

- **Bills Log v 1.0**

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Bills Log		
Due	Payable	Amt
02/03/02	Cable TV	24.00
04/05/02	Internet ISP	28.99
05/02/02	Health Ins.	69.89 P
<div> <div>Recs: 3</div> <div>Total: 122.88</div> </div> <div> <div>Set Filters</div> <div>Show CM</div> <div>Show All</div> </div>		

Screenshot 1

- **Recs:** - shows you the bills records counter
- **Total:** - shows you the total value of all the bills in the list table
- **Set Filters** – Jump into other form to set the data filters
- **Show CM** – shows you all the Bills which is due in current month
- **Show All** – shows you all the records in the database and reset all the filters
- **Sort Data** – Tap on the arrows beside the column heading to sort the data in ascending/descending order.

Record	Setting	Edit
New	✓N	Rmt
Purge	✓R	4.00
Export to Memo	✓E	8.99
About Us		9.89 P

Recs: 3 Total: 122.88

Set Filters Show CM Show All

## Screenshot 2

## Menu Options

- **New** – Create a new bill record
- **Purge** – Purge bill records by year, month, payee or status
- **Export to Memo** – Export the data to built-in Memopad in CSV format, so you can open in Excel spreadsheet for report purpose.

Record   Setting   Edit		
Due ↓ ↑   Payee profile   ✓/A		
02/03/02	Cable TV	24.00
04/05/02	Internet ISP	28.99
05/02/02	Health Ins.	69.89 P
Recs:   3   Total:   122.88		
<input type="button" value="Set Filters"/> <input type="button" value="Show CM"/> <input type="button" value="Show All"/>		

Screenshot 3

- Payee Profile – Define the name of all your Payees
- Edit – Standard Edit menu options

<b>Detail</b>	
<b>Due:</b>	05/02/02
<b>Pay To:</b>	▼ Health Ins.
<b>Amt:</b>	69.89
<b>Sent:</b>	04/04/02 <input checked="" type="checkbox"/> Paid
Health insurance for the family	
<input type="button" value="Repeat"/> <input type="button" value="Alarm"/>	
<input type="button" value="OK"/> <input type="button" value="Del"/> <input type="button" value="◀"/> <input type="button" value="▶"/> <input type="button" value="Cancel"/>	

Screenshot 4

### Detail Input Screen

- **Due** – pick the due date for the bill
- **Pay To** – pick from the payee profile
- **Amt** – Amount of this bill
- **Sent** – The date you sent out the bill or the date the bill cleared
- **Paid** – To tell the bill is paid or not, It will show a letter “P” on the main screen if this checkbox is checked
- **Notes** – you can put the notes or anything in this field.
- **Repeat** – This button will duplicate the current bill for you every month for the rest of the year

- **Alarm** – This button will set an alarm in your DateBook to remind you before the bill is due.

**Set Alarm**

**Health Ins.**

Due: 05/02/02 Amt: 69.89

**Alarm Setting:**

Date: 05/02/02

Time: |

Set Cancel

Screenshot 5

This screen is used to setup the alarm, just put in the date and time under the alarm setting section. Normally, you want to set the date and time prior the actual due date.

**Set Filters**

**Filter On:**

Year: ▼ 2002

Month: ▼ All

Pay To: ▼ Health Ins.

Status: ▼ unpaid

Done Cancel

Screenshot 6

## SET FILTERS

To set the filters just tap the button “Set Filters” in the main screen. The filters in bills log are multi-level and store in memory. Tap on the “Show All” button to clear or reset the filters.

- **Year** – select all the bills for specific year only
- **Month** – select all the bills for specific month only
- **Pay To** – select all the bills for specific payee only
- **Status** – select all the bills for unpaid or paid only

**Filter examples:**

- **Want to show all the bills for 2002**
  - **Year – 2002**
  - **Month – All**
  - **Pay To – All**
  - **Status – All**
- **Want to show all the bills for May**
  - **Year – All**
  - **Month – May**
  - **Pay To – All**
  - **Status – All**
- **Want to show all the bills for June , 2001**
  - **Year – 2002**
  - **Month – Jun**
  - **Pay To – All**
  - **Status – All**
  -
- **Want to show all the PAID bills for April, 2003**
  - **Year – 2003**
  - **Month – Apr**
  - **Pay To – All**
  - **Status – paid**
- **Want to show all the bills for Cable TV**
  - **Year – All**
  - **Month – All**
  - **Pay To – Cable TV**
  - **Status – All**



**Purge**

**Purge Records For:**

Year: ▼ 2002

Month: ▼ Feb

Pay To: ▼ All

Status: ▼ All

Purge Cancel

Screenshot 7

Purge records is work exactly same as the set filters by remove all the records based on your selection.



**Payee's Profile**

**Payee's**

All  
Cable TV  
CITIBank  
Health Ins.  
Internet ISP  
Mobile Phone

Internet ISP

OK New Save Del

Screenshot 8

### Payee's Profile

- New – Create a new record
- Save – Save the current selected record
- Del – Delete the selected record
- OK – Back to main screen

If you any other questions, please submit to <http://support.pdasoftnet.com>