



powerOne[®] Finance

Version 5 Quick Start Guide

<http://www.infinitysw.com/finance>

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Getting Started

Installing on a Windows Computer System

CD-ROM

Insert the CD into the CD-ROM drive. On a Windows computer, the start-up screen should run automatically. If it does not start automatically, double-click on "My Computer", double-click on the CD-ROM drive (often the drive labeled "D") and double-click on "Setup.exe". This will run the Set-Up window.

To install a version that runs on your handheld computer using the Palm OS or Pocket PC operating system, choose "Install Handheld Version". To install a version that runs on your Windows computer, choose "Install Desktop Version". Follow the on-screen directions to complete the installation process.

Electronic Download

Run the installer by double-clicking the icon from the location you saved it.

For Handheld or Desktop versions only, run the installer by double-clicking. Follow the on-screen directions. For the Handheld and Desktop version, run the installer and follow the same directions for installing the CD-ROM above.

Installing on a Macintosh Computer System

CD-ROM

Insert the CD into the CD-ROM drive. On a Macintosh computer, the CD's icon will appear. Double-click to open the CD-ROM, double-click on the "Install Folder", double click "Palm OS" folder, then double-click each of the files ending in ".prc"

Getting Started

and ".pdb". This will run the Palm OS Install Tool. Close the Tool and synchronize your device to complete installation.

Electronic Download

Extract the file using StuffIt Expander. Open the folder and in the Palm folder, double-click each application. This will run the Palm OS Install Tool and set each application for installation. When finished, select "Done" and synchronize your handheld to complete the installation.

Getting Help

On Windows computer systems the installer typically installs the manual under the Windows Start menu: Programs→powerOne Finance for Handhelds→powerOne Finance Manual. On Macintosh computer systems, it is available from the CD-ROM or extracted archive.

The manual is also available on the CD-ROM and at Infinity Softworks' web site in Adobe Acrobat Reader format:

<http://www.infinitysw.com/support/manuals.html>

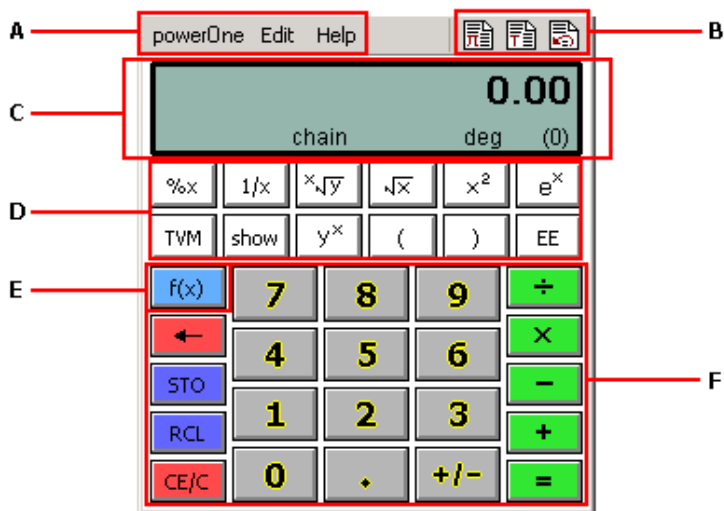
If you do not have Adobe Acrobat Reader on your computer, installation is available from the CD-ROM or from Adobe's web site:

<http://www.adobe.com/reader>

In addition, Infinity Softworks' web site offers answers to common questions and technical support. Visit:

<http://www.infinitysw.com/finance>

Calculator



The calculator is the center of the product. The view window (C) is where equations are entered and calculated. Functions can be found on the keypad (F), the function button (E) or via the programmable buttons (D).

The buttons above the view window are for navigation. The powerOne button/menu (A) offers a list of options such as access to preferences and the calculation log. The 3 navigation icons (B, described left to right) take you to My Data, template list for working with calculation templates and to the last template (only visible if one has been selected). More detail is provided below.

On the Windows Desktop version, there may also be an icon for accessing the data update service (globe) and synchronization (ActiveSync icon).

A. powerOne Button/Menu

The powerOne button is available on the Palm OS version only. On Windows and Pocket PC, choose a menu for the options:

- **Copy:** copy contents of view window to the system clipboard. (Edit menu)
- **Paste:** paste the system clipboard to the view window. (Edit menu)
- **Calculation Log:** log of calculations similar to a tape. The last 20 calculations are stored (or 10 equation/answer combinations for algebraic input mode). (powerOne menu)
- **Preferences/Options:** calculator settings and preferences. (powerOne menu)
- **Skins:** change the user interface of the calculator (colors and layout). (Palm OS only – see the Infinity Softworks web site for details)
- **My Data:** location to see all data. (powerOne menu)
- **My Templates:** location to see all templates, whether created or pre-installed. (powerOne menu)
- **About powerOne:** information about the software. (Help or About menu)

B. Navigation Icons

- **Data Button:** displays My Data. This is where data is viewed or created.
- **Template Button:** displays list of available templates (My Templates).
- **Last Template Button:** (right most button, if visible) select to go to the previously used template (only visible when a template has been visited).

C. View Window & Input Modes

There are a total of 3 input mode options. These change the view window and how calculations are performed:

- **Order of Operations:** standard calculator mode where only the last entered value or calculation is displayed. EX: $27 + 3 =$ returns 30. This mode follows common order of operation rules for function precedence.
- **Chain:** common to financial calculators, this mode displays only the last entered value or calculation in the view window. EX: $27 + 3 =$ returns 30. Chain ignores order of operations rules.
- **RPN:** RPN is the input mode familiar to many HP calculator users. It is a post-fix notation. EX: 27 ENT 3 + returns 30.

D. Programmable Buttons

Consists of anywhere from 3 to 10 buttons. Selecting one performs the associated function. Buttons can access a function, can display a list of functions or can be associated with a template. These buttons are programmable and can be set in the Preferences screen.

E. Function Button

Select this button to display a list of function categories. Select a function category to access a mathematical function.

F. Keypad

- **0-9:** numbers 0 through 9.
- **decimal separator:** separate the whole and decimal portions of the number. Entered as a period or comma

depending on the system setting for number display format.

- **+/-/x/÷**: basic mathematics functions.
- **ENT or equals**: enter key to push a value on the stack (RPN input mode), or equals to complete a calculation (order of operations and chain input modes).
- **CE/C**: clears the currently entered value when tapped once and all values in the current calculation when tapped a second time.
- **STO/RCL**: select to access store and recall memory location functionality. To clear memory location, select the powerOne menu (Pocket PC, Windows) or the Options menu (Palm OS).
- **+/-**: select to change the sign or insert a negative sign depending on the input mode.
- **←**: deletes the highlighted area, space before the input cursor, or last entered value depending on the input mode.

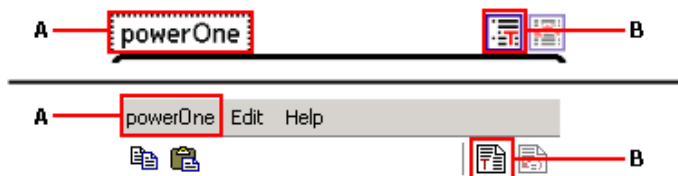
Synchronization

Synchronization between handheld and Windows desktop versions is possible. To start, insert your device in the cradle or connect it to your Windows desktop computer.

For Palm OS, select the HotSync icon on the cradle or on your device (Home : HotSync : HotSync icon).

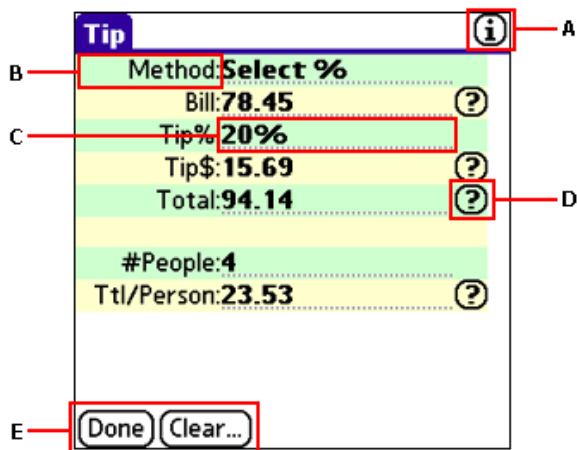
For Pocket PC, select the ActiveSync synchronization icon on the toolbar within powerOne Finance for Windows.

Templates



Access a template by either selecting the Templates button (B) or by selecting "powerOne" (A) then "My Templates". If the Template button is selected, open the appropriate category and select a template to access. If My Templates is selected, open a category, and either select the appropriate template and choose "Use" from the list (Palm OS) or double-click the appropriate template (Pocket PC and Windows).

Template Layout



- A. Template Notes:** select this to display notes about the template. Notes generally describe the template's use, a description of each variable and any special template instructions. On Palm OS, this is (i) in the top, right-hand corner. On Pocket PC, select the notes icon on the menu. For Windows, select the Options menu then Template Notes.
- B. Variable Label:** describes the variable's contents. Generally, the label is only a text description, but sometimes labels can be selected. A dotted border surrounds labels that can be selected. Select it to:
- Change the Data View: some variables can be entered or viewed in multiple ways. In this case, select the variable's label to enter and calculate the same data item a different way.
- C. Variable Data:** the value or data for the variable. To enter data, select its value and enter it. The data can be entered if it is underlined; otherwise it can only be calculated.
- D. Calculate "?":** indicates that the variable can be calculated. Select it to perform the calculation.
- E. Buttons:** while there may be more than two buttons, these two exist in every template:
- Done or OK: exits the template.
 - Clear or C: clears the contents of the template. This reverts the data to its defaults.

Entering Data

There are five variable data types currently available. Variable data appears in the middle column of the template and can be selected and edited if it is underlined (otherwise it can only be calculated). Each variable data type is discussed here:

1. **Numbers:** entered using the pop-up calculator. To enter a number:
 - select the variable's data.
 - enter the number with the keypad or use the calculator to compute it.
 - select the "✓" (save button) to return to the template and save the number or choose "x" (cancel button) to return to the template without saving.
2. **Lists:** show a set of defined options. To choose an item from a list:
 - select the variable to display a list of options.
 - choose an option from the list, scrolling if necessary.
3. **Dates:** entered using a selector similar to other applications. On Palm OS handhelds, however, the year can be changed directly within the range 1900 to 3000. To choose a date:
 - select the variable.
 - choose a year.
 - choose a month.
 - choose a day.
4. **Tables:** (sets of data) entered in a form similar to a spreadsheet. To enter data:
 - select the variable.
 - enter data into the table by selecting each cell and entering data with the same pop-up calculator used with Numbers described above.
 - select "OK" to save the data or "Cancel" to delete those changes.

- 5. Times:** entered using a selector similar to other applications. To choose a time:
- select the variable.
 - choose the hour by highlighting it and using the up/down scroll arrows.
 - choose minutes by selecting each box in turn and using the up/down scroll arrows.
 - choose am or pm (if not 24 hour time).
 - select "OK" to save the data or "Cancel" to throw out those changes.

Example

This example demonstrates how to use a template. 4 colleagues go to dinner and spend \$78.45. How much is paid for the tip and total bill with a 20% tip? How much was the tip? If the bill were split evenly, what does each colleague have to pay?

Go to the Tip Template

1. Launch the software. The main calculator should be visible.
2. Select the Template button. The Template button is the left button across the top of the main calculator. The Template List should be visible.
3. Open the Business category by selecting or double-selecting its name.
4. Open the Tip template by selecting or double-selecting its name. The Tip template should be visible.

Calculate Tip Amount and Total Bill

5. Enter \$78.45 for the bill.

- select 0.00 next to Bill.
 - enter 78.45 in the pop-up calculator using the keypad.
 - select the save ("✓") button.
6. Enter a 20% tip.
 - select 15% next to Tip.
 - choose 20% from the list.
 7. Calculate the tip amount.
 - select the "?" button on the same line as Tip\$.
 - the tip amount is \$15.69.
 8. Calculate the total bill.
 - select the "?" button on the same line as Total.
 - the total bill is \$94.14.

Split the Bill

9. Enter 4 for the number of people.
 - select 1 next to #People.
 - enter 4 in the pop-up calculator using the keypad.
 - select the save ("✓") button.
10. Calculate the total per person.
 - select the "?" button on the same line as Ttl/Person.
 - the total per person is \$23.53.

Online Support: <http://www.infinitysw.com/finance>
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02/04/05