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 toPC 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.	

How to use?

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

Edit Item	4/22/03
Category	▼ |>
Describe	
Payment	▼ |>
Amount	
Note	

(Calculator)(Delete)(Cancel)(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:

Edit Category ⓘ

Airfare	(New)
Breakfast	
Business Meal	(Edit)
Car	
Dinner	(Del)
Entertainment	
Food	
Hotel	(Sort)
Lunch	
Misc	▲ ▼
Parking	
Rental	(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.

Edit Item	4/22/03
Category	▼ Entertainment |>
Describe	Movies
Payment	AMEX |>
Amount	ATM
Note	Cash
	Cheque
	Coin
	Credit Card
	Diners Club
	Master

(Calculator)(Delete)(Cancel)(Save)

Edit Payment Type ⓘ

AMEX	(New)
ATM	
Cash	(Edit)
Cheque	
Coin	(Del)
Credit Card	
Diners Club	
Master	(Sort)
Master Card	
Visa	▲ ▼
	(Done)

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:.

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.

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

[Submit]   [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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