XPNS
Expense Reporting System
Users Manual

Version 2.00

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Enhancements and Changes

     Many enhancements and changes have been made to the XPNS system
since the last major release. Some of these major changes are;

o Multi-user capabilities, using the users initials as the file
   extension to segregate users data files.

o Add the "/E:iii" DOS command line parameter.

o Select a specific Vendor or Category on the Range Summarize Report

o Sub Categories to track additional expenses such as mileage and
   postage.

o Output printed report to the SCREEN for the users review.

o Ask you to pick an Expense Report if none is current when any of
   the Expense routines that require an Expense is executed.

o Calculate and print the day and month for each day of the Expense
   Report.

Shareware Definition

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register. Individual programs differ on details -- some request registration while others require it, some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

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XPNS is a "shareware program" and is provided at no charge to the user for evaluation. Feel free to share it with your friends, but please do not give it away altered or as part of another system. The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products. If you find this program useful and find that you are using XPNS and continue to use XPNS after a 30 day trial period, you must make a registration payment of $12.00 (U.S. dollars) to William Dowling of Treeless Software and Design. The $12 registration fee will license one copy for use on any one computer at any one time.

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You are encouraged to pass a copy of XPNS along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it. All registered users will receive a copy of the latest version of the XPNS system.

List of Files on Distribution Disk

The following files should be included on the distribution disk received from Treeless Software and Design. If any of the files are missing, please contact Treeless Software and Design at the number shown on the title page of this manual.

```
XPNS.EXE        Expense Reporting Program
XPNS.PRN        User Manual for Expense Reporting System
XPNSREGS.PRN    Registration form
XPNSVEND.PRN    Terms of distribution and payment
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Keyboard Control

        There will be times when the program will request you to supply
information to process a command. The following will explain what
certain keys on your keyboard will do to the program. Always look at
the bottom line on the screen. If certain keys are required to process
a command, it will be explained there.

ESC   This is the usual method to cancel the current command.

F10   This is the usual method to accept the current input and
                continue processing the command.

UP ARROW   The UP arrow will move the cursor to the prior command or
                field, and will wrap around to the last command or field
                if the cursor is on the first command or field.

DOWN ARROW   The DOWN arrow will move the cursor to the next command
                or field, and will wrap around to the first command or
                field if the cursor is on the last command or field.

HOME   This will move the cursor to the first command or field
                in a scroll window.

END   This will move the cursor to the last command or field in
                a scroll window.

SPACE   In certain input fields, pressing the SPACE key will
                display the next valid option for that field or display
                the options that are available.

TAB   This works the same as the UP ARROW key in moving to the
                next field.

SHIFT TAB   This works the same as the DOWN ARROW key in moving to
                the prior field.

1. Introduction

XPNS was written to automate the entry, printing and historical reporting of business travel expenses required by most companies. Its' purpose is to keep track of all expenses incurred by you while you were away on a business trip. Expenses are broken down into ten categories ranging from lodging, transportation, entertainment and meals just to name a few. Except for meals (Breakfast, Lunch, and Dinner) the remaining categories can be changed to suit your individual or employers needs. Sub Categories may also be created within a Category to retain information on repetitive expenses such as Mileage or Postage.

Depending on the needs, each individual category can be configured to retain itemized details such as Name of Persons Entertained, Time and Place, Nature or Purpose of Item, Percent Allocated to Business, and whether the expense is reimbursable or not. An example of a non-reimbursable expense is an airplane ticket purchased by your employer but used by you on the business trip. You did not pay for the ticket so you should not be reimbursed for its' cost, but your employer still wants the ticket itemized on your expenses for accurate record keeping and budgeting.

1.1. Overview of Files

XPNS creates and uses several files to properly administer the Expense Reporting System. The permanent files are;

XPNSUSER.DAT   This is the main user information file that contains your Name and Address. It may also contain your modifications to the Category and Report Headings.

XPNSUSER.iii   This is the individual user information file that contains your personal Name and Address. The extension "iii" is substituted with your initials and is used on a multi-user system.

XPNSCGTO.DAT   This file has records containing the names and addresses of the Charge-To types (Payment Methods); such as "Cash", "Check", "Company Credit Card", etc.

XPNSVEND.DAT   This file has records containing the names and addresses of the Vendors that were paid for a specific expense; such as "American Air Lines", "Mobil Gas", "Holiday Inn", "Tippys Bar and Grill", etc.

The following miscellaneous files are created and used by the Expense Reporting System to process individual Expense Reports;

XRyymmdd.DAT   Each Expense Report will be stored in its' own unique data file. The "yymmdd" indicates the Year, Month, and Day of the individual Expense Report.

XRyymmdd.iii   Each Expense Report will be stored in its' own unique
                data file. The "yymmdd" indicates the Year, Month, and
                Day of the individual Expense Report. The extension
                "iii" is substituted with your initials and is used on
                a multi-user system.

XRyymmdd.PRN   If output is directed to a FILE when you do a PRINT or
                SUMMARY command for a specific Expense Report, the
                formatted output can be found in this file instead of
                being printed at your printer. This file is overwritten
                with a new report each time a new print command is
                issued. The "yymmdd" indicates the Year, Month, and Day
                of the individual Expense Report.

XRyymmdd.TXT   This file is used to EXPORT all information about a
                specific Expense Report to an ASCII file. This file can
                then be used by another program to access the
                information about this Expense Report. The "yymmdd"
                indicates the Year, Month, and Day of the individual
                Expense Report.

XSUMMARY.PRN   If output is directed to a FILE when the RANGE
                SUMMARIZE command is used to summarize all or a range
                of Expense Reports, the formatted output can be found
                in this file instead of being printed at your printer.

2. Installation

The files on your distribution disk should be copied from the floppy disk onto your hard disk. If possible, a unique and separate directory should be used to hold the Expense Reporting files. Assuming your floppy drive is drive A: and your hard drive is drive C:, then use the following to create a directory and copy the distribution files;

```
C:              Access the C: drive
CD \            Move to the "ROOT" directory
MD XPNS         Make a new directory
CD XPNS         Move to the new directory
COPY A:*.*      Copies all files from the distribution disk
```

After the distribution files have been copied onto your hard disk, start the XPNS program to complete the installation. Upon running the program for the first time, XPNS will create the three permanent files it needs to properly operate and will ask you for all necessary information.

You will first be asked to enter your name, address, and company department. After entering this information press the "F10" key to save the User Information.

You will next be asked to enter the Miscellaneous Setup Information. The displayed default parameters will be; to print on a standard IBM type printer, in portrait orientation, to LPT1; that XPNS should use the system configured default video mode (color or monochrome) and a non-LCD monitor, and that this is not a multi-user system. If any of these parameters need to be changed, move the cursor to the proper field and press the "SPACE" key until the parameter has changed to what you want. After all the information is correct, press the "F10" key to save the Miscellaneous Setup Information.

XPNS will next inform you that the Vendor File does not exist and will ask if you wish to continue. Press the (Y)es key to continue the program. You will next be asked if you want to create a default XPNSVEND.DAT file. If you answer (Y)es to this question, the program will create the Vendor file with a "MISC" vendor record in it. If you answer (N)o to this question, an empty Vendor File will be created.

You will next be asked the same information as in the prior paragraph concerning the Charge-To file. Answering (Y)es to the questions will create a XPNSCGTO.DAT file with a "MISC" charge-to record in it.

2.1. Startup Parameters

There are several parameters that can be used when the XPNS program is started. Normally XPNS will determine the type of video adapter your computer has installed, but there might be times when you either need or want to override the default startup parameters. For instance if you have a lap top computer with a CGA adapter and an LCD

monitor, XPNS might think you have a color monitor and startup trying
to display colors. To properly view the screen, you will need to
inform XPNS that you have a monochrome and LCD monitor. The following
are the commands available during XPNS startup:

XPNS /L   This parameter option is used to inform the program that
               you are using an LCD monitor.

XPNS /M   This parameter option is used to inform the program that
               it should display the screen in black and white. This
               option must be used if you have a monochrome or black and
               white monitor.

XPNS /C   This parameter option is used to inform the program that
               it should display the screen using color.

XPNS /E:iii   This parameter is used to start XPNS with a specific
               multi-user initials. The characters "iii" should be
               substituted with the users initials.

XPNS /E: This parameter is used to start XPNS with the default
               "DAT" user initials.

3. XPNS Commands

3.1. Control

   The following commands are used to create or delete Expense
Reports files, to modify the startup parameters, to display
information concerning this program, and to terminate the program.

3.1.1. NEW

   Use this command to create a new Expense Report file. You will be
asked to enter the "Ending Date" of the new Expense Report. The
date you enter will be used in the filename of the file that stores
the Expense information. The current date will be shown as the
default date, either use this date or change it to the date you
require. After you have entered the date press the "ENTER" key to
accept the date.

   You will next be asked to verify your Name and Address
information. Either accept the programs' default or change the
fields to suit your needs. Press the "F10" key to accept the Name
and Address information.

   Next the program will ask you to enter the "Miscellaneous Expense
Information". This information consists of the cash advance amount
(if any) you received from your employer before leaving on the
business trip, the total number of days you were away on the trip,
the percentage of the trip you spent on personal business (if any),
and finally four lines of thirty characters each describing the
nature or purpose of the business trip. After entering the
necessary information, press the "F10" key to save this
information.

   The Name and Address and the Miscellaneous Expense Information
you entered above will be printed on both the Expense Report and
the Expense Summary Report.

   The Expense Report you just created will become your "Current
Expense" and detail can now be added by issuing the EXPENSE/MODIFY
command.

3.1.2. OPEN

   This command will display a sorted list of all Expense Report
files found on your disk. Both the Expense date and the filename of
each Expense file will be displayed. By using the "ARROW KEYS",
highlight the Expense Report you wish to work with and press the
"ENTER" key to make that Expense the "Current Expense".

3.1.3. DELETE

   This command will display a sorted list of all Expense Report
files found on your disk. By using the "ARROW KEYS", highlight the

Expense Report you wish to delete. The highlighted Expense file
will be deleted upon your answering (Y)es to a verification
question. Once you delete an Expense, the file is physically
deleted from your disk and will not be available for further use.

3.1.4. CLOSE

This command will remove reference of the "Current Expense" so
you can either create a new Expense or delete an existing Expense.

3.1.5. SETUP

This command will allow you to modify the Miscellaneous Setup
Information. The information entered here is used by the program to
determine how the printer is attached to your computer, LPT1, LPT2,
COM1, COM2, FILE, or SCREEN; how you want the Expense Report
printed, portrait (upright), or landscape (sideways); the type of
printer you have, standard IBM, or HP LaserJet; what color scheme
you want to use on the program startup, hardware default, color, or
monochrome; whether you have an LCD monitor or not, whether the
system is being used as a multi-user system, and the data file
extension used for Expense Report files.

If a printer type of "FILE" is used, all printed output will be
written to a disk file so that the report can be reviewed, E-Mailed
or printed at a latter time. If the type is "SCREEN", all printed
output will be displayed on the users computer screen so that the
report can be reviewed before it is actually printed.

A multi-user system is advantageous if more than one person uses
the same computer to input Expense information. Each persons' data
files are saved on disk under a unique extension. It is also useful
for the manager to collect his employees data files by E-Mail and
use their data for reporting and budgeting.

If any of these parameters need to be changed, move the cursor to
the proper field and press the "SPACE" key until the parameter has
changed to what you want. After all of the information is correct,
press the "F10" key to save the Miscellaneous Setup Information.

3.1.6. ABOUT

This command displays the address of Treeless Software and Design,
the current XPNS version number, and the available memory the
program has to work with.

3.1.7. EXIT

This command terminates the XPNS program and returns the user to
the DOS prompt.

3.2. Maintenance

The following commands are used to modify miscellaneous information files used by the Expense Reporting System.

3.2.1. USER

The information entered here is used to describe you the user. You will be asked to enter your name, address, and company department number. This information is used as the default data when a new Expense Report is created. Press the "F10" key to accept the Name and Address information or the "ESC" key to cancel the modifications.

3.2.2. CHARGETO and VENDOR

The purpose of these files is to provide accurate record keeping and budgeting information as to how much and to whom you spent money on your business trips. If you or your employer do not have the need for such record keeping or budgeting forecasting, then each file should contain only the default "MISC" record and all expenses should reflect "MISC" as both the Charge-To and Vendor.

The procedures for maintenance of the Charge-To and Vendor files are identical. The information processed and saved is the same for both files, it's just that the files represent different things to the program. The Charge-To file has records containing the names and addresses of the Charge-To types (Payment Methods) such as "Cash", "Check", Company Credit Card", etc. While the Vendor file has records containing the names and addresses of the Vendors (Who You Paid) that were paid for a specific expense such as "American Air Lines", "Mobil Gas", "Holiday Inn", "Glenda's House of Massage", etc.

Within the Charge-To or Vendor Maintenance you can ADD, MODIFY, DELETE or LIST the individual records. All records are identified by a one to five character Index Key. This Key is used to identify each individual Charge-To or Vendor record. The fields that you will be asked to enter when you ADD a new record or MODIFY an existing record are the Name and Address of the Charge-To or Vendor record.

3.2.3. CATEGORIES

The XPNS system has been written to group all expenditures into ten Categories of Expenses. These categories are the major spending groupings that most companies want itemized and/or summarized by their employees when they are reporting on their business trip expenses. The initial categories that XPNS creates are: Lodging, Transportation - Air or Rail, Transportation - Rental Car or Limousine, Transportation - Taxi/Tolls/Buses, Transportation - Automobile Expenses, Entertainment, Miscellaneous Expenses, Meals - Breakfast, Meals - Lunch, and Meals - Dinner.

Except for the Meal Categories (Breakfast, Lunch and Dinner) the remaining categories can be changed to suit your individual or employers needs. Depending on the needs, each individual category can be configured to retain itemized detail such as Name of Persons Entertained, Time and Place, Nature or Purpose of the Item, Percent Allocated to Business, and whether the expense is reimbursable or not.

An example of a Non-reimbursable expense would be an airplane ticket purchased by your employer but used by you on your business trip. You did not pay for the ticket so you should not be reimbursed for its' cost, but your employer still wants the ticket itemized on your expenses for record keeping and budgeting.

The information that can be modified for each category (excluding Meals) are the following: 1) A one line description that is used throughout the program and on reports that describe this expense category. 2) Two descriptive lines used as category report header lines on the Expense Reports. 3) An Itemization Code that informs the program if this individual category is to be itemized on the Expense Report. The Itemize codes are; "0" if no itemization is needed, "1" if you want a detailed itemization, "2" if summary itemization group one is to be used, and "3" if summary itemization group two is to be used for this category.

In addition, each category (including Meals) has a minimum dollar amount to itemize field. This dollar amount must be equaled or exceeded before the expense will be itemized on the expense report. Initially, the minimum itemized dollar amount has been set to $0.00 for all categories except for the three Meals which have a $25.00 amount set for itemizing.

If after changing the Category Information for a category, you decide you no longer need or want that modification, all you need to do is RESET either that specific category or all modified categories. XPNS will reset the specific or all categories to the initial program default settings.

You may also modify (or reset to initial program default settings) the Summary Header information. These are the report headers used for the two Summary Itemization sections on the Expense Reports. These two Summaries are used to report a brief description of an individual expense item. XPNS will initially set the two Report Summary Headers to "Automobile Expenses" and "Miscellaneous Expenses". All "Transportation-Auto Expenses" and "Misc Expenses" expense items will be summarized under these summary Headers on the Expense Report.

3.3. Expenses

Before you execute any of the following "Expense" commands, you must have a "Current Expense". This can be accomplished by using either the NEW or OPEN command under the "Control" commands before attempting to execute this command. If no expense is "Current" when any of the

"Expense" commands are executed, the program will display a sorted
list of all Expense Report files found on your disk. Both the Expense
date and the filename of each Expense file will be displayed. By using
the "ARROW KEYS", highlight the Expense Report you wish to work with
and press the "ENTER" key to make that Expense the "Current Expense".

3.3.1. MODIFY

This command is the heart of the Expense Reporting System. It
allows you to enter or modify the individual Expense Items that are
to be totaled on the Expense Report.

3.3.1.1 Expense Item Fields

Each individual Expense Item has the following information that
can be modified by using the ADD, PRIOR or MODIFY commands;

Day of the Week -- Press the SPACE key to make a choice of which
day of the week this Expense Item is for.

Category -- Press the SPACE key to make a choice of which
category or sub-category this Expense Item is for. To create a
new sub-category, place the cursor on the "Add Sub Category"
line and press "ENTER". All existing Sub-Categories will be
displayed below this line.

Vendor -- Press the SPACE key to make a choice of which vendor
this Expense Item is for.

Charge-To Account -- Press the SPACE key to make a choice of
which charge-to account this Expense Item is for.

Expense Item Amount -- Enter the dollar amount of this Expense
Item.

Names/Itemized Description -- Enter an optional description for
this Expense Item. This can be any information you want but
should be used to identify this expense or could be who you
had a business meal or meeting with (The IRS likes to know
this information).

Time and Place -- Enter the optional Time and Location of a
business meeting or meal (another IRS requirement).

Nature and Purpose -- Enter the optional information about the
reasons for the meeting or meal (again the IRS wants to know).

% Allocated to Business -- Enter the percentage of the business
meeting or meal that was dedicated to business discussions
(the IRS strikes again).

Reimbursable Expense -- Press the SPACE key to change from YES or
NO. If this is not a reimbursable expense, the Expense Item

Amount will not be used in calculations determining the amount your employer needs to reimburse to you.

3.3.1.2 Sub Categories

Sub Categories may be used to retain information on repetitive expenses such as Mileage or Postage. A sub category must relate to a main category, for instance a sub category of "Mileage" should be totaled under the "Trans-Auto Expenses" category. The "Multiply Constant" is multiplied by the "Expense Item Amount" to calculate the actual expense cost. An example is using "$0.285" as the sub categories' "Multiply Constant" and the Expense Items' "Expense Item Amount" as the actual miles driven. The calculated amount will be the actual expense cost. The "Single Line Summary" informs the program if you want each individual sub category expense item, or a single line containing the total of all individual items of this sub category on the Expense Report.

3.3.1.3 Modify Commands

Four windows will appear on your screen which show all pertinent information needed to enter and verify the Expense Information. The windows shown are; 1) the "Command Scroll List" which is where you issue all commands; 2) the "Daily Summary" which shows where you were and how much you spent for each day of the week and the total for all days; 3) the "Category Summary" which shows how much you have spent for each category and the total for all categories; and 4) detail of all Expense Items sorted by day of the week and category.

There are three types of commands available to process the Expense Report. The first type processes the individual Expense Items, the second command grouping processes miscellaneous information for this Expense Report, and the last command grouping is used to modify system wide information.

The Individual Expense Item commands consist of the following which are used to process the individual Expense Items contained in this Expense Report.

ADD EXPENSE ITEM -- This is used to add a new Expense Item for this Expense Report.

DUPLICATE PRIOR ITEM -- This command is used to add a new Expense Item with the same information used on the last Expense Item added. An example for using this command is to enter a hotel bill in which you are charged the same rate for multiple days stay at that hotel. The amount you are charged, the Vendor and the Charge-To are identical, so the only field that would need to change would be the day of the week.

MODIFY EXPENSE ITEM -- This command is used to change any field for an Expense Item.

DELETE EXPENSE ITEM -- This command is used to physically delete all references to an existing Expense Item.

SCROLL EXPENSE ITEMS -- This command is used to scroll through the list of Expense Item Detail.

The following are commands used to modify miscellaneous information for this Expense Report.

DAILY LOCATION -- This command is used to record information about a specific day of the week. It will first ask which day of the week you wish to modify. After choosing the day, you will be asked to enter the "City and State" and "Who Visited" for that specific date. This information will be shown on the formatted Expense Report.

USER ADDRESS -- This command is used to modify your Name and Address information. This information will be shown on the formatted Expense Report. After modifying the necessary information, press the "F10" key to save this information.

MISC INFORMATION -- This command is used to modify Miscellaneous Expense Information that will be shown and used for calculations on the formatted Expense Report. This information consists of the cash advance amount (if any) you received from your employer before leaving on the business trip, the total number of days you were away on the business trip, the percentage of the business trip you spent on personal business (if any), and finally four lines of thirty characters each describing the nature or purpose of the business trip. After modifying the necessary information, press the "F10" key to save your changes.

EXIT -- This command will exit the modification routines of XPNS.

The following commands are used to modify system wide information that affect not only this Expense Report but all other prior or future Expenses.

CHARGE-TO RECORDS -- This command will activate the same routines as described earlier to modify the Charge-To Information file. The Charge-To file has records containing the names and addresses of the Charge-To types (Payment Methods) such as "Cash", "Check", Company Credit Card", etc.

VENDOR RECORDS -- This command will activate the same routines as described earlier to modify the Vendor Information file. The Vendor file has records containing the names and addresses of the Vendors (Who You Paid) that were paid for a specific expense such as "American Air Lines", "Mobil Gas", "Holiday Inn", "Glenda's House of Massage", etc.

CATEGORY RECORDS -- This command will activate the same routines as described earlier to modify the Category information file.

These categories are the major spending groupings that most companies want itemized and/or summarized by their employees when they are reporting on their business trip expenses. The initial categories that XPNS creates are: Lodging, Transportation - Air or Rail, Transportation - Rental Car or Limousine, Transportation - Taxi/Tolls/Buses, Transportation - Automobile Expenses, Entertainment, Miscellaneous Expenses, Meals - Breakfast, Meals - Lunch, and Meals - Dinner.

SUB CATEGORY RECORDS -- This command will modify the Sub-Category information if any exists.

3.3.2. PRINT

This command will print a formatted Expense Report that can be signed by you and your manager (if required), which can then be submitted to your employer for reimbursement of your expenses. The Expense Report will be printed in either PORTRAIT (upright) or LANDSCAPE (sideways) mode depending on how your Miscellaneous Setup Information is configured.

The formatted Expense Report will show totals for each category for each day of the week, and will give totals for each day and for each category. It will also calculate the dollar amount due you, or how much of the cash advance is remaining. The Expense Report will also show the Itemized and Summary Expense details for the categories and sub categories configured to be summarized.

Non-Reimbursable expenses are flagged within the daily category section of the report with a "*" next to the daily category dollar amount and also next to the Weekly and Daily Totals for that day and category. The Itemized and summary Expense details will also signify non-reimbursable expenses with a "*" next to the dollar amount.

3.3.3. SUMMARY

This command will print a detail line for each Expense Item entered for a single Expense Report. All information entered by the user (Day, Category, Vendor, Charge-To, Amount, Description, Place, Nature, and Percentage) will be printed. Non-Reimbursable expenses are flagged on the line item detail report with a "*" next to the dollar amount.

The Summary Report will show the grand total for all Expense Items. It will also calculate the dollar amount due you, or how much of the cash advance is remaining. The Summary Report will also show totals for all Vendors', Charge-Tos', Categories, and Days of the Week used in the Expense Report.

3.3.4. EXPORT

This command is used to create an ASCII data file of a specific Expense Reports' information to be used as input into another

program such as a spread sheet or database program. The filename created for the output data file is "XRyymmdd.TXT" where yymmdd is the year, month and day of the Expense. Three different comma delimited record types are created in the ASCII output data file.

Type 1: Employee header information;

```
field 1    1
field 2    Employee Name
field 3    Employee Department
field 4    Expense Date
```

Type 2: Day of the week, where you were and who you visited;

```
field 1    2
field 2    Numeric day of week; 1 = Sunday, 2 = Monday, etc..
field 3    City and State information
field 4    Who Visited information
```

Type 3: Individual Expense item specifics;

```
field 1    3 (Expense Item) or 7 (Sub Category Expense Item)
field 2    Numeric day of week; 1 = Sunday, 2 = Monday, etc..
field 3    Numeric category number from 1 through 10
field 4    Vendor Key
field 5    Charge-To Key
field 6    Names or Itemized Description
field 7    Expense Amount expressed as an integer (*100)
field 8    Time and Place
field 9    Nature and Purpose
field 10   Percent Allocated to Business
field 11   Reimbursable, "Y" if yes
field 12   Sub Category constant multiplier (*1000)
Field 13   "Y" if single line summary
```

3.4. Range

3.4.1. SUMMARIZE

The Range Summarize command gives a summarization report of all Expense Reports entered within a specific date range. XPNS will determine the oldest and newest Expense files on your system, display these dates, and ask you to verify the starting and ending dates for this report. A specific Vendor or Charge-To can be requested if you want the report to give information on Expense Reports if that specific Vendor or Charge-To is referenced on that Expense Report. Once the required parameters are modified to represent your request are acceptable press the "F10" key.

This report will contain a one line summarization of each Expense Report found within the date range, Vendor and Charge-To criteria each with category and Expense totals. It will also give a grand total for all Expenses and for all categories.

Vendor and Charge-To Key errors are reported on the individual Expense Report summarization line. If a category has an undefined Vendor or Charge-To Key associated with it, the program will print a "V" or "C" (or "B" if both are invalid) next to the category total for that Expense and will put a "*" next to the date to signify that an error occurred within that Expense Report.

This report will also give itemized totals for all Vendors and Charge-To keys that had activity. This gives you the user a better idea of how and where the expenses are going. These totals also give you a method of estimating your Expense budget for next year. By giving different dates for the Summary Report, you can produce reports of your Expenses for a specific month, quarter or year.