



# RMRExpense Expense Account Manager

(for Palm™ OS)

## User Guide



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## RMRExpense

RMRExpense, 'Expense Account Manager' allows you to keep track of your business and travel expenses. You can create multiple trip files to record business expenses, each defined with a currency and vehicle rate. Entered expenses can be individual purchases, or vehicle journeys, classified by categories. When you reclaim your expenses you can mark the entries as reconciled and move them to a separate Archive file as a historical record.

## 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 in. 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 the menu **Options > Currencies** and the **Add** button
- Define a name, symbol and the exchange rate to your primary currency.

#### To update an exchange rate

- Use the menu Options > Currencies
- Select the currency Name and use the **Update** button to change the rate to the current exchange rate.



#### To delete a currency

- Use the menu Options > Currencies
- Select the currency Name and use the **Delete** button.

These currencies will then be available in the Trip creation screen, and the add expense 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.

## Trips

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.

Use the menu **Entries > Add Trip** to create a trip.

- give it a Name
- choose a Display Currency for the on-screen display of the entries in the Trip, usually your home currency in which you will submit claims
- choose an Input Currency, typically of the country you are visiting, to use for adding expenses
- Specify the Distance Units for vehicle journeys, Miles or Kilometers
- specify the Payment Rate your Company gives you for mileage using your own vehicle (i.e. 0.22 for 22 cents/mile)
- optionally set the link to a specific Archive File.
- Use the menu **Entries > Update Trip** to amend any of the trip details.
- Use the menu **Entries > Delete Trip** to remove trip files if you have claimed the expenses and archived the trip.

If you have more than one trip file, switch files using the dropdown selector at top right of the screen.

## Preferences

Use the menu **Options > Preferences** to access the options for configuring the display and operation of the program:

- specify the Date Format as DD/MM/YY or MM/DD/YY. Note that this will initially be set to the System setting on your Palm
- number of Decimal Places to display
- the Amount Format allows you to decide whether to display expense entries as positive or negative values (using 1 of 2 different standard formats)
- set the Default Start and Finish Times for entries.

## Expenses screen

The Expenses screen is where you manage trip files, enter and view expense entries and vehicle journeys, and shows your total expenditure.

The middle column between Details and Amount can display various information relating to the transactions, including Category, Remarks, Distance, Time and Foreign value. 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. The symbol for the currency of the trip file is shown above the Amount column.

The button and associated totals display at the bottom can be cycled through "Amount", "Distance", "Time" and "Reconciled", so you can check the totals for each of these of the entries in the trip file.

Date	R	Details	Category	Amount
18/11	@	Book Ho...	Hotel	
18/11	@	Tickets		
19/11	@	Airport	Car	
19/11		Brussels	Flight	
19/11		Mons	Train	9.00
19/11		Hotel	Taxi	7.00
20/11		HQ	Bus	1.10
20/11		Hotel	Bus	1.10
20/11		Dinner	Food	25.00
				43.20

The buttons to the right of the Entries and Archive screen selectors, allow you to check the Note memo for the selected transaction entry, to Reconcile an entry, or make a Default entry. See later in this manual for a more detailed description of these options.

Finally, the total entries in the 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 ↑ button to display the previous display buffer
- tap the ↓ button to display the next display buffer
- tap the **E** button to jump to the End of the file (most recent entries).

## 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.

- Use the menu **Options > Categories** and the **Add** button to create categories
- Use the menu **Options > Categories** and then the **Update** button to rename a category. Note that you will manually need to change any expense entries already assigned to the category
- Use the menu **Options > Categories** and then the **Delete** button to remove categories



Note that the same categories apply to all trip files.

## Add Expenses

In the Expenses screen use the menu **Entries > Add Entry** to add expenses to the trip file as you incur them, and enter their details:

- set the Date
- select the Currency of purchase if different from the Trip currency
- add a Description
- select a Category from those you have pre-defined
- enter the Amount as a Debit or Credit (as applicable)
- enter the Start and Finish time (if you wish to record Times)
- enter the trip Distance for any journeys in your own vehicle. These will convert to a repayment cost Amount based on the vehicle Payment Rate defined for the trip
- add anything you like in the Remarks field.

Note that tapping on either of the Time fields will pull up a standard Palm Time Popup so you can amend both Start and End Time values.

Tap on the **Note** button to show a further screen where more text details about the expense can be entered in an extended Memopad. This can also be accessed from the main screen using the **Note** button at the top of the screen.

Finally tap on the OK button to make the entry. The expense will appear on screen converted from the entry currency to the defined Trip currency.

- Use the menu **Entries > Update Entry** to modify any of the expense entries
- Use the menu **Entries > Delete Entry** to delete an entry if in error.

**New/Update Entry**

Date: 19/11/03    ▼ Euros

Description: Brussels

Category: ▼ Flight

Amount: 0.00    ▼ Debit

Start Time: 08:40    Finish Time: 11:40

Distance: 0    ▼ Miles

Remarks:

Note    OK    Cancel

**Start/Finish Time** ⓘ

Start Time: 8:40 am

End Time: 11:40 am

8	↑	00
9		05
10		10
11		15
12P		20
1		25
2		30
3		35
4		40
5		45
6		50
7	↓	55

All Day    No Time

OK    Cancel

**Note**

This is an extended note

OK    Cancel

## Default entries

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

Use the menu **Options > Defaults** to access the Defaults dialog. From here you can **Add**, **Update** or **Delete** default entries.

- To add a default entry, simple tap the **Add** button to bring up a similar screen to New/Update Entry as described above. Give the default a recognisable Name, complete the details that will never change, and save it.

Note that Time is set as a single duration figure rather than as Start and Finish times.

- Tap the **Update** or **Delete** buttons to change or remove any default transactions.

Then use the menu option **Entries > Use Default Entry**, or the **Def** button on the top right of the screen to quickly recall it for entry.



## Reconcile and Archive Entries

When you submit your expenses for reclaim you can mark the entries as reconciled. Highlight entries then tap the **Rec** button or use the menu option **Entries > Reconcile Entry** to mark them on screen with the ® symbol.

The Total can be toggled to “Reconcile” to 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 the menu option **Entries > Archive Entries** to move all the reconciled details to a consolidated Archive history file for future reference. This can be viewed from the Archive screen tab.

Note that, if required, the Archive entries dialog gives the additional flexibility of:

- Archiving or Removing (deleting) the entries as the Action
- selecting the required Archive file
- acting on only the Reconciled Entries, or All entries in the Trip
- selecting a From and To date range of 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 the menu **Options > Create Archive** in the Expenses screen, or **Archive > Add** in the Archive screen, to create new archive files and give them a name. You can use one archive to accumulate all Trip records, or create an archive file per year, or create as many as you wish in order to manage different types of trips.



Options in the **Archive** menu of the Archive screen allow the files to be **Renamed** or **Deleted**.

Switch Archive files using the drop down selector at top right of the screen.

The window at the bottom of the screen can be toggled to show totals of Expenses, Time or journey Distances.

The middle column can show various settings for the entries, including Category, Remarks, Distance, Time or Foreign value. Tap the column title to select which to display.

The total entries in the 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 **↑** button to display the previous display buffer
- tap the **↓** button to display the next display buffer
- tap the **E** button to jump to the End of the file (most recent entries)

RMRExpenses		▼ Archive One	
Entries		Archive	
Date	Details	Category	Amount
12/11	<Trip One>		
11/12	One	Miscella	172.20
17/11	<Trip One>		
18/11	Travel Ord...		
18/11	Book Hotel	Hotel	
18/11	Tickets		
19/11	Airport	Car	
19/11	Brussels	Flight	
19/11	Mons	Train	9.00
			353.40

## Additional Functions

### Reset start date

Use **Options > Reset Start** in the Archive screen if the data file becomes too large, to delete entries earlier than the specified date.

### About

Use the menu option **Options > About** to obtain contact details for RMR Software and information about the program.

### Register Program

Use the **Register** button in the About screen 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.



## Backup and Restore

All the databases produced by RMRExpenses are automatically backed up to the PC/Mac during a hot-sync operation. Therefore there is no requirement for backup and restore options within the program. The databases can be found in the C:\Program Files\Palm\<Hot-sync name>\Backup directory. Rather than have all the information in one single large database, the program stores it in a number of smaller databases so that a selective restore is possible. The databases are as follows:

- RMRExpensesData.PDB                      The main file containing information on Vehicles
- RMRExpensesSettings.PDB                Preference Data
- RMRExpensesCategories.PDB             Category Data
- RMRExpensesDefaults.PDB               Defaults Data

Then for each trip (called xxxxx)

- RMRExpensesxxxxx.PDB

Then for each Archive file (called xxxxx)

- RMRExpensesVxxxxx.PDB

To restore any of these databases, just double click on the PDB file and it will be installed on your machine at the next hotsync.