



RMRExpense

Expense Account Manager

(for Symbian OS7 UIQ – Sony Ericsson P800/P900)

User Guide



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RMRExpense Overview

RMRExpense, 'Expense Account Manager' is designed to allow you to keep track of your business expenses. You create named trip files each defined with a vehicle rate and an operating currency, into which you can record and categorise all your travel expenses. There are 2 screen views:

- **Trip** view – the main screen showing your current expenses.
- **Archive** view – shows historical entries archived from the Trip files once reclaimed, and stored as a permanent record.

To switch between the two views, select **Trip** or **Archive** from **View > Switch view** menu or tap on the icons on the bottom button bar.

Use **New trip** to create a file for your trip expenses, and **Open trip** to switch between expenses files if you keep more than one.

Then use **Add entry** to enter the details of each expense purchase, and **Add journey** to enter mileage distances for a journey made in your car (the expense amount for repayment will be automatically calculated from the mileage rate defined for the trip).

The screen shows a cumulative record of your expenses listed with:

- **Date**.
- One of two possible **Symbols** marking the entry as for information only, or that it has been reconciled.
- **Description** of the expense.
- A multi-value column that can show the expense **Category**, any **Reference** text, the **Distance** if a journey expense, or the original **Currency** value if entered in a foreign currency (configurable in Preferences or tap on the column title to cycle round).
- The **Spend** amount (or refund).
- A cumulative **Total** for the trip.

At the bottom of the screen the button bar has a series of buttons for quick actions (from left to right):

- view Trip screen
- view Archive screen
- * user defined action (set in Preference)
- **Add** entry
- add **Default** entry
- **Reconcile** entry
- Go back (curved arrow, only shown in the Archive and Filtered screens)
- 4-way scroll arrows.

RMRExpense Edit (Debug)				se Edit (Debug)			
Date	Description	Category	Spend Total	h	Ref/Dist	Spend Total	
06 Jul	⊗ Taxi airport	Taxi	23.50 -23.50	ort	C-Cabs	23.50 -23.50	
06 Jul	⊗ Currency ex	Currency	5.50 -29.00	ex	TCook	5.50 -29.00	
06 Jul	⊗ Lunch	Meals	12.40 -41.40			12.40 -41.40	
06 Jul	Flight US	Flight	680.00 -721.40			680.00 -721.40	
06 Jul	Taxi hotel	Taxi	32.43 -753.83	l	60\$	32.43 -753.83	
06 Jul	Dinner	Meals	22.70 -776.54		42\$	22.70 -776.54	
07 Jul	Dinner	Meals	25.95 -802.48		48\$	25.95 -802.48	
07 Jul	Phone office	Phone	10.00 -812.48	ice	19\$	10.00 -812.48	
08 Jul	Entertain	Meals	64.86 -877.35		120\$	64.86 -877.35	
08 Jul	¥ Laundry	Misc	15.14		28\$	15.14	
09 Jul	Hotel 2n	Hotel	151.35 -1028.70		280\$	151.35 -1028.70	
09 Jul	Taxi airport	Taxi	34.59 -1063.29	ort	64\$	34.59 -1063.29	
10 Jul	Taxi home	Taxi	28.00 -1091.29	e	C-cabs	28.00 -1091.29	
22 Jul	Visit Jones	Distance	63.00 -1154.29	es	140	63.00 -1154.29	
30 Jul	Repayment	Refund	-1154.29 -0.00	nt		-1154.29 -0.00	

With middle column toggled to show other values.



Below this the bottom bar shows the trip name, the defined currency, and the applicable vehicle rate.

Note: The Archive screen is essentially identical to the Expenses Trip screen except that you cannot add or edit any entries.

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

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

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

Use the **Filter** option to view only journeys for a particular category or date period, and use the **Advanced > Reconcile entry** function to mark expenses as you reclaim them.

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

The program has many **Preferences** options to configure the Display, Settings, Symbols, and Colour configurations. Help information is available throughout the program and from the **(i)** icon on each dialog titlebar.

Moving around entries and files

There are various shortcut methods for moving around the screens.

- Tap on an entry to select it.
- Tap on the Up/Down arrows on the 4-way scroll button to move a screenful at a time.
- Tap on the Left/Right arrows on the 4-way scroll button to cycle round your expenses trip files.
- Jog-dial up/down scrolls the highlight.
- Push in jog-dial acts as 'select'.





Registering the program

If you wish to register your copy, which will then give you full access to the program, and no nag screen, the cost is £10 or US\$15. There are several ways to register:

Credit Card:

If you wish to register on-line using a credit card you have 2 options:

PAYPAL:

We now support the PayPal system for transferring of money, as that avoids the \$5 handling charge put on by REGNET. Simply send the money to registrations@rmrsoft.com quoting the program name, RMRExpense (UIQ), and we will send the registration code to you within a few hours.

If you are not already signed up for PayPal it is very straightforward. Just go to www.paypal.com and follow the instructions. You even get a \$5 bonus for signing up.

REGNET:

Alternatively, you can register on the WWW through RegNet, the Registration Network (note that paying by this method will involve an extra US\$5 handling charge and if you live in the EU they will also charge VAT). RegNet can be reached by e-mail: orders@reg.net or on the World Wide Web: <http://www.reg.net> or in the USA by calling 1-800-WWW2REG (1 800 999-2734) or the easiest way is by following the links from our Home page at:

<http://www.rmrsoft.com/>

RMRExpense (UIQ) has been allocated the RegNet Number **13816** and this should be quoted. The notification tends to get to us within 12 hours and we reply within another 12 hrs.

By Post:

Payment can be made by post as:

- UK cheque in GBP (NO cheques in foreign currencies or on non-UK banks)
- International Bankers Draft in Sterling
- Cash - 'real folding' money in any currency
- US\$ checks (send to the USA address)

Please make any cheques (checks) payable to 'RMR Software' and include a stamped, self-addressed envelope or provide an E-Mail address, and send to either of these addresses:

RMR Software
c/o 46 Mortimer Road
Kempston
Bedford MK42 8RE
ENGLAND

RMR Software
c/o 6000 Natick Court
Burke, VA 22015
USA

We will then send you a unique code to enter with the **Register** menu option, which will allow you unrestricted use of the program.

If you have any questions, we can be contacted at support@rmrsoft.com



Expenses Trip files

Creating 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** to start a new expenses trip file:

- Enter a **Name** for the file.
- Select the **Currency** (that you will be reclaiming in).
- Enter the **Vehicle rate** your Company gives you for mileage allowance (e.g. 0.35 for 35p/mile).
- Select an **Archive file** to associate with the trip.



From start-up you only have one Currency defined and no Archives have yet been created, so those options cannot be changed. Update the trip when these have been created.

The trip name will be shown on the bottom bar of the screen and used in selection dialogs.

Switching trip and archive files

If you have more than one expenses trip file, use **Open trip** to switch the file on view, or tap on the trip name on the bottom bar.

Similarly, use **Switch archive** in the archive screen.



Alternatively, tap on the left / right arrow buttons to cycle round them in order.

Updating trip files

Use **More > Update trip details** to change any of the trip settings, such as the name, currency, vehicle rate or archive file.

Use **More > Delete trip** if you no longer want the expenses file.

Passwords

Use the **Password** option to protect individual expenses trips if required.

1. Turn **Password set** to On.
2. Enter a character string in the **New password** field.
3. Repeat the password string in the **Confirm** field.
4. Tap **Done** to complete.



Passwords are case sensitive.

With a password set you will be asked to enter the code when starting the program or when switching to the file from an unprotected trip file.

To remove a password use the **Password** option again:

1. Enter the **Password** to gain access.
2. Leave **Password set** to Off.



3. Leave the **New password** field and **Confirm** fields blank.
4. Tap **Done** to complete.

Data entries

Entering expenses

Each time you make a reimbursable purchase record the details in an RMRExpense trip file. Use **Add entry** or the **Add** button, 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 **Advanced** button gives access to a further 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 **Advanced > 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** and complete the following details:

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

The **Advanced** button gives access to a further 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.

Updating expense entries

To change any values for an expense entry first tap to highlight it, and then use **Update entry** or tap on the entry again. The dialogs are similar to those when adding an entry.

Use **Advanced > Information entry** to change an expense to "for information only" when its value will not be included in the trip Total, i.e. it is there as a reminder only and not for reclaim.



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 **Advanced > Underline entry**.



If an expense was entered in error, highlight it and then remove it using **Delete entry**.

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 **Category > Add category** in the **Edit** menu to create all the categories you might need. These can also be **Updated** and **Deleted**.



The screenshot shows a dialog box titled 'Add category' with a blue header bar. Inside, there is a 'Title' text box containing the word 'Meals' and a 'Colour' dropdown menu currently set to 'Magenta'. At the bottom, there are four buttons: 'Cancel', an empty square button, another empty square button, and 'Done'.



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

Setting up 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 **Setup defaults > Add entry** or **Add journey** options, give each a unique **Name** and then enter the standard expense or journey information.

Entering default expenses

When you want to enter a default expense or journey in a trip use **Add default entry** from the menu, or the **Def** button instead of the normal Add. 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.



Archiving

Archive files

Use **More > Create archive file** from the menu to set up archive files. Enter a unique and meaningful **Name** for the file. This will be shown on the bottom bar of the archive screen and used in selection dialogs.

You can have one or more archive files as needed. Link expenses trips to a specific archive file using the **Update trip details** menu option.

Updating archive files

In the Archive screen, use **More > Rename archive** to change the name of the file.

Use **More > Delete archive** if you no longer want the archive file.

Reconciling expense entries

The program allows you to mark expense entries, typically to indicate that you have claimed the expenses once a trip is completed.

Highlight the entry and use **Advanced > Reconcile entry** or just the **R** button to set (or unset) the reconciled flag.



Reconciled entries are flagged with a symbol (configurable in **Preferences**).

When the expenses have been repaid, enter the repayment as an Expense but set as a Refund. This should zero the running total of your reconciled expenses for the trip.

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

Archiving expenses

First use **Create archive file** from the **File** menu to set up archive files. You can have one or more archive files as needed.

Then use the **Archive data option** from the **Data** menu and specify:

- The **Name** of the archive file.
- The **Type**, whether to archive just the Reconciled entries or All.
- To archive entries **Up to** a date.
- The **Mode** whether to Append or Overwrite the data in the archive file.

The selected expense entries will then be moved into the Archive file as a historical record.

Archive data

Name: Archive2004

Type: Reconciled

Up to: 30/07/2004

Mode: Append

Buttons: Cancel, [Empty Square], Done



Other functions

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 **Edit > Currency > Add currency** option to create further currencies as required for the countries you visit.

For each specify:

- **Country** name.
- **Symbol** (use the on-screen keyboard 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.

Filtering entries

A **Filter** option is available in the **Edit** menu of both the Trip and Archive screens. This will filter the screen display so that only entries matching selected criteria will be displayed:

- Turn the **Selected** setting on.
- Set the **Category** you wish to view, and/or
- Enter a **Text** string to filter on (in Description or Reference fields), and/or
- Select whether to filter on Information or Reconciled **Attributes**, and/or
- Set a **Start** and **Finish date** to limit the date range of entries displayed (these default to the full extent of dates in the file).

To clear the filter, use the **Filter** option again and turn **Selected** off, or simply use the 'Go back' button on the bottom screen bar.



If the export option is used, only the filtered entries will be output.

Edit memo

The **Memopad** feature in the **Edit** 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.

Exporting expenses

Use **Data > Export data** to export the expenses Trip or Archive file entries to an ascii text file in Tab delimited or CSV (Comma Separated Variable) formats.



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

The output file will be named as per the trip or archive filename and be saved in the \Media Files \Documents \RMRExpense folder on your smartphone,

The files can then be used in the built-in applications, or copied from your smartphone with the PC Connect software for use in other PC programs.

Data backup and restore

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

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



The set of backed up data files is stored in the \Media Files \Documents \RMRBackups \RMRExpense folder on your smartphone, where it can be accessed by the PC Connect software.

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.

Reset start date

If your archive file becomes too large, or you no longer wish to keep old data, a **Reset start date** option is available. This allows you to set a new start date for the file, and delete all earlier entries from the history.

Zoom

Use the **Zoom** facility to set your preferred font size as Small, Medium and Large.

Note: This feature is temporarily disabled because the font feature of OPL has not been implemented yet.



Configuration

Expense preferences : Display

Use the **Preferences > Display** options to configure the display:

- **Date format.** Gives a choice of various international date formats.
- **Decimal places** for the fuel amount.
- **Total sign** allows you to set whether the values in the Total column are shown as a positive or negative amount.
- **Middle column** allows you to choose which value to display - Category or Reference information.



You can also toggle the column to switch these values in turn simply by tapping the column title.

Expense preferences : Settings

Use the **Preferences > Settings** options to configure:

- **Step on reconcile.** Select if you want the highlight to move down a line as you reconcile each entry.
- **Archive to display.** If you run multiple archive files, when using View archive, you can set it to either automatically show the Last used file, a Default file, ask to Select on entry, or display the Linked archive file associated with the trip (Use Update trip details to set the file).
- **User button.** A spare * button on the button bar can be set to operate your preferred action either – Update, Export, Archive, Repeat last entry, or Information entry.

Expense preferences : Symbols

Use the **Preferences > Symbols** options to configure:

- **Reconcile.** The symbol to indicate a reconciled expense.
- **Information.** The symbol to mark a “for information only” expense entry.

Use the on-screen keyboard to access the special characters.

Expense preferences : Colour

Use the **Preferences > Colour** options to set your colour preferences:

- for the column **Header** bar.
- the **Currency** symbol shown on the bottom bar.