Free iPhone app to keep track of expenses while on production.

Production Apps

PPP Expenses

To begin using this app;

Go to the "**Job**" screen.

Touch on the "**New Project**" button to create a new project record and set up related records for your receipts for this project. (If the Number of Projects shows "1 of 1" and you haven't entered a project yet, move on to the next step and fill out the fields on the screen).

Enter the **Job Number,** the **Job Name,** the **Client,** and **Your Name** and **Job Title**.

From the Job screen, touch on the Gear button (User Set Up page) and fill out the fields.

Touch on the "**Receipts**" button to enter the information for your first receipt for this job.

Fill out the **Date** of the expense, the **Receipt From** field, the **For What** field, the **Receipt Total** field, the **Receipt Category** field, and the **Paid With** field.

You can photograph the receipt with the "**Photograph Receipt**" button. Hold the device in the portrait orientation (vertical) when you photograph the receipt.

When you want to add a new receipt for this job, touch on the "**+**" (**Add a New Receipt**) button on the "**Expenses**" screen.
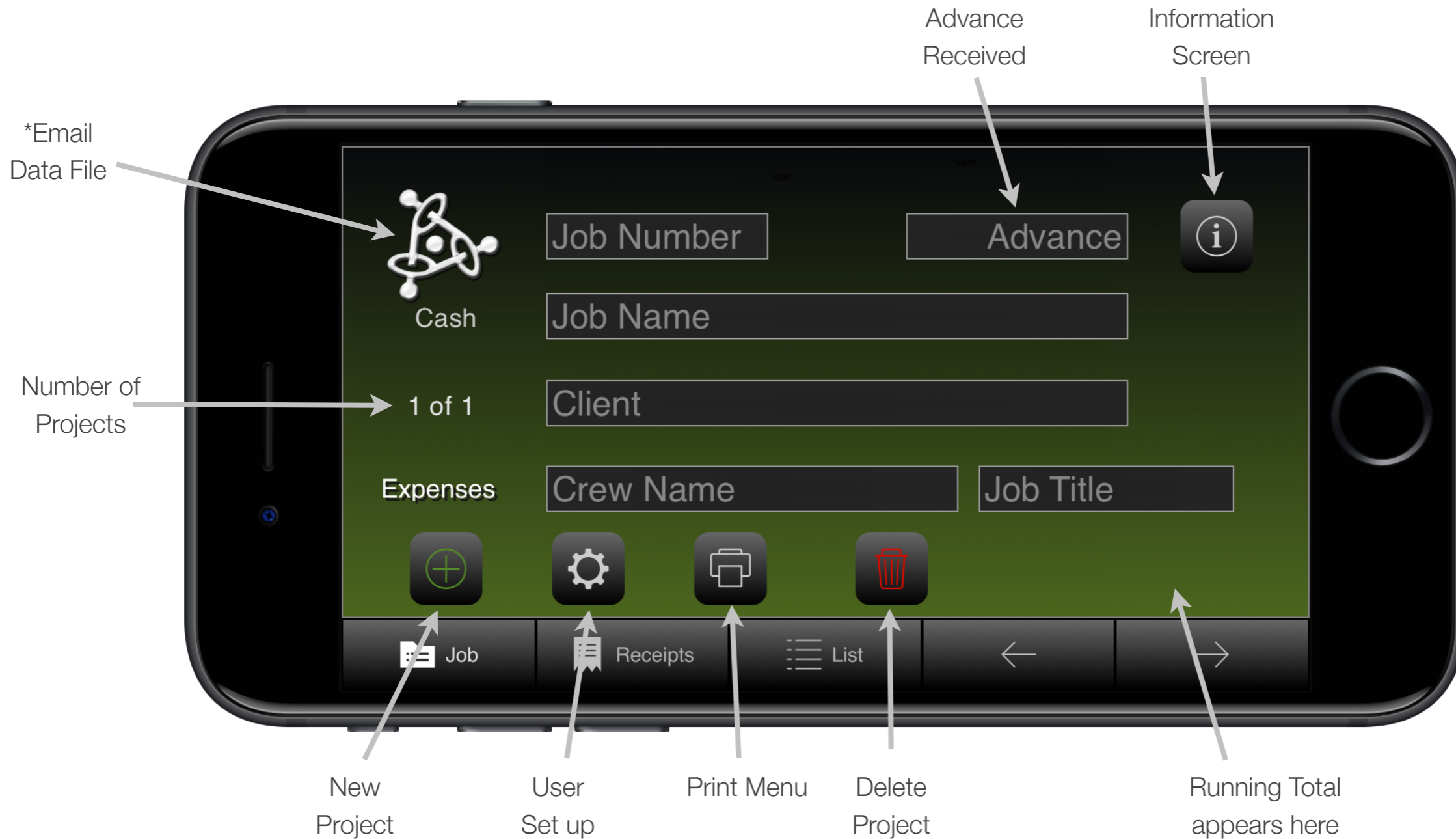
To add a new Job, start this process again.

At the end of the of your job you can email an invoice or a data file to your client.

To email an invoice to yourself or to your client, Go to the **"Job"** screen and touch the printer button at the top of the screen.

Choose which report you wish to send (Cover or Categories), fill out the email screen, hit send.

To email the data file to yourself or to your client, Go to the **"Job"** screen and touch the printer button at the top of the screen.
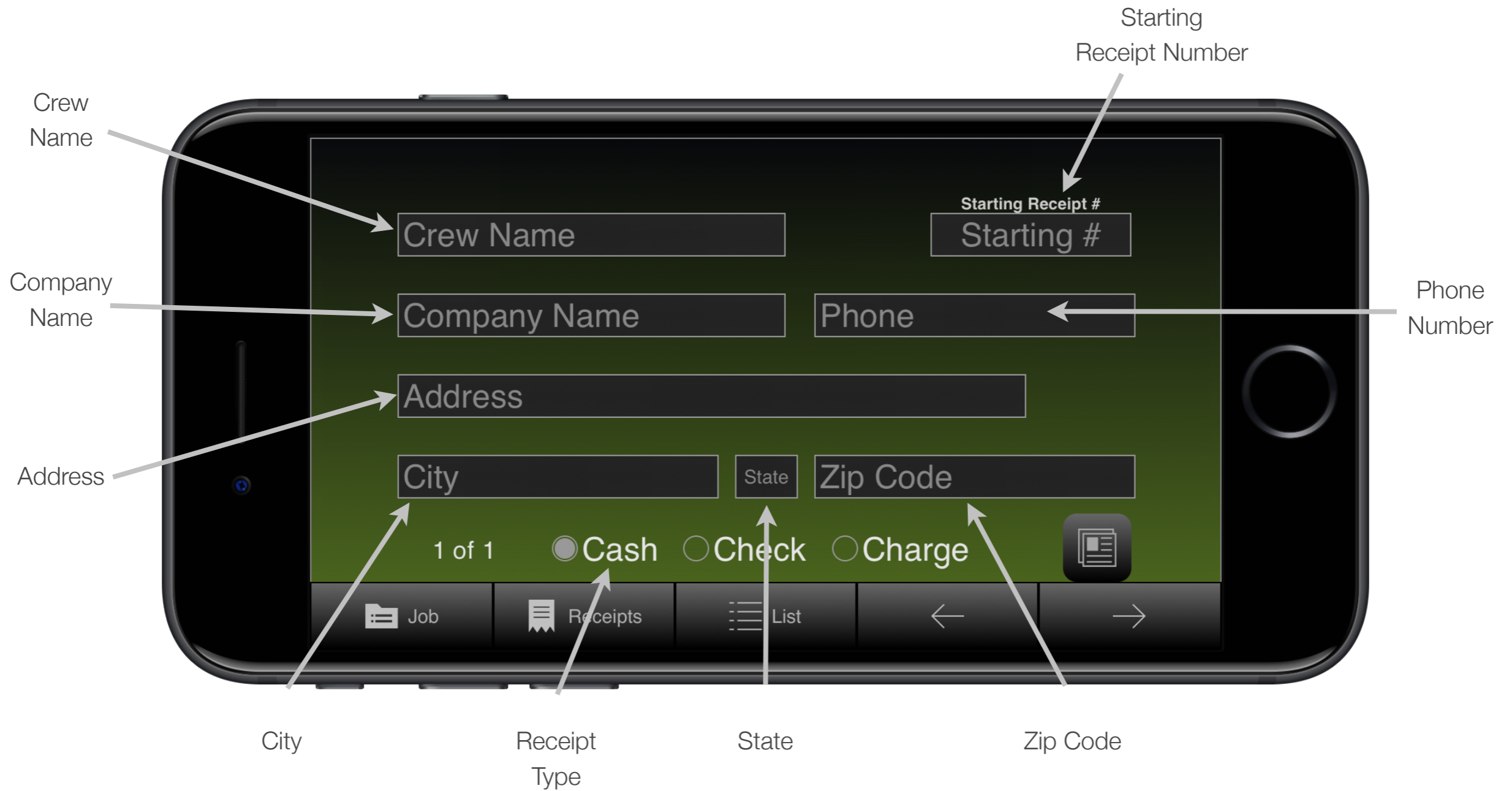
Choose which report you wish to send (Cover, Categories or Invoice), fill out the email screen, hit send.

Advance
Received

Information
Screen

*Email
Data File

Job Number

Advance

ⓘ

Cash

Job Name

Number of
Projects

1 of 1

Client

Expenses

Crew Name

Job Title

⊕

⚙

🖨

🗑

▦ Job

▤ Receipts

☰ List

←

→

New
Project

User
Set up

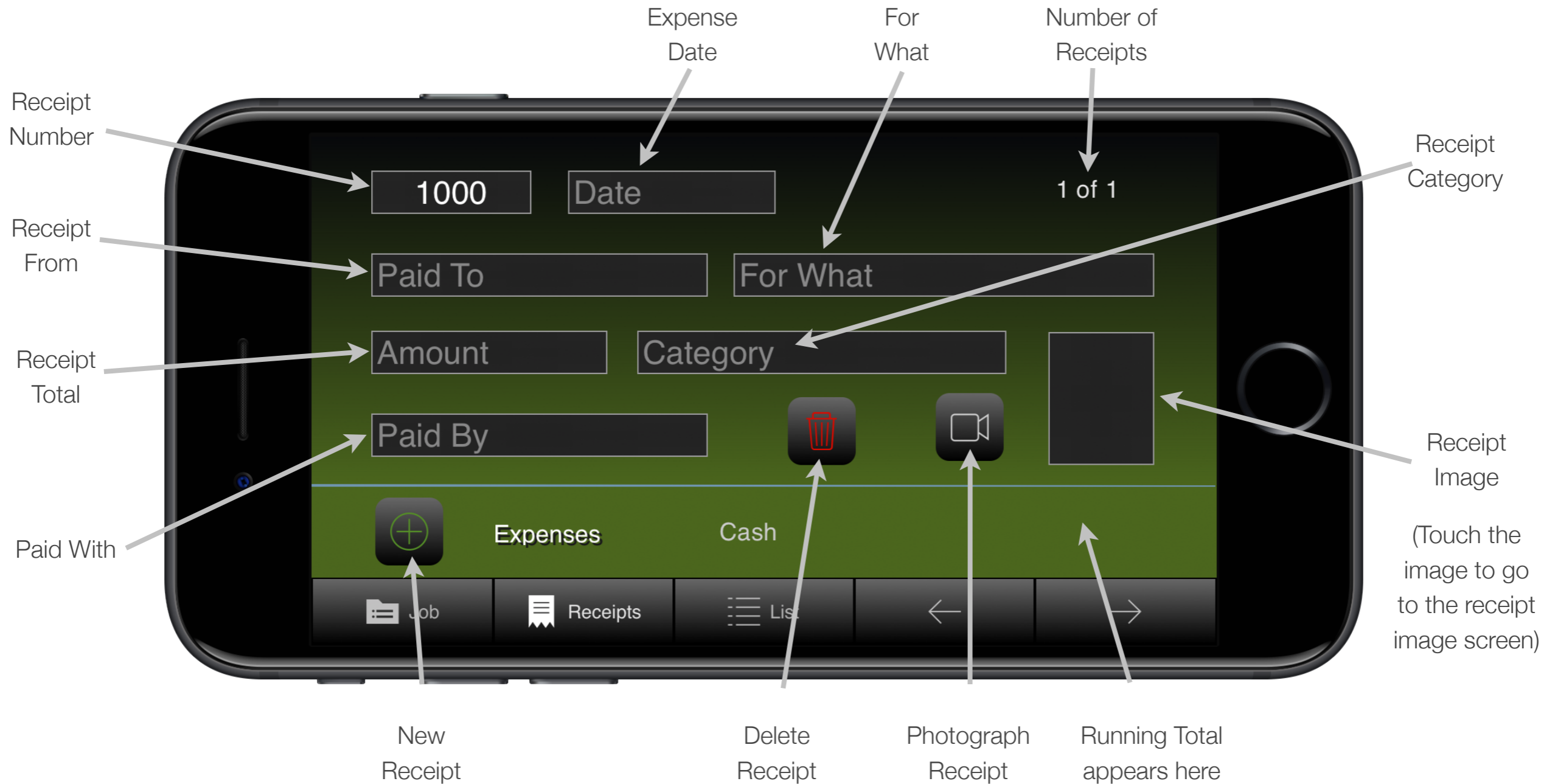Print Menu

Delete
Project

Running Total
appears here

JOB

*The Job Screen is where you start to
enter the information about the Job.*

*** Creates an email on the device and attaches a text file with the data from the app that you
can send to your desktop or to your client.**

Crew
Name

Starting
Receipt Number

Company
Name

Starting Receipt #

Crew Name

Starting #

Company Name

Phone

Phone
Number

Address

Address

City

State

Zip Code

1 of 1   ●Cash   ○Check   ○Charge

Job   Receipts   List   ←   →

City   Receipt
Type   State   Zip Code

USER SET UP

*Enter your information for the bottom of
the printouts.*

Expense Date

For What

Receipt Number

Receipt Category

1000

Date

1 of 1

Receipt From

Paid To

For What

Receipt Total

Amount

Category

Receipt Image

Paid With

Paid By

Receipt Image

(Touch the image to go to the receipt image screen)

Expenses   Cash

Job   Receipts   List

New Receipt

Delete Receipt

Photograph Receipt

Running Total appears here

RECEIPTS

Touch this on the icon at the top of the list of choices when you want to access the keyboard to enter data into a field where the pop-up list comes up.

This screen is for adding receipts to the job.

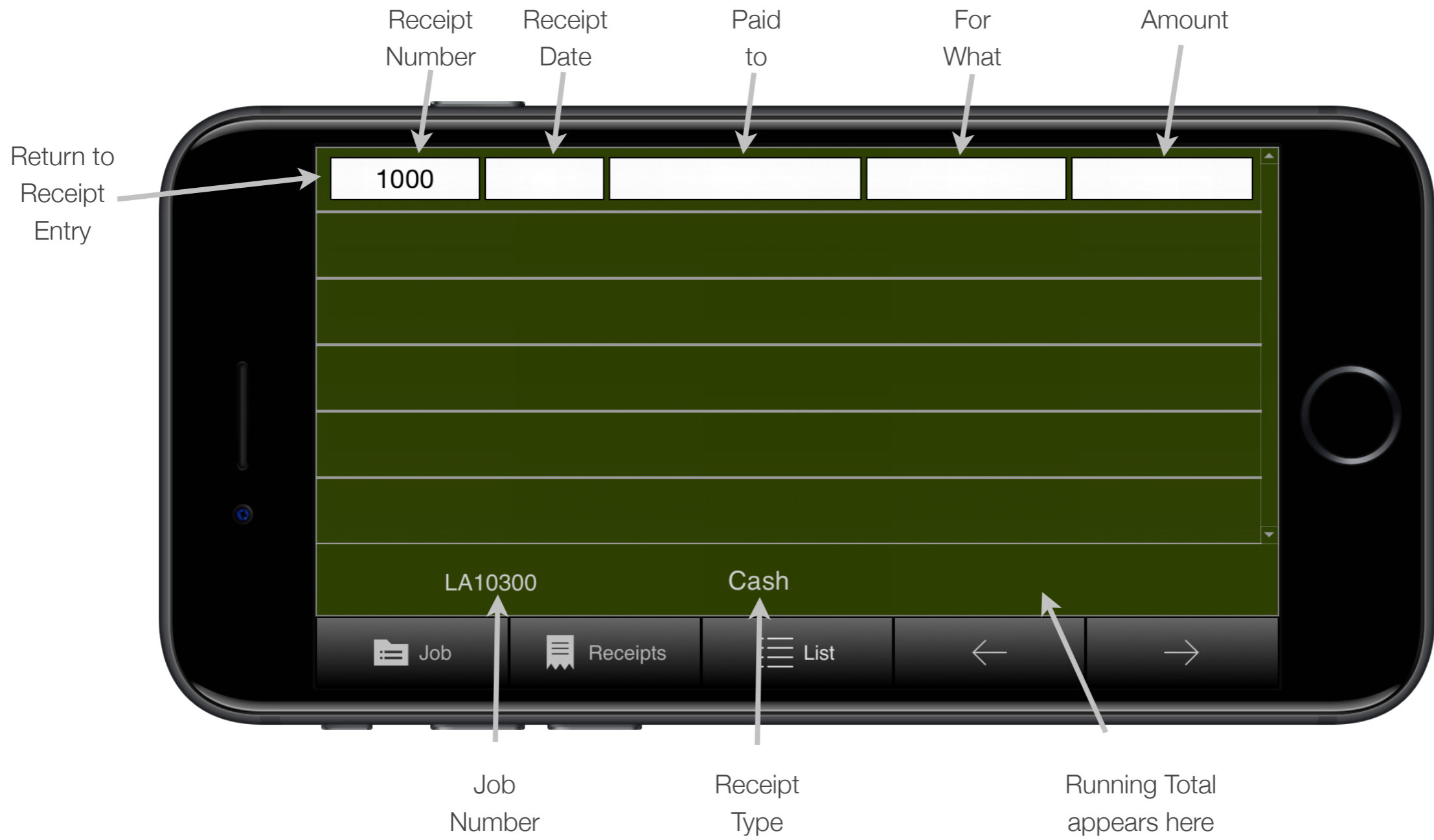*This screen scrolls up and down to review the different trips.*

5

Photograph additional pages of the same receipt.

Shoot additional pages of the same receipt.

Receipt Image

MULTI-PAGE RECEIPTS

Touch the image to return to the receipt entry screen.

Receipt Number

Receipt Date

Paid to

For What

Amount

Return to Receipt Entry

1000

LA10300

Cash

Job

Receipts

List

←

→

Job Number

Receipt Type

Running Total appears here

LIST VIEW

Scroll up and down to review all receipts for this job.

Email Options

Print Options

Email Cover Page

Print Cover Page

Email Category Detail

Print Category Detail

Print Entire Invoice

PRINT

Access the print options from this screen.