

# **ExpenseManager**

Expense management system for BlackBerry® smartphones

Version 5.2

User's Guide

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## 1. Introduction

ExpenseManager is a standalone expense management system for BlackBerry that helps you in keeping a track of your daily Expenses and getting reimbursed faster.

ExpenseManager helps you in keeping a record of your daily Expenses while you are on move & allows you to generate and send customized Expense Reports by email in CSV format for easy integration with Microsoft® Excel.

The following information can be stored for each expense item:

1. Date
2. Description
3. Payment Currency
4. Amount Paid
5. Exchange Rate
6. Amount
7. Payment Method
8. Category

ExpenseManager also allows you to Export Records by email in HTML format, suitable for printing or as CSV file for backup and easy integration with spreadsheets.

### Features

1. Keep record of your Expenses on the go.
2. Generate and send customized expense reports in CSV format by email for easy integration with Microsoft® Excel.
3. Export records in HTML format for printing or CSV for integration with Microsoft® Excel by email.
4. Record expenses under different categories. Comes with 16 built-in categories and allows you to create an unlimited number of categories as per your needs.
5. Supports 20 currencies.
6. Sort your Expense Lists in Ascending or Descending order by the date or amount of expense, as per your needs.

## 2. Minimum Requirements

ExpenseManager requires BlackBerry Handheld Software version 4.0 or higher. To upgrade your handheld's software contact your Network Operator or visit their website. Below are a few links for some of the Operators.

Airtel - <https://www.blackberry.com/Downloads/entry.do?code=BD4C9AB730F5513206B999EC0D90D1FB>

Alltel - <https://www.blackberry.com/Downloads/entry.do?code=1C65CEF3DFD1E00C0B03923A1C591DB4>

Bell Mobility - <https://www.blackberry.com/SoftwareDownload/index.jsp?client=aMlbMFchE>

Cellular One - <https://www.blackberry.com/Downloads/entry.do?code=F340F1B1F65B6DF5B5E3F94D95B11DAF>

Cingular - <https://www.blackberry.com/SoftwareDownload/index.jsp?client=Rc4cZBaBN>

Nextel - <https://www.blackberry.com/SoftwareDownload/index.jsp?client=biTZdMddN>

O2 (UK) - <http://www.o2.co.uk/business/productsservices/mobileoffice/blackberry/0,,112,00.html>

Rogers - [http://www.shoprogers.com/store/wireless/services/web\\_browsing/blackberry/downloads.asp](http://www.shoprogers.com/store/wireless/services/web_browsing/blackberry/downloads.asp)

StarHub - <https://www.blackberry.com/Downloads/entry.do?code=5807A685D1A9AB3B599035BC566CE2B9>

T-Mobile - <http://software.se.t-mobile.com/>

Telus - <https://www.blackberry.com/SoftwareDownload/index.jsp?client=dB5bZddMq>

Verizon - <http://vzw.smithmicro.com/blackberry/>

Vodafone D2 - <https://www.blackberry.com/Downloads/entry.do?code=D840CC5D906C3E9C84374C8919D2074E>

Vodafone (UK) - <https://www.blackberry.com/SoftwareDownload/index.jsp?client=HZMHZfRPj>

## 3. Installation

Software applications can be installed on a BlackBerry handheld in two ways:

### 3.1 Installation from a Desktop

1. Download the **.ZIP\*** archive with installation files.
2. Extract the contents of the ZIP file into a temporary location on your hard drive.
3. Connect your BlackBerry device to the desktop.
4. Run the Blackberry Desktop Manager on your PC, choose 'Application Loader'. The 'Application Loader Wizard' starts.
5. Click 'Next' then 'Add...' and browse to the location of the unzipped files.
6. Select .ALX file to begin the installation.

\* When you purchase or download a trial version of the application you will receive a file with .ZIP extension and you will need a ZIP utility to extract the contents. You can use 'ZipGenius' a free application available at: [www.zipgenius.it](http://www.zipgenius.it)

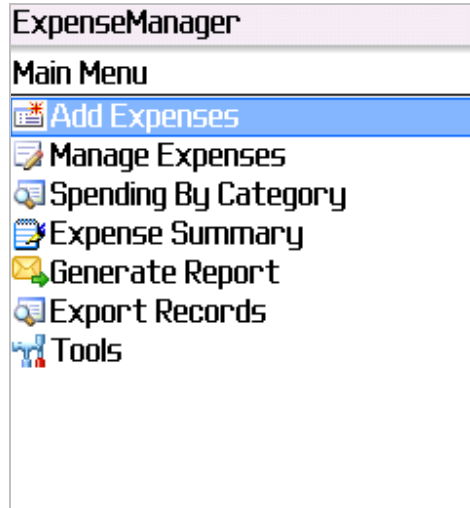
### 3.2 Over-The-Air (OTA) Installation

You can purchase or download the trial version of the application via your handheld's browser from: [wap.twistsoft.com](http://wap.twistsoft.com)

1. Launch the 'Browser' on your handheld.
2. Press the trackwheel/menu key, choose 'Go To..' from menu, type in [wap.twistsoft.com](http://wap.twistsoft.com) and select 'OK'.
3. A page with different products will be displayed. Scroll down to the desired product and highlight 'Try' to download a trial version or 'Buy' to purchase and select 'Get Link' from menu.
4. Follow the instructions to complete the purchase/download.

## 4. Getting Started

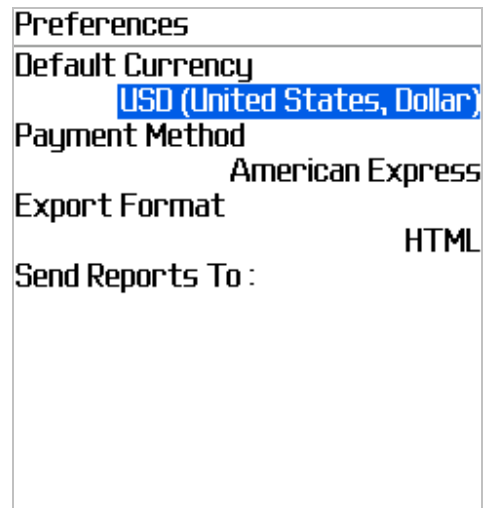
When you launch the application the application's 'Main Menu' is displayed which displays a list of all the available options.



### 4.1 Setting your Preferences

To facilitate faster entry of expense items and to save your precious time while generating reports, ExpenseManager allows you to save your preferences for:

- Default Currency
- Default Payment Method
- Export Format
- Default Address to Send Records



To save your Preferences, select '**Tools**' -> '**Preferences**' from the '**Main Menu**'.

## 4.2 Supported Currencies

Before entering any expense item you need to set one currency as the Default Currency out of the 20 supported currencies. To select a Default currency, select **Tools -> Preferences** from the **'Main Menu'**.

ExpenseManager allows you to enter **'Amount Paid'** in any one of the 20 different currencies and automatically calculates the **'Amount'** in the default currency based on the exchange rates entered.

Exchange rates for all the currencies can be viewed or changed by selecting **Tools -> Exchange Rates** from the main menu. Exchange rates depend on the Default Currency. For instance if your default currency is set to USD and you wish to enter exchange rate for GBP the entry will be like 1 GBP = xxx USD, where xxx is the exchange rate.

### Supported Currencies

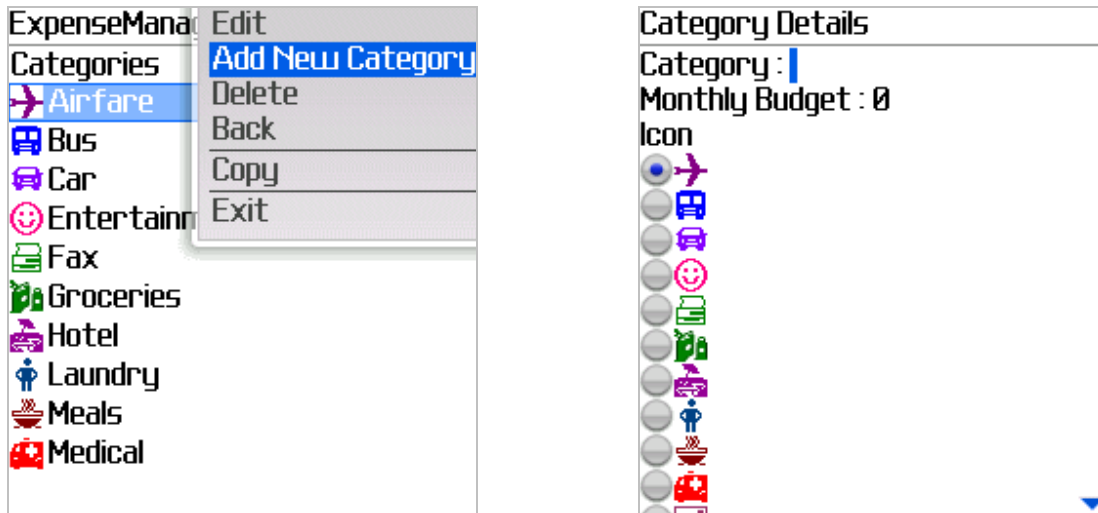
1. USD (United States, Dollar)
2. EUR (European Union, Euro)
3. GBP (United Kingdom, Pound)
4. AUD (Australia, Dollar)
5. CAD (Canada, Dollar)
6. CHF (Switzerland, Franc)
7. CNY (China, Yuan)
8. DKK (Denmark, Kroner)
9. HKD (Hong Kong, Dollar)
10. INR (India, Rupee)
11. JPY (Japan, Yen)
12. MXN (Mexico, New Peso)
13. MYR (Malaysia, Ringgits)
14. NOK (Norway, Kroner)
15. NTD (Taiwan, Dollar)
16. NZD (New Zealand, Dollar)
17. RUB (Russia, Ruble)
18. SEK (Sweden, Krona)
19. SGD (Singapore, Dollar)
20. ZAR (South Africa, Rand)

### 4.3 Categories

You can record your expenses under different categories. This helps you in managing your expenses in a better way. This categorization also makes it possible to generate reports for a specific set of expenses. For instance in a situation where Your organization requires You to submit Your Medical reimbursement bills separately from other expense bills, You can assign 'Medical' category to all your medical expenses and later generate a report for all expenses under the 'Medical' category.

ExpenseManager also allows you to set a Monthly Budget for each category thus besides tracking your expenses it also works as a budgeting tool.

The application comes with **16 built-in categories** and also allows you to create an **unlimited number of categories** as per your requirements.



Built-in Categories:

- Airfare
- Bus
- Car
- Entertainment
- Fax
- Groceries
- Hotel
- Laundry
- Meals
- Medical
- Postage
- Taxi
- Telephone
- Tip
- Train
- Others

#### **4.4 Payment Methods**

You can assign a Payment Method to each expense item out of the 12 supported payment methods.

Supported Payment Methods:

- American Express
- Cash
- Check
- Credit Card
- Debit Card
- Diners Club
- Discover
- JCB
- Master Card
- PayPal
- Visa
- Other

## 5. Using ExpenseManager

### 5.1 Adding and Managing Expense Items

To add an expense item select **'Add Expenses'** from the **'Main Menu'**.

You can store the following information for each expense item.

- **Date:** The date of the expense.
- **Description:** A short description for the expense item.
- **Payment Currency:** The currency used to pay for the expense.
- **Amount Paid:** The amount that you paid for the expense.
- **Exchange Rate:** The exchange rate for the currency in which the actual payment was made relative to the 'Default Currency'.
- **Amount:** Calculated automatically in the 'Default Currency' based on the 'Amount Paid' and 'Exchange Rate'.
- **Payment Method:** The payment method used to pay for the expense.
- **Category:** The category of the expense.

Expense Details	
Date	25 Feb 2007
Description :	
Payment Currency	USD
Amount Paid :	
Exchange Rate :	1.00000
Amount :	
Payment Method	American Express
Category	Airfare




To edit or delete an expense item select **'Manage Expenses'** from the **'Main Menu'**.

To delete the entire Expense Database from your device, from the **'Main Menu'** select **'Tools' -> 'Delete Expense Database'** and select **'All Records'** to delete all the records or select **'All Records but keep current month's'** to delete all records except those of the current month.

### 5.2 Spending By Category

To figure out how much You spent in specific categories as compared to your total expenses select **'Spending By Category'** option from the **'Main Menu'**.

You can also view a list of all the expenses under a particular category by selecting the **'View Records'** option from the **'Spending by Category'** screen.

Spending by Category		
Category	Total	%age
 Hotel	350.00	58.33%
 Meals	50.00	8.33%
 Medical	200.00	33.33%
Grand Total :		600.00

### 5.3 Generating Reports

ExpenseManager provides you with a powerful reporting section where you can create customized reports according to your requirements and send them by email in **CSV (Comma Separated Values File)** for integration with Microsoft® Excel or other spreadsheets. To generate a report, select '**Generate Report**' option from the '**Main Menu**' and the Expense Report Wizard starts.

#### Customization options:

##### 1. Date

You can select a time period for which you wish to generate a report.

**Note:** While selecting a date range make sure that the 'From' date precedes the 'To' date.

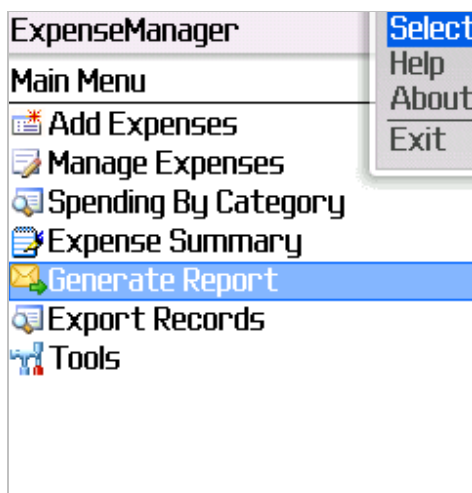
##### 2. Amount and Payment

- Select the option '**Include Amount Paid & Exchange Rate**' if you wish to include '**Amount Paid**', '**Payment Currency**' and '**Exchange Rate**' in the report.
- Select the option '**Include Payment Method**' if you wish to include the payment method in the report.

##### 3. Categories

- Select the option '**Include Category information**' if you wish to include category information in the report. If selected the report will have an additional column which will display the category of the expense item.
- You can select the categories which you wish to include in the report. Expense items recorded under the selected categories will be included in the report.

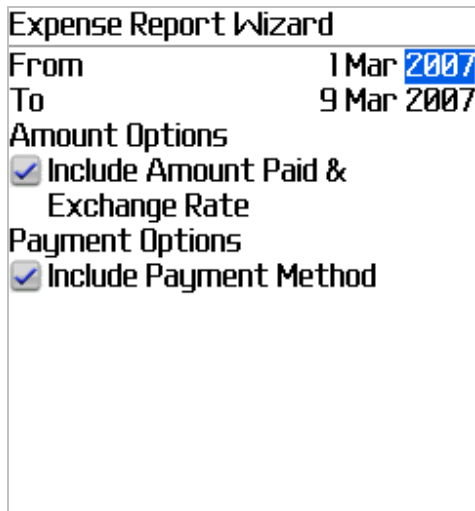
Once you have made the selections select '**Generate & Send**' to send the report.



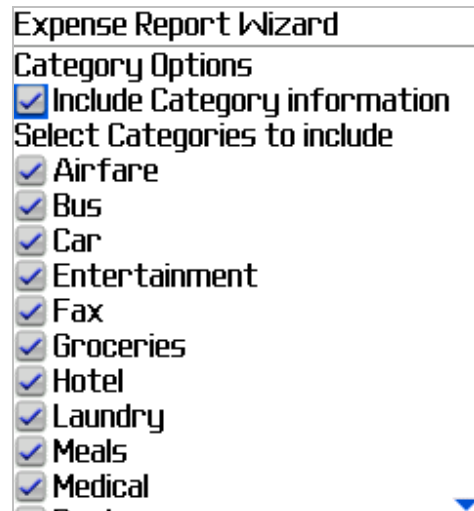
Starting Expense Report Wizard



Expense Report Wizard :: Step 1



Expense Report Wizard :: Step 2

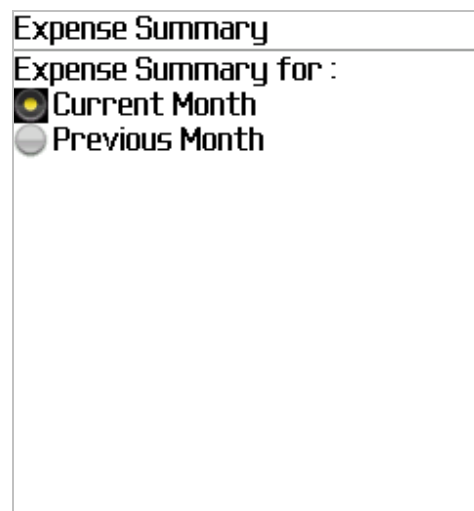
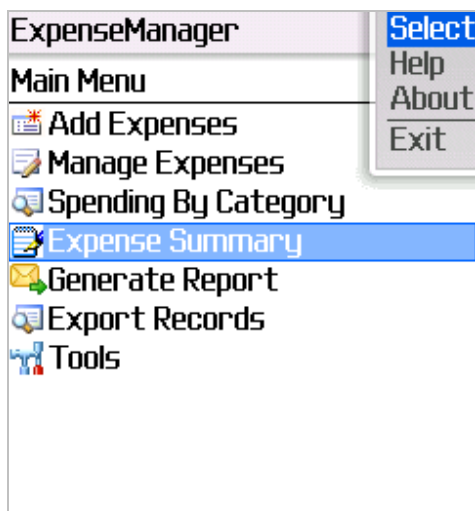





Expense Report Wizard :: Step 3

## 5.4 Exporting Records

ExpenseManager allows you to export your expense data in **CSV (Comma Separated Values File)** or **HTML** formats.

1. If you want to *export* a file with all expense entries, from the **Main Menu** select **Export Records -> All Records**. Provide a destination email address, set a subject and select **Send**.
2. If you wish to *export* expenses recorded under a particular category, from the **Main Menu** select **Export Records -> Selected Category** select the desired category and then select **Send** from the menu.
3. If you wish to *export* a brief Expense Report which contains Total Expenses to date and total expenses under each category - Use the **Export Summary** option available on the **Expense Summary** screen which is displayed when you select the **Expense Summary** option from the **Main Menu**.



Expense Summary : June
Total Expenses : 250.00 USD
Details:
 Meals :
Actual : 50.00
Budget : * Not set *
-----
 Medical :
Actual : 200.00
Budget : 400.00
 Difference : 200.0
-----

Expense Summary	Export Summary
Total Expenses	Back
Details:	Copy
 Meals :	Close
Actual : 50.00	
Budget : * Not set *	
-----	
 Medical :	
Actual : 200.00	
Budget : 400.00	
 Difference : 200.0	
-----	

## 6. Feedback & Support

### 6.1 Technical Support

If you are facing any problem while using the application, please refer to our Technical Support FAQs located at: [http://www.twistsoft.com/support/technical/blackberry\\_faqs.html](http://www.twistsoft.com/support/technical/blackberry_faqs.html)

If you need further assistance after reading FAQs and this manual, please fill out our Technical Support Request form: [http://www.twistsoft.com/support/request\\_support.html](http://www.twistsoft.com/support/request_support.html)

Alternatively, you can send us an email at: [support@twistsoft.com](mailto:support@twistsoft.com) with the following details:

- Product Name & Version
- Your handset and Model number
- Mobile Operator
- Precise description of the problem including exact error message if one exists.

Our Support Team will answer your email within two business days. Also, please add [support@twistsoft.com](mailto:support@twistsoft.com) and [support@twistsoft.net](mailto:support@twistsoft.net) to your allowed senders list if you are using any anti-spam on your mail boxes.

Phone support is presently not available.

### 6.2 Feedback and Upgrades

To submit your feedback or suggestions fill out our Feedback form located at: <http://www.twistsoft.com/support/feedback.html>

Once you have purchased the application we recommend you to visit our Customer Zone at: [http://www.twistsoft.com/customer\\_zone.html](http://www.twistsoft.com/customer_zone.html) and submit your email address (the one that you used while purchasing the application) to receive notifications of new version releases as soon as they are released.