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A receipt is an acknowledgement for a payment received in paper or electronic form. A receipt lists the details of the transaction as proof that an invoice has been paid, partially or in full. IRS Requirements - It is necessary for businesses to save revenue for at least three (3) years. By Type A receipt is a written statement that records a completed transaction with recognition of the payment received. A standard receipt will list all the details of the transaction, including, but not limited to, the date; Amount received (\$); Type of payment; Description of service, property or rent; and who accepted the payment. How long to keep a receipt According to the IRS, a company must keep its receipts for three (3) years. If a company claimed a loss for a tax year, that year's revenue must be retained for seven (7) years. Source: IRS - How long do I need to keep records? Received vs. invoice The main difference is that a receipt is given only after payment and an invoice is a request for payment. Bill - Issued to demand payment. Receipt - Issued after payment. How to make a receipt A receipt is made after a transaction that details the price of goods or services as well as taxes, discounts, shipping costs, or other line items. A receipt from a traditional cash register is made from thermal paper with heat applied as ink. The fastest way to make a receipt is to download templates in Adobe PDF, Microsoft Word (.docx), Open Document Text (.odt). How to scan a receipt There are two (2) ways to scan a receipt: the mobile app using a mobile app is the easiest way to capture a receipt and save your records. The three most popular apps for taking photos of your receipts are: WaveApps - iOS - Android Expensify - iOS - Android iScanner - iOS - Android Physical Scanner Using a physical scanner is a traditional way to store receipts. The receipt must be deposited on the scanner and can be stored on a device or USB stick. The best places to get a physical scanner are: How to write a download receipt: Adobe PDF, Microsoft Word (.docx) or Open Document Text (.odt) To complete a receipt, the following information must be entered (see image below): Date; Reception number; Amount received (\$); Details of the transaction (what was purchased?); Received by (seller); Receipt from (buyer); How to pay (cash, cheque, credit card, etc.); Verification number (if any); and credit card details (if any). Sample receive downloads: Adobe PDF, MS Word (.docx), OpenDocument Si Want to create a custom envelope, whether for personal or professional use, but you don't want to invest the money that did it professionally, Microsoft Word covers you. Creating a custom envelope in Word is simple with a feature designed for the task. Creating and printing envelopes in Word Go Go and open Word and select the Mailings tab. Then click the Envelopes button. The Envelopes and Labels window is displayed. That's where we'll get all our information. In the Delivery Address box (1), enter the address of the recipient. The Return Address box (2) is where you will put your name and address. You can leave that out by checking the Omit checkbox if you prefer. Once you've entered all the information, click Options (3). In the Envelope Options window that opens, you need to tell Word how you're going to power the envelope in the printer. Select the right feeding method from the options available. Once you're installed here, we'll head to the Envelope Options tab. Now we have the opportunity to change the size of the envelope and the font style. Click on the Envelope Size dropdown to open a large list of different envelope sizes and choose the one that best suits your needs. To customize the font for the delivery or return address, click the Font button under the respective item. You will be greeted by a new window that outlines your standard policy options. Once you've finished customizing your envelope size and font style, click OK. You'll be back at the Envelopes and Labels window. All that's left is to click the Add to the Document button. Once selected, you will receive a message asking if you would like to use the return address you entered as the default return address. You can go ahead and select Yes because it is unlikely that this information will change often. You will now see a preview of your envelope on the left side of the screen, while on the right side is a blank page for you to type your letter. Once you've written your letter, go back to the Send tab and click Envelope. You'll be back at the Envelopes and Labels window. All that remains is to select Print. Make sure you have your envelopes loaded into the appropriate tray in your printer, and you're ready to go! Fell in love with Trader Joe Brown Paper Bags and could not throw them away ... So I recycled the recycled paper into envelopes to send love notes to my friends and family. You can get the envelope and insert templates from Paper Source. The steps are super simple. Open your bag. Trace your envelopes with your models. Cut inserts from handmade paper. Put together with double-sided tape. The Windows Store is filled with stimulating word games that can be both addictive and educational at the same time. These offers range from hidden word puzzles to work creation games. Most are available for Windows 10 Mobile, for when you're traveling and Windows 10 PC when you're stuck behind the desk. Options range from hidden word puzzles to word-creation games, with a few Xbox Live titles where you can Collection of achievements a boost. There are several quality word sets available for Windows 10. After searching up and down on the Store shelves, here are our best word games for Windows 10. Updated on January 27, 2017 We have made some changes to this article based on new versions, reader comments and staff debate. There are some new titles in the mix, as well as those we continue to see as the best of the Windows Store. Let's take a look at how things have changed! Wordament is a Boggle-style word game that is played online against other players in a continuous real-time word tournament. This Xbox game has been around for some time and remains an addictive waster time. Available for Windows 10 PC and Mobile, the game design is pretty simple. You are given a 4x4 grid of letters that are used to create as many words as possible before the two-minute game timer expires. You connect adjacent letters vertically, horizontally or diagonally to create words of three letters or more in length. The rating is based on the point value assigned to each letter. If you draw a white one and need a little help to find words, there is a refresh button that mixes the letters around. Once the game is over, your score is ranked against hundreds (if not thousands) of other wordament players. Rating summaries highlight your chosen words, unworked words and a summary of field scoring statistics. Wordament has some display options and 17 Xbox achievements to win. This is a free game available for Windows 10 PC and Mobile, with advances synchronized between devices via your Microsoft account. Games only last a few minutes, but can be dangerously addictive - it's a great choice when you only have a few minutes to spare, but strong enough to last up longer game sessions. Download Wordament from the Windows Store AlphaJax Readers suggested a number of Scrabble style games, and while the words by mail and WordFeud were well represented, AlphaJax had the best performance. AlphaJax is available for Windows 10 PC and Mobile as a free Xbox Live game, giving you an online Scrabble gaming experience. AlphaJax offers online games against random friends or opponents, as well as a pass-and-play mode. Gameplay follows the traditional Scrabble game with you from seven iterate tiles that must be used to build words on the game board. Each letter is assigned a point value and the strategic tiles offer scoring multipliers. Gameplay Based on the tour with a limited supply of letter tiles available to replenish the ones you put into play. Words can be built on another, and in the end, once all tiles are used or more words are possible, the player with the most points wins the game. AlphaJax allows you to juggle up to 30 games at a time and tracks all your game stats. There is support for notifications to alert you when it's your to read, and an email feature is available to chat with your opponents. The pace of play depends on your opponent, without hectic game in place to regulate the pace. The free game is available for Windows 10 PC and Mobile, unfortunately not as a universal application. It would be nice to see this change with the mobile version in need of a refresh to bring it to the same level as the PC version. Yet, overall, Alphajax is a solid interpretation of the classic board game and a hard way to pass the time with. Trine Hangman Trine Hangman Hangman Trine has been available in the Windows Store since the days of Windows Phone 7. This pun is one of the best interpretations of the classic executioner game available, offering eye-catching design and challenging gameplay. Even the 2011 trailer is still one of the sharpest game promos out there. And that's for Hangman. Trine's Hangman is an online version of the classic game where you battle other players to see who can amass the highest cumulative score. There is also a local two-player mode (pass-and-play style) available to allow you to test your spelling skills with friends. The online component requires free registration that allows your progress to track you between devices. Trine's Hangman has crisp graphics, fluid animations, Wikipedia integration and bonus ringtones that can be downloaded to your Windows 10 mobile phone. This is a well rounded and sharp pun. Trine's Hangman is a free ad-supported game for Windows 10 Mobile. You can opt out of ads with Trine's Hangman Pro (\$2.49) from the Windows Store. Downloading Hangman Trine from the Windows Store Snap Attack Snap Attack is another challenging pun from the developers behind Wordament. It is also an Xbox Live game that is available for Windows 10 PC and Mobile. The fast-paced game challenges you to create as many words as possible in two and a half minutes. The playground is predefined with a series of letters and you build your words using a collection of seven letters. Words or snaps can be built on each other as long as the string of words is anchored by one of the predefined letters. Once you've exhausted all your letters, press the refresh button and start building more words. Think of it as a speed ride of Scrabble. The rating is based on the points values assigned to the letters with scoring multipliers scattered around the game board. You face other players online to see who can accumulate the most points before the game watch hits zero. Like Wordament. Snap Attack tracks your stats gameplay and ranks your performance against other players. As an Xbox game, your progress is synchronized between Windows 10 devices. Snap Attack is a free ad-supported game that is ideal for when you only have a few minutes to spare or when you need a little help to waste track of time. Download Snap Attack from Windows Store Word Search Everyone needs a good word search game, and there are a lot of great options in the Windows Store. The best, however, is the well titled Word Search by developer Steve Nessen. Word Search has slightly distinguished itself from the pack with both levels of difficulty and a huge customizable word collection. The game is played like any other hidden word puzzle: you have a 10x12 grid of jumbled letters that has 15 words hidden in plain sight. A scrolling list of these hidden words crosses the top of the screen and as you discover them, they are removed from the list. The goal is to identify all the words as quickly as possible. Words are identified by typing and dragging your finger along the letters to build the word. Words can be hidden vertically, diagonally or horizontally, and can be spelled forward or backward. Word Search settings give you the option to choose the type of words, which includes 15 categories and five languages. Categories include topics such as movies, comedy characters, sports, cities and more. Two difficulty levels are also available to add to the puzzle challenge. The only nit I could find with Word Search is that the banner support ad was easily typed when identifying the words at the bottom of the screen. It is not a business breaker, but rather something to get used to. You can also opt out of ad support with an in-app purchase of \$0.99. Word Search is available for Windows 10 PC and Mobile, and overall it's an entertaining pun to waste track of time with. Download Word Search from the Windows Store If you've tried any of these Windows 10 word games, let us know what you think in the comments. We've only scratched the surface of all the fantastic word games in the Windows Store. There are many more such as Spellspire, Wordfix and 7 Little Words. And if you have a favorite pun that hasn't been mentioned, feel free to share your recommendation. We can earn a commission for purchases using our links. Find out more. More.

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