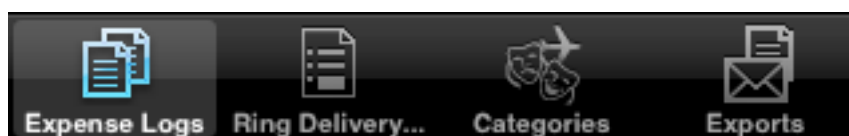


# *iSpend* 5.0

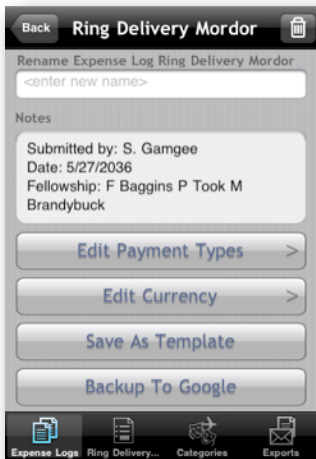
## User Guide

*iSpend* organizes your expenses into separate files called *Expense Logs*. These will correspond to business trips, projects, clients, or whatever you choose. Each Expense Log contains a list of expenditures you have made, a unit of currency, lists of categories and payment types, and some notes. Each expenditure is described by an *Expense Entry* which has a date, amount, description, payment type and category. The Expense Entries are organized into categories, which you can edit at any time. Each category may also have 'Units' (miles, for example) associated with it, and a 'rate' for the conversion of these units into money. If a category uses Units, then expenses in that category will be entered and edited in those units, and the cost is automatically calculated.

*iSpend* is divided into four main sections. On the left is the **Expense Logs** page where you will choose from the list of expense logs you have created and edit their properties. The current expense log is the second page, and is labeled with the expense log name. Here you can view and edit the expense entries in your current expense log. The **Categories** section where you will edit the possible expense categories, and the **Exports** page. You can switch between these sections using the tab bar at the bottom of the screen:



The **Expense Logs** page lists the individual Expense Log files that contain your **iSpend** information. The current Expense Log is drawn in blue. Tap **Edit** in the top right corner to create a new file, or tap



the blue disclosure button ( ) on an Expense Log to go to the Options page. There you can rename your Expense Log, add notes, edit the currency or payment types list, or move the expense log to the trash. When you move a file to the trash, it will appear in a separate section in the list. When you edit the list, you can delete the file permanently, or restore it from the trash by clicking **Delete**. You can tap any log in the list to make it current and jump right into the Expense Log page to work with that log.



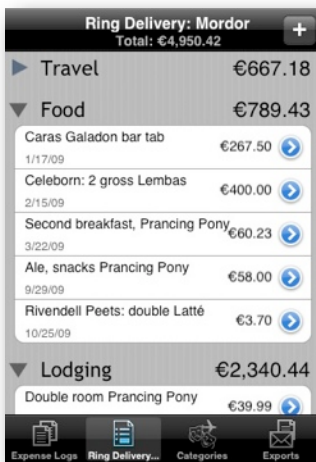
To backup your Expense Log using Google's free GoogleDocs service, just tap the **Backup To Google** button. Assuming you have entered valid account info in the iSpend settings, this will create a new document in your Google account with all your Expense Log data. To restore your Expense

Log, tap **Backups** in the upper left corner of the **Expense Logs** page to enter the **Backups** List. To restore a particular Expense Log, just tap its blue disclosure button. If you share your account with colleagues, you can use this feature to share expense templates, or the Expense Logs themselves.

## ***Payment Types***

**iSpend 5.0** uses active payment types to make it easy to add individual expense entries whose amount is calculated based on the type. This can be useful for expenses made in a different currency from the base currency, or for expenses which have a fixed charge added on. Each payment type has a name, and may also have a symbol, a multiplier value, and/or an 'add on' value associated with it. As an example, consider a sales trip in the US with a visit to Canada. Your Visa credit card offers an exchange rate of \$0.92 for a Canadian dollar, but tacks on a \$1 charge for any foreign transaction. To track your expenses in this case, make a payment type named something like "Visa CA". For this type set the symbol to CAD or \$CA, set the multiplier to 0.92, and the add on to 1.00. Now when you use your Visa to buy a nice dinner for 100.00, just set the payment type to "Visa CA" and enter 100. The amount will be displayed as CAD100.00, but the value added to your expenses will be computed as  $(0.92 \times 100.0) + 1.0 = \$93.00$ . Travelers often receive different exchange rates from the official rate, depending on where they change money. In this case it makes sense to add multiple payment types, like "Euros from airport" and also "Euros from hotel". Both types can use the same symbol, but a different multiplier. If you use a computed payment type for an expense in a category which uses units, the payment calculation is applied after the amount is calculated from the number of units and their rate.

## Expense Log Page

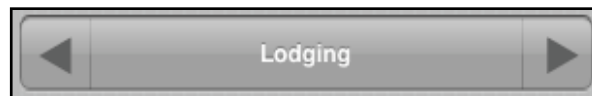


The Expense Log page shows your current list of expenses grouped by category. In the expense log, you can hide or reveal entire categories of expenses by tapping the triangle at the left edge of the section title. To add a new expense record, tap the + button in the upper right. You can edit expenses by tapping the blue 'disclosure' button on the expense entry.

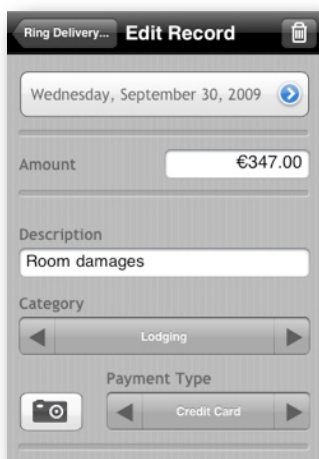
This will bring you to the Expense Record Editor, where you will enter an amount and description and set the date and category.

Set the date by tapping the disclosure button on the date field.

To set the category, you can take advantage of the innovative 'pop-along' widget:



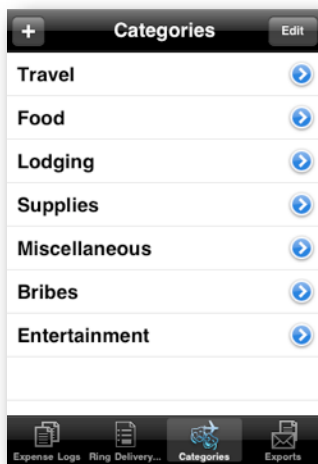
For small lists of categories, it will often be faster to tap the arrows on either side of the category to cycle through the categories. If you tap the category name in the center section, you will be taken to the category picker page. When you have completed the expense entry, tap the arrow in the upper left to return to the expense log view.



Setting the payment type is similar, but, on the assumption that the payment type list will usually be small, there is no separate type picker. To take a picture of the receipt, your dinner guests, or anything else really, just tap the camera button. This will let you take a picture without leaving iSpend. The picture will be stored in the standard camera roll, where you can easily access it from

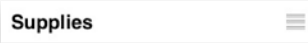
most apps which can deal with pictures (for cleanup, for example), and export it via iTunes or any of the numerous picture sharing apps available for the iPhone. If the category you have selected for the expense uses units, you will enter the expense in those units, and see the cost computed instantly.

## Categories View

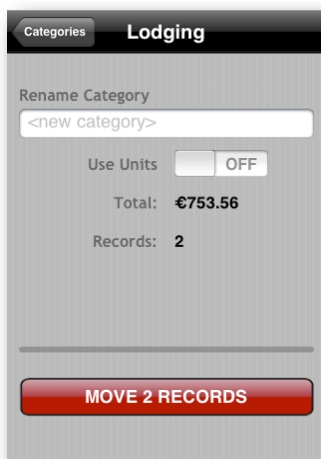


The **Categories** section shows the list of expense categories. This list starts out with some standard categories, but you can change them to your heart's content. To add a new category, tap the **+** in the upper left corner, and enter a new category name in the field at the top. Reorder the categories by tapping the **Edit** button at the top right corner, then dragging the categories up and down using the 'stack' at the right end of the category entry.

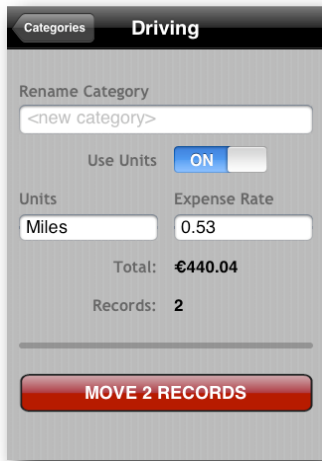
Tap **Done** when you have finished.



To rename or delete a category, tap the blue disclosure button on the right side of the category to access the category editor page.



The Category Editor presents a summary of the expenses assigned to the category and lets you set units and a conversion rate for that category and rename or delete it. If the category is not 'empty' you can move the expense records to another category by tapping the big red button. Once the category is empty, the red button changes to a

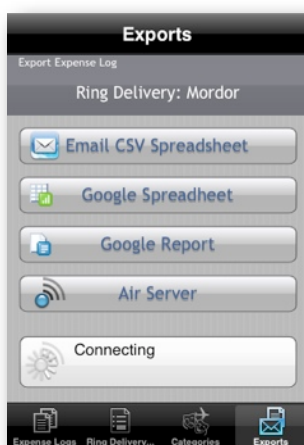


**Delete** button, and lets you delete the category. You will not be able to delete the last category however, since **iSpend** needs at least one category.

If the expenses in this category are based on some intermediate quantity, like miles driven, hours worked, or some alternate currency or exchange rate, you can switch on **Use Units** and enter the name of your units and the **Expense Rate** to turn your units into an amount of money. The rate will always be ‘money per unit’, like “\$24 per hour” or “\$0.53 per mile”.

The **iSpend** units system is simple but flexible, you can easily adapt it to your own needs. For example, another use for units would be tracking tax at different rates per category. If food is taxed at 9% but entertainment is taxed at 17%, you could set the rate for your Food category to 1.09 and for Entertainment use 1.17. Call the unit something like “Pretax”. Now, whenever you enter a pretax amount for food, **iSpend** will add the correct tax to the total. It will also export both the pretax and total amounts in separate column in reports or spreadsheets. In many cases active payment types will be more suitable for this.

## Exports Page



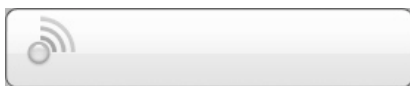
iSpend can format your expense log for export to the world outside your iPhone in two basic ways: as standard Comma-Separated Variable (CSV) format files, which can be imported into most spreadsheet programs, and as a report with tables. iSpend offers three ways of exporting information: via the Mail app, Google Docs, or the

'Air Server' WiFi network host.

Tap ***Email CSV Spreadsheet*** to email your expense log using the Apple Mail app. If you have specified an email address in Settings, it will be set for you.



Tap ***Google Spreadsheet*** to upload your expenses to the (free) Google Docs service as spreadsheet data, or tap ***Google Report*** to export an HTML-based report. Before you can use the Google service you must sign up for an account with Google (go to <https://www.google.com/accounts> ), and you must enter your account username (an email address) and password in the ***iSpend*** settings section of the iPhone's Settings application. Using the Google Docs service, you can export your spreadsheets and reports in other common formats, edit and print them directly from a web browser, or share them with others.

Tap ***Air Server*** to export the data to a CSV file on your iPhone and start the WiFi-based server. The server allows any web browser on a connected computer to view and download the files you have exported. When the server is active, the indicator on the exports page will display the URLs you type into a web browser to reach your files. You can even view your exports using Safari on another iPhone.



The Air Server remains active as long as ***iSpend*** is running, and further exports are simply added to the list. You will need to refresh your browser view to see these new files. There are two URLs displayed in the Air Server indicator. Part of the non-numeric URL is

your device's name. The other part is the port number. This can be any valid port number, but we default to 54321. You can change this value in the **iSpend** section of the iPhone Settings app. Because this URL will remain the same over multiple sessions, it may prove convenient to make a bookmark for it. The second, numeric IP address may be needed under certain network security settings. Once you export your Expense Logs and enter the URL into your browser, it should look something like this:

DEVICE	APPLICATION	
<i>epiPhone0</i>	<i>iSpend v 3.0.1</i>	
NAME	BYTES	EXPORTED
 <a href="#">Ring Delivery Mordor.csv</a>	820	Apr 21, 2009 9:17:14 PM
 <a href="#">Ring Delivery Mordor.html</a>	5185	Apr 21, 2009 9:17:17 PM

Click on the file names to view them, or use the browser's 'Save As' function to download the files.

## ***Using iTunes File Sharing***

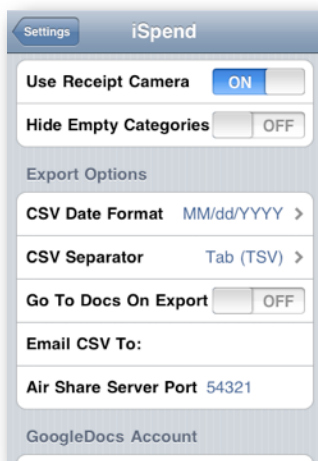
If your iPhone is running Apple's new iOS 4.0, you can take advantage of the iTunes File Sharing feature to backup and restore your expense logs manually, and access exported files directly. Plug your iPhone into iTunes using the USB cable, select it in iTunes left column and switch to the Apps tab. At the bottom half of the screen you will see a list of the installed apps which support file sharing. Select the **iSpend** icon to view **iSpend** files on your phone. All the expense logs will have names ending in ".iSpend". Your recently exported data will be in the exports folder. You can backup and restore expense logs by copying the .iSpend files to and from your computer. Copy the exports folder to your computer to get your exported data. There is no particular reason to copy an exports

folder back onto your iPhone, as *iSpend* manages all those files itself.

## *Using Expense Log Templates*

*iSpend* lets you define a set of categories and payment types that all your new Expense Logs will start out with. In fact, you can even populate the new logs with standard expense entries, all using the *Expense Log Template*. An Expense Log Template is just a standard *iSpend* Expense Log, with the special magical name “\_Template”. Whenever you start a new log, *iSpend* will look for this file, to use a copy as your initial Expense Log. You can make several templates, and just rename them to select which one will be used for the next new Expense Log, and you can move the Template to the trash temporarily to make a new Expense Log using the standard *iSpend* defaults.

## *iSpend Preferences*



*iSpend* uses the iPhone’s (iPod’s) system settings app to store some of your preferences that you will probably not need to change very often. For users who will never need to photograph receipts, the camera button on the expense log can be hidden, reducing clutter and the possibility that a stray tap will take you into the camera controller. For users with large numbers of possible categories, there is an

option to hide any unused categories from the main expense log page, letting you focus on what is actually important.

Many countries and many spreadsheet programs differ on the correct formatting of a date. According to some programs, the standard of “month number/day number/year” (MM/dd/YYYY) should work in spreadsheets in all countries. If your program does not adhere to this “standard” you can switch the date format exported to your spreadsheet (through email or Google) to use the local date format set in the iPhone’s International Settings. Similarly, many users of Microsoft’s Excel spreadsheet program report that Excel has problems with comma-separated variable (CSV) data that actually uses commas as separators. To accommodate this, there is an option to use a ‘tab’ character as the separator in data exports.

Another option you will probably rarely change lets you choose whether to open your freshly exported Google document in a web browser on your iPhone. This mimics the behavior of the Email Export option, which has no choice but to open the mail app.