SymbianGuru.com Your guru in mobile software.
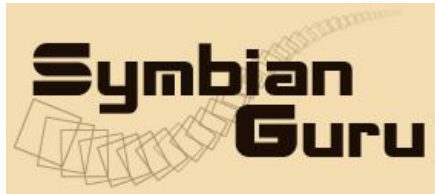www.symbianguru.com

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Expenses v 3.00

by SymbianGuru

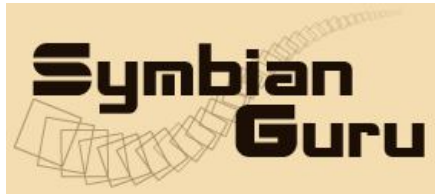# User Manual

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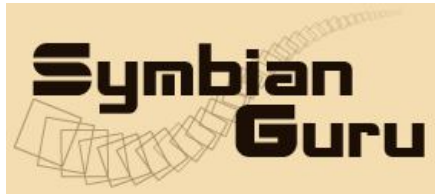www.symbianguru.com

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General description

Expenses Software allows tracking your daily private and business expenses. It allows creating expense reports on screen and convenient exporting all the expense data to MS Excel.

Version 3.00 Expenses is compatible with **Series 60.3 and Series 60.5 Symbian** smartphones:

Nokia 3250	Nokia E75
Nokia 5320 Express Music	Nokia E90
Nokia 5500	Nokia N71
Nokia 5630 Xpress Music	Nokia N73
Nokia 5700	Nokia N73 Music Edition
Nokia 5730 Xpress Music	Nokia N75
Nokia 6120	Nokia N76
Nokia 6121	Nokia N77
Nokia 6110 Navigator	Nokia N78
Nokia 6210 Navigator	Nokia N79
Nokia 6220 Classic	Nokia N80
Nokia 6290	Nokia N81
Nokia 6650	Nokia N82
Nokia 6710 Navigator	Nokia N85
Nokia 6720 Classic	Nokia N86 8 MP
Nokia E50	Nokia N91
Nokia E51	Nokia N91 8GB
Nokia E55	Nokia N92
Nokia E60	Nokia N93
Nokia E61	Nokia N93i
Nokia E61i	Nokia N95
Nokia E62	Nokia N96
Nokia E63	Nokia 5800 Xpress Music
Nokia E65	Nokia N97
Nokia E66	Samsung SGH-i520
Nokia E70	Samsung SGH-i560
Nokia E71	LG JoY

How to install Expenses

Please transfer the .SIS file to your mobile phone via Bluetooth, IRDA or Cable. After that follow the installation instructions on the mobile screen.

How to register Expenses

The trial version of the software is limited for 10 days. The full version of the software is obtained by a license code provided upon purchase. The license code is based on the unique IMEI and the application can be used exclusively on the device it is licensed for. The license cannot be retrieved and applied to other devices.

In order to register the application, please go to Options – Register and enter the registration code that was sent to you. Be aware that the code is case sensitive and contains the letters from A to F as well as numbers from 0 to 9

Working with Expenses

How to start

Expenses Application can be opened in following ways (depending on the phone):
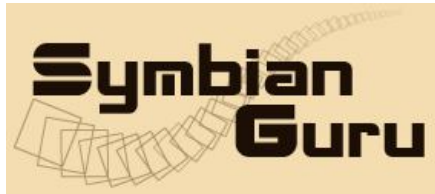
- Clicking on the Menu button → Expenses
- Clicking on the Menu button → My Own/Programs → Expenses

General information

Expenses application is meant to help you in tracking your daily private and business expenses. It is a perfect manager, which allows you not only to trace where your money goes, but also to analyze all the expenses relying on the detailed expense reports.

The application is fully customizable according to the users needs.

Opening the application for the first time you should enter the password to protect all your data inside. Without knowing the password you could not enter the application and view all your data.
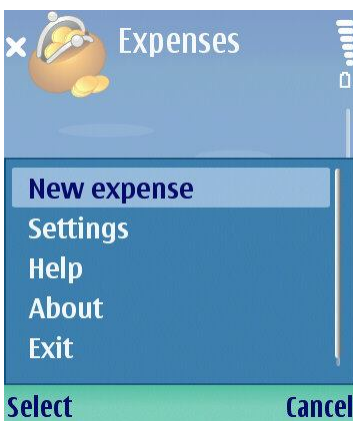
After entering the password you can start to use the application. At first you have to click left soft key Options of the main screen. Having done this you will see the list of items, containing those for creating new expense record, Settings and Help.

New expense

To create a new expense record you have to click left soft key Options → New expense. To get the newly-created expense record you have to fill in the following fields:
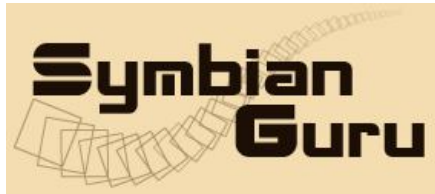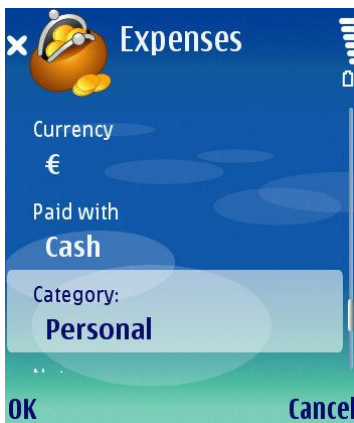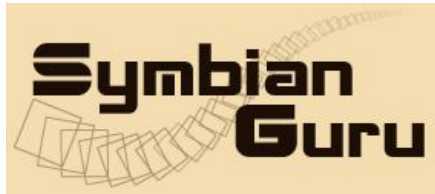
- Date (please enter the date of the expense record)
- Type (select the appropriate type of the new record from the list given. The expenses types can be totally customized in the Settings – Expense Types)
- Amount (please enter amount of money spent in the appropriate field of the expense record. You can enter decimal values after pressing # key)

- Currency (choose the type of currency from the list of available. The currencies you use can be totally customized in the Settings – Currencies. You may use only one currency, but you also may add as much different currencies you need)
- Paid with (select the appropriate type of payment from the list given. The payment types can be totally customized in the Settings – Payment types. You may use only one payment type like Cash, but you also may add as much different payment types you need, such as Credit Card, Bank Account, check etc)
- Category (choose the category for the new record. This is needed when you like to have your business and personal expenses reports made separately. You can show you business expenses reports to your employer to get the refund. Also you can create your own category and select it from the list of all possible)
  - o Personal
  - o Business
  - o Your own (which you can create by yourself)
- Note (make a text note to expense record in order to classify the expense)

After having created at least one new expense record you can see it on the main screen of the application; the main screen will have the following view:

The list of records has the following format: <currency> <amount> <type>.

Choosing the left soft key of the main screen you can perform following actions:

- Edit expense
- New expense
- Delete expense
- Total
- Mark/Unmark
- Report
- Export expenses
- Settings
- Register (allows to register the application by entering reg. code)
- Help (contains all necessary information for navigation across the application)
- About (contains brief information about the developer)
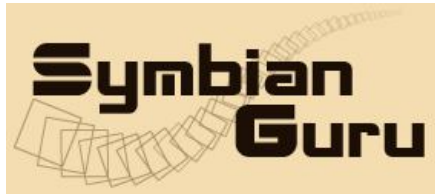- Exit (exits the application)

Edit expense

Here you can change already existing fields in the expense records.

Delete expense

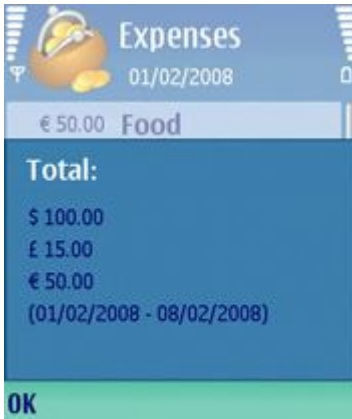Using this item you can remove any current expense record from the list of available.

Total

This option shows you the total sum of each currency for the period of time indicated by you in the records:
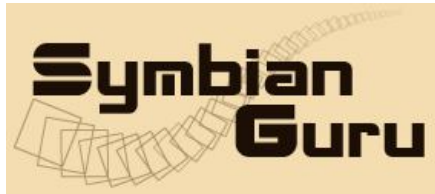
Mark/Unmark

For your convenience you can mark or unmark any record from the list of already existing. This feature is convenient if you would like to delete more than one record at the time.

Report

This option shows you the report on all the records.
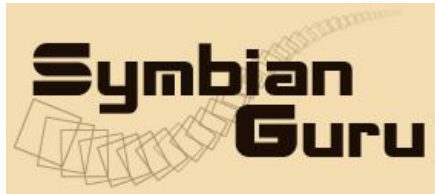The report can be made by Type, by Paid With or by Category (Business or Private).

For every report a date range should be given.

Also sorting by currency is asked. Currency selection is mean by which currency the amount of expenses will be sorted. Currency selection appear only if Sort by item from Settings → Preferenses is set to Expense value
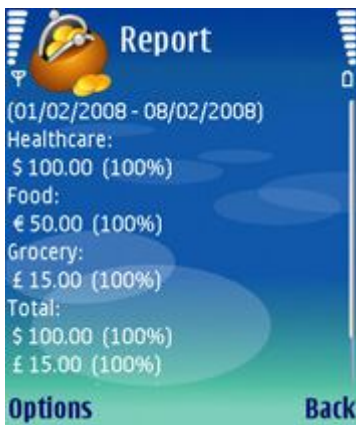
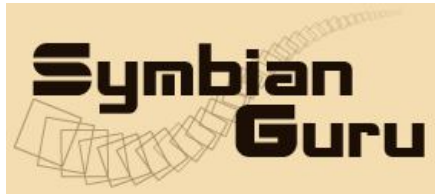An example report will have the following view on the screen of the mobile phone:

Now you can easily change the font colour and font size of the text in report messages. You should just press Options -> Settings -> Preferences -> Font size/Font colour and select the colour or size of the text from the predefined list.

An example of changed report will have the following view:

Export expenses

You can export all or selected expenses information to the text file, which can be transferred to PC and opened in any sheet editor like Microsoft Excel.

When clicking left soft key Options → Export expenses, you will see the next screen:
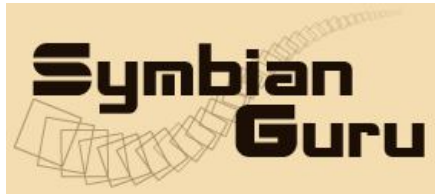
Here you can choose whether to export expenses to Phone memory or to Memory card.

In case the Memory card is not available, you will be able to export expenses only to Phone memory, and the screen will have the following view:

In case the destination chosen is Phone memory, you also have to select the folder from the list of available and then enter the name of the file:

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If the destination is Memory card, the same as previously, you have to choose the folder from the list of available and then enter the name of the file:
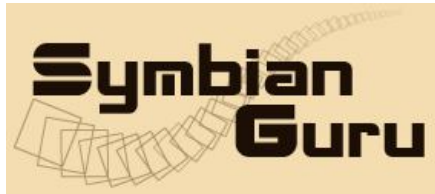

Import to PC

All the created files can be transferred to your PC with the help Bluetooth, Cable or IRDA. For this press Options – Send via.

You can open the exported file on your PC using a Sheet program like MS Excel.

To do this in an appropriate way for MS Excel you have to:
- Open MS Excel
- In the Toolbar choose button Data → Import External Data → Import Data
- In the Select Data Source screen select the exported expense record and click Open

- In the Text Import Wizard (step one) you have to choose the file type that best describes your data (in our case it's a Delimited file type; besides below is a screen where you can see the future view of your text)
- In the choice of delimiters please choose Comma as delimiter.
- The last step is selecting of each column and setting the Data Format
- After clicking the Finish button in the Import Data screen you can choose where you want to put your data (this can be either an existing worksheet or a new one)
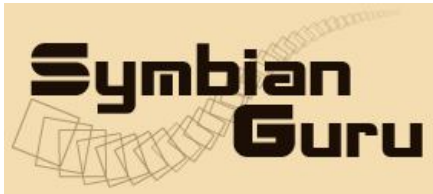
After passing all those steps you will receive a detailed table of your expense records exported from your mobile phone:

Expenses Settings

You can access Settings of Expenses with one click on the Settings button from left soft-key Options' menu.
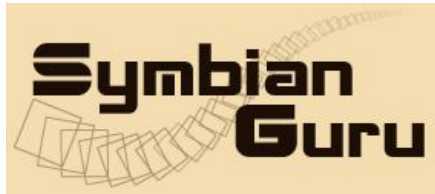
Settings contain following items:

- Preferences
- Expense types (you can assign your expense to your personal type)
- Currencies (you can track expenses in the appropriate currency)
- Payment types (you can track how much you spend using for example your credit card, and how much you pay in cash)
- Categories

Expenses Preferences

You can access Preferences of Expenses choosing Settings → Preferences. In preferences you can edit the following application view preferences:

- View (Extended view means showing also notes of the expense; Normal view means showing only amount and expense type)
- Currency position (here you can choose if the currency sign in the main screen should be shown before or after the expense amount)
- Sort order (here you can define in which order by date should the expenses be viewed in the main screen – ascending or descending)

- Sort by (here you define if the expenses should be sorted by expenses amount or by expenses types when making expenses report)

- Show percents (you can define to show percents of the expense in the total expenses amount in the corresponding report)

- Font size (you can define the font size of the text in report messages)
- Font colour (also you can choose the colour of the text in report messages)
- Change password (you can change password from time to time by entering the old password and the new one)

Expense types

In this screen you can see a list of all Expenses types. You can assign your expense to your personal type.
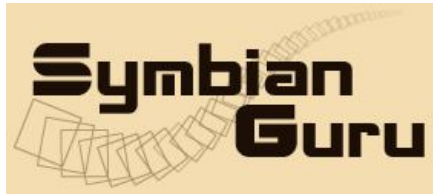
Clicking left soft key Options of this screen you can perform the following actions:
- Rename (here you can change name of already existing Expense type)
- New (creating of a new type)
- Delete (here you can remove the current type)
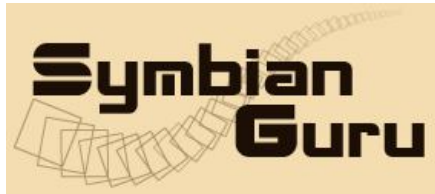- Help
- About
- Exit

Currencies

In this screen you can see a list of currencies used. You can always track expenses in the appropriate currency.

Clicking left soft key Options of this screen you can perform the following actions:
- Rename (here you can change name of already existing Currency)
- New (creating of a new currency)
- Delete (here you can remove the current currency)
- Help
- About

- Exit

Payment types

In this screen you can see a list of payment types used. You can track how much you spend using for example your credit card, and how much you pay in cash.
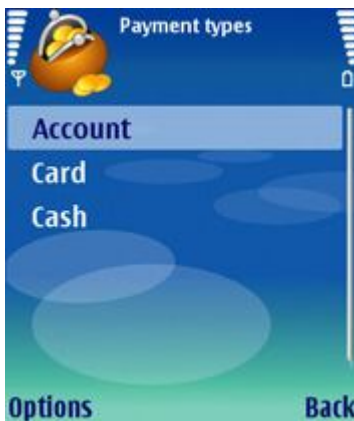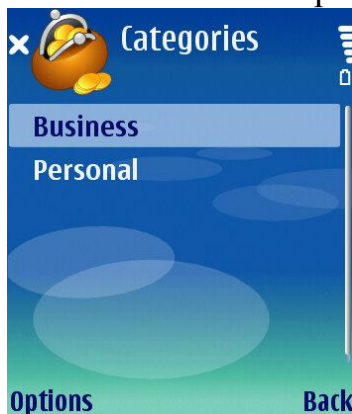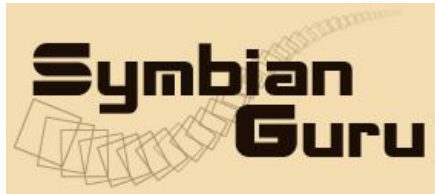

Clicking left soft key Options of this screen you can perform the following actions:
- Rename (here you can change name of already existing Payment type)
- New (creating of a new type)
- Delete (here you can remove the current Payment type)
- Help
- About
- Exit

Categories

Here you can see a list of used categories. You can track how much you spend for example in business or for personal use.
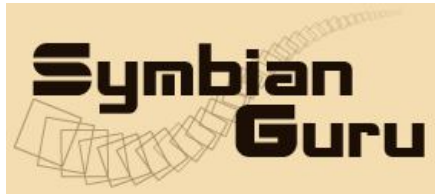
Clicking left soft key Options of this screen you can perform the following actions:
- Rename (here you can change name of already existing Category)
- New (creating of a new Category)
- Delete (here you can remove the current Category)
- Help
- About
- Exit

How to uninstall Expenses v 3.00

In order to uninstall Expenses, please go to the Menu → System → Applications Manager, choose the Expenses Application from the list and uninstall it in the usual way.

Expenses Support

If you have any questions or concerns regarding the programm, please contact us at support@symbianguru.com. Our experienced specialists are always ready to help you.