

HANDCASE

VIRTUAL MONEY PRO USER MANUAL

This manual is intuitive as our software, is enough to observe the images to understand as to use best of and the more efficient form. The screens follow the logical order of the presentation them tools in the interface of each software.

Descriptive

Suite of 10 tools for Palm to manage small companies finances. Tools included: customers, payments include employees, suppliers, expenses, planning, collections, reports, taxes, purchases, financing, insurances, notations and invoicing.

1.3 - PALM OS 3.5 or superior (ram 112 KB)

Install

Just unpacking the zip on the desktop and give a double click the file **vmoneypro_eng.prc** the tool installation of your Palm will open showing the file being synchronized, synchronize and ready.

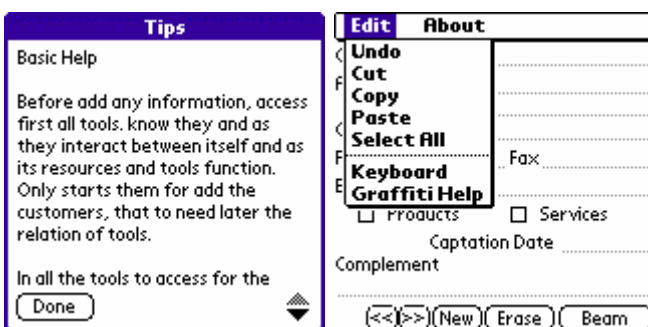


You recognize by the icon on the side.

Initial Interface



Here you choose the tool you want.



Basic Help – for access just click on I con on top of the start screen. Standard menu, just copy and paste the other tools in VIRTUAL MONEY PRO information and vice versa. Example: **Memopad > Virtual Money Pro** or **Memopad < Virtual Money Pro**

Customer Main

Customer

Address

Contact |

Phone Fax

E-mail

Products Services

 Captation Date

Complement

.....

(<<|>>)(New) (Erase) (Beam)

Here you organize your customers.

<p>Payment Main</p> <p>Type</p> <p>To Pay</p> <p>Phone \$</p> <p>Payment Date Employees</p> <p><input type="checkbox"/> Service <input type="checkbox"/> Product <input type="checkbox"/> Wage</p> <p>Remember Next Payment</p> <p>Complement</p> <p>.....</p> <p style="text-align: center;">(<< >>)(New) (Erase) (Beam)</p>	<p>Employees Main</p> <p>Name</p> <p>Act of Contract Date</p> <p>Address</p> <p>Phone <input type="checkbox"/> Freelancer</p> <p>Wage \$ <input type="checkbox"/> Union Member</p> <p>Commis. % <input type="checkbox"/> Cooperated</p> <p>Complement</p> <p>.....</p> <p style="text-align: center;">(<< >>)(New) (Erase) (Beam)</p>
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Here you arrange payments, including the prompts to be made.

Supplier Main

Company|

Address

Type

Paid Reimbursed

Remember Date Contact

Details

.....

(<<|>>)(New) (Erase) (Beam)

Here you organize the list of suppliers.

<p>Planning Main</p> <p>Objective </p> <p>Actions</p> <p> Descriptive</p> <p>Initial Date</p> <p>.....</p> <p style="text-align: center;">(Details)</p> <p><input type="checkbox"/> Short Period <input type="checkbox"/> Remember End Date</p> <p><input type="checkbox"/> Medium Period</p> <p><input type="checkbox"/> Long Period</p> <p>.....</p> <p style="text-align: center;">(<< >>)(New) (Erase) (Beam)</p>	<p>Planning Main Planning Main</p> <p>Type</p> <p>A ▾</p> <p><input type="checkbox"/> More Sales <input type="checkbox"/> Create Product</p> <p><input type="checkbox"/> Create Service <input type="checkbox"/> Mod. Prod/Serv.</p> <p><input type="checkbox"/> More Test <input type="checkbox"/> Extend Company</p> <p><input type="checkbox"/> Have Resales <input type="checkbox"/> Increase Team</p> <p><input type="checkbox"/> To Diversify <input type="checkbox"/> Extend Spreading</p> <p>Complements</p> <p>.....</p> <p style="text-align: center;">(<< >>)(New) (Erase) (Beam)</p>	<p>Planning Main Planning Main</p> <p>Type</p> <div style="border: 1px solid black; padding: 2px;"> <p>A Search Consultants</p> <p>[Search Financier</p> <p>[Search Resellers</p> <p>[Search New Partner</p> <p>[Promote Training</p> <p>[Reorganize Teams</p> <p>[Extend Teams</p> <p>C Reorganize Departments</p> <p>[Extend Area of Performance</p> <p>[Reduce Costs</p> </div> <p>.....</p> <p style="text-align: center;">(<< >>)(New) (Erase) (Beam)</p>
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Planning Main Planning | Main

Type

A Extend Teams

[Reorganize Departments

[Extend Area of Performance

[Reduce Costs

[Reorganize Processes

[Create New Processes

[Create Promotions

C Study the Spreading

[Refinance the Company

[Create New Prescription Sources

.....

(<<|>>)(New) (Erase) (Beam)

Here you prepare the general planning.

Expense Main

Date Value \$
Title

Expense Type

Inform the Payment

Paid Reimbursed
<< >> (New) (Erase) (Beam)

Here you organize general expenses.

Collection Main

Customer
Sale Nº

Product/Service

Qt. Value \$
Remember Date Delivery

Quitted Delayed
Complement

<< >> (New) (Erase) (Beam)

Here you organize charges.

Report Main

Date Time

Title |

<< >> (New) (Erase) (Beam)

Here you prepare their reports.

Taxes Main

Type |

Agency

Contributor

Taxe Value \$

..... Value \$

Paid Restitution
Payment Date

Inform Payment Date

Reminder

(N) << >> (New) (Erase) (Beam)

Here you arrange the fees and taxes to be paid or returned.

Purchase Main

Purchase Date

Type

Supplier

Delivery \$
Details Paid

Payment Inform

<< >> (New) (Erase) (Beam)

Here you organize domestic purchases with notice of future purchase.

Financing	Main	Financing	Main
Financier 		Financier	
Address		Address	
Corrector		Corrector	
Phone \$		Phone \$	
▼ Parcels		Bank	Parcels
Payment Date		Credit Card	Payment Date
Remember Payment		Direct	Payment
<input type="checkbox"/> Quitted		Loan	
<input type="checkbox"/> Refinanced		Financier	
(<< >>)(New) (Erase) (Beam)		Leasing	
		Other	(Erase) (Beam)

Here you arrange financing.

Insurances	Main
Insuring	
Policy	
Beneficiary	
Covering	
Validity	<input type="checkbox"/> Cancelled
Lack	<input type="checkbox"/> Renewed
	<input type="checkbox"/> Paid
Inform Payment Date	
Value \$	
(<< >>)(New) (Erase) (Beam)	

Here you arrange insurance.

Invoicing	Main
Invoicing Date	
Consumer	
Product/Service	
Value \$	
Sale N°	
<input type="checkbox"/> Paid <input type="checkbox"/> Reimbursed	
Remember Date Delivery	
Details	
(<< >>)(New) (Erase) (Beam)	

Here you arrange the billing.

Notation	Main
Subject 	
Date	
.....	
.....	
.....	
.....	
.....	
.....	
(<< >>)(New) (Erase) (Beam)	

Here you generic annotations.

Any problem with the Software please contact HANDCASE suporte@handycase.com

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