



ProLine Document eSort

Best Practices for Scanning Tax Documents

Document eSort

Best Practices for Scanning Tax Documents

This document details the best practices for scanning tax documents for use with Document eSort. You'll learn which scanner settings provide optimal results, what detracts from quality images, and how to avoid scanning imperfections that can hinder Document eSort productivity. While this document provides best practices for any scanning process, we highly recommend the use of Intuit ProLine DMS.

Know Your Scan Settings

The image quality of scanned documents starts at the scanner level. If your scan settings are not optimal for scanning tax documents, the image quality of the resulting scanned document will follow suit. Set your scan software to the following basic image specifications to ensure you always scan your documents right the first time.

Scan to a PDF

To create a PDF from your scanner, choose File > Create PDF > From Scanner in Adobe® Acrobat®, or any industry-standard PDF writer. You can also choose whether you'd like to create a new document or append the scanned pages to a current document.

Scan at 300dpi

Make sure your image settings are set to scan the document at a resolution of 300dpi. This is not the same as scanning at a lower resolution and then saving at 300dpi. Document eSort may not be able to identify the text on low resolution images. If Document eSort cannot read the text on a document, then it will be classified under the bookmark: "Handwritten Notes; Poor Quality".

Scan in Black and White

Though color and grayscale may look more readable to the human eye, scanning your documents in black and white will provide clearer images for Document eSort processing – and the files will be smaller, so they'll take up less space on your hard drive and take less time to upload to Document eSort.

No Read/Write/Password Protection

Documents saved with read, write, or password protection cannot be processed by Document eSort. If your PDF is saved with these settings, be sure to remove them before uploading to either program.

Productivity Point

Scanning Simplex vs. Duplex:

A simplex scanner scans one side of a page, while a duplex scanner scans both sides at once. If you have a duplex scanner, we recommend automatically scanning both sides of each document at once, as Document eSort will create bookmarks for both back pages and blank pages.

Creating the Highest Quality Images from Client Source Documents

Now that you know what settings to use before you start scanning, it's time to understand what you can do to achieve maximum image quality from the actual source documents and ensure document classification by Document eSort.

Scan the Original Document

Every time a document is copied, the image quality is degraded. The further removed you get from the original document, the "noisier" the document becomes.

For best results, scan the original source document, as received by the client. Avoid using copies of client documentation. Faxed copies are particularly low quality and should be avoided.

W-2 Wage and Tax Statement 2007		Wages, tips, other compensation
1	Wages, tips, other compensation	26609.50
2	Federal income tax withheld	0.00
3	State income tax withheld	0.00
4	Local income tax withheld	0.00
5	Retirement plan	0.00
6	Health, dental, and vision insurance	0.00
7	Advance EIC payments	0.00
8	Dependent care benefits	0.00
9	IRA deduction for 2007	0.00
10	Employer's name, address, and ZIP code	765-43-2109
11	Employer's identification number	72-6001066
12	Employee's name, address, and ZIP code	
13	Employee's Social Security number	
14	State	LA
15	Local	0833213001
16	Wages, tips, other compensation	26609.50
17	Federal income tax withheld	591.75
18	State income tax withheld	0.00
19	Local income tax withheld	0.00
20	Retirement plan	0.00
21	Health, dental, and vision insurance	0.00
22	Advance EIC payments	0.00
23	Dependent care benefits	0.00
24	IRA deduction for 2007	0.00

This is a "noisy" document. The noise on this document will make it harder to read with Document eSort.

Productivity Point

After you've scanned your documents, give them the "Readability Test". If your eyes are straining to read a document, Document eSort will likely have the same issue. Any document that cannot be read will be bookmarked as "Handwritten Notes; Poor Quality".

Scan the Document at its Original Size

For best results, the size of the scanned document should correspond roughly to the size of the original document. Document eSort recognizes scanned documents as large as legal size documents, with a maximum scanned image size of 8.5"x14".

If the size of a document is greatly reduced or expanded when scanned, it increases the chances that the scanned image will be distorted. A document scanned at the original size settings will preserve readability of the document and minimize distortion.

Distortion may also be caused by scanning documents that are folded or crumpled, and by documents that were caught in a paper jam while being scanned.

2007 Form 1099-MISC		
1	Payments to you (or to a partner in a partnership)	0.00
2	Rents	0.00
3	Dividends	0.00
4	Other income	0.00
5	Farming net proceeds	0.00
6	Nonemployee compensation	630.00
7	Retirement or annuity payments (do not include distributions from an IRA, 401(k) plan, or other qualified plan)	0.00
8	Payments of interest on a loan (do not include interest on a loan secured by a residence)	0.00
9	Other payments (do not include distributions from an IRA, 401(k) plan, or other qualified plan)	0.00
10	State or local income tax withheld	0.00
11	State or local income tax	0.00
12	State or local income tax credit	0.00
13	State or local income tax refund	0.00
14	State or local income tax credit	0.00
15	State or local income tax refund	0.00
16	State or local income tax credit	0.00
17	State or local income tax refund	0.00
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91	State or local income tax refund	0.00
92	State or local income tax credit	0.00
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94	State or local income tax credit	0.00
95	State or local income tax refund	0.00
96	State or local income tax credit	0.00
97	State or local income tax refund	0.00
98	State or local income tax credit	0.00
99	State or local income tax refund	0.00
100	State or local income tax credit	0.00

The above image is an example of a distorted image. This can occur when the size of the scanned document does not correspond to the size of the original document

Scan Multi-Page Documents Together

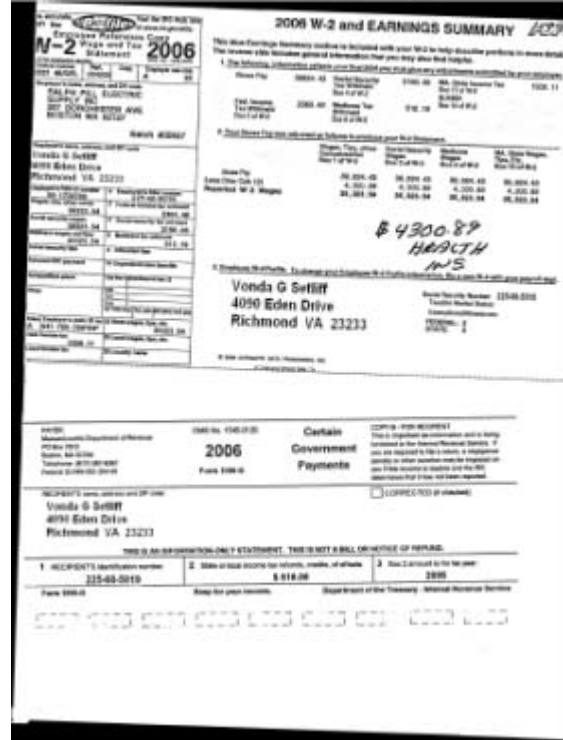
Multi-page documents, like brokerage statements and K-1's, should be submitted in logical order, where possible. Document eSort will not reassemble a multi-page document that has been scattered throughout an input PDF.

Scan Each Document to Its Own Page

If more than one document is scanned to the same page, only the dominant form, as determined by the Document eSort software, will be bookmarked. For Document eSort users, data will not be extracted from either form. Visibility of the less dominant form(s) will be lost, as only one bookmark will be generated per page.

Avoid Submitting Documents with Faint or Faded Text

Not all original tax documents are suitable for processing by Document eSort. Going back to the "Readability Test", faint, faded text is hard to read and therefore may not be properly classified. If a document cannot be classified, the data cannot be extracted by Document eSort.



The top form shown is a W-2; the bottom form is a 1099-G. Document eSort will classify only the dominant form on this page.

Productivity Point

Though Document eSort can recognize handwriting and classify handwritten notes as "Handwritten Notes; Poor Quality", it is unable to read the handwriting. Forms that contain important identifying information that is handwritten, like the form to the right, may not be properly classified and will not extract tax data.



This document has faint, faded text which will make it difficult to read and classify.

Avoid Black Backgrounds, Ink Bleeding, and Smudging

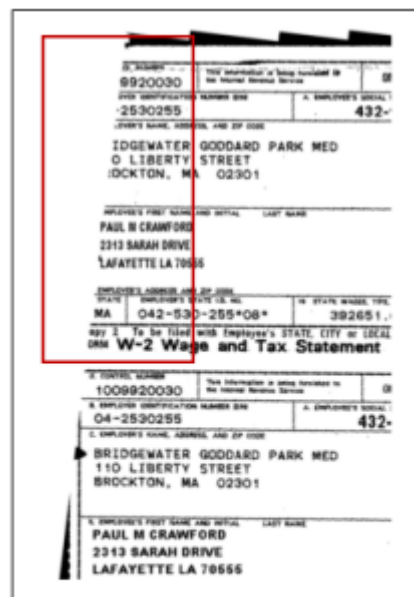
Black backgrounds can be created by leaving the tray cover open during single page flatbed scanning. Black backgrounds, ink bleeding, and smudging are considered “noise” and can slow Document eSort processing.



Here is another “noisy” document due to ink bleeding and smudging.

Avoid Submitting Clipped or Cut Forms

Clipped or cut forms may be missing important data that Document eSort needs to identify and classify the form.



Clipped or cut forms may be missing information that Document eSort needs to identify and classify.

[Other Tips and Tricks to Help You Easily Navigate Through Document eSort](#)

Naming Your PDF Input File...

Do not use special characters when naming your PDF files. PDF filenames containing ampersands (&) and apostrophes (') can create problems when being processed by Document eSort.

File Size...

If your PDF file size is greater than 30MB, we recommend you split the document into two or more PDFs before submitting for Document eSort processing. You can upload up to four PDF documents to Document eSort per client.

Upside Down and Sideways Pages....

Document eSort will automatically rotate all upside down (180°) and sideways (90° and 270°) pages to the proper page orientation during processing. However, if a scanned document is skewed more than 10° from any of these positions, page orientation will not be corrected and data will not be extracted.



Though Document eSort will rotate documents scanned upside down or at a right angle, documents that are skewed 10° or more from absolute N, S, E, or W, will not be corrected.

Best Practices for Scanning Tax Documents

Scanning Quick Reference Guide

Scan Settings

- Scan to PDF
- Scan at 300dpi
- Scan in Black & White
- Do not upload files with Read/Write/Password protection

Scanning Source Documents

- Scan the original tax document – avoid uploading copies and faxes
- Scan the document at its original size
- Do not upload documents larger than 8.5”x14”
- Scan multi-page documents together, in logical order
- Scan each document to its own page
- Do not leave the tray cover open when scanning single pages on a flatbed scanner

Source Documents to Avoid

- Documents with faint or faded text
- Documents that contain important identifying information that is handwritten
- Documents with ink bleeding or smudging
- Clipped or cut forms that exclude important identifying information