



# Expense Ez

Owner's Manual

SC Software

Version 4.00

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## Features

- Very compact in size.
- On-screen calculator/keypad for Graffiti-free data entry.
- Prints using PalmPrint<sup>®</sup> or TealPrint<sup>®</sup>.
- Supports Global Find.
- Filters base on categories, date and expense type.
- Adds, deletes and renames expense type and currency.
- Supports user-definable categories.
- Sorts expenses by date, type or amount.
- Calculates expenses total as well as average.
- Exports to memo pad in CSV format.
- Multi-line notes field with auto fill feature for each expense entry.
- High Resolution icon for OS5 device.
- Highly customizable user interface.
- Supports exchange rate.

## System Requirements

<b>Hardware</b>	Any Palm® OS based device.
<b>Operating System</b>	Palm OS 3.5 or later.
<b>Display</b>	160 x 160 resolution or more. Color optional.
<b>Memory</b>	At least 20k bytes of free RAM.

## Notes

### Copyright

All rights reserved by SC Software.

### Legal Notice

Please take notice that the author of this application will bear no responsibility for direct or indirect damages or lost caused by the use of this product or its malfunction.

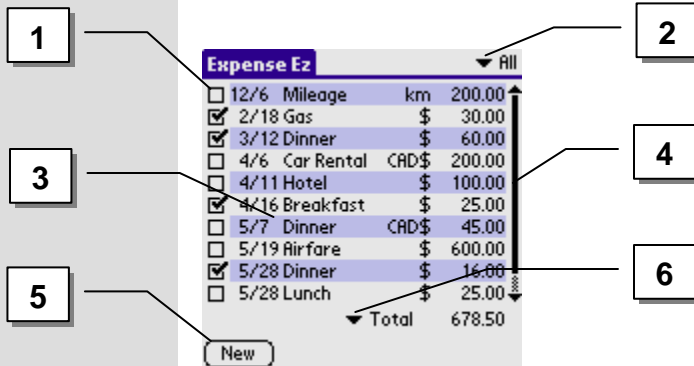
### Contact

Email: [sc\\_software@rogers.com](mailto:sc_software@rogers.com)

## Installation

- Confirm that your Palm device meets the requirements outlined in on page 4.
- Unpack the installation zip file on your desktop computer using WinZip or other PK Zip compatible application.
- Start Palm Desktop on your desktop computer.
- Select View->Install from the menu.
- Click the 'Add...' button in the 'Install Tool' window.
- Go to the folder that contains the files extracted from the installation zip file.
- Select the file 'expenseEz.prc' and click the 'Open' button.
- If you have an OS5 device, select the file 'expenseEz-OS5' instead.
- Click the 'Done' button.
- Performing a hotsync on your Palm device.
- Expense Ez is now installed on your Palm device.
- By default, Expense Ez is installed in your Palm Device under the 'Unfiled' category.

## Main Window



### 1. Claimed Checkbox

Click on this checkbox to indicate whether the expense has been claimed or not.

### 2. Category Selector

Click on this selector to select a category.

### 3. Expense Entry

Click on the expense entry to bring up the record window.

### 4. Scroll Bar

Drag on this scroll the main display. You may also use the hard keys (Page Up/Down) for scrolling.

### 5. New Button

Click on this button to enter a new expense.

### 6. Statistic Selector

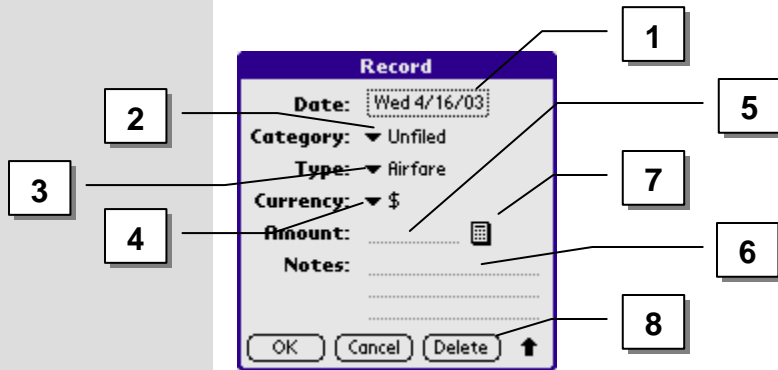
Click on this selector to select a statistic you want to see.

## Menu

<b>Purge All</b>	Remove all expense entries, including entries that are not currently displayed.
<b>Purge</b>	Remove all claimed expense entries, including entries that are not currently displayed.
<b>Report</b>	Display the Report window.
<b>Print</b>	Print all displayed expense entries, using either PalmPrint or TealPrint.
<b>Export</b>	Export all displayed expense entries to Memo Pad in CSV (comma separate value) format, which can imported into any spreadsheet program on your desktop.
<b>Filter</b>	Display the Filter window.
<b>No Filter</b>	Remove all filters.
<b>Expense Type</b>	Display the Expense Type window.
<b>Currency</b>	Display the Currency window.
<b>Preferences</b>	Display the Preferences window.
<b>About</b>	Display the About window.



## Record Window



### 1. Date Selector

Click on this selector to select a date.

### 2. Category Selector

Click on this selector to select a category.

### 3. Type Selector

Click on this selector to select a type.

### 4. Currency Selector

Click on this selector to select a currency.

### 5. Amount Field

Enter the expense amount in this field.

### 6. Notes Field

Enter any notes related to this expense. The software will try to autofill this field based on your previous entries.

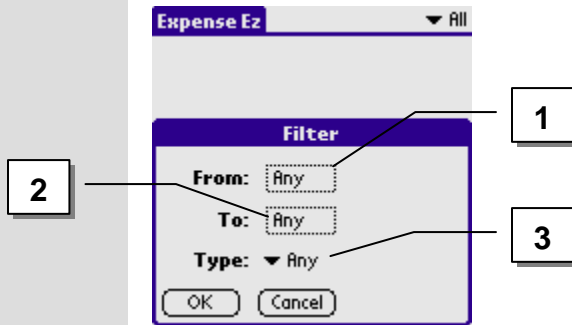
### 7. Pop up Calculator

Click on this button to bring up the calculator.

### 8. Delete Button

Click on this button to delete this entry.

## Filter Window



### 1. From Selector

Click on this selector to select a date. Any entries dated before this date will not be displayed.

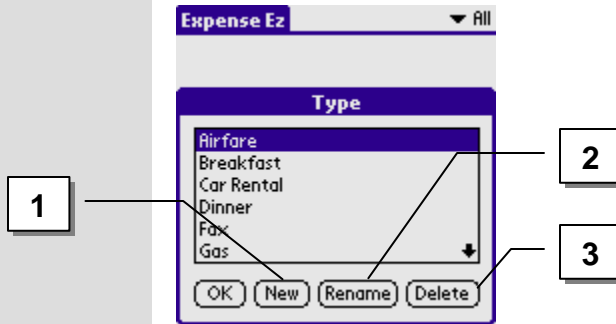
### 2. To Selector

Click on this selector to select a date. Any entries dated after this date will not be displayed.

### 3. Type Selector

Click on this selector to select a type. Only entries of this type will be displayed.

## Expense Type Window



### 1. New Button

Click on this button to create a new expense type.

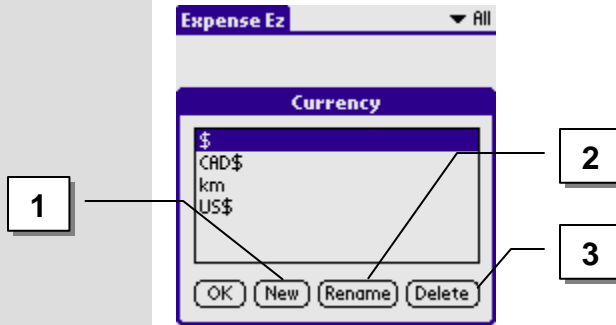
### 2. Edit Button

Click on this button to edit the name of an expense type.

### 3. Delete Button

Click on this button to delete an expense type. All entries with this expense type will be changed to the default expense type.

## Currency Window



### 1. New Button

Click on this button to create a new currency.

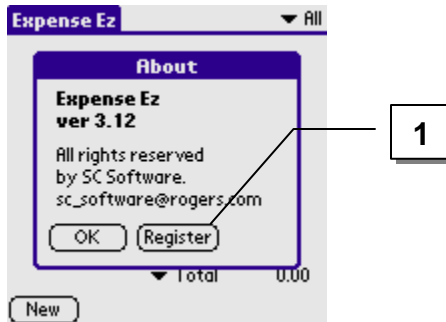
### 2. Edit Button

Click on this button to edit the name and the exchange rate of a currency.

### 3. Delete Button

Click on this button to delete a currency. All entries with this currency will be changed to the default currency.

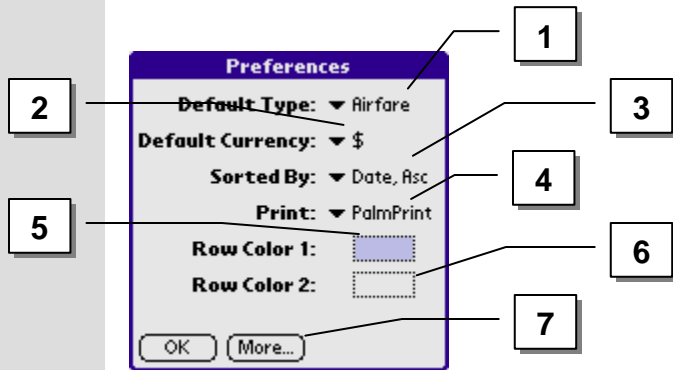
## About Window



### 1. Register Button

Click on this button to register the software. You will need the registration code given to you when you purchase the software.

## Preferences Window



### 1. Type Selector

Click on this selector to select a default type.

### 2. Currency Selector

Click on this selector to select a default currency.

### 3. Sort By Selector

Click on this selector to indicate how the expenses should be sorted.

### 4. Print Selector

Click on this selector to select a print software to be used for printing.

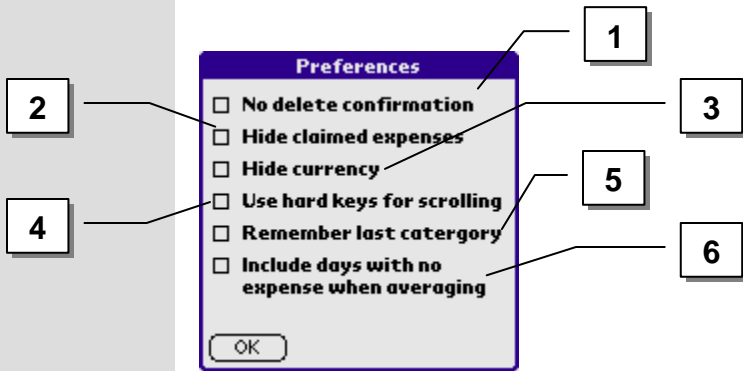
### 5, 6. Color Selector

Click on this selector to select the background color of the table rows in the main display.

### 7. More Button

Click on this button to bring up the next Preferences window.

## Preferences Window (More)



### 1. Delete Confirm

Click on this checkbox to indicate whether to confirm before deleting an expense.

### 2. Hide Claimed

Click on this checkbox to indicate whether claimed expenses should be displayed.

### 3. Hide Currency

Click on this checkbox to indicate whether to display currency on the main window.

### 4. Use Hard Keys

Click on this checkbox to indicate whether to use hard keys to scroll the main window.

### 5. Last Category

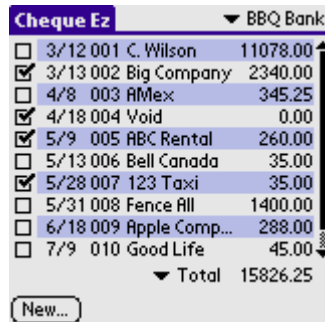
Click on this checkbox to indicate whether to remember the last category during start up.

### 6. Include Days

Click on this checkbox to indicate whether to include days with no expense when averaging.

## Other Products

### Cheque Ez



An easy to use, features-packed application for tracking all your cheques.

### Tip Ez



A simple to use 3D Color tip calculator. Supports OS5 high resolution display.