

Expense Book Plus

Palm OS Mobile Edition

Version 3.2

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BMS Bit Master Software
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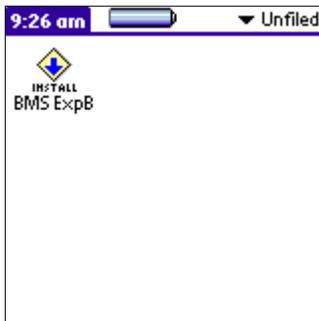
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Introduction

Expense Book Plus is a powerful application that lets you efficiently capture business expense transactions on your PDA. It can be used to track expenses on behalf of your company or employer. This application's main function is to simplify logging and tracking expenses incurred.

Also available for Expense Book Plus is a Windows Conduit, which will allow you to update and print the data on your Palm PDA directly from your Desktop PC. Features include sorting, filtering, archiving, printing and exporting.

Installation



You will need to Hotsync the PRC file that was included in this package (**ExpBook32Inst.prc**) to your PDA by simply double clicking on the file. Once you Hotsync the file to your PDA you will see the **BMS ExpB** install program in your Unfiled category on your PDA. *Refer to image Left*

This installation will unpack the Expense Book Plus files to your PDA. Simply follow the installation prompts on your PDA. When installation is complete, the BMS ExpB install program will be removed and Expense Book Plus will launch.

During the installation you may be prompted to replace files on your PDA. It is perfectly safe to update to a newer file, but not to an older one. Installation will NOT overwrite your data.

Note: This application requires PalmOS 3.5 or higher

Upgrading

If you are upgrading from a previous version of this software, simply follow the above Installation procedure. **Do NOT remove previous version of this software.** If you do delete the previous version of Expense Book Plus, you will lose all your data.

When you install Expense Book Plus on your PDA, the following files will be unpacked to your PDA:

File Name	Description
Expense Book Plus	Expense Book Plus Application File
PDATAdvUtilsLib	* Resource Library that may be used by other applications
PDATPELib	* Resource Library that may be used by other applications
PDATRsrc	* Resource Library that may be used by other applications

If you need to remove this program then delete the Application file. We do not recommend deleting the Resource Library files as they are commonly used by other applications.

Getting Started

Expense Book Plus normally starts at the Main Menu screen unless the application is in Trial Mode where it will start at the About Screen. Operations from making a new entry to setting up Expense Book Plus can be done from this screen.

Below is an overview of the Main Menu.



Main Menu

List

This will list your entries in a Table. You can filter by Expense types; also create new entries and view expense totals.

Edit

Will allow you to Edit, Delete and Create new entries. When clicking this button by default you will be taken to the first record in the Edit Screen.

Exp Type

Expense Type is used to enter the categories that you will use to filter your expense types (i.e. Business, Auto, Stationary, Dinning etc).

Card Type

This section is used to set up payment methods used to pay for Expenses incurred. In most cases it will be a Credit Card, but you can specify other methods such as Cash, Check etc.

New Entries

To save time simply click this button to make a new Entry.

Export

Clicking on this Icon, will export the data to Memo Pad, which can be then accessed via your PDA's Desktop Software. Note: This function is only available when application is registered

Note: For better reporting it is recommended you use the Window Conduit that is available for this application.

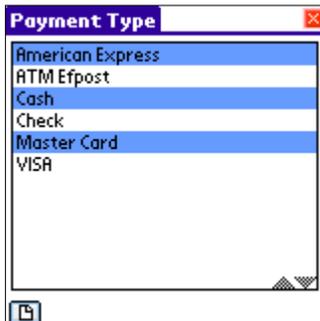


Setting Up **Expense Type**

The first thing you need to do is decide how you would like to filter your Expenses. This section will pretty much depend on your personal requirements. For example you could include expense types as per the image left.

Simply click on the Exp Type button on the main menu and then click on the new button to enter Expense Types.

Note that you MUST have at least one entry here.



Setting Up **Card Types**

Simply click on the Card Type button and click the New Button to enter in the common payment methods you intend on using. Refer to image left for example Payment Types.

Note that you MUST have at least one entry here.

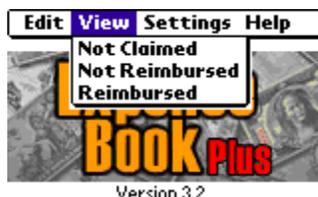
Making a New Expense Entry

1. First click on the **New Entry** button in the main menu.
2. On the first line under the Heading **Details**, enter the title of your expense and on the following lines you can add further notes about the expense. Note that the first line of this field is what will appear in any listing.
3. Then click on the **Type** popup and select the Expense Type (i.e. Parking, Meals etc).
4. The **Date** will default to today, click on this if you wish to change it.
5. Enter the **Amount**.
6. Click on the Popup for **Payment Method** and select the Payment method you used.

That's pretty much all there is to It!

Report Icons

- + Icon will display all expenses that haven't been claimed yet.
- Icon will display all expenses that haven't been reimbursed yet.
- \$ Icon will display all expenses that have been reimbursed.



🏠 Note that these reports can also be accessed via the Pull Down menu on you PDA on any screen. Simply click the menu shortcut on your PDA

Settings Menu



Sort Data

When creating a new record the data is sorted by the Date field, however it isn't re-sorted if you go back and change the date. If the Entries require Sorting, you will need to go to this menu and select Sort Data.

Table Color

This will allow you to change the Alternating color of the Table listings. By default, the color is set to Blue.

Purge Reimbursed

This will allow you to Purge (Delete) any Expenses that you have marked off as being Reimbursed.

Please note this operation cannot be undone.

Purge XX Days+

This will allow you to Purge (Delete) large amounts of data quickly. This operation will not look at all data older than the days specified, irrespective of the Expense having been claimed or not.

Please note this operation cannot be undone.

Purge 14 Days: Will Purge any expenses older than 14 days.

Purge 30 Days: Will Purge any expenses older than 30 days.

Purge 60 Days: Will Purge any expenses older than 60 days.

Purge 90 Days: Will Purge any expenses older than 90 days.

Help Menu



About

Contains Copyright information about this application and information relating to Support and Purchasing.

Icon Help

Describes Program Icons used.

Register

When you purchase this application the email we send you will contain a registration code. This is where you enter this code. Once entered the application will go into Registered Mode (i.e. the application will not expire).

Trial Info

If application is not registered, this section will provide you the number of days before this application expires.

Version History

Version 3.2

May-10-2005

New and improved interface and improved data entry.

- New Entries Directly from Main Menu.
- Expense Type now customizable.
- Reports available directly through the Drop Down Menu.
- Sort Data Added, for date changes etc.
- Tables use alternating colors, which are customizable.
- Ability to Purge Reimbursed Expenses.
- Ability to Purge Records older than 14, 30, 60, 90 days plus.

Version 2.52

Nov-17-2002

- Palm OS5.0 issue resolved, 100% compatible with Palm Tungsten PDAs..

Version 2.51

Nov-01-2002

- Improved speed - Optimized software for improved speed.
- Fixed Minor Bugs.

Version 2.5

Oct-22-2002

First Major Update of Expense Book. This update includes too many changes that may not be visible to the user. Some of the changes include

- Compatibility with the soon to be released Windows Conduit (allow reports, updates direct from you Desktop)
- Export Data to MemoPad for use through your Desktop Software
- Calculations are now Automatic (all Calc buttons have been removed)
- New entries can be made directly from List View or Report Views
- Details section is now scrollable.
- Filters now hold (if you click on List and then select a Category, the Category will hold even if you leave the List view ie no longer defaults to All).
- Software can re-sort the data should you edit any dates from previous entered data.
- New Improved interface.

General Application Information

Shareware Software

This program is Shareware.

When you first install this application it will be in 14-Day Trial Mode. After the 14-day trial, the application will no longer run. If you decide not to register it after 14 days, you should delete it from your Palm OS PDA device.

We recommend you should try this application out during the Trial period, before buying.

If you decide to buy this application, please DO NOT DELETE the trial version. Simply register it on our site, by adding it to your shopping cart and then proceeding to checkout. Once you purchase it, we will e-mail you your unique registration code, which will unlock the application and switch it over to Registered Mode.

Where to Purchase

You can purchase this application Directly through:
www.palmgear.com?40550

Windows Conduit Available

A Windows Desktop Conduit is also available for Expense Book Plus, which is used in conjunction with this application to provide extra functionality and flexibility. This conduit will allow you to update and print the data on your Palm PDA directly from your Desktop PC. Features include sorting, filtering, archiving, printing and exporting.

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