

# W O R K S H E E T

Worksheet is a report generator. It's the file where you assemble and modify Estimates, Confirmations, Open Jobs, Invoices and their correlated printed Reports. Generating these reports is fast, customized and standardized.

Worksheet works a little differently than other files, in that it's purpose is not so much for storing information as it is to process it. Think of Worksheet as a busy work place drawing information from related files in order to prepare information that is printed in Worksheet but stored in other files. *Tip* ♣

If you're in a hurry, refer to the Worksheet Quick Start but, *please*, read Creating a Price List and Chart of Accounts and Tax Codes to reap the greatest benefit from your investment in HindSight's InView. *Warning!* ♣

The screenshot shows the 'Worksheet:Report Header' window. At the top, it says 'Invoice' and 'Print as: Summarized'. The window is divided into several sections:

- Contact:** Scott Kearn, Telephone: (213) 457-6848, Send to: Scott Kearn, Company: Worley & Partners, Address: 5960 Wilshire Blvd., Suite 850, City, ST Zip: Los Angeles, CA, 90036, Country: USA, Source: Creative Directory, Tax Exempt #: , Tax Code: C, Tax Rate: 2.41, Reference: MegaCorp Capabilities Brochure.
- Report Info:** Report Date: 6/14/99, Estimate #: 9952, Job #: 9921, Invoice #: 9937, Start Date: 4/21/99, PO#: MC312, Terms: 30 days.
- Buttons:** Worksheet, Line Entries, Enter Deadline.
- Terminology:** Upon receipt of payment, one year exclusive usage rights are granted to the illustrations created by this assignment as the cover art for a press run of up to 250,000 copies of the MegaCorp capabilities brochure. All rights are reserved except those specifically granted by this invoice.

On the right side of the window, the word 'INVOICE' is printed vertically.

*Tip:*

We won't kid you. More than any other part of InView, Worksheet requires some preliminary work before it can be truly useful. Take the time to create a Price List and decide on codes for your Chart of Accounts before you create any Worksheet reports. For the most complete sales tax reports, set up the Tax Codes file. It helps, too, to have a general sense of how Worksheet uses information from other files.

### Warning!

Don't wait until you have a bid or an Invoice due in an hour and then decide to learn how to use this file or to customize your forms. This file is extremely useful, but ease and speed happen only when your tools are ready. Then it's a breeze.

## CREATING A REPORT

### SIX EASY STEPS

With the ground work in place, a Worksheet report is as simple as typing Cmd/Ctrl-1, 2, 3, 4, 5 and 6. These are the six steps listed in the Functions menu to create a typical Worksheet report. After you learn them and become familiar with Worksheet's nuances, there are many useful things to explore.

#### STEP 1

Cmd/Ctrl-1 opens a search in the Contacts file for the record of the contact you are sending this report to. A glance at the 1 key and you see an exclamation mark! Cmd/Ctrl-1 means Go find this one! From the Contact, use the Transactions popup button to choose the type of Worksheet report.

#### STEP 2

Cmd/Ctrl-2, opens the Worksheet:Report Header window and enters data for the contact you looked up, name, company name, address and tax rate, in the Worksheet:Report Header. The 2 key has the sign for "at a cost of," @. It looks like an eye in a Head? Or a head of lettuce. Header. Get it?

If a report is already in the Worksheet file, there is a pause to ask if you want to replace it with this new Worksheet report. Since Worksheet is a surface for working with information, not storing it, and, provided you posted the report lingering in the Worksheet, go ahead. Click OK to reset the Worksheet with your Price List and the information for the contact you located in the Contacts file. Fill in the report numbers by clicking the appropriate button and fill in your remarks or terms.

#### STEP 3

Cmd/Ctrl-3 goes from the Worksheet:Report Header to the Worksheet window where you select items from your Price List, enter quantities and, if necessary, adjust prices or add other items, quantities, prices and codes for this report. Did you notice the 3 key has the number sign #? That's a tip off that Cmd/Ctrl-3 gets you to the right place for working with the numbers in Worksheet.

#### STEP 4

Cmd/Ctrl-4 calculates the report after you've adjusted the numbers for this report. The mnemonic device here is the dollar sign \$ on the four key.



**STEP 5**

Cmd/Ctrl-5 starts the printing process. The appropriate report form is used automatically. The % on the 5 key looks like a piece of paper going through a printer.

**STEP 6**

Cmd/Ctrl-6 posts your report in its proper file. Just as on your own desk, when you finish working with important papers you file them for safekeeping. The 6 key has an upward pointing arrow to remind you to put your work away when you finish. Put it up in safe haven so you can retrieve it later.

*Note:* You can't retrieve it, revise it, reprint it or mail out an Invoice if you haven't Posted your reports. When you Post a report, you actually are sending a copy of the report assembled in Worksheet to the file that stores Estimates, Open Jobs or Invoices (Receivables file). The report also remains in the Worksheet window until you Reset Worksheet. If you make any further changes to the report you posted, *you must repost it to save the updated version.*

That's all there is to creating a report. There is some setting up to do. Read on.

**BUILDING A PRICE LIST**

The Price List file you see in the InView folder is actually a text file used by Worksheet each time you start a new Estimate, Open Job or Invoice. If you attempt to open the Price List from the Desktop, you receive a Warning and probably a list of programs that might be able to access it. Not to fear, Price List is not intended to be opened directly. Price List is opened by or from the Worksheet file, as needed. *Tip*

Before you can use Worksheet efficiently, you need to set up your Price List. The Price List has all the Items and prices and markups you are likely to use regularly. Try to whip up an Estimate or Invoice without a Price List. It can be done, but it's like... every time you want to drive your car you have to run out and assemble one!

A Price List is for Items that typically, or at least frequently, appear in your Estimates, Open Jobs and Invoices. Oddball, once-in-a-blue-moon Items can be temporarily added as you develop an Estimate, Open Job or Invoice.

Construct your Price List in Worksheet or the Line Entries window. Both are covered in detail later in this chapter. Since it also displays profit margins, Line Entries may be more desirable. Keep in mind, both windows can be open at the same time. Use whichever is easiest.

When you open the Worksheet file, you see the Worksheet:Report Header window. You need to go to the window named simply, Worksheet, to build a Price List. Click on the Worksheet button or type Cmd/Ctrl-3 or, from the Windows menu, choose Worksheet.

To import the HindSight sample Price List from the HindSight Extras folder, hold the Opt/Alt key and choose Open File from the File menu. In the dialog window that opens, locate the sample Price List file and click on Open. The sample file's data is imported.

*Tip:* Are you a rep, or studio manager for several photographers and in need of a different Price List for each one?  
  
See Price Lists in the HS Extras folder.

*Tip:* Don't let the examples using Film and Processing fool you. Worksheet's fully capable of handling digital terms just as readily.

QTY	Item	Cost	Summary Group	Code	%Up	UnitPrice	Price	Taxable
<b>FILM</b>								
	RFP 135-36	8.55	30 Film and Polaroids	6490	20	10.26		Yes
	EPX 135-36	9.05	30 Film and Polaroids	6490	20	10.86		Yes
	RFP 120	4.60	30 Film and Polaroids	6490	20	5.52		Yes
	EPX 120	4.90	30 Film and Polaroids	6490	20	5.88		Yes
	RFP 4X5	1.70	30 Film and Polaroids	6490	20	2.04		Yes
	EKTA 4X5	1.80	30 Film and Polaroids	6490	20	2.16		Yes
	Polaroids	1.50	30 Film and Polaroids	6490	20	1.80		Yes
<b>PROCESSING &amp; PRINTS</b>								
	E-6 135 Processing	6.50	35 Photo Lab Services	6540	25	8.13		Yes
	E-6 120 Processing	4.10	35 Photo Lab Services	6540	25	5.13		Yes
	E-6 4X5 Processing		35 Photo Lab Services	6540	25	1.88		Yes
			35 Photo Lab Services	6540	28.57	4.50		
			40 Equipment Rental	6460		0.00		
			45 Miscellaneous Expenses	6550		0.00		
	Photo Supplies		65 Photo Supplies	6660		0.00		Yes
	Sets & Props Expense		55 Sets & Props Expense	6760		0.00		
	Assistant's Services		25 Assistants & Crew	6100		0.00		
	Stylist		25 Assistants & Crew	6180		0.00		
	Models & Talent		28 Talent	6680		0.00		

**ADD A RECORD**

To add a record, a new blank line, press the Return/Enter key or click on the L shaped arrow on the tool palette. The Return/Enter key enters the new record below the active record. The Add Record tool adds the new record at the end of the Price List. To insert a record above the active

record, use the Insert Record tool on the palette. That's the one with the arrow coming out of the side.

**DELETE A RECORD**

To delete a record, highlight it and press the Delete/Backspace key or click on the Delete record tool, the scissors, on the tool palette. Hold the Opt/Alt key to avoid the warning dialog.

**MOVE A RECORD**

To move a record to another position in your Price List, highlight it and use the Delete Record tool, the scissors, in the Tool Palette. Highlight the record below the position in which you want to relocate the first record and use the Paste Record tool, the glue jar, in the palette.

**OPENING CELLS**

Because the Worksheet is a data sheet window with adjustable field and cell sizes, it requires a double-click to open a cell. Copy and Paste work in closed cells if the cell is active, highlighted.

**QTY**

The QTY field remains empty for now. (See QTY later in the Worksheet chapter for a thorough explanation.)

**ITEM**

To start, list the items you typically bill for in the Items field. The words you enter for Item are the exact words printed for the Item in Itemized Reports. If you have doubts about entering a particular Item in your Price List, just do it. It can always be removed or revised later. If it makes you pause, it probably belongs in the list. When the list is complete, or well started, fill in the other fields after the Item name.

*Note:* The Item cell expands to display much more than meets the eye. Reports may include volumes from a single cell. Cell widths are adjustable, too, to accommodate longer or shorter Item names. (See the Getting started chapter on Working with Windows to learn how to use these features.)

*Note:* When you print Itemized Reports, the entire Price List you see in the Worksheet does not print. Only Items with a Qty entry are included in the printed report. Items with a blank Qty disappear after the report is calculated. *Tip* ◆

It's easier to find Items for a report if you put them in some logical order. Cluster Materials or Services of the same kind and separate them with a blank line. Categorizing each group makes things clear and easy.

Install headings for grouped Items, like Paper or Paint. As you create reports, use Find from the Search menu to locate these headings and all that follows them. Be sure *not* to enter anything in the QTY field of these headings so the headings don't print.

*Tip:* The first tool on the palette to the left of the Worksheet window is Tab Down. Click it to toggle the Tab key movement from up and down to left and right. Speed up your travel through rows and columns with the arrow keys.

**COST**

Cost is the price *you* pay for an Item. Items with a fixed Cost, materials like reams of paper or type imaging, for instance, should have Cost entered as a fixed part of your Price List. Cost can be changed on those rare occasions when it's called for it. Items with a variable Cost, say, airfare, meals or hotels, things that vary every time, should be listed without a Cost. Enter the actual Cost as you develop a report.

Fees for services or other Items that you don't buy show a Cost that is the price you *charge* for that Item or service. If you know the Cost for your fees now, by all means enter them. If they vary, job to job, leave Cost empty and enter that "on the fly" as you create a report.

Cost is set to display numbers in monetary values. Commas are automatically entered in numbers

QTY	Item	Cost	Summary Group	Code	%Up	UnitPrice	Price	Taxable
	Advertising Photography	10	Photography Services	5050				
	Architectural Photography	10	Photography Services	5100				
	Corporate Photography	10	Photography Services	5150				
	Editorial Photography	10	Photography Services	5200				
	Photographer's Services	10	Photography Services	5450				
	Public Relations Photography	10	Photography Services	5550				
	Stock Photography	15	Stock Photography Sale	5700				
	Studio Photography	10	Photography Services	5750				
	Usage Fees	11						
		15	Stock Photography Sale	5500				
		18						
	Assistant's Services	25	Assistants	6280				
166 visible / 166 total								



above 999 and a decimal point followed by two zeros is entered if you type in a whole number without a decimal.

*Note;* An entry in Cost immediately calculates the Unit Price.

The accuracy of the reports in Receivables showing Income versus Reimbursable Expenses, depends on the accuracy of your Cost entries. Elementary, my dear Watson.

### S U M M A R Y   G R O U P S

The order of Items in Itemized reports is affected by the Summary Group field. If you plan to print only Itemized reports omit Summary Groups entirely and skip ahead several paragraphs to Code. But WAIT! This is one of Worksheet's most popular features. If you must hurry to get Worksheet up and running, skip Summary Groups for the moment and add them later.

Summary Groups are critical in Summarized Reports. Summarized Reports show a lump sum for things without all the details, like Travel Expenses. Itemized Reports print line-by-line breakdowns of each and every Item, like airline tickets, motels, meals, car rental, gas, and on and on.

A Summary Group requires two things to identify it properly. Part one is a three place numeral; a two-digit number followed by one space or a three-digit number with no space. Part two is a concise, descriptive title for the Summary Group and may have as many words as you want to appear in printed reports.

Every Summary Group needs its own number.

The numerals in the first part of the Summary Group establish the group priority in printed reports. Summary Group number 11 is printed before Summary Group number 45, no matter where it falls in the Price List.

*Note;* Since Summary Groups are not purely numeric, but have words following the numbers, sorting mixed one, two and three digit entries may not produce what you expect. For example, 20, 100 and 200 sort 100, 20 and 200. Leading zeros resolve the problem; 020, 100, 200. The moral of this story is; use single, two or three digits as you wish, but remember those leading zeroes for the one and two digit numerals.

Use only whole numbers between 1 and 999 for Summary Groups. It's OK to skip numbers if you want to. For example, it's fine to have one group 10 and the next 27. In fact, skipping numbers gives you room to insert new Summary Groups in the future.

The second part of a Summary Group is the words used to identify a group, words which print on Summarized Reports. Printed Summarized Reports deliberately omit the first three characters of a Summary Group. Those are the numbers and spaces we just talked about. If you enter 1Printing Services rather than 1 space space Printing Services (only two spaces after the number one) your fate is to see "inting Services" (missing the P and r) instead of Printing Services in printed reports.

### C O D E

Every Item in your Price List *must* have an Account Code, period. No code, no post to Receivables. No code...can't find where to put the Item, Fee or Reimbursable Expense. Every Item must have an Account Code and every Account Code must be *exactly the same* as one of the Codes in your Chart of Accounts file.

*Note;* You can have many Items with the same Account Code in your Price list , but only one occurrence of that Account Code appears in Chart of Accounts!

Account Codes in the Price List can be spare and simple; 5000 for income Items and 6000 for expense Items. Your Price List may have many different items all designated 5000 or 6000.

You can have different codes for hundreds of different income Items and hundreds of different reimbursable expense categories. These print individually rather than lumped together under one Account Code. The choice is yours. Hey, it's possible to have thousands, but gee whiz...!

If you're the one in a hurry to get going, use a bare bones set of Account Codes for now. You can add new accounts and codes as need arises.

Fees are services or anything that you bill for that has no direct cost. Overhead, the student loan and all those good things don't count here.

Though you may refer to them as Expenses when billing, Expense Items are your Reimbursable Expenses, things you pay for in the course of doing a job, materials, supplies and other people's services. Depending on your accounting system, these expenses may be more familiar to you as cost-of-sales, or cost of operating. If you want some real accounting talk here, expenses that you bill are actually income. Don't believe it? Ask your accountant. ♦ *Warning!*

***Warning!***  
Be sure to install the lowest Account Number you assign to Reimbursable Expenses in Flow Chart's Worksheet Preferences. This controls how InView distributes Fees and Reimbursable Expenses in printed reports. (See the section later in this chapter on Worksheet Preferences.)

If you require Advances or Deposits on jobs, it's helpful to have an Item named Advance Payment or similar wording in your Price List. Enter no Account Code. Just have the format established and ready to use. InView assumes that an uncoded Cost in an Estimate or Confirmation is intended to be a request for an Advance. Of course, when you use it, enter the appropriate amount in the Cost field.

Worksheet has some special tools for Advances received. (See the section later in this chapter, *Advances, Deposits & Payments.*)

**% U P**

%Up or mark up is the amount you add to the cost of goods or services which are your expenses while doing a job. Mark Up is a source of income, incidentally, but it is calculated without a Code here.

To automatically increase the Price of an Item above your actual Cost, enter a percentage mark-up in the %Up field. A markup of 10.5% is entered as 10.5, 100% as 100, and so on.

**U N I T P R I C E**

The UnitPrice is the price you charge per Item. It's the result of Cost plus %Up. The UnitPrice field can calculate in reverse to determine mark-up for you. If you buy a roll of film for, say, \$6.53 and want to charge \$10 for it, enter the Cost and UnitPrice, \$10. There it is, the 53.1393568147014% markup, entered in %Up. It's very precise.

QTY	Item	Cost	Summary Group	Code	%Up	UnitPrice
0	Illustration		15 Design and Illustration	5010		0.00
	Design		11 Art Direction/Design Services	5100		0.00
	Art Direction		11 Art Direction/Design Services	5120		
	Production Fee		12 Production Services	5200		
	Consulting Service		14 Consulting Services	5110		
	Stock Illustration		15 Design and Illustration	5050		
	Mock up Design & Production Fee		13 Mock up & Design Services	5210		0.00
	Royalties & Usage Fees		15 Design and Illustration	5080		0.00
	Estimate Fee		15 Design and Illustration	5015		0.00
	<b>OUTSIDE SERVICES</b>					
	Photographer's Services		25 Photography	7280		0.00
	Copywriter's Services		26 Copywriting	7200		0.00
	Free-lance Production Services		27 Production	7220		0.00
	Illustration Services		28 Illustration	7230		0.00
	Public Relations / Marketing		29 Public Relations	7240		0.00
	<b>EXPENSES</b>					
	<b>SERVICE BUREAU</b>					
	Type Imaging	14.00	30 Type & Film	6490	14.2857	16.00
	Film Imaging	17.00	30 Type & Film	6490	14.7058	19.50
	Scans	8.00	34 Digital Imaging	6500	0	8.00
	Color Proof Canon	10.00	31 Proofs	6490	25	12.50

*Tip:* If you tax everything, there's a shortcut in the Functions menu. Tax Everything pops a Yes into every Item's Taxable field. It's most efficient to completely enter your Price List then apply Tax Everything.

**P R I C E**

Price is the UnitPrice multiplied by the number entered in QTY. Worksheet takes care of the Price field for you. No matter how much you try, anything you enter in Price is replaced by Worksheet's calculations.

**T A X A B L E**

If you sometimes charge Sales Tax, you need to indicate which Items are taxable. Enter Yes in the Taxable field for taxable Items. Enter nothing for untaxed Items. InView only calculates Sales Tax if an Item is Taxable *and* if the Contact has a Tax Rate entered in their record in the Contacts file. If the contact has no tax rate, no sales tax is factored even if the Item has a Yes. *Tip* ♦

***Warning!***  
Failure to Save New Price List leaves all of this work vulnerable to loss. Save New Price List completely replaces any existing Price List! Be sure to have your entire Price List in Worksheet exactly as you want it to reappear each time you start new reports or Reset Worksheet.

**S A V E N E W P R I C E L I S T**

This completes your Price List. Save it... and a copy of it, just in case. It's that ole backup thing. Use Save from the File menu then Save New Price List from the Functions menu to create an automatic back-up. The Price List and the backup are text files that Worksheet easily retrieves when you Append Price List or Reset Worksheet.

Save New Price List tells Worksheet that the current list of Items in the Worksheet window is your Price List, exactly as shown, no more, no less. The New Price List replaces earlier models. *Warning!* ♦

Don't feel compelled to create a perfect Price List your first go-round. A Price List can be expanded and/or modified at any time. If you decide to change or modify your Price List. Choose Reset Worksheet to get the entire Price List in Worksheet. Make the modifications and, once again, Save



the Worksheet file and Save New Price List. Any change, a minor spelling change or a totally revamped Price List must be Saved as a New Price List.

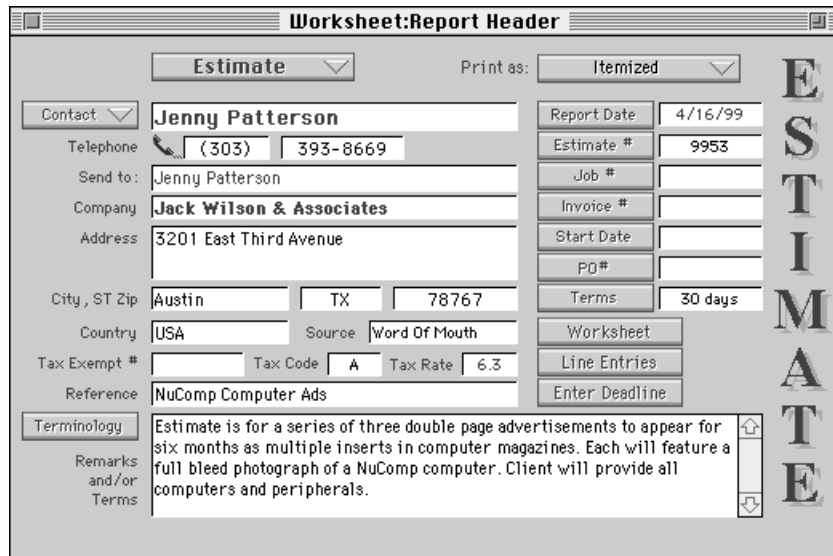
Individual Items and their Cost, %Up etc. can be modified as you create a report without effecting your Saved Price List. Try general Item listings such as Airfare with the Summary Group, Code, and Taxable already defined and refine the Item in a specific report to be Airfare–Miami to Los Angeles. You can even adjust mark-ups and other things to make an Invoice match the budget! Shhhh.

### REPORT HEADER

The first window you see in the Worksheet file is the Worksheet:Report Header. It tells the who, what and when, and sometimes why and how, of a job. New reports always start in the Worksheet:Report Header.

Create and print Estimates, Open Jobs and Invoices in Itemized or Summarized formats in the Worksheet file. Itemized Reports list each and every Item involved in the job. Summarized Reports suppress the details and print lump sums for groups of Items, as you defined earlier. *Tip*

*Tip:* Get used to using Cmd/Ctrl-2 to go to the Report Header. Since Worksheet has several lines of price list data it's important that you are on the top record of Worksheet (where Report Header data is stored) when entering or editing Report Header data.



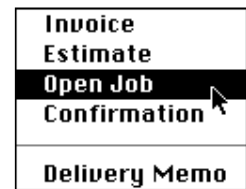
### STATUS

The Status popup menu, located at the top of the window indicates if this is an Estimate, a Confirmation, an Open Job or an Invoice. Confirmations are a form letter of acceptance. To change the status of a report in the Worksheet:Report Header, click on the Status menu and make your choice.

*Note;* You don't have to proceed through all these Status changes. An Invoice can be created without an Estimate or Open Job preceding it.

If you have StockView files, Status also lists Delivery Memo. This starts a Job Delivery in the Stocksheel file. There are more details about this in the Stocksheel chapter.

Every time you change the Status in the Report Header or enter a contact name, InView confirms the contact's address information just in case there are different addresses for billing and estimating. If the Contacts file is closed, it opens and slips into the background where its information is accessible to Worksheet.



*Note;* InView also fetches the contact's Sales Tax rate or Tax Code, be it zero or ten percent. If you change the Sales Tax rate in the Report Header but not in the Contacts file, the tax rate in Worksheet is overwritten every time you change Status.

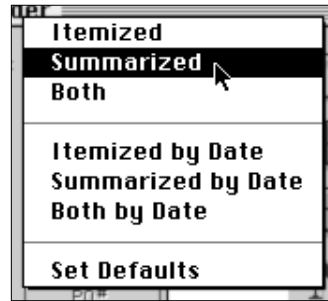
### PRINT AS

Worksheet offers a choice of Itemized or Summarized reports. Click on the Print As popup menu in the top right corner of the Report Header window to see the options available.

An Itemized report is detailed. It lists each item in the report. A Summarized report subtotals line items in the groups you create when you build your price list. Either format can be printed with subtotals organized by date. You can also set Worksheet to print Both an Itemized and a

Summarized report when you use the Print command.

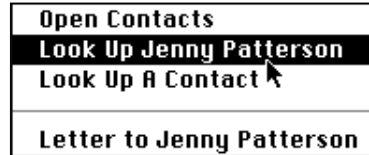
Set Defaults opens the window in Flow Chart for setting Preferences in Worksheet. There you set a default for printing, Print As, that is automatically used in every report, until you change it. You can over-ride this default by changing the choice indicated in the Print As menu. The over-ride remains in affect until you change it again or Quit the program. Change any number of times you like while creating a single report.



**C O N T A C T**

The Contact is the person for whom the report is being created. Using Cmd/Ctrl-1 and Cmd/Ctrl-2, the contact's name is already entered. The Company, Address and Tax information is also filled in for you.

From the Contact popup menu, choose either Open Contacts, Look Up SoandSo, Look Up A Contact or Letter to SoandSo.



Open Contacts opens the Contacts file. Look Up SoandSo actually has the contact's name rather than SoandSo. It opens Contacts and finds the contact whose name is in the Report Header. Look Up A Contact opens the Contacts file and the Search dialog for you to locate a contact. The same as Cmd/Ctrl-1.

Letter to SoandSo (contact's name) opens the Correspondence file and gets a new letter ready. Just add the words.

**T E L E P H O N E**

The Telephone icon is a popup menu of dialing options. You must have a modem connected to use this feature. If you choose Dial... or the number immediately below Dial, InView dials the number shown. The number represents InView's educated guess at how the number should be dialed, based on settings in the Flow Chart Dialing Preferences. You can override InView's suggestion by choosing any of the options listed below on the menu.

The last choice in the menu opens Flow Chart to the Dialing Preferences window where you can change or establish Dialing Preferences.

At the right side of the Report Header window is a series of cells and buttons. These buttons automatically sequence and enter data into the adjacent cells.

**R E P O R T   D A T E**

This field is the date of the report. Type the date you want or click the Report Date button to automatically enter today's date.



*Note:* If you type a date into this or other date cells in InView, don't type the slashes. They are entered for you. If you omit the year, that is added, too. The year added is determined by the shortest route from today to the date you enter. If today is January 1, 2000, 09/27/ is assigned to 1999! (the closest September in relationship to today is in '99) but 06/21/ gets you 2000 because that's the closest year. When you enter, say 02/01 for February 1st, the date appears in the cell without leading zeroes, but months and days *must* be entered using two digits.

*Tip:* Although auto numbering can only install numerals, you can enter or add alphabetic and other characters to the numbers while in Worksheet.

**E S T I M A T E   # ,   J O B   #   A N D   I N V O I C E   #**

You can manually enter any numbers you want in these cells. The Estimate #, Job # and Invoice # buttons automatically assign numbers to your Estimates, Jobs and Invoices. The numbers are determined by the Numbering Preferences in Flow Chart. *Tip* ♦

*Tip:* Enter the open PO Number in Contacts in the Special Numbers cell of the Billing & Shipping window using the formatting features there. When you click on the PO# button in Worksheet, InView looks in Contacts for a specially formatted number. A marker indicates a PO#.

**S T A R T   D A T E**

This indicates the starting date of a job. Today's date is entered by clicking on the Start Date button. Of course, you can enter any date manually.

**P O   #**

Purchase Order numbers are typically supplied by your client and entered manually for each Invoice, but if your client issued you an open purchase order for an ongoing project, you can avoid the tedium of looking it up each time. To install open PO's from the Contact's record click the PO # button. See the Tip for installing an open PO # in a Contact record. *Tip* ♦



**TERMS**

This indicates the number of days an Estimate remains valid or the number of days allowed for payment of an Invoice. Click the button to automatically install the default of 30 Days. Hold the Opt/Alt key and click the Terms button to change the default to some other number; including 0 for C.O.D.

Estimates print the Terms number at the bottom of the report. If you enter a zero the Invoice prints with C.O.D. terms.

The Receivables file uses Terms in an Invoice to determine what is Past Due.

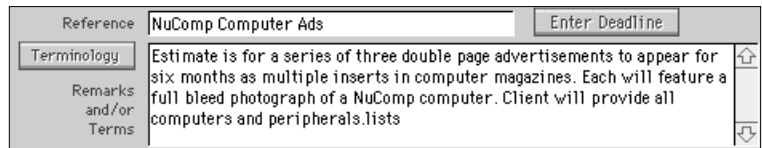
A default value for Terms can be created by holding the Opt/Alt key and clicking on the Terms button in the Report Header window. In the dialog window that opens, enter the number of days that you want to automatically be installed on every new report.

**REFERENCE**

Reference is a job title or brief description of the project. Reports include this Reference in printouts. Reference is also helpful for locating Estimates, Open Jobs, Invoices and Receivables reports stored in those files.

**TERMINOLOGY AND REMARKS**

This is a multi-function text box. Enter whatever you like. Describe, say, proposed or actual rights of usage being



transferred. Explain special concerns. How much of your Remarks appear on a printed report depends on the particular report. As with all data in reports, you can customize the output; move, expand or eliminate space allocated for Remarks. (see the chapter; *Printing & Editing Reports - Margins Menu:Remarks*)

When you click the Terminology button, the Terminology file opens. Terminology is a separate file where you create, revise and store Terms of Agreement. You can construct precise wording appropriate to a particular situation and generic terms suited to many different jobs. The Terminology file enters terms in the Remarks cell of the Report Header. (see the chapter on Terminology for information on its workings.)

The cell for Terminology and Remarks, in the Report Header window can be enlarged vertically by clicking and dragging the Drag Box located in the bottom right corner of the window.

**WORKSHEET BUTTON**

This opens the Worksheet data sheet where all the contents of Worksheet are accessible in rows and columns. This is the window where you prepare the numbers and details for reports that are stored elsewhere.

**LINE ENTRIES**

The Line Entries button opens the Line Entries window. Use this window instead of or in conjunction with the Worksheet data sheet.

**ENTER DEADLINE**

This button transfers the Job Number, Reference and Contact Name to the Date Keeper. You enter the date for the deadline in Date Keeper. No need to enter times unless they apply. Without a time indicated, the deadline goes to the top of the list of events scheduled for that date in Date Keeper file.

Occasionally when you click into the Report Header from another Worksheet window, all the information you entered in the Report Header doesn't appear to be there. To reassure yourself that nothing is lost, you can choose Report Header from the Functions or Windows menu or type Cmd/Ctrl-2 or click anywhere in the Report Header window and all the information reappears.

**WORKSHEET WINDOW**

This is the window where you build your Price List and use it to create reports. In this window you can see and work with every bit of data in the Worksheet file. You work with only the first few columns. The rest are better accessed through other windows or ignored and left for Worksheet to deal with.

When you open the Worksheet window you see either your Price List or a report you already worked on.

**QTY**

This is where you enter the quantity of billable Items; time, materials, anything you charge to your client. Quantities entered here are used to calculate total Prices based on Cost and %Up. Use whole numbers or fractions (expressed in decimals) in the QTY cell.

*Note:* Entries in QTY immediately recalculate the line. Results are in the Price field.

QTY	Item	Cost	Summary Group	Code	%Up	UnitPrice	Price
0	3 days of studio setup and pt	1,500.00	10 Photography Services	5050		1,500.00	4,500.00
	Architectural Photography		10 Photography Services	5100			
	Corporate Photography		10 Photography Services	5150			
	Editorial Photography		10 Photography Services	5200			
	Photographer's Services		10 Photography Services	5450			
	Public Relations Photograp		10 Photography Services	5550			
	Stock Photography		15 Stock Photography Sale	5700			
	Studio Photography		10 Photography Services	5750			
	11						
0	Usage Fees	9,000.00	15 Usage Fees	5500		9,000.00	9,000.00
	18						
0	Assistant's Services	600.00	25 Assistants	6280		600.00	600.00
	26					0.00	
	FILM						
	RFP 135-36	8.55	30 Film and Polaroids	6490	20	10.26	
	EPX 135-36	9.05	30 Film and Polaroids	6490	20	10.86	
	VPS 135-36	6.25	30 Film and Polaroids	6490	20	7.50	

**THE VALUE OF ZERO**

When a report in Worksheet is put through its final calculations, such as prior to printing, any Item lacking an entry in the QTY column is deleted. This makes for tidy reports since the unused portions of your Price List don't appear. But what if you don't want a quantity to be shown, but want the Item included in the report?

A zero in the QTY field of any row includes that line in reports. When calculating the Price, InView treats a zero as a one. The difference between zero and a one or higher number in the QTY column is that a zero prints the Item without showing a quantity.

Lines with no entry in the QTY field are eliminated during calculation and printing. Don't worry about your Price List, it's OK. Only lines without a quantity are deleted from the specific report, not from your saved Price List.

Zeros are a fine way to itemize certain charges, say, Talent or Photographer's Fee, that can't be quantified. 1 Travel Time or 1 Creative Fee looks pretty silly on an Invoice, but they need to be included in a printed report, so the zero calculates a Price correctly and gives you everything but a QTY number in the printed report.

When you fill in the Report Header, then click the Worksheet button, the Worksheet window opens. It has a zero in the first row of the QTY field. Where'd that come from? Worksheet put it there for you. The zero is there to protect the Report Header information you just entered. That zero is essential. It includes the Header information in printed reports, so don't touch it. Ya hear?

The top row in a Worksheet contains the Report Header information; name, address, etc. Just because you don't see it doesn't mean it's not there. You just have to scroll far enough to the right to find it. Almost to Kansas. The zero in the QTY of the first line in the Worksheet window is the instrument for identifying the contact information for printed reports. That's obviously valuable.

If you use the mouse to toggle between the Worksheet window and Report Header and discover you've "lost" your contact's information in the Header, fear not. It's there still. Your cursor is in some record other than the first row with that zero. The way to avoid "lost" Header info is to type Cmd/Ctrl-2 to go from the Worksheet window to the Report Header. Just don't clear that zero on the first line. No zero. No Header info in your printout.

Remember, a blank QTY eliminates the line from calculations and printing. A zero QTY includes the Item in a printed report, but with no quantity printed.

**ITEM**

Item is the thing you are charging for, a service or goods. The words you use to define an Item print on Itemized Estimates, Job Reports and Invoices. The Item cell holds and prints up to nine pages of text. Nothing succeeds like excess. All you need is a client willing to read it.

**COST**

Everything has a price, they say, and this is where you enter the Cost for each Item. This is the base



price you charge for time or services you perform or the actual Cost you paid for supplies, materials or services. The Cost you store in your Price List can always be adjusted if you decide to cut a deal or one of your suppliers has a momentary price increase, or for any other reason.

**S U M M A R Y   G R O U P**

Numbers in this field determine what Summary Group an Item belongs to in Itemized and Summarized reports. Each Summary Group has at least two digits to determine the group's sequential position in a report. The first three characters, including spaces, in the Summary Group do not print in Summarized reports. The fourth and subsequent characters do print in Summarized Reports.

**C O D E**

You *MUST* have an Account Code for every Item to identify the Item as a Reimbursable Expense Income or Fees & Services Income in reports, and to be post to the Receivables file. If there is no code, Estimates or Open Jobs still function, but not Receivables. The code can be as simple as the one attached to the account name Income or Reimbursable Expense, or very, very specific.

The only exceptions to the Code requirement are Advances or Deposits, requested or received. (See *Advances, Deposits & Payments later in this chapter.*)

**% U P**

When you spend money for things that are charged to your client, a mark-up can be added to the Cost. Often it is a percentage of the cost. In this field enter a 25% markup as 25 or one third (33 1/3%) as 33.3. This row recalculates immediately when the percentage is changed.

Here, for those who must know, is a brief insight to how Worksheet calculates. Ready? The Cost of an item is multiplied by the %Up markup. The product of that multiplication is added to the Cost which determines the Unit Price. The number entered in the QTY field is multiplied by the Unit Price to determine the Price. An entry in the Price List determines if an Item is taxable. If it is taxable, the Tax Rate entered in the contact's record is transferred to Worksheet from the Contacts file. That figure is multiplied by the Price and the amount of tax is entered in Tax and added to the Price. In the final calculation, the Total field displays that famous bottom line, the total of the everything in the report. So now you know.

**U N I T P R I C E**

Unit Price is Cost multiplied by %Up. This is the price per Item that your reports use. If it works better for you, enter the Cost and the Unit Price you want to charge and InView calculates the %Up.

InView calculates a UnitPrice as soon as you make a Cost or %Up entry. Lines recalculate immediately when any change is made in QTY, Cost, %Up or Unit Price.

**P R I C E**

You make no entry here. Price is calculated by Worksheet. It's the result of the QTY multiplied by the UnitPrice. The QTY of Zero will calculate as 1 (one).

**T A X A B L E**

A Yes entered here tells Worksheet to tax the Item *if* the contact has a Tax Rate entered in the Contacts file.

**T A X   R A T E ,   T A X ,   T O T A L ,   % ,   \$ ,   E T   A L**

*From here on in the Worksheet window the fields are filled in automatically when it calculates. Until the report is calculated (Cmd/Ctrl-4) some of these columns show nothing.*

If you peek beyond this point in Worksheet you see a field titled Status with an entry on the top row of the Worksheet followed by other Worksheet:Report Header information. To return to Worksheet:Report Header for changes, type Cmd/Ctrl-2 or choose Report Header from the Functions or Windows menu.

**L I N E   E N T R I E S**

The Line Entries window is opened by choosing Line Entries from the Windows menu or by click on the Line Entries button in the Worksheet Report Header. Line Entries shows a condensed view of everything in one line of a Worksheet. Open and use it at the same time as the Worksheet window if you like.

Line Entries shows and calculates all the prices for an Item as you enter numbers. It also shows the profit margin and includes a rapid Item locator to sail through building reports.

Line Entries is particularly handy as you build a Price List. Use it instead of or in addition to the Worksheet window to assemble and price Items. It works for assembling new Estimates or Invoices,

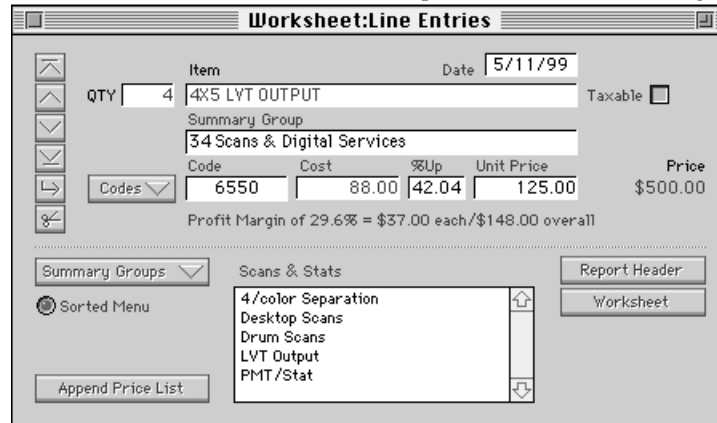
too.

The fields in Line Entries are the same as those in the Worksheet, but displayed in a modified way. QTY, Cost, %Up or Unit Price entries calculate the line. At the same time the Profit Margin is calculated and shown below the Cost. The margin is in percent and dollar amount per unit as well as for the line overall.

If it is empty, Today's date is entered in the Job Date field as other data is entered. The Job Date is a date stamp for entries in Jobs and Invoices, especially important and useful if you print reports subtitled by Date as set by the Print As button in the Worksheet:Report Header. You can change the Job Date if you like. Ignore the date if you're building a Price List.

A check mark in the Taxable checkbox is the same as a Yes entered in the Taxable field in Worksheet.

Additional help is here in the Line Entries window for entering Chart of Account's codes. Use the Codes popup to choose the Income account for this price list entry.



The lower half of the Line Entries window helps you locate and use Items in the Price List as you build a report.

**S U M M A R Y   G R O U P S   P O P U P   M E N U**

Click on the Summary Groups popup menu to see a list of all the Summary Groups in Worksheet. Pick one and all Items in that Summary Groups are listed in the large cell to the right.

**S O R T E D   M E N U**

The list in the Summary Groups popup menu shows the Summary Groups in the same order as they appear in Worksheet. If your Price List is organized into logical groups, this maintains the order. If you'd rather see them in alphabetical order, click on the Sorted Menu radio button and it's done.

**A P P E N D   P R I C E   L I S T   B U T T O N**

Notice that we said above that the Summary Groups menu list is based on what's in Worksheet. If you calculate or retrieve a previous report the list is short. Only Summary Groups included in the report are listed. To use the full list you need the whole Price List in Worksheet. Append Price List gets your Price List and adds, appends, it to Worksheet. Now the menu has everything.

**I T E M   L I S T**

At last, we get to the point of all this. When you make a choice in the Summary Groups popup menu, an alphabetized list of Items in that Summary Group appear in the scrolling cell. Double-click on an Item in the cell and a new entry for that Item is added to the report. In most cases all you need to do is enter the QTY.

**R E P O R T   H E A D E R**

The Report Header button closes Line Entries and re-opens the Worksheet Report Header. The Line Entries and Report Header windows are not meant to be open at the same time.

**W O R K S H E E T**

The Worksheet button opens the Worksheet window. It can be open at the same time as the Line Entries window.

**M E N U S**

**S E A R C H**

**F I N D**

Find searches the Item field to help you locate entries quickly. When the dialog box opens, enter what you're looking for. The first Item containing your entry is located and highlighted. If you enter Paper, the first Item containing Paper, perhaps Computer Paper or Wrapping Paper, is highlighted.



*Tip:* Change only affects the selected records. Worksheet doesn't have the standard Find/Select in its Search menu. What are you to do if you really want that full Search? Well, the Worksheet window, like many InView windows, has a record counter in the lower left corner. Click this counter to open Panorama's Find/Select dialog box. How cool!

*Tip:* Sort Up is handy to test the sorting of Summary Groups as you set up your Price List. Be sure to Save first, then use Revert to Saved after sorting so your Price List returns to the order you prefer.

*Tip:* If you hold the Shift key while selecting Print Report from the Functions menu, a Preview of the report is shown. You can also get to the Preview by cancelling the Print dialog then choosing Preview in the File menu.

***Warning!***

If you fail to post a report, you can not retrieve it for review, revision, reprinting...nothing. Each time you change a report to a new Status or revise it in any meaningful way, use Post Report to file it in the proper place.

***Warning!***

An Invoice without Account Codes can not be posted to Receivables. (See the chapter Chart of Accounts setting up account codes.)

**FIND NEXT**

This resumes scanning for matches after Find is used. It picks up where the Find left off and scans the Item field for the next occurrence. Use it repeatedly until a beep confirms that no further matches are among the selected records.

**CHANGE**

This opens a dialog box where you enter what it is now and what you want it changed to. The change affects the field highlighted when you select Change. *Tip*

**SORT UP**

This sorts the records in ascending order based on the active field. *Tip*

**FUNCTIONS**

Notice the Cmd/Ctrl key equivalents numbered 1, 2, 3, 4, 5 and 6 in this menu. These are the six basic steps we talk about so often for creating any type of report in Worksheet. You've heard about them?

Functions	
Look Up Contact	⌘1
Report Header	⌘2
Worksheet	⌘3
Calculate Report	⌘4
Print Report	⌘5
Post Report	⌘6
Reset Worksheet	
Append Price List	
Save New Price List	
Re-Apply Header Data	
Enter Cash Advance	
Delete Duplicated Items	
Tax On Everything	
Check Account Codes	
Toggle Display	⌘D

**LOOK UP CONTACT**

This opens the Contacts file and locates the record of the Contact listed in the Worksheet:Report Header. If no name is entered there, the search dialog opens to help you locate a contact.

**REPORT HEADER**

This opens the Worksheet:Report Header window.

**WORKSHEET**

This opens the Worksheet window. As you create a report, consider the option of Cmd/Ctrl-L for the Line Entries window as well. Two helpers at once.

**CALCULATE REPORT**

This calculates or recalculates the entire report. As you make entries in the Worksheet fields, each line calculates individually. The whole report is not calculated until you choose Calculate Report or use Cmd/Ctrl-4.

Calculating checks all the arithmetic and formatting.

**PRINT REPORT**

This opens the report form appropriate to the type and Status of the report. When the form is open the Print dialog appears. *Tip*

*Note;* If the report is not calculated, or if you've made changes since calculating, InView knows and automatically calculates it.

If the date is not current, a dialog offers to update it for you.

All these reports, with obvious exception of Confirmations, can be printed as Itemized or Summarized Reports. An Itemized Report lists every Item and its price. A Summarized Report lumps Items together into related Summary Groups and shows an overall price for that group. How much information do you want to share with your client?

If you set this Preference in Flow Chart, a dialog appears after you print a report. It asks if you want an envelope printed. Open Jobs don't need envelopes, so no envelope dialog appears when you print an Open Job report. Your Preferences settings also determine, after printing an envelope, you want to Post the Report. (See *Worksheet Preferences in this chapter.*)

**POST REPORT**

Post Reports stores your work in its proper niche, the Estimates, Open Jobs or Receivables file. *Warning! Warning!*

*Note;* If you retrieve a posted report, say an Open Job, and revise it, naturally the number of the Open Job remains the same, so, when you try to Post Report, a dialog box appears proclaiming that a report already exists with that number, and asking if you want to replace it. Most times, the answer is OK. If you retrieve the report to Worksheet just to review it and make no changes, there's no need to re-post it.

After posting is completed, if your Preferences indicate, InView offers to enter a note about the report in the Transactions of the contact's record in the Contacts file. If it turns out that there's no record for the Contact, there's an offer you may not want to refuse. With your go-ahead, it enters the new Contact into the Contacts file.

After another look at your Preferences, InView offers to Reset Worksheet. *(See below and Worksheet Preferences later in this chapter.)*

**RESET WORKSHEET**

Although it's been posted, a copy of the report remains in Worksheet until you Reset Worksheet which clears everything from the Worksheet and reinstalls your Price List ready for a new report. When you Reset Worksheet, if the Contacts file is not open, it opens and drops into the background for proper linking.

If you start a new Worksheet report from the Contacts file using either the Transactions popup or the Transfer menu, a dialog box opens to let you know that a report is in the Worksheet and asks if you want to replace it. Presuming you posted that report, answer OK with an easy heart. *Tip* ♣

**APPEND PRICE LIST**

This appends, adds a copy of, your whole Price List to the bottom of any report in the Worksheet. After a report is calculated, many Items in your Price List vanish from Worksheet. To make the Price List available for additional entries in an existing report, that ongoing Open Job, Append Price List. Nothing in the report is altered, removed or replaced.

Make QTY entries or add Items or make corrections and calculate again. The Items from this appended Price List that have QTY entries are merged into your report. You can repeat this process, Append Price List, as often as you need, recalculate and recalculate.

**SAVE NEW PRICE LIST**

Design or revise your Price List in the Worksheet window. This saves a text file when you Save New Price List. It is the information which Worksheet draws upon when you Append Price List or Reset Worksheet. *Tip* ♣

Everything in your Worksheet when you Save New Price List becomes your Price List. No more, no less. *Warning!* ♣ *Warning!* ♣

**RE-APPLY HEADER DATA**

Re-Apply allows you to re-use the Contact and other information entered in the Report Header window. Think of it as a New Report - Same Contact. This speeds the process of making a new estimate for the same contact or to invoice the contact using the estimate data. After acquiring your approval, the individual line entries in the Worksheet deleted and the Price List is brought in ready to start a new report.

**ENTER CASH ADVANCE**

Advances and Credits require special handling to ensure proper accounting. You can do it yourself if you're into self-flagellation, but this menu choice is a bit less painful. *(See the Advances, Deposits & Payments section later in this chapter for information on this important feature.)*

**DELETE DUPLICATED ITEMS**

Occasionally Items repeat in your Price List... like your assistant appended the Price List to itself a couple times then used Save New Price List. Delete Duplicate Items cleans up the mess.

**TAX ON EVERYTHING**

In the event that everything in your Price List is taxable, this enters a Yes in the Taxable field of every Item.

**CHECK ACCOUNT CODES**

To compare entries in Worksheet with those in Chart of Accounts, use this menu choice. It is particularly helpful for locating unmatched Account Code entries. Items in Worksheet with Codes not in your Chart of Accounts are flagged. As you set up your Price List, check the accuracy of your Codes before you have a mad rush to present an Estimate or Invoice.

**TOGGLE DISPLAY**

This toggles the view of a calculated Report in the Worksheet from Itemized to Summarized. It has no influence on the printout.

*Tip:* You can Save a report in progress in Worksheet and Reset Worksheet without losing your work. Doing this lets you get back to the clean slate to prepare a different report. When the second report is finished and posted, use Revert to Saved and the first report is restored as you left it unless you Saved Worksheet again in the interim.

*Tip:* Save several different Price Lists. Hold the Opt/Alt key and choose Save New Price List in the Functions menu. Enter a name for the new Price List in the dialog box that appears. To use the additional Price List, hold the Opt/Alt key as you choose Append Price List. An Open dialog appears. Select your alternate Price List and Open. The alternate list is appended to your Worksheet.

**Warning!**  
Since Save New Price List completely replaces any existing Price List, be sure to have the entire Price List in Worksheet exactly as you want it to reappear when you Reset Worksheet.

**Warning!**  
The Price List is stored as an ASCII file, aka a text file. If you attempt to open it from the Desktop, a dialog advises you that the "Application is busy or missing" or an offer to open it using SimpleText or some other word processor. If you do open it anywhere other than Worksheet, don't make changes or it may be History as far as Worksheet is concerned.



WINDOWS

REPORT HEADER, WORKSHEET,  
LINE ENTRIES

Each of these opens the window with that name.

If you've been paying close attention you see that Report Header and Worksheet appear in two menus, here and in Functions. By established HindSight convention, they belong in the Windows menu. To simplify and clarify the sequential steps for creating a Worksheet report, we broke our own convention and duplicated them here.

*Note;* Worksheet has some dual key commands, one is consistent with InView and StockView conventions, Cmd/Ctrl-/. The other, Cmd/Ctrl-3, is to assemble a Worksheet report. Either works.

Windows	
Report Header	⌘2
Worksheet	⌘/
Line Entries	⌘L
Estimates	⌘B
Open Jobs	⌘J
Receivables	
Terminology	⌘M
Chart of Accounts	
Preferences	
Flow Chart	⌘H
About Worksheet	

ESTIMATES

This opens the Estimates file, the file with posted Estimates. Select an Estimate here to review or modify it in Worksheet.

OPEN JOBS

This does the same open, review or revise stunt for posted Open Jobs.

RECEIVABLES

This opens the Receivables file where Invoices are posted. Review or select an Invoice, transfer it back to the Worksheet, modify it, add to or revise it in Worksheet and re-Post it!

*Note;* Payments on invoices posted in Receivables are applied in the Receivables file. You do not need to retrieve the Invoice to Worksheet to enter a payment.

TERMINOLOGY

Terminology Constructor is the place to assemble and store the Terms for the Remarks cell of the Worksheet:Report Header window. This menu choice opens the Terminology file the same as clicking on the bold word Remarks.

FONT, MARGINS AND COMPANY INFO

These are the EZ Graphics menus of Worksheet. Their functions are described in detail in the Printing & Editing Reports chapter of this manual. These choices are only available in the Worksheet report windows.

Worksheet ships with Company Information turned off. To use it, choose All Company Info or any of the individual elements in the Company Info menu. Then choose On in the same menu. Finally, be sure that the Company Profile in Flow Chart is filled in and activated.

GRAPHICS MODE

When EZ Graphics isn't enough, change the look of printed reports in the Graphics Mode window. There are specialized menus and tools for modifying the printed output.

We encourage you to customize reports, but a wrong move can be a big setback. Refer to the chapter on Printing and Editing Reports before attempting to alter the graphics in these forms.

CHART OF ACCOUNTS

Choose Chart of Accounts if you need to review your Account Codes you've assigned to the Code column. Each Code used in Worksheet must reside in the Chart of Accounts.

PREFERENCES

A number of Worksheet behaviors are set in Preferences. This opens the window in Flow Chart to adjust those preferences. *(See the section later in the chapter on Worksheet Preferences.)*

FLOW CHART

Lost? Find your way using this menu choice. Can you tell what it does? We're going to have a pop quiz on this one later.

ABOUT WORKSHEET

Here resides version, copyright and author information about Worksheet. ♦ *Tip*

REPORTS

The first three items in the Reports menu open and print the form you choose.

*Expert Users' Tip:*  
In the Worksheet window, hold the Shift key and select About Worksheet. The Worksheet menus adjust to include full Panorama Search, Sort and Math menus. To revert to HindSight menus, the safer ones, hold the Shift key and again select About Worksheet.

**INVOICE TERMS**

Invoice Terms opens and prints the Terms in the Invoice Terms form.

As-shipped, these terms are meant as a model and should be modified to fit your local laws and personal needs. Cancel the Print Dialog and the Invoice Terms window remains open for you to make changes. Simply highlight to select text or click for an insertions point and start making changes.

Print your Terms on the back of Confirmations or Invoices.

**ESTIMATE TERMS**

Estimate Terms opens and prints the Terms in the Estimate Terms form. Same holds true, as with Invoice Terms, for editing and printing.

**ENVELOPE**

This Prints an envelope addressed to the contact shown in the Worksheet:Report Header.

**PRICE LIST**

Print out a copy of the Price List you created for Worksheet. It's handy to have around. Items in your Price List are grouped into Summary Groups and show the cost and mark up.

Be sure that Worksheet has the Price List and *not* a report installed when you request a printout of your Price List.

**FORMS**

When you scroll to Forms in the Reports menu you find a pop-up menu listing printed reports available in Worksheet's Windows menu. This gives easy access to reports for graphics revisions.

The popup menu in each of the Terms window lets you select alternate terms which are stored in the Terms & Conditions folder. The menu also allows you to create new terms or rename existing terms. The set of terms in the folder bearing the same name as the Terms window is the default: the one that is automatically selected when the window first opens. *Warning!*

Typically printing these reports is activated by other selections, like Print Report. The other functions know which form to open and print, so you don't have to think about it.

The following Forms, in the Forms submenu, are not covered or available elsewhere.

**LICENSING AGREEMENT**

This form prints everything but the line items and monetary information. It's ideal for sending to a client for reference about the right they've purchased without the money matter.

**WORK ORDER**

Work Order appears nowhere else in Worksheet. It's a form you use at the start of a job. It prints the Worksheet:Report Header information and Job Description with plenty of space for your notes as the job progresses. It has no other ties to the file though it can be converted to any of the other reports in Worksheet. You may want to design your own here.

**BREAKDOWN BY ACCOUNT**

This is a report broken down to the various Account Codes. If a Code is missing, InView points out the culprit. If all is well, print it or view it on-screen.

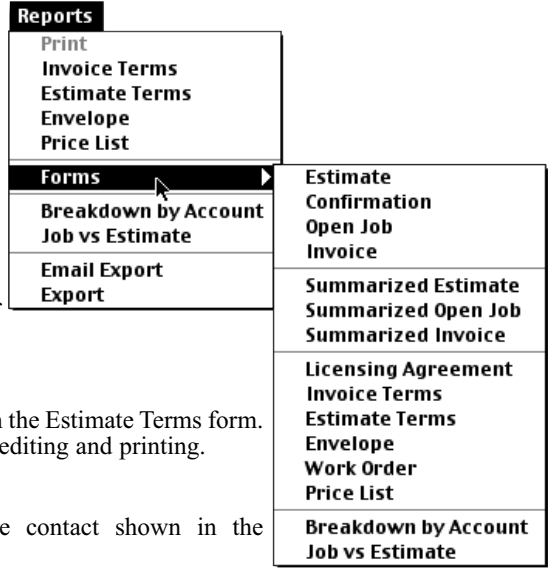
Switch this report from Itemized to Summarized using Toggle Display in the Functions menu.

After you have used the Breakdown by Account menu you *must* recalculate the report to restore its normal format because things are added for Mark Ups and Sales Tax, if those are included in your report. Be sure not to enter zeros in these fields. Blank QTY cells cause things to vanish when the report is recalculated, and that's what you want in this case.

Although recalculating is required, you don't have to do it yourself. InView knows what's needed and, if you choose to Print or Post the report, recalculation is automatic.

**JOB VS ESTIMATE**

Now, at last, you can see if your estimating skills are sharp. This menu choice gives you a



***Warning!***  
 Before you attempt to change any of these reports, please read the chapter on Printing and Editing Reports and refer to your Panorama manual for complete information about using the graphics tools.



*Tip:* It is possible to open many windows simultaneously in Worksheet. The more open at one time, the slower the file works and the more likely you are to get mixed up! Try to have open only the windows you need at the moment.

comparison of an Open Job or Invoice and its Estimate. To look at the results on-screen, Cancel the print dialog and choose Preview.

For a comparison of Job vs Estimate to work correctly, the Estimate must be Posted, not still in the Worksheet. If you compare an Estimate in the Worksheet to itself, the result is; you're always exactly on budget. Flattering, but maybe inaccurate! *Tip*

**EMAIL EXPORT**

Email Export allows you to save an invoice or estimate as a text file for attachment to an email. It is saved on disk in either itemized or summarized format, depending on your setting in the Worksheet Report Header window. See you email software's instructions for how to attach a file.

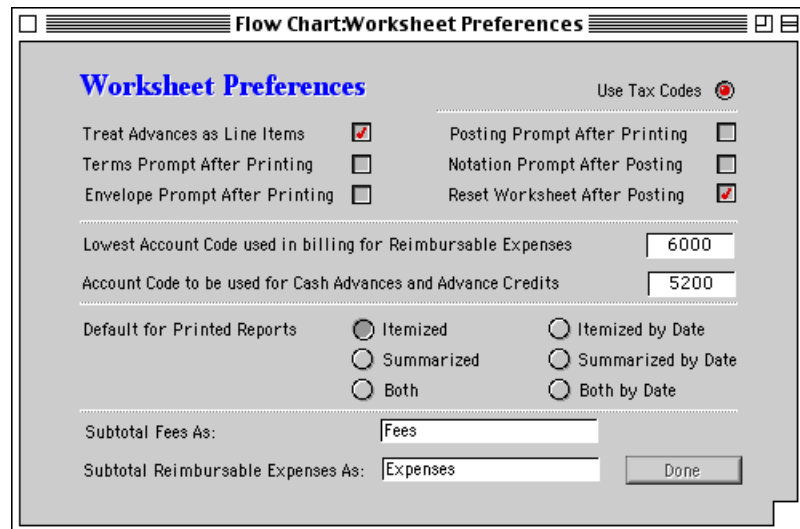
**EXPORT**

When you choose Export, a dialog box opens and offers to create an ASCII text file of the current Invoice. This ASCII file can be imported into a spreadsheet or accounting program, for example.

Note: In Graphics Mode, you can modify the arrangement of data to be exported for a clean import to another program. (See the Printing and Editing Reports section of the manual)

**WORKSHEET PREFERENCES**

Preferences, in the Windows menu, opens a dialog in the Flow Chart file. There you determine how you want many of Worksheet Functions to behave.



**USE TAX CODES**

If you're using Tax Codes this option must be turned on by clicking on the button. A large red dot indicates that it's on. If you're not using Tax Codes turn it off to save fractions of seconds since this prevents Worksheet and Stocksheets from attempting to look up the Tax Codes. See the chapter on Tax Codes for more information.

**TREAT ADVANCES AS LINE ITEMS**

In printed reports, Advances are typically displayed and subtracted at the end of the report, along with the subtotals. Check this option if you prefer to have advances listed among the other line items of a report,

**PROMPTS**

A prompt is an offer to initiate another action, following the completion of one action. You can decline Prompts as they occur or let them move on to the next step. Without prompts you can still initiate the same actions, but when is up to you.

Some people prefer Prompts as reminders; others prefer them out of their face.

**TREAT ADVANCES AS LINE ITEMS**

Advances are typically displayed and subtracted at the end of the report, along with the subtotals. If you prefer to have advances listed among the other line items of the report, click to checkmark and turn on this *Treat Advances as Line Items* option.

**TERMS PROMPT AFTER PRINTING**

With this option checked, Worksheet offers to open and print Terms for the backside of an Invoice

or Estimate whenever either is printed.

#### ENVELOPE PROMPT AFTER PRINTING

Do you want an offer to print an envelope every time you print a report? Check this box.

#### POSTING PROMPT AFTER PRINTING

After you print a report in Worksheet, do you want an offer to post the report every time? Check this box if you do, otherwise, it's up to you to remember to Post Reports.

#### NOTATION PROMPT AFTER POSTING

How about a Prompt for adding a notation to the Transactions cell in the Events & Notes of the contact's record? Check this box to get the reminder.

#### RESET WORKSHEET AFTER POSTING

After you post a report, should a Prompt offer to Reset Worksheet so it's ready for the next report? Here's your answer.

### ACCOUNT CODES

You *do* want to set these Preferences

#### LOWEST ACCOUNT CODE FOR EXPENSES

Without a threshold for Reimbursable Expense Account Codes, Worksheet has no idea how to separate Fees from Expenses in printed reports. If you don't want reports printed this way, you must subdue two printing tiles in each report form. In Graphics Mode, report forms have built-in instructions for how to make this adjustment.

Enter the point, the watershed, where your Account Codes become Expense Items. Codes below this number are Income from Fees. Codes above this number are Reimbursable Expenses.

#### ACCOUNT CODE FOR CASH ADVANCES

To automatically process Cash Advances on Jobs, Worksheet must know what Account Code you want to track Advances and Credits. (*See Chart of Accounts.*)

### DEFAULT FOR PRINTED REPORTS

Click on one of the six buttons to select the default for printed reports. These defaults can be temporarily overridden as you create reports. Your favorite format is used automatically unless you say different. Each of these formats is described earlier in this chapter. (*See Print As; in the Report Header section.*)

### SUBTOTAL AS:

These are the words that head the Fees and Expenses section of reports. If your reports are subtotaled by Date, these don't matter.

#### SUBTOTAL FEES AS:

Any words entered here appear as the heading of the Fees section of Worksheet reports. That's everything with an Account Code below the Lowest Account Code used for Expenses.

#### SUBTOTAL REIMBURSABLE EXPENSES AS:

Any words entered here appear as the heading of the Expenses section of Worksheet reports. That's everything with an Account Code that is the same as or greater than the Lowest Account Code used for Expenses.

## ADVANCES, DEPOSITS & PAYMENTS

Correct entry of cash advance requests and deposits or payments is critical. No entry, no advance. Incorrect entry, flawed accounting, not enough cash, or... no trip to Belize from this job!

Here's a quick rundown on how these entries are handled. Although we describe how to enter advances received and discounts, InView can enter credit for advances automatically.

#### ADVANCE REQUEST

To include a request for a Cash Advance, aka Deposit, in an Estimate or Confirmation, enter an Item with a negative Cost in Worksheet... without an Account Code. InView assumes an uncoded, negative Cost in an Estimate or Confirmation is a request for an Advance.

#### ADVANCE RECEIVED

When you actually receive an Advance or Deposit, the amount needs to be a negative number in the Cost field and left with no code. Invoices and Job reports treat uncoded, negative Costs as money received. This is the only kind of uncoded entry capable of getting past the lookouts for the



Receivables file when you post a report.

**DISCOUNTS**

A credit or discount is also entered as a negative amount in the Cost field of an Item, but *must* have an Account Code. If your client somehow convinces you to reduce your fee after the Invoice is created, enter the amount you agreed to reduce your Invoice as a negative number. Give it the same Account Code as your original Fee. The negative amount is deducted from the total of that Account in Receivables.

When you receive an Advance on a job, Post an Invoice billing for the amount of the Advance so that dates are properly attributed... for accounting purposes. Mark the advance Invoice paid. A Credit, with an Account Code, is added to the Open Job. Do not adjust the original amount of the Invoice. The Advance factors properly in your final Invoice.

Fortunately, InView takes care of entering advances but it's important to have some idea of what's going on behind the scenes. Let's go through the process of requesting and receiving an Advance the easy way.

**ENTERING AN ADVANCE**

Enter an Advance request manually. It's easy. Request the Advance in an Estimate or Confirmation using a new line in Worksheet. Enter a zero in QTY and the wording you want. The words aren't printed in the report. *Tip*

The calculated report prints the Advance requirement at the end, following the totals.

When the check arrives, go to the Estimates or Open Jobs file and locate the Estimate or Job. Transfer it to the Worksheet file, Cmd/Ctrl-T. If the report is an Estimate, you must change the Status to Confirmation or Open Job. If this is a Deposit, you're past the Estimate stage and the Status is already changed.

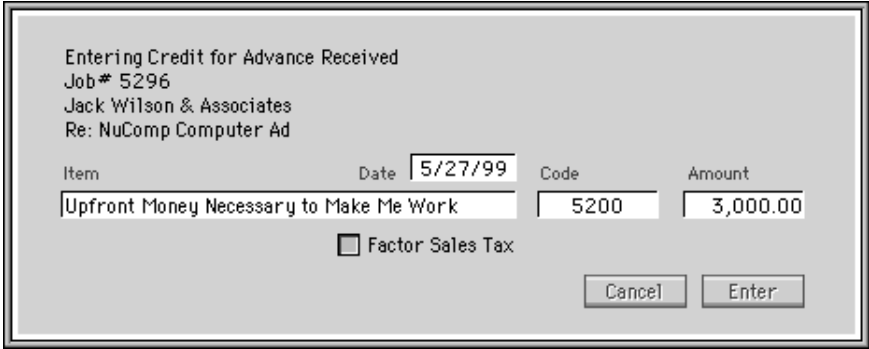
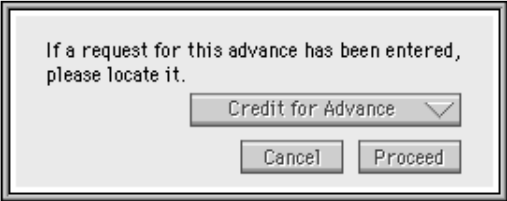
With the Open Job in Worksheet, choose Enter Cash Advance from the Functions menu.

If Worksheet detects an Advance request among the report entries, a dialog window opens. Click Cancel or click on the popup menu to select from the Advance requests listed in the menu. The list shows every uncoded amount in Worksheet. Whether you make a selection from the menu or not, click Proceed when you're ready to move on.

*Note:* If Worksheet found no uncoded Costs in the Report, this selection dialog does not appear.

The Advance Entry dialog window now opens. At the top are the Job# and Reference. Below are the Date, the Item field words, Advance Account Code and the amount of the Advance. Some are filled, others are blank. Fill in the blanks, make adjustments to the Date or Code, if necessary. Enter the Amount. It can be positive or negative. InView understands what you mean.

*Tip:* Make a place in your Price List for Advances. Advances are very reassuring. Call the Item anything you like. Now put -1.00 in Cost... to remind you of the format. Change the -1.00 to what you really mean when you request that Advance.



If you're in one of those awful places where everything is taxed, check the Factor Sales Tax box. The window updates to show you the breakdown of the amount of the Advance minus Sales Tax.

When you're satisfied, click the Enter button. Before you can recite the Declaration of Independence, you have a new Invoice for this amount posted to the Receivables file as Paid! Congratulations to you. Thanks to your client... and to InView.

Advance	5200	2,822.20
<input checked="" type="checkbox"/> Factor Sales Tax	6.3% Sales Tax of \$177.80 =	\$3,000.00

*Note:* The Account Code for an Advance can be any Income account you like. A simple technique is to assign an Account Code to

Cash Advances in the Chart of Accounts and identified in Worksheet Preferences. Talk to your accountant if you have any questions about accounting or how to code cash advances and credits.

The Open Job is simultaneously modified to enter the credit for the paid advance. And you probably haven't even said, "We hold these truths to be self-evident" yet.

## WHAT NO MERGE?

So now we've spoiled you. You love your PowerBook and the merge features in Contacts and Date Keeper. You're a regular road warrior. Now you want to create Invoices and Estimates on the road and merge them with the office computer's records. The answer is "No," sort of.

For the integrity of financial data, InView, by design, doesn't offer a merging function for financial files. We thought about it, though. Worksheet can save a ASCII text file of any report, and open it directly from the disk.

Hold the Opt/Alt key and choose Save in the File menu. A dialog box opens. It already has a suggested file name in place, or enter a file name you like better. Decide where you want this text file to be and Click Save.

Transfer the text file by modem or on a floppy. Back at the office computer (or wherever your primary records are) go to the File menu and choose Open File while holding down the Opt/Alt key. In the ensuing dialog window locate and select the text file. It opens in Worksheet exactly as you saved it.

The report is now in ready to be pushed safely through the normal channels.

## IMPORTING THE SAMPLE PRICE LIST

To import HindSight's Sample Price List you must first have the Worksheet open. Hold the Opt/Alt key and choose Open File from the File menu. In the dialog window that opens, locate the Sample Files folder within the HindSight Extras folder and click Open, then locate the Price List and click Open. The sample file's data is imported into Worksheet.

The sample Price List can also be added to the contents of Worksheet by hold the Opt/Alt key while choosing Append Price List from the Functions Menu.



W o r k s h e e t

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