

ExpenseManager

Expense management system for mobiles & smartphones

Version 5.1

User's Guide



Table of Contents

- Introduction Page 3
- Getting Started Page 4
 - Setting your Preferences
 - SMTP Settings
 - Supported Currencies
 - Categories
 - Payment Methods
- Using ExpenseManager Page 8
 - Adding and Managing Expense Items
 - Spending By Category
 - Expense Summary
 - Generating Reports
 - Exporting Records
- Feedback & Support Page 12
 - Technical Support
 - Feedback & Upgrades

1. Introduction

ExpenseManager is a standalone expense management system for mobiles & smartphones 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

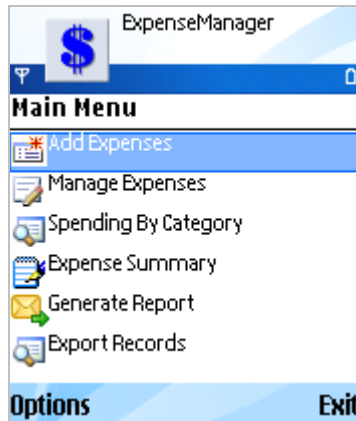
ExpenseManager also allows you to Export Records by email in HTML format, suitable for printing or as a CSV file for backup and easy integration with spreadsheets.

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. Getting Started

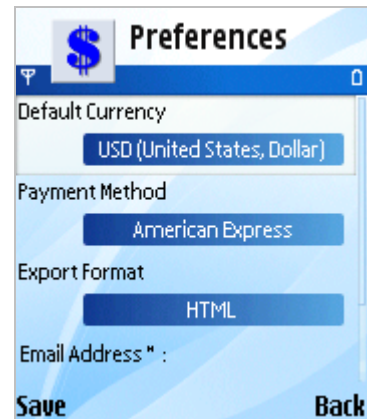
When you launch the application the application's 'Main Menu' is displayed which displays a list of all the available options.



2.1 Setting your Preferences

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

- Default Currency
- Default Payment Method
- Export Format
- Default Email Address to Send Records/Reports



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

2.2 SMTP Settings

To Send Reports or to Export Records by email you will have to configure settings for an Email account with SMTP support, in the application.

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

Please contact your ISP or Network Administrator for correct SMTP settings. However, if you use any desktop email client you also retrieve SMTP settings from them.



Retrieving settings from Microsoft® Outlook

Launch 'Outlook' select Tools -> Options -> Mail Setup -> E-mail Accounts -> select 'View or change existing e-mail accounts' click 'Next' select the desired account and click 'Change...' to retrieve the settings.

Retrieving settings from Microsoft® Outlook Express

1. Launch Outlook Express, select 'Tools' -> 'Accounts..' the 'Internet Accounts' dialog appears.
2. Select 'Mail' tab.
3. Select the desired Account and click on 'Properties'
4. Select the 'Servers' tab.
5. Look for 'Outgoing mail (SMTP)' field under Server Information, this is your SMTP Host as required by ExpenseManager.
6. Look for the check box 'My server requires authentication', if the check box is selected means your SMTP server requires authentication in such a case you need to select 'YES' in 'Requires Authentication' choice in ExpenseManager.
7. Click on 'Settings..' to retrieve the User Name and Password.
8. Now click on the 'Advanced' tab.
9. Look for the checkbox 'This server requires a secure connection (SSL)', if the check box is selected choose 'YES' in 'Requires SSL' choice in ExpenseManager.

You can also use settings for your Gmail account (if you have one).

- SMTP Host: smtp.gmail.com
- Requires Authentication: YES
- Requires SSL: YES
- User Name: < your Gmail username (including @gmail.com) >
- Password: < your Gmail password >
- Email: < your Gmail email address >

Note: You will have to enable POP in Gmail if you wish to use your Gmail account for sending reports/records. For instructions on how to enable POP in Gmail please visit:
<http://mail.google.com/support/bin/answer.py?answer=13273>

2.3 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)



The screenshot shows the 'ExpenseManager' application interface. At the top, there is a title bar with a dollar sign icon and the text 'ExpenseManager'. Below the title bar is a search bar with a magnifying glass icon and a clear button. The main content area is titled 'Exchange Rates' and displays a list of exchange rates. The first row is highlighted in blue and shows '1 USD = 1.00000 USD'. The following rows are highlighted in yellow and show '1 EUR = 1.36981 USD', '1 GBP = 2.02362 USD', '1 AUD = 0.84524 USD', '1 CAD = 0.94953 USD', and '1 CHF = 0.83423 USD'. Each row also includes a date '8/10/2007'. At the bottom of the screen, there are two buttons: 'Edit' and 'Back'.

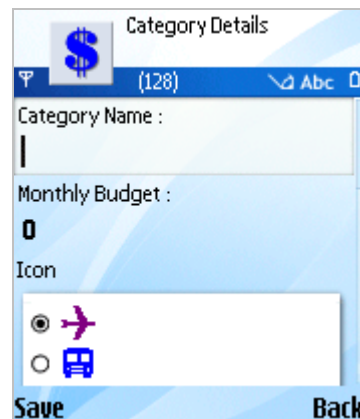
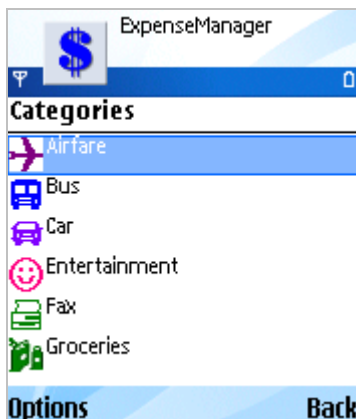
Exchange Rate	Date
1 USD = 1.00000 USD	8/10/2007
1 EUR = 1.36981 USD	8/10/2007
1 GBP = 2.02362 USD	8/10/2007
1 AUD = 0.84524 USD	8/10/2007
1 CAD = 0.94953 USD	8/10/2007
1 CHF = 0.83423 USD	8/10/2007

2.4 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

2.5 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


3. Using ExpenseManager

3.1 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.

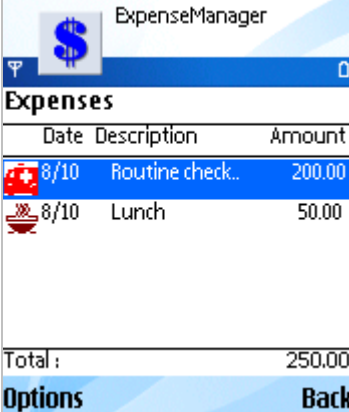


The 'Expense Details' form is shown with the following fields and values:

- Date: 10/08/2007
- Description: (empty)
- Payment Currency: USD
- Amount Paid: (empty)

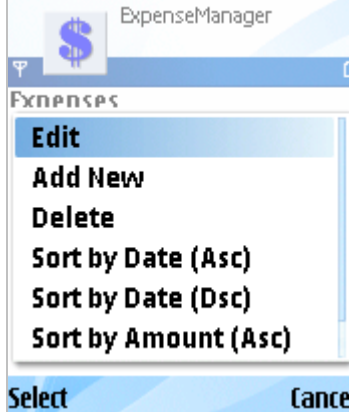
Buttons: Save, Back

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



Date	Description	Amount
8/10	Routine check..	200.00
8/10	Lunch	50.00
Total:		250.00

Buttons: Options, Back



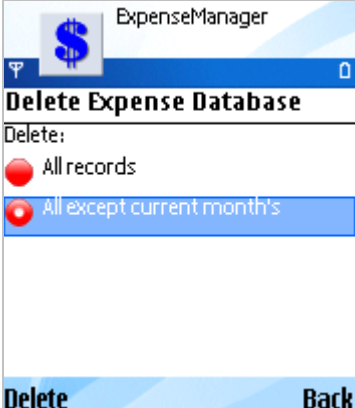
The 'Manage Expenses' menu is shown with the following options:

- Edit
- Add New
- Delete
- Sort by Date (Asc)
- Sort by Date (Dsc)
- Sort by Amount (Asc)

Buttons: Select, Cancel

A list of all the Expenses is displayed when you select 'Edit', 'Delete' and Sort options on the 'Expenses' screen the 'Manage Expenses' options

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 except current month's**' to delete all records except those of the current month.



The 'Delete Expense Database' form is shown with the following options:

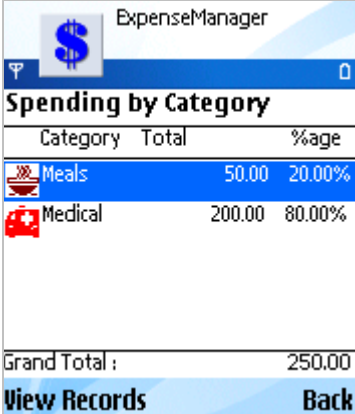
- Delete:
- All records
- All except current month's

Buttons: Delete, Back

3.2 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.

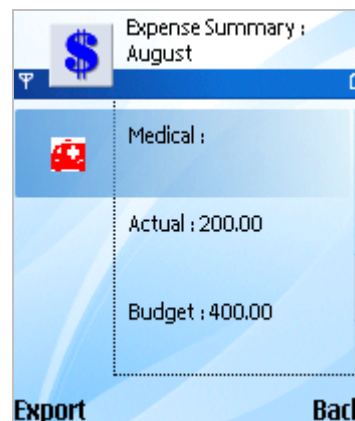
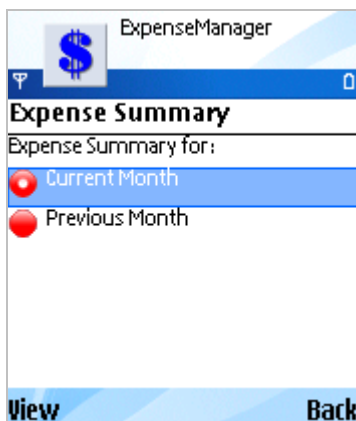


Category	Total	%age
Meals	50.00	20.00%
Medical	200.00	80.00%
Grand Total :		250.00

3.3 Expense Summary

You can generate a summary of your expenses (for the current or previous month) where you can check your net expenses along with net expenses under each category and your budgeting status for each category.

To generate an Expense Summary select '**Expense Summary**' option from the '**Main Menu**'



3.4 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.

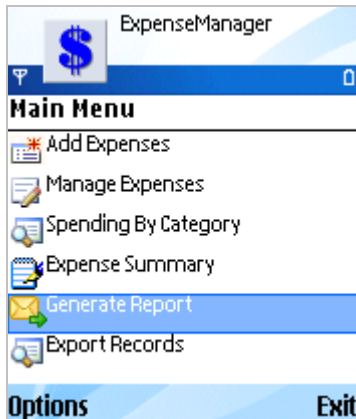
2. Amount, Payment and Category Name

- Select the option **'Amount Paid'** if you wish to include **'Amount Paid'**, **'Payment Currency'** and **'Exchange Rate'** in the report.
- Select the option **'Payment Method'** if you wish to include the payment method in the report.
- Select the option **'Category Name'** if you wish to include category name in the report. If selected the report will have an additional column which will display the category of the expense item.

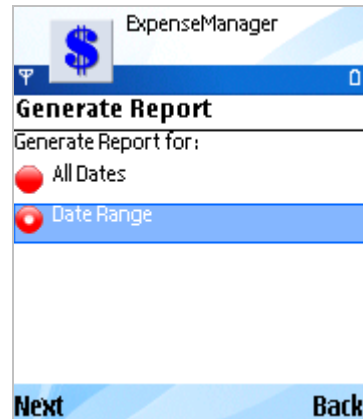
3. Categories

- 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.

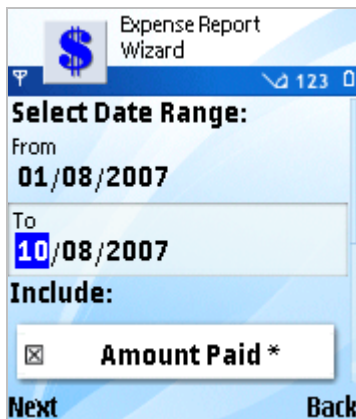
Once you have made the selections select **'Next'** enter the email address and select **'Send'** to send the report.



Selecting Generate Report from Main Menu



Date Options



Expense Report Wizard :: Step 1



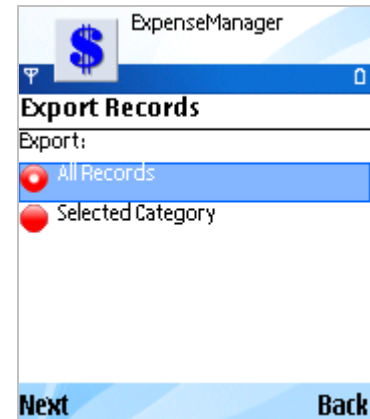
Expense Report Wizard :: Step 2

3.5 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** option available on the **Expense Summary** screen which is displayed when you select the **Expense Summary** option from the **Main Menu**.

4. Feedback & Support

4.1 Technical Support

If you need further assistance after reading this manual, please fill out our Technical Support Request form: http://www.twistsoft.com/support/request_support.html

Alternatively, you can send us an email at: 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 and 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.

4.2 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 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.