

Expense Recorder User Guide

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System Requirements

- Windows Mobile 6.0 or above
- Compact Framework 3.5
- ActiveSync 4.5 or Windows Mobile Device Center

Installation

1. Copy the CAB file (ExpenseRecorder1.0.CAB) onto your mobile device
2. Open the CAB file on your mobile device.
Note: You may see a warning about the software being from an unknown publisher. This is normal; allow the installation to continue.
3. You can delete the CAB file from your device after the installation has completed.

Un-Installation (Removal)

Expense Recorder can be removed from your mobile device using the standard method for software removal:

1. Go to the **Settings** screen
2. Select the **System** tab
3. Tap the **Remove Programs** icon
4. Select **rObjects Expense Recorder 1.0**
5. Tap **Remove**

Starting Expense Recorder



To start Expense Recorder, click the “Expenses” icon in “Programs”. The expense recorder shortcut will also appear in the “Start” menu if it has been recently used.

Using Expense Recorder

When it first opens, Expense Recorder appears as shown in figure 1:

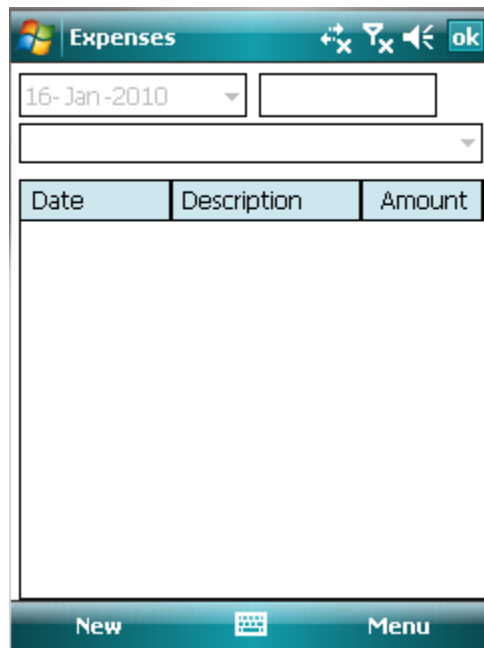


Figure 1: Expense Recorder main window

Under normal use, Expense Recorder will look something like that shown in figure 2:

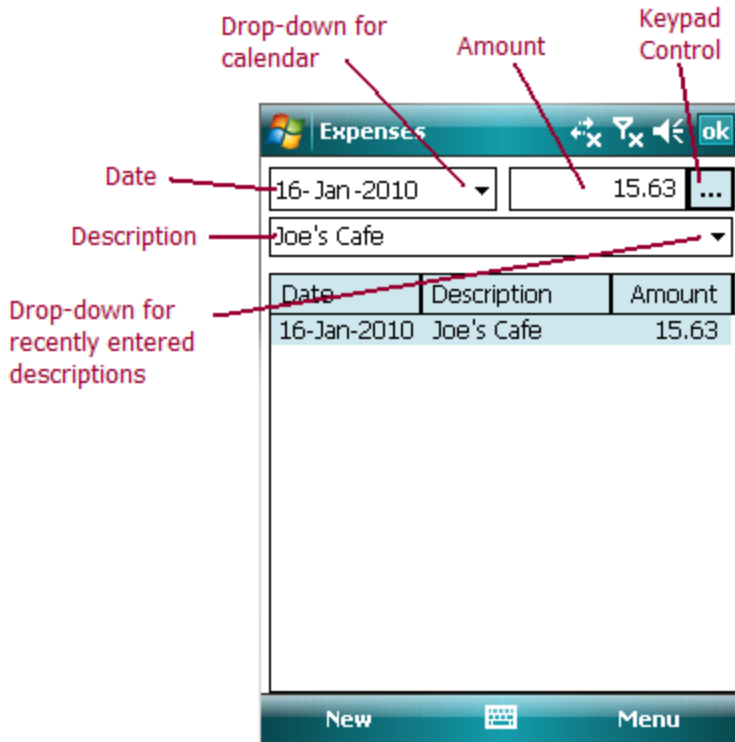


Figure 2

Control	Purpose/Usage/Operation
Date	Enter the date of the purchase here. When you enter a new item, this defaults to the current date. You can use the drop-down button at the right of the control to display a calendar (see figure 3), which you can use to select a date.
Amount	Enter the purchase amount here. You can use the keypad button at the right to open a calculator-like keypad to enter/edit the amount.
Description	Enter the description here. You can use the on-screen keyboard, any of the handwriting tools, or the “recently-used” drop-down at the right in order to enter or select a description for the item. The drop-down list will contain up to 8 descriptions which you have most recently used.
Item List	<p>Most of the main window is occupied by the item list.</p> <p>Use the New menu item at the bottom-left to create new items.</p> <p>Tap an item to select/edit it. As you edit items, the changes appear in the list.</p> <p>Use the Delete Item option (available by tapping the Menu menu item at the bottom right) to delete an item from the list.</p> <p>Use the Delete All option (available by tapping the Menu menu item at the bottom right) to delete all items from the list.</p>

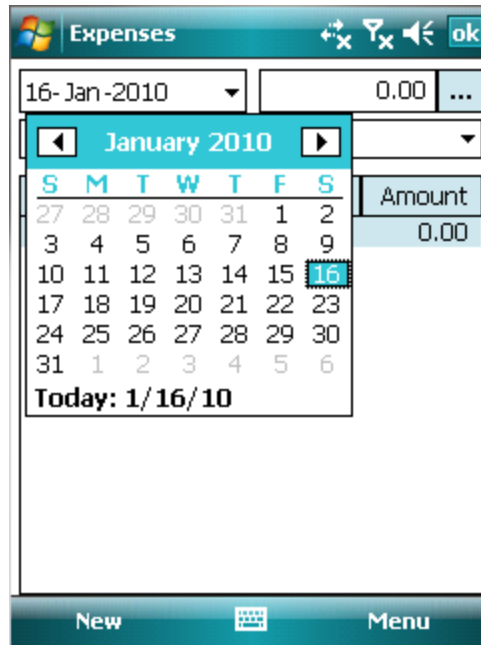


Figure 3: Calendar control

Expense Recorder Menus

Menu Option	Function
New	Creates a new expense item
Save	Saves any changes you have made to the ExpenseData.txt file
Delete Item	Deletes the currently selected item. A prompt will be displayed to permit you to confirm or cancel this action.
Delete All	Deletes all items from the list. A prompt will be displayed to permit you to confirm or cancel this action.
About	Displays information about the program
Exit	Exits the program. If you have made any unsaved changes, a prompt will be displayed to permit you to save changes, discard changes, or cancel (continue using Expense Recorder).

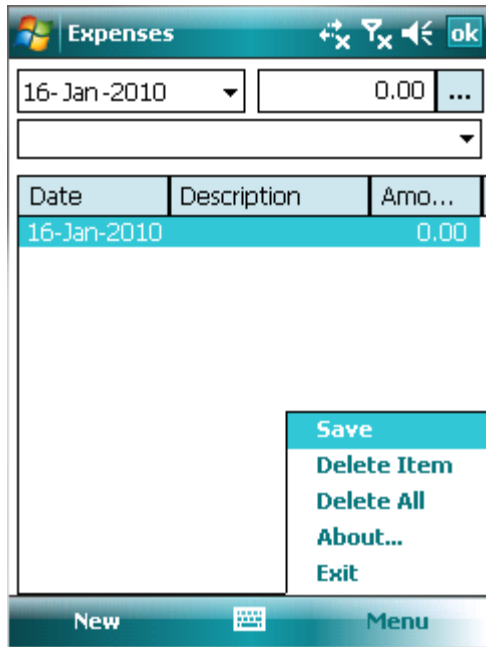


Figure 4: Menu

Keypad Window

When you tap the “...” button to the right of the amount box, a keypad window will appear, as shown in figure 5.

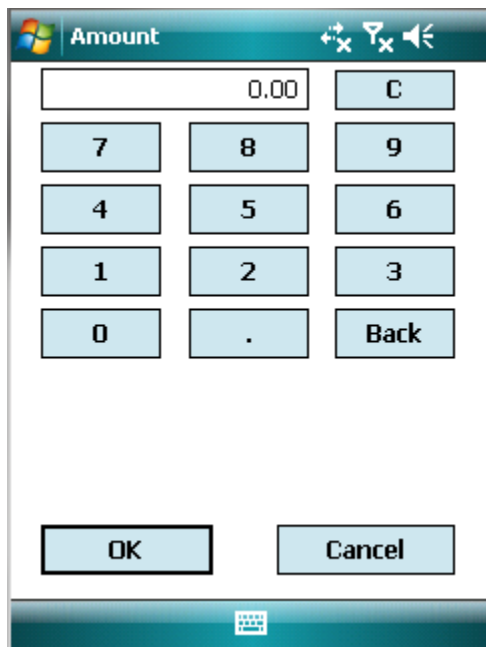


Figure 5: Keypad display

This allows you to enter an amount easily by tapping or touching.

Button	Function
0-9, .	Enters the digit/decimal point
C	Clears the current number (resets to 0.00)
Back	Clears the last digit/decimal point
OK	Returns to the main window using the currently entered amount. Tap OK to apply the amount to the item currently selected in the main window.
Cancel	Returns to the main window without applying any changes. Tap Cancel to discard any changes you have made in the keypad window.

How-To

The following sections describe basic procedures to perform common tasks in Expense Recorder.

Create an Item

1. Start Expense Recorder
2. Tap **New** to create a new item. A new item appears at the bottom of the list, with the current date already entered as the default.
3. If required, tap the drop-down symbol on the date field and adjust the date as appropriate.
4. Tap the “...” button and key in the amount. Tap **OK** to complete.
5. Enter a description or tap the drop-down symbol to select a recently used description.
6. Repeat steps 2-5 as required for each new item you wish to create.
7. Tap **Menu | Exit**. When prompted, tap **Yes** to save the file and exit.

Correct an Item

1. Start Expense Recorder
2. Tap a list item to select it.
3. Make the necessary corrections as described in steps 3,4, and/or 5 for “Create an Entry”.
4. Repeat steps 2 and 3 as required for each item you wish to edit.

Delete an Item

1. Start Expense Recorder
2. Tap a list item to select it
3. Tap **Menu | Delete Item**. A prompt will appear to confirm the deletion; tap **OK** to confirm.
4. Repeat steps 2 and 3 for each item you wish to delete.

Back up Your Data

1. Make sure “My Documents” is included in the list of files/folders to synchronize to your PC (see ActiveSync / Windows Mobile Device Center documentation for detailed instructions and location of this folder on your computer).
2. Connect your mobile device to your PC to synchronize files.

Delete all Items from Expense Recorder

To clear all expense items from expense recorder (for example, after you have transferred all the entries to your regular accounting system):

1. Start Expense Recorder
2. Tap **Menu | Delete All**. A prompt will appear to confirm the deletion; tap **OK** to confirm.

Import into a Spreadsheet or Database

Expense Recorder stores its data in a CSV-formatted text file. After you have synchronized the file onto your PC, the file can be imported into a spreadsheet or database. Refer to ActiveSync / Windows Mobile Device Center documentation for details on where to find the synchronized “My Documents” folder on your computer.

Expense Recorder Data File

Expense recorder stores its data in a file named “ExpenseData.txt” in the “My Documents” folder of your mobile device.

This file is placed in “My Documents” to make it easy to synchronize with your laptop/desktop computer for backup or other purposes.

The file is formatted as a simple “comma-separated-values” (CSV) so that it can be easily imported into a spreadsheet or other program.

Fields in ExpenseData.txt

Name	Description
Date	The date of an expense item
Timestamp	The date and time the item was created
Amount	The amount of the expense item
Description	The description of the expense item