

BillSplitter

User's Manual

BillSplitter License Agreement

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Table Of Contents

BillSplitter License Agreement	1
1. Introduction	5
What is BillSplitter	5
BillSplitter's features	5
BillSplitter's requirements	5
BillSplitter's contents	6
2. BillSplitter Installation	7
Installing BillSplitter	7
Uninstalling BillSplitter	7
3. Using BillSplitter	9
Main Screen/Main Menu	9
Event Listing	10
Currency Listing	11
Currency Editing	11
Participant Listing	11
Participant Editing	12
Group Listing	12
Group Editing	13
Payment Listing	13
Payment Editing	13
Balance Report	14
Sample	14
Appendix A: Contact Information	16

1. Introduction

What is BillSplitter

BillSplitter is a bills splitting or expenses sharing application especially designed for reconciling shared expenses. BillSplitter calculates and keeps track of all bills or expenses spent for games, gambling, parties, traveling or trips, vacations, and household expenses with housemates/roommates.

The main goals of BillSplitter are to avoid confliction on reconciliation of shared expenses, and enable the shared expenses to be divided to each appropriate participant fairly, accurately, and easily.

BillSplitter is a 7 days trial shareware with maximum 5 payment transactions allowed on each event. Please register your copy to have full functional BillSplitter; it costs only US\$12.95.

BillSplitter's features

- Multiple events
 - User can create different events at the same time
- Multiple currencies with automatic calculation on exchange rate
- Automatic calculation on balance amount for each participant
- Up to 4 decimals for currency's exchange rate
- Up to 2 decimals for payment's amount
- Attractive and user-friendly graphical user interface

BillSplitter's requirements

- Palm platform
Sony CLIE, Handspring Edge, Handspring Visor, Handspring Visor Deluxe, Palm III, Palm IIIC, Palm IIIE, Palm IIIX, Palm IIIXe, Palm M100, PalmM105, Palm V, Palm VII, Palm

VIIx, Palm Vx, Symbol SPT 1500, Symbol SPT 1700, Symbol SPT 1740, TRGpro or HandEra & other Palm device with OS version 3.0 or above.

- Memory
70 KB of Palm's memory required.

BillSplitter's contents

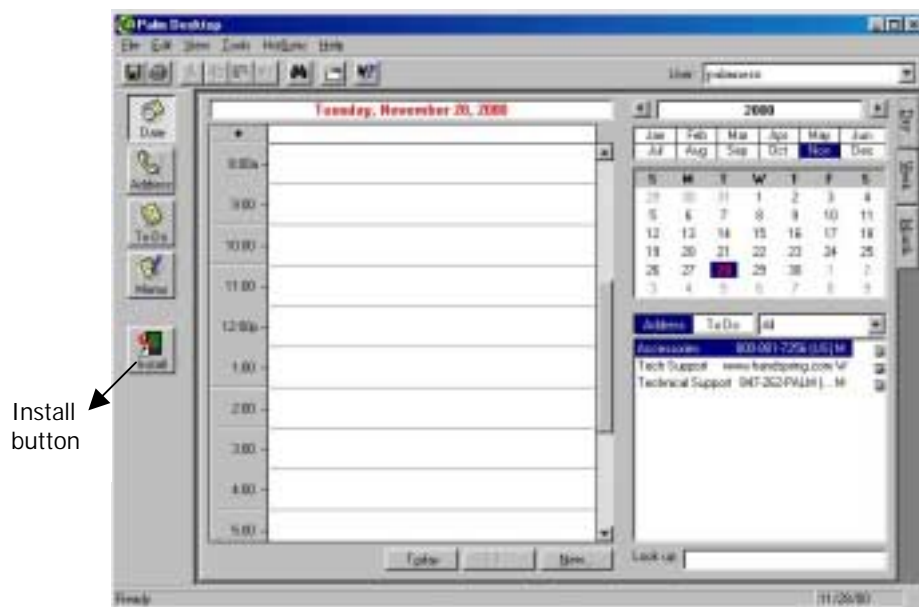
The BillSplitter's archive file contains:

billsplitter.prc	The BillSplitter application file
billsplitter.pdf	BillSplitter's user manual (in Adobe Acrobat format)

2. BillSplitter Installation

Installing BillSplitter

- a. Unzip the downloaded BillSplitter archive file.
- b. Open Palm Desktop application.
- c. Click on the Install button.



Palm Desktop application

- d. Add billsplitter.prc to the install list.
- e. Click on Done button, and BillSplitter application will be installed onto Palm device at next hotsync process.

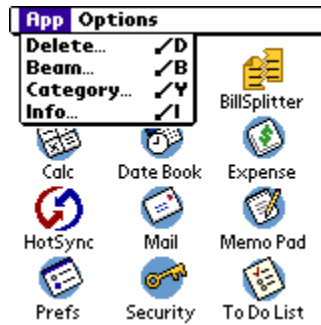
Uninstalling BillSplitter

- a. If you are running other application, just click Application Launcher button to return to default launcher.

- b. Click on Menu Launcher button to launch pull-down menu.



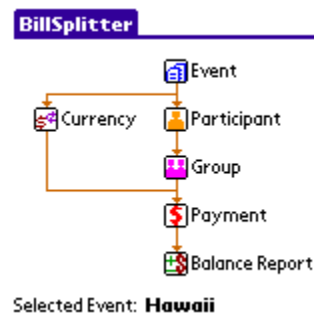
- c. Click on Delete under App menu.



- d. Select Billsplitter from the list and click the Delete button to uninstall Billsplitter from your palm organizer.

3. Using Billsplitter

Main Screen/Main Menu



Main Screen/Main Menu displays all the entities, the flow and relationship between entities of Billsplitter.

At the bottom of Main Screen/Main Menu, shows the selected event (if any) that currently working with, otherwise **N/A** will be displayed on selected event.

a. Event

Any game, party, trip, or vacation is considered as an event. Event has to be created at the first place before using other entities. Billsplitter supports multiple events.

b. Currency

Manipulation of currencies and its exchange rate to default currency can be altered with associated event. Each event creates will add *USD* as default currency. Multiple currencies are useful especially for traveling, trips or vacations to foreign country. (Purchasing of airplane tickets and other utilities in local currency, while expenses during vacation in foreign currency)

c. Participant

Participant means individual or person that involved in particular event. There's one interesting field in participant, which is *Unit*. Unit means ratio of calculation of expenses reconciliation. For a single person, unit always be 1, it will vary only when a two or more persons especially a couple that would like to join into one party with unit of 2.

d. Group

Participants with the same interest or often involved in the same activities can be set into a group. One participant can be in several groups. Group

is created mainly for ease of payment to participants on payment transaction. Most common used groups are "All participants", "All male", and "All female".

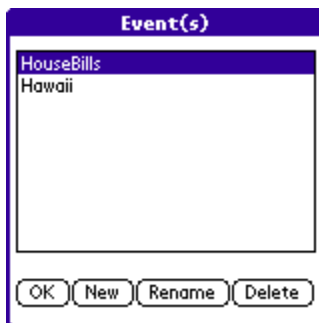
e. Payment

Payment is key of Billsplitter. Payments always made by one participant for a group of participants. Date of payment made, particulars, currency, and paid amount has to be filled too.

f. Balance Report

Balance Report reconciles payment expenses and shows balance amount of each participant. Negative value on balance means the amount that specified participant has to pay; positive value means the amount that participant has to collect. All balance amounts has been converted to default currency.

Event Listing



Event Listing lists all events on the list.

New will add a new event onto list, **Rename** allows modification on selected event, and **Delete** will remove selected event. **OK** navigates back to Main Screen/Main Menu.

(Note: Each event description has to be unique)

Currency Listing

Def.	Symbol	Rate
***	US\$	

Buttons: Set as default, OK, New, Edit, Delete

Currency Listing lists all currencies created for particular event. It shows currency symbol, and exchange rate on list.

The first column on the list 'Def.' means default currency, it will be check as '***' only if the currency is the default currency. Default currency can be change by select the desired currency and click on **Set as default**.

Setting new default currency will cause all other currency's exchange rates becomes 1.0000. The third column 'Rate' means exchange rate to default currency, therefore it will show empty if it itself is being set as default.

New will add a new currency onto list, **Edit** allows modification on selected currency, and **Delete** will remove selected currency. Delete on default currency will cause the first currency on the list to be set as default. **OK** navigates back to Main Screen/Main Menu.

Currency Editing

Def.	Symbol	Rate
***	US\$	

Buttons: OK, Cancel, ↑

Currency Editing will be popped up when **New** or **Edit** on Currency List pressed. Here is the form to add, edit currency symbol and exchange rate to default currency.

Participant Listing

Name	U	S
Wilson J.	1	M
Tom_Jane	2	-
Yvonne	1	F
Johnson K.	1	M
Bruce B.	1	M

OK New Edit Delete

Participant Listing lists all participants in an event. It shows participant's name, unit, and sex. **U** in the header of list means Unit, and **S** means Sex. 'M' in Sex stands for Male, 'F' stands for Female, and '-' stands for not specified.

New will add a new participant onto list, **Edit** allows modification on selected participant, and **Delete** will remove selected participant. **OK** navigates back to Main

Screen/Main Menu.

Participant Editing

Participant(s)

Name	U	S
Wilson J.	1	M
Tom_Jane	2	-

Edit Participant(s)

Name:

Unit: **1**

Sex: ▼ N/A

OK Cancel ↑

Participant Editing will be popped up when **New** or **Edit** on Participant List pressed.

There are 3 participant's data that have to be filled – Name, Unit, and Sex. As mentioned before, unit means ratio of calculation of expenses reconciliation. Normally, it will be filled as 1 for a single individual.

Group Listing

Group(s)

All
Male
Single

OK New Edit Delete

Group Listing lists all groups in an event. A group may consist of more than one participant, and one participant can be in more than one group.

New will add a new group onto list, **Edit** allows modification on selected group, and **Delete** will remove selected group. **OK** navigates back to Main Screen/Main Menu.

Group Editing

Group Editing will be popped up when **New** or **Edit** on Group List pressed.

User must enter a group description and select participants that need to be in the group. Tap on a participant in the list of 'Not In Group' will put the tapped participant to the group, and vice-versa.

Payment Listing

Date	Particular	Amt.
3/19	Plane to Hawaii	660.00
3/21	Breakfast_3/21	120.00
3/21	Canoe game	12.00

Payment Listing lists all payment transactions in an event. Date, particular, and payment amount is listed.

New will add a new payment transaction onto list, **Edit** allows modification on selected payment transaction, and **Delete** will remove selected payment transaction. **OK** navigates back to Main Screen/Main Menu.

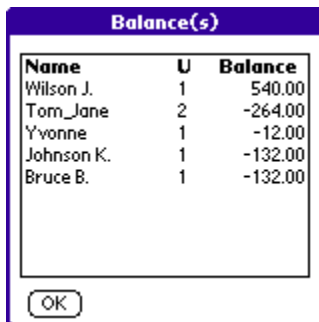
Payment Editing

Payment Editing will be popped up when **New** or **Edit** on Payment List pressed. There are six information that must be filled for a single payment transaction.

- Date – Date of payment made
- Pay by – Participant who paid for the bill or expense.
- Paid for – Group that payment transaction involved.

- Particular – Information or description of payment transaction.
- Currency Symbol – Currency that payment transaction used.
- Payment Amount – Amount of payment transaction.

Balance Report



Name	U	Balance
Wilson J.	1	540.00
Tom_Jane	2	-264.00
Yvonne	1	-12.00
Johnson K.	1	-132.00
Bruce B.	1	-132.00

OK

Balance Report lists all balance of all participants in an event. Name, Unit, and Balance of each participant are listed. Again, negative value on balance means the amount that specified participant has to pay; positive value means the amount that participant has to collect. All balance amounts has been converted to default currency.

Sample

A sample event will be created as 'Sample' event on first use. This is a sample of vacation's expense sharing. It consists of 3 participants – **Johnson S**, **Mary A**, and **Alfred D**, and 2 groups – **All**, and **Male**. '**All**' group means all the participants in 'Sample' event. '**Male**' group means all male in the event. There are 3 payment transactions in the event,

Particular	Pay by	Pay for	Amount	Calculation
Breakfast day1	Johnson S.	All	28.00	28.00 / 3 = 9.33
Bicycle rent	Alfred D.	All	12.00	12.00 / 3 = 4.00
Snooker	Johnson S.	Male	10.00	10.00 / 2 = 5.00

Therefore balance amount of 3 participants,

Participant	Calculation	Balance Amount
Johnson S.	0 + (28.00 + 10.00) – 9.33 – 4.00 – 5.00	19.67 (19.66)
Mary A.	0 – 9.33 – 4.00	-13.33
Alfred D.	0 + (12.00) – 9.33 – 4.00 – 5.00	-6.33

Please take note on Balance Amount of Johnson S, 19.67 with a bracket of 19.66. Balance amount of 19.67 is the actual amount based on the calculation, but since $3 * 9.33 = 27.99$ does not make equal to the payment made (28.00), so BillSplitter will make adjustment to 19.66 instead of 19.67 to let payments made by Mary A and Alfred D ($13.33 + 6.33$) equal to collection by Johnson S (19.66).

Appendix A: Contact Information

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