

Handy Expense for Sony Ericsson P800/P900

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Overview

Handy Expense is an expense-tracking program. Handy Expense allows you to record business expenses as they occur, thus, reducing the amount of time spent on creating an expense report and reducing the amount of non-reported expenses.

You can use Handy Expense to record your business expenses while you wait for your flight at the airport, or while you are flying to your next destination.

Features:

- Easy data entry
- User-defined expense categories
- User-defined payment source
- Storage of multiple trips (using folders)
- Customisable currency units and rates

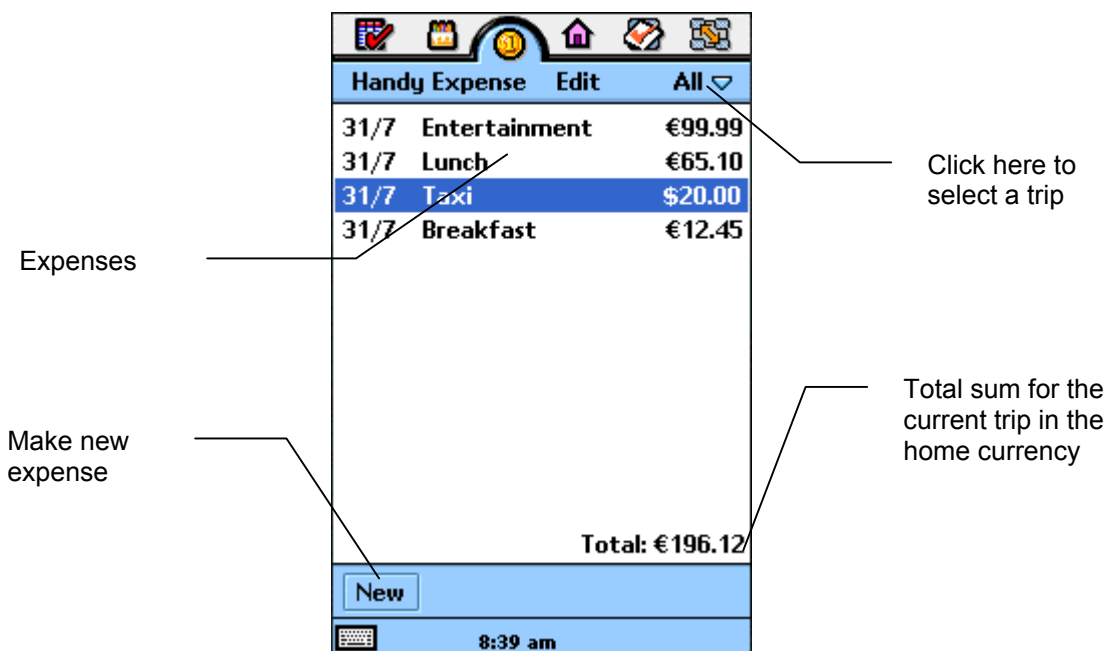
The **Desktop PC client** allows you to sync your data between your phone and your PC and then import them into Microsoft Excel or text file (CSV format).

Main view

The main view of Handy Expense shows the list of the expense (date, category and amount). You can see the total sum at the bottom of the list. The total sum is calculated in the **home** currency. See **Currencies** topic to know how to change it.

To sort the list, select **Sort by date** or **Sort by category** on the **Edit** menu.

You can filter the expenses by **trips** (folders) by choosing one in the top right corner. Select **All** to see all the expense. Select **Edit trips** to create new or modify existing trips.



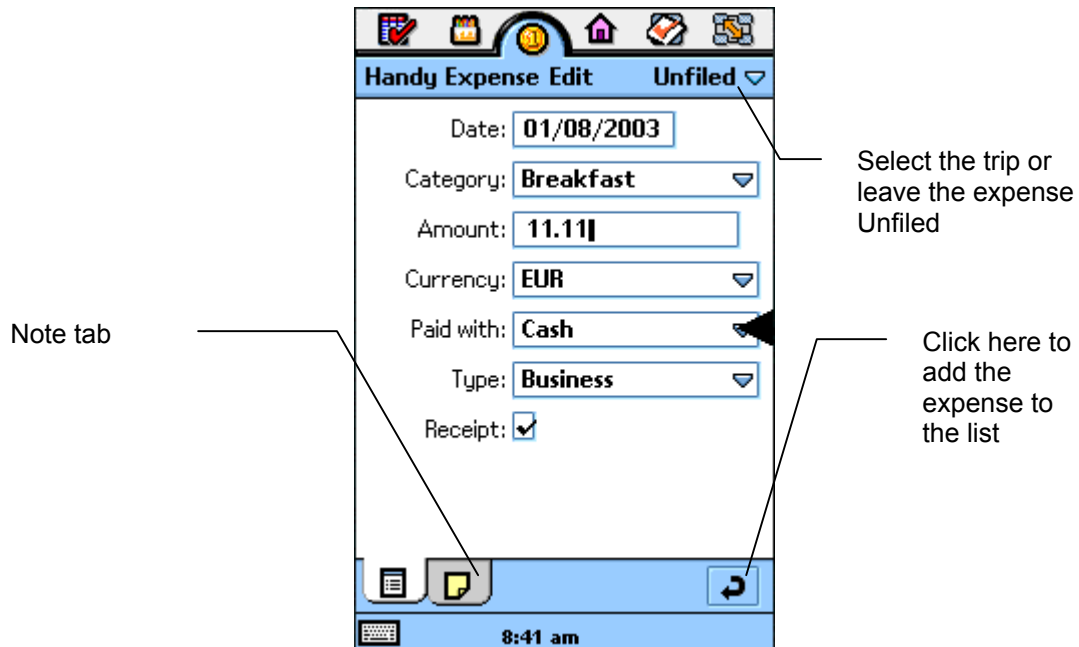
New expense

Select **New** on the **Handy Expense** menu to record a new expense.

Enter the expense details:

- **Date** – date of the expense
- **Category** – category (Breakfast, Taxi, Shopping, ...)

- **Amount** - amount
- **Currency** - currency
- **Paid with** – payment method (Credit card, Cash, ...)
- **Type** – type of the expense (Business or Personal)
- **Receipt** – tick if you have the receipt



You can also write a note for the expense by selecting the **Note** tab at the bottom.

In the upper right corner select the **trip** (folder) for this expense.

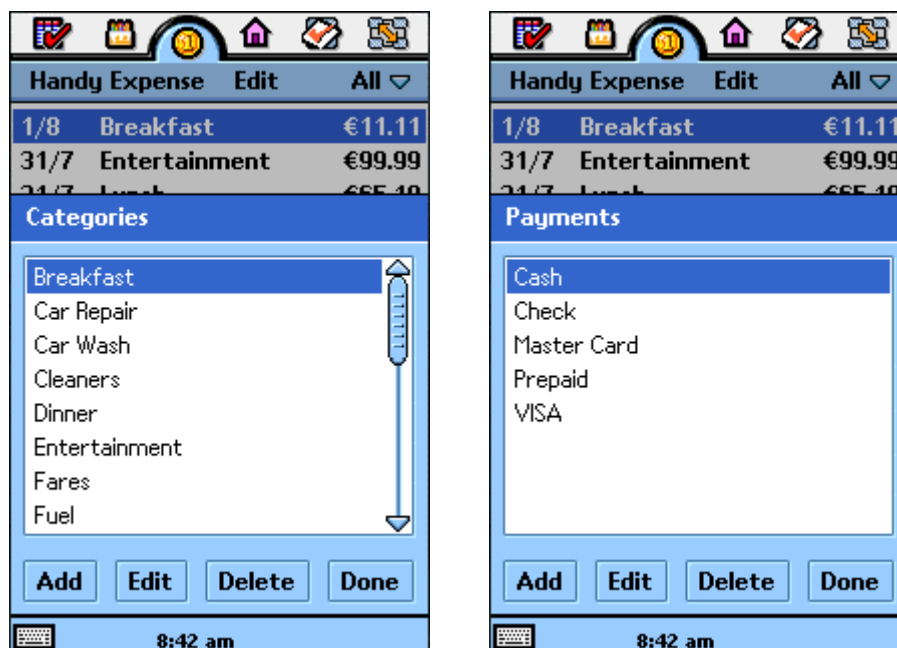
✍ Categories, currencies and payment methods can be customized via the **Edit** menu in the main view.

Categories and payments

Select **Edit categories** on the **Edit** menu to customize the currencies.

In the appeared dialog you can add, edit and delete entries.

Select **Edit payments** on the **Edit** menu to change the payment methods in the same way.



Currencies

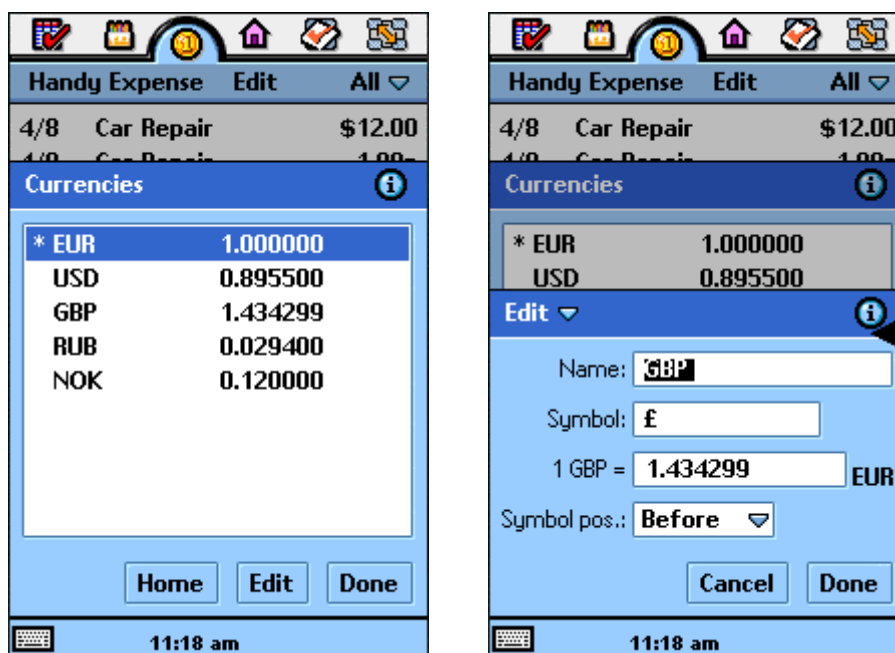
Select **Edit currencies** on the **Edit** menu to change the currencies. The **Currencies** dialog shows the currencies and their exchange rates (with the **home** currency). The home currency has '*' mark.

Select the currency and press **Edit** to set the currency details:

- **Name** – name of the currency
- **Symbol** – symbol of the currency to show in the main view
- **Exchange rate** – exchange rate with the home currency
- **Symbol position** – currency position (before or after amount)

Press **Home** to set the currency as home currency. It will be used to calculate the total sum in the main view and to set exchange rates for other currencies.

✎ When you change the home currency, Handy Expense will recalculate the exchange rates for all the currencies properly.



Sync with PC

To sync your data with PC:

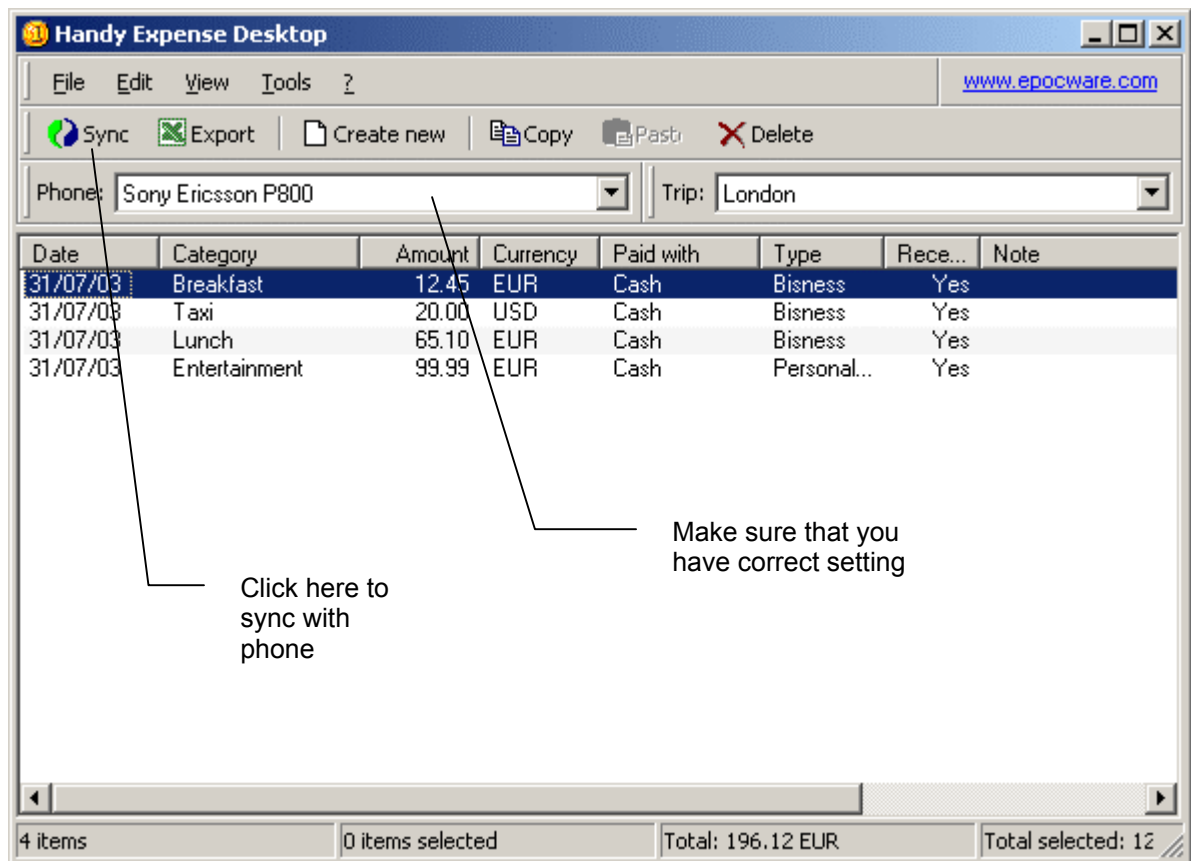
- Start **Handy Expense Desktop** on PC (via Start Menu> Programs> Epocware> Handy Expense).
- Close Handy Expense on the phone (select **Exit** on the **Handy Expense** menu).
- Press the **Sync** button on the toolbar of Handy Expense Desktop.

Your data will be synchronized with PC.

Troubleshooting

If you cannot sync:

- Make sure that you have **PC Suite** software installed on the PC and that the phone is connected.
- Make sure that you have the correct phone type selected in the toolbar of Handy Expense Desktop.



Files

Handy Expense stores its data in two files: **Expense.ind** and **Expense.dat** in the **C:\System\Apps\Expense** folder on the phone.

Handy Expense Desktop stores its data in the same two files: **Expense.ind** and **Expense.dat** in the **C:\Program Files\Epocware\Handy Expense** folder on the PC.