

Multi-Expense Online Manual

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The Easiest Monthly Expense Tracking Program

Features:

1. Show Monthly total expenses.
2. Integrated with palm calculator (Use for calculate different currency)
3. Filtered by month, day, categories, payment type. Instantly know how much you spent for specific month, day/days, categories or payment type.
4. Export to PC via Memopad for exporting/printing purpose

Installing:

Hotsync the Multi-ExpenseTrialVersion.prc file to your PDA.

You will see an icon called **MultiExpe** on your palm.

Select this icon to install and launch **Multi-Expense**. Several files will be extracted from the archive and the archive will delete itself.

Multi-Expense will automatically run once the installer has completed.

When you exit the program you will see the Multi-Expense icon.



First screen:

You will see as shown on the right.

For trial version, when tap on the "New" button, you will see a trial version message.

Trial period for demo version is 15 days.

After the 30-day trial you will no longer be able to use the program. If you purchase before (or after) the 15-days expire you will be able to register and all of your data will be saved.

Date	Cts	Description	Amount
04/22	Car	Installment	500.00
04/22	Entertai	Movies	20.00
04/22	Food	Business M	50.00

New Options Exit 570.00

How to use?

1. Tap on the "New" button to create a new record. You will see picture shown below:

The screenshot shows the 'Edit Item' screen with a date of 4/22/03. It features a form with the following fields: 'Category' with a dropdown arrow, 'Describe' with a dotted line, 'Payment' with a dropdown arrow, 'Amount' with a dotted line, and 'Note' with multiple dotted lines. At the bottom, there are four buttons: 'Calculator', 'Delete', 'Cancel', and 'Save'.

2. On this screen, tap on the |> next to the "Category" label, you can add as many category as you want. After done, you can select from the Pop Down list as shown below:

The screenshot shows the 'Edit Category' screen. It has a list of categories: Airfare, Breakfast, Business Meal, Car, Dinner, Entertainment, Food, Hotel, Lunch, Misc, Parking, and Rental. To the right of the list are buttons for 'New', 'Edit', 'Del', 'Sort', and 'Done'. There are also up and down arrow buttons between 'Sort' and 'Done'.

3. After that you can edit the Detail as below: (Example). You can also can edit the Payment Type which is the same way as Edit Category. After select the payment type, tap on the amount, you will be required to key in Amount using Key Pad, shown below.

The image contains two side-by-side screenshots. The left screenshot shows the 'Edit Item' screen with the date 4/22/03. The 'Category' is set to 'Entertainment' and 'Describe' is 'Movies'. The 'Payment' dropdown is open, showing options: AMEX, ATM, Cash, Cheque, Coin, Credit Card, Diners Club, and Master. The right screenshot shows the 'Edit Payment Type' screen with a list of payment types: AMEX, ATM, Cash, Cheque, Coin, Credit Card, Diners Club, Master, Master Card, and Visa. Buttons for 'New', 'Edit', 'Del', 'Sort', and 'Done' are on the right.

Edit Item 4/22/03

Category: Entertainment

Description: Key in Amount

Payment:

Amount:

Note:

Buttons: 1, 2, 3, Clr, 4, 5, 6, -/+, 7, 8, 9, Cancel, 0, ., OK, Save

Tap "Save" to save the date into database.

4. For reporting, tap on the "Options" button, you will go to a page to specify the report data you want: (For example, if you would like to view the expense report by category for April, select April from the list, then tap on the "By Category", you will get the result on the second picture shown below:.

Options

A) View Expense Of April

By Category

By Payment Type

B) View Specific Expense :

Specific

Back to Main

By Category

Date	Cats	Descr
04/22	Car	Insta
04/22	Entertai	Movi
04/22	Entertai	Movi
04/22	Food	Busir

Info Export Back 588.00

5. To export the data to MemoPad, tap on the "Export" function, you will see the message below: (You can open the MemoPad to view the report, and tap "Home" to return to the current page.

By Category All

Memo 1 of 75 Unfiled

Expense Summary

Date	Category	Description
4/22/03	Car	Installment
4/22/03	Entertainment	Movies
4/22/03	Entertainment	Movies
4/22/03	Food	Business

Open Memo Pad?

Data exported to the Memo Pad.

Would you like to open Memo Pad? You will return to this page when you exit Memo Pad.

Open Memo Pad No Done Details

6. You can more specify the report by using "Specific" button, you can specify the date range, category and payment type for your expense report.

Please specific	
Starting Date:	3/1/03
Ending Date:	5/31/03
Category:	▼ All
Payment type:	▼ All
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

This program is shareware. You may evaluate the program for 15-days without having to register it. After 15 -days the software will cease to function. Please register (purchase) today for uninterrupted use.

Price: \$9.95

Thank you!

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