RMRExpense
Expense Account Manager

(for Windows Mobile)

User Guide

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RMRExpense

RMRExpense, 'Expense Account Manager' allows you to keep track of your business and travel expenses. You can create multiple trip files to record business expenses, each defined with a currency and vehicle rate. Entered expenses can be individual purchases, or vehicle journeys, classified by categories. When you reclaim your expenses you can mark the entries as reconciled and move them to a separate Archive file as a historical record.

In addition, if you also have our **RMRBank** program, transactions entered there can be made to transfer expense purchases to this program.

RMRExpense

Program Setup

When you start the program for the first time you will be taken through set up screens for:

- Currency
- New trip

Then configure the program display and operation with:

- Preferences

These are also accessible at any time from the menus, and are described below.

Currencies

The currency entered on first startup will be used as the primary currency to run the program in. Other currencies can be added for use when travelling to foreign countries.

These currencies will then be available for use in trips as either the base trip currency, or as the foreign currency for temporary use when adding entries e.g. while travelling. The costs will be converted to your primary currency at the rates you define.

To add a currency

- Use Edit > Currencies and the New button
- Define a name, symbol and the exchange rate to your primary currency.
- The Secondary (2ry) Currency box is only relevant to RMRBank, as for RMRExpenses it is defined as part of the trip.

To update an exchange rate

- Use Edit > Currencies
- Select the currency, and change the rate to the current exchange rate.

To delete a currency

- Use Edit > Currencies
- Select the currency, and use the Delete button.

Note that if you have more than one RMR Software program, the currency file is shared between them and may be updated from any of the programs.

Preferences

Tools > Preferences gives access to many options for configuring the display and operation of the program:

Font

Set the screen display for the records:

- Font type and Size
- Color
- Font style - bold, Italic, Underline, Strikeout

Settings options

- If the box is checked then the highlight will automatically jump to the next entry when an entry is reconciled.
- Whether you wish the pop-up keyboard should be displayed in Landscape mode.

Display options

- Define which information the middle column should show from Category, Remarks, Foreign value, and Distance

Decimal places

- Set the number of Decimal places for all currency values.

Colors

Set your color choice for:

- Screen background
- Column headers
- Screen buttons
- Selected screen button
- Dialog background

Expenses screen

The Expenses screen is where you manage trip files, enter and view expense entries and vehicle journeys, and shows your total expenditure.

The middle column between Description and Value can display various information relating to the transactions, including Category, Remarks, Foreign value, and Distance. Set this initially for the screen with Tools > Preferences > Display, then tap the column title to cycle through them.

If you have more than one Trip file switch between them using the file selector at top right.

Tap the currency symbol above the scrollbar, or use Edit > Currencies menu to show the Currencies dialog to add new currencies or change their rates.

Use View > Notepad to record any information about the trip.

Trip files

Trip files can be created as you wish, either one file to use in 'rolling' mode, or separate files for individual business trips, or separate files for each month or period you submit expense claims.

Tap Edit > Trips > Add to create a new trip file, and enter the details:

- give it a Name
- choose a Display currency for the on-screen display of the entries, usually your home currency in which you will submit claims
- choose a Trip currency of the country you are visiting for adding expenses
- specify the Vehicle rate your Company gives you for mileage using your own vehicle (i.e. 0.35 for 35 cents/mile)
- select the Distance units to use.

Tap Edit > Trips > Update to change any details for a trip, or tap Edit > Trips > Delete to remove trip files when you have finished with them.

Categories

By defining a set of categories you can allocate and classify expenses on entry as food, train, taxi, hotel, etc. Several categories are pre-defined but you can add your own for your needs.

- Tap Edit > Categories > Add to create categories

- Tap Edit > Categories > Update to rename a category. Note that you will manually need to change any expense entries assigned to the category

- Tap Edit > Categories > Delete to remove categories

Note that the same categories apply to all trip files

Add Expenses

In the Expenses screen tap New to add expenses to the trip file, and enter their details:

- select the Date

- select the Currency

- add a Description

- enter the Amount as a Debit or Credit

- select a Category from those you have pre-defined

- add any other notes in the Remarks field

The expenses will then appear on screen converted from the entry currency to the defined Trip currency.

Use Edit > Update entry to modify any of the expense entries.

Use Edit > Move entry to rearrange the order of expenses on screen.

You have an option of setting the attribute of an entry as 'information', in which case the value is not counted in the total. Use the Menu option to set the attribute. Note that tapping the "R" Button will toggle the attribute through "None", "Reconciled" & "Information".

If you also have our RMRBank program installed, you have the option in that program to automatically transfer account transactions to RMRExpenses as expenses.

Add Journeys

If you use your vehicle for business for which you reclaim a mileage allowance, enter your journeys with Edit > Add journey:

- select the Date

- add a Destination description

- enter the Distance in Miles or Kilometers

- add any other notes in the Remarks field

The journey is automatically allocated to the Journey category, and the repayment cost is calculated from the distance and the Vehicle rate defined for the trip.

Reconcile and Archive Entries

When you submit your expenses for reclaim you can mark the entries as reconciled. Highlight entries then tap the R button or use the Edit > Reconcile option to mark them with ® symbol. If the Settings option in Preferences is checked then the highlight will automatically jump to the next entry.

The running Total will give the amount of expenses to be repaid.

When you receive your expense repayment enter it as an expense entry as a refund (credit) which should reset the balance of the trip to zero.

The trip can then either be completely deleted or more usefully, use Edit > Archive entries to move all reconciled details to a consolidated Archive history file for future reference. This can be viewed from the Archive screen tab or View menu.

Note that, if required, the Archive entries dialog gives the additional flexibility of:

- archiving or Removing (deleting) the entries

- acting on only the Reconciled entries, or All entries

- selecting the required Archive file.

Note that tapping the "R" Button will toggle the attribute through "None", "Reconciled" & "Information".

There is also Clear attributes menu option to remove the Reconciled flag from all entries.

Archive screen

This screen allows you to view and search the expenses previously archived from Trip files. It is similar to the Expenses screen, except that you cannot edit the entries.

Use Edit > Create archive in the Expenses screen, or tap New in the Archive screen to create new archive files and give them a name. You can use one archive to accumulate all Trip records, create an archive file per year, or create as many as you wish to manage different types of trips. Edit menu options also allow them to be Renamed or Deleted.

Switch Archive files using the drop down selector at top right of the screen.

Windows at the bottom of the screen show totals of journey Distances and Expenses.

The middle column can show various settings for the entries, including Category, Remarks, Foreign value, Distance and Entry number. Set this initially for the screen with Tools > Preferences > Display, then tap the column title to cycle through them.

The total entries in the archive file are buffered for speed of display on screen. To move around the entries:

- tap the S button to jump to the Start of the file (earliest expense)
- tap the Prev button to display the previous display buffer
- tap the Next button to display the next display buffer
- tap the E button to jump to the End of the file (most recent expenses)

Other Archive Functions

Other functions available in the Archive Tools menu are:

Find

Find and Find next functions for text entries.

Filter

Filter display - allows you to view only the entries belonging to a Category or with particular Description text.

Reset start date

To remove earlier unwanted entries if the file gets too big.

Jump to date

To show the buffer with a particular dated expense.

Jump to entry

To show the buffer with a particular expense entry (all entries in the file are numbered, viewable using the Middle column).

Additional Functions

Register Program

Use Tools > Register program to enter your personal registration code to allow full use of the program without data restrictions. This function is also available from the opening 'nag' screen.

About

Use Tools > About to obtain contact details for RMR Software and information about the program.

Backup and Restore

The program has Backup and Restore options in the Data menu of most screens

- Use Backup data to regularly make a second copy of your data files in the "My Documents" folder in case of accidental deletion or loss. In that way the data can also be saved to a PC each time you hot-sync.

- Use Restore to subsequently reload the backed up files if necessary. The program expects to find the data in the /My Documents/RMRBackups/RMRExpenses/ and the Currency file in /My Documents/RMRBackups/RMRShared/ folders.

Export Entries

Tap Data > Export entries to export details of the whole trip or archive file to a text file in either TAB-delimited (ASCII) or Comma-Separated-Variable (CSV) formats for use in a spreadsheet or wordprocessor.