



RMR Accounts Business and Personal Accounts Suite

(for Windows Mobile Platforms)

User Guide



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Introduction

RMRAccounts is a comprehensive package with a fully integrated range of functions for managing your business, personal and home finances. The suite consists of 6 modules:

Bank – allows you to manage your personal and home finances.

Car - allows you to keep track of your usage of a company vehicle, perhaps for business records or tax purposes.

Expenses – allows you to monitor your expenses account.

Fuel allows you to monitor the fuel consumption of all your vehicles.

Home allows you to keep track of your house contents or inventories, for insurance purposes.

Invest allows you keep track of simple investment portfolios.

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.



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Bank

Bank - Personal Accounts Suite is a comprehensive package with a fully integrated range of functions for managing your personal and home finances. The program consists of 5 screens accessible from the buttons at the top of the screen or from the View menu:

Accounts:

- This lists all your bank, savings, credit or debit cards and other accounts with their balances, and shows your total worth. Accounts can be held in one or more Groups each of which can be operated in different currencies.

Transactions:

- Where you enter and record all your incoming and outgoing transactions for each account.

Categories:

- To keep track of your outgoings by allocating transactions to Budget Categories, similar to those used in Quicken.

Orders:

- To setup regular Standing Orders (aka Direct Debits or Future Transactions) and estimated interest payments made to/from accounts.

Archive:

- Allows you to keep a permanent record of transactions after they have been reconciled and removed from the live accounts.

In addition, transactions can be made to transfer purchases to the Fuel Module for your fuel costs and vehicle expenses. Similarly, travel expenses can be automatically added to the Expenses module.

Currencies

The currency entered on first startup will be used as the primary currency to run the first Group in. Other currencies can be added if you want a Group of Accounts stored in a different currency, or for use when travelling to foreign countries.

These currencies will then be available in the add screens for temporary use when adding entries e.g. while on holiday. The costs will be converted to your primary currency at the rates you have set. If you set a currency Secondary (2ry) Currency, the currency selection box will always default to that currency if the Foreign option is selected.

The symbol of the currency applicable to the Group and Account is shown above the scrollbar. Tap on this to enter or update currencies.

To add a currency

- Use Edit > Currencies and the New button
- Define a name, symbol and the exchange rate to your primary currency. Tick the 2ry checkbox if you want this to be the default foreign currency.

Currencies		Sym	Rate/ £	2ry
Euro	€	1.49	<input checked="" type="checkbox"/>	
Cancel	New	Delete	OK	

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.

Currency Conversion

A handy currency Conversion feature is available from the Tools menu in all screens. This allows you to convert an amount from / to any of the currencies that you have added to the currency file.

Accounts Screen

This is the 'top-level' screen which lists the accounts in the selected Group, along with their current balance, currency of operation, the net worth for the Group and your overall total for all groups.

You can display an extra column in the Accounts screen to show various account settings for the Account Type, applicable Interest Rate, Balance Limit or Reference. Turn this on initially with Tools > Preferences > Display, then tap the column title to cycle through them. (If you select "All", it will look through the settings in the order : Ref, Limit, Interest & Type and display the first non-blank entry. To force a blank just put 2 spaces in the Reference field).

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.

Groups can be individually Password protected if required with the option in Edit menu.

Switch Groups using the dropdown selector at top right of the screen.

A Notepad facility in View menu (from all screens) allows you to record any information about the Group of accounts.

Use Account details from the View menu to record account numbers, bank codes, card numbers or other details for each account.

Acc	Trm	Cat	S/O	Arc	America		
Title					Bal	\$	
»					Riggs Checking	1917.37	
»					Fleet MasterCard	19.90	
»					AIM Value	15210.00	
»					AIM Constellation	16413.40	
»					Shares	3224.86	
»					House Value	158900.00	
»					Mortgage	2881.07	
»					Rent	0.00	
Total					787442.19	Group	192764.66

Create Accounts Groups

You can have just one Group for all your accounts, or create multiple Groups for normal accounts, savings accounts, business accounts, foreign accounts etc.

All accounts in a Group must be run under the same currency, so if you operate in more than one currency you will need multiple Groups. Each Group of accounts can access a common set of Categories or use different Category files.

- tap Edit > Groups > Add and specify a name for the group, select the currency to operate in, and set the related group of Categories. (These must be created beforehand).
- tap Edit > Groups > Update to change the name or currency of operation, or associated Categories for a group.

Add new Group

Name

Currency

Category group



- tap Edit > Groups > Delete to completely remove a group of accounts.

Add Accounts

In the Accounts screen tap New to add accounts, and enter their details:

- a Name for the account
- any reference details
- the opening Initial balance, and whether it is in credit or debit
- whether the balance of the account should be included in the Group total (included accounts are shown with '>>' in the first column).

Then tap the Advanced button to define:

- the Account Type (as Bank, Credit Card, Cash, Asset, Liability, or Shares)
- any Balance limit, either a minimum credit for a checking (current) account, or a maximum debit for a credit card type account
- the Credit and Debit interest rates applicable, for use by the Standing Orders interest transactions
- the Archive file to be associated with the account (these must be created beforehand).
- If you also use our separate Invesodulet m to monitor your investments, an Investment link option will be present here. This feature allows you to include the value of your investment portfolio in your Account Group total, by creating a pseudo-account of Type = Shares and linking this to your Invest file.

Use the Edit menu options to Update or Delete accounts, or to Move them in the list.

Look Ahead / Pay Bills

Use the Look Ahead mode to predict the state of your finances at some time in the future, after Standing Charges have been actioned, and deferred entries included.

Tap Data > Look Ahead in the Accounts screen and specify a future date. Note that it may take some time to action all the future standing charges etc.

To show you are in Look Ahead this is indicated in a bar at the bottom of the screen. While in Look Ahead mode you can view the Transaction screen for any account, but you will not be allowed to access Categories, Direct Debits or Archive screens.

Tap Data > Cancel Look Ahead, or tap the Look Ahead indicator bar to exit Look Ahead mode.

Use the Data > Pay Bills option to action all the Standing Orders up to a chosen date. You can either allocate today's date or the date of the Standing Order. Note that this is a permanent action unlike under Look Ahead.



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. (Although you can elect to store the backup on an external storage media if you wish, through Tools > Preferences > Backup).
- Use Restore to subsequently reload the backed up files if necessary. The program will restore the files from the media selected in Tools > Preferences > Backup.
- You can select an Auto-Backup feature through Tools > Preferences, which saves you having to remember.

Import and Export

In the Data menu of Accounts, Transactions and Archive screens there are options to Import and Export your transactions data using the Quicken Interchange Format (QIF), the standard used by most financial programs.

These provide one-off methods of transferring data or populating the Bank module with existing accounts data, and are not intended as a means of synchronizing two financial programs.

Import of QIF Data

To import Transaction entries from another program into an Account or Archive file:

- First use the Export function in Quicken or other financial program, ensuring that the only option selected is for Transactions data.
- Check the date format (MM/DD/YY or DD/MM/YY) of the created QIF file - a QIF file is simply an ASCII text file in an agreed format, so can be viewed in any text editor.
- Link your Pocket PC to PC and synch or copy the QIF file to My Documents.
- Select (or first create) an account or archive in the Bank Module.
- Note: if the original transactions (in Quicken etc) were assigned to Budget categories, for these to be recognized during the import they must first be created in the Bank Categories. The program will not create them if a match is not found!
- Use the Data > Import menu option. The file selector dialog will show all QIF files on the machine. Select the appropriate file.
- in the Import dialog, verify that the QIF file and To Account/Archive are correct, and select the date format to match the file (you will be warned on import if it is incorrect).
- Tap OK to import the entries. The details should then be imported. (Note this may take some time).

Export of data

Transactions data from an Account or Archive in the Bank module can be exported in QIF format for use in other financial programs. In addition, export of the data can also be performed as CSV (comma separated variables) and ASCII (tab separated) formats for use in spreadsheets or other programs.

- View the appropriate account or archive, and use the Data > Export menu option and select the format (QIF, CSV, or ASCII).
- The file will be saved in the My Documents folder with the same name as the account or archive.
- Copy or Synch the file to your PC, where Quicken or other financial program should happily import it.



Bank 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.

Decimal places

- Set the Number of Decimal places for all currency values. Applies specifically to the Group.

Colors

Set your color choice for:

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

Display

- Define which information the middle column should show - Account Type, Interest Rate, Balance Limit, Reference or All. (If you select "All", it will look through the settings in the order : Ref, Limit, Interest & Type and display the first non-blank entry. To force a blank just put 2 spaces in the Reference field)
- Define whether negative amounts are shown in red, as a minus, or in brackets.
- Configure the width of the columns on the display.

Settings

- Warning total: under normal use the program will keep track of the number of 'warning' entries. However, there are occasions such as the complete deletion of a Group, when the counter can get misaligned. Use this option to reset the counter (If you have warning transactions a '!' will appear in the small window at the bottom right of the screen).
- An option to enable/disable the pop-up keyboard in Landscape mode.

Backup

- Specify the location for backup files and whether you wish the program to carry out a backup automatically at set periods.

There are additional Preferences in each screen related to that specific screen.



Transactions Screen

This screen shows all the current transactions made in the selected Account. The initial opening balance is shown above the values column (or tap to toggle the value to show the number of entries). The current balance is shown at the bottom (or tap to toggle the values for Reconciled total, or Running balance).

RMRBank					21:31
Acc	Trn	Cat	S/D	Arc	Riggs Check
Default	R	E	D	!	Entries
Date	Title	Cat	Value	\$	
10/04	House Insuranc		17.00		
13/04	Cashpoint		200.00		
24/04	Fleet Payment		2213.07		
04/05	Bank Charges		7.95		
10/05	House Insuranc		17.00		
				Balance	1917.37

RMRBank					22:26
Acc	Trn	Cat	D/D	Arc	PO Savings
Default	R	E	D	!	Initial
Date	Title	Tax	Value	£	
31/12/01	Interest	Cat	18.50		
23/04/02	BCC Music	Ref	40.00		
25/05/03	transfer	Count	12.57		
27/05/03	xfr	For	50.00		
				Running	393.52

The right hand column by default shows the transaction credit or debit values. Tap on the column title to show alternative values - the Running total, Tax amount, or Net value less the tax.

The middle column can show various settings for the transactions, including Category, Reference, Counter, Foreign cost, Tax amount, entry index number, the other account name if it was a transferred transaction, or the Value itself (for use if the last column is set to show Running total). Set the middle column with Tools > Preferences > Display, or tap the column title to select an alternative unit.

The total transaction entries in the account file are buffered for speed of display on screen. The default buffer size is set to 12 entries (the number of visible lines on screen), but is configurable with Tools > Preferences > Display.

To move around transactions

- tap the S button to jump to the Start of the file (earliest transactions)
- 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 transactions)
- use Tools > Jump to date to show the screen with a particular dated transaction.

Switch Accounts (or go to another Group of accounts) using the dropdown selector at top right of the screen.

Entering and managing transactions

- tap New to add basic transactions
- tap the Default button, or use Edit > Add default entry to add pre-setup Default transactions for regular transactions with the same settings



- tap Edit > Add last entry to repeat enter the last transaction
- tap Edit > Move entry to move or copy (delete after move) a transaction to another group or account
- tap Edit > Update to change an existing entry
- tap Edit > Delete to remove an unwanted transaction.

Attributes

The R, E, D, and ! buttons (paralleled with Edit > Attribute menu) allow you to flag transactions in various ways:

- R - Reconcile (marked with ®) after you have checked the entry against a bank statement.
- E - Estimated (\pm) when you want a record of a transaction, but may not know the exact amount yet.
- D - Deferred so that it is still displayed, but may or may not be included in any balance calculations, depending on the preference setting.
- ! - Warning so that it is not included in the Balance, but is left there as a reminder (eg to pay the rent).

Use Tools > Foreign currency, or tap on the button under the scrollbar, to turn on/off the ability to enter transactions in another currency temporarily if you are on holiday or travelling. To show this option is selected an 'F' will appear in the small window at the bottom right of the screen.

Add Transactions

In the Transaction screen tap New to add transactions to the account, and enter their details:

- select the Date
- add a Description
- enter the Amount as a Credit or Debit
- select a Budget Category from those you have pre-defined
- add any other notes in the Reference field

Then tap the Advanced button and as required:

- select an Attribute to flag the transaction (Reconciled, Estimated, Deferred or Warning)
- select a Counter for automatic numbering (e.g. for a check/cheque)
- apply a Tax Rate from those you have pre-defined, or None, or a one-off rate
- select another Group and Account to transfer to. Transactions can transfer details to another account (even in another Group), e.g. to pay a credit card bill with a check/cheque. A reciprocal entry will be made in the 'to' account.

- you have the option to select a Vehicle and transfer the amount to that program as a Fuel cost or vehicle Expense. Tap the Links button to access the screen.

- Add default entry and Add last entry work in similar ways, except that the entry fields will be pre-completed with the details. Modify if required, then tap OK to submit the transaction.



- use Edit > Update entry if you need to correct the details of any entries.
- use Edit > Delete entry if you need to remove an entry.

Note that there is a Resort Entries option in the Tools menu which can be used to fix any date ordering problems which may result from updating, deleting or moving transactions.

When travelling in another country, tap Tools > Foreign currency. The Add transaction dialog will then have an extra field for currency selection. The amount will automatically be converted to the currency defined for the Group, and the original amount recorded in the For field viewed by toggling the middle column. To show this option is selected an 'F' will appear in the small window at the bottom right of the screen.

If you wish to put in a transaction for a future date, the Preferences > Settings determines how these Deferred transactions are handled. With Auto-defer transactions set, any future transaction will be automatically flagged as deferred, not included in the balance, but automatically cleared once the date is reached. A further option allows you to Include Deferred Values into the running balance if you wish.

Default Transactions

If you have a transaction you enter regularly that has the same settings, such as an Electricity Bill that always pays the same company and updates a Category, and the only difference is the amount, then it is best setup as a Default Transaction:

- tap Tools > Setup defaults > Add default in either the Accounts or Transactions screens. Give it a recognisable name, complete the transaction details that will never change, and save it.
- tap Tools > Setup defaults > Update default or Delete default to change or remove any default transactions.

To use Default transactions, in the Transactions screen tap the Default button, or use Edit > Add default entry, select the default by Name, change any details as required, and enter.

Note that the Default Transactions are specific to the Group in which they were created.

Auto-Counters

Often you need to keep a counter associated with a certain action, such as a check (cheque) book or paying-in book. The program allows for this using Auto counters.

To set up a Counter tap Tools > Auto counters. Enter a name for a spare counter, set a value as the next number you wish to use, and tap Update to save it, and Finish when all counters have been added.

The Counters can be used for normal transactions, from within Default transactions, or even in Standing Orders. Repeated use of a counter will increment the number by one. Note that counters are common across all Groups.

View the counter assigned to an entry by toggling the middle column of Transactions screen to show Count.

Tax Facility

A transaction can be allocated a tax value by selecting it in the Advanced dialog. The choices are <None>, any of 4 pre-defined rates, <Zero> or some other value. Note that <None> and <Zero> are not the same: <Zero> means an item is liable for tax, but at a zero rate.

You can then view the tax rate assigned to each entry by toggling the middle column of the Transaction or Archive screen to show Tax. View the actual tax amount payable on each transaction (or the Net Value), by toggling the Value column header.



Filter Transactions

The entries in both the Transactions and Archive screens can be filtered to show only those that meet your selected criteria. Tap Tools > Filter Display and enter any combination of criteria:

- Tick the Filtered checkbox to apply the filter. Untick to remove the filter.
- Select a combination of filters:
 - by Category
 - on a Text string
 - by Date range
 - by the amount (equal to, less than or more than a credit or debit value).
 - by Account (Archive screen only)

A coloured 'Filtered' bar at the bottom of the screen indicates that a filter is applied and allows quick access to the filter set screen for applying another filter, or turning it off.

Archive or Remove Transactions

When you receive a bank or credit card statement, the recommended procedure is to check the entries in the account and reconcile each by tapping the R button to mark with ® symbol. The Balance figure at the bottom of the screen will change to show the running reconciled total, which should match the running balance on your statement.

An option in Tools > Preferences > Settings can be turned on for Auto-step on reconcile. The highlight will then automatically move down to the next unreconciled entry after one is reconciled.

When entries have been checked use Edit > Archive entries to archive the reconciled transactions from the live account to make room for new transactions, and to store them in an Archive file (these must be created beforehand).

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
- Specifying the Start and End dates.

Categories Screen

This screen allows you to keep track of how much you are spending (or receiving) for various budget expenses (Oil, Gas, Rent, Holiday, Food, Car, Salary etc.) by allocating transactions to categories. Totals of the Spend and Income amounts are shown at the bottom of the screen.

The total entries in the Category file are buffered for speed of display on screen. The default buffer size is set to 13 entries (the number of visible lines on screen), but is configurable with Tools > Preferences > Display.

Tap the currency symbol above the scrollbar to recalculate the budget amounts into each defined currency in turn, so the same set of Categories can be used from any Accounts Group.

Alternatively, you can create multiple Category Groups using the Edit menu > Category Groups

RMRBank		23:32			
Acc	Trn	Cat	D/D	Arc	Categories
Category	Est	Spend	%	£	
Computer	220.00	0.00	0.0%		
CouncilTax	934.00	879.00	94.1%		
Dance/Swim	750.00	49.00	6.5%		
Dec/Repair	280.00	0.00	0.0%		
Electric	240.00	20.49	8.5%		
Food/Hhold	4200.00	187.31	4.5%		
Garden/Tool	40.00	0.00	0.0%		
Gas	135.00	236.00	74.8%		
Gift	1220.00	218.00	17.9%		
Health	420.00	6.50	1.5%		
Hobby	180.00	0.00	0.0%		
Holiday	1100.00	375.00	34.1%		
House/Furn	1300.00	0.00	0.0%		
Spend	27380.3	Income	9496.6	!	

New Edit Data View Tools



Add Orders

In the Orders screen tap New to add an order:

- set the initial Date you first wish it to be actioned
 - specify the 'from ' or 'to' Account (or both for a transfer between accounts)
 - add a Description
 - enter the normal Amount to pay, or tick the Variable checkbox (in which case you will be asked for the amount each time the order actions)
 - select the Period as Daily, Weekly, Monthly, or Annually
 - select the Interval for how often the Period should occur.
- Therefore, for a quarterly order submit a period of 'month' and an interval of 3.

Then tap the Advanced button to define:

- the text to appear in the Reference field
- an Initial Payment value (as the first payment is often different)
- select an Attribute to apply (Reconciled, Estimated, Deferred, or Warning)
- an Auto Counter to use
- the Number of times the order is to be carried out
- a Category

Add Interest Payments

In the Orders screen use Edit > Add interest payment to create a specialized type of order to make estimated interest payments to accounts:

- select the first Date for actioning
- select the Account
- add a Description
- the Debit/Credit Interest rates shown will be those originally defined during Account set up
- select the Period as Daily, Weekly, Monthly, or Annually
- select the Interval for how often the Period should occur.

When the Interest order actions, the actual amount credited or debited to an account will simply be based on the interest rates set for the account and its balance at the time.

Archive Screen

This screen allows you to look at transactions previously archived from Accounts. It is similar to the Transactions screen, the only difference being that you cannot edit the entries.

The bottom window defaults to displaying the number of entries, but if you tap the "Entries" button it will show the total balance.

Use Edit > Create archive in the Accounts screen, or tap New in the Archive screen to create new archive files. You can have one shared archive for all accounts, or an unlimited number one for each of your accounts. Edit menu options also allow them to be Renamed or Deleted.

The total transaction entries in the archive file are buffered for speed of screen display. The default buffer size is configurable with Tools > Preferences > Display, and again use the S, Prev, Next and E buttons to move around the entries. The entry ids visible are shown at the bottom of the screen.

Also use Tools > Preferences > Display to define which information the middle column should show.



Other functions available in the Tools menu are:

Find

Find and Find next functions for text entries.

Filter display

Allows you to view only the entries that match a particular Category or text string.

Reset start date

Use this to remove earlier unwanted entries if the file gets too big.

Jump to date

Shows the screen with a particular dated transaction.

Jump to entry

Shows the screen with a particular transaction index number from the whole file.

Additional functions

About

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



Car

The Company Vehicle Monitor allows you to keep track of your usage of a company vehicle, perhaps for business records or tax purposes. Journeys and distances and/or times can be logged and classified by personal or business use to keep totals for each.

For each vehicle there are 2 screens:

- an Entries screen for entering and viewing journey details.
- a History screen for viewing completed vehicle records reconciled from the main screen.

Program Setup

When you start the program for the first time you will be taken through set up screens for New vehicle. Then configure the program display and operation with Preferences. These are also accessible at any time from the menus, and are described below.

Preferences

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

Settings

Select if you wish to use:

- Time or Distance (or both) - (Note that at least one option must be selected)
- whether you wish the highlight to automatically move to the next entry when you reconcile.
- Whether you wish to enable the pop-up keyboard in Landscape mode.

Font

Set the screen display for the records:

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

Display options

- Define which information the middle column should show from Category, Remarks, Initial and Final Distance (or Start and End Time)
- If you have selected both time and distance in the Settings option, select which one to display.

Decimal places

- Set the number of decimal places for entry and display of distances.

Colors

Set your color choice for:

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



- Dialog background

Backup

Specify the location for backup files and whether you wish the program to carry out a backup automatically at set periods.

Entries screen

The Entries screen is where you manage vehicle files, and enter and view journey entries with dates and distances. At the bottom of the screen, running totals of the personal and business categories are shown for the period covered by the file.

The column between Description and Distance can display various information relating to the journeys including Category, Remarks, Initial or Final Distance (or Start and Finish time). Set this initially for the screen with Tools > Preferences > Display, then tap the column title to cycle through them.

Date	R	Description	Cat	Miles	D
01/06		tour offices	Business	45.0	
01/06		return	Business	30.0	
03/06		visit West office	Business	120.0	
05/06		visit friends	Personal	12.0	
09/06		new client mtg	Client-1	50.0	
10/06		visit West office	Business	120.0	
14/07		shopping	Personal	7.0	
				Business 365.0	Personal 19.0

Date	R	Description	Final	Hours	D
01/06		tour offices	11:50	02:20	
01/06		return	15:50	02:20	
03/06		visit West office	11:45	02:15	
05/06	@	visit friends	22:50	05:20	
09/06	@	new client mtg	10:45	01:15	
10/06	@	visit West office	11:45	02:15	
14/07	@	shopping	15:45	01:15	
			Business 10:25	Personal 06:35	

The last column displays Distance or Time. Set this initially for the screen with Tools > Preferences > Display, then tap the column title to cycle through them. (Note you can disable either of them through Tools | Preferences | Settings)

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

Use View > Notepad to record any information about the vehicle, and Statistics to see a summary of various details of your vehicle usage.

Vehicle files

You can maintain up to 10 journey files for different vehicles as required.

- Tap Edit > Vehicles > Add to create vehicle files. Enter the name and initial (current) odometer reading as a baseline, and specify whether you want to record distances in miles or kilometers.

Statistics		
Start date	01/06/03	
End date	14/07/03	
Journeys	7	
Business journeys	5	
Personal journeys	2	
Business distance	365.0	Miles
Personal distance	19.0	Miles
Unallocated distance	-12.0	Miles
Total distance	372.0	Miles
Business time	10:25	Hours
Personal time	06:35	Hours
Total time	17:00	Hours
Return		



- Tap Edit > Vehicles > Update to amend any of the vehicle details or change the distance units.
- Tap Edit > Vehicles > Delete to remove vehicle files if you no longer have the vehicle or need to keep records.

Switch vehicle files using the dropdown selector at top right of the screen.

Categories

The program has two pre-defined usage categories - Business and Personal. These allow you to separate your types of journey and classify them by vehicle usage, and to maintain running totals for each.

In addition you can add extra categories, example by company name if you need to maintain journey records for particular client accounts.

- Tap Edit > Categories > Add to create extra categories. Give it a name and tick the box if it is to be included in the Business related total.
- Tap Edit > Categories > Update to rename a category. Note that you will manually need to update any journey entries assigned to the category.

- Tap Edit > Categories > Delete to remove categories if no longer needed.

Note that the same categories apply to all vehicle files.

Add Journeys

After each journey in the vehicle enter the details in the Vehicle file by tapping New, then:

- select the Date
- select the Distance units as Miles or Kilometers
- add a Description of the journey
- assign the journey to a Category according to the type of use, either Business or Personal, or to any others you have created
- add any other notes in the Remarks field
- enter the Initial and New distances from the odometer readings before and after the journey
- enter the start and finish times (if time enabled)

The journey will be displayed on screen with the calculated distance or time. Tap the middle column title to cycle through display of the other entry details and the final column to toggle between distance and time.

- Use Edit > Update entry to modify any of the journey details.
- Use Edit > Move entry to rearrange the order of journeys on screen if entered out of sequence.
- Use Edit > Delete entry if you need to remove an entry.



Default entries

If you have a journey you enter regularly that has the same description, distance or category then it is best setup as a Default Transaction:

Tap Tools > Setup defaults > Add default. Give it a recognisable name, complete the details that will never change, and save it.

Tap Tools > Setup defaults > Update default or Delete default to change or remove any default transactions.

Then use Edit > Use default entry (or the "D" button on the top right of the screen to quickly recall it.

Filtering

The entries in both the main vehicle and the Archive screen can be filtered to show only the entries that meet your selected criteria.

Tap Tools > Filter and enter any combination of criteria:

- select the Method: <No Filter> to clear the filter; or Include by the following options
- by Categories - <All>, Business, Personal, or other added category
- by a date range From and To
- by a calendar Month
- by any Text string in the Description and Remarks fields.

The windows at the bottom of the screen will show the filtered totals for business and personal journey Distances.

In the main Entries screen a button bar shows the filter(s) applied and provides a shortcut back to the Filter dialog.

Reconcile and Archive Entries

Each month, or at the end of the recording period for the vehicle, or on claiming the expenses, you can mark the journey entries as reconciled. Highlight the entries then tap the R button or use the Edit > Reconcile option to mark them with @ symbol. If selected in Tools | Preferences | Settings, you can also make the highlight jump to the next entry.

Then 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.



Archive screen

This screen allows you to view and search the journey entries previously archived from Vehicle files. It is similar to the Entries screen, except that you cannot edit the entries.

Use Edit > Create archive in the main Entries 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 vehicle records, create an archive file per year, or create as many files as you wish to manage different vehicles. Edit menu options also allow archive files 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 business and personal journey Distances.

The middle column can show various settings for the entries, including Category, Remarks, Initial and Final 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 entry)
- 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 entries)

The default buffer size is configurable with Tools > Preferences > Display.

Date	Description	Final	Miles
10/06	From Zafiira		
05/05	client	25490.0	140.0
06/05	family	25493.9	3.9
07/05	audit	25788.0	168.0
08/05	hol	26350.0	550.0
08/05	visit	26385.8	35.8
09/05	trip	26420.0	34.2
10/05	northern	26780.0	360.0
11/05	shop	26795.0	15.0
12/05	friends	26805.0	10.0
13/05	bbbret	26815.0	10.0
17/06	From MyZafiira		
Business		1182.2	Personal
			844.7
S		Prev	Next
		E	Entries
			1-12

Other Archive Functions

Other functions available in the Archive Tools menu are:

Find

Find and Find next functions for text entries.

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

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 both 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. (Although you can elect to store the backup on an external storage media if you wish, through Tools | Preferences | Backup)
- Use Restore to subsequently reload the backed up files if necessary. The program will restore the files from the media selected in Tools | Preferences | Backup
- You can select an Auto-Backup feature through Tools | Preferences, which saves you having to remember.

Export Entries

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

The file will be saved in the My Documents folder with the same name as the vehicle or archive.



Expenses

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. 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 Bank, as for the Expenses module it is defined as part of the trip.

Currencies	Sym	Rate/£
Euro	€	1.48

Buttons: Cancel, New, Delete, OK

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.
- Whether you wish defaults entries to be Global or Trip-related.

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.

Date	R	Description	Cat	Value	£
08/05	@	Station	Taxi	12.00	
08/05		Lunch	Food	9.32	
08/05	@	Dinner	Food	27.95	
09/05		Sheraton	Hotel	124.22	
09/05		Lunch	Food	8.70	
09/05		Home	Taxi	7.45	
Dist-Rate			0.35	Total	189.64

Date	R	Description	Cat	Value	£
01/0		Trips		10.00	
03/0				30.00	
11/0		Categories		15.60	
12/0		Currencies...	es	19.80	
14/0			nc	41.60	
15/0		Attributes		31.69	
16/0			e	24.60	
17/0		Create archive...		54.00	
19/0		Archive entries...		41.70	
Dis				Total	268.9

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".



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.

Default Entries

If you have entries or journeys that you carry out regularly then you can use the Tools > Setup defaults to save them as default entries. Then using the Edit > Use default option the details will be pre-filled in the new entry dialog.

Under Tools > Preferences > Settings there is an option to have the default entries Global (i.e. Available to all trips) or Trip-specific.

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)

RMRExpenses		22:13		ok	
Expenses		Archives		April	
Date	Description	Entry	Value	£	
14/05	From Brussels				
08/05	Station	2	12.00		
08/05	Lunch	3	9.32		
08/05	Dinner	4	27.95		
09/05	Sheraton	5	124.22		
09/05	Lunch	6	8.70		
09/05	Home	7	7.45		
14/05	From Brussels				
09/05	Station	9	12.00		
09/05	Lunch	10	12.00		
09/05	Bromley	11	8.05		
09/05	Home	12	12.00		
Distance		23	Total	233.69	
S	Prev	Next	E	Entries	1-12
New Edit Data View Tools					

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

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/ folder 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.



Fuel

The Fuel Consumption Monitor allows you to track the fuel consumption of up to 10 vehicles. It maintains a record of the Amount Paid, Price per Gallon/Litre, Distance covered and the Fuel Consumption. The program is fully configurable for all international measures, allowing entry and/or display in miles/kilometers and litres/gallons(UK or US).

For each vehicle there are 3 screens:

Fuel screen

- for entering and viewing the current and historical values of fuel purchases and consumption.
- has an associated Graph screen for viewing the data graphically.

Reminder screen

- for entering date and distance alarms.

Expenses screen

- for recording other running costs.

Program Setup

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

- [Currency](#)
- [New vehicle](#)

Then configure the program display and units 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 in the add screens for temporary use when adding entries e.g. while on holiday. 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.

Currencies	Sym	Rate/ £
Euro	€	1.48

Buttons: Cancel, New, Delete, OK

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.



Vehicles

You can maintain records for up to 10 vehicles.

- Tap Edit > Vehicles > Add to create vehicle files. Enter the name and license number details as well as the currency and distance units you want to use.
- Tap Edit > Vehicles > Update to amend any of the vehicle details.
- Tap Edit > Vehicles > Delete to remove vehicle files if you no longer have the vehicle or need to keep records.

Switch vehicle files using the dropdown selector at top right of the screen.

Add new vehicle

Name

License Plate

Currency

Distance

Preferences

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

Settings

Set the program settings:

- Sets the number of entries to be displayed on the screen.
- Whether you wish the pop-up keyboard should be displayed in Landscape mode.

Font

Set the screen display for the records:

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

Display units

Set your preferred measurements for:

- Distance - Miles or Kilometres
- Consumption - MPG (US); MPG (UK); KPG (US); KPG (UK); MPL; KPL; Litres/10km; or Litres/100km
- Fuel quantity - UK Gallons; US Gallons or Litres

Decimal places

Individually set the number for:

- Cost
- Price
- Consumption
- Fuel Quantity

Note that, unlike other programs, you can actually enter the fuel in one set of units (such as litres) but display the consumption in another (such as MPG).

Colors

Set your color choice for:



entry, obviously no consumption figures or statistics are available. Next time you fill the tank and enter the details, the consumption figures will appear.

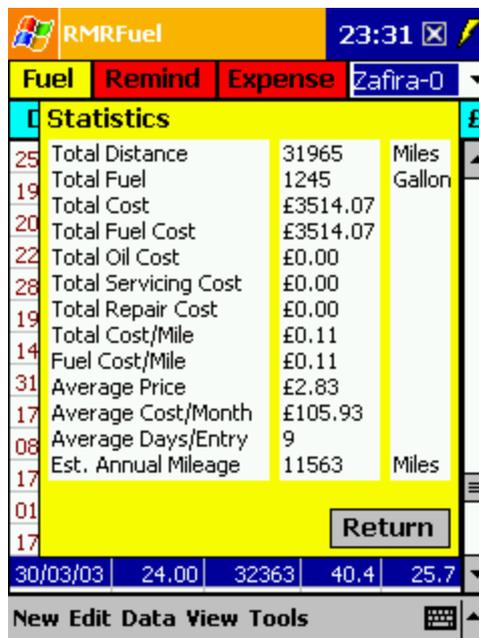
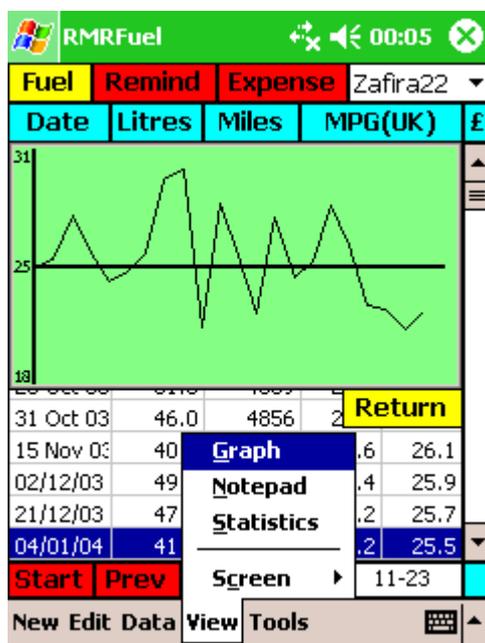
Note that we keep referring to a 'full tank' as it is preferable that every entry is based on the same baseline. If you only add a part tank each time then the calculations will be all over the place. You can obviously use some other baseline provided you are consistent, but the full tank seems to be the logical one.

When you add further purchases you can enter the elapsed distance between fills rather than absolute total distance if you prefer.

- Use Edit > Move entry if you need to rearrange any of the entries.
- Use Edit > Update entry if you need to correct the details of any entries.
- Use Edit > Delete entry if you need to remove an entry.

Consumption Graph

Once a few entries have been recorded, use View > Graph to show a graphical panel of the fuel consumption history for the vehicle.

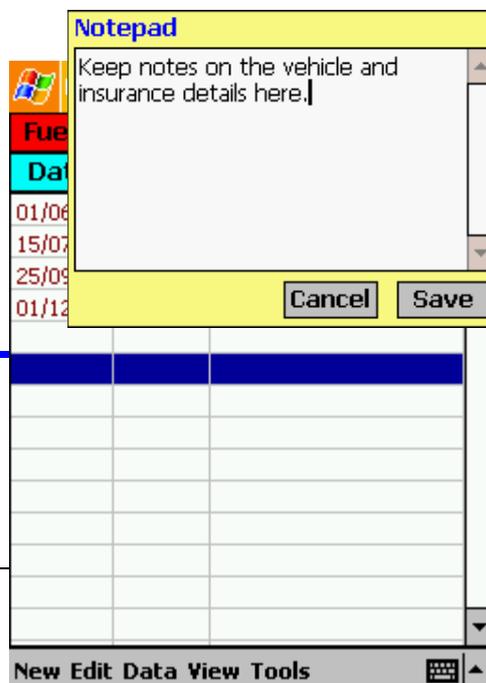


Fuel usage statistics

Tapping View > Statistics will show a range of details summarizing your overall fuel usage, distances travelled, and vehicle running costs.

Notepad

Tapping View > Notepad will produce a small memopad where you can keep details about the vehicle such as tax and insurance details, service history, or contact numbers.



Reminder screen

The Reminder view allows you to set warnings which can be used to alert you when servicing is due, or insurance needs to be renewed. Reminders



Additional functions

Export data

Use Tools > Export details to export the data for a vehicle to a CSV (comma separated values) text file. This can then be copied to PC for use in an Excel spreadsheet.

Reset start date

Use Tools > Reset start date if the data file in any screen becomes too large to delete entries earlier than the specified date.

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/ folder and the Currency file in /My Documents/RMRBackups/RMRShared/ folders.



Home

The Home Inventory module allows you to create and maintain an inventory of your household possessions for insurance purposes. Based on the Home Inventory module produced for Quicken, it records date of purchase, item description, value, and serial number or reference information. The program allows you to view them by assigned room or category, as well as displaying total values. An option to update the values to take account of inflation is also included.

For each house there are 3 screens accessible from the buttons at top of the screen or from the View menu:

Items

- for entering purchases and viewing lists of items.

Rooms

- for setting up room locations and showing their totals.

Category

- for setting up classifications and showing their totals.

Program Setup

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

- Currency
- New house

Then configure the program display and units 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 in the New items screen for temporary use when adding entries e.g. while on holiday. 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.

Currencies		Sym Rate/£	
Euro	€	1.48	
Cancel	New	Delete	OK

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:

Display

Sets the number of entries to be displayed on the screen (for those screens that buffer large numbers of entries).

Font

Set the screen display for the records:

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

Settings

Whether you want to use the pop-up keyboard in Landscape Mode.

Decimal places

Set the number for Value or Price. This setting is House file specific.

Colors

Set your color choice for:

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

Backup

Specify the location for backup files and whether you wish the program to carry out a backup automatically at set periods.

Houses

If you have more properties or locations where you keep your possessions, you can maintain up to 7 home inventory house files.

- Tap Edit > Houses > Add to create files. Enter a name and the currency you want to use.
- Tap Edit > Houses > Update to amend any of the details.
- Tap Edit > Houses > Delete to remove files if you no longer have the property or need to keep records.

The screenshot shows a dialog box titled "Add new house" with a yellow background. It contains a text input field for "Name", a dropdown menu for "Currency" with "UK Pounds" selected, and two buttons: "Cancel" and "OK".

Switch house files using the dropdown selector at top right of the Items screen.

Note that Updating a house to rename it only changes the visible title - the storage file keeps the original name as created. **Error! Bookmark not defined.**



Rooms Screen

The Rooms screen shows your possessions summarized and totalled by their storage location.

- Use the New menu option to Add up to 15 rooms for the storage locations in your house.
- Use Edit > Update Room to modify the name of the selected room.
- Use Edit > Delete Room to permanently remove the selected room location from that house.

Note: room locations are specific to a house file so you can set different ones up for each property.

RMRHome		00:17	
Item	Room	Category	MyHouse
Title	Items	Value	£
Lounge	32	5252.94	
Lounge-odds	27	4932.40	
Lounge-Office	24	4194.36	
Stairs/Landing	6	322.00	
Kitchen	29	3047.74	
Kitchen-eqpt	54	1538.19	
Kitchen-food	16	880.99	
Bedroom F	30	2377.53	
Bedroom B	33	2189.79	
Bathroom	13	651.73	
Gge-Garden	36	1374.04	
Gge-Tools	15	1131.74	
Loft	7	169.00	
Total	348	30273.19	

New Edit Data View Tools

RMRHome		00:17	
Item	Room	Category	MyHouse
Title	Items	Value	£
Furniture	27	4144.90	
Electrical	77	7453.69	
Furnishings	28	2253.42	
Orn/decor	20	731.87	
Leisure	22	5108.93	
Jewellery	5	342.99	
Crockery	12	602.40	
Cooking	26	745.49	
Food	8	628.50	
Cleaning	13	251.99	
Clothes	10	1560.00	
Linen	7	305.65	
Hobbies	37	4072.01	
Total	348	30273.19	

New Edit Data View Tools

Category Screen

The Category list shows your possessions summarized and totalled by their classification type.

- Use the New menu option to Add up to 15 category types to classify all your possessions.
- Use Edit > Update category to modify the name of a selected type.
- Use Edit > Delete category to permanently remove the selected category type from that house.

Note: categories are specific to a house file so you can set different ones up for each property.



Items Screen

The Items screen is where you add the details of all your possessions and new items as you buy them. The screen shows a list of the items with their purchase date, description, and value. Totals for number of items and overall value are shown at the bottom of the screen.

The screen initially lists all items in the house file, but tapping on the All Rooms and/or All Category names above the column titles will allow you to filter the items list to only show those matching the selection.

A Find function is available in the Tools menu.

If a Room or Category filter is not applied, the display is 'paged' so that the entry display is faster. Use the Start (S), Previous (Prev), Next & End (E) buttons to move through the database.

RMRHome		00:16	
Item	Room	Category	MyHouse
Kitchen		All Categories	
Items	Date	Value	£
53	Carpet flotex	31 May 00	267.00
65	Chairs x4	26 Dec 02	99.98
95	Deep fat fryer	01 Oct 88	39.25
117	Extractor	31 Nov 86	70.00
118	Fan Heater	06 Jan 95	29.00
129	Fridge/freezer	25 Dec 81	450.00
143	Hand blender	31 Nov 90	18.25
152	Iron	28 Dec 00	29.45
158	Kettle	12 May 98	35.75
160	Kitchen light	22 Jun 02	50.65
180	Microwave Bellin	25 Dec 93	119.00
183	Mixer	27 Mar 82	23.25
Total		29	3047.74

New Edit Data View Tools

Adding items

To enter items you wish to record in the inventory, simply tap on the New button in the Items screen and specify details of your purchase:

- Date of purchase. Untick the Date check box if you do not know the date to set as undated
- Replacement flag as 'New for old' or 'Purchase price' (see below)
- Cost or Value of the item
- Currency - select from the drop down list. If a foreign currency is selected, the cost will be converted to your primary currency at the defined rate
- Description of the item
- Serial Number - to record its identifier or any remarks about the item (e.g. store where purchased, or who gave it to you)
- Location where the item will be kept, selected from your list of rooms
- Category for the type of item, selected from your list of categories

New Entry	
<input checked="" type="checkbox"/> Date	13/07/03 New for Old
Value	0.00 UK Pounds
Description	
Reference	
Bedroom B	Furniture
Note	Cancel OK

Note: when the Replacement flag is set as 'New for old', the value of the item will be increased when the Update values option is used. If set to 'Purchase price', the value will be left unchanged. Such items are marked on screen with *.

After entry, you can add an extended note to an Item. Use the menu option or use the "N" Button at the bottom right of the screen.

Changing items

- Use Edit > Update item if you need to correct the details of any entries.
- Use Edit > Delete item if you need to remove items.

Updating values

The Update Values option from the Tools menu allows you to increase (or decrease) the value of your possessions by a +/- percentage that you specify. If you use this annually you can take



account of the effect of inflation on the values of your possessions (e.g. for a 'new for old' insurance policy).

Note: the value of items will only be changed when their Replacement flag is set as 'New for old'; if set to keep their 'Purchase price' (* on screen) the value will not be changed.

Update values
(%, +/-)
Value 0.00
Cancel OK

Additional functions

Export data

Tap Data > Export entries to export details of the House items to a text file in either TAB-delimited (ASCII) or Comma-Separated-Variable (CSV) format for use in a spreadsheet or word processor. The file will be saved in the My Documents folder with the same name as the House.

Notepad

Use the View > Notepad feature to record details about the house, or for insurance policies etc. Up to 400 characters can be held.

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. (Although you can elect to store the backup on an external storage media if you wish, through Tools | Preferences | Backup)
- Use Restore to subsequently reload the backed up files if necessary. The program will restore the files from the media selected in Tools | Preferences | Backup.

You can select an Auto-Backup feature through Tools | Preferences, which saves you having to remember.



Invest

The Investment Performance Tracker module is designed to allow you to keep track of multiple investment portfolios and record the historical performance of both individual investments and the total value of each portfolio.

For each portfolio group there are 2 screens:

- the main **Shares** screen for creation of portfolios and for entering and updating individual investments.
- a **History** screen which has 3 panes showing the Statistics, a history list of the price, and a graph of the price for the investment.

Program Setup

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

- Currency
- New Group

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 in the Add Group dialog, or as the foreign currency for temporary use when adding entries. The prices 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.

Currencies	Sym	Rate/ £
Euro	€	1.48

Buttons: Cancel, New, Delete, OK

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

Decimal places

Set the number of decimal places for:

- Currency values and prices
- Number of share units.

Colors

Set your color choice for:

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

Backup

- Specify the location for backup files and whether you wish the program to carry out a backup automatically at set periods.

And available in the History screen:

Display

Sets the number of entries to be displayed in the buffered historical table section of the screen.

Settings

Whether you wish to use the pop-up keyboard in Landscape Mode.

Limits

Specify the upper and lower value limits to plot on the graph.

Shares screen

The Shares screen is where you manage your investments by creating portfolio Groups, and entering and updating the value of your stocks and shares holdings. The screen lists the investments in the portfolio by Company name, with number of units held, the price per unit and the total value, along with the total value of the portfolio at the bottom.

The position of the investments can be rearranged if you wish to display them in a different order.

Use Tools > Preferences to configure various aspects of the display.

If you have more than one portfolio Group switch between them using the file selector at top right of the screen.

Tap the currency symbol above the scrollbar, or use Edit > Currencies menu to show the Currencies

The screenshot shows the RMRInvest application interface. At the top, there's a status bar with the time 17:14 and icons for home, back, and OK. Below that, a navigation bar has 'Shares' (highlighted in yellow), 'History', and 'UK' (with a dropdown arrow). The main area contains a table with columns: 'Statistics', 'No', 'Price', 'Value', and '£'. The table lists several investments: Rolls Royce (150 units, 1.85 price, 277.50 value), Abbey National (100 units, 10.55 price, 1055.00 value), British Telecom (867 units, 2.72 price, 2358.24 value), MMO2 (867 units, 0.46 price, 398.82 value), Braindock (1000 units, 1.00 price, 1000.00 value), and Cash (1 unit, 566.96 price, 566.96 value). A context menu is open over the table, listing options: Groups, Currencies..., Update prices..., Move item..., Update item..., and Delete item... At the bottom, there's a toolbar with 'New', 'Edit', 'Data View Tools', and a keyboard icon.

Statistics	No	Price	Value	£
Rolls Royce	150	1.85	277.50	
Abbey National	100	10.55	1055.00	
British Telecom	867	2.72	2358.24	
MMO2	867	0.46	398.82	
Braindock	1000	1.00	1000.00	
Cash	1	566.96	566.96	
			5656.52	



dialog to add new currencies or change their rates. Use Tools > Foreign currency, or tap the button under the scrollbar, to turn on/off the ability to enter share prices in another currency if required, when the values will be converted to the currency of the portfolio group.

A Notepad facility, accessed from the View menu, allows you to record addresses, account codes, or other details for the investments in each portfolio group.

Portfolio groups

Use Groups to maintain each portfolio in its own currency.

- tap Edit > Groups > Add to create portfolio groups. Enter a name for the group, and select the currency you want to use (these must have been previously defined).
- tap Edit > Groups > Update to amend any of the portfolio details, or to change the preferred currency.
- tap Edit > Groups > Delete to completely remove a portfolio. Note that all its shares and their histories will also be deleted.

Switch Group files using the dropdown selector at top right of the screen.

Add and Update shares

Tap New to create a new share in a portfolio group, and enter the details:

- the company Name
- the Number of investments held
- the date of purchase
- the Price

If Foreign currency is turned on, an extra field will also be present to allow you to enter and convert the price from another currency.

Change any of the details of an individual Investment (name, number held or price) by highlighting the share and Use Edit > Update item.

Use Edit > Move item to rearrange the screen order of the shares in the portfolio.

Use Edit > Delete item to completely remove an individual investment and its history.

Update prices

As an alternative to Updating individual investments, the prices of all entries can be updated in one pass. Use Edit > Update prices and enter the details:

- set the date
- select a share name
- enter the new price
- repeat for each entry in turn by selecting the next share name and entering the price
- finally tap the Update All button to complete the save.

If Foreign currency is turned on, an extra field will also be present to allow you to enter and convert the prices from another currency.



History screen

The History screen shows the history of the selected investment, an entry being produced each time an investment is updated or the price updated in the main Shares screen. The information is portrayed in 3 panels:

- a historical table of the dates and prices is shown at top right (for navigation see below)
- the same information is displayed graphically across the bottom
- a statistics panel at top left gives various summary details for the investment, including purchase price, highest and lowest price, average price, and % gain or loss.

The total entries in the history table are buffered for speed of display. Tap the buttons at the bottom of the table to move around:

- S - jump to Start of file
- Prev - previous display buffer
- Next - next display buffer
- E - jump to End of file

The number of entries per screen buffer is set in Tools > Preferences > Display. Lines to mark Upper and Lower value limits on the graph can be turned on with Preferences > Limits.



Switch History files to show another investment using the dropdown selector at top right of the screen.

The New and Edit menu options allow you to add, move, update or delete entries within the history file should this be necessary. Note that new entries will be added at the bottom of the list. Use the move option to put them into the correct chronological order.

Use Tools > Reset start date to remove earlier unwanted entries if the file gets too big.

Additional Functions

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 both 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/ folder and the Currency file in /My Documents/RMRBackups/RMRShared/ folders.

Export Entries

Tap Data > Export data to export the investment history to a text file in Comma-Separated-Variable (CSV) or ASCII format for use in a spreadsheet or word processor.