RMRExpense
Expense Account Manager

(for Symbian OS Series 80
 – Nokia Communicator 9210/9210i/9290 and 9500/9300)

User Guide

RMR Software

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Contents

RMRExpense: Quickstart

RMRExpense, 'Expense Account Manager' is designed to allow you to keep track of your business expenses. You create named trip files each defined with an optional allowance, a vehicle rate and an operating currency, into which you can record and categorise all your travel expenses. Once reclaimed you can then archive the entries as a permanent record, with a separate Archive screen allowing the history file to be viewed.

1. When you first start the program from Extras you will be asked for the **Name** and **Symbol** for the main currency.

2. Use **File > New trip** to create a trip file with an allowance and vehicle mileage rate. Trip files will appear in your Documents folder.

3. Use **Category > Add category** to define a set of categories (meals, trains, taxis etc.) for classifying expenses.

4. Enter expense purchases with **Edit > Add entry** and record the dates, cost and any reference. The running total or balance from the trip allowance will be shown.

5. Enter mileage distances for a journey made in your car using **Edit > Add journey**. The expense amount for repayment is automatically calculated from the mileage rate defined for the trip.

6. If you regularly have similar expenses use **Tools > Setup defaults > Add entry** to create standard entries. Then enter them using **Edit > Add default entry**.

7. Turn on **Tools > Use foreign currency** to allow entries in foreign currencies, which convert to the defined base currency for the Trip.

8. Create a **Memopad** to keep notes on each trip.

9. Use the **Category > Filter** option to see sub-totals by date range or category.

10. Use the **Edit > Reconcile entry** function to mark expenses as you reclaim them, and **Underline** the last entry reclaimed.

11. **Print** a copy of your expense report, or use the **Export** option to create a text file of your data for further manipulation in a spreadsheet or word processor.

12. Finally, use **Data > Archive data** to move the reconciled and reclaimed entries to a consolidated history file where they can be viewed.

Moving around

Use:

*   **Up/Down arrow** keys to select entries.
*   **PgUp/PgDn** to move a screenful at a time.
*   **Home/End** to go to the top or bottom entry in the file.
*   **Ctrl+Q** to Switch view between the main Expenses screen and the Archive screen.
*   **L/R arrow** keys, or **Ctrl+O** or **Open** menu option to switch between trip files and archive files (if you have more than one).

Expenses Screen

Trip files

One trip file can be used continually in rolling mode to record expenses, or separate trip files can be defined as required (for each excursion, each month, different companies or clients, etc).

Use **New trip** from the **File** menu to start a new trip file.

- Enter a **Name** for the file.
- Define any subsistence **Allowance** you are allowed.
- Enter the **Vehicle rate** your Company gives you for mileage (e.g. 0.35 for 35p/mile).

Note: At this stage you only have one **Currency** defined and no **Archives** have yet been created so those options cannot be changed. Obviously for later uses of the **New trip** option, when multiple currencies may have been defined and archive files created, these can be used.

Use **Open trip** to switch between trip files if you have more than one, or simply use the left / right arrow keys to cycle through them.

Under the **File > More** menu are the **Update trip details** and **Delete trip** options if you need to change any details or get rid of old files.

The **Printing** and **Password** options are also in this menu.

Use the **Add to desk** option to put a shortcut of your vehicle file on the desktop.

In the **Data** menu there are **Backup** and **Restore** options to allow you to keep a copy of your data elsewhere on the system for security, and to restore it if necessary.

Expenses categories

Normally you would allocate expense purchases to various categories (taxi, hotel, meal, etc.) that match those required on your company expense forms.

Use the **Add category** menu option to create all the categories you might need. These can also be **Updated** and **Deleted**.

Categories can be allocated different colours so they show up differently on the screen.

Categories are 'global', so you only need to create them once and they will then be available in all trips.

It is then possible to filter the view so only expenses for specific categories are shown.

Currencies

When you first start the program you define the base currency for operating the program. Each expenses trip file can then use this or be allocated another currency when it is created.

Use the **Tools > Currency > Add currency** option to create further currencies as required for the countries you visit. For each specify:

- **Country** name,
- **Symbol** (use `Shift+Ctrl+C` to access the special characters),
- **Exchange rate** to be used.

There are also options to **Update** or **Delete** Currencies.

When travelling turn on the **Use foreign currency** option. The **Add entry** dialog will then have an extra **Currency** field, which allows you to enter expenses in a currency other than the base trip currency.

The expenses will be converted from that currency to your trip currency, and the original foreign amount will be recorded in the Ref/Dist column.

Making Entries

Entering expenses

Use **Add entry** from the **Edit** menu or Command button, or `Ctrl+A`, or simply the `Enter` key, and complete the following details:

- **Description** of the expense.
- **Date** (defaults to today).
- the **Amount** spent (or refunded).
- The **Type.** Whether the entry is a Spend or Refund.
- Select the applicable Category. (Use **Add category** beforehand to create these).

The Command button gives access to the further **Advanced** dialog for:

- **Reference.** Any free-text comments or further details.
- **Attribute.** Optionally identify the expense entry as Reconciled or for Information only.

If you want to enter the same or similar expense again, use `Ctrl+Y` for **Repeat last entry,** when the dialog will appear completed with details from the last entry.

Entering car journeys

If you use your car for business and reclaim mileage costs, use **Add journey** or `Ctrl+J` and complete the following details:

- **Description** of the journey (e.g. destination).
- **Date** (defaults to today).
- **Distance** travelled.

The Command button gives access to the further **Advanced** dialog for:

- **Reference.** Any free-text comments or further details.
- **Attribute.** Optionally identify the entry as Reconciled or for Information only.

The expense amount is then automatically calculated from the distance and the vehicle rate defined for the trip.

The total distance of all journeys in the trip files is shown on the bottom line of the screen.

Entering default expenses

If you find you are often entering the same information for expenses or journeys you incur regularly, you can set them up as default entries.

Simply use the **Tools > Setup defaults** options, give each a unique name and enter the standard expense or journey information.

When you want to enter a default expense or journey use **Add default entry** from the **Edit** menu, or the **Default** Command button, or `Ctrl+G`, or simply the `Shift+Enter` keys instead of the normal Enter. Select the required expense name and all the information is automatically filled in.

Use the **Setup defaults > Update entry** option to amend the details, or **Delete entry** to remove any defaults you no longer need.

Modifying expense entries

You can update or correct any values for an entry. First highlight it and then use **Edit > Update entry,** `Ctrl+U`, the `Tab` key, or tap on the **Update** button on the Command buttons. The dialog is similar to that when adding an entry.

If an expense was entered in error, highlight it and then remove it using **Delete entry**, `Ctrl+D` or the `Del` key.

By holding down the Shift key and using the up/down cursor arrow, multiple entries can be "tagged". Although this is intended as just a marker, it does allow multiple deletes by using Ctrl+D. (Note that using the Del key will always delete just a single entry). The tag symbol itself can be specified in Preferences.

You can change an expense entry to an Information entry where the value is not added to the total, i.e. it is there as a reminder only and not for reclaim. Create information entries by setting the attribute in the **Add** or **Update entry > Advanced** dialog, or by using **Information entry** from **Edit > Advanced** menu, or simply with '`I`' key. Information entries will be marked with a symbol (configurable in **Preferences**).

Entries can also be underlined, perhaps to mark a significant date or expense, using **Underline entry** from **Edit > Advanced** menu, or simply with '`L`' key.

Configuring the program

View preferences

View Preferences `Ctrl+K` has some basic options for configuring the display. The following can be set:

For **Display**:

- **Font.** To Arial or Times Roman.
- **Date format**. Gives a choice of various international date formats.
- **Decimal places.** For the expense values.

- **Thousand Separator.** To specify if a separator should be used, and if so, what character to use.

General preferences

General Preferences `Shift+Ctrl+K` has other options for configuring the display and operation of the program. The following can be set:

For **Display**:

- **Total Display**. The last screen column can be set to display either the Total cost of expenses or the Balance when deducted from the Trip allowance.
- **Total sign**. The values in the Total column can be shown as a positive or negative amount.
- **Info Window**. Selectable for the Wide or Narrow views.

For **Settings**:

- **Step on reconcile**. Select if you want the highlight to move down a line as you reconcile each entry.
- **Archive to display**. Select which archive file is shown when switching views. The choices are:
  - "**Last used**",
  - a "**Default**" file (in which case you will be asked to select it),
  - "**Select on entry**" the one you want each time,
  - or go to the file "**Linked**" to the trip. (Use **Update trip details** to set the file).

For **Symbols**:

- Specify the symbols to be used on screen to indicate **Reconciled** and **Information** entries, as well as the 'tagging' symbol.

For **Colour:**

- Set your colour preferences for the **Header** window, the vehicle **Title** and the **Currency** shown when the standard titlebar is off.

For **Backup**:

- **Auto**. Select if you want a backup to be automatically carried out, and if so, how often.
- **Start Date**. When you want the autobackup to start.
- **Prompt**. Whether you want to be prompted for the backup.
- **Location** (Command Button). The location of the backup can be changed from the default.

In the **View** menu there are also options for **Switch title** to remove the screen title, and **Full screen** to remove the information and button bars for more screen space. Four sizes of text are available with the **Zoom** option.

Other Functions

Memopad

The **Memopad** feature in the **View** menu allows you to keep notes for each of your trips. Use this for flight or travel arrangements, records of client meetings, or any other information you need to keep.

Filtering entries

Use the **Category > Filter** option to filter the screen display so that only entries matching a selected category and/or specified dates will be displayed.

Turn the **Selected** setting on, and specify the **Category** you wish to view. In addition, you can filter on a **Start** and **Finish date** to limit the period of entries displayed.

If the export or print option is then used, only the filtered entries will be sent.

Archiving expenses

Once a trip is completed use `Ctrl+R` or just '`R`' to mark the entries with a reconcile symbol (configurable in **Preferences**), typically to indicate that you have submitted those expenses for reclaim.

When the expenses have been claimed back, enter the repayment as an Expense but set as a Refund. This should zero the total of your reconciled expenses.

The trip can then either be completely deleted or more usefully, archive the entries to a separate history file for future reference.

Use **Create archive file** from the **File** menu to set up archive files. Within the Archive screen itself there are further options in the **File** menu to **Rename** or **Delete** archive files.

You can have one or more archive files as needed. Trips can be linked to a specific archive file using the **Update trip details** menu option.

Then use the **Archive data** option from the **Data** menu. All completed entries, all up to a given date, or just the reconciled entries can then be moved to the defined archive file.

The Archive screen has a **Reset start date** function if the file becomes too large.

Data Backup and Restore

Under the **Data** menu there are **Backup data** and **Restore data** options.

Backup data allows you to keep a copy of your financial data elsewhere on the system for security.

The set of backed up data files is stored in the
Communicator:\My Files\RMR\Backups\RMRBank\ folder
(or Communicator:\System\Apps\RMRBank\Backup\ on 9210).

Use the **Backup** options under **General preferences** to enable regular automatic backups of your data.

If necessary use **Restore data** to restore all datafiles in the case of data loss.

Note: All current data in the program will be overwritten by restoring the backed up data.

Exporting expenses

Use **Data > Export report** to export the expenses Trip or Archive file entries to an ascii text file in Tab delimited or CSV (Comma Separated Variable) formats. This can then be copied from your communicator for use in other PC programs, or used within the built-in applications.

Import the text file into a Word file, select all the text, then use 'Copy & Paste' functions to transfer them into a Sheet file for further manipulation.

If a filter has been applied then only the details that match the filter will be exported.