# Expenses & Bills

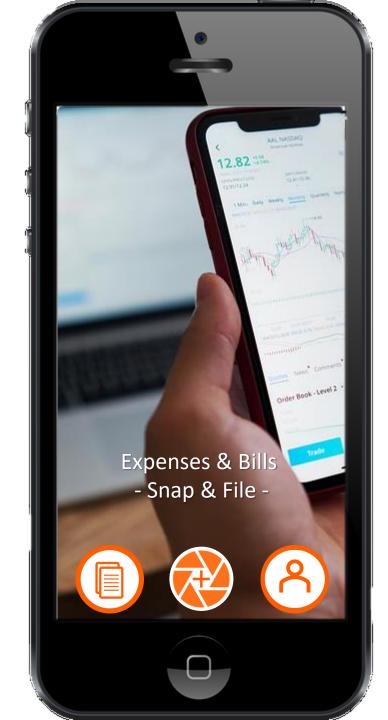
- Snap to file -







# Home Screen



- There are 3 buttons on the Home screen
  - Listing button
  - Start button
  - Profile button



# "Start" Button





# **Record** Screen

## Bill Type

- Auto-detected by OCR
- Drop down box to choose from the list being inputted before or to create a new type + icon
- an icon will appear next to the option
   Bill Date
  - Auto-detected by OCR
  - Touch to change manually with a calendar selection

### **Shop Name**

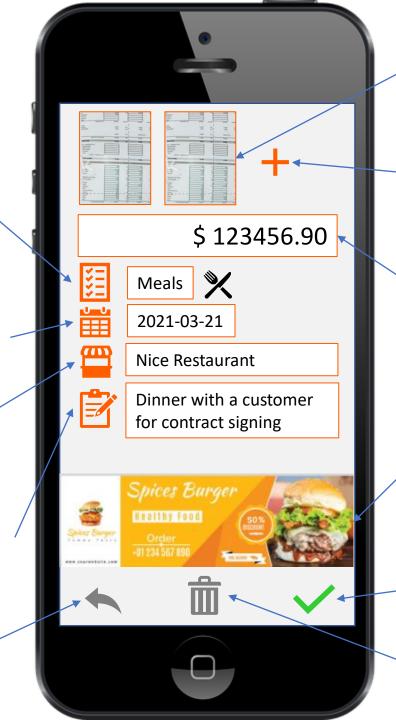
- Auto-detected by OCR
- Touch to change manually by editing

### Remarks

Touch to add manually by editing

#### Back to scan

Once confirmed, it goes
 back to Home screen
 Solomon Hong Kong. CONFIDENTIAL



## Bill Image

Thumbnail(s) of the scanned image.
 Filenames of the images are recorded in the format of yyyymmdd-999.jpg

### Additional Page Scan

Take image of additional pages

#### **Bill Amount**

- Auto-detected by OCR
- Touch to change manually with a number pad to key
- Currency symbol to be set in user profile

Google AdSence Ads & other ads network ads (320x100 pixels)

Ad tag to be inserted here

#### Confirm to record

- Once confirmed, it goes to Listing screen
- Only existing record may see this "Trash" button.

# Bill Image Screen



- You can enlarge the image when touching on it and pinch to zoom
- Slide to see next image if there is additional images.



# "Listing" Button & Screen

# **Listing** Screen

### Date Range

- Date range will be changed according to the Date Filter
- Touch the dates to select Custom Range. Then Date Filter will be all dimmed.

#### Share button

- Leverage mobile phone sharing options/apps to share as "CSV or Excel" file attachment. Bill images are shown as filenames of date (EByyyymmdd-999.jpg) in the CSV column "Supporting Docs".
- Subject "Display Name -Expenses & Bills during the period of yyyymmdd: yyyymmdd"



#### Date Filter

- Single day
- Single Week
- Single Month
- Single Year
- Arrows will change the date range according to day/week/month/year

# Type Filter

- The first button is reset
- Top 5 bill types in terms of number of records will be shown as filters

# Records

 Touch each record to open Record screen

#### **Download button**

- Scanned image files can be downloaded as a "zipped" file for the selected period.
- Zip filename is date range (EByyyymmdd-yyyymmdd.zip)



# "Profile" Button & Screen

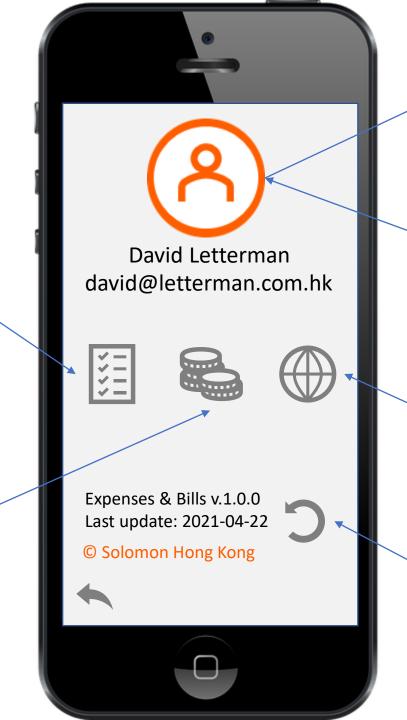
# **Profile** Screen

## Bill Type

- Create and manage bill types
- A list of preloaded icon to be selected. (same as icons can be found on PowerPoint

# **Currency Symbol**

Change default
 Currency symbol and default decimal points (999,999.99)



Display Name David Letterman

eMail address David@letterman.com.hk

#### Records

 Touch profile icon to edit "Display Name" and eMail address to be used in sharing files

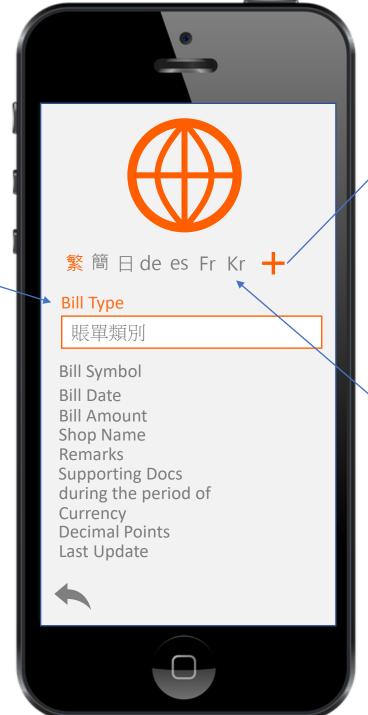
### Languages

- Add translations of additional languages for system labels, CSV column labels and messages to be used in sharing files
- Default language is English and preloaded languages are Traditional Chinese, Simplified Chinese, French, German

## **Update Check**

 Check latest update and update app upon confirmation Languages Screen

 Touch labels or messages to show edit box and edit translation of the selected language



New Language Code:

### Languages

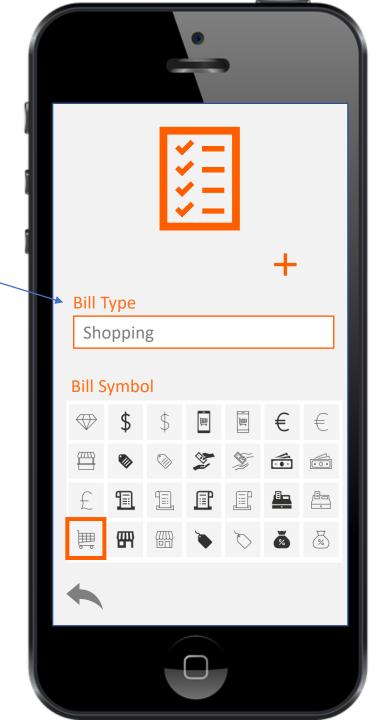
- Add translations of additional languages for system labels, CSV column labels and messages to be used in sharing files
- Default language is English and preloaded languages are Traditional Chinese, Simplified Chinese, French, German, Spanish, Japanese, Korean

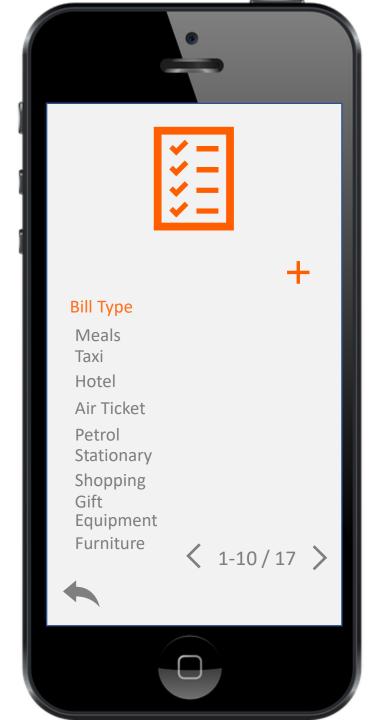
# Bill Types Screen

 Touch labels or messages to show edit box and edit translation of the selected language

Selected icons

 (about 50) from
 Microsoft office to
 be listed as
 options





# **Currency** Screen

