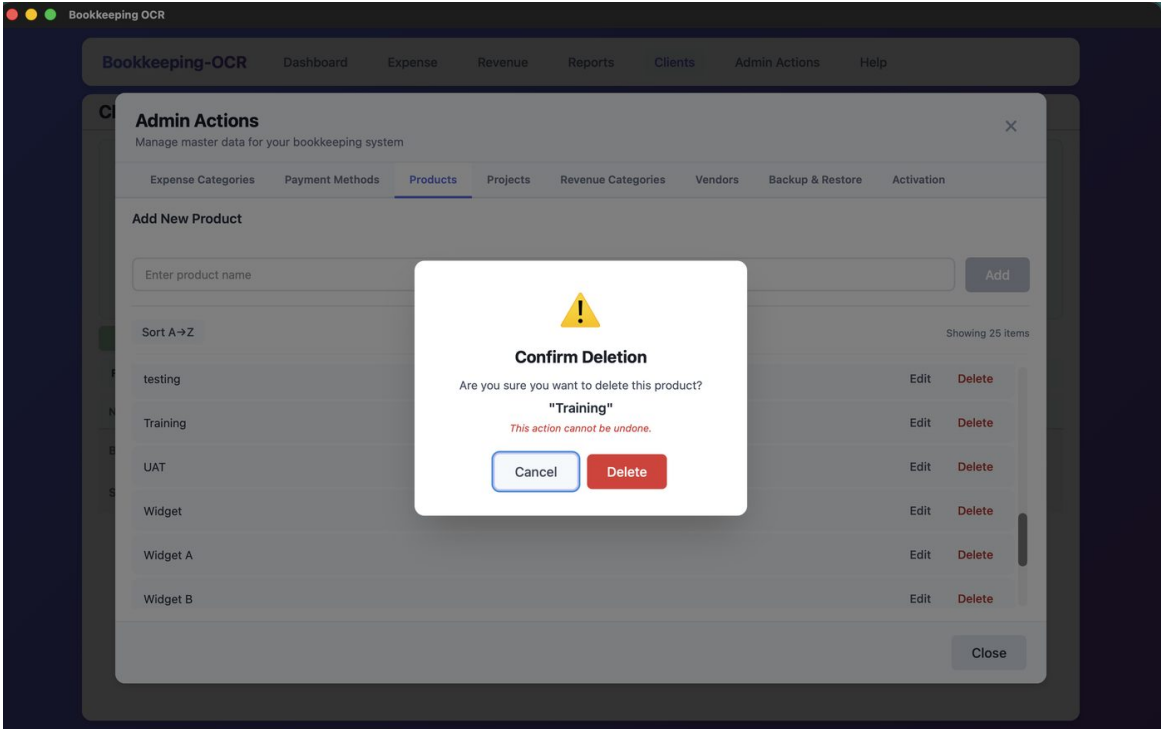
## Editing an Existing Item

Click the **Edit** button next to any item. The line becomes highlighted and editable. Make your changes and click **Save**.



## Deleting an Item

Click the **Delete** button next to any item. A 'Confirm Deletion' pop-out will appear, asking you to confirm before permanently removing the item.

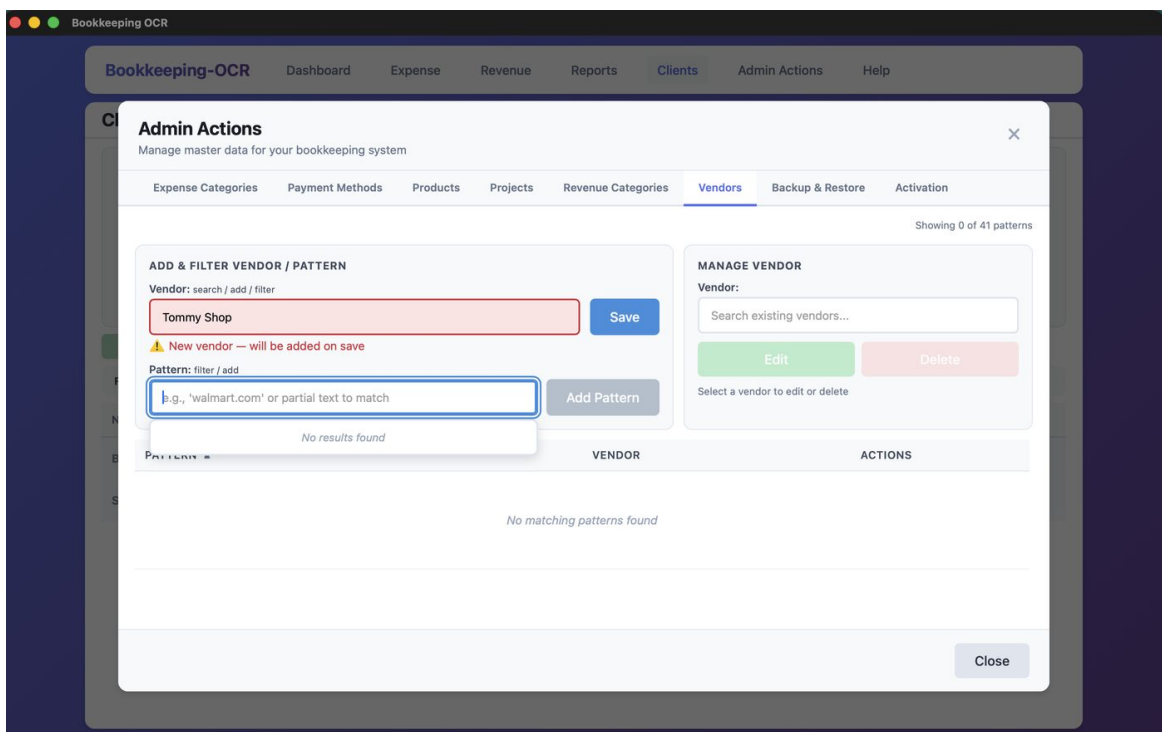


# Admin Actions — Vendors & Patterns

## Vendor Field — Add and Filter

The **Vendors** tab is where you add, search, and manage vendors for OCR matching. As you type in the Vendor field, the list below filters to matching vendors.

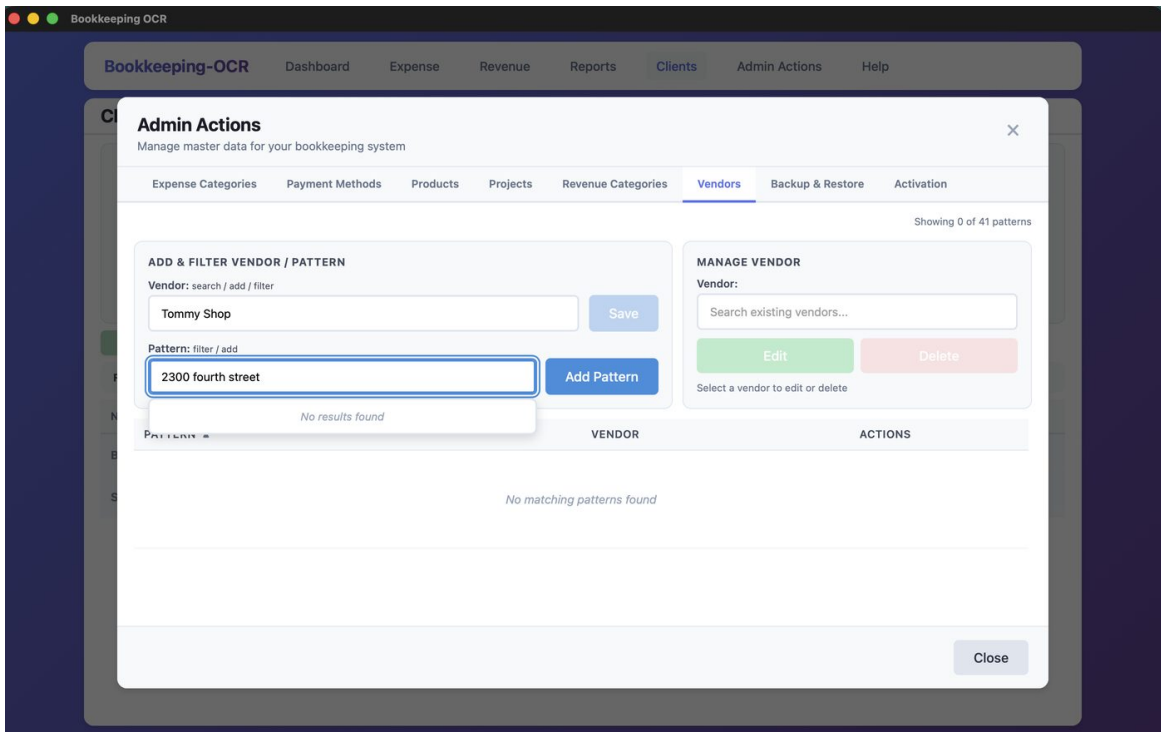
- If no list appears below, the vendor is new and will be added to the list upon saving.
- Tabbing away from the Vendor field triggers a warning if the vendor is new — it will be added to the list upon saving.



## What Is a Vendor Pattern?

The OCR process often has difficulty identifying vendor names because it relies on the first line of a receipt, which can be inconsistent. Vendor Patterns solve this by matching a persistent text string found on a vendor's receipts.

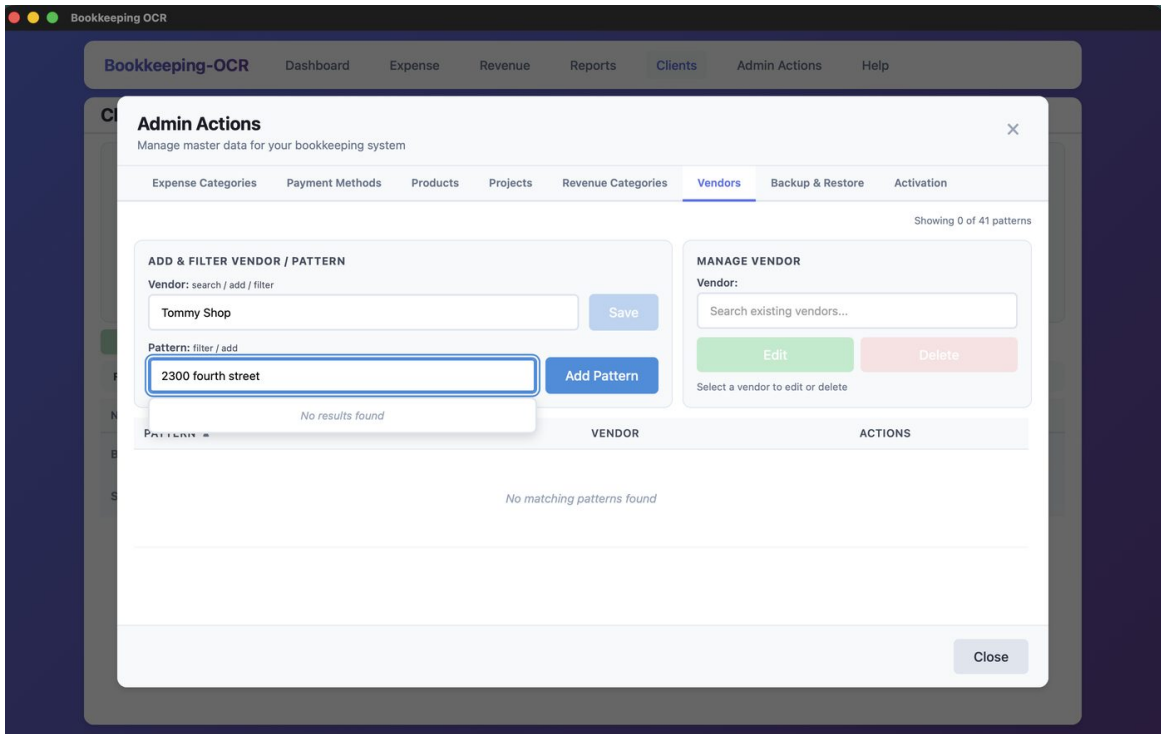
Example: On a Home Depot receipt, 'Home Depot' may appear as a logo image that the OCR engine cannot read, but it consistently picks up the text 'how does'. By adding 'Home Depot' as the vendor and 'how does' as the pattern, the application will correctly identify the vendor as Home Depot. Note: the OCR process also uses the vendor name itself as a match — so both the vendor name and any associated patterns are used together during matching.



## Pattern Field — Add Patterns

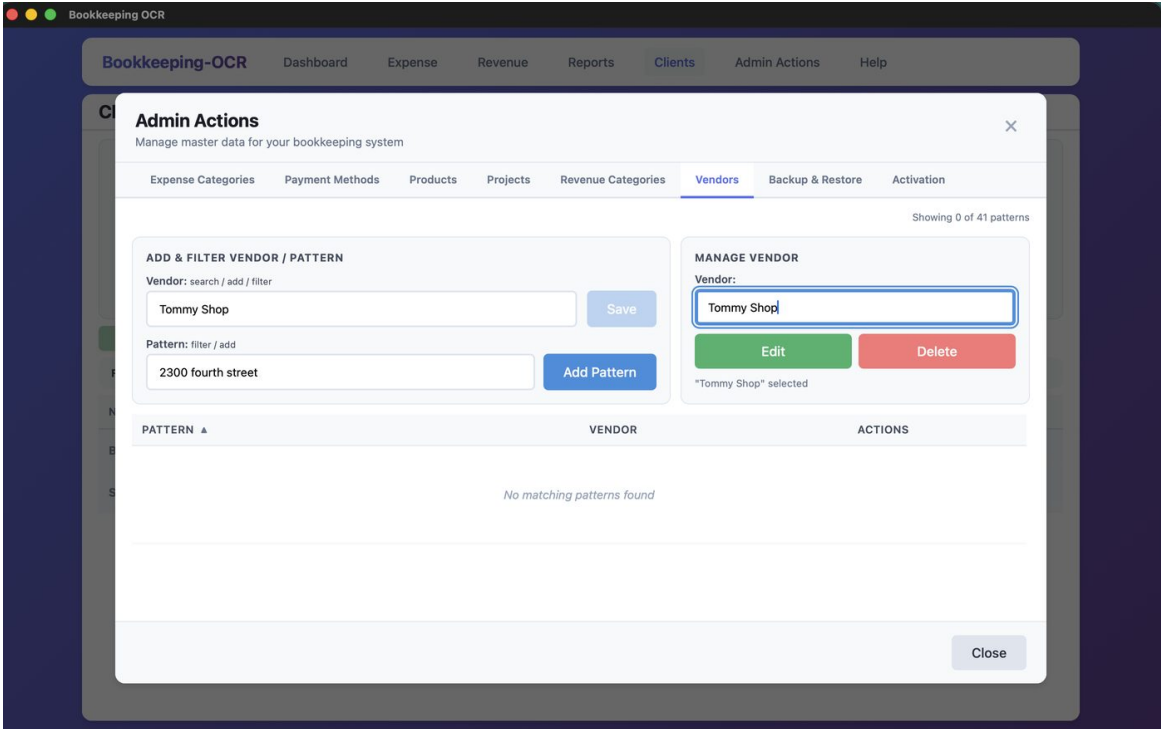
As you type in the Pattern field, the list below will filter. If the list is blank, the pattern is new.

- Make sure a Vendor is entered in the Vendor field before saving a pattern.
- Upon saving, the pattern is matched to that vendor and both will be used in OCR matching.



## Manage Vendor Field

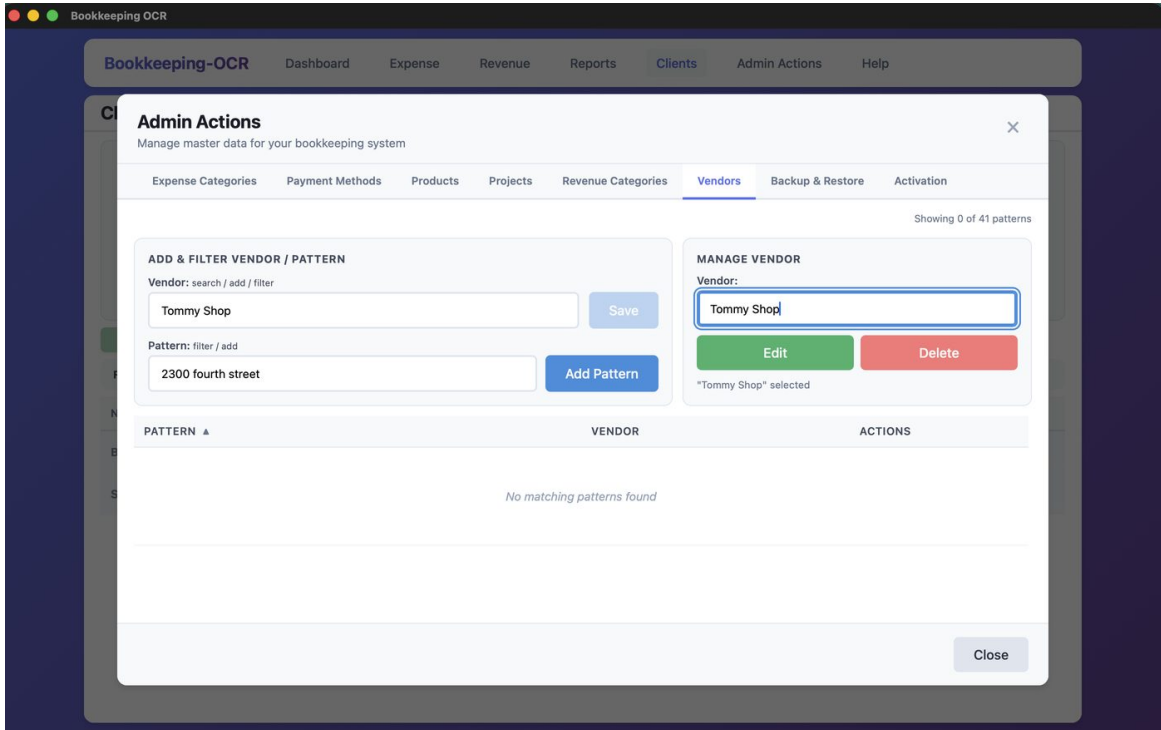
The **Manage Vendor** field on the right side of the tab is used to edit a vendor name or delete a vendor from the list. Deleting a vendor also deletes all patterns associated with that vendor.



## Patterns List — View, Edit, and Delete

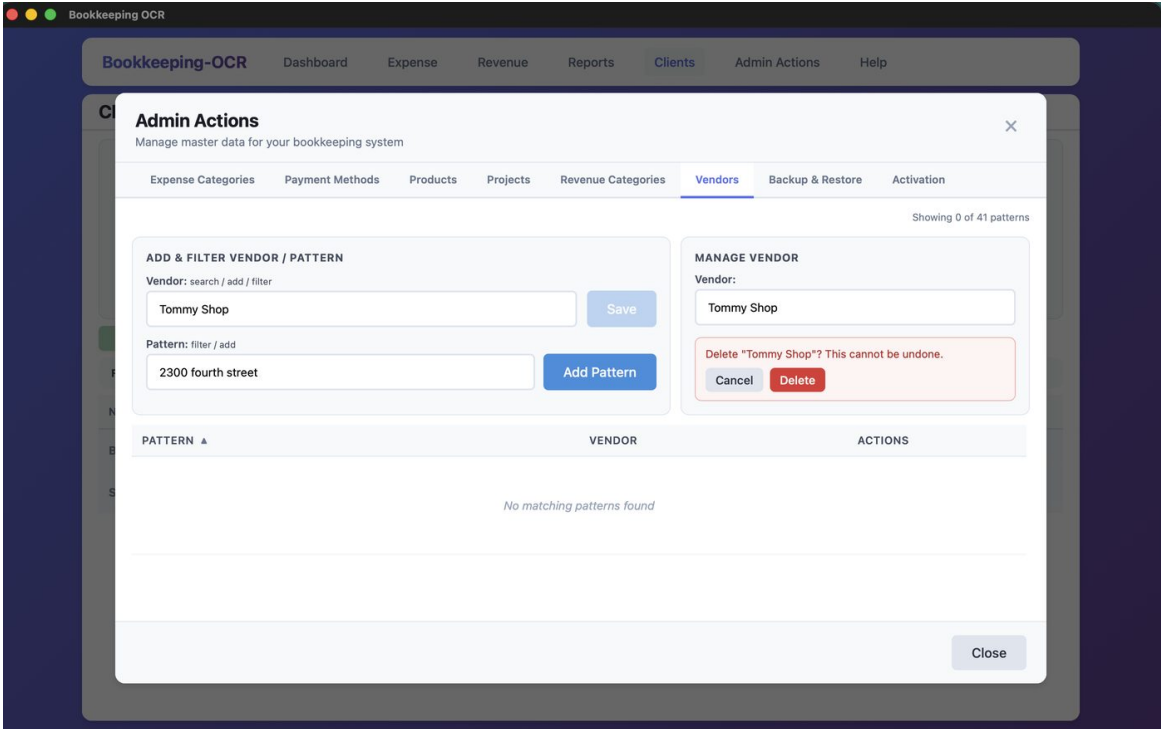
The list at the bottom shows all vendors and their associated patterns. Use the Vendor field and/or Pattern field to filter the list.

- Click **Edit** next to a pattern to highlight it and make it editable. Click **Save** when done.
- Click **Delete** next to a pattern to remove only that specific pattern from that vendor.



### Pattern Deletion Confirmation

When deleting a pattern, a secondary warning is displayed confirming you are about to delete that specific pattern before it is removed.



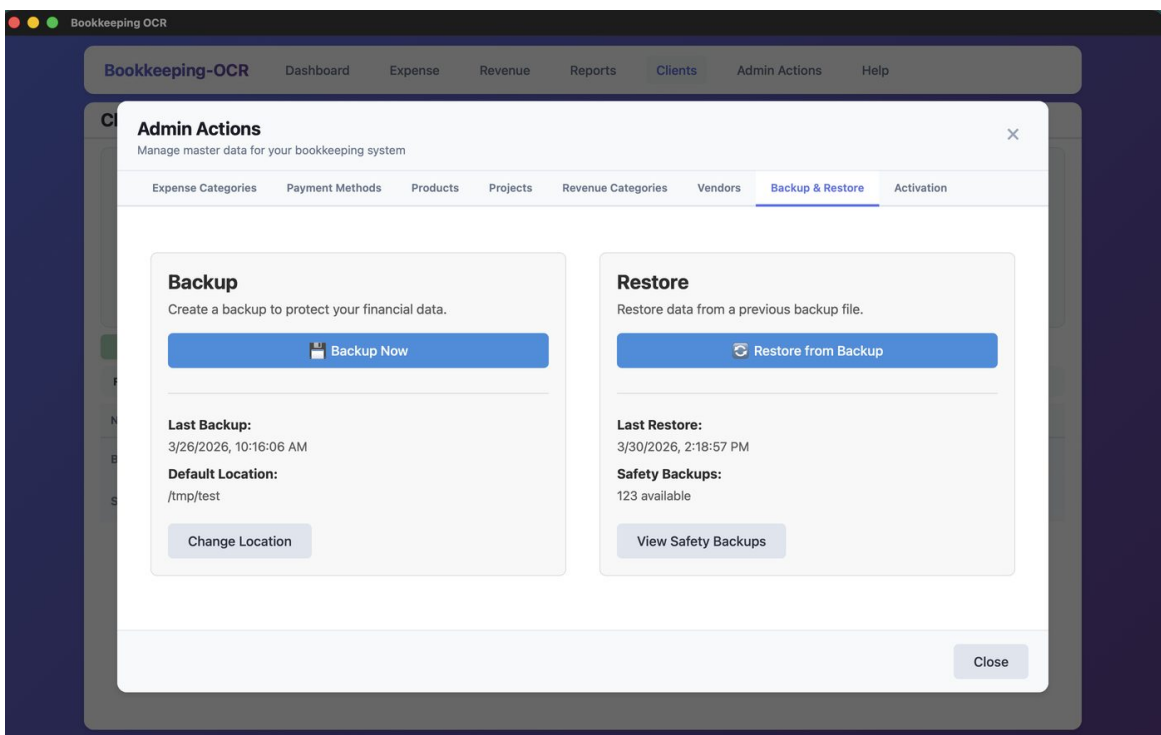
# Admin Actions — Backup & Restore

The **Backup & Restore** tab allows you to protect your financial data with manual backups and restore from previous backups when needed.

## Backup

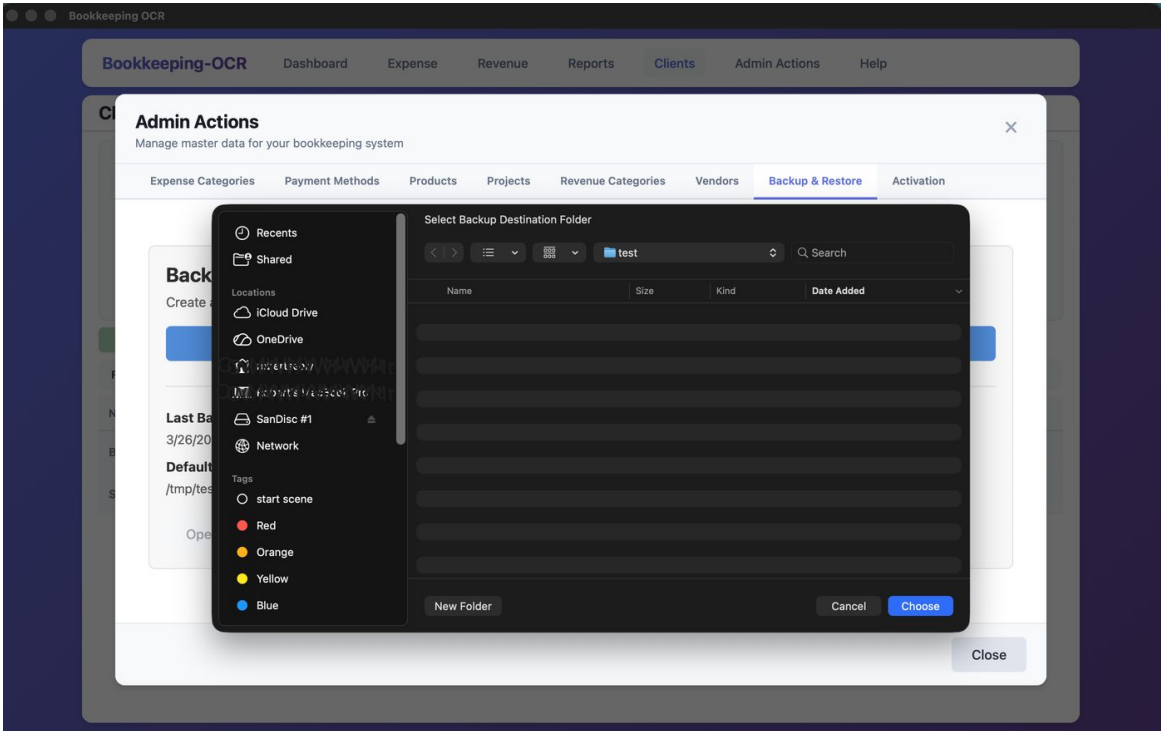
### Step 1: Set Backup Location

Click the **Change Location** button to set the folder where your backups will be saved. The current default location is displayed on screen.



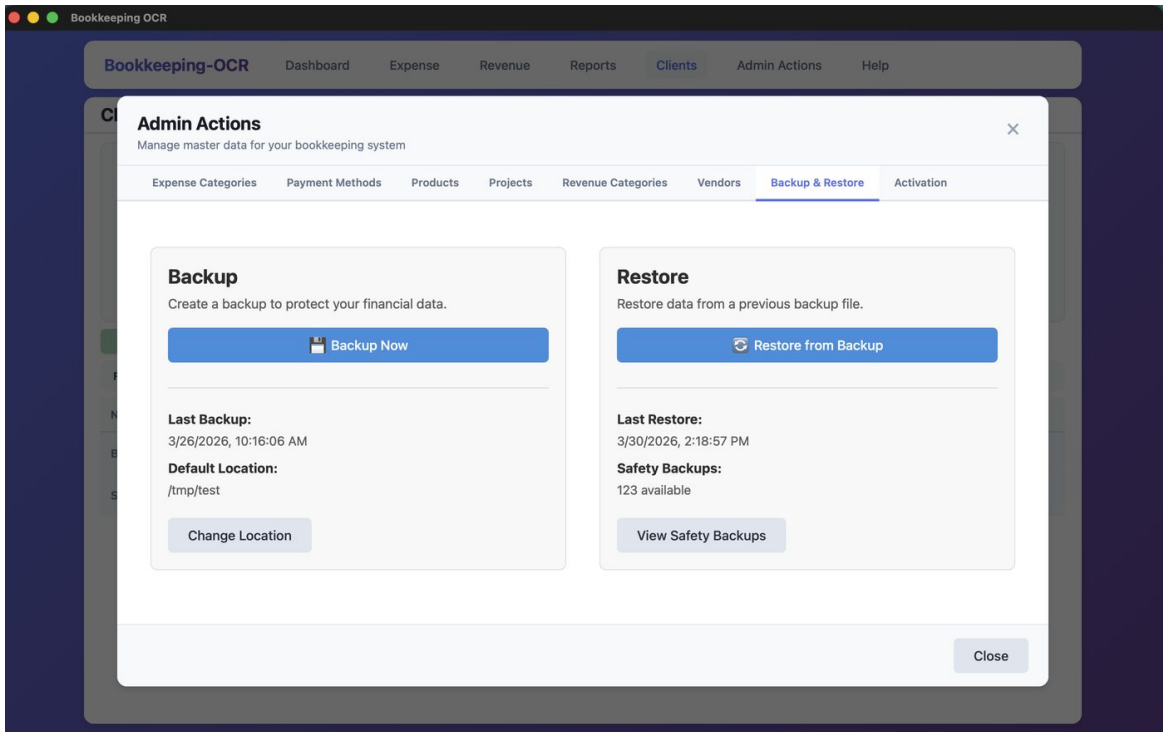
## Step 2: Select Backup Destination Folder

A folder picker dialog opens. Navigate to your desired backup destination and click **Choose**.



## Step 3: Click Backup Now

Click the **Backup Now** button to open the Create Backup dialog. The default backup location is pre-filled with your chosen destination.

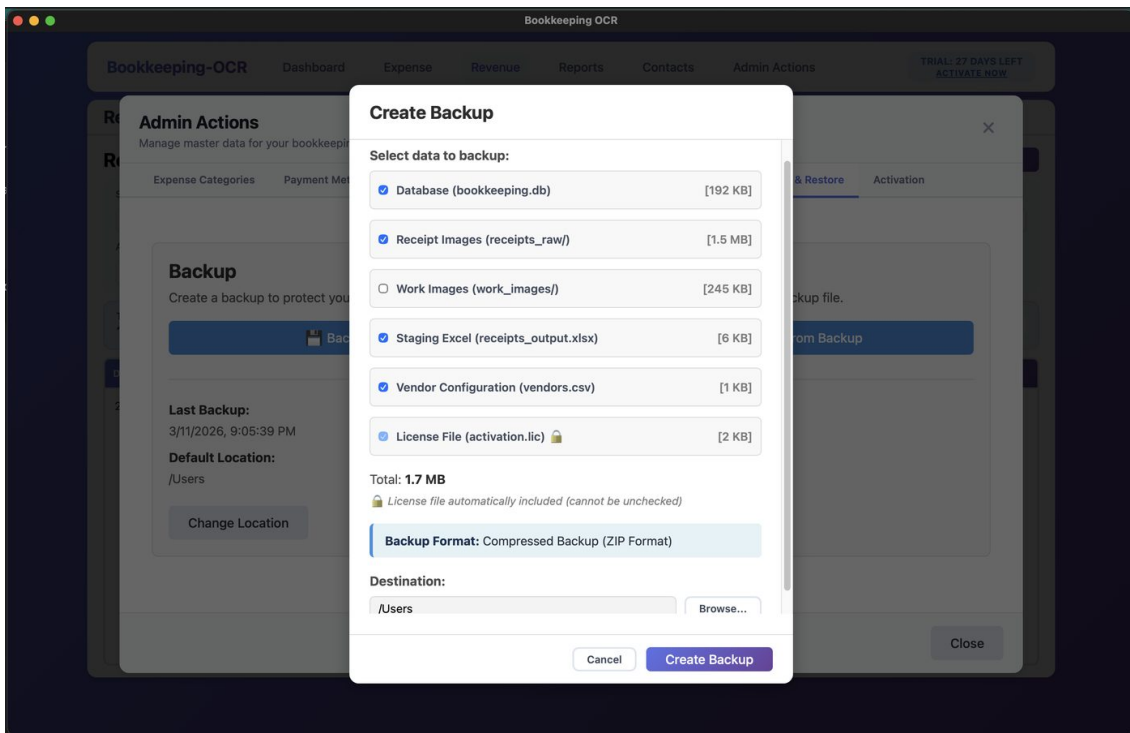


## Step 4: Create Backup — Choose Files

The **Create Backup** dialog lists all available data components to include. The License File is always backed up and cannot be deselected. You can re-choose the destination folder here if needed.

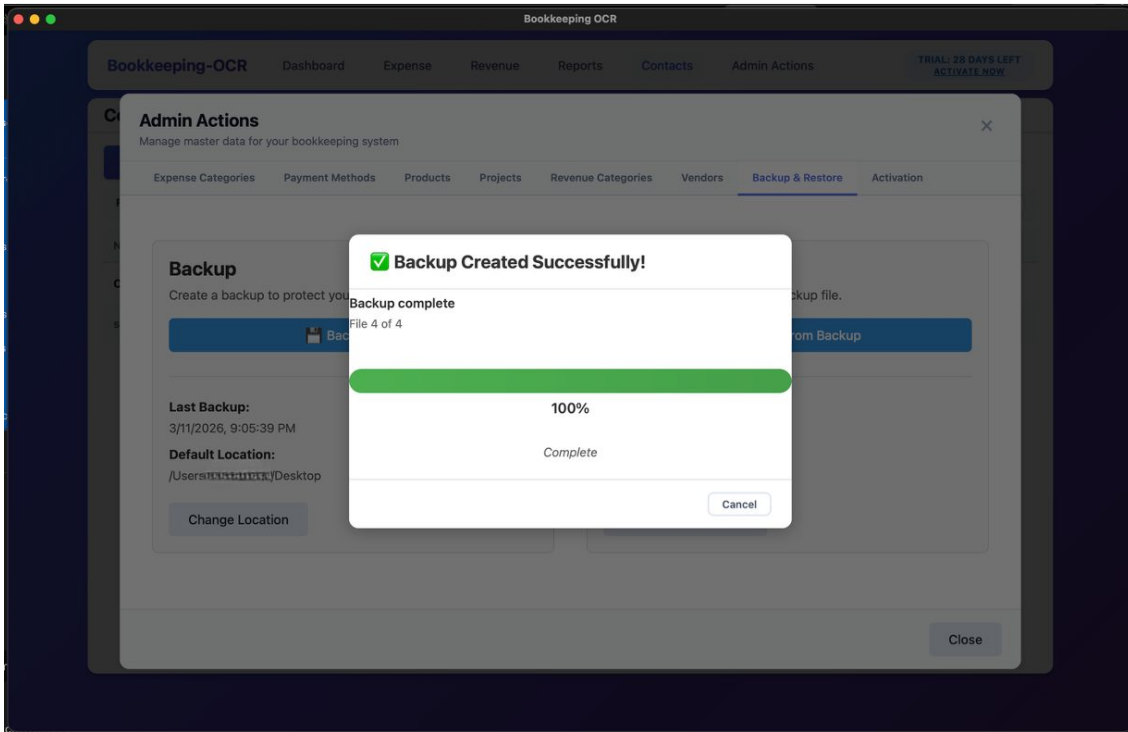
- Database (bookkeeping.db)
- Receipt Images (receipts\_raw/)
- Work Images (work\_images/)
- Staging Excel (receipts\_output.xlsx)
- Vendor Configuration (vendors.csv)
- License File (activation.lic) — always included

Click **Create Backup** to start the backup process.



## Backup Complete

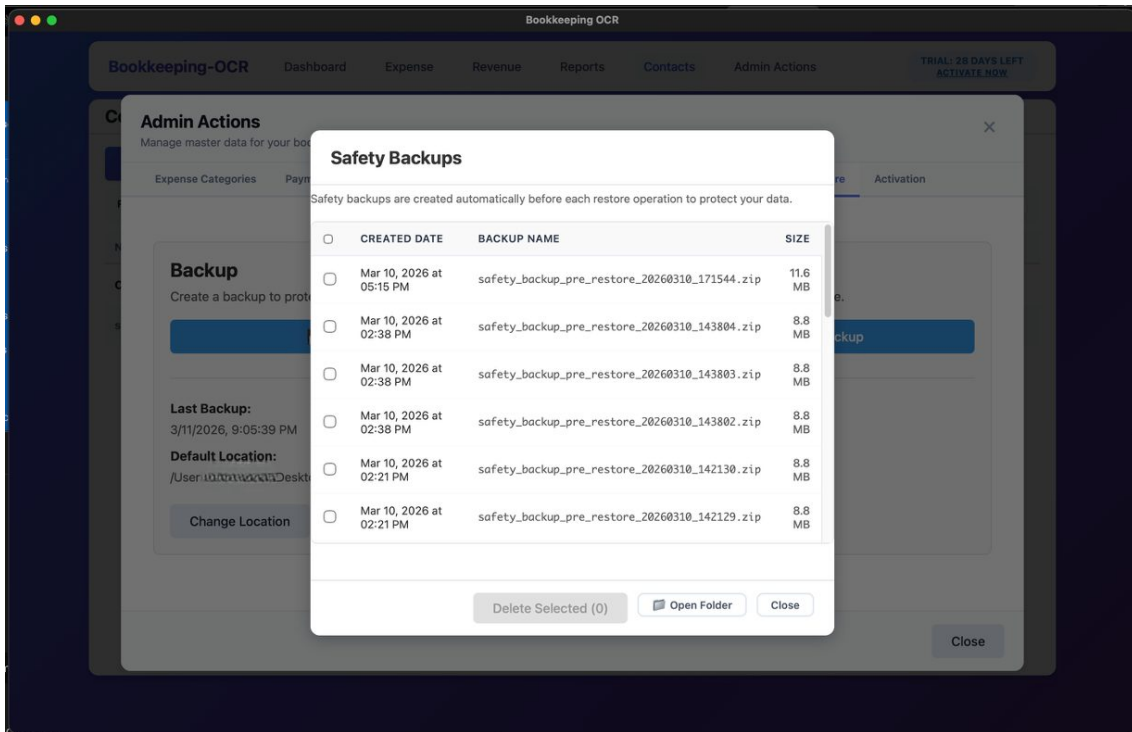
A progress bar tracks the backup through completion. When finished, a 'Backup Created Successfully!' message is displayed.



## Safety Backups

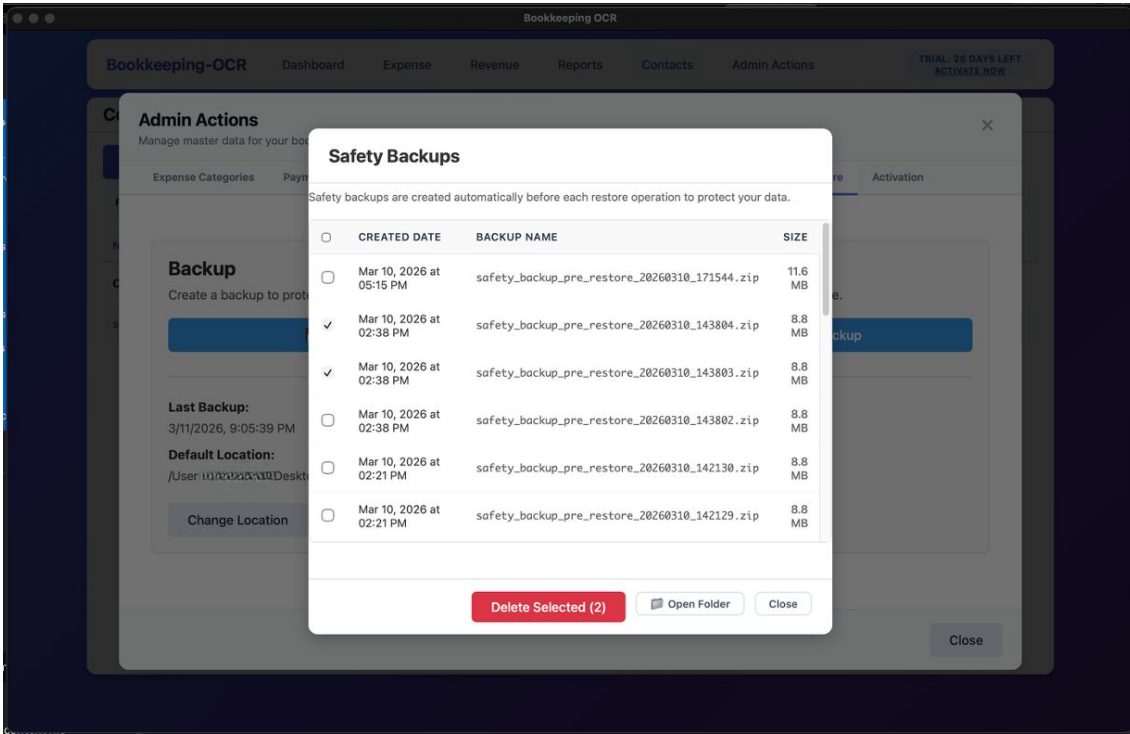
Safety Backups are created automatically before every restore operation. This is a precautionary measure to protect your data in case the desired backup fails or was corrupted.

- Click **View Safety Backups** from the Backup & Restore tab to manage safety backups.
- Click **Open Folder** to navigate to the safety backup storage location.



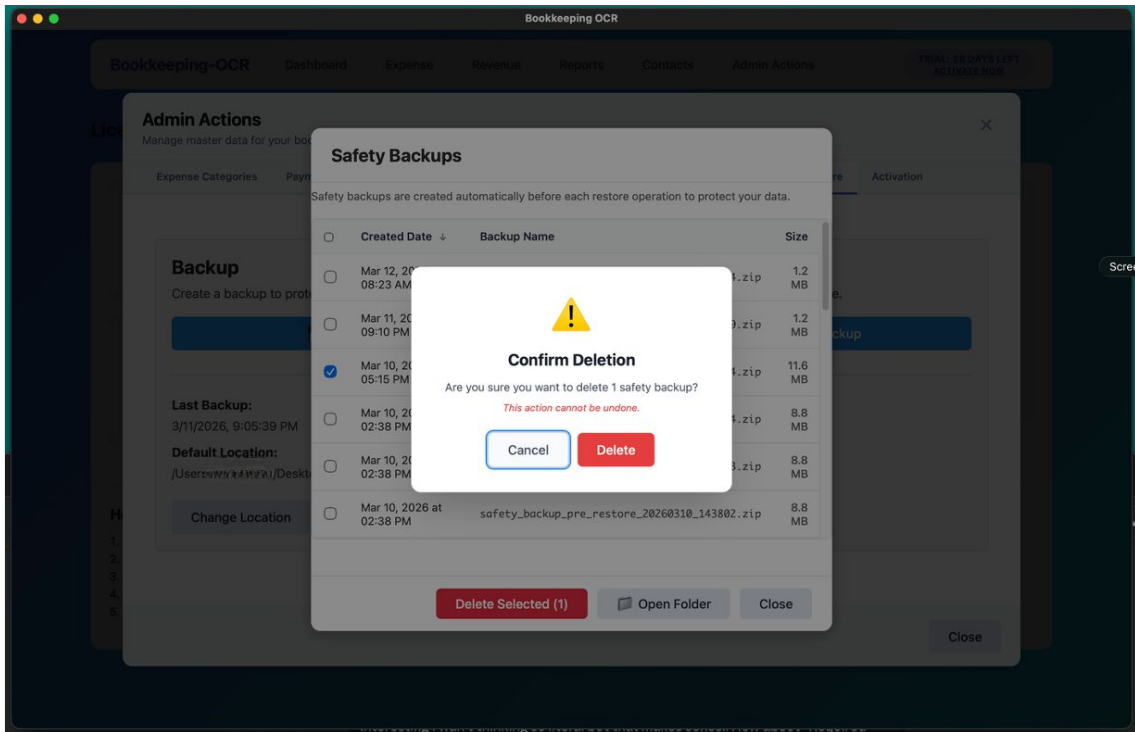
## Deleting Safety Backups

Check the boxes next to safety backups you want to delete. The **Delete Selected** button will turn red and show the count of selected backups.



## Safety Backup Deletion Confirmation

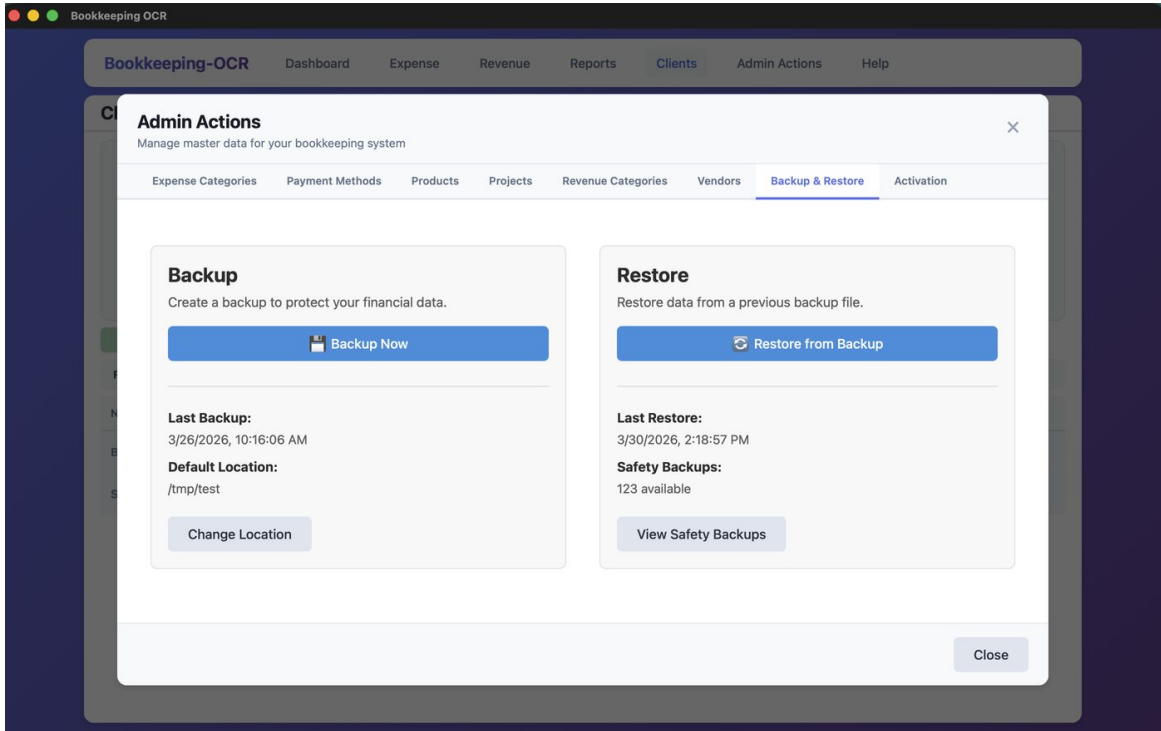
A 'Confirm Deletion' pop-out will appear before any safety backups are permanently deleted, helping to reduce the risk of accidental deletion.



## Restore from Backup

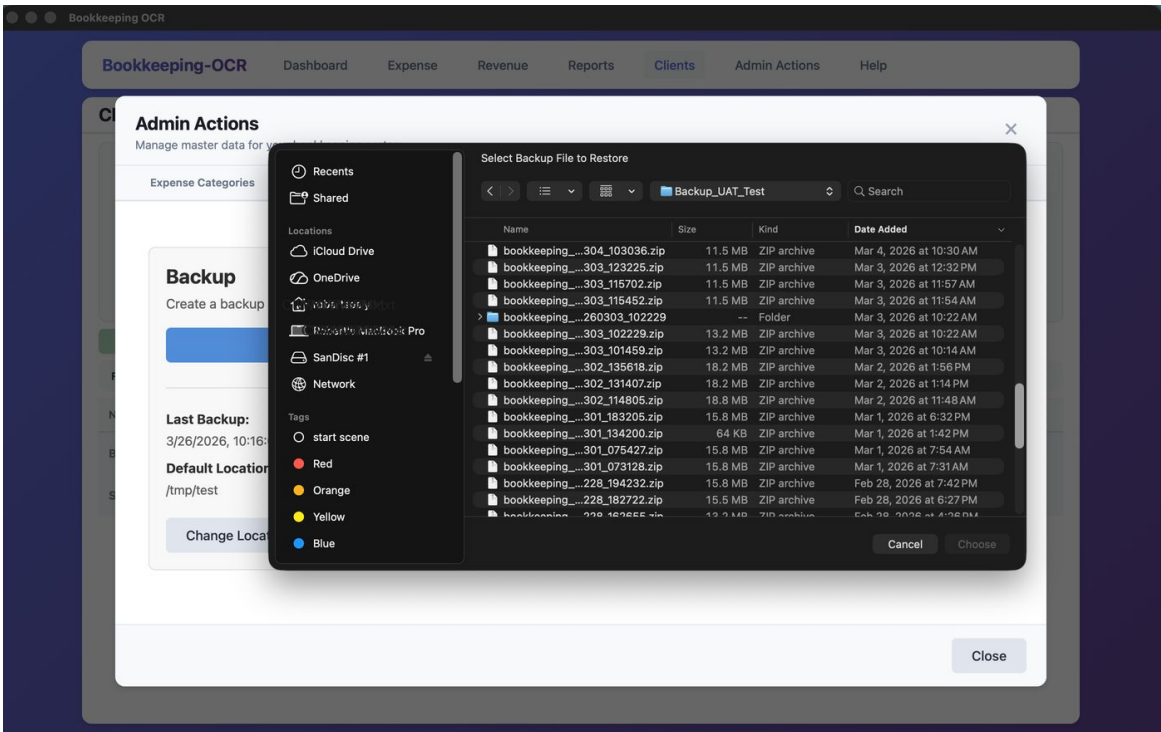
### Step 1: Click Restore from Backup

From the Backup & Restore tab, click the **Restore from Backup** button.



### Step 2: Select Backup File

A 'Select Backup File to Restore' file picker opens at your configured backup location. Choose the backup ZIP file you want to restore.

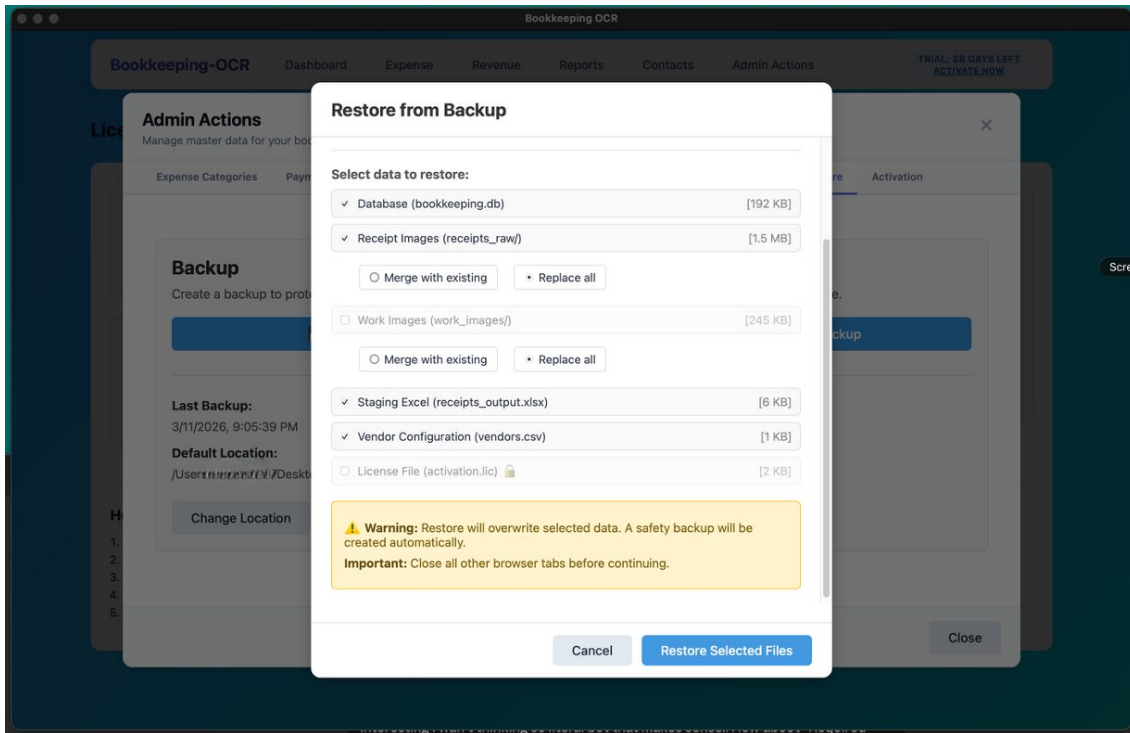


### Step 3: Choose Files to Restore

A 'Restore from Backup' dialog lists the available files and folders in the selected backup. Check or uncheck items to restore. Work Images and License File are required application files — they are selected by default and cannot be deselected.

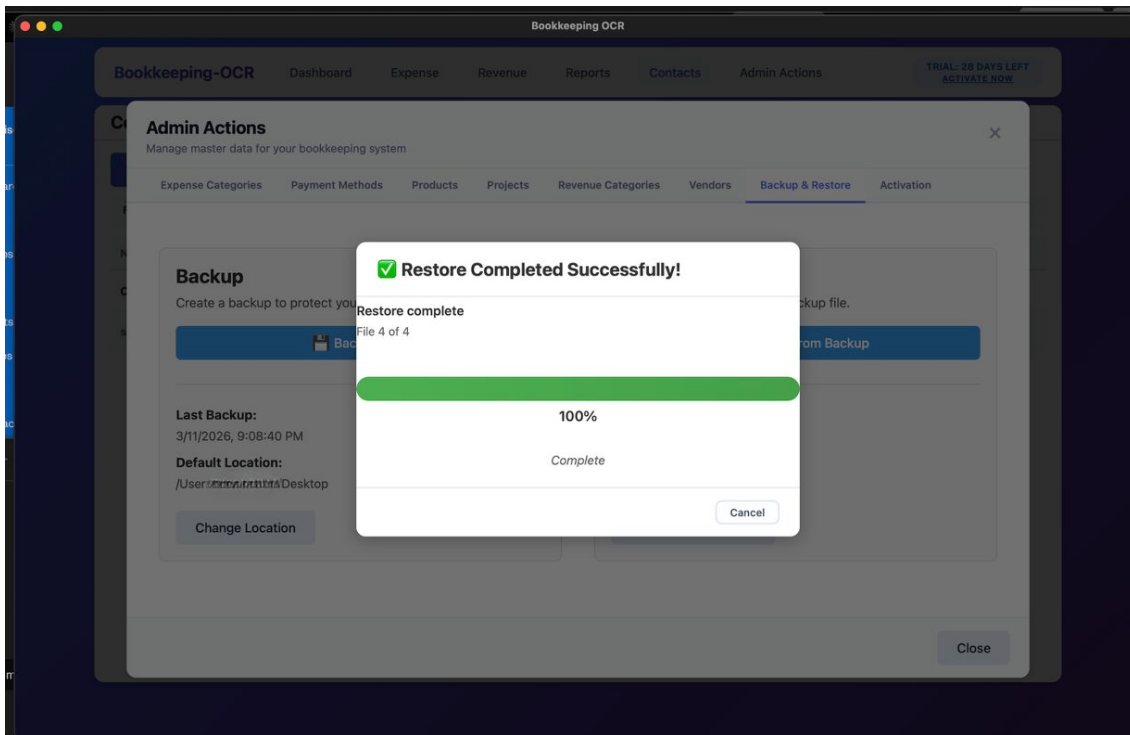
*Warning: Restore will overwrite selected data. A safety backup is created automatically before the restore begins. Close all other application windows before continuing.*

- Click **Restore Selected Files** to start the restore process.



## Restore Complete

A progress bar tracks the restore through completion. When finished, a 'Restore Completed Successfully!' confirmation is displayed.



# Activation

After your 30-day free trial, purchase a full license to continue using Bookkeeping-OCR. The license is a one-time purchase — no subscriptions, no renewals.

## Step 1: Purchase on the Website

Go to **bookkeeping-ocr.com** and navigate to the Pricing page. Click **Buy Now** to start your purchase at the introductory offer price.

**Bookkeeping-OCR** Home Features Pricing Download Support FAQ [Activate License](#)

Pricing  
Free Trial  
Full License  
Feature Comparison  
Pricing FAQ  
Quick Links  
Download Trial  
View Features  
Contact Us

### Simple, Transparent Pricing

No hidden fees, no subscriptions, no renewals. One price, use it forever.

#### Try Free

**\$0**

30-day free trial

- ✓ All features included
- ✓ Expense tracking & OCR
- ✓ Revenue management
- ✓ Client management
- ✓ All reports & exports
- ✓ No credit card required
- ✓ No automatic renewal

[Start Free Trial](#)

Trial expires after 30 days. Purchase a license to continue.

#### Full License

**\$119.00** ~~\$149.00~~

Perpetual — never expires

- ✓ Expense tracking including OCR
- ✓ Revenue management
- ✓ Client management
- ✓ All reports & exports
- ✓ Backup & Restore functionality

**Includes 1-Year Service Contract:**

- ✉ Email customer support
- 🔄 Free updates (bug fixes & feature updates)
- 🔒 Locked renewal rate: \$19.99/yr for 2 additional years (billed annually on anniversary date — reg. \$34.99/yr)

**Free upgrade to the Invoice Module**  
Launching Summer 2026 — a \$79.00 value when sold separately

[Buy Now — \\$119.00](#)

One-time purchase. License is bound to your machine and never expires.


### What's Included

Feature	Free Trial	Full License
Duration	30 days	Perpetual
Expense Tracking	✓	✓


## Step 2: Complete Payment

Payment is processed securely through Stripe. Multiple payment options are available:

- Credit or debit card (Visa, Mastercard, Amex, and more)
- Affirm
- Cash App Pay
- Klarna
- Bank transfer
- Pay with Link (for faster checkout)
- Amazon Pay

Bookkeeping-ocr sandbox 

Pay Bookkeeping-ocr sandbox  
**\$119.00**

Bookkeeping -OCR- Introductory Offer <small>Bookkeeping Simplified</small>	\$119.00
<b>Subtotal</b>	<b>\$119.00</b>
Tax 	Enter address to calculate
<b>Total due</b>	<b>\$119.00</b>





OR


Contact information


Contact details


Optional


Payment method

 Card VISA   

 Affirm

 Cash App Pay

 Klarna

 Bank \$5 back

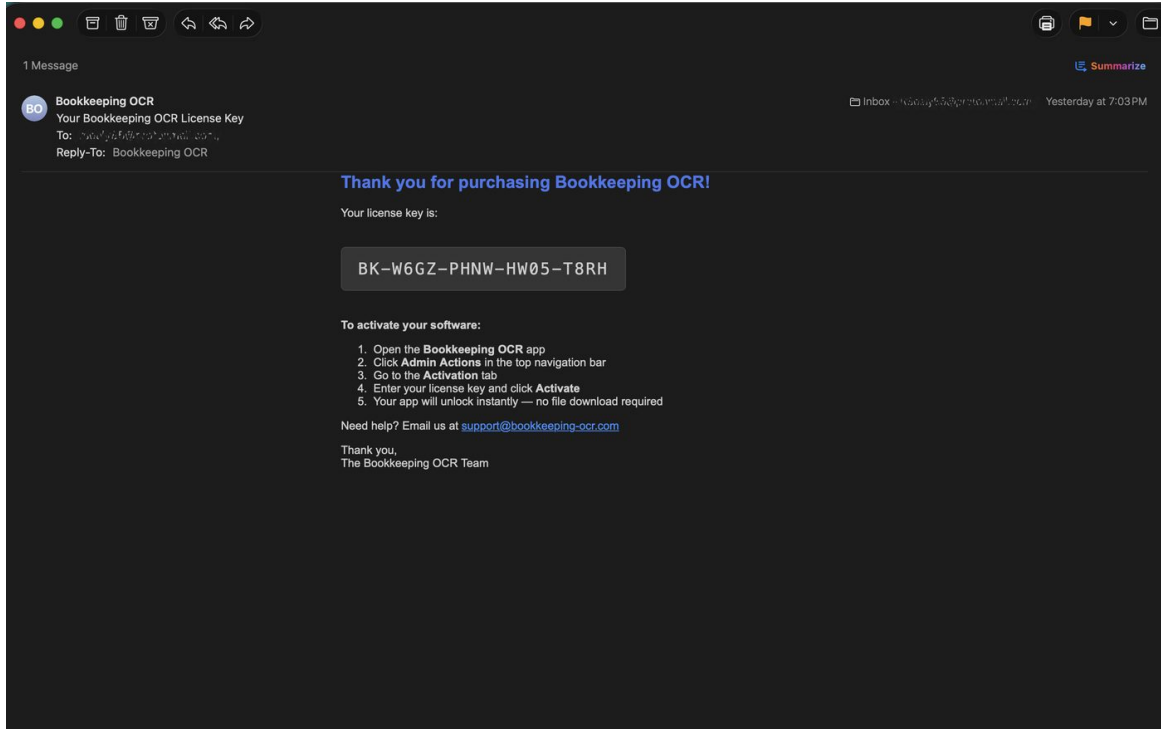
**Save my information for faster checkout**  
Pay securely at Bookkeeping-ocr sandbox and everywhere Link is accepted.

Phone number

By paying, you agree to Link's [Terms](#) and [Privacy](#).

### Step 3: Receive Your License Key

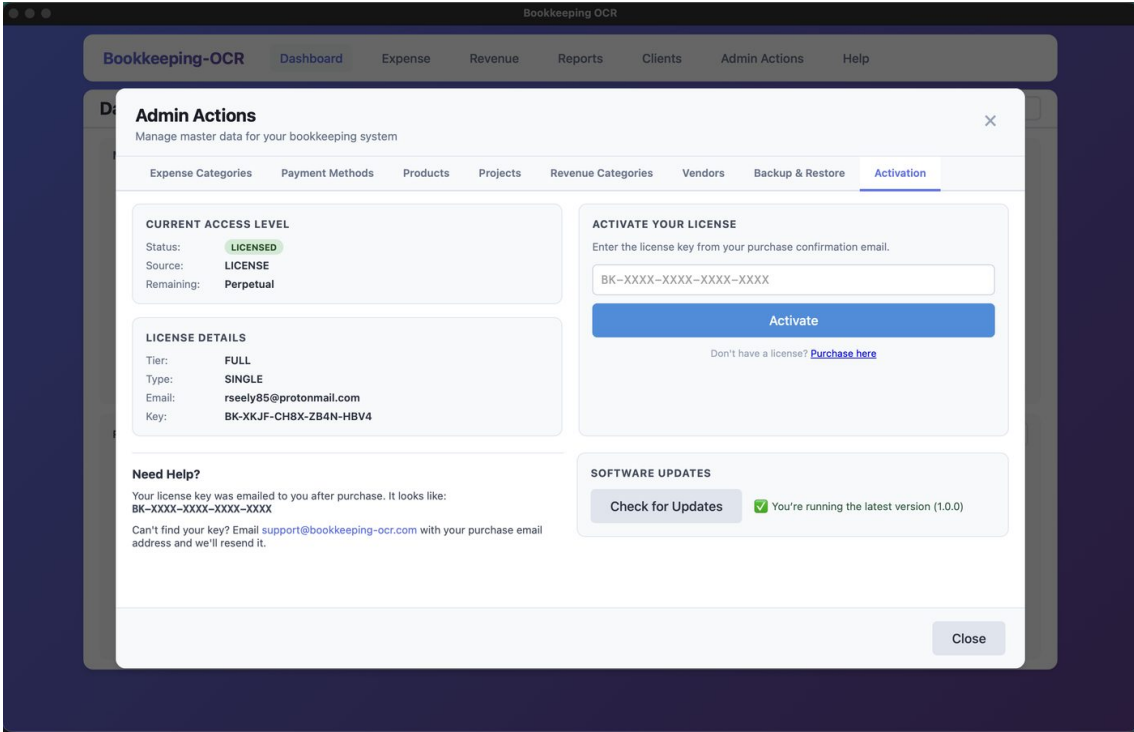
After purchase, an email will be sent to you with your license key. Store the license key in a safe place — this email is your only document containing it.



### Step 4: Activate in the Application

Open the application, go to **Admin Actions**, and click the **Activation** tab. Enter your license key in the Activation field and click **Activate**.

- Your app will unlock instantly — no file download required.



## Check for Updates

After activation, use the **Check for Updates** button on the Activation tab to compare your current version with the latest available version on the website.

This is the only internet connection the application makes — all your financial data stays private on your own computer.

- If an update is available, you will be directed to download it.
- If you are on the latest version, a confirmation message is displayed.

