

trackIT: Expense Edition

User Manual



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1. Overview

trackIT: Expense Edition is a product used to track any expenses or income for both personal and business use. Some special features include the ability to create subcategories, split a single transaction into multiple categories, work with multiple currencies, schedule expenses, password protect the program and much more. trackIT also has the ability to backup and archive your data using the Desktop Manager. In addition, you can export the data into Quicken, MS Money, QuickBooks, HTML and CSV (Excel) either by syncing directly to your PC using USB or by sending it through email. Reports and graphs are available within the program itself to view statistics and trends about the data entered.

2. Requirements

You must be running BlackBerry OS 4.0 or higher.

To upgrade your OS, please visit your Wireless Carrier's website. Here are some links:

Bell:	https://www.blackberry.com/SoftwareDownload/index.jsp?client=aMIbMFchE
Cingular:	https://www.blackberry.com/SoftwareDownload/index.jsp?client=Rc4cZBaBN
Nextel:	https://www.blackberry.com/SoftwareDownload/index.jsp?client=biTZdMddN
Rogers:	https://www.blackberry.com/SoftwareDownload/index.jsp?client=biERdLcdT
Sprint:	https://www.blackberry.com/SoftwareDownload/index.jsp?client=URNZcPHMm
T-Mobile:	http://software.se.t-mobile.com/
Telus:	https://www.blackberry.com/SoftwareDownload/index.jsp?client=dB5bZddMq
Verizon:	http://vzw.smithmicro.com/blackberry/
Vodafone:	https://www.blackberry.com/SoftwareDownload/index.jsp?client=HZMHZfRPj

3. Installation

Please visit our website at www.javatekmedia.com to obtain the latest version of this software. If you are upgrading this software, please backup your data prior to the installation.

3.1. Install wirelessly using the Internet

Open the Internet Browser on your BlackBerry.

Go to <http://javatekmedia.com/downloads/trackitexpense.jad>

Click download.

3.2. Install using the Desktop Manager

Unzip this file to a directory on your computer: You can download it here if you don't have it: <http://javatekmedia.com/downloads/trackitexpense.zip>

Place your BlackBerry in the cradle or connect directly using your cable.

On your computer, open the Desktop Manager.

(This is usually located in the Start button under "Programs" → "BlackBerry" → "Desktop Manager")

Make sure that the Desktop Manager says "Connected" in the title bar.

Click on the "Application Loader" icon.

Select Add and follow the prompts.

4. Shortcut Keys

The following shortcut keys are available from the Menu Screen:

e	Expenses	a	Accounts
c	Categories	g	Groups
s	Scheduled Expenses	f	Features
y	Currency	r	Registration
m	Merchants	n	New Expense

5. Common Features

In this software you will find many table screens which contain a table with rows of records, as shown in Figure 1. This is where you can create, edit, view and delete records. Many tables have a date displayed on the top right corner of the screen. This means that the records are viewable by month. In Figure 1, the table is showing all the records for the month of January, 2006. To change the month you can edit it directly or you can use the menu to choose the next or previous month.

Some columns may contain a number at the bottom within the footer. This number is the total for all the records currently displayed in that column. In Figure 1, we can see that for the month of January 2006, a total of \$1,060.50 was spent. These totals will always be represented using your default currency. The same applies for the reports and summaries. Notice that the column contains both expenses and income. If you wish to see the totals for each separately, you can do so in the summaries.

Expenses		Jan 2006
Day	Description	Cost
09	Blank Cds	-\$50.00
17	Books	-\$50.00
02	Computer	-\$900.00
04	Deposit Check #1	\$50.00
07	Desk	-\$500.00
28	Movie Rental	-\$5.50
31	Paycheck	\$1,000.00
31	Phone Bill	-\$35.00
22	Shredder	-\$40.00
13	Software	-\$200.00
→01	Water Bill	-\$30.00
16	Website Hosting	-\$300.00
		-\$1,060.50

Figure 1

Most tables will have a menu option to Sort and Filter records. Sorting allows you to sort the records by any column header either by ascending or descending order. A nice feature tied in here is that if you press a character, the screen will scroll down to that record based on which column is sorted. For example, if you are sorting by the “Description” column in Figure 1 and you press the letter ‘w’, the screen will scroll down to “Water Bill”. An arrow in the header is displayed to show you which column is sorted.

Filtering allows you to filter out records for display. You can use this to view records for certain vehicles and to view data that is strictly for business or personal use. Any changes to the filter will affect all table screens and other screens that allow filtering such as Graphs, Reports, Exporting and Deleting. This makes it easier if you want to navigate around with the same filter options.

Some other menu items which are available in most tables are the graphs and summary reports. This will be discussed later on in the Reports and Graphs section under Features.

6. Expenses

Track your Expenses and Income.

There are many features included to simplify the entering of information for your expenses and income. The first feature will appear as a menu item when selecting the “Merchant” field. You can store a list of merchants so that you can avoid re-typing the same name every time. If you type in a new merchant, you can select “Add Merchant to List” and it will be added for later use. To select a merchant, choose “Select Merchant from List” in the menu. Once you have selected the merchant, choose “Select Item” from the menu. If a merchant has default values associated to it, the respective fields will be updated along with the “Merchant” field. To find out more about the default values, please read the section below on Merchants.

The next feature involves using currencies other than your default currency. When you change the currency to one that is not your default selection, two new fields will appear on the screen: “Converted Cost” and “Exchange Rate”. “Converted Cost” will give you the cost converted to your default currency. The “Exchange Rate” value will never change automatically once entered here. In other words, if in the currency screen you update the exchange rate for a currency, it will not update the rate here as well. This is important since exchange rates can fluctuate on a daily basis and you would want the rate for that day and not one for a month or year later. In Figure 2 we can see an example demonstrating the use of different currencies. The default currency is in US dollars and we are making a transaction using Canadian currency. The transaction is for \$20.00 in Canadian funds. The exchange rate for converting Canadian to US dollars is 0.85368, which gives us a total of \$17.07 US.

If you enter a cost and cycle through the different currencies, it will automatically fill in the “Converted Cost” and “Exchange Rate” for you. You can also use the menu items “Calculate Converted Cost” and “Calculate Exchange Rate” to automatically calculate the values in those fields. These items will appear when selecting either the “Converted Cost” or “Exchange Rate” fields. In addition you must have the “Cost” field filled out along with one of the previously mentioned fields. For example, if the “Cost” and “Exchange Rate” fields are filled out, “Calculate Converted Cost” will be available to fill out the “Converted Cost”.

If you modify the value of the “Exchange Rate” field and it is different from the value assigned to the selected currency, the menu item “Save New Exchange Rate” will appear. Selecting this will save the currency’s new exchange rate in the Currency table. For example, in Figure 2 we have an exchange rate of 0.85368 for the Canadian Dollar. If we changed it to 0.85482, we could then save it as the new exchange rate for the Canadian Dollar.

Expense	
Date:	Oct 28, 2005
Description:	Blackberry book
Merchant:	Chapters
Cost:	20
<input checked="" type="radio"/> Expense <input type="radio"/> Income	
Currency:	Canadian Dollar
Converted Cost:	17.07
Exchange Rate:	0.85368
Category:	None
Account:	None
Reference:	
Group:	None

Figure 2

8. Currency

Manage the currencies you deal with.

In the Currency table, you can select your default currency using the “Select Default” menu item. The default currency is indicated on the screen with a checkmark. In Figure 8 we can see that the default currency is U.S. Dollar. As mentioned in the Expense section, updating the exchange rates here won’t alter the rates for the currencies already entered. It will only affect new expenses.

Currencies		
	Name	Rate
→✓	US Dollar	1.0
	Canadian Dollar	0.84133
	NL Antillian Guilder	0.56184
	Argentine Peso	0.33518
	Australian Dollar	0.73574
	Brazilian Real	0.45364
	Bahamian Dollar	1.0
	Swiss Franc	0.76317
	Chilean Peso	0.00187
	Chinese Yuan Renmi...	0.12393
	Colombian Peso	0.00044
	Czech Koruna	0.0403

Figure 8

9. Categories

Manage your Expense categories.

Selecting the “New” menu item will add a category at the top level. To add a subcategory, select the category where you wish to insert it and then use the “New Subcategory” menu item to create it. For example, using Figure 9, to add a new category called “Books”, select “New” from the menu and enter “Books”. To enter a subcategory under Entertainment called “Sporting Events”, select “Entertainment” and choose “New Subcategory” from the menu. Enter “Sporting Events” and the category will appear under “Movies”.

Categories	
	Dining
	Dues and Subscriptions
	Entertainment
	Movies
	Groceries
	Housing
	Insurance
	Rent
	Supplies
	Utilities
→	Cable TV
	Electric
	Garbage & Recycling

Figure 9

10. Merchants

Store a list of Merchants along with some default values.

When entering an Expense, you can select a Merchant from this screen to avoid re-typing the same name every time. An additional feature which it provides is the ability to have default values automatically fill out the Expense screen for a certain Merchant. If you leave the default values as is, then it will simply fill out the Merchant name. Otherwise you have the option of choosing defaults for the following: Category, Cost, Expense or Income, Account, Currency and Group. Looking at Figure 10, we have a merchant called “Staples”. If we select this merchant from the Expense Screen, it will also set “Category” to “Supplies” and “Account” to “Mastercard”, as shown in Figure 11.

Merchant
Name: Staples
Default Category: Supplies
Default Cost:
 Expense
 Income
Default Account: Mastercard
Default Currency: None
Default Group: None

Figure 10

Expense
Date: Oct 28, 2005
Description:
Merchant: Staples
Cost:
 Expense
 Income
Currency: US Dollar
Category: Supplies
Account: Mastercard
Reference: |
Group: None
 Business
 Tax Deductible

Figure 11

11. Accounts

Store information for each of your Accounts.

Here you can store accounts, whether it is a Bank Account, Credit Card, Checking, Savings or any other type of account you wish to use.

12. Groups

Provide the ability to group your expenses.

This can be used to group expenses any way that you like. If you went on a trip, you could group together all the expenses related to that trip. If you are working on a project, you could group all the expenses pertaining to that project. If you have expenses for certain clients who need to be billed, you could use this as well.

13. Features

13.1. Reports and Graphs

This section contains all the reports and graphs. They are also accessible from their respective table screens.

13.1.1. Graphs

The graphs available are the following:

- Expenses
- Income

The graph screens contain the following elements:

The top right hand side will either be blank or display day, week, month or year. This lets you know how the records are being grouped. Viewing this graph daily would display 31 points. You could also view it weekly which would display only 4. These points are also represented by the ticks on the bottom axis of the graph. In Figure 12, we are viewing the Expense costs by week for the period of May 20, 2005 to September 9, 2005.

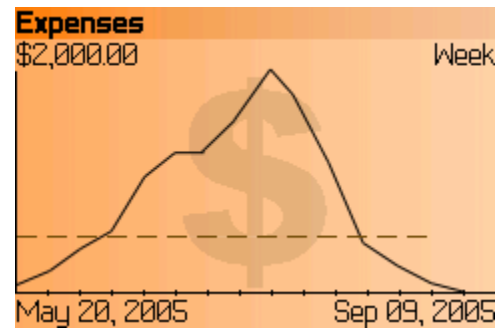


Figure 12

On the top left hand side is the maximum value. This too is affected by how the data is grouped. For example, in Figure 12 we have a maximum value of \$2,000. Because we are grouping the data by week, we are saying that in one week the maximum spent on Expenses was \$2,000.

The dotted horizontal line on the graph shows the average.

Lastly is the date at the bottom. This can be changed by selecting “Change Date” in the menu. In this screen you can choose a predefined date range or use your own custom range. This is also where you select how you want the records grouped as was mentioned above.

13.1.2. Reports

The reports include:

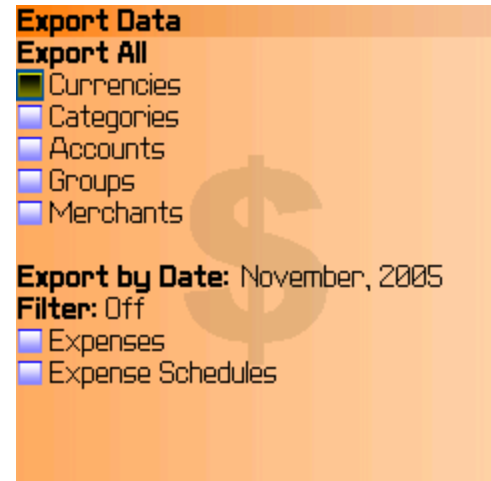
- Account Summary
- Category Summary
- Expense Summary
- Group Summary
- Merchant Summary

While the Graphs can display a general representation of your data, these Reports can give you accurate statistics. The “Change Date” menu option is available here as mentioned in the graphs but without the option to group the records.

13.2. Export Data

You can export your data by using either the USB or email method.

The exported file types are HTML, CSV (used for excel) , Quicken (qif) , MS Money (qif) and QuickBooks (qbo). Simply choose the data you wish to receive. The first 5 choices on the screen will send you all the data available since it cannot be grouped by date. The next choices can be chosen by date using the “Change Date” menu item. To send the records select “Export” from the menu.



13.2.1. USB method

Before using this method, you will need to install the desktop software by running the “trackitexpense.msi” setup program contained in the zip file. Once installed, you will find new shortcuts located under the “Start” menu. They will be located under “Programs”, “Javatek Media”, “trackIT – Expense Edition”.

To export your data, go into the “Options” menu item in the Export screen. Select at least one format you wish to receive and then the USB export method. Once saved, select “Export” from the menu. Now your PC needs to receive the files. Go to “trackIT – Expense Edition” in the “Start” menu, then select “Start USB Export”. Once the files are all downloaded, you can select the “Export Folder” shortcut to view your downloaded files. The file called “Readme.txt” in this folder will contain the export date you have chosen as well as any filters used.

If the transfer does not seem to be working properly, please view “Section 17: Troubleshooting”.

13.2.2. Email method

To use this feature you need to have email activated on your BlackBerry. The first step to export data is to go into the “Options” menu item. Select at least one format you wish to receive and then the Email export method. Enter your email address. You will receive an email for every checkbox selected containing your file attachments.

13.2.3. Quicken

To obtain a Quicken import file, you must select the “Expenses” checkbox. Once you have the file, which will be called “Expenses.qif”, open Quicken. Select “File” from the menu and then select “Import” followed by “QIF File”.

13.2.4. MS Money

To obtain a MS Money import file, you must select the “Expenses” checkbox. Once you have the file, which will be called “Expenses.qif”, open MS Money. Select “File” from the menu and then select “Import...” followed by “Download Statement...”.

13.2.5. QuickBooks

To obtain a QuickBooks import file, you must select the “Expenses” checkbox. You will then receive 2 files called “banking.qbo” and “creditcard.qbo”. To import them, open QuickBooks, select “File” from the menu and then select “Import” followed by “Web Connect Files...”

You can export 3 types of accounts: Savings, Checking and Credit Card. For your expenses to be included in the export, you need to associate them with an account. These accounts need to have the “Account Type” set to one of the types mentioned above. When importing the accounts, you can either map them to an existing QuickBooks account or create a new one. After doing this for the first time it will remember the mappings.

13.3. Delete Data

This feature will allow you to remove large quantities of data very quickly. The checkboxes are the same as in the Exporting Screen. Because you can also filter out data, it can be easy to remove very specific records. Select what you wish to remove and choose “Delete” from the menu.

13.4. Password Options

If enabled, your program will be password protected at startup. You can also include an email address when activating this option. This will send you an email with the correct password if entered incorrectly.

13.5. Color Schemes

Customize the look by choosing from a variety of color schemes. You can preview the selections in this screen by cycling through the different choices available.

13.6. Restore Default Data

This will reset the application. All the current data will be deleted and the default values will be re-entered.

14. Backing up Data

To backup the data, load the BlackBerry Desktop Manager.

Select “Backup and Restore”.

Select “Advanced”.

On the right hand side are the Handheld Databases.

Select “trackIT: Expense Edition” and click the arrow pointing to the left side.

Go to “File” in the menu bar and select “Save As”.

Choose a directory and Save.

15. Updating Exchange Rates Automatically

Purchase our product trackIT: Currency Edition and receive exchange rate updates directly within this program. The rates are updated hourly and will allow you to use the latest available rates as you enter your expenses.

16. BlackBerry Software



Video Caller ID

Add videos, full screen photos and custom ringtones to your incoming calls. Assign media to your Contacts from your media card or use pictures and videos taken with your BlackBerry.



Auto Redial Pro

Getting frustrated and wasting lots of time getting through to that busy number? Let Auto Redial Pro do the dialing for you.



trackIT: TimeZone Edition

A great tool for any traveler or individual calling friends, family, or business offices in other cities. Includes time conversion calculator, meeting planner, screen saver and more.



trackIT: TimeZone Edition Lite

A great tool for any traveler or individual calling friends, family, or business offices in other cities.



trackIT: Expense Edition

Export to Quicken and QuickBooks, create subcategories, split an expense into multiple categories, use multiple currencies, schedule expenses, use password protection and more.



trackIT: Vehicle Edition

Most extensive Vehicle tracking system for Business and Personal use. Tracks maintenance, mileage, fuel, expenses and more. Loaded with features and very simple to use.



trackIT: Custom Edition

Replace most data storing software with this powerful tool. Create and customize your own solutions that meets your needs. Includes free Shopping List, DVD tracking and Recipes.



trackIT: Currency Edition

Receive over 50 currencies updated hourly. Includes a built in currency calculator and also integrates directly into our product, trackIT: Expense Edition, for hassle free updates.



Card Pack Gold

Popular card games featuring Blackjack, Poker, Solitaire, Red Dog and HiLo. Features include save games, high scores and changeable colors.



PhonePix: Photo Caller ID

Add full screen photos and custom ringtones to your incoming calls. Manipulate images and shrink MP3 files to use as ringtones. Data transferred using a USB cable.

17. Troubleshooting

1. **You are experiencing problems exporting your data using the USB method. The import popup box on your BlackBerry remains for a long time or you receive the error: “java.IOException:Illegal Channel”.**

Try rebooting your BlackBerry by performing a hard reboot. This can be done by removing and re-inserting the battery.

2. **You receive the following error message when installing the program: “The following modules could not be loaded because their digital signatures were invalid.”**

This is caused when attempting to install a third party application on a BlackBerry handheld that contains an IT Policy restricting the installation of third party applications. To resolve this you must contact your BlackBerry Enterprise Server administrator to modify the IT Policy, removing the restriction from installing third party applications.

3. **When you try loading any software using the BlackBerry Desktop Manager, you receive the following error: "No additional applications designed for your handheld were found."**

This occurs if you have the Desktop Manager software installed but are missing the Handheld Software (ie: your BlackBerry's operating system). Both need to be installed before any software can be added to your BlackBerry. You can find the Handheld software on your carrier's website.

4. **You are using Windows Vista and no files appear in the export folder after the USB transfer.**

Select the “Export Folder” shortcut and click on "Compatibility Files" in the toolbar.

18. Support

Please visit our support section at:

<http://www.javatekmedia.com/support-faq.jsp>

For further questions, please contact us at:

<http://www.javatekmedia.com/contact/contact.jsp>