收據管理系統

Receipt App

教師使用手冊

Teacher User Manual

https://receipt.mastery.edu.hk

版本 Version 1.0 · 2026年7月 July 2026

目錄 Table of Contents

1. 簡介 Introduction

「收據管理系統 Receipt App」是碩士教室（Mastery Education）的內部工具，協助老師輕鬆整理報銷收據。你只需拍照或上載收據，系統便會自動用 OCR 辨識商戶、日期、金額等資料；你檢查並在需要時修正，月結時一鍵匯出 Excel。

The Receipt App is Mastery Education's internal tool for keeping expense receipts tidy. Photograph or upload a receipt and the system reads the vendor, date, amount and more automatically with OCR; you review, correct anything that needs it, and export to Excel at month-end.

主要功能 What you can do

- 上載相片或 PDF，自動辨識收據內容。 *Upload photos or PDFs and auto-extract the details.*
- 檢查、修正每張收據的欄位與品項。 *Review and correct each receipt's fields and line items.*
- 用分類、日期、金額、關鍵字搜尋收據。 *Search receipts by category, date, amount, or keyword.*
- 查看每月支出、分類佔比與商戶排行的圖表。 *See charts of monthly spend, category share, and top vendors.*
- 月結時把所有收據匯出成 Excel。 *Export every receipt to Excel at month-end.*

2. 登入與帳戶 Logging In & Your Account

請用瀏覽器開啟系統網址，以學校提供的電郵及密碼登入。登入後，畫面右上角會顯示你的電郵，旁邊有「Change password（更改密碼）」及「Log out（登出）」。

Open the system in your browser and sign in with the email and password provided by the school. Once signed in, your email shows at the top-right, next to Change password and Log out.

> 💡 貼士 **Tip** 系統網址為 https://receipt.mastery.edu.hk，建議加入書籤方便日後使用。 *The address is https://receipt.mastery.edu.hk — bookmark it for easy access.*

要更改密碼，按右上角的「Change password」；如忘記密碼，請聯絡系統管理員協助，切勿自行建立新帳戶。

To change your password, click Change password at the top-right. If you forget it, contact the administrator for help rather than creating a new account.

3. 主畫面概覽 Dashboard Overview

登入後看到的「Saved receipts」主畫面是整個系統的中心。頂部藍色橫額顯示工具名稱與帳戶資訊；下方分為三個區域：左邊的分類設定、右邊的上載區，以及再下方的統計數字、圖表和收據清單。右上角的「Export Excel」可隨時匯出。

The Saved receipts screen you land on is the hub of the system. The blue banner shows the tool name and your account; below it are three areas — category settings on the left, the upload zone on the right, and further down the summary figures, charts and the receipt list. Export Excel sits at the top-right.

> 💡 貼士 **Tip** 本手冊的截圖以標號 ①②③ 指出畫面上的重點；每張圖下方都有對應的「圖中標示」說明。 *Screenshots in this manual use numbered markers ①②③ to point out key controls; a key follows each figure.*

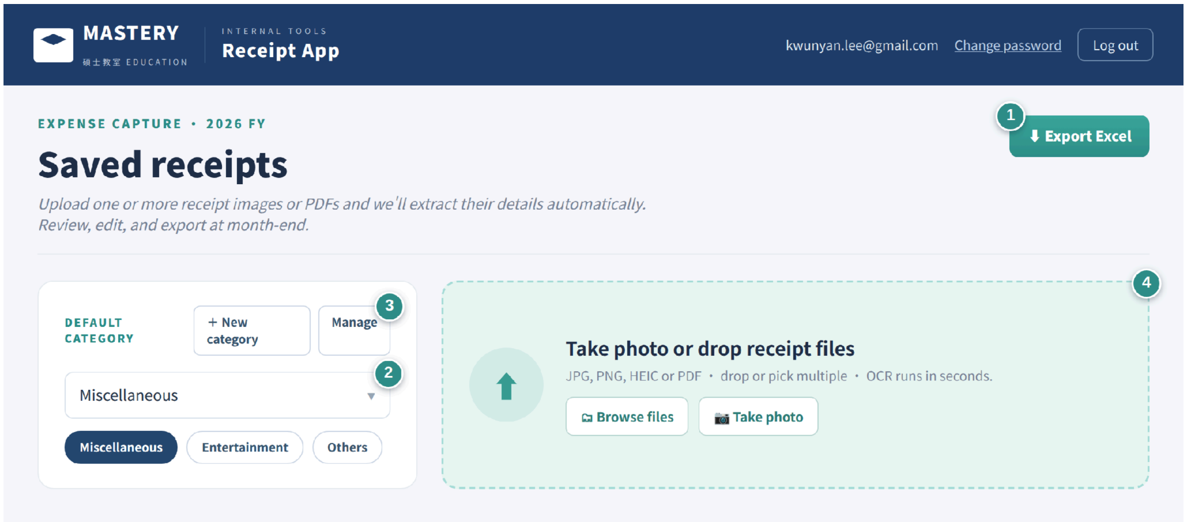

圖 *3.1* 主畫面上半部(已標示)· *Fig 3.1 Top of the dashboard (annotated)*

圖中標示 Key to the numbered markers

① **Export Excel** 匯出 Excel — 月結時把收據下載成 Excel。

Export to Excel — download all receipts at month-end.

② **Default category** 預設分類 — 新上載的收據自動套用此分類。

Default category — newly uploaded receipts get this automatically.

③ **New / Manage** 新增或管理分類。

Add a new category, or manage existing ones.

④ **Upload zone** 上載區 — 拖放檔案、Browse files 或 Take photo。

Upload zone — drag files, Browse files, or Take photo.

4. 上載收據 Uploading Receipts

在右邊的上載區，你可以把收據檔案直接拖放進虛線框，或按「Browse files」選擇檔案、按「Take photo」用鏡頭即時拍攝。支援 JPG、PNG、HEIC 及 PDF，並可一次選取多個檔案。

In the upload zone on the right, drag receipt files into the dashed box, or click Browse files to pick files, or Take photo to snap one with your camera. JPG, PNG, HEIC and PDF are supported, and you can select several at once.

Step 1 · 步驟 1 選擇上載方式 Choose how to add receipts

拖放檔案、瀏覽檔案或即時拍照，三者皆可。

Drag-and-drop, browse for files, or take a photo — any of the three works.

Step 2 · 步驟 2 等待自動辨識 Let the OCR run

上載後系統會在數秒內用 OCR 自動辨識收據內容，並加入下方的收據清單。

After uploading, the OCR reads each receipt within seconds and adds it to the list below.

💡 **貼士 Tip** 先在左邊選好「Default category（預設分類）」，新上載的收據就會自動套用該分類，省卻逐張設定。
Set the Default category on the left first, and newly uploaded receipts inherit it automatically.

5. 收據分類 Categories

分類幫助你把支出歸類。左邊卡片頂部的「Default category」下拉選單決定新收據的預設分類；下方的分類標籤可快速切換。按「＋ New category」新增分類，按「Manage」開啟管理視窗。

Categories group your spending. The Default category dropdown at the top of the left card sets what new receipts get; the chips below switch it quickly. Click + New category to add one, or Manage to open the management dialog.

在「Manage categories」視窗中，你可以重新命名或刪除分類。重新命名會同時更新所有使用舊名稱的收據；刪除則只是令該分類不再出現在選單，已使用它的收據仍保留原本標籤。

In the Manage categories dialog you can rename or delete categories. Renaming updates every receipt using the old name; deleting simply removes it from the picker — receipts already labelled with it keep that label.

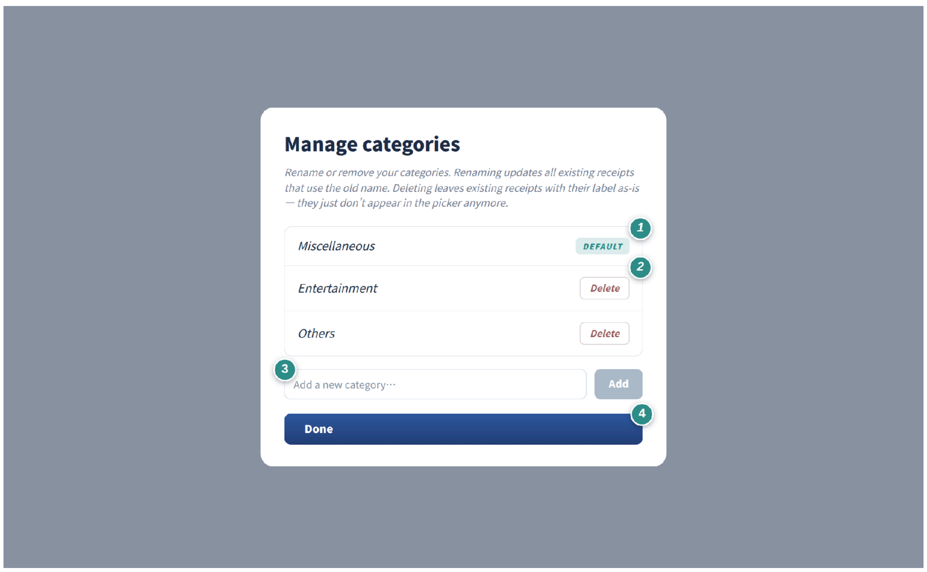

圖 *5.1* 管理分類視窗（已標示）· *Fig 5.1 The Manage categories dialog (annotated)*

圖中標示 Key to the numbered markers

① **DEFAULT** 預設分類標記 — 目前的預設分類。

The current default category.

② **Delete** 刪除分類 — 只從選單移除，已標記的收據不受影響。

Remove a category from the picker; existing receipts keep their label.

③ **Add a new category** 輸入名稱後按 Add 新增分類。

Type a name and click Add to create a category.

④ **Done** 完成並關閉視窗。

Finish and close the dialog.

6. 瀏覽與搜尋收據 Browsing & Searching Receipts

「All receipts」清單列出所有收據。右上角可切換「COMFY（寬鬆）」或「COMPACT（緊湊）」兩種顯示方式。上方一排篩選工具讓你按關鍵字（商戶、收據編號、備註）、分類、日期範圍（From / To）及金額範圍（Min / Max）縮窄結果。

The All receipts list shows every receipt. Toggle COMFY or COMPACT at the top-right for a roomier or denser layout. The filter row lets you narrow results by keyword (vendor, receipt #, notes), category, date range (From / To), and amount range (Min / Max).

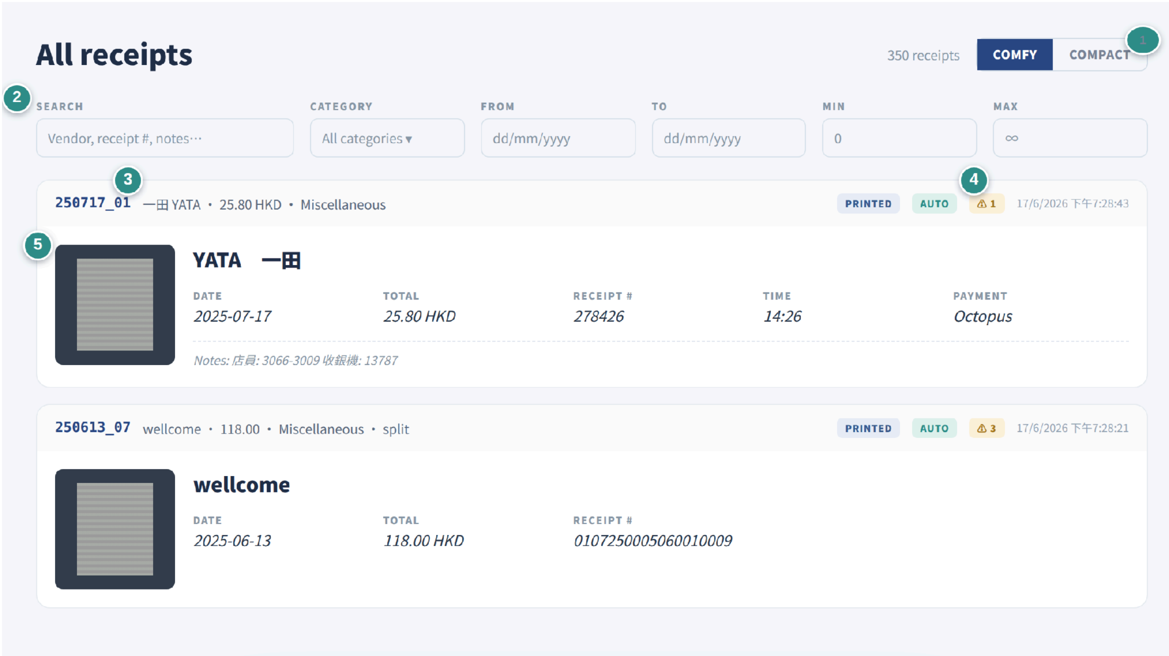

圖 *6.1* 收據清單與篩選工具（已標示）· *Fig 6.1 The receipt list and filters (annotated)*

圖中標示 Key to the numbered markers

① **COMFY / COMPACT** 顯示切換 — 寬鬆或緊湊排列。

Switch between a roomy or dense layout.

② **Filters** 篩選 — 關鍵字、分類、日期範圍、金額範圍。

Filter by keyword, category, date range, and amount range.

③ **Receipt ID & summary** 收據編號與摘要（商戶、 金額、分類）。

Receipt ID and summary (vendor, amount, category).

④ **Badges** 狀態標記 — PRINTED／AUTO／⚠（見下）。

Status badges — PRINTED / AUTO / ⚠ (explained below).

⑤ **Thumbnail & fields** 縮圖與辨識出來的欄位。

Thumbnail and the extracted fields.

看懂收據卡上的標記 Reading the badges on a card

- PRINTED — 系統判斷這是打印收據（相對於手寫）。 *PRINTED — recognised as a printed receipt (as opposed to handwritten).*
- AUTO — 資料由自動辨識填入，尚未經人手修改。 *AUTO — the fields were filled by auto-OCR and not yet hand-edited.*
- ⚠ 加數字 — 有多少個欄位辨識信心較低，值得檢查。 *⚠ with a number — how many fields have low confidence and are worth checking.*

7. 檢查與修正收據 Reviewing & Correcting a Receipt

按清單上任何一張收據，右方會滑出詳細面板，顯示收據圖片及所有辨識出來的資料：商戶、 日期、時間、分類、貨幣、收據編號、付款方式、標籤、備註，以及逐項品項（Line items）和總計（Totals）。按圖片上的「Open」可放大查看原圖。

Click any receipt to slide out a detail panel showing the image and every extracted field: vendor, date, time, category, currency, receipt #, payment, tags, notes, plus the line items and totals. Click Open on the image to view the original larger.

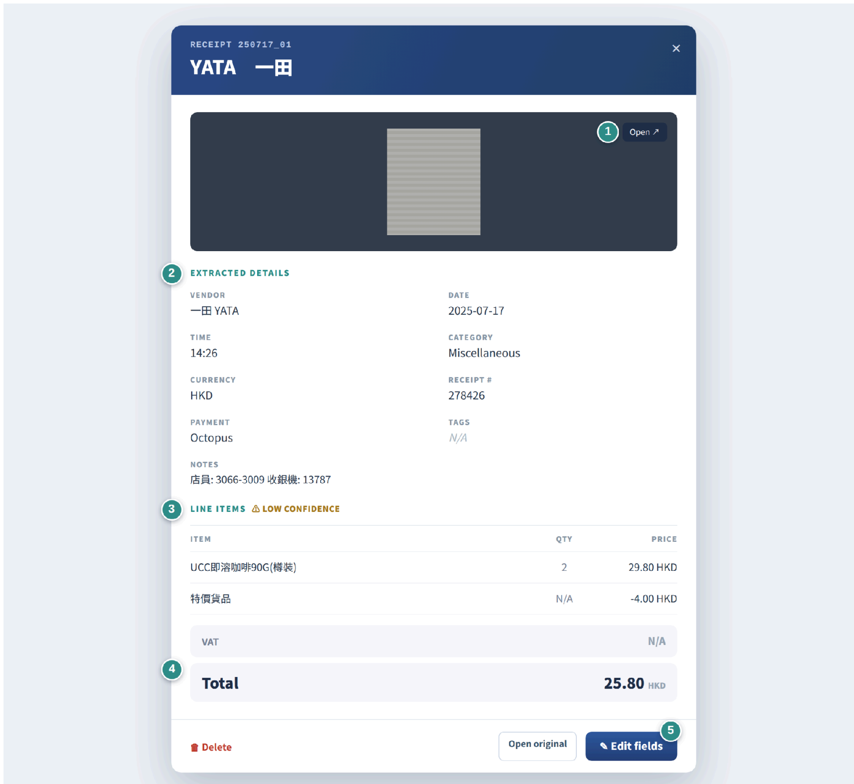

圖 *7.1* 收據詳細面板 · 檢視（已標示）· *Fig 7.1 Receipt detail panel — view (annotated)*

圖中標示 Key to the numbered markers

① **Open** 放大查看收據原圖。

Enlarge the original receipt image.

② **Extracted details** 辨識欄位 — 商戶、 日期、時間、分類、貨幣、收據編號、付款方式等。

Extracted fields — vendor, date, time, category, currency, receipt #, payment, etc.

③ **Line items · LOW CONFIDENCE** 品項清單；「低信心」代表系統不太肯定，請核對。

Line items; LOW CONFIDENCE means the reading is uncertain — please check.

④ **Total** 總計金額（及 VAT）。

The total amount (and VAT).

⑤ **Edit fields** 進入修改模式（旁為 Delete、Open original）。

Enter edit mode (Delete and Open original are alongside).

若某些欄位標示「⚠ LOW CONFIDENCE（低信心）」，代表系統對辨識結果不太肯定，請特別留意核對。按右下角的「Edit fields」進入修改模式。

Where a section is marked ⚠ LOW CONFIDENCE, the system is unsure of its reading — check those carefully. Click Edit fields at the bottom-right to make changes.

Step 1 · 步驟 1　修改欄位　Edit the fields

每個欄位都變成可輸入格，可直接更正商戶、日期、金額等。品項可逐行修改，按「＋ add item」新增一行，按 ✕ 刪除一行。

Every field becomes editable — fix the vendor, date, amount and so on. Edit line items row by row, click + add item to add one, or ✕ to remove one.

Step 2 · 步驟 2　儲存或取消　Save or cancel

完成後按「Save changes」儲存，或按「Cancel」放棄修改。要刪除整張收據，可按左下角的「Delete」。

Click Save changes to keep your edits, or Cancel to discard them. To remove the whole receipt, use Delete at the bottom-left.

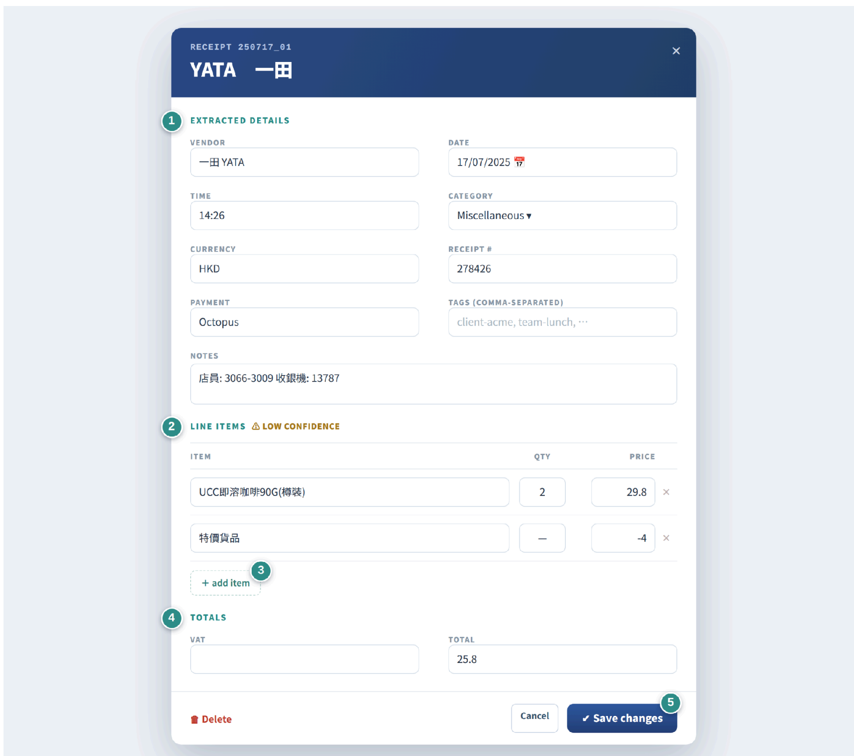

圖 7.2　收據詳細面板 · 修改（已標示）· *Fig 7.2 Receipt detail panel — edit (annotated)*

圖中標示　Key to the numbered markers

① **Editable fields**　可修改欄位 — 直接更正商戶、日期、金額等。

Editable fields — correct the vendor, date, amount, etc.

② **Line items**　逐行修改品項。

Edit line items row by row.

③ **+ add item**　新增一行品項（每行可按 ✕ 刪除）。

Add a line-item row (each row has ✕ to remove).

④ **Totals**　VAT 與 Total 金額。

VAT and Total amounts.

⑤ **Save changes**　儲存修改（旁為 Cancel、Delete）。

Save your edits (Cancel and Delete are alongside).

💡 **貼士 Tip** 你的修正會被記錄下來（主畫面顯示「corrections logged」），系統會從中學習，日後辨識同類收據會更準確。 *Your corrections are logged (the dashboard shows "corrections logged") and the system learns from them, so similar receipts read more accurately over time.*

8. 統計與圖表 Stats & Charts

主畫面中段的四張數字卡分別顯示：All-time spend（歷來總支出，並列出各種貨幣）、當月支出、Total receipts（收據總數，及已記錄的修正次數）、以及 Spend by category（各分類佔比）。

The four figure cards in the middle of the dashboard show: All-time spend (with each currency listed), the current month's spend, Total receipts (and how many corrections have been logged), and Spend by category.

下方的圖表包括「Spend by month（近 7 個月支出）」及「Top vendors（歷來商戶排行）」。用右方的「CHARTS ON / OFF」開關可隨時顯示或隱藏圖表。

Below are the Spend by month (last 7) and Top vendors (all-time) charts. Use the CHARTS ON / OFF switch on the right to show or hide them.

圖 8.1 統計數字與圖表（已標示）· *Fig 8.1 Summary figures and charts (annotated)*

圖中標示 Key to the numbered markers

① **All-time spend** 歷來總支出，並列出各種貨幣。
Total spend to date, with each currency listed.

② **This month** 當月支出。
This month's spend.

③ **Total receipts** 收據總數，及已記錄的修正次數。
Total number of receipts, and how many corrections are logged.

④ **Spend by category** 各分類支出佔比。
Spend broken down by category.

⑤ **CHARTS ON / OFF** 顯示或隱藏下方圖表。
Show or hide the charts below.

9. 匯出 Excel Exporting to Excel

需要月結或交報銷時，按主畫面右上角的「Export Excel」，系統便會把收據資料匯出成 Excel 檔供你下載。建議匯出前先檢查並修正帶有「⚠」低信心標記的收據，確保數字準確。

When you need to close the month or submit expenses, click Export Excel at the top-right and the system produces an Excel file to download. Before exporting, review and fix any receipts flagged with ⚠ so the figures are accurate.

10. 貼士與常見問題 Tips & FAQ

讓報銷更順暢 For smoother expense work

- 上載前先選好預設分類，省卻逐張分類。 *Pick a default category before uploading to save re-tagging each one.*
- 優先檢查帶「⚠」標記及「LOW CONFIDENCE」的收據。 *Check receipts flagged with ⚠ and LOW CONFIDENCE first.*
- 用搜尋框輸入商戶或收據編號可快速找到某張收據。 *Type a vendor or receipt number in the search box to find a specific receipt fast.*
- 每月結算後隨即匯出 Excel，保持紀錄整齊。 *Export to Excel right after each month-end to keep records tidy.*

常見問題 Common questions

問：支援哪些檔案格式？答：JPG、PNG、HEIC 及 PDF，可一次上載多個。

Q: Which file formats are supported? A: JPG, PNG, HEIC and PDF — several at once.

問：辨識出來的金額不對怎麼辦？答：打開該收據按「Edit fields」直接更正並儲存，系統會學習你的修正。

Q: The extracted amount is wrong — what do I do? A: Open the receipt, click Edit fields, correct it and save; the system learns from your correction.

問：刪除分類會刪掉收據嗎？答：不會。刪除分類只令它不再出現在選單，收據仍保留原有標籤。

Q: Does deleting a category delete receipts? A: No. It only removes the category from the picker; receipts keep their existing label.
