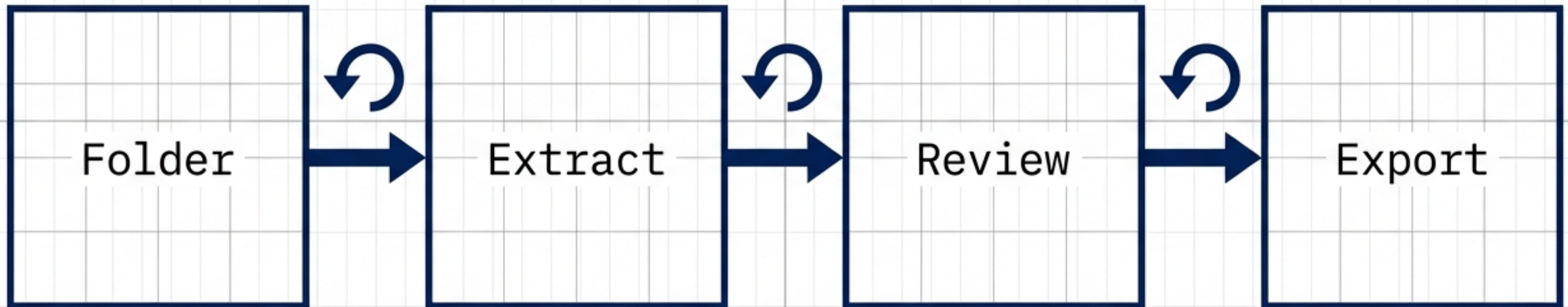


# WiseEntry Onboarding & Visual Reference

Transforming local invoice PDFs into structured accounting data.

# The four-stage processing architecture

WiseEntry turns scanned invoice PDFs into a clean CSV ready for most bookkeeping applications. It reads documents, applies your saved coding rules, allows human review, and writes a CSV directly back to your local folder. You can step backward through any of the four stages at any time without losing data.



Drop Folder IN + Claude AI + Coding Rules = **Clean CSV OUT**

# Initializing the local environment

## API Key



**sk-ant-...**

Paste Anthropic key. Encrypted locally with your passphrase. Uses Claude Sonnet 4.6 (approx \$0.01–\$0.03 per invoice).

## App-Config Folder



**~/Documents/WiseEntry/**

Pick a persistent folder for backups and the master CSV template (wiseentry.csv).

## Today's Work Folder



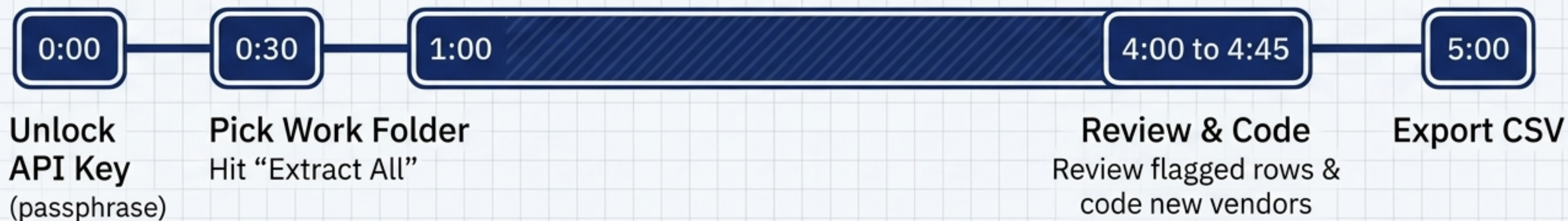
Pick the daily folder containing fresh PDFs. Originals are never modified.

# The standard five-minute batch workflow

20 invoices  $\approx$  5 minutes  
start to finish.

## Extraction Phase

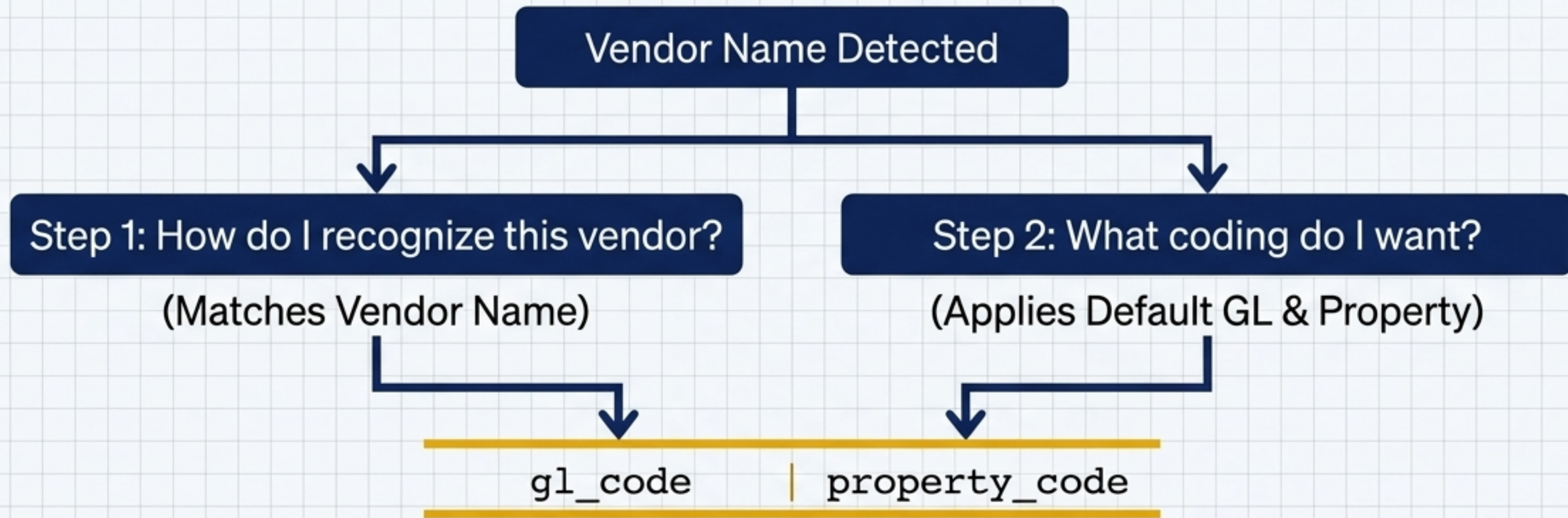
(AI at work, 5–15 seconds per PDF)



Note: Most processing is wall-clock time waiting on AI extraction.  
Human manual work is reduced to a quick glance at flagged rows.

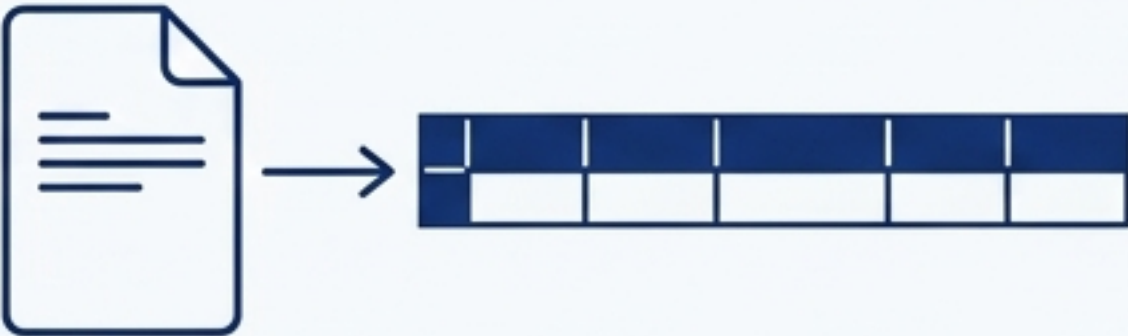
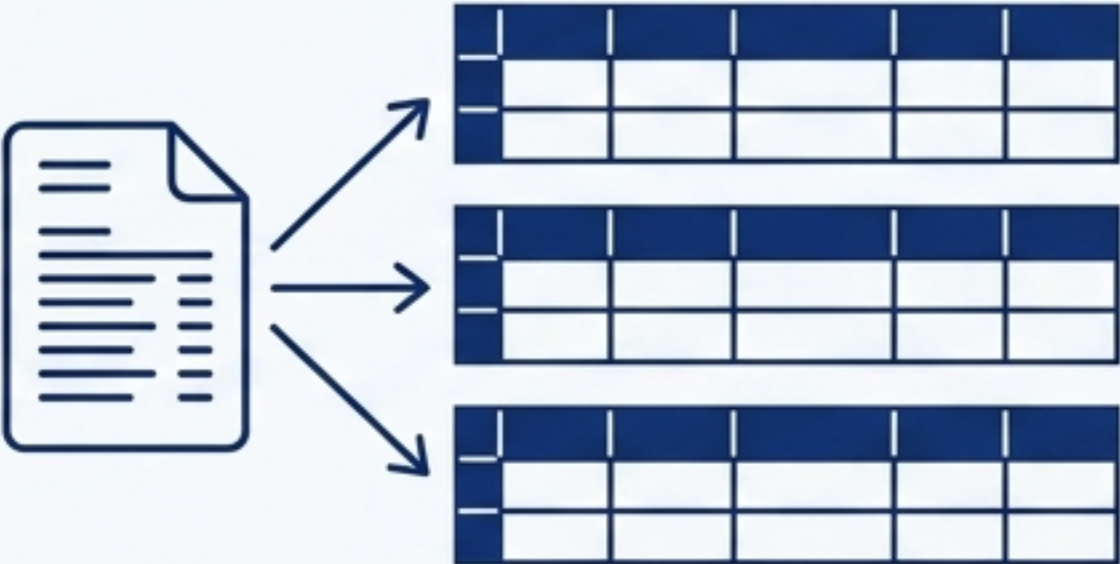


# Rules are stored coding decisions



- **Mental Model Definition:** Rule = matching logic + coding defaults.
- **GL account** = exported `gl_code` value.
- **Property code** = exported `property_code` value.
- **Core principle:** Rule match first, then export mapping. Rules decide the values; the template writes them to the columns.
- **Capture method:** Add rules manually via the top bar, or automatically capture them during the 'Code uncoded vendors' walkthrough.

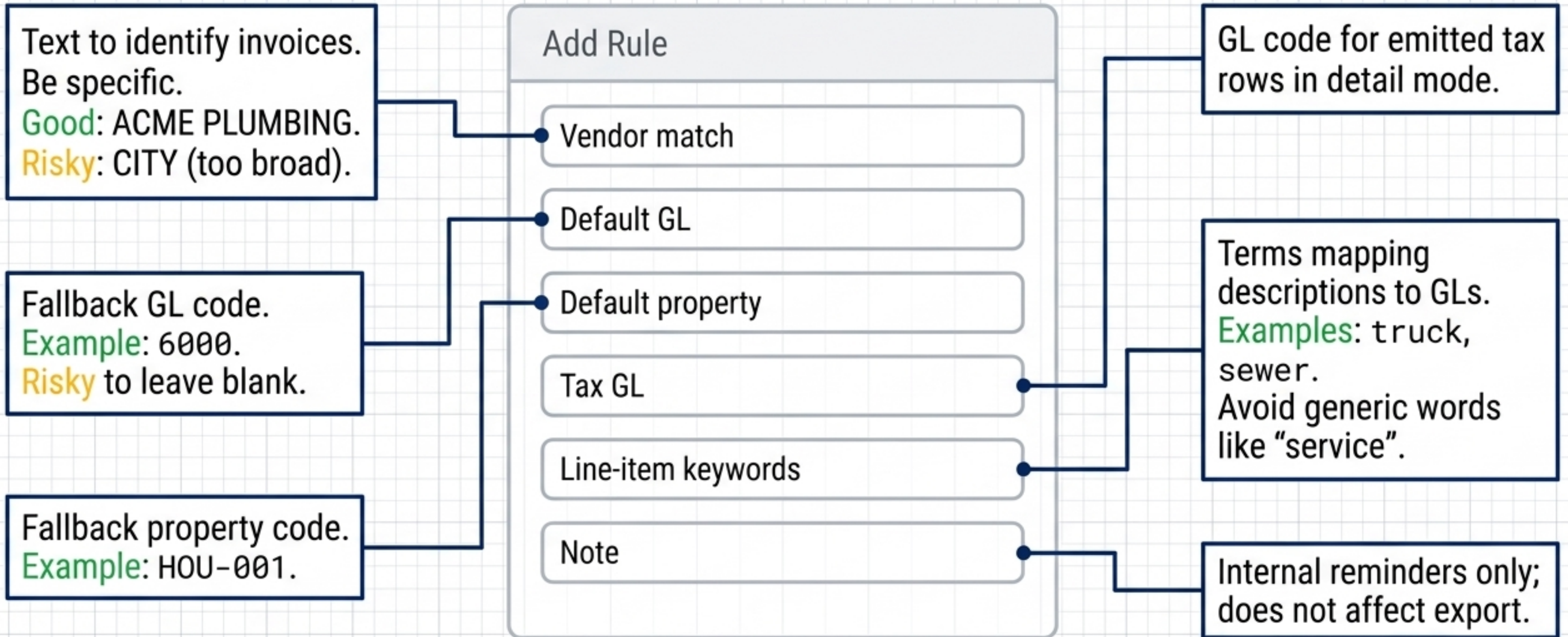
# Configuring extraction: Summary vs. Detail modes

Summary Mode	Detail Mode
(Emit distribution lines = OFF)	(Emit distribution lines = ON)
Use for single-code vendors (utilities, flat-fee services).	Use when one invoice contains multiple meaningful charge types.
	
<b>Output:</b> One exported row per invoice.	<b>Output:</b> One row per non-zero line item, plus emitted tax rows.

## Matching Strictness

- 1. Exact:**  
Case-sensitive equality.
- 2. Normalized (Default):**  
Case-insensitive, ignores suffixes (LLC, Inc).
- 3. Fuzzy:** Similarity > 0.85 threshold. Best for OCR variations.

# Anatomy of a vendor coding rule



# The configuration cookbook: Four practical recipes

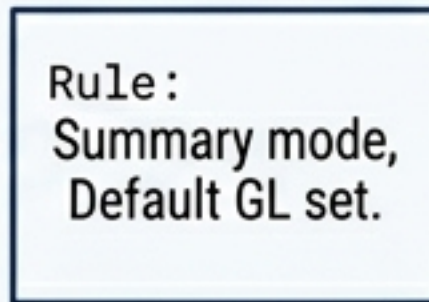
## Single-code Utility

Input Pattern:



Invoice contains  
Monthly utility bill.

Rule Setup:



Expected CSV Outcome:


One stable row per  
invoice.

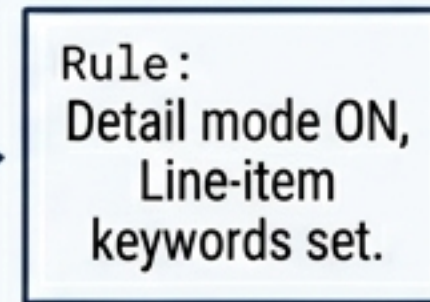
## Multi-line Maintenance

Input Pattern:



Invoice contains  
labor, materials,  
and tax.

Rule Setup:



Expected CSV Outcome:


Multiple rows from one  
invoice mapping separate  
materials/labor.

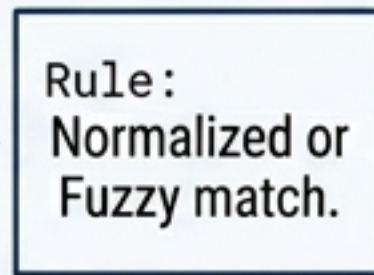
## Vendor Name Variants

Input Pattern:



Same vendor appears  
as **Acme Inc** or **ACME  
PLUMBING LLC**.

Rule Setup:



Expected CSV Outcome:


Variants consolidate to  
one consistent coding rule.

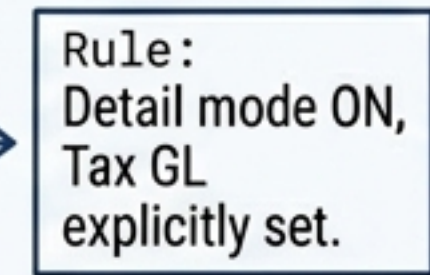
## Tax Handling Split

Input Pattern:



Invoices with **explicit  
sales tax** lines.

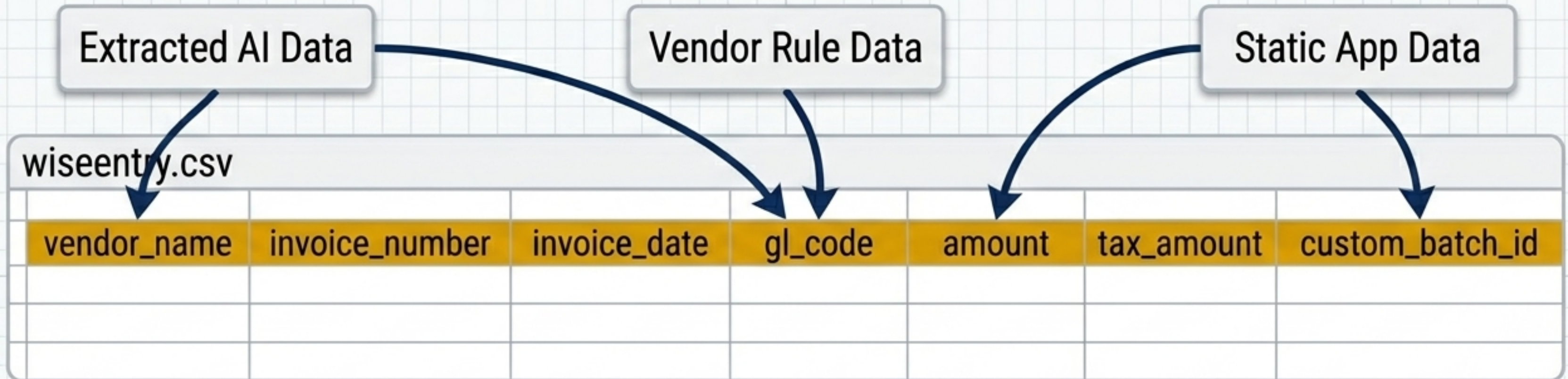
Rule Setup:



Expected CSV Outcome:


Tax posts to dedicated  
account rather than inheriting  
operating charge GL.

# Shaping the output via the CSV Template



- **Mechanics:** The first row of `wiseentry.csv` in your **app-config** folder dictates the exact export schema.
- **Recognized Columns:** `vendor_name`, `invoice_number`, `invoice_date`, `gl_code`, `amount`, `tax_amount` (Case-insensitive, punctuation-flexible).
- **Customization:** Any unrecognized header is emitted as an empty column on every row. Add static fields or batch IDs as needed for your specific accounting software import.

# Finalizing the export and ensuring software compatibility

## Export Ready

Preview Columns: `vendor_name` | `invoice_number` |  
`invoice_date` | `gl_code` | `amount` |  
`tax_amount` | `custom_field_1` |  
`custom_field_1` | `custom_field_2`

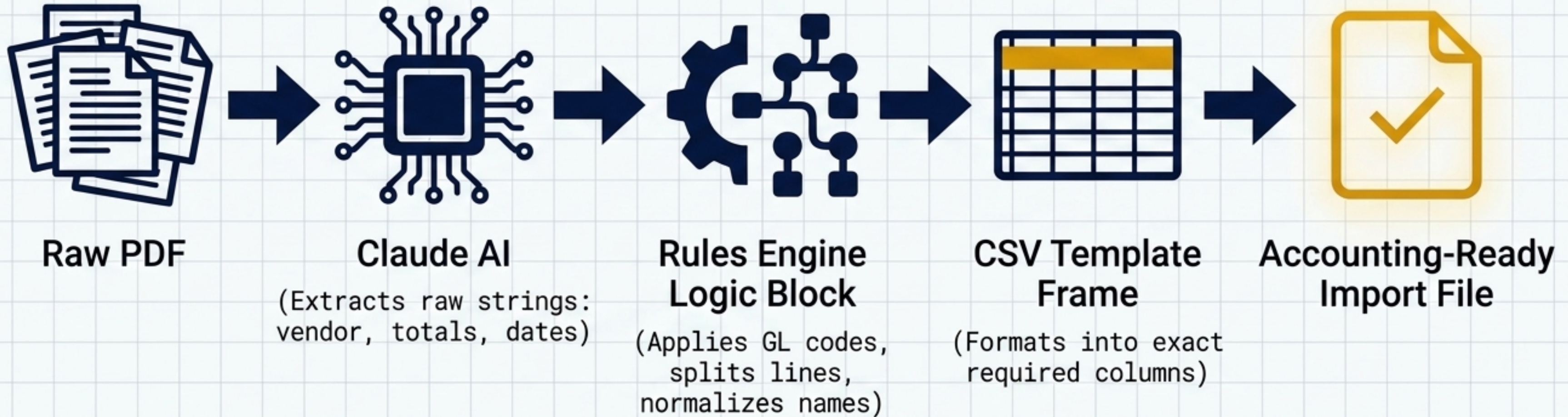
Filename: `invoices-YYYYMMDD-HHMM.csv`

Prepend UTF-8 BOM

**Handling Uncoded Rows:** Flagged or uncoded rows will still export, appearing with empty cells in the CSV. This allows for manual spreadsheet processing if desired.

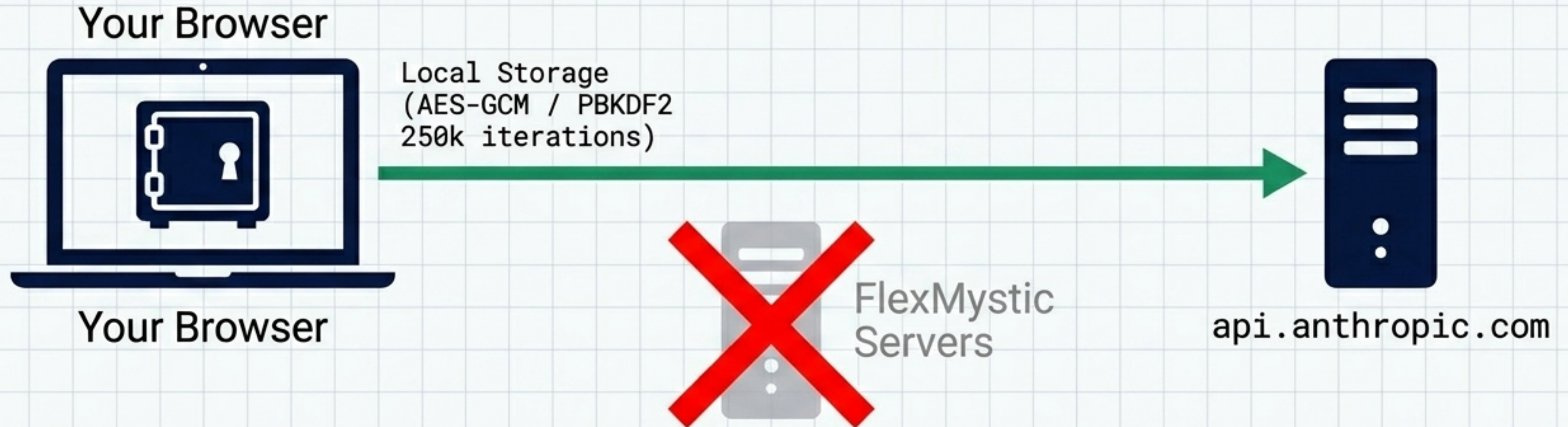
**Excel Compatibility Note:** If invoices contain accented characters, toggle 'Prepend UTF-8 BOM' in Settings. This prevents Excel from mangling non-ASCII Unicode text.

# The WiseEntry Data Factory



**WiseEntry** is a customized routing engine. The AI handles the unstructured mess of the real world, the Rules Engine applies your specific accounting policies, and the CSV template acts as the perfect adapter for your existing software.

# Zero-retention privacy and local encryption architecture



- **The Rule:** WiseEntry is a single-user, BYO-key tool.
- **Data Locations:** PDFs and Extracted JSON.
- **Data Locations:** PDFs and Extracted JSON live only in browser IndexedDB. Vendor rules are stored locally.
- **The API Loop:** The API key is stored encrypted. Plaintext keys live only in session memory. All API calls route directly from your browser to Anthropic. FlexMystic servers never touch your invoices, data, or keys.

# Rapid troubleshooting triage

