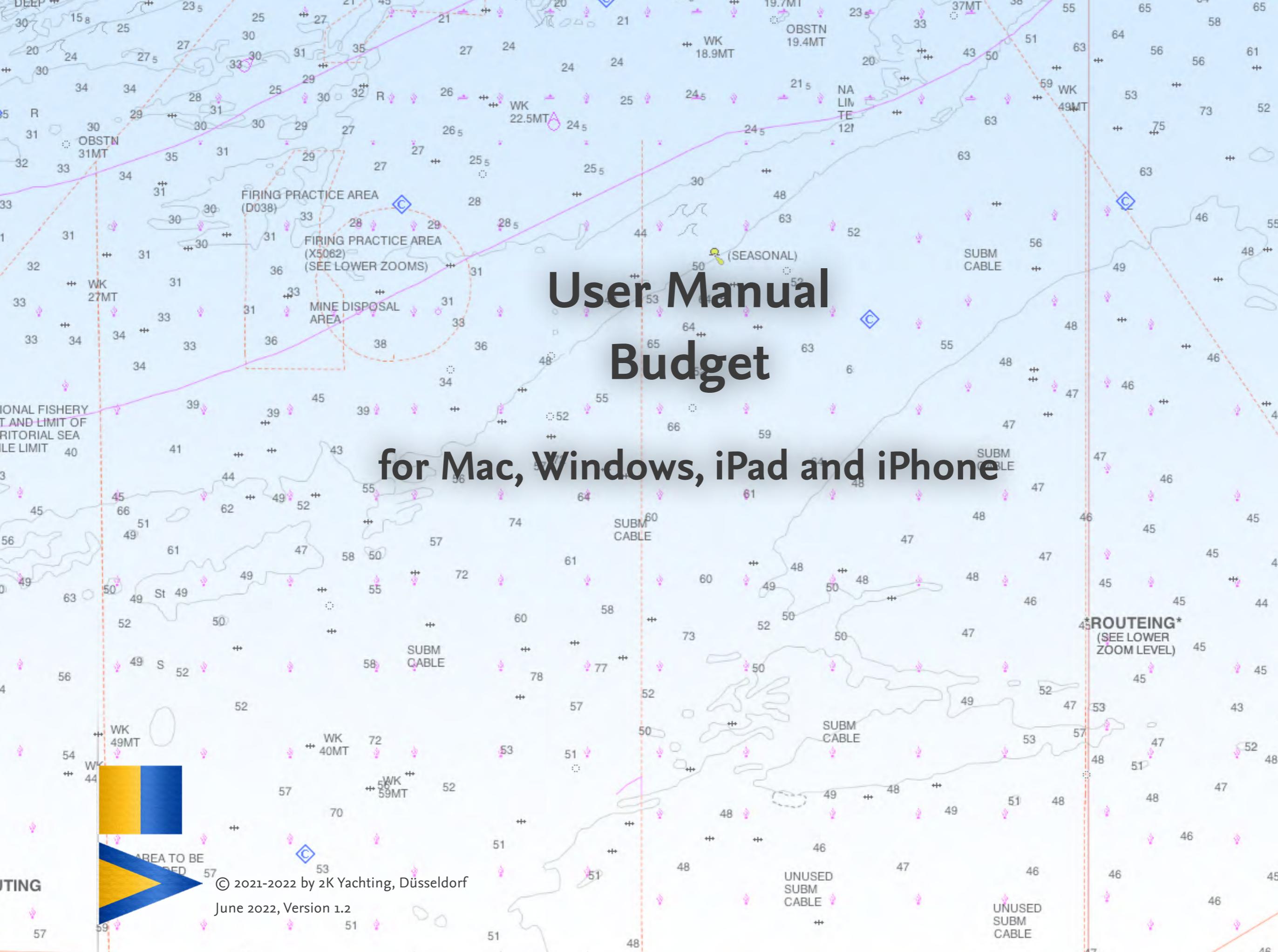


# User Manual Budget

for Mac, Windows, iPad and iPhone



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## Preface

With BUDGET you keep track of all expenses around your ship. Enter all costs of your ship with BUDGET and assign them to freely selectable categories such as berth, maintenance, repairs, spare parts, fuel, insurance, new equipment and fittings, etc.. Then evaluate the costs according to categories and other criteria and compare the expenses in different years.

BUDGET is an Add-on to LOGBOOK SUITE and runs in LOGBOOK SUITE on the PC and iPad and in LOGBOOK SUITE PHONETOOLS on the iPhone.

This user manual explains the functions of the file **Budget.fmp12**. General functions of LOGBOOK SUITE, such as installation, handling of data files and updating an old file are described in the *User Manual Logbook Suite Basics*.

We thank Magnus Olausson for his the translation of BUDGET into Swedish, Alex Voermans for his translation into Dutch and Jérémy Kondi for his translation to French.

If you have any questions, please send an email to **[support@2k-yachting.de](mailto:support@2k-yachting.de)**.

We hope that you like BUDGET and may there always be enough water beneath your keel...

Almute Kraus

2K Yachting, in June, 2022

## Get to Know: The User Interface

The user interface of BUDGET is almost identical on PC and on iPad, on the iPhone BUDGET offers screen views optimized for the small. All the functions you need during data entry or for printing, etc., can be found in popovers and dialogs that are opened directly via the buttons at the top right of the window. If you already use LOGBOOK SUITE, you will recognize many controls.

### The Buttons

In the area at the top right of the window of BUDGET you find buttons that give access to all functions of BUDGET.

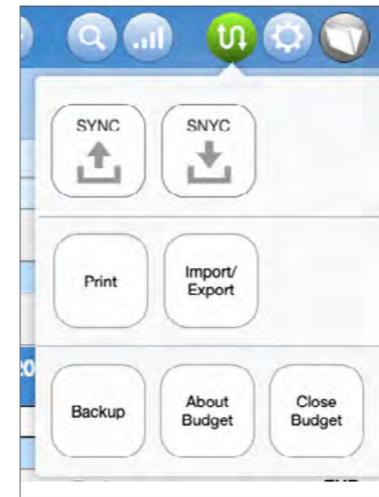
The table gives a description of the buttons. The functions will be described in the corresponding chapters of this manual.

In addition there are two views invisible buttons:

- Tap/click on the **title view** to open the **list view** (tab ☰).
- In **list view**, tapping/clicking on a row displays the corresponding expense in the **detail view** (tab ⓘ).
- A tap or click in the blanc area right of the 3 tabs gets back to the **title view**.

The buttons ↻ and ⚙️ open a popover with a text button menu. Clicking on a text button opens another popover with settings or a dialog or executes the specified function.

To close a popover just click or tap on an empty space in the window of BUDGET or use the closing button (✕), which is located on some popovers in the upper right corner.



The popover **Communication** (Button ↻) shows a menu with text buttons

Button	Function
	Dialog <b>New expense</b>
	Dialog <b>Search</b>
	Popover <b>Communication</b> (synchronise, export, import, print, backup, about, quit)
	Popover <b>Settings</b>
	Popover <b>Sorting</b>
	Switch to <b>Logbook Manager</b>

The buttons

## The Views

The BUDGET window offers 3 views, which are accessed via the tabs displayed on the left.

### List view

The first tab () activates the **list view**, in which all expenses are displayed as a list. All fields in the list view are pure display fields. Changes to the entries can only be made in the **detail view**, which is activated by clicking/tapping on the row.

The sort button  allows you to display the displayed information in different sort orders and with subtotals.

The search functions (button ) allow to list only certain expenses if desired.

### Detail view

The second tab () activates the **detail view** where entries are made.

For each expense an entry (record) is created in BUDGET. In the detail view, always one expense with all data is visible.

The detail view has its own buttons in the footer area.

- With the 4 buttons at the bottom left you can scroll within the expenses. The left button goes directly to the first entry, the right one directly to the last.
- The plus button in the footer duplicates the current expense and then directly displays the new expense created in this way, so that you can still make changes to the new entry if necessary.

- The trash button at the bottom right deletes the current expense.

### Summary

The third tab () activates the summary. Here, for all categories, totals for the entire period or for up to 3 years freely selectable are displayed (on the iPhone in the portrait view only up to 2 years).

## The Fields

The data entry and display of your entries in the BUDGET file is done in fields. A detailed description of the different field types and how to enter data into the fields can be found in the *User Manual Logbook Suite Basics*.

### Attention

Note, however, your entry is only completed and permanently stored in the file after you moved the cursor out of the entry fields. To do this click or tap on an empty area in the window.

## Windows size, Rotate and zoom



If you resize the window, the screen content adjusts automatically. However, there is a minimum window size for each zoom level. If the window is smaller than the minimum window size the contents can not be adjusted and scrollbars are shown.



If you rotate the iPhone with the LOGBOOK SUITE PHONETOOLS, the screen content automatically adapts to the width and height of the screen.

In LOGBOOK SUITE on iPad – like LOGBOOK SUITE as a whole – the screens of BUDGET are optimized for landscape format.



On the iPhone and the iPad, you also have the option of using the two-finger gesture to zoom. This way you can enlarge the data you want so see.



### Tip

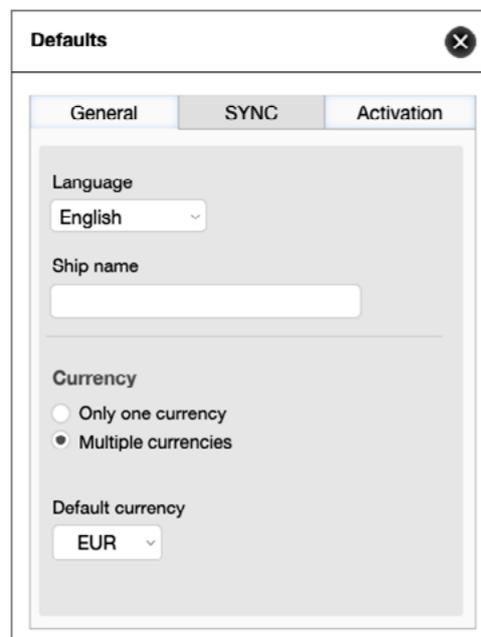
Unfortunately on iPhone, when viewing in landscape mode the popover is moved upwards on the screen when the keyboard fades in. This may make it difficult to enter data. If you have problems, you should do your inputs while holding the iPhone in portrait mode.

## Customize BUDGET: Settings

Before you use BUDGET the first time you should make a few settings.

### The Dialog Defaults

First use the button  in the right of the window to open the popover **Settings**. In this popover choose the button **Defaults** to open the dialog where you can set some defaults.



*The dialog Defaults*

### Options on tab General

#### Language

Choose the language for the user interface of BUDGET. At this moment we support German, English, Dutch and Swedish.

#### Ship name

Enter the name of your ship. The name is displayed on the title page and top left of the views.

#### Currency

Here you can specify whether you want to lead your BUDGET with one currency or with several currencies.

#### Default currency

Choose from the list of available currencies the currency in which your board cash should be based—your default currency. When using multiple currencies, all amounts are converted into this currency.

If necessary you can add other currencies not included in the list in dialog **Currency** (button **\$**), see “The Dialog Currency” on page 8.

### Options on the tab SYNC

On the tab **SYNC** card, you can enable or disable the use of the **SYNC** function for this file and set the unique name of the file. If the **SYNC** function is active, you can start the upload or download with the two buttons in the lower area.

You can learn more about the **SYNC** function in the *User manual Logbook Suite Basics*.

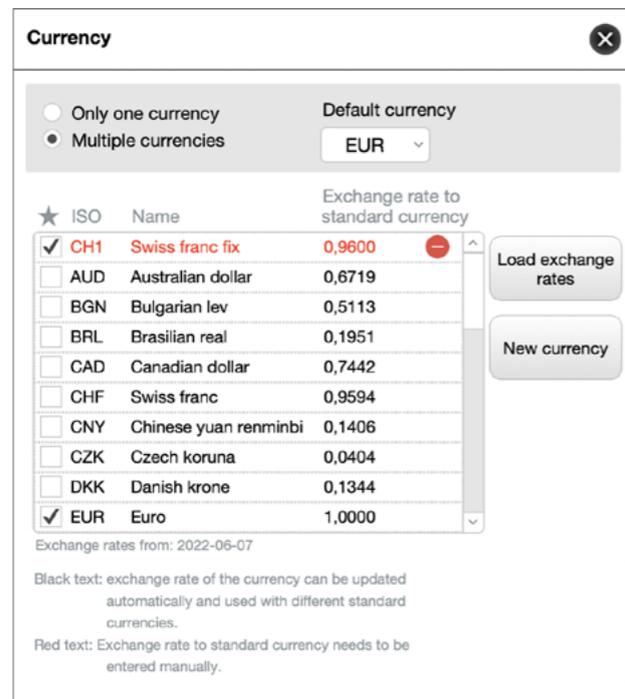
### Options on tab Activation

#### Your serial number

This field shows your actual serial number. To enter your serial number choose the button **Enter**. The field itself is not editable.

## The Dialog Currency

In dialog **Currency** (in menu of the popover **Settings**, button ) you can load exchange rates and add additional currencies.



**Currency** ✕

Only one currency      Default currency  
 Multiple currencies      EUR

★ ISO	Name	Exchange rate to standard currency
<input checked="" type="checkbox"/> CH1	Swiss franc fix	0,9600 <span style="color: red;">-</span>
<input type="checkbox"/> AUD	Australian dollar	0,6719
<input type="checkbox"/> BGN	Bulgarian lev	0,5113
<input type="checkbox"/> BRL	Brasilian real	0,1951
<input type="checkbox"/> CAD	Canadian dollar	0,7442
<input type="checkbox"/> CHF	Swiss franc	0,9594
<input type="checkbox"/> CNY	Chinese yuan renminbi	0,1406
<input type="checkbox"/> CZK	Czech koruna	0,0404
<input type="checkbox"/> DKK	Danish krone	0,1344
<input checked="" type="checkbox"/> EUR	Euro	1,0000

Exchange rates from: 2022-06-07

Black text: exchange rate of the currency can be updated automatically and used with different standard currencies.  
 Red text: Exchange rate to standard currency needs to be entered manually.

Buttons: Load exchange rates, New currency

### The dialog **Currency**

In the top of the dialog you find the same options as in the dialog **Settings**:

#### Only one currency/Multiple currencies

Here you can specify whether you want to lead the BUDGET one with one currency or with several currencies.

#### Default currency

Choose from the list of available currencies the currency in which your board cash should be based—your default currency. When using multiple currencies, all amounts are converted into this currency.

#### List of Currencies

BUDGET provides a list of the most important currencies. The list includes all currencies for which the ECB (European Central Bank) provides exchange rates for automatic download.

**New in Budget 1.2**

#### Currency favorites

If you want to use BUDGET with more than one currency, you have to select in the currency list which currencies should be available for selection while entering expenses.

- Check all the currencies you want to use on the left side of the list.

The selection refers only to which currencies can be selected during the data entry and has no influence on the selections of already entered expenses.

#### Update exchange rates

With the button **Load exchange rates** you can update the exchange rates of all currencies provided in the list of currencies. The function automatically retrieves the latest exchange rates from the ECB and shows them in the list in relation to the chosen default currency. Below the list the date of the exchange rates will be displayed.

Note: This function requires an Internet connection.

## Add more currencies

1. To add more currencies to the list, select the button **New currency**.
2. Now item a blank line is added above the first list. In the first field (**ISO**), enter an abbreviation for the currency with a maximum of three characters.
3. Under **Name**, enter the name of the currency.
4. The exchange rate for the newly created currency can not be downloaded from the ECB's. Therefore, you need to enter this manually.

The manually created new currency will appear in red text. This is an indication that this currency uses a manually entered exchange rate, which can not be updated automatically.

### Tip

If you want to make sure that the exchange rates of your used currencies remain unchanged over the whole lifetime of your BUDGET file, you should create your own currencies and enter the desired exchange rate (see the example in the image of the dialog).

## Delete additional currencies no longer required

Currencies additionally setup, that you don't need any more, can be deleted from the list.

- To delete a currency click/tap the minus sign at the end of the row. This is only shown for currencies that had been manually added. After confirmation, the currency will be deleted from the list.

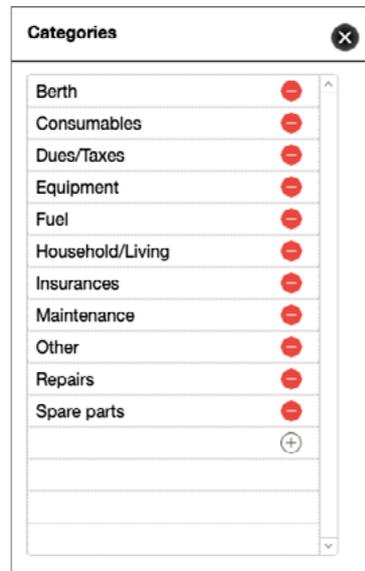
## Update amounts

With this button all amounts entered in the BUDGET can be converted to the current exchange rates.

Alternatively, it is possible to do this for each expense individually in the detail view.

## The Dialog Categories

In dialog **Categories** (in menu of the popover **Settings**, button ) you can define categories for your expenses.



*The dialog **Categories***

The categories included in the list are only suggestions. You can edit or delete all existing entries that you don't need.

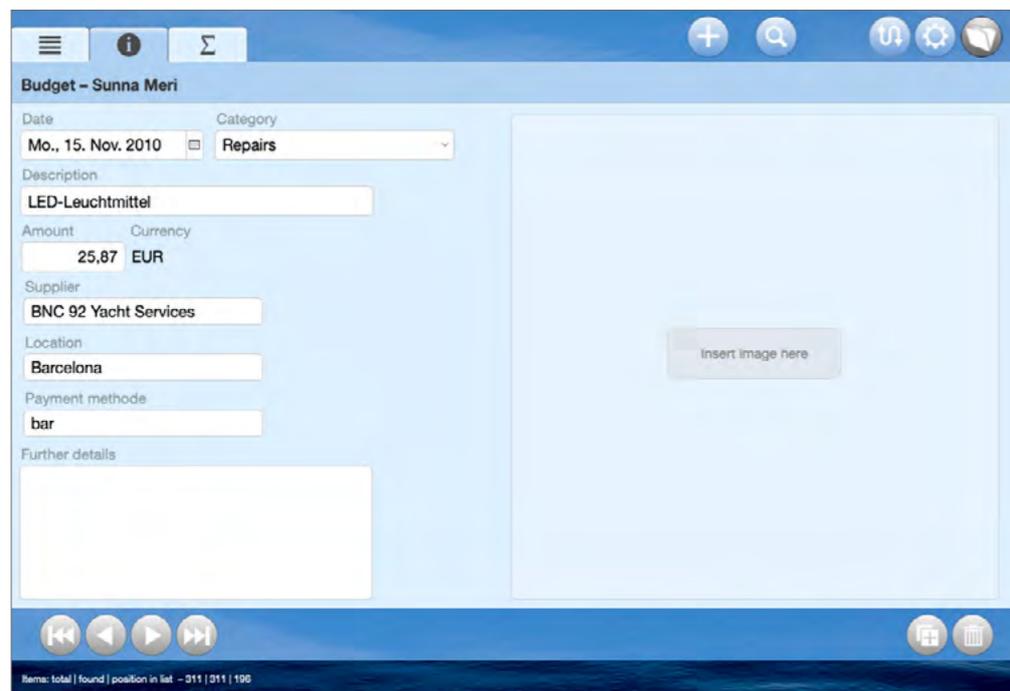
- To add a new entry click/tab on the plus sign at the bottom of the list and enter the name of the category in the field.
- To delete an entry click/tab on the minus sign at the end of the line. After a warning message the entry will be deleted from the list.

### **Attention**

If you want to import expenses from **Logbook**, you should not delete the categories **Berth** and **Fuel**, because these are used during import.

## Enter costs with BUDGET

After you have prepared your BUDGET file as described on the preceding pages, you can start to enter the expenses for your boat. Entering the expenses is quite simple. Expenses are entered in the detail view.



*The detail view of an expense in Logbook Suite*

### Entering a new expense

1. Go to list view or detail view (first or second tab).
2. Now click/tap the button +. The detail view is opened, a new expense is created and shown. Here you will enter the data for your expense.
3. In the field **Date** the current date is already entered. If you want to change the date, place the cursor in the field and choose the date.
4. In the next field type a **description**. If you have already entered expenses into your board cash a list with the descriptions used previously is opened. You can either select from the list or enter any custom text.
5. Now in the next field you need to choose a **category** from the list. This field needs to be filled.
6. Now enter the **amount**.  
If you are using multiple currencies, you should enter the amount in the local currency, and select the currency in the next field from the list.
7. Now fill in the fields **Supplier** and **Location**. Here you can also choose from a list of already used entries in the respective field.
8. In the field **Payment method** you can enter whether you paid in cash, by bank transfer, with a credit card, etc. The field provides a list of already used payment methods.
9. The field **Further details** allows you to save additional information about the expense.
10. In the Image field you can save a photo of the purchase receipt.

## Duplicate an expense

Often you will have similar expenses. Therefore, to facilitate data entry, you can select and duplicate a similar expense that you have already entered.

1. To do this, display the expense in the detail view.
2. Then select the plus button in the footer to create a duplicate of the expense.
3. Make the necessary changes to the entry.

## Deleting an entry

1. If you want to delete an entry completely, click/tap the trash button at the bottom right of the detail view.
2. After a confirmation message, the entry is deleted.

## Calculate new amount after exchange rate change

When you enter expenses in BUDGET with different currencies, the amount entered in the local currency is converted directly into your default currency when you enter it. This amount is fixed and will not change when the exchange rates are updated.

- You have the possibility, after loading new exchange rates, to select for each expense whether the currency conversion should be updated. For this purpose, a Refresh button appears in the detail view whenever the exchange rate has changed after you have entered the amount.
- Alternatively, you can use the button **Update amounts** in the dialog **Currency** to convert all amounts entered in BUDGET according to the new exchange rates.

## Transfer expenses from LOGBOOK and BOARD CASH to BUDGET

In LOGBOOK you can transfer **port fees** and **fuel costs** directly as expenses to BUDGET using the corresponding buttons in the LOGBOOK views.

In BOARD CASH it is also possible to transfer individual expenses to BUDGET. If you want to transfer all expenses recorded in a BOARD CASH file to BUDGET, you can use the import function **Import from BoardCash** (see “Import expenses from BoardCash file” on page 17).

### Enhanced in Budget 1.2

## Insert receipts

The field “Insert image here” can be used to insert receipts and other documents for your booking. The dots below the field can be used to switch between 4 documents. Both image files and PDFs are possible.



Multi-page PDFs can be displayed enlarged in a separate window on the iPhone/iPad using the **Display** option from the iOS menu, which opens when the image is tapped. You can then scroll through the pages. The menu also offers options to delete or replace already inserted documents.



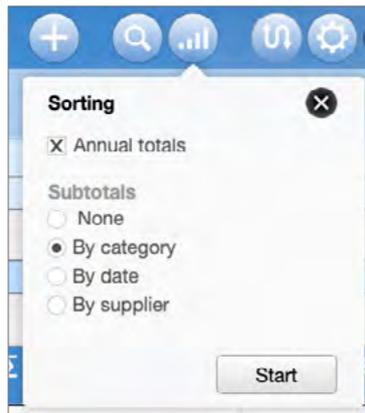
On the PC, the **full screen button** at the bottom right opens a new window in which the documents are displayed enlarged and it is possible to scroll through multi-page documents. The **delete button** at the top right of the document field deletes the displayed document.

## Overview of your expenses

In the list view of BUDGET your expenses recorded in the add-on can be listed and summarized in a variety of ways.

### Sort and calculate subtotals

In the list view of BUDGET you can display the recorded expenses in different sort orders. The settings for this are made in the popover **Sorting** (button .



The popover **Sorting**

Basically, in the list view the expenses are listed sorted by date. Depending on which options are activated in the popover **Sorting**, subtotals are inserted or an additional sort criterion including subtotals is added.

- The option **Annual totals** option calculates a total of all expenses recorded for the respective year and inserts it into the list. This option can be selected independently of the subtotals selectable further down in the popover. If a subtotals option is enabled, the subtotals calculation is also performed on a year-by-year basis.
- If **None** is selected under **Subtotals**, all expenses are listed sorted by date and only one total is calculated.
- **By category** sorts the expenses by category in the first level and in the second level within a category by date. A subtotal is inserted after each category.
- **By date** calculates a subtotal for each day for which expenses were recorded and adds it to the list.
- **By supplier** sorts spend by supplier at the first level and by date within spend for a supplier at the second level. A subtotal is inserted after the supplier.

### Search for specific expenses

With the options in the dialog **Search** (button ) you can search in your expenses under different aspects and thus limit which expenses are displayed in the list view and in the detail view.

### The dialog **Search**

1. Click/tap on the **Search** button  to display the dialog **Search**.
2. Various search criteria can be specified in the dialog. For the name you can search for any string, for the search criteria **Category**, **Supplier**, **Location**, **Payment method** and **Currency** you can only select search terms that have already been used. With the options in the date area at the bottom of the dialog, the displayed expenses can alternatively be restricted to a specific date, a date range or a year.  
All search criteria can be combined. The result of the search will show only the expenses that meet all the search criteria
3. Then click/tap the button **Start** to execute the search.

4. BUDGET will now search for all expenses that match all search criteria and display only these found entries.  
To indicate that not all entries are in the display, the icon  in the **Search** button will turn red.
5. Tap the **Search** button again to display all expenses again. The icon in the **Search** button is now white again.

The **Refresh** button at the bottom left of the dialog **Search** clears all fields of the dialog.

### Enhanced in Budget 1.2 **The Summary view**

In this view the expenses for each category are summed up. Below the list, the total sum of all expenses appears again.

- The option **Total period** calculates the totals of all expenses recorded in BUDGET per category and their percentage of the total amount.
- If the option **Total period** is not activated, the totals and the percentages of the individual categories for up to 3 years can be displayed in comparison. The total for the current year is always displayed on the far right; the other two comparison years can be freely selected.

## Print your expenses or save as PDF

If you would like to print your expenses or save them in a PDF, you can use the printing function of BUDGET. With a PDF, you will receive a digital version of your board cash file, which can not be modified. You can view the board cash PDF at any time later without the need that our software LOGBOOK SUITE or BUDGET is installed. And since the PDF files are small, they are also very suitable for emailing.

The expenses recorded in BUDGET can be printed or saved as a PDF in a **list view** as well as in a **detail view** – similar to the screen views. It is also possible to select which expenses are to be printed.

- The **list view** shows the following data: date, description, category, supplier, location, local currency, amount in local currency.
- With the **detail view** all data are printed. The printout of the receipts is optional.

1. Select the button **Print** in the **communication** menu (button , **⌘**). This opens the dialog **Print - PDF**.
2. First choose on the tab **Settings** of the dialog in the area under **Selection of print pages** if you want to print a **list** of your expenses or all **details**.

3. In addition to the type of printout selected in step 2, you can also print a title page (option **Title**) and a summary with category totals (option **Totals per category**). Activate the desired options.
4. Depending on the options selected under **Selection of print pages**, further selection options will now appear in the lower part of the dialog. For the list printout, select whether sub-totals per category or supplier should be printed, or for the details, whether the photos of the receipts should also be printed.
5. For the print of the **Totals per category** you can choose between **Total period** and 2 freely selectable years.
6. If you do not want to print all the expenses entered in BUDGET, the tab **Search** of dialog the **Print - PDF** gives you the possibility to limit the expenses to a specific category, supplier, location and/or year.  
You can select only one option or several. Use the Refresh button to clear selected options completely.
7. The button **Print** starts printing or creating a PDF.

Details on how to run the print function or create a PDF on your operating system and the settings in the print dialogs can be found in the *User Manual Logbook Suite Basics*.

## Data Export

With the button **Export (email or file)** in the submenu of the button **Import/Export** from the menu in **communication** popover (button ) BUDGET provides a simple export feature, which allows you to export your expenses for further processing in some common file formats. The file formats, which are shown in gray in the table are less suitable for export from BUDGET.

File format	PC	iPad/ iPhone	Field titles
dBase (.dbf)	x	x	x
Excel Workbook (.xlsx)	x	x	x
HTML (.htm)	x	x	—
Comma-separated (.csv)	x	x	—
Merge (.mer)	x	x	x
Tab-separated (.tab)	x	x	—
XML	x		
FileMaker Pro	x		

1. To export your board cash file open the communication popover (button ) , choose **Import/Export** and choose the button **Export (email or file)**.
2. This opens a dialog box in which you specify the file format, name and location for your file. Other settings are not possible.



3. On iPad/iPhone the button **Continue** opens a next dialog. Choose where or in which app you want to save the export file. If you like you can send the file with email or upload the file to a cloud service.

### Note:

In some export formats the file contains only the data and no titles of the fields. And when exporting in one of the data formats which include field titles, these show only titles from the internal processing of BUDGET. So, for the order of the fields please refer to the following table.

Exported Fields
Date
Description
Category
Amount in local currency
Local currency
Amount in standard currency
Standard currency
Supplier
Location
Payment methode
Further details

## Importing data

Using the button **Import from Budget** from submenu **Import/Export** of the **Communication** popover (button **⌘**) you can import accountings from another BUDGET file. The function **Import from Budget** can also be used to import the data from an earlier BUDGET file after an update.



### Importing a BUDGET file on PC

1. In Communication popover (button **⌘**) select the button **Import/Export** and then **Import from Budget**.
2. It opens an information dialog. Select **OK** to continue and then in the next dialog select the BUDGET file, from which you want to import.
3. After you have selected the file all expenses and categories are imported automatically.



### Importing a BUDGET file on iPad/iPhone

On the iPad/iPhone you can only import entries from another BUDGET file which is stored in the documents folder of LOGBOOK SUITE or BUDGET.

1. In communication popover (button **⌘**) select the button **Import/Export** and then **Import from Budget**.
2. A popover opens, in which a selection list lists all files stored in the app for selection. If necessary you should reload the list with the button **Reload file list**.
3. Start the import process with **Choose**. Now all expenses and categories are imported automatically.

### Import expenses from BoardCash file

The button **Import from BoardCash** from the **Import/Export** submenu of the **communication** popover (button **⌘**) allows you to import expenses from a BOARDCASH file. However, the **Import from BoardCash** function imports the expenses without categories, so you have to manually select a category for each imported expense afterwards.

The procedure for importing from BOARDCASH is the same as described in the previous tutorial for importing a BUDGET file.



### Importing expenses from a table

If you have already started a list of your expenses with a standard application such as Excel, you can import that data into BUDGET on PC.

1. In **Communication** popover (button **⌘**) select the button **Import/Export** and then **Import from table**.
2. A dialog is opened for selecting the file from which you want to import your expenses. Click in the message on **OK** and choose the file with the expenses. For a list of supported file formats refer to table “Supported file formats for data import on PC” on page 18.
3. In the next step, you need to match the columns in your import file to the fields of BUDGET. To do this, use the **Set import order** dialog which is now opened and move the target fields (right column) to the appropriate source field. It is important that for each field that you want to import, a green marker labeled **Import** is shown between source field and target field.

In the dialog the fields are listed with the program internal names. An assignment of these names to the field titles of INVENTORY is provided in the table “Program internal field names” on page 18.

4. After you have matched all fields, enable the option **Perform auto-enter options while importing** and click on **Import**. This starts the import process. When it is finished a message shows how many new entries have been imported.

File formats for data import in BUDGET
Tab-separated text file
Comma-separated text file
Merge file
Excel 95-2004 workbooks (.xls)
Excel workbooks (.xlsx)
dBase file

*Supported file formats for data import on PC*

Internal field names	Item
Date	Date
Description	Description
Amount_local	Amount in local currency
Currency_local	Local currency
Amount_standard	Amount in standard currency
Supplier	Supplier
Location	Location
Payment_methode	Payment methode
Text	Further details

*Program internal field names*

## Troubleshooting

### Updates

2K Yachting will develop LOGBOOK SUITE and LOGBOOK SUITE PHONETOOLS further and add new functions. From time to time 2K Yachting will provide a software update. Find out more on our website at [logbooksuite.com](http://logbooksuite.com).

### Error Report

Although LOGBOOK has been proved in practice, there may occur an error while using the software.

In this case we would be grateful if you inform us about the error, thus we can patch it with the next software release.

Please send an email with a precise description of the error to [support@2k-yachting.de](mailto:support@2k-yachting.de).

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Web: <https://logbooksuite.com/add-ons/Budget/>