

**Institute of Certified  
Bookkeepers  
Software Review**

**November 2010**

**KEEBO** (Receipt Management Software)

## ***Company Background***

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Keebo was founded in 2009 in London by five London-based entrepreneurs who were frustrated at the amount of time they spent managing their paperwork. Out of this frustration, a solution, Keebo, was born.

Keebo's team has now grown to encompass skills and experience across website development, operations management, finance and accounting, ensuring that they have the skills to ensure that they consistently deliver an absolutely first-rate service.

Keebo is backed by private equity investors and is currently planning expansion into overseas markets.

Keebo also intends to increase the scope of what it can do, including the development of a range of services based around other key aspects of paperwork such as product warranties and insurance policies etc.

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Keebo is a registered trademark of Hitara Limited

## The Product

Keebo provides an online receipt management and document scanning service. The company uses the latest scanning technology to transform documents into a digital state and file the necessary details, allowing you to store, manage and retrieve. The software can be used by all types of companies regardless of size.

### Annual Memberships

**Try FREE for the first month!**

Starter	Bronze	Silver	Gold
£49	£120	£179	£299
240 docs	600 docs	1200 docs	2400 docs

We guarantee you will be satisfied with our service, or your money back!



Keebo has developed a process allowing accountants and bookkeepers to register for free to access the individual accounts of their clients. This means bookkeepers can access the receipts of multiple clients from one portal without ever having to touch the fiddly receipts themselves.

Keebo also states that it is currently integrating with a number of popular accounting softwares. More information on this can be seen on Keebo's website shortly.

Keebo offers a free 30-day trial and a 90-day money-back guarantee on all Receipts Mail in Plans. If you sign up for the Accountants package, Keebo states that you could earn commission of 12.5%, when you refer the software to your clients.

Prices indicated are as given at the date of the review, for up to date pricing and package information visit [www.keebo.com](http://www.keebo.com)

Technical support is provided via telephone and email.

## Keebo offers two options on how documents can be scanned:

### 1. Documents sent by freepost, email or smart phone

Documents are either sent to Keebo for scanning by freepost, email or smart phone. Keebo will process and manage your documents and make them available online for viewing within 2 – 3 days.

### 2. Scan own documents

You can also scan your documents and store them online without the need to send them to Keebo.

#### General Receipt Information

Store Name:

Date:


Category:  Food  Project 1  Social

Note (Optional):

Payment Method:

Non-UK Receipt:

Credit Note:



[View Original Receipt](#)

#### Items on this Receipt (Optional)

Item Name	Price	Quantity	Total	Discount
RAIL RETURN HOVE TO	5.60	1	5.60	0.00

[Add Another Item](#)

SubTotal	5.60
Discount	0.00
VAT	0.00
Delivery	0.00

## Key Benefits

- ✓ Enables remote document sharing between Bookkeeper and Client.
- ✓ Facilitates quick and easy retrieval of important documents.
- ✓ Saves time organising paperwork and filing.
- ✓ Can improve accuracy of data.
- ✓ Can improve the service you offer your clients.
- ✓ Eases monitoring of expenses for you and your clients.
- ✓ Can be used when preparing VAT returns.
- ✓ Eliminates the need for your own scanning equipment *if* using the mail in service.
- ✓ Receipts can be scanned via smart phone whilst out and about.

## Strengths

Through the use of the latest scanning technology, Keebo aims to produce high quality scanned documents. When documents are scanned, Keebo's triple-check control systems ensure accuracy of data capturing.

Keebo has also enquired with HMRC about the acceptability of scanned documents for inspections and has been informed that this system of document filing is acceptable.

[www.hmrc.gov.uk/manuals/chmanual/CH13400.htm](http://www.hmrc.gov.uk/manuals/chmanual/CH13400.htm)

**Keebo maintains a backup system which ensures that documents will be retrievable in the case of system failure. There is a two tier backup system.**

**The original documents are kept as per user requirements.**

## Weaknesses

With manual data capturing in place, there is no guarantee that capturing will be 100% accurate, though this is very much minimised by the triple-check controls in place. Accuracy also depends on the quality of documents provided to Keebo.

Although postage to Keebo is free, if you choose to have your original receipts returned, you will have to pay a small fee.

## Value for Money

The package offers value for money, being able to have unlimited receipt storage, forward email receipts and document sharing at 13p per receipt (Gold package) is very cost effective.

**VAT Summary**

Only display receipts containing VAT

From Date:  To Date:   Show Rows: 15

Store Name	Category	VAT Amount	Receipt Total (incl VAT)	Date
BRITISH RAIL		£0.00	£5.60	05/05/10
WHSMITH RETAIL LTD		£0.00	£5.99	16/04/10
LONDON TAXI-CABS		£0.00	£10.00	19/01/10
ROYAL COURT		£0.00	£20.00	19/01/10
x	Multiple	£0.00	£0.00	19/01/10
ROYAL COURT		£0.00	£15.00	19/01/10
ARVON		£0.00	£500.00	19/01/10
ROYAL COURT		£0.00	£20.00	19/01/10
PATISSERIE VALERIE		£0.00	£7.85	19/01/10
ROYAL COURT	Multiple	£0.00	£8.00	19/01/10
ROYAL COURT		£0.00	£5.00	19/01/10

**Export VAT Summary** Show Rows: 15

Total VAT Paid (£) :	0.00
Total Paid not including VAT (£) :	597.44
Total Paid including VAT (£) :	597.44

## Testimonials

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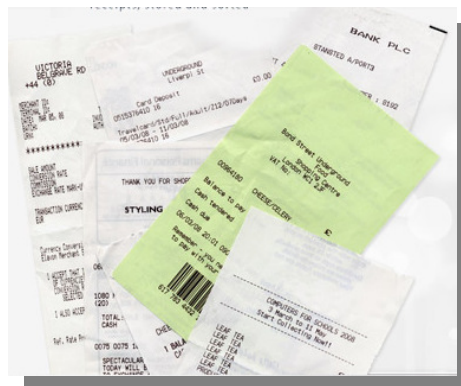
Keebo's website carries a number of favourable testimonials of the package; these are from Accountants and Business owners:

- ✓ I can manage all my clients' receipts from one account and there's less paperwork
- ✓ As an owner of my own Company, accounts and VAT returns were a complete nightmare. Keebo lets me focus on what I love – building my business!

## Summary of Review

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This software opens up your business to the world of online document management, saving your company valuable resources such as time and space. The simplicity of the software enables you to use it without the need for training.



## Disclaimer

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The Institute of Certified Bookkeepers having reviewed Keebo software package at November 2010 cannot be held responsible in any way for the actions of the company Hitara Ltd or their software. This review is merely an unbiased overview of the software package. Any enquiries should be directed to Hitara Ltd.