

# Command Index



## Commands

[File Menu](#)  
[Edit Menu](#)  
[Maintenance Menu](#)  
[Expense Report Menu](#)  
[Windows Menu](#)  
[Help Menu](#)

## Toolbar

[Toolbar Commands](#)

## Procedures

[Copying Text](#)  
[Deleting Text](#)  
[Exiting](#)  
[Printing](#)

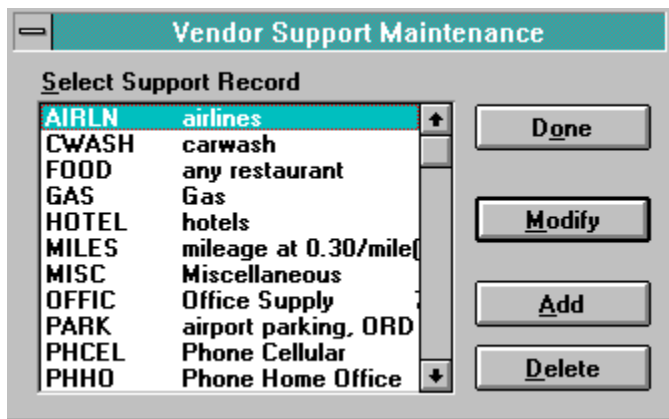
## Keyboard Topics

[Windows Key Strokes](#)

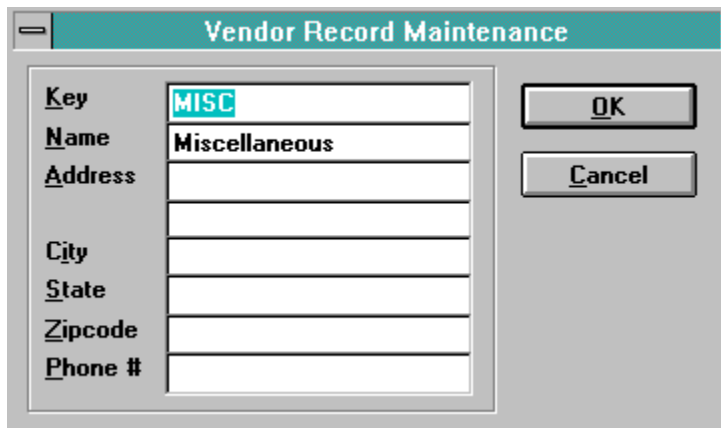
# Maintenance Vendor Command

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.



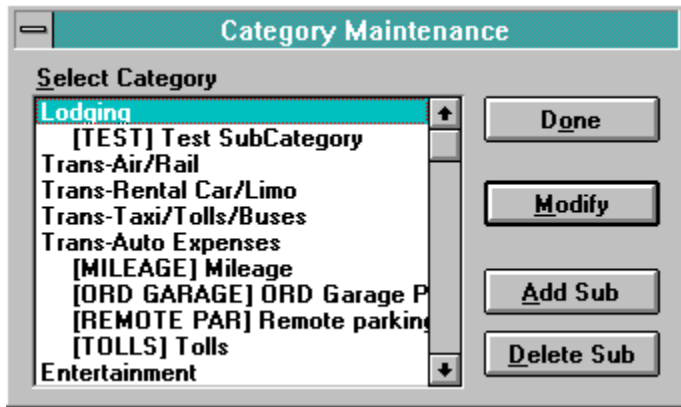
The fields for the Vendor and Charge To records are just informational and are for your own use. These fields, other than the record Key, are not currently used by the WXPNS system.



# Maintenance Categories Command

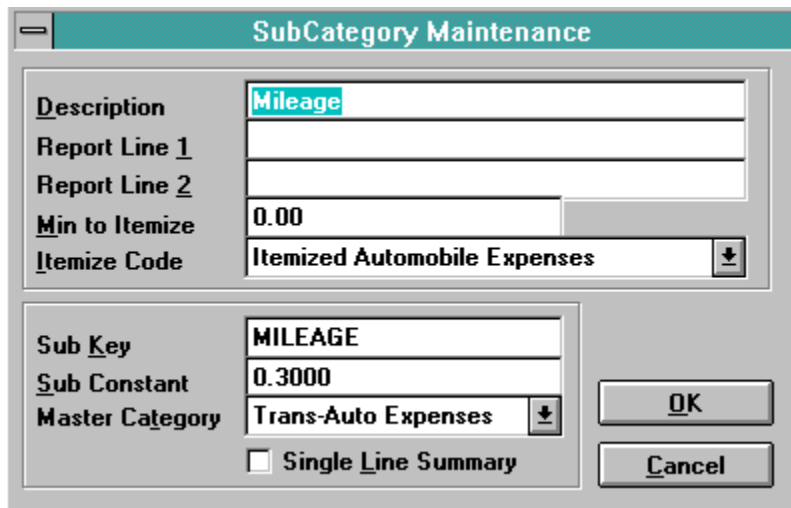
The WXPNS system has been written to group all expenditures into ten Categories of Expenses. These categories are the major spending groupings that most companies want itemized and/or summarized by their employees when they are reporting on their business trip expenses. The initial categories that WXPNS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

SubCategories are useful to enter and keep track of expenses that are constant and repetitive on multiple Expense Reports such as Mileage, Postage, and Tips.



The information that can be modified for each Category and Subcategory are the following:

- A one line description that is used throughout the program and on reports to describe this expense category.
- Two descriptive lines used as category report header lines on the Expense Reports.
- 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.
- An Itemization Code that informs the program if this individual category is to be itemized on the Expense Report. The Itemize codes are; No itemization is needed, Detailed itemization, or one of two summary itemization groups.



The information required to be entered for each Sub Category is;

- a Record Key for this Sub Category,
- a numeric value to use as a multiplication constant,
- which of the ten master categories to report and total into on the Expense Report,
- and whether you want this Sub Category individually itemized or summarized on a single line on the Expense Report if itemization is required.

An example of a frequently used Sub Category would be "Mileage". A typical "Mileage" Sub Category would have "Trans-Auto Expenses" as the master category, "Mileage" as the description, "\$0.31" as the multiply constant, and either "Yes" or "NO" as the single line summary flag.

# Windows Keys

[Cursor Movement Keys](#)

[Dialog Box Keys](#)

[Editing Keys](#)

[Help Keys](#)

[Menu Keys](#)

[System Keys](#)

[Text Selection Keys](#)

[Window Keys](#)

# Release Notes

No release notes yet.

# Requirements

The following hardware is required:

- 386 or better
- 4MB of memory
- 1MB of disk space

The following software is required:

- Windows 3.1 or better

# Technical Features

WXPNS.INI Configuration File



# Introduction
















WXPNS 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. All 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, Tolls or Postage.

Every Expense Report line item will retain fields such as the Date, Category, Vendor, Charge To, 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 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.

# Toolbar

The Toolbar is a row of buttons at the top of the main window which represent application commands. Clicking one of the buttons is a quick alternative to choosing a command from the menu. Buttons on the toolbar activate and deactivate according to the state of the application.

<b>Button</b>	<b>Action</b>	<b>Menu Equivalent</b>
	Create a new Expense Report	File  <u>N</u> ew
	Locate and open a Expense Report	File  <u>O</u> pen
	Save Expense Report with a new name	File  <u>S</u> ave <u>A</u> s
	Print the active Expense Report	File  <u>P</u> rint
	Cut selected text to Clipboard	Edit  <u>C</u> ut
	Copy selected text to Clipboard	Edit  <u>C</u> opy
	Paste text from Clipboard	Edit  <u>P</u> aste
	Undo Previous edit action	Edit  <u>U</u> ndo
	Maintain Category/Subcategory Info	Maintenance  <u>C</u> ategories
	Maintain Vendor Information	Maintenance  <u>V</u> endor
	Maintain Charge To Information	Maintenance  <u>C</u> harge <u>T</u> o
	Add a blank line to Expense Report	Expense Report  <u>A</u> dd <u>E</u> xpense <u>I</u> tem
	Duplicate current line on Expense Report	Expense Report  <u>D</u> uplicate <u>E</u> xpense <u>I</u> tem
	Delete current line on Expense Report	Expense Report  <u>D</u> elete <u>E</u> xpense <u>I</u> tem
	Display help file contents	Help  <u>C</u> ontents

## File Menu

The File menu provides commands for creating new files, opening existing files, saving files, printing files, and exiting the application.

<u>New</u>	Create a new Expense Report.
<u>Open</u>	Open an existing Expense Report.
<u>Close</u>	Close the current Expense Report.
<u>Save As</u>	Save the current Expense Report under a new name.
<u>Print Expense Report</u>	Print the current Expense Report.
<u>Print Blank Expense Report</u>	Print a form with no data
<u>Print Setup</u>	Set printer characteristics.
<u>Exit</u>	Exit WXPNS application.
<u>1-15</u>	Select a valid User.

# Windows Menu

The Window menu provides commands to control the position and layout of application's windows.

- Cascade      Resize and position all windows in an overlapping pattern.
- Tile         Resize and position all windows in an non overlapping pattern.
- Arrange Icons      Align all iconized windows along a grid.
- Close All        Close all windows.

# Help Menu

The Help menu provides access to the help system and the about dialog.

Contents      Help topic contents.

# Exiting

To exit the application, choose File|Exit from the menu.

# Printing

There are two commands on the File menu which support printing of documents from the application. File|Print Setup is used to select and configure a printer device. File|Print causes the current document to be printed.

## **File Close Command**

The File|Close command closes the currently active Expense Report.

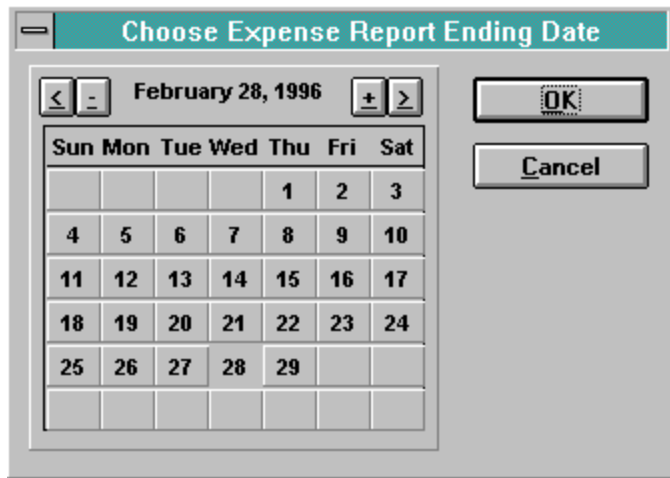


# File Exit Command

The File|Exit command exits WXPNS.

## File New Command

The File|New command creates a new Expense Report, and makes it the active window.



You will first be asked to enter the last date of the Expense Report. The year can be decreased by clicking on "<" and increased by clicking on ">". The months can be decreased by clicking on "-" and increased by clicking on "+". The day of the month can be changed by clicking on the correct number.

Next you will be shown your User Information that consists of your Name, Address, Department and Reimbursement flag. If any of this information needs to be changed, it should be modified at this time. Click on "OK" when the information is correct.

Now you will be asked to enter the Miscellaneous Expense Report Information that consists of the cash advance you received, the number of days spent on this trip, the amount of personal time you spent on the trip and the reason for the trip. Click on "OK" when the information is correct.

Finally, you will be asked to enter where you went and who you visited on the Daily Information input form. Click on "OK" when the information is correct.

After all of the above information has been entered, a new Expense Report with a single blank line item will be shown on the display.

## **File Open Command**

The File|Open, or Ctrl+O, command displays the Open a File dialog box so you can select an existing Expense Report to load. The standard file extension for Expense Report is ".XR".

## **File Print Expense Report Command**

The File|Print Expense Report command prints a formatted Expense Report that includes all the information for the current Expense Report. The program assumes the report will be printed in landscape mode (sideways) and will attempt to change the mode if the printer is set in portrait mode. A Print Options dialog box will be displayed that allows you to change the output printer device, print quality, copies, and other printer options.

Use File|Print Setup to select a printer, and to set printer options.

## **File Print Setup Command**

The File|Printer Setup command displays the Printer Setup dialog box which allows you to select and configure the printer to be used to print documents in the application.

## **File Save As Command**

The File|Save As command allows you to save current Expense Report under a new name, or in a new location on disk. The command displays the Save File As dialog box. You can enter the new file name, including the drive and directory. If you choose an existing file name, you are asked if you want to overwrite the existing file. The default file extension is ".XR", which will be used if no file extension is given.

## **Windows Arrange Icons Command**

The Window|Arrange Icons command arranges all iconized windows into rows along the bottom of the application's main window.

## **Windows Cascade Command**

The Window|Cascade command arranges all document windows from the top-left position of the application's main window so that the title bar of each is visible.



## **Windows Close All Command**

The Window|Close All command closes all document windows open in the application.

# Windows Tile Command

The Window|Tile command arranges all document windows side-by-side in a non-overlapping pattern.

## **Help table of contents**

The Help|Contents displays the help contents page.



# WXPNS 1.00

## Windows Expense Reporting

Welcome to WXPNS, the friendly way to enter, keep track of and report expenses incurred during business trips or activities.

Overview:

[Introduction](#)

[Technical Features](#)

Product Information:

[Requirements](#)

[Release Notes](#)

[Future Enhancements](#)

[Command Index](#)

Shareware:

[Shareware Definition](#)

[Registration Fee](#)

[Treeless Software and Design](#)

# Cursor Movement Keys

## Key(s)

## Function

Arrow key

Moves the cursor left, right, up, or down in a field.

End or Ctrl+Right Arrow

Moves to the end of a field.

Home or Ctrl+Left Arrow

Moves to the beginning of a field.

Page Up or Page Down

Moves up or down in a field, one screen at a time.


## Dialog Box Keys

<b>Key(s)</b>	<b>Function</b>
Tab	Moves from field to field (left to right and top to bottom).
Shift+Tab	Moves from field to field in reverse order.
Alt+letter	Moves to the option or group whose underlined letter matches the one you type.
Arrow key	Moves from option to option within a group of options.
Enter	Executes a command button. Or, chooses the selected item in a list box and executes the command.
Esc	Closes a dialog box without completing the command. (Same as Cancel)
Alt+Down Arrow	Opens a drop-down list box.
Alt+Up or Down Arrow	Selects item in a drop-down list box.
Spacebar	Cancel a selection in a list box. Selects or clears a check box.
Ctrl+Slash	Selects all the items in a list box.
Ctrl+Backslash	Cancel all selections except the current selection.
Shift+ Arrow key	Extends selection in a text box.
Shift+ Home	Extends selection to first character in a text box.
Shift+ End	Extends selection to last character in a text box

## Editing Keys

<b>Key(s)</b>	<b>Function</b>
Backspace	Deletes the character to the left of the cursor. Or, deletes selected text.
Delete	Deletes the character to the right of the cursor. Or, deletes selected text.

## Help Keys

<b>Key(s)</b>	<b>Function</b>
F1	<p>Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.</p> <p>In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.</p>
Shift+F1	<p>Changes the pointer to  so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about.</p> <p>(This feature is not available in all Windows applications.)</p>



## Menu Keys

<b>Key(s)</b>	<b>Function</b>
Alt	Selects the first menu on the menu bar.
Letter key	Chooses the menu, or menu item, whose underlined letter matches the one you type, when a menu has focus.
Alt+Letter key	Pulls down the menu whose underlined letter matches the one you type.
Left or Right Arrow	Moves among menus of the main menu bar.
Up or Down Arrow	Moves among menu items within a drop-down menu.
Enter	Chooses the selected menu item.

## System Keys

The following keys can be used from any window, regardless of the application you are using.

<b>Key(s)</b>	<b>Function</b>
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application. (See <a href="#">Help Keys</a> )

## Text Selection Keys

<b>Key(s)</b>	<b>Function</b>
Shift+Left or Right Arrow	Selects text one character at a time to the left or right.
Shift+Down or Up	Selects one line of text up or down.
Shift+End	Selects text to the end of the line.
Shift+Home	Selects text to the beginning of the line.
Shift+Page Down	Selects text down one window. Or, cancels the selection if the next window is already selected.
Shift+Page Up	Selects text up one window. Or, cancels the selection if the previous window is already selected.
Ctrl+Shift+Left or Right Arrow	Selects text to the next or previous word.
Ctrl+Shift+Up or Down Arrow	Selects text to the beginning (Up Arrow) or end (Down Arrow) of the paragraph.
Ctrl+Shift+End	Selects text to the end of the document.
Ctrl+Shift+Home	Selects text to the beginning of the document.

## Window Keys

<b>Key(s)</b>	<b>Function</b>
Alt+Spacebar	Opens the Control menu for an application window.
Alt+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
Alt+Enter	Switches a non-Windows application between running in a window and running full screen.
Arrow key	Moves a window when you have chosen Move from the Control menu. Or, changes the size of a window when you have chosen Size from the Control menu.

# 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.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it.

## **Disclaimer of Warranty**

THIS SOFTWARE AND/OR MANUAL ARE SOLD "AS IS" AND WITHOUT WARRANTIES AS TO PERFORMANCE OF MERCHANTABILITY OR ANY OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED. BECAUSE\* OF THE VARIOUS HARDWARE AND SOFTWARE ENVIRONMENTS INTO WHICH THIS PROGRAM MAY BE PUT, NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED. GOOD DATA PROCESSING PROCEDURE DICTATES THAT ANY PROGRAM BE THOROUGHLY TESTED WITH NON-CRITICAL DATA BEFORE RELYING ON IT. THE USER MUST ASSUME THE ENTIRE RISK OF USING THE PROGRAM. ANY LIABILITY OF THE SELLER WILL BE LIMITED EXCLUSIVELY TO PRODUCT REPLACEMENT OR REFUND OF PURCHASE PRICE.

## Registration Fee

WXPNS 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 WXPNS and continue to use WXPNS after a 10 day trial period, you must fill out and mail the Registration Form and make a registration payment of **\$35.00** (U.S. dollars) to Treeless Software and Design by cash, check or money order. The \$35 registration fee will license one copy for use on any one computer at any one time.

After receipt of the registration fee, a serial number will be sent to you by return mail. The most current version of WXPNS will be sent to you if a shipping and handling fee is included.

Commercial users of WXPNS must register and pay for their copies of WXPNS within 10 days of first use or their license is withdrawn. Site-License arrangements may be made by contacting Treeless Software and Design.

Anyone distributing WXPNS for any kind of remuneration must first contact Treeless Software and Design for authorization. This authorization will be automatically granted to distributors recognized by the (ASP) as adhering to its guidelines for shareware distributors, and such distributors may begin offering WXPNS immediately (However Treeless Software and Design must still be advised so the distributor can be kept up-to-date with the latest version of WXPNS.).

You are encouraged to pass a copy of WXPNS along to your friends for evaluation. Please encourage them to register their copy if they find the program useful.

# **Treeless Software and Design**

Treeless Software And Design  
82 Whispering Drive  
Streamwood, IL 60107-2302 (USA)

Voice & BBS: 708-372-0825  
Fax: 708-372-0059

Internet: TreelessSW@aol.com  
CompuServe: 71210,2033  
AmericaOnline: TreelessSW

Check out our other programs and utilities on the World Wide Web:

**<http://members.aol.com/TreelessSW/index.htm>**

# Maintenance Charge To Command

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.

The screenshot shows a dialog box titled "Charge To Support Maintenance". It features a list of support records on the left and four action buttons on the right. The list includes:

Select Support Record	
AUTO	auto mileage/leasing
CASH	Cash
CHECK	Personal checking
DISC	Discover card
GANT	gant travel prepaid
MISC	Miscellaneous
TRAVL	AA Travel
VISA	Visa

The buttons on the right are: Done, Modify, Add, and Delete.

The fields for the Vendor and Charge To records are just informational and are for your own use. These fields, other than the record Key, are not currently used by the WXPNS system.

The screenshot shows a dialog box titled "Charge To Record Maintenance". It contains several input fields for record details and two buttons for confirmation.

Key	MISC
Name	Miscellaneous
Address	
City	
State	
Zipcode	
Phone #	

The buttons on the right are: OK and Cancel.



## Expense Report Add Expense Item Command

This command will create an empty line item on the current Expense Report. The values set for this new record will duplicate the current date and category but will reset the rest of the fields for this record, so you will have to set the Vendor, Charge To and Amount fields.

## Expense Report Duplicate Expense Item Command

This command will duplicate the current line item on the current Expense Report. The fields set for this new record will duplicate the current Date, Category, Vendor, Charge To, Amount, and information fields.

## **Expense Report Delete Expense Item Command**

This command will delete the current line item on the current Expense Report. There must be a minimum of one line item on each Expense Report, so WXPNS will not allow you to delete the last line item.

# WXPNS.INI

The following are miscellaneous options that can be turned on/off or modified by the user as he/she feels is needed. The file WXPNS.INI can be found in the same directory that contains the WXPNS.EXE executable program. The values given below are the defaults for these parameters which should be sufficient for most users.

## [WXPNS]

ScreenFont=Arial	Screen font to use for expense report grid and displays.
ScreenSize=8	Screen font size to use for expense report grid.
PrintFont=Arial	Printer font to use for printing formatted expense report and other misc report.
PrintSizeSmall=7	Printer font size to use for compressed text.
PrintSizeBig=12	Printer font size to use for report headers.
ReimburseChar=<	Character to use on expense reports and other misc reports to signify a Non-Reimbursable expense item.
SubCatPrecision=4	Number of decimal points to use for Sub-Category constant value precision.
Enable3d=1	3D appearance for grid and dialogs used in WXPNS (=1 turns 3D on, =0 turns 3D off).
MaxUsers=5	Maximum number of <u>users</u> allowed to use WXPNS (range is 1 thru 15).
SortItemsBy=1	Field to do initial <u>sort</u> on when Expense Items are loaded. (1=Day, 2=Category, 3=Vendor, 4=Charge To, 5=Amount)

# Future Enhancements

The following are enhancements to WXPNS that are currently under consideration or are being worked on for a future release of the Expense Reporting System.

- **Miscellaneous Item Accumulator.** The ability to accumulate any type of data such as gallons of gas used or miles driven. The details and totals for the items accumulated would be able to be printed on the expense report, but would not be included in the expense totals. An offshoot of this would be a **Mileage Log**.
- **Foreign Exchange Rate.** The ability to enter expenses in one currency and have the Expense Report calculate and report the amount in another currency or to have both currencies shown on the Expense Report.
- **Date Reminder.** The ability to display a reminder of important notes that displays the first time you run WXPNS for the day. The single line note will start displaying a configurable number of days in advance and can be set as a single occurrence, weekly, monthly, or annually.
- **Export Expense Report.** The ability to export the data for an Expense Report in miscellaneous file formats such as delimited text, spreadsheet, and database.

If you have any ideas or suggestions for WXPNS, please feel free to e-mail the idea to us at:

**[TreelessSW@aol.com](mailto:TreelessSW@aol.com)**

# Registration Form for WXPNS 1.00

Treeless Software and Design  
82 Whispering Drive  
Streamwood, IL 60107-2302 (USA)

Name:  
Address:  
City, State, Zip Code:  
Telephone:

WXPNS obtained from:

E-Mail address:

## REGISTRATION FEE

\$ 35.00 Registration fee for this version of WXPNS (1.00)

\$ Shipping & Handling to receive the most current version of WXPNS and DOS to Windows conversion program, **\$3.50** for North American addresses, **\$7.00** for all other addresses.

\_\_\_\_\_

\$ Total Included

All of the above amounts are in US Dollars and should be sent in cash, check or money order made payable to ***Treeless Software and Design***.

Double Click on a Grid Header and the items within the Expense Report will be resorted by that header item.

## Edit Cut Command

The Edit|Cut command removes the selected text from your Expense Report edit field and places the text in the clipboard. Choose Edit|Paste to paste the cut text into another Expense Report field. The text remains selected in the clipboard, and can be pasted multiple times.



## **Edit Paste Command**

The Edit|Paste command inserts the text currently selected in the clipboard into the current window at the cursor position.

## Edit Copy Command

The Edit|Copy command leaves the selected text intact and places an exact copy of it in the clipboard. To paste the copied text into another Expense Report edit field, choose Edit|Paste.

## **Edit Undo Command**

The Edit|Undo command restores the edit field in the current Expense Report to the way it was before your most recent edit operation. Undo inserts any characters you deleted, deletes any characters you inserted, replaces any characters you overwrote, and moves your cursor back to a prior position.

# Edit Menu

The Edit menu provides commands to undo edits, access the clipboard, and to delete text.

Undo

Undo the previous operation.

Cut

Delete selected text and move it to the clipboard.

Copy

Copy selected text to the clipboard.

Paste

Move text from the clipboard to the current document.

Delete

Delete selected text.

## Edit Delete Command

The Edit|Delete command deletes the currently selected text from the current Expense Report edit field. The text is not placed in the clipboard. Use the Edit|Undo command to restore the text.

# Copying Text

To copy text to a document from the clipboard, position the cursor at the desired insertion point, and choose Edit|Copy from the menu.

## Deleting Text

To delete text from a document, select the text, and choose Edit|Cut or Edit|Delete from the menu. Cut will put the deleted text in the clipboard, and Delete will simply delete it.

# Maintenance Menu

The Maintenance menu provides commands to modify the Categories/SubCategories, Vendor's, Charge To's, Sort Order, User Name/Address information, and to Reconcile Expense Reports.

<u>Categories</u>	(F6) Modify Categories and Subcategories
<u>Vendor</u>	(F7) Modify Vendor's
<u>Charge To</u>	(F8) Modify Charge To's
<u>Report Headers</u>	Modify Expense Report Headers
<u>Expense Load Item Sort Order</u>	Modify initial Sort order on XR load
<u>User Information</u>	(F9) Modify users name/address
<u>Add New User</u>	Allow new user to use WXPNS
<u>Reconcile Expense Reports</u>	Reconcile XR's with payments



# Expense Report Menu

The Expense Report menu provides command to modify aspects of the currently opened Expense Report File.

<u>Add Expense Item</u>	(Ctrl+Ins) Add a blank Expense item
<u>Duplicate Expense Item</u>	Duplicate the current Expense line item
<u>Delete Expense Item</u>	(Ctrl+Del) Delete the current Expense line item
<u>Print Summary Report</u>	Print detailed summary for Expense
<u>XR User Information</u>	(F10) Modify your name, address and department
<u>XR Miscellaneous Information</u>	(F11) Modify advance amount and reason
<u>XR Daily Information</u>	(F12) Modify who and where you went

# **Expense Report Print Summary Report Command**

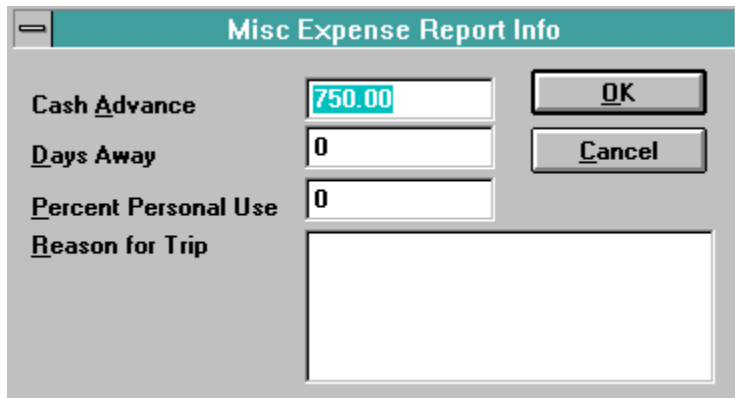
This command will print a detailed list of all information that exists for this Expense Report.

Each individual line item will be printed along with a summary of expenses for Days, Categories, Subcategories, Vendors and Charge To's.

# Expense Report User Information Command

The information that is modified here is similar to the master User Information maintenance command (your name, address, department and reimbursable flag) except that this information is unique to this Expense Report only.

## Expense Report Miscellaneous Information Command



The screenshot shows a dialog box titled "Misc Expense Report Info". It has a standard Windows-style title bar with a minus sign on the left. The dialog contains four input fields on the left side, each with a label and a value:

- Cash Advance**: 750.00
- Days Away**: 0
- Percent Personal Use**: 0
- Reason for Trip**: An empty text area.

On the right side of the dialog, there are two buttons: "OK" and "Cancel".

This command is used to enter miscellaneous information for this Expense Report.

The information that can be entered is the Cash Advance given to you by your employer, the number of days spent on this trip or activity, the percent of the trip that was for personal use (normally zero), and a brief explanation of the reason for this trip or activity.

The text entered into the "Reason for Trip" field is free format, meaning you can just keep on typing and the text will wrap onto the next line if needed. If you want to force a carriage return in your text, you may enter one by typing a **Ctrl+Enter** key stroke. A maximum of four lines will be printed on the formatted Expense Report.

# Expense Report Daily Information Command

Daily Information ending Saturday, NOVEMBER 11, 1995		
	City and State	Who Visited
Sun 11/05		
Mon 11/06	Philadelphia PA	SBS
Tue 11/07		
Wed 11/08		
Thu 11/09		
Fri 11/10		
Sat 11/11		

OK

Cancel

This is where you enter where you went and who you visited during your business trip. This information is printed on the Formatted Expense Report.

# Maintenance Reconcile Expense Reports Command

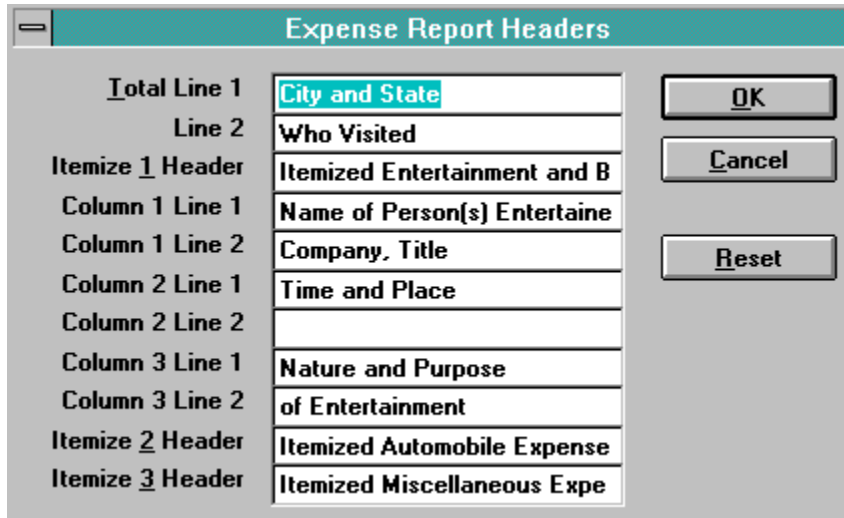
	Apply Now	XR Amount	Applied	Remaining	
27-Feb-1996	0.00	\$0.00	\$0.00	\$0.00	↑
16-Feb-1996	0.00	\$3.00	\$0.00	\$3.00	
14-Feb-1996	0.00	\$208.77	\$0.00	\$208.77	
09-Feb-1996	0.00	\$7.50	\$0.00	\$7.50	
06-Feb-1996	0.00	\$0.00	\$0.00	\$0.00	
01-Feb-1996	0.00	\$10.00	\$0.00	\$10.00	
11-Nov-1995	0.00	\$66.93	\$0.00	\$66.93	
					↓

To help you to keep track of what money is still owed you by your employer, you can post any reimbursements to the individual Expense Reports.

Enter the total amount of the reimbursement in the "**Amount of Payment**" field, and then enter the amount to apply to each individual Expense Report in the "**Apply Now**" field. As a number is entered, it will be shown in the "**Applied**" field and subtracted from the "**XR Amount**" with the result shown in the "**Remaining**" field.

# Maintenance Report Headers Command

The titles used on the formatted Expense Report can be modified through this command.



The dialog box titled "Expense Report Headers" contains a list of report sections on the left and three buttons on the right. The sections and their corresponding text boxes are:

<b>Total Line 1</b>	City and State	<b>OK</b>
<b>Line 2</b>	Who Visited	<b>Cancel</b>
<b>Itemize 1 Header</b>	Itemized Entertainment and B	<b>Reset</b>
<b>Column 1 Line 1</b>	Name of Person(s) Entertaine	
<b>Column 1 Line 2</b>	Company, Title	
<b>Column 2 Line 1</b>	Time and Place	
<b>Column 2 Line 2</b>		
<b>Column 3 Line 1</b>	Nature and Purpose	
<b>Column 3 Line 2</b>	of Entertainment	
<b>Itemize 2 Header</b>	Itemized Automobile Expense	
<b>Itemize 3 Header</b>	Itemized Miscellaneous Expe	

Use the "Reset" option to set all of the fields to their default values.

# Maintenance User Information Command

The screenshot shows a dialog box titled "User Information for User DEMO". It contains the following fields and values:

User Name:	John Q. Public
Company Name:	
Address	123 Main Street
City	Any City
State	IL
Zip Code	60000
Department	Sales
Itemize Non Reimbursables	No Itemization required

Buttons: OK, Cancel

This is where the user enters their name, address, department and itemize reimbursables. This information is printed on the formatted Expense Report.

The "Itemize Non Reimbursable" code is used to tell WXPNS if and where you want any non-reimbursable expense item to be printed on the Expense Report. This code overrides any itemization code for a specific Category or Sub Category.

There are two versions of User Information, a master copy and an Expense Report copy. The master information is used as the default information when the user creates a new Expense Report. When you modify the master User Information, each Expense Report's User Information is **not** changed, and when you change the User Information for an Expense Report, the master User Information is **not** changed.



# Maintenance Expense Load Item Sort Order Command

When an existing Expense Report is first loaded, WXPNS will sort the records before they are displayed on the screen.

The valid initial sort order fields are; 1) Day, 2) Category, 3) Vendor, 4)Charge To and 5) Amount.

You can also resort a loaded Expense Report by Double-Clicking on one of the grid title fields.

Day	Category	Vendor	Charge To	Amount
-----	----------	--------	-----------	--------

# Maintenance Add New User Command

More than one user can use the WXPNS system on a single computer or network. Currently, the maximum number of users that can be added to WXPNS is 15. Each users data files are kept in individual disk directories.

You will first be asked to enter a Key to identify yourself. This would normally be your initials or something else to uniquely identify yourself. This Key is used as the directory name used to store this users data files. If the disk directory does not exist, WXPNS will attempt to create it.

If the User Key is accepted and the directory is valid, a blank User Information screen is displayed for you to enter your Name and Address. After entering your Name and Address, click on "OK" and you will be allowed to create New Expense Reports.

To change from one valid user to another, click on the **File** menu option and then click on any of the listed User Names.

## **File Print Blank Expense Report Command**

The File|Print Blank Expense Report command prints a formatted Expense Report without any data. The program assumes the report will be printed in landscape mode (sideways) and will attempt to change the mode if the printer is set in portrait mode. A Print Options dialog box will be displayed that allows you to change the output printer device, print quality, copies, and other printer options.

# Expense Report Fields

Each individual Expense Report line item retains the following information and data fields;

- Day of the week,
- Category or Sub Category,
- Vendor,
- Charge To,
- Amount; for a Sub Category line item, this is the number to multiply by the Sub Category constant. The result is the actual expense amount for this item. Using "Mileage" as an example, you would enter the number of miles you drove in the Amount field and WXPNS would automatically multiply the number entered by the mileage constant in the "Mileage" Sub Category record to arrive at the actual expense amount for this item. The calculated amount is displayed in the Description field,
- Description of expense or Name of Persons Entertained; this is a non essential field and can contain anything you want to enter,
- Time and Place; this is a non essential field and can contain anything you want to enter,
- Nature or Purpose of Item; this is a non essential field and can contain anything you want to enter,
- Percent Allocated to Business, normally 100%,
- and whether the expense is reimbursable or not. A non-reimbursable expense item will not be used in calculations determining the amount your employer needs to reimburse to you.



