E X P E N S E   L O G

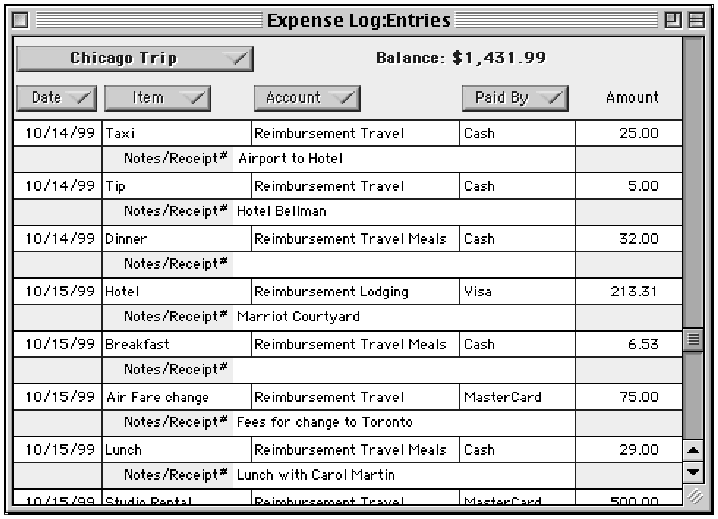
The Expense Log helps you keep track of out-of-pocket expenses incurred during a job or trip. It handles several Jobs and/or trips at the same time. Entries in the Expense Log can be automatically added to an Open Job.

Unless you tend to take your desk top computer on the road with you, Expense Log's greatest appeal is to the portable user in a hotel room with a pocket full of receipts. It's the way to assure all the day's little transactions are accounted for.

The Expense Log has two windows and two report forms.

Entries

The Entries window is a printable window with several popup menus.



Job/Trip Popup Menu

The first and largest of these menus selects and identifies sets of Job/Trip entries. The name changes according to the current status of the Expense Log file.

Each Job or Trip needs an identifying name to track what goes with what. When you first open the file the Job/Trip menu is set for Enter New Job/Trip. This selection opens a dialog window where you name the Job/Trip. Don't worry too much about what to name a job or trip. It's just a reference name and can be changed at any time.

After you name a Job/Trip, that name appears in the Job/Trip popup menu along with any others in the file. To select the records for a Job/Trip, choose it's name from the menu.

Use this menu to select All Jobs or to enter a new one. The menu's title changes to reflect the set of records currently selected.

As you begin making entries, be sure the right Job/Trip is selected. Its name shows in the Job/Trip menu so it's easy to check.

You may incur expenses that are not a part of the job or trip expenses. For instance: You're in Boston on a Job and, on the weekend you rent a car to run up the coast to see a potential client. You shoot some images for your files and buy a cool T-shirt for your kid. The rental car and film are business expenses not related to the Boston job so enter them as a separate Job/Trip. To keep track of your non-business money, create a Job/Trip named Personal to log in the T-shirt and other personal expenses.

Note: Once an entry has been made for a Job/Trip, it can only be re-assigned to a different Job/Trip in the Data Sheet. Open the Data Sheet and make the change directly into the Job/Trip field. Change…, in the Search menu, can alter an entire group of entries at a time.

Balance

When you select a Job or Trip from the menu, its Balance is updated to show the current standing of the Job/Trip, or of All Job/Trips, if that's what you picked.

Entering Expenses

Each record in the Expense Log has six cells to enter information about each expense entry. Type directly into any of the cells or use the popup menus to make your entries.

To Add a Record

Add new records to the end of the file by choosing Enter New Item, Cmd/Ctrl-E, in the Functions menu.

New Entries automatically re-use the Date, Account and Paid By information of the last entry shown in the Entries window. Hold the Shift key when creating a new entry to re-use the Account shown on the active record. This is especially useful for those who use very few account codes on their travel expenses.

To Delete a Record

To delete a record, click in any cell in the record and press the Delete key. A warning dialog confirms your decision before the record is actually deleted. Hold the Opt/Alt key to bypass the warning.

Date

This is for the date the expense was incurred, not the date of the entry. We know how busy road trips are.

Type a date directly into the Date cell or use the Date menu to enter dates for Today, Yesterday, 2 Days Ago or n Days Ago. If you choose n Days Ago, a dialog opens where you enter how many days back to date the entry.

The Date menu is headed by Sort Dates. This selection puts all entries in the field in chronological order.

Item

Item is a description of what the entry represents, something like Tip, Taxi Fare, Lunch with Suzanne, Hotel or whatever. Later, if you add a record to a Job, the wording here appears in the Worksheet Item description, so keep it brief.

The Item popup menu lists all entries you have made in this field. Choose one from the list to enter that in the Item cell of the record you're working on. Avoid redundant typing.

Account

Account labels the kind of expense as identified by your Chart of Accounts. Assuming your Chart of Accounts is built and in the HindSight software folder, the Account popup menu lists all your accounts. Find the one that fits the entry you're making. The right choice is pretty simple.

The Expense Log can add Income entries to a Job or Invoice, but it has no link to, makes no entries in, other files.

We don't teach accounting, but we do know things that may help you make useful entries in this file. The purpose here is to provide a simple record of Expenses, to keep you organized and to provide reports that you or your bookkeeper can use later.

If you're double entry accounting savvy, you know that the entries in this file go into your books as Expenses and, if they're billed back to your client as part of a job, they're Income.

Income Accounts appear above the divider line in the Account menu. If the entry is headed for an Invoice (to be billed back to your client) it's an Income Account. InView refuses to add items to an Open Job if they're not Income Accounts. The simple rule is: If it's a job related, reimbursable expense destined to appear on an **In**voice, it's **In**come.

Expense Accounts are listed below the divider line in the Accounts menu. If your client isn't going to pay you back, it's an Expense. The rental car and film we mentioned earlier are Expenses to your business. The T-shirt shouldn't be assigned an account unless you really organize your personal expenses. More likely the T-shirt is just a record of where the dough went... to explain to your spouse. ◀ *Tip*

> *Tip:*
> When you click on the Account popup menu, all of your codes are listed. Use Cntl/RClck while clicking and the list is limited to just your Expense codes. Hold the Shift key to limit the list to Income codes.
>
> In any of these scenarios, holding the Opt/Alt key bypasses the dialog that asks if it's OK to replace any existing entry in the Account cell.

Paid By

Did you pay cash? Or use your credit card? This is the place to make note of that. The Paid By menu lists a preset number of choices. Initially it lists Petty Cash and Credit Card, but the menu can be customized.

To create a custom list, choose Set Choices from the bottom of the menu. A dialog opens for you to list items you want in this menu. When your satisfied, click the Done button and it is done. The menu now lists your choices for Paid By.

Amount

What can we say? This is where you enter dollars and cents for the expense.

Notes/Receipt#

Notes is the place to enter anything you want to about the entry; put in the receipt number, whatever. The cell can hold much more than it can show. When you print the Entries window or a Report By... the Notes expand to print all of its contents.

Note: The Data Sheet offers complete access to all the cell's contents.

Menus

File

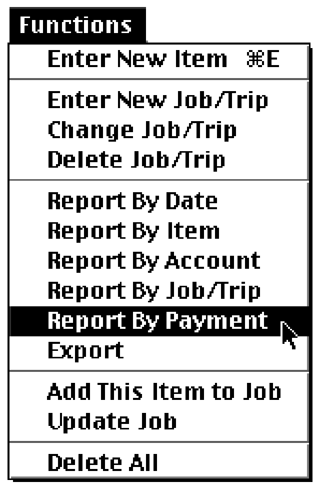
Save and Open File

Worth a mention. Hold the Opt/Alt while choosing Save opens a dialog window for you to name and save a text file of all the currently selected records. Holding the Opt/Alt while choosing Open File opens a dialog window for you to choose a text file to be imported into the Expense Log. This makes it a cinch to email your expense reports back to your bookkeeper or otherwise exchange data with another copy of Expense Log.

Functions

Enter New Item

Enter a new record for the Job/Trip displayed. New Entries automatically re-use the Date, Account and Paid By information of the last entry shown in the Entries window. Hold the Shift key when creating a new entry to re-use the Account shown on the active record.



Enter New Job/Trip

Enter New Job/Trip opens a dialog where you enter the name of a new Job/Trip to add to the file.

Change Job/Trip

If you need to rename an existing Job/Trip choose this. A dialog opens with the name of the current Job/Trip; the one to be changed. Enter the new name and all records for that Job/Trip are converted to the new name.

Delete Job/Trip

When you choose Delete Job/Trip a dialog opens with the name of the Job/Trip you want to eliminate. You have an opportunity to back out or spin that Job/Trip into the ozone. If you goof, you can sometimes get it back. Use Revert to Saved in the File menu to restore the file to the condition at the time of your last Save.

Report By Date

Report By Date groups selected entries by their dates, then subtotals each payment type. It opens the Report By form and prints.

Report By Item

Report By item groups and totals selected entries by Items. Within each account it runs subtotals for each payment type, cash or credit cards. It opens the Report By form and prints.

Report By Account

Report By Account groups and totals selected entries by Account. Within each account it runs subtotals for each payment type, cash or credit cards. It opens the Report By form and prints.

Report By Job/Trip

Report By Job/Trip overrides any selections you made and selects all entries for the Job/Trip named on the Job/Trip menu and subtotals by payment type. It also prints the Report By form and includes a good petty cash record.

Report By Payment

Report By Payment separates entries by the method of payment and within each payment type shows subtotals by Account. This is the one your bookkeeper may prefer.

Export

Opens an Export form and asks your OK to proceed with the export. It then saves a text file on your disk. This export allows you to save a formatted text files with a selected Job/Trip or a full export of all selected records.

Add This Item To A Job

After asking you for the Job's number, information on the current, active record is plugged into the Job. This is the place InView grabs the words in Item to use in Worksheet's Description. InView complains if there's no such Job Number, so make sure you give it the right one.

Hold down the Opt/Alt key while making this selection to add the information to the Job presently in Worksheet file rather than in the Open Jobs file.

The Expense record is marked so InView always knows that it is posted to a Job. The mark is a checkmark at the extreme right of the Notes/Receipt# cell. If you try to add this Expense again to a Job, InView tells you about it, but will proceed... with your permission.

Note: InView refuses to add entries that do not have an Income account assigned to them. The only way out is to change the Account Name to an Income Account.

Update Job

Here too, InView asks for the Job Number. In this case though, every expense record not previously added to the Job is located and added to the Open Jobs file. If all the expenses have already been added to the Job, InView tells you so.

Before adding them to a Job, InView subtotals all Items with the same Account Name and makes a single entry for the group. The Account Name gets used for the Description in Worksheet.

Hold the Opt/Alt key to have the information added to the Job currently in Worksheet.

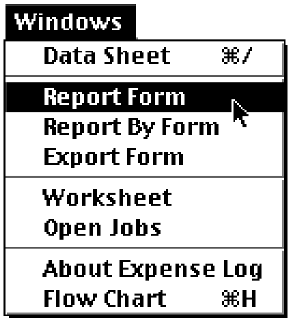
Delete All

You can probably guess, Delete All clears the decks. Everything in the file is cast off. The Expense Log file is to it's as-shipped condition.

Windows

Data Sheet

If you want more hands-on the data in Expense Log, this opens the Data Sheet. Everything is displayed in spreadsheet format. You get the additional menus for Sort and Math and can generate your own reports for the Report Forms below.



Report Form

This is a simple form for do-it-yourself reporting. Select and Total as you wish in the Data Sheet, then open this report and Print.

Report By Form

This is the form automatically used for any of the Report By Functions. It's a complex form, so if you're inclined to alter its graphics, proceed carefully...veeery carefully.

Export Form

This is the form used for the Export in the Functions menu. This access allows you to configure the exported text to fit other software programs. It's a single formula, so if you're inclined to alter its graphics, proceed carefully.

Worksheet

This opens your Worksheet in case you want to view it first before sending information to it.

Open Jobs

This opens your Open Jobs in case you want to view or find a particular Open Job first before sending information to it.

Flow Chart

Opens the Flow Chart, but you knew that.

About Expense Log

Psst, hey buddy, wanna see the copyright, version number and credits for the Expense Log?