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MILLIE V.2.4
Welcome to InfoWare Solutions MILLIE Expense writer.

MILLIE is designed to meet the needs of todays professional by creating expense reports in a format that allows for more than just a statement of expenses incurred; MILLIE will also:

-Record expenses by client (should you wish to bill the client for expenses incurred on their behalf). Ideal for Lawyers, Accountants, Contract work,etc.
-Record expenses by category (i.e. Meals, Hotel, Auto, etc.).User defineable.
-Record all expenses by method of payment (i.e. Company card, Amex, Visa, Master Card, cash, prepaid,etc.)
-Track two defineable Tax types (if needed for rebate where applicable)
-On screen ledger of categories.
-Preview of reports

You will find MILLIE to be a friendly program that you can master in just minutes. Get MILLIE working for you and you will never again dread the process of submitting your expenses.

InfoWare Solutions Inc.
P.O. Box 7256
Ottawa, Ontario, CANADA
K2A 4E3
CIS ID 74003,757
InfoWare BBS (613) 721-9699

Getting Started

When entering the program for the first time there are several user defineable fields that must be set up prior to recording any expenses.

Report Set Up:
Click on the red Report set up tab, then enter the information as required by the headings; this tells MILLIE whose reports she is generating and the period of time that she is reporting on. Do this by clicking the mouse in each box to set the cursor, then type what is required.

Setting the Report From and To dates will label your expense report as to the dates you are reporting for.(Note: these dates are not used for sorting).

To set the From Date click on the box with that label, a pop up calendar appears, then use the scroll arrows at the top left of the calendar to select the month, then click on the date in the month you wish the report to start on and click OK at the bottom of the calendar. You have now set the date. Repeat the process to set the To date.

Tax1 and Tax2
Click in the Tax1 box and enter the name of the tax you wish to record (i.e. FST would refer to Federal Sales Tax or State might refer to State sales tax). MILLIE will track two taxes if required. Taxes are usually recorded seperately if there is a refund available to the company on certain taxed items. This will vary depending on the tax laws of your region.

Once the required information has been entered in the Report set up screen click OK to return to the main screen.

List Set Up
Click on the blue List set up tab, this is where you can define the categories which you will be recording your expenses under as well as creating a list of charge to options, and where you create your client list.

Category List:
A basic list is supplied, however you may rename any of these by clicking on the box you wish to rename and entering what you would like to call that category, then click Ok to effect the change.
Charge to List:
Once again a basic list is supplied, however you may add to the list by placing the cursor in the charge to box and typing whatever option will be required, then click the ADD button below the list.
Client List:
Click on the Client List box and enter a client name, then click the ADD button below the box to record the name on the list. Repeat until you have entered your list of clients.
NOTE: If you are charging expenses to in house projects you should record the project name as if it were a client.
When your List Set up is complete click OK to return to the main screen.

NOTE: You may return to and add to your lists at any time.

Recording Your Expenses

MILLIE allows you to do all of your expense recording from the main Entry Panel screen.

Click on the Date Box to record the date of the expense you wish to record,

the pop-up calendar appears, click on the appropriate date on the calendar then click OK on the calendar to record the chosen date. Click in the Description box to position the cursor and enter a brief description of the expense, Click in the appropriate tax box if required to record the amount of tax related to this expense by using the pop-up calculator, be sure to click OK on the calculator to record the amount in the Tax box. Click in the Cost box to record the overall cost of the expense and again click OK on the calculator.
Click on the Client box and choose the client (if any associated with this expense ) from the drop list of clients by clicking on the appropriate client. Click on the Charge to list to select the method of payment used for this expense.Click on the white Title Tab to select the category of this expense, once done click the ADD button and the expense is recorded in the ledger and will appear on the screen. This expense has now been recorded.

Note: The above procedure can be entered in any order you choose as long as you click on the ADD button last to record it.

You may enter as many entries as you like in any order as MILLIE will sort them all out by date. You can change categories any time MILLIE wont mind.

Editing an entry
To edit any of your expense entries, double click on the entry in the ledger, this will recall the entry to the Entry Panel, make the changes required and click OK, your changes are made.

Deleting an Entry
To delete any of your expense entries, double click on the entry in the ledger and drag and drop it in the trash can provided on the screen.

Printing Reports
Click on the Green Print Report tab and the printing options will appear.
MILLIE will print or view on screen:
-the complete expense report
-expense report by client
-expense report by charge to

Unfortunately the shareware version of MILLIE will only allow you to view your reports on the screen and will not allow printing..

To create a new expense report click on the File option at the top of screen, then click on new report.

To order MILLIE see the Order.doc file.
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