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NX Schedule Screen

Menu Commands

The following menu commands are available on the NX Schedule screen.

File

- View Report..... Opens the Report Preview screen for viewing a report on the current expense and income detail records
- Exit..... Exits the Ncome and Xpense application

Record

- New Record..... Creates a new expense or income detail record
- Duplicate a Record..... Creates a copy of the currently selected expense or income detail record
- Delete Record..... Deletes the currently selected expense or income detail record
- Pay Bills Now..... Opens the Pay Bills screen to initiate pay date processing and rescheduling
- View History..... Opens the History screen for view the expense and income history records

Tools

- Calculator..... Runs the calculator program
- Export..... Opens the Export screen for exporting expense and income detail records to ASCII, Paradox, or Dbase formats.
- Backup/Restore..... Opens the Backup/Restore screen for backing up or restoring the income and expense database and/or the history database
- Options..... Opens the Options screen for customizing the program options

Help

- Contents..... Display the help file's table of contents
- Introduction..... Display an introduction to Ncome and Xpense
- Help on This Screen.... Display help on the current screen
- How to Purchase..... Display purchase information on the web
- Ncome and Xpense
 - Home Page..... Display the Ncome and Xpense home page on the web
- Ragan Lockette's
 - Home Page..... Display my home page on the web :-)
- About..... Display information about Ncome and Xpense

NX Schedule Screen

Toolbar Commands

The following toolbar buttons are available on the NX Schedule screen.

- New..... Creates a new expense or income detail record
- Duplicate..... Creates a copy of the currently selected expense or income detail record
- Delete..... Deletes the currently selected expense or income detail record
- Pay Now..... Opens the Pay Bills screen to initiate pay date processing and rescheduling
- Report..... Opens the Report Preview screen for viewing a report on the current expense and income
- History..... Opens the History screen for view the expense and income history records
- Backup..... Opens the Backup/Restore screen for backing up or restoring the income and expense database and/or the history database
- Export..... Opens the Export screen for exporting expense and income detail records to ASCII, Paradox, or Dbase formats.
- Calculator..... Runs the calculator program
- Exit..... Exits the Ncome and Xpense application

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NX Schedule Screen

Income/Expense Detail

The Income/Expense Detail view displays the detail records of all current income and expense records. Records can be sorted in this view by simply clicking on the title of the field you wish to sort by.

- To create a new record, click the **New** button on the toolbar, or select **New Record** from the **Record** menu.
- To change a new or existing record, click on the cell to be changed and key in your changes.
- To duplicate an existing record, click the **Duplicate** button on the toolbar, or select **Duplicate a Record** from the **Record** menu.
- To delete an existing record, click once on the record, then click the **Delete** button on the toolbar, or select **Delete Record** from the **Record** menu.

Each Income/Expense detail record contains the following fields :

Field Name	Field Description
Pay Date	Date the record is scheduled to be paid (This will usually correspond to your paycheck date)
Due Date	Date the record is actually due
Description	For expense, the payee; For income, the source of income
Expense Amount	Expense amount due to the payee
Income Amount	Income amount due from your source
Repeat	Number of days, weeks, half-months, months, or years that should come between reoccurring records. A zero indicates a one-time record (no recurrence)
Units	days, weeks, half-months, months, years, or one-time
End Date	The last date that a recurring record will be scheduled. When the due date of a rescheduled record falls after this date, the record will be deleted.
Warning Days	Number of days before the due date that you would like to be reminded of this record
User Field1	Miscellaneous field to be used for anything you like
User Field2	Miscellaneous field to be used for anything you like
User Field3	Miscellaneous field to be used for anything you like
User Field4	Miscellaneous field to be used for anything you like

NX Schedule Screen Pay Date Summary

The Pay Date Summary shows you the expense and income amounts totaled and summarized by pay date. Use this summary to determine your total expenses, total income, but more importantly, **how much money will be left over**.

If your expenses for a pay date exceed your income, this will result in a negative remainder, which means you are over-extended. A negative remainder is indicated in red and surrounded by parenthesis as in this example: **(\$120.00)**

If your expenses for a pay date are less than your income, congratulations! You will have money left over after paying your bills. A positive remainder is indicated in green as in this example: **\$120.00**

The Pay Date Summary also shows the count of records for that pay date.

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NX Schedule Screen Expense Aging Summary

The expense aging summary shows the total expenses that are:

- **Past due(red)**
- **Due within the next week(yellow)**
- **Due during the second week(green)**
- **Due during the third week(gray)**
- **Due after 3 weeks(white)**

These colors also correspond to the background colors displayed in the due date field of the Income/Expense Detail.

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NX Schedule Screen

[Menu Commands](#)

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Pay Bills Screen

[Menu Commands](#)

[Toolbar Commands](#)

[Select Pay Date for Processing](#)

[Select Records for Processing](#)

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Pay Bills Screen

Menu Commands

The following menu commands are available on the Pay Bills screen.

File

Close..... Closes and returns back to the [NX Schedule screen](#)

Record

Select All..... Selects (place check marks beside) all records for this pay date for processing.

Deselect All..... Deselects (remove check marks from) all records for this pay date for processing.

Process Now!..... Processes the currently selected records. Processing will write the selected records to the history database, as well as rescheduling any reoccurring records by showing the [Reschedule screen](#).

Tools

Calculator..... Runs the calculator program

Help

Contents..... Displays the help file's table of contents

Help on This Screen.... Display help on the current screen

How to Purchase..... Display purchase information on the web

Ncome and Xpense

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Ragan Lockette's

 Home Page..... Display my home page on the web :-)

About..... Display information about Ncome and Xpense

Pay Bills Screen Toolbar Commands

The following toolbar buttons are available on the Pay Bills screen.

Select All.....	Selects (place check marks beside) all records for this pay date for processing.
Deselect All.....	Deselects (remove check marks from) all records for this pay date for processing.
Process!.....	Processes the currently selected records. Processing will write the selected records to the history database, as well as rescheduling any reoccurring records by showing the <u>Reschedule screen</u> .
Calculator.....	Runs the calculator program
Close.....	Closes and returns back to the <u>NX Schedule screen</u>

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Pay Bills Screen

Select Pay Date for Processing

The Select Pay Date for Processing view displays a list box for selection of a pay date for processing. The list box only lists those pay dates that have been keyed in the pay date field on the NX Schedule screen in the Income/Expense Detail view. The following totals and counts are also displayed for records that are selected (checked):

Expense..... Total selected(checked) expense
Income..... Total selected(checked) income
Remainder..... Total selected(checked) income minus total selected(checked) expense
Count..... Count of selected(checked) records

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Pay Bills Screen

Select Records for Processing

The Select Records for Processing view displays the detail records for the selected pay date. Records can be sorted in this view by simply clicking on the title of the field you wish to sort by.

- To change a record, click on the cell to be changed and key in your changes.
- To select or deselect a record for processing, click on the Process field. A check mark indicates that a record is selected.

Each record listed for processing contains the following fields :

Field Name	Field Descr
Process	Flag indicating whether this record should be processed or not. Check mark = process; Blank = do not process.
Due Date	Date the record is actually due
Description	For expense, the payee For income, the source of income
Expense Amount ...	Expense amount due to the payee
Income Amount	Income amount due from your source
Repeat	Number of days, weeks, half-months, months, or years that should come between reoccurring records. A zero indicates a one-time record (no recurrence)
Units	days, weeks, half-months, months, years, or one-time
End Date	The last date that a recurring record will be scheduled. When the due date of a rescheduled record falls after this date, the record will be deleted.
Warning Days	Number of days before the due date that you would like to be reminded of this record
User Field1	Miscellaneous field to be used for anything you like
User Field2	Miscellaneous field to be used for anything you like
User Field3	Miscellaneous field to be used for anything you like
User Field4	Miscellaneous field to be used for anything you like

Reschedule Screen

[Menu Commands](#)

[Toolbar Commands](#)

[Reschedule Income/Expense Detail Records](#)

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Reschedule Screen

Menu Commands

The following menu commands are available on the Reschedule screen.

File

Exit..... Exits the Reschedule screen and returns to the [NX Schedule screen](#)

Tools

Calculator..... Runs the calculator program

Help

Contents..... Displays the help file's table of contents

Help on This Screen.... Display help on the current screen

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Ragan Lockette's

 Home Page..... Display my home page on the web :-)

About..... Displays information about Ncome and Xpense

Reschedule Screen Toolbar Commands

The following toolbar buttons are available on the Reschedule Schedule screen.

Calculator..... Runs the calculator program
Done..... Closes and returns to the [NX Schedule screen](#)

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Reschedule Screen

Reschedule Income/Expense Detail Records

The Reschedule Income/Expense Detail view displays the recurring records to be rescheduled. Records can be sorted in this view by simply clicking on the title of the field you wish to sort by.

- To change a new or existing record, click on the cell to be changed and key in your changes.

Each Income/Expense detail record contains the following fields :

Field Name	Field Description
Pay Date	Date the record is scheduled to be paid (This will usually correspond to your paycheck date)
Due Date	Date the record is actually due
Description	For an expense, the payee; For income, the source of income
Expense Amount	Expense amount due to the payee
Income Amount	Income amount due from your source
Repeat	Number of days, weeks, half-months, months, or years that should come between reoccurring records. A zero indicates a one-time record (no recurrence)
Units	days, weeks, half-months, months, years, or one-time
End Date	The last date that a recurring record will be scheduled. When the due date of a rescheduled record falls after this date, the record will be deleted.
Warning Days	Number of days before the due date that you would like to be reminded of this record
User Field1	Miscellaneous field to be used for anything you like
User Field2	Miscellaneous field to be used for anything you like
User Field3	Miscellaneous field to be used for anything you like
User Field4	Miscellaneous field to be used for anything you like

History Screen

[Menu Commands](#)

[Toolbar Commands](#)

[Income/Expense History](#)

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History Screen Menu Commands

The following menu commands are available on the History screen.

File

- View Report..... Opens the Report Preview screen for viewing a report on the history detail records
- Exit..... Exits the History screen and return back to the NX Schedule screen

Record

- Delete Record..... Deletes the currently selected history record
- Delete All Records..... Deletes all history records. This will initialize the history database.

Tools

- Calculator..... Runs the calculator program
- Export..... Opens the Export screen for exporting history detail records to ASCII, Paradox, or Dbase formats.

Help

- Contents..... Displays the help file's table of contents
- Help on This Screen.... Display help on the current screen
- How to Purchase..... Display purchase information on the web
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- Ragan Lockette's
 - Home Page..... Display my home page on the web :-)
- About..... Displays information about Ncome and Xpense

History Screen Toolbar Commands

The following toolbar buttons are available on the History screen.

- Delete..... Deletes the currently selected history detail record
- Report..... Opens the Report Preview screen for viewing a report on the history detail records
- Export..... Opens the Export screen for exporting history detail records to ASCII, Paradox, or Dbase formats.
- Calculator..... Runs the calculator program
- Close..... Closes the History screen and returns to the NX Schedule screen

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History Screen

Income/Expense History

The Income/Expense History view displays the history detail records of all past income and expense records that have been processed on the Pay Bills screen. Records can be sorted in this view by simply clicking on the title of the field you wish to sort by.

- To delete a history record, click once on the record, then click the **Delete** button on the toolbar, or select **Delete Record** from the **Record** menu.
- To delete all history records, select **Delete All Records** from the **Record** menu.

Each history detail record contains the following fields :

<u>Field Name</u>	<u>Field Description</u>
Process Date	Date the record was processed on the Pay Bills screen.
Pay Date	Date the record was scheduled to be paid (This will usually correspond to your paycheck date)
Due Date	Date the record was actually due
Description	For expense, the payee; For income, the source of income
Expense Amount	Expense amount due to the payee
Income Amount	Income amount due from your source
Repeat	Number of days, weeks, half-months, months, or years that should come between reoccurring records. A zero indicates a one-time record (no recurrence)
Units	days, weeks, half-months, months, years, or one-time
End Date	The last date that a recurring record will be scheduled. When the due date of a rescheduled record falls after this date, the record will be deleted.
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User Field2	Miscellaneous field to be used for anything you like
User Field3	Miscellaneous field to be used for anything you like
User Field4	Miscellaneous field to be used for anything you like

Export Screen

The Export screen is used to export your records to Paradox, Dbase, or ASCII formats. When export is run from the NX Schedule screen, the current income and expense records will be exported. When export is run from the History screen, the history records will be exported.

Select Destination Table

Enter the name of the new file to contain the exported records.

Table Type

Select the type of table to be created: Paradox, Dbase, or ASCII. The ASCII export will create a comma-separated-variable, or CSV, file. This file can be used as an import into many other spreadsheet and database programs.

Record Count to Export

Select to export all records, or enter the number of records to export.

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Backup/Restore Screen

The Backup/Restore screen is used to create a backup of the current income and expense records and/or the history records. It is also used to restore current income and expense records or history records from a previously created backup.

Backup

- Select the directory that will contain the new backup files.
- Select whether to backup the current income and expense records.
- Select whether to backup the history records.

Restore

- Select the directory that contains a previous backup that will be restored from.
- Select whether to restore the current income and expense records.
- Select whether to restore the history records.

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Options Screen

Use the Options screen to set various customizable program options.

Display overdue items when program starts

Setting this option will cause a screen to be displayed when Ncome and Xpense starts up that will show you all overdue records.

Default warning days for new records

Input the number to be used as a default for the warning days field on all new income and expense records.

User field column titles

You may customize any of the 4 user field titles to display the title you would like to see. For example, if you were using user field1 to store the late fee amount for bills, you could set the title for user field 1 to be "Late Fee". This would then be displayed on the [NX Schedule](#), [Pay Bills](#), [Reschedule](#), and [History](#) screens.

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Introduction

Welcome to Ncome and Xpense! Please take a few moments to look over the following before using Ncome and Xpense. Hopefully this introduction will get you started using this program, and also start you on your way toward better management of your income and expense.

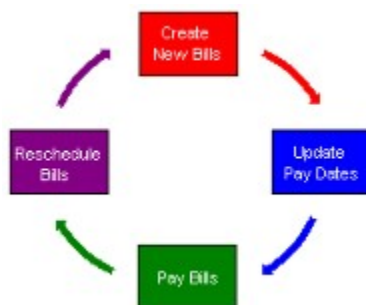
What is it?

Ncome and Xpense is a scheduler/manager that will help you keep track of expense amount, income amounts, and their due dates. The program keeps a running total of what you owe and when payment is due. Ncome and Xpense is an easy program to use, and it's a handy tool for making sure you don't miss important bill payment dates. Ncome and Xpense also includes the following features:

- Sorting by any field by simply clicking on the column title
- Customizable warning days for each bill
- Expense and income history
- Backup and restore for current and history data
- Exporting to Paradox, Dbase, and ASCII (comma-separated-variable)
- Report preview and printing on current data, as well as history
- Expense aging view and color-coded due dates to quickly determine the aging of records
- Pay date summary for creating "what if" scenarios at bill paying time.
- Recurring income and expenses that will repeat at a customizable number of days, weeks, half-months(semi-monthly), months, and years.
- An end date to limit the number of occurrences for recurring income and expenses.
- An optional reminder at program startup for past due items
- 4 user fields with customizable column titles

How does it work?

There are basically 4 steps to using Ncome and Xpense: (1) create new bills; (2) update pay dates; (3) pay bills; and (4) reschedule bills.



1. **Create New Bills**

Enter new income and expense detail records from the [NX Schedule](#) screen. You can also update detail records from this screen. Initially you may choose not to update the pay date field until all income and expense records are up to date. This will be done in the next step.

2. **Update Pay Dates**

Update pay dates for income and expense records from the NX Schedule screen. Normally pay dates will coincide with a paycheck date. Utilize the Pay Date Summary view to see how much you will have left after your paycheck. This remaining amount will indicate how much you have left of your paycheck after paying your bills.

3. **Pay Bills**

Start your bill payment processing from the Pay Bills screen. First, Select a pay date for processing. Then select records for processing from the chosen pay date by clicking in the "Process" column. Selected records are those with a checkmark beside them. This would be a good time to write out your checks to be paid, based on the selected items on the list that you have selected. Once you click the "Process Now" button, the records you have selected will be written to the history database, and you will begin rescheduling recurring records.

4. **Reschedule Bills**

Reschedule your income and expense records from the Reschedule screen. You can make any changes you like to the records before they get rescheduled. If you already know the next pay date for rescheduled records, you can go ahead and enter that too. Conclude your rescheduling by clicking the "Done" button.

After rescheduling, the process starts all over again with step one, getting ready for the next pay date.

How long can I use it?

You may use Ncome and Xpense freely for a 60-day trial period. After 60 days, you will need to purchase it to continue to use it.

How can I purchase it?

Cost: \$14.95, US Dollars

For information on how to purchase Ncome and Xpense, go to my home page at:

<http://members.aol.com/rlochette>

You may also reach me via email at:

rlochette@aol.com

Purchasing Ncome and Xpense

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Report Preview Screen

The Report Preview screen is used to view reports based on current income and expense detail records, as well as history records. The records on the report are automatically sorted in the same order that is used on the [NX Schedule](#) screen or [History](#) screen. To change the sort of the report, simply change the sort of the detail record view on the NX Schedule or History screens by clicking on the column title of the field you want to sort by.

The following buttons/options are available on the Report Preview screen:

- Print Clicking on this button will open the printer dialogue box for printing the report. Before printing you may choose from different printers and select specific pages for printing.
- Page..... Entering a number into this field will take to directly that specific page in the report. Use the up and down arrow buttons to increment and decrement page numbers.
- Zoom%..... Entering a number into this field will change the zoom percentage of the report view. Use the up and down arrow buttons to increment and decrement the zoom percentage.
- Zoom to Fit..... Clicking this button will zoom the report view so that an entire page will fit inside the Report Preview screen.
- Zoom to Width.. Clicking this button will zoom the report view so that the entire width of a page will fit inside the Report Preview screen.
- Close..... Close the Report Preview screen and return to the [NX Schedule screen](#). application.

