Expense Note Manual

EXPENSE NOTE

Expense Note
Version: 1.02
Date: 08/21/2004

Mypdasoft

SUMMARY

FEATURES EXPENSE NOTE

- Simple, easy to use and customizable interface.

- Finally, you will find answers to help your expenses control.

- Control your expenses
  - Built-in and unlimited list of categories, payments, and classes of expenses;
  - Scheduled and memorized expenses
  - Enter repeating expenses which are updated automatically on the appropriate date: diary, weekly, monthly;
  - Wide Filters of transactions

- Many summary reports
  - You can generate powerful reports by category, day, month, payment and class;
  - Percentile classified by amounts;
  - Total amounts

- Many charts
  - Generate graphics by category, day, month, payment and class
  - You choice which chart: pie or bar

- And more:

- Export expenses in CSV format to MemoPad;

- Purging old transactions;

- Password protected;

- Available to German, Spanish and Portuguese languages

- Full support for Color/Black White handhelds, Palm OS 5 and hi-res devices, included Tungsten T3 (320x480 and 480x320)

- Free upgrades for one year! (All customers receive free updates for at least one full year from the date of purchase.)

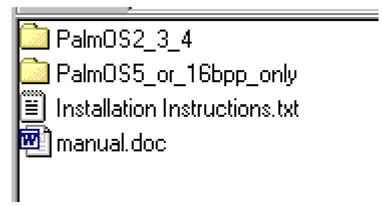
INSTRUCTIONS EXPENSE NOTE

UNZIP THE SOFTWARE

1º Step:

When you unzip ExpNote.zip, a folder is created "ExpNote". There in, another folders:

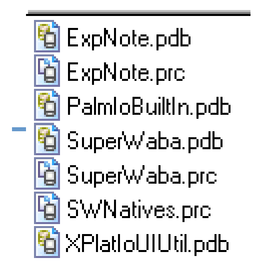
- PalmOS2_3_4 = files to be installed for Palm OS less than 5.0 version
- PalmOS5_or_16bpp_only = files to be installed for Palm OS 5.0 or more than version.
- Installation Instructions.txt = easy file to help you install the software
- Manual.pdf = this file



2º Step:

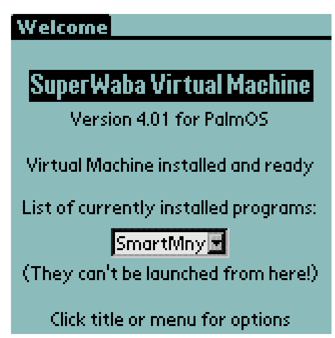
In PalmOS2_3_4 folder, there are these files to be installed for devices with Palm OS less than 5.0 version.

In PalmOS5_or_16bpp_only folder, there are files to be installed for devices with Palm OS 5.0 and more than version.



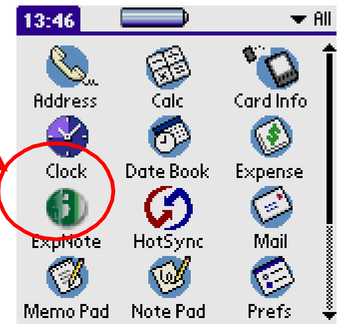
* You know which version is your Palm device, click in the "App Menu" of the Palm, has access submenu "Info", click in the "Version" option. After that, the Palm display screen INFO, demonstrating (in the superior part of the screen) the information of the version: "Palm software v.__.__"

<u>NOTE</u>:
Expense Note needs SuperWaba to run. SuperWaba is a virtual machine Java. Some softwares can need it to run. When you purchase them, you don't need to install SuperWaba again.



LAUNCH SOFTWARE

1º Step:
To launch Expense Note, tap on Coin Icon



2º Step:
2.1. When you launch the software first time, it shows this screen asking your language. After select it, tap on OK button.

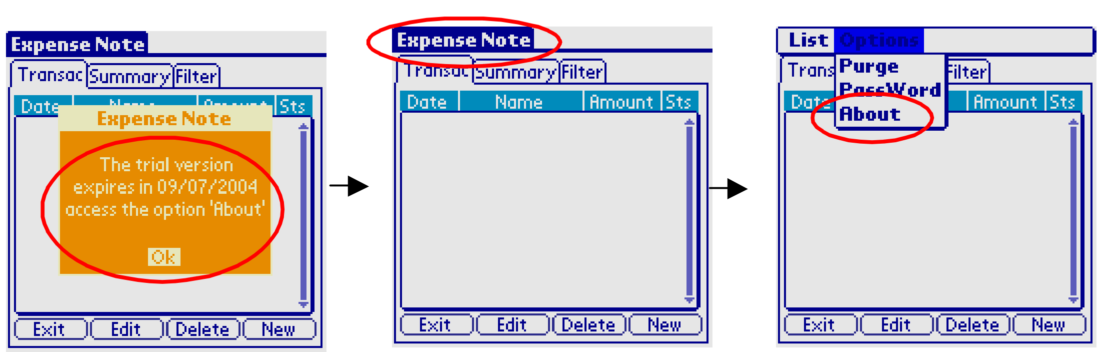
<u>NOTE</u>: When selecting a language, the system automatically assumes the respective option and, when entering again in the software, it will not be more necessary to inform the language. To modify it is necessary to exclude the software Expense Note and, after that, install it again in device.

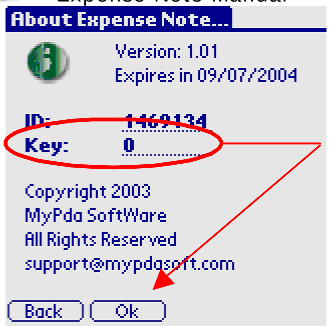
2.2. When launch the software, the system verifies some essential functionalities:

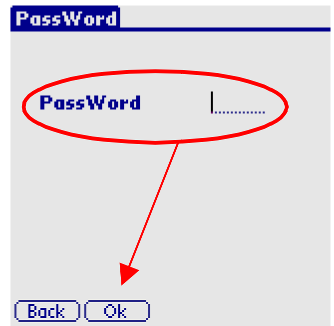
2.2.1. Initial data load:

- Categories
- Payments
- Class
- General Parameters
- Update Version

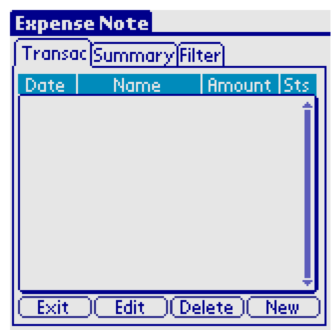
2.2.2. The Expense Note verifies the license of the software. In case, the license is expired, it displays a message of alert and requests you inform the code in the new license. Thus, you it will go to carry through the due update of the license (as process identified in the figures below).







2.2.3. The Expense Note verifies if you need password to enter in the software. In case, it is necessary password, it presents a screen so that you it inserts the password and it starts in the software.



3º Step:
When entering in the software, it will have initial access to the Transations Window, where you can access all the screens available (*Transac*, *Summary* and *Filter*), input expense transactions and see summaries and charts.

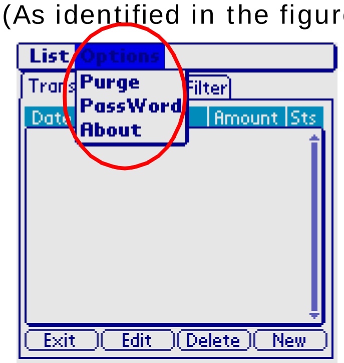
When tap on the Menu Expense Note, you will have some options of accesses the functionalities of the software.

SOFTWARE FUNCTIONALITIES

Expense Note

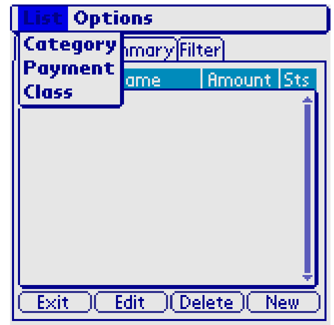
After to tap on the title Expense Note, the software shows for you some options of navigation of the application, with its functionalities distributed in submenus. Thus, you are able to tap on the respective desired option (As identified in the figures below).

[Menu List]



[Menu Options]

Menu List



When tap on the menu List, you will have access the following options:

- Category: Used to classify and to differentiate the through transactions. Thus, you will be able to get an analysis of your expenses, in accordance with the different transactions. For example: I am spending with leisure? Am I paying much tax?

- Payment: Used to identify which way of payment of the respective transactions. For example: Payment in cash registers the cadastre in the payment "Cash"; Payment in check registers the cadastre in payment "Checking X".

- Class: Another way to classify the expenses. Example: personal, business.

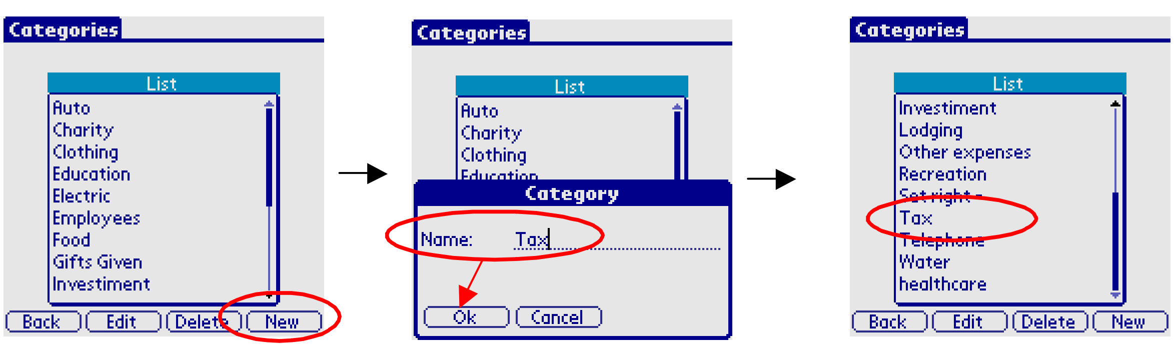
Categories

Tap on submenu Category, it shows the screen of view of the categories. Here you will be able to have access the following functionalities:

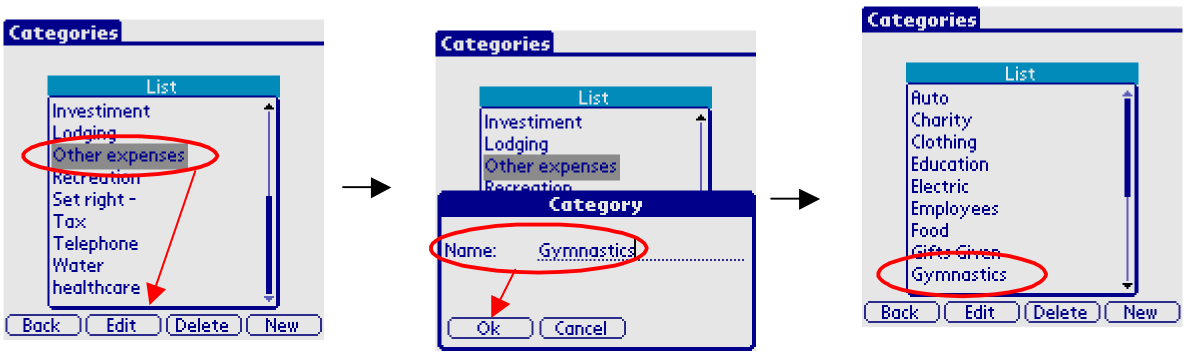
1º - View all the categories included.

2º - Include, rename or delete category.

2.1. To include a category click in the new button. The software will present a screen you to include the name of the new category. After that, click in button OK to record the inclusion (as process identified in the figures below). It is not allowed to include a name that is already included.



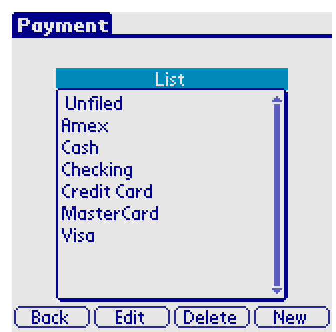
2.2. To rename a category, first select the desired category and click in the Edit button. The software will present a screen you to rename the category. After that, click in button OK to record the update (as process identified in the figures below). It is not allowed to rename include a name that is already included.



2.3. To delete a category, select category desired and, after that, click in the button delete. The software will not ask for a confirmation to exclude the selected category, the deletion is made automatic (as identified in the figure). It is not allowed to exclude a category that is related to a transaction. In this in case that, to delete the respective category, modify all the transactions that are related to this category (See topic Cadastre of Transaction).

Payment

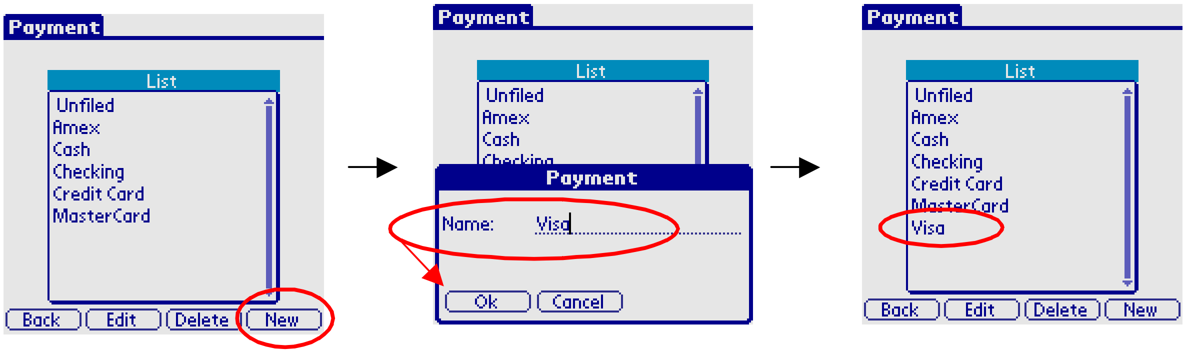
Tap on submenu Payment, the software shows the screen of payments view, identifying the payment way of the transactions, as identified in the figure.



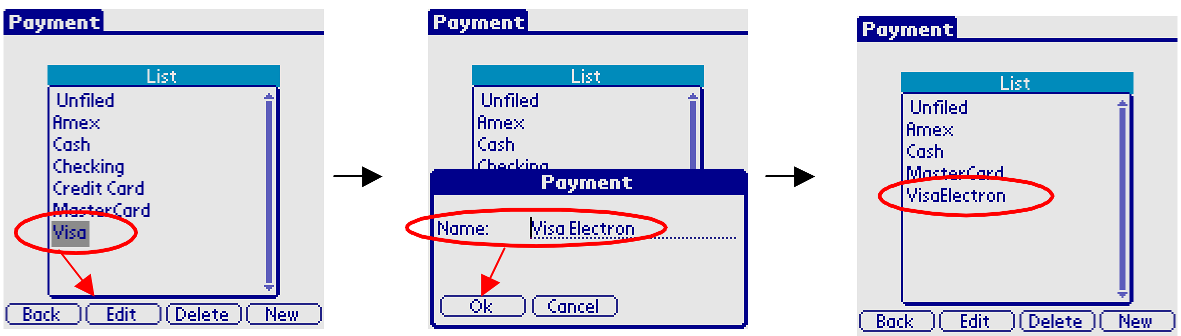
Here you will be able to have access the following functionalities:

1º Include, rename or delete payment.

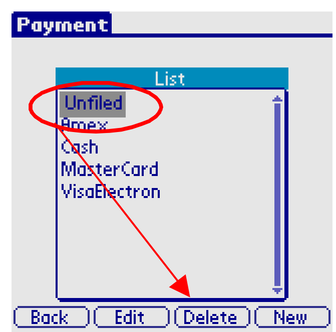
1.1. To include an payment click on the New button. The software will present a screen you to include the name of the new payment. After that, click in button OK to record the inclusion (as process identified in the figures below). It is not allowed to include a name already included.



1.2. To rename a payment, first select the desired payment and click in the Edit button. The software will present a screen you to rename the payment. After that, click in button OK to record the update (as process identified in the figures below). It is not allowed to rename the payment to a name already included.

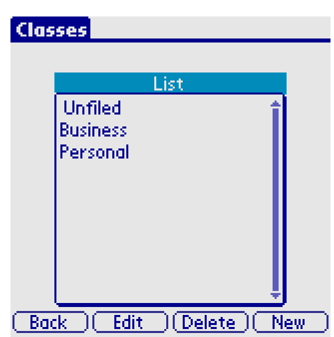


1.3. To delete a payment, select payment desired and, after that, click in the button delete. The software will not ask for a confirmation to exclude the selected payment, the deletion is made automatic (as identified in the figure). It is not allowed to exclude a payment that is related to a transaction. In this in case, to delete the respective payment, it modify all the transactions that are related to this payment ([See topic Cadastre of Transaction](#)).



Class

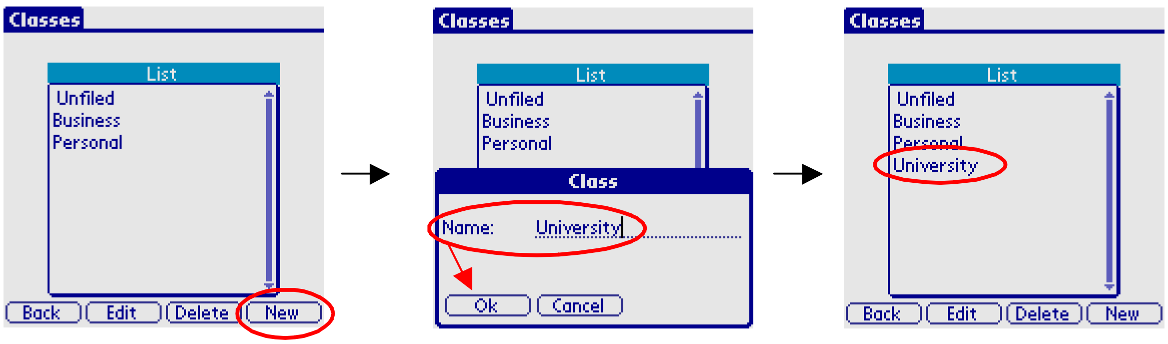
When tapping on submenu Class, the software shows the screen of class view, identifying the kind of the transactions, as identified in the figure.



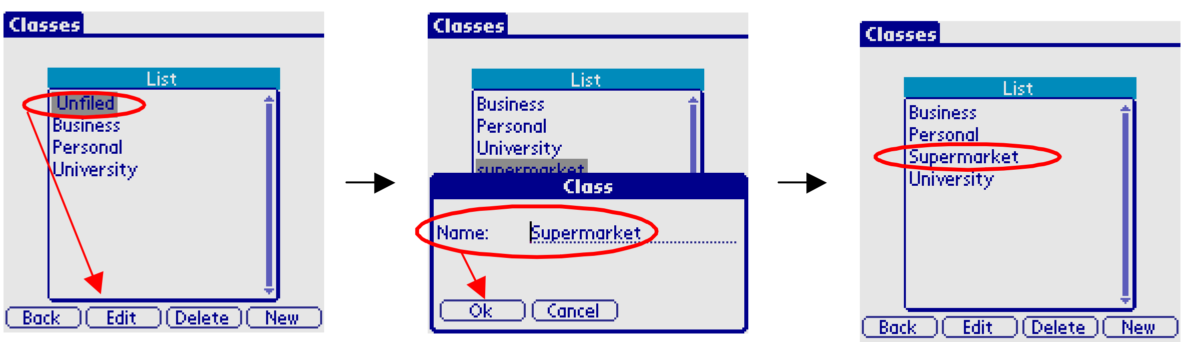
Here you will be able to have access the following functionalities:

1º - Include, rename or delete class.

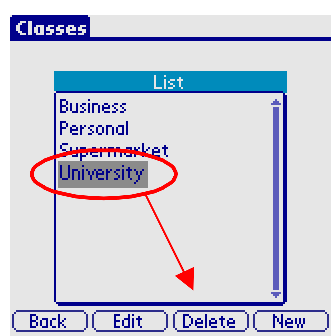
1.1. To include one class click in the New button. The software will present a screen you to include the class name. After that, click in button OK to record the inclusion (as process identified in the figures below). It is not allowed to include one name already included.



1.2. To rename one class, first select the class one desired and click in the Edit button. The software will present a screen you to rename the name of the class. After that, click in button OK to record the update (as process identified in the figures below). It is not allowed to rename the class already included.



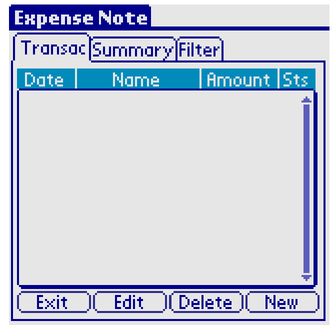
1.3. To delete one class, select the class desired and, after that, click in the button delete. The software will not ask for a confirmation to exclude the selected class, the deletion is made automatic (as identified in the figure). It is not allowed to exclude one class that is related to a transaction. In this case, to delete the respective class, modify all the transactions that are related to this class (See topic Cadastre of Transaction).



Transactions Window

When starting Expense Note, the software shows a screen with the Tabs Transac, Summary and Filter (as identified in the figure). You will be able to carry through some operations related to the registered transactions, as also to include a new transaction.

You can include expense transaction, and access summary reports, charts about your transactions.

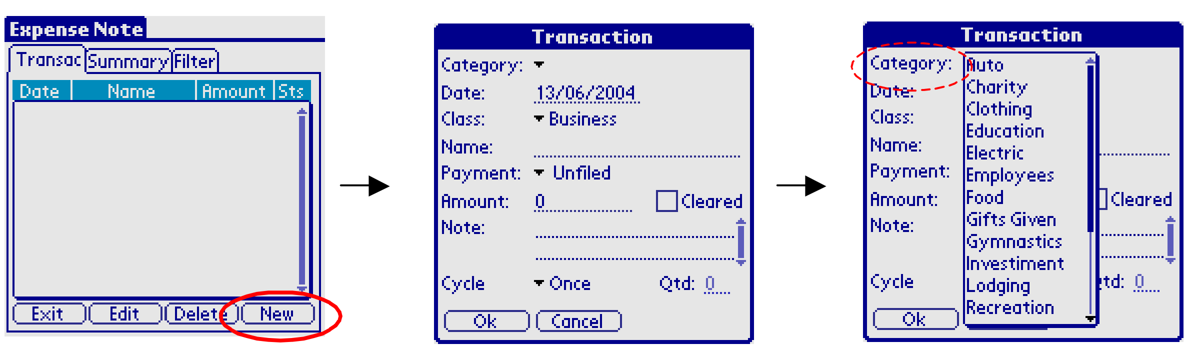


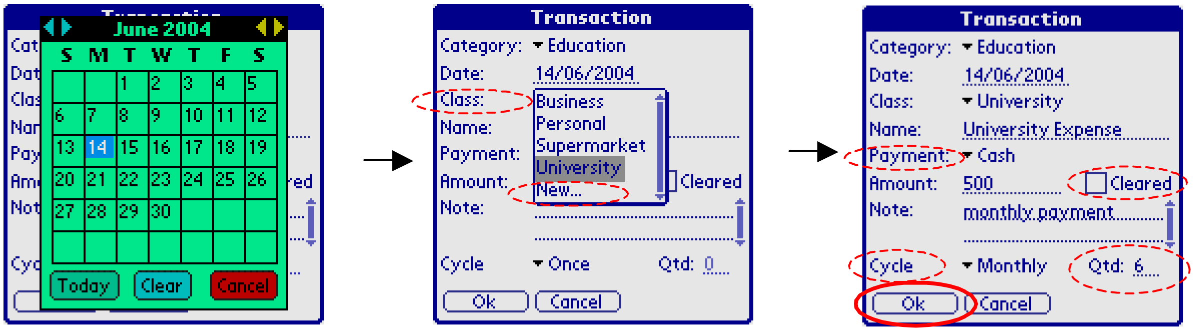
Here, in accordance with the selected Tab, you will be able to carry through the following functionalities:

- Tab *Transac*: It's used to include expense transactions and view the transactions already.
- Tab *Filter:* It's used to select the transactions you want to see in the Tab Transac.
- Tab *Summary*: It's used to manage reports and chart about the selected transactions.

Tab *Transac*

1º - To include a expense: To register in cadastre a expense, click on the New button. The software will present a screen you to inform the data of the transaction: category (in accordance with the of selected type of transaction), date (when tap on the field, the software presents a calendar you to select the date desired), class of the transaction, name (a description of the launching), payment that relates the transaction, value, briefing comment, cycle (you inform the regularity of the transaction here, or either, if it represents an only expense, or if the same it occurs daily, weekly or monthly frequency) and amount of transactions that desire that they are generated automatically. After that, click in button OK to record the inclusion (as process identified in the figures below).





NOTES:

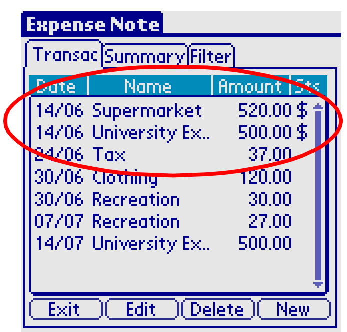
* In case that category does not exist, class or payment adequate to the expense, in the respective windows of selection, to the end of each relation we have the option "New..." Thus, click in the one to register a new cadastre.

* To check the Cleared option is not accepted when to include periodic transactions.

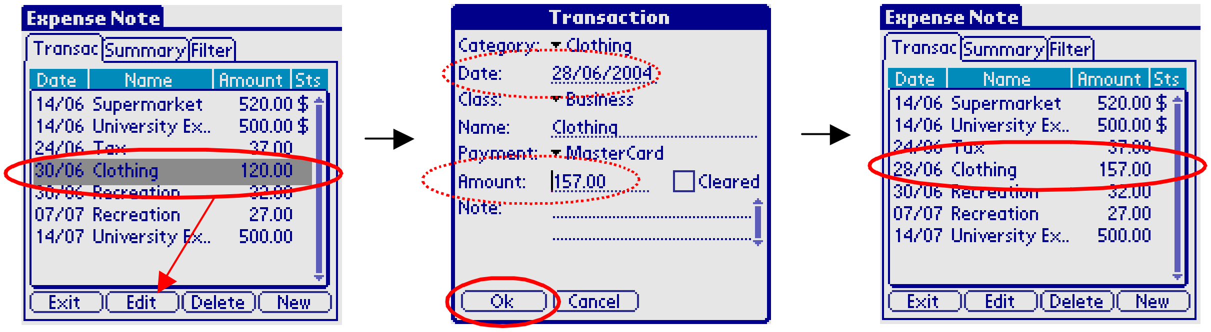
* To check option is no accepted when to include future date

* Use periodic transactions to generate parceled purchases, future checks, transactions of consumption (as water, light, telephone). Thus you do not need to be registering in cadastre the recurrent transactions all month.

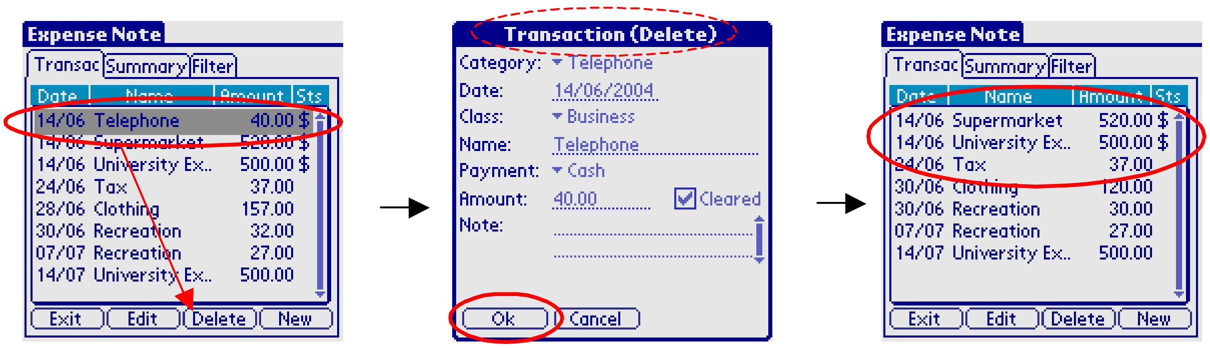
2º - To visualize the expenses: when tapping Tab Transac, after to carry through a filter of the transactions (See topic Filter), you will visualize the expenses registered identifying: the date of the transaction (month/day), the name (a description of the expense), the value and the status of the transaction (field $: effected transaction /field blank: transaction to effect). As identified in the figure.



3º - To modify the expenses: To modify a expense, select the expense and click in the Edit button. The software will present a screen you to inform the data of the transaction that you desire to modify. After that, click in button OK to record the alteration (as process identified in the figures below).

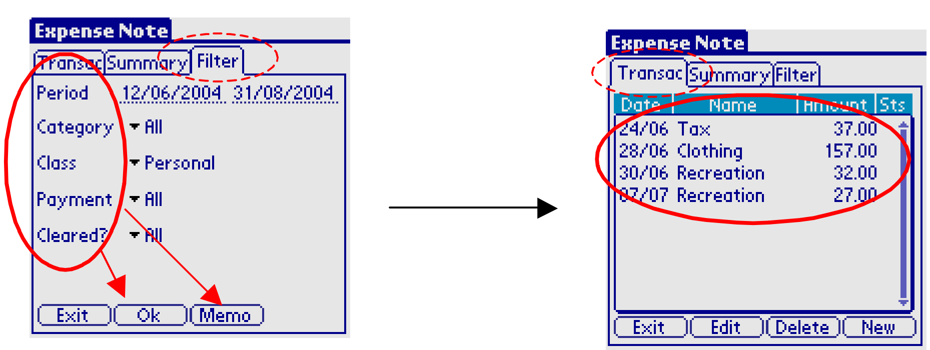


4º - To delete the expenses: To delete an expense, select the transaction and click the Delete button. The software will present a screen you to check the information of the transaction that is excluding. After that, click in button OK to confirm the deletion (as process identified in the figures below).



Tab *Filter*

1º - To filter the espenses by period, category, class, payment and status: To Filter the desired information of the expenses and visualize the result of the filter, makes the selections desired in the screen, and, after that, click in button OK. Thus, the software will below demonstrate to the result of the filter, alternated automatically for Transac Tab, as process identified in the figures (See Topic Transac).

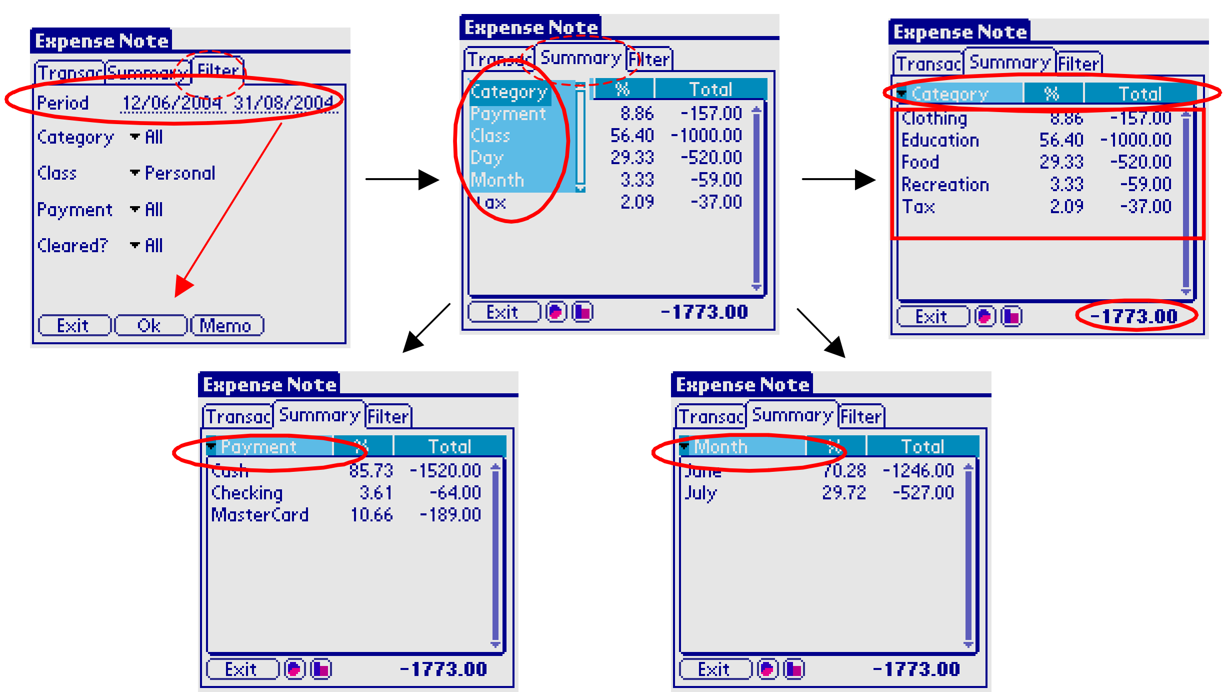


NOTE:

- The Filter is also used for visualization of the reports and graphs (See topic Summary).
- To export your expenses in CSV format to handheld's Memo Pad application, tap "Memo" button. After syncronization, you can copy the memo record to a CSV file using the Palm Desktop software. After that, you can work the file opening it through a spread sheet software

Tab *Summary*

1º - To visualize the reports by Category, Class, Payment, Day or Month (See topic Notes): To visualize the report, first filter the information of the expenses (See topic Filter). After that, click in Summary Tab and select the type of desired report, by category, by class, by payment, by day or month, thus visualizing the description of the expense, the percentage of participation and the total value (as process identified in the figures below).



NOTE:

* Each type of report option has great importance in the analysis of its launchings. Let us see:

A) Summary by category will identify: which the expenses by category on an only screen, which the categories have greater expenses (classified percentile) and total of amounts.

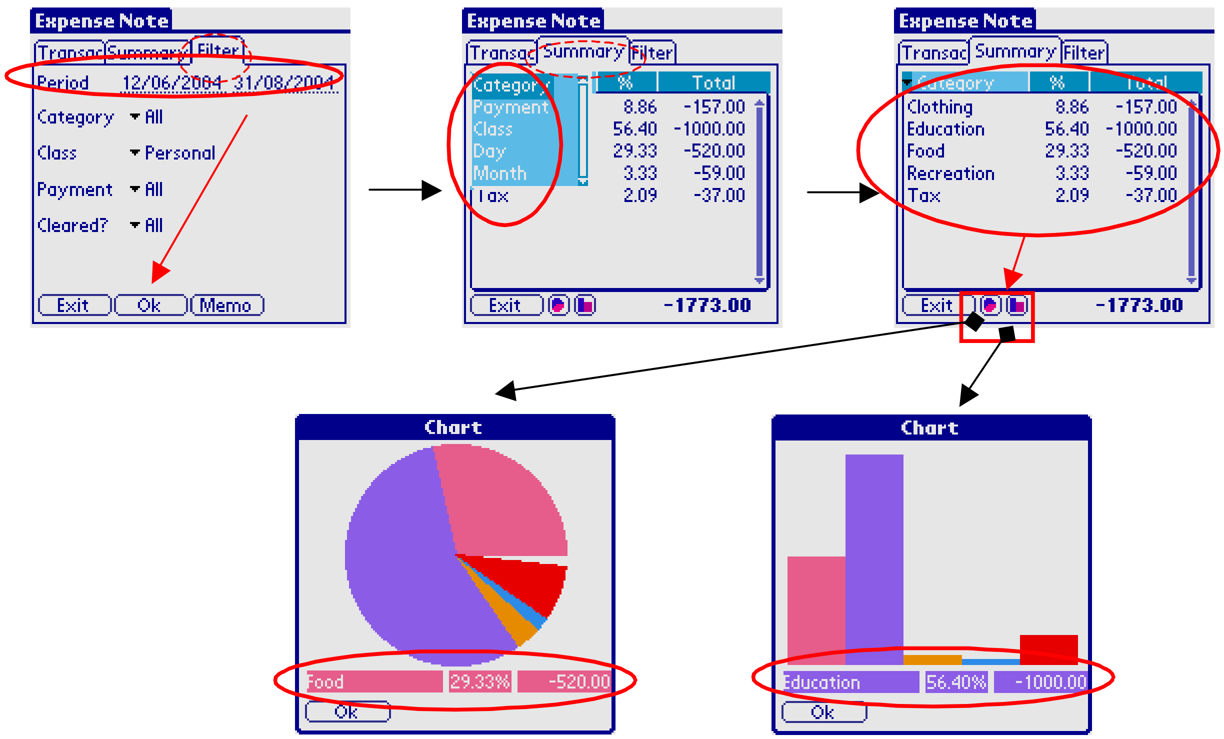
B) Summary by payment will identify: which the expenses by payment, which payment have greater expenses (classified percentile) and total of amounts.

C) Summary by class will identify: which the expenses by class, which the greater classes in my expenses and total of amounts.

D) Summary by day will identify: which the daily expenses, which the days of more expenses (classified percentile) and total of amounts.

E) Summary by month will identify: which the monthly expense, which the months of more expenses (classified percentile) and total of amounts.

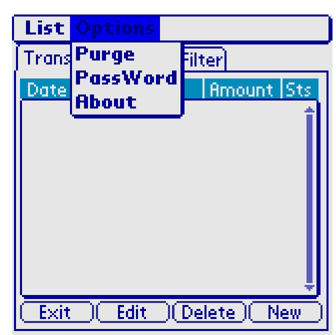
2º - To visualize the graphs by Category, Payment, Class, Day or Month (See Notes topic): To visualize the graph desired, first it carries through the steps demonstrated in item 1 (Tab Summary). After that, click on the option of the desired graph, in bars or pie, and visualize clicking on the colors of the graph the description and the percentile and monetary value in the transactions (as process identified in the figures below).



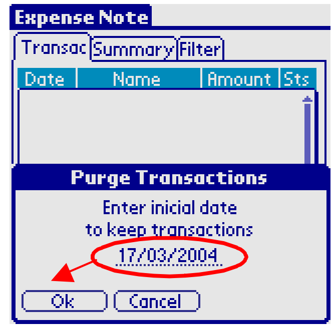
Menu Options

When click on the Options menu, you will have access the following options:

- Purge: Used to eliminate old transactions
- Password: Used to register in cadastre a password of access to the software.
- About: Used to consult information techniques of the software

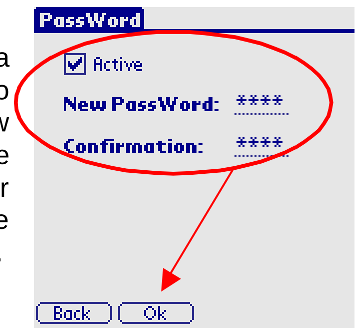


Purge



When click on submenu Purge, the software presents a screen you to inform the date after it you want the software keeps the data, or either, the transactions before this date will be deleted. Thus, click on the field and selects in the calendar a desired date. After that, click in button OK to record the exclusion of the data (as identified in the figure to the side).

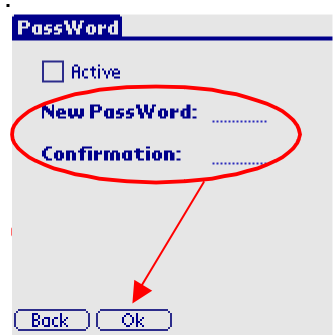
PassWord



When click on submenu Password, the software presents a screen you register in cadastre a password of access to Expense Note. Thus, check the field Active, in the field New Password informs a password, with 04 characters, and on the Confirmation field you again informs the same password for confirmation. After that, click in button OK to record the inclusion of the access password (as identified in the figure).

NOTES:

- After the register in cadastre of the password, when having access the Expense Note, the software related always will present a screen to you inform the access password (See topic 2.2.3 of the item To *Initiate the software*).



* In case that you forgot the access password, you will have to send email for support@mypdasoft.com requesting release of access to Expense Note.

* So for the system not ask more password, has access submenu Password, uncheck the field Active, leaves blank identified fields and, after that, click on button OK to record the alteration (as identified in the figure). Thus, when having access the software will not request password of access again

About

When click on submenu about, the software present for you a screen with information techniques about Expense Note, identifying: the version of the system, the date where the system expires, ID and KEY of the system and the email for support (as identified in the figure).

NOTES:

* When you purchase the license of the Expense Note, send for the contact email (See Support topic) the number of the ID identified in this screen. Soon after that, you will receive by email the KEY of the system for release of the version.

*When the system expire, when having access the software, it is necessary to inform the KEY of the system (See topic 2.2.2 about the item To *Initiate the software*). In case it is invalid, the system is aborted.

VERSIONS

06/20/2004: 1.01

- Initial version

08/21/2004: 1.02

- Export expenses to Memo Pad
- Loading window faster
- Purge transactions: bug fixed

SUPPORT

Suggestions, questions, problems, license, email to:
support@mypdasoft.com

Mypdasoft

BUY

http://www.palmgear.com/software/showsoftware.cfm?prodid=62467

LICENSE

e-mail to support@mypdasoft.com with:
- payment receipt
- software ID. Go to "About" window