

# R E C E I V A B L E S

Receivables is the file that stores and ages invoices created in either Worksheet or Stocksheet. When you post an invoice from either of those files, it's put into the Receivables file where you have a number of ways to scrutinize and analyze the invoices individually or collectively and print the reports. The only information you can enter directly into Receivables is payments or credits.

## S E L E C T O R

Receivables opens to the Selector window. The Selector window displays invoices in a scrolling list. The Invoices list changes as you select various sets of invoices. The total Billed, Paid and Due shown at the top of the window are updated to reflect the currently selected set.

The Selector window scrolls using the scroll bar on its right edge or the up and down arrow keys on most computer keyboards. The Selector window resizes, shorter or longer. Click on the zoom box at the top or drag the grow box in the lower right corner.

The screenshot shows a window titled "Receivables:Selector" with a scroll bar on the right. At the top, it says "All Invoices as of Wednesday, September 26, 2007". Below that, it shows "Billed \$15,878.06", "Paid \$0.00", and "Due \$15,878.06". The main area contains a list of invoices with columns for Invoice Number, Date, Company, and Amount. The first invoice is for Premiere Magazine, billed on 9/4/07 for 600.00. The second is for Time Magazine, billed on 8/23/07 for 11,390.34. The third is for Multi-Media Productions & Roy Wilson, billed on 9/11/07 for 3,887.72. At the bottom, there is a "TOTALS for All Invoices" section showing Billed 15,878.06, Paid 0.00, and Due 15,878.06.

Inv#	Date	Company	Outstanding	Billed	Paid	Due
201070	9/4/07	Premiere Magazine Marcia Stephens (212) 456-7890	8 days past due 22 days outstanding	600.00	0.00	600.00
201073	8/23/07	Time Magazine Sondra Williams (212) 522-4375	4 days past due 34 days outstanding	11,390.34	0.00	11,390.34
201076	9/11/07	Multi-Media Productions & Roy Wilson (303) 799-8360	15 days outstanding	3,887.72	0.00	3,887.72
<b>TOTALS for All Invoices</b>				<b>15,878.06</b>	<b>0.00</b>	<b>15,878.06</b>

You can print the Selector window. In fact, after you see how you select groups and sets of invoices, it may be your favorite printout in Receivables.

One Invoice at a time is highlighted in the list. This is the active invoice. Actions such as Enter Payment and Issue Statement apply to the active invoice. Double-click on the active invoice to open an expanded view of it. *Tip* ⚡

The list in the Selector window is divided into four columns. Each column holds a specific set of information.

*Tip:* While viewing the details of an invoice in this manner, use **Cmd/Ctrl [ and ]** to move to the next or previous invoice of those that were displayed in the Selector.

## I N V O I C E N U M B E R , I N V O I C E D A T E A N D J O B N U M B E R

The left side of each invoice record is the Invoice Number, Date of Issue and either the Job or Submission Number.

## C O M P A N Y , C O N T A C T , P H O N E N U M B E R A N D R E F E R E N C E

The second column shows the name of the Company, the Contact, Phone Number and Reference for each Invoice.

## P H O N E D I A L I N G

If you have a modem connected to your computer, you can click the phone icon to open a menu of dialing combinations. The phone number shown at the top is the way InView thinks the number should be dialed. If you disagree, the rest of the menu offers dialing alternatives.



**NUMBER OF DAYS OUTSTANDING**

The third column shows the aging for each invoice, that is, how many days the invoice is outstanding, how many days late it is and the date that the last statement was issued. Paid Invoices are adjusted to show how many days passed before the invoice was paid. If the invoice is not now or was not paid late or if no statements have been issued, those displays are blank.

**BILLED, PAID AND DUE**

The far right column shows the amount Billed, the amount Paid and the Balance Due, if any, for each of the invoice in the list.

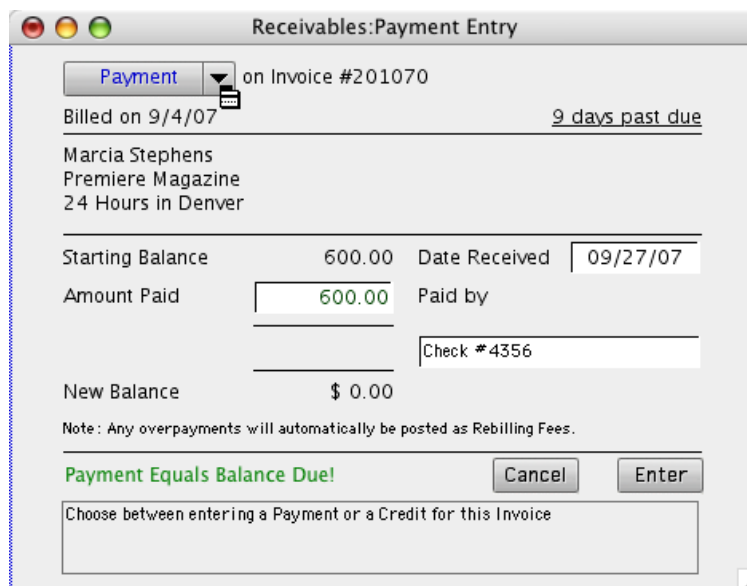
**TOTALS FOR BILLED, PAID AND DUE**

At the bottom of the list are totals for Billed, Paid and Due which match the display at the top of the Selector window. These make the totals convenient at the beginning and the end when the window is printed.

**ENTERING PAYMENTS**

InView handles multiple or partial payments on an invoice. Payments should be entered individually to the appropriate invoices. If a company sends payment for several invoices, you can not enter the whole amount against the company's overall balance. The payment needs to be distributed to the correct invoices.

Deposits entered into Checkbook can be designated and applied as payment of invoices. A record of that payment is made here on the invoice record. (See *Entering Deposits in the chapter on Checkbook.*)



To enter a payment or credit in the Receivables file, scroll to the correct invoice or use the Search menu to select it. With the invoice highlighted choose Enter Payment from the Functions menu. The Payment Entry window opens.

The Payment Entry window opens with the Amount Paid cell active and ready for you to type the amount of the payment. The current date is already entered for the Date Received, but you can change that.

The New Balance shows the updated invoice balance. Click Enter to record it or click Cancel to exit the window without recording the payment.

If the payment exceeds the Existing Balance, InView shows the excess as a Rebilling Fee below Amount Paid.

Rebiling Fees are posted in the month they are received, regardless of the date on the invoice. This avoids a change in the bottom line of an earlier month that is posted and closed in your books. More about Rebiling Fees in a moment.

Under the Date Received is a cell where you can make a note of a check number or credit card or whatever method was used to pay the bill.

After you enter the payment, click Enter. InView returns to the Selector window and displays the invoice information with its new balance. ⚡ *Warning!*

***Warning!***  
Payments and other changes to Invoices are not permanent until you Save them!

By design, InView does not Save for you. If you've made incorrect entries, maybe a payment to the wrong invoice, use Revert To Saved to restore the file its last Saved version.

## ENTERING CREDITS

The Payment Entry window lets you enter credits against an invoice for those unanticipated times when you need to make an adjusting entry. Credits are also initiated in the Selector window. Highlight the desired invoice and choose Enter Payment in the Functions menu.

Click on the Payment popup menu button in the upper left hand corner. A menu appears with the option to switch to Credit mode. The Amount Paid and Paid by... convert to Amount Credited and Account Code. A button labeled Accounts also appears.

Enter the amount of the credit and the Account Code. If you're satisfied, click Enter to record it.  
*Warning!* ⚡

To help you, the Accounts button has a pop-up menu listing the appropriate account names in your Chart of Accounts. Select one and, whadya know, the Account is entered for you. *Tip* ⚡

## ISSUING STATEMENTS

Statement of Account is a report showing either a contact's or a company's current standing in your Receivables file. It lists all of their outstanding invoices late or not, whether one or several. It shows the age, balance and any rebilling charges applied for late amounts.

You can issue statements to just one contact or company at a time or simultaneously to all companies with unpaid invoices.

Issue statements to clients as often as you like. It's up to you to decide when to do it. If you send out Statements individually, you can review the invoices in the Receivables file to see the date of the last statement. If you issue Statements to All, it is best to do it on a regular, monthly date.

When you issue Statements, a Rebilling Fee is added based on preferences you set in the Receivables Preferences in Flow Chart. (*See Receivables Preferences at the end of this chapter.*) If you haven't set a Rebilling Fee Preferences, InView opens a dialog and asks you to enter a rebilling rate or fee. Enter the percentage that you want applied to the balance of a late invoice. This percentage number is entered like other InView percentages. 18% is 18 and 14 1/2% is entered 14.5. A dialog box reminds you about this formatting.

InView uses Rebilling Fees instead of Interest or Late Charges because Truth in Lending Laws dictate that if you charge interest you have legal obligations to provide certain other information and that can be a pain. Check with your legal advisor if you don't believe us.

Although statements are printed with Rebilling Fees added to the balance of Past Due invoices, the Rebilling Fee is not added to the outstanding balance maintained in the Receivables file. Often Rebilling Fees serve as motivating reminders and, sadly, may not be paid. To avoid adjusting entries for Invoices paid without inclusion of the Rebilling Fee, InView adds the Rebilling Fee only if and when you actually get it. When a Rebilling Fee is paid, it becomes an overpayment described earlier in this chapter in the section on Entering Payments.

### *Warning!*

Credits must be given an Account Code and can only be applied against Income accounts.

### *Tip:*

If you goof, but don't realize it until you've saved a payment or credit, use Invoice to Worksheet (Cmd/Ctrl-T) to delete or correct the entry. Re-post the invoice from Worksheet and replace the existing invoice with the same number.



## ISSUE STATEMENT

To issue a statement to a single contact or company, locate any invoice for them, be sure that their name is visible on the highlighted invoice in the Selector. Then choose either Statement to Contact or Statement to Company from the Functions menu.

This process finds all outstanding invoices for the contact or company, adds Rebilling Fees, as indicated in the Receivables Preferences or you can enter one manually, then prints a Statement of Account with all of their outstanding invoices.

## STATEMENT TO ALL

Statement to All starts by asking if you want to include statements to companies with outstanding invoices, even if none are Past Due. If so, it locates all outstanding invoices and sends everybody who owes you anything a statement. Otherwise, it locates only Companies with Past Due Invoices in the file.

A statement includes all of a company's unpaid invoices, but adds the Rebilling Fees only to invoices with past due amounts. ⚡ *Warning!*

### *Warning!*

If you submit invoices to contacts without a company name entered, InView interprets all these invoices as the same blank named company when issuing statements. To avoid this pitfall, duplicate the contact's name as the company name.

## M E N U S

### SEARCH

The Search menu makes the Selector window a powerful report tool. Each search updates the dollar totals shown at the top and bottom of the window. The update represents just the invoices selected.

### NUMBERS AND DATES

Number and Date searches look for exact matches. Text searches, such as the Contact's name have Clairvoyance to help you make an exact match because searches select any invoice that has a match anywhere in the field you search. "Bert" gets you Bertha, Robert, Hubert, Cuthbertson.

### INVOICE NUMBER

Invoice Number searches start with a dialog box to enter the invoice number you're seeking. Assuming there is such an invoice, it is selected and displayed. Only one invoice at a time is displayed in this search.

### INVOICE DATE

Invoice Date asks you to enter the date that you're seeking. All invoices with that date are selected and totaled.

### CONTACT, COMPANY, REFERENCE, ITEM AND SOURCES

Contact, Company, Item, Reference and Sources searches each open a dialog where you enter all or part of who or what you're seeking. InView then selects and lists all invoices containing that data. Each of these dialogs has Clairvoyance.

### IMAGE NUMBER AND CREATOR

These two searches apply solely to licensing invoices posted from Stocksheet. Each one selects all applicable invoice items and displays the results.

### JOB NUMBER

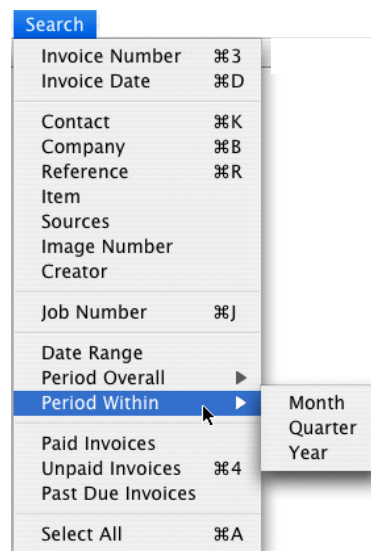
Job Number asks you to enter a Job number and selects all invoices with that Job Number.

### DATE RANGE

Date Range asks for a starting date and an ending date. All invoices that include, and are between those dates are selected and totaled. The default dates, shown in the dialogs, go back 90 days from the present and include today. If you enter nothing, just click OK in each of the dialogs, your report covers the past 90 days.

### PERIOD OVERALL

Period Overall opens a submenu with Month, Quarter and Year. It selects all the invoices issued during the period you choose. A dialog box opens to remind you of the correct date format to use, then selects and lists all invoices that fall within that time frame.



**PERIOD WITHIN**

Period Within displays a submenu for selecting invoices, using specific criteria, from the list of invoices currently displayed. Typically you use this after selecting a set of invoices, such as a particular company's, then want to see a specific period, a month, quarter or year, for that company.

**PAID INVOICES**

Paid Invoices selects and lists all paid invoices in the file.

**UNPAID INVOICES**

Unpaid Invoices selects and lists all unpaid invoices in the file.

**PAST DUE INVOICES**

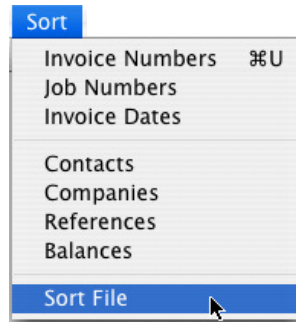
Past Due Invoices selects all invoices that are not yet paid in full, if at all, and are past the date by which the Terms indicate they were to be paid. In other words, the late payers, those that should have been paid by now but aren't.

**SELECT ALL**

Select All selects and lists all invoices in the file regardless of paid or unpaid status.

**SORT**

A Sort is in ascending order using the field you choose in the Sort menu. Sort does not change the selection or the totals shown. It rearranges the position of things in the list. *Tip* ⚡



*Tip:* Hold Opt/Alt as you make a selection from the Sort menu to reverse the sort order.

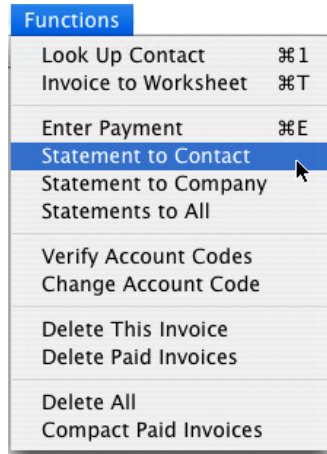
**SORT FILE**

Sort File is a general resetting and verification of Receivables. Sort File checks the status of invoices in the Receivables file, recalculates totals and formats data as necessary. Because it's doing a lot of work, this is not a speedy process, especially if your Receivables file has lots of records... and we hope it does!

**FUNCTIONS**

**LOOK UP CONTACT**

Look Up Contact searches the Contacts file for the contact entered in the highlighted invoice. If there was no name in the invoice or if the cursor is on the total line at the bottom record of the Selector, the Contacts file opens its Search dialog where you enter the name of a contact you want to locate.



*Tip:* If the invoice is actually a Licensing Invoice from Stocksheet, it is re-opened accordingly in Stocksheet.

**INVOICE TO WORKSHEET**

Invoice To Worksheet moves a copy of the highlighted invoice from the Selector window to Worksheet. Nothing about the invoice is changed in the Receivables file by this transfer, so, unless you change something, there's no need to re-post it. *Tip* ⚡

In Worksheet you can make adjustments if needed, and then, definitely, re-post it. As long as you haven't changed the Invoice Number, re-posting replaces the original invoice in Receivables. This is useful if you need to change anything about an already posted invoice.

*Tip:* Invoices can also be transferred to Worksheet by dragging the desired invoice from the Selector window to any visible Worksheet window.

**ENTER PAYMENT**

Enter Payment changes the Selector to the Payment Entry window. Enter partial or full payment of an invoice. (See the section earlier in this chapter on Entering Payments.)

**STATEMENT TO CONTACT**

**STATEMENT TO COMPANY**

Either of these choices tells Receivables to locate all outstanding invoices for the Contact or Company listed in the highlighted invoice and print a Statement of Account. (See the section earlier in this chapter on Issuing Statements.)

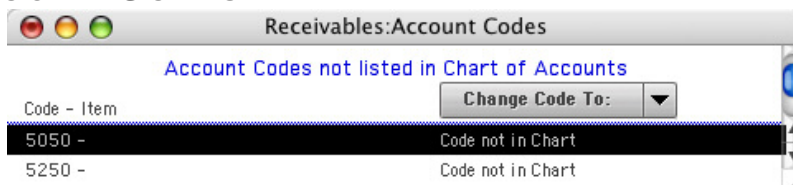
**STATEMENTS TO ALL**

Statements to All issues statements of account to all companies with outstanding Invoices whether they are past due or not.



VERIFY ACCOUNT CODES

Verify Account Codes compares the account codes entered in the Receivables file to those in the Chart of Accounts file. If



all is well it happily gives you the good news. If InView discovers unmatched codes, a window opens and displays a list of codes that don't have a match with anything in the Chart of Accounts.

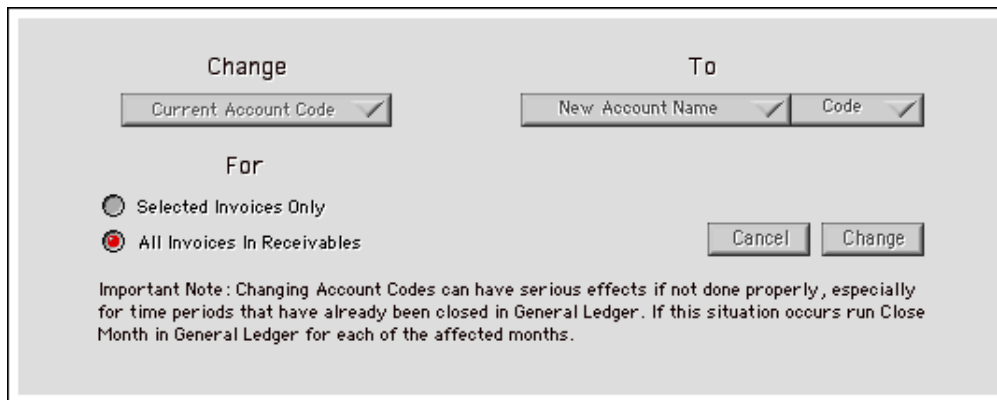
You can use Change Account Codes or make amends in the Account Codes window.

To change an Account Code in the Account Codes window, highlight the line with the code you want to change. Click on the Change Code popup menu at the top right of the window. A list of Income accounts entered in the Chart of Accounts appears. When you choose an account from this menu, the active record is assigned to that account. You can do this repeatedly until all the Account Codes match.

To exit this window, click the Close box or choose Selector from the Windows menu.

CHANGE ACCOUNT CODES

Change Account Codes converts Account Codes in Receivables to a new Account Code if you have changed the name or number of an account in Chart of Accounts or if the account code has been entered improperly on any invoices.



If you want to change the account code for a particular group of invoices, first select the invoices that you want the change to occur to, then choose "Change Account Code" in the Functions menu. A dialog window appears with popup menus with which you choose the current account code that you want to change and the new account code that you want to change it to. There are two radio buttons for setting the options of having the change occur to only the Selected Invoices Only, or for All Invoices in Receivables. Make sure the right one is checked for what you want to happen.

Click on the Change button to have your selections carried out, or click on Cancel to exit the window without making any changes.

DELETE THIS INVOICE

Delete This Invoice confirms that you really want to delete it, then does away with the active invoice. Revert to Saved is the only way to restore that invoice... IF you haven't Saved.

DELETE PAID INVOICES

Delete Paid Invoices checks to make sure you mean it, then asks you to enter a cutoff date. Enter the month and year to serve as the cutoff date. Paid invoices prior to that date are then removed from the file. Paid invoices as of that date are retained. Unpaid invoices with any date are also retained, no matter how old they are. ⚡ *Warning!*

DELETE ALL

Delete All completely clears the Receivables file. You get a warning first, but you're the boss.

Don't delete Invoices casually. If you do, tell your accountant that it wasn't our idea. This removes data and diminishes the value of your reports, especially the Contact and Company Financial reports.

You may want to purge old invoices issued to one-time or former clients in order to trim the file

***Warning!***  
If you are using InView's General Ledger file do not delete paid invoices or compact paid invoice that are dated within the current fiscal year. General Ledger needs the detailed Invoice information and will produce incorrect totals without it!

size. A lean file runs faster, particularly if you don't have lots of RAM. Save old Invoices in a backup copy of Receivables before you delete any. That way they're available in detail if you need to review them or, yikes, the IRS comes auditing. Compacting is a good idea, too. (*see below*)

Until you Save, invoices deleted from the Receivables file are not truly gone. Use Revert to Saved or close the file without Saving to restore them.

**COMPACT PAID INVOICES**

Compact Paid Invoices asks for a cutoff date in a mm/yy format, then creates a dated backup copy of Receivables with everything exactly as it was in Receivables. The copy is named Rec's plus the date and time in seconds the file was compacted, say, Rec's to 9-27-07 54798. With the date and time in seconds attached to the file name it's nearly impossible for you to replace a backup by compacting twice, which we DON'T recommend. *Warning!* ♦

InView compacts all Paid Invoices issued prior to the month you enter. Each compacted invoice is reduced to a single line of data instead of all of the lines of the original invoice, but all the information is still there. The compact copy is your future reference, your safety net.

Regardless of the power of your computer, compacting takes more time than most processes. Large Receivables files on smaller computers may take minutes. Since you probably only do this once every few years or so, it shouldn't be a problem.

As invoices accumulate the file can slow down noticeably. That's a good time to Compact paid invoices.

Compacted invoices continue to contribute to Contact and Company Financial reports, same as they ever did, but when you search for period reports, InView refers only to Receivables not compressed. That's why it's best to use the end of a year as a cutoff for compacted records. Keep years and quarters intact. For instance, January 2006, entered as "1/06," compacts paid invoices for December 2005 or earlier. The date you compact has no bearing on what is compacted. You can compact 2006 in September of 2007 or in July of 2008 or...

***Warning!***  
 Compacting is intended as a last resort to maintain performance. Don't Compact your Receivables habitually. Once a year, or even less often, should usually suffice. Don't Compact using cutoff dates that fall in the middle of your fiscal year or that encroach too much on the present. Ideally, compacting should only be applied to invoices that are more than a year old. Also, if you use InView's General Ledger, you must not compact Receivables until the General Ledger is closed for the fiscal year.

**FONT, MARGINS AND COMPANY INFO**

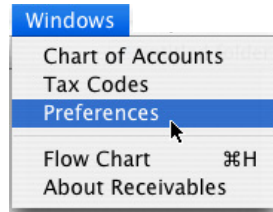
These are the EZ Graphics menus of Receivables. Their functions are described in detail in the Printing & Editing Reports chapter of this manual. These menus are only available in the Statement and Envelope.

Initially Receivables has the 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.

**WINDOWS**

**CHART OF ACCOUNTS**

Chart of Accounts opens the Chart of Accounts file. When the Receivables file needs information from this text file, Chart of Accounts opens automatically.



**TAX CODES**

Tax Codes is the file with the Sales Tax tables used by several InView files. (*See the chapter on Tax Codes.*)

**PREFERENCES**

Preferences opens the Receivables Preferences window in the Flow Chart. In this window you set many of Receivables characteristics and defaults. (*See Receivables Preferences in this chapter.*)

**SELECTOR**

Selector appears only in the Windows menu of report windows. It returns you to normal operations area, the Receivables:Selector window. If you plan to generate additional Receivables reports immediately, go from report to report using the Reports menu and use this when you're finished. It's faster that way.

**REPORT CHART**

Available only in the Report by Account windows, Report Chart draws a graph to graphically show distribution of billings among your Account Codes.

**GRAPHICS MODE**

Graphics Mode is available only in the printing forms windows, Statement and Envelope. Graphics Mode has tools and menus to adjust the printed look of these two reports. Other Receivables file reports are not accessible for changes.



Statement is the report you're most likely to change. But don't hack! Experiment on a copy of the Receivables file before you change your working report. (See *the chapter on Printing and Editing Reports.*)

*Note:* To change graphics in the Statement or Envelope, you must issue a Statement, even a bogus one, in order to get data into the printing format. Otherwise, you won't be able to see the effect of your changes. After you've fixed the form the way you like it, if you use a real invoice for your graphics revision, but don't really intend to issue a Statement, remove the Statement date. Double-click on the invoice in the Selector window to open it, locate the date line and use the backspace/delete key to remove the date. Statements are the only entries that can be deleted this way, so your records cannot be accidentally or intentionally changed here in any other way.

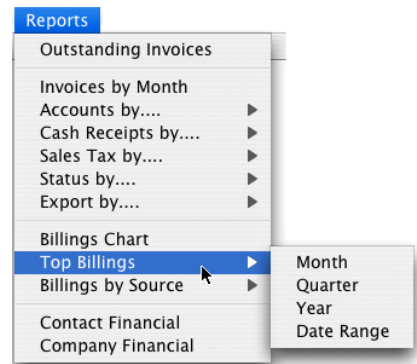
**FLOW CHART**

Flow Chart opens the Flow Chart opens the Flow Chart opens the Flow Chart.

**REPORTS**

Receivables generates a lot of reports. We can describe them here, but the best way to decide which works best for you is to try them. Compilation of a report usually concludes with a Print dialog. You can Cancel that and opt for a PDF or Print Preview instead.

*Note:* It takes a few moments to compile reports. In some cases a significant amount of data must be rearranged. Closing a report window, or choosing Selector from the Windows menu takes a few moments, too, as your computer puts everything back in order. *Tip*



*Tip:* Generate one report and then another without returning to the Selector each time. It's faster since your data isn't fully reset each time.

**OUTSTANDING INVOICES**

Outstanding Invoices re-calculates the file and selects any Unpaid Invoices. It ends with an offer to print. *Tip*

**DATE FORMATS**

The next several reports have sub-menus for time periods to report. Each Report begins with a dialog box asking for a specially formatted date, then selects the period for the report. The format of the date in this dialog is important. An error isn't a disaster; you just don't get a report.

**BY MONTH**

When you make this choice, a dialog box opens. Enter the month and year you want to know about. Indicate month and year in the mm/yy format, digits for the month, a slash and two digits for the year. January, 2008 is entered 01/08 or 1/08.

**BY QUARTER**

Quarter is entered 1 or 2 or 3 or 4 plus the letter Q indicating which quarter and then the year. A second quarter of 2007 report request is entered 2Q07. An upper or lower case Q doesn't matter.

**BY YEAR**

Year needs only the year, entered as either two or four digits. Reports for 2007 can be entered as 2007 or just 07.

**BY DATE RANGE**

If you need a report for a time period other than those above, Date Range lets you specify the beginning and ending dates. A dialog opens. Enter the starting date in mm/dd/yy form. Another dialog box opens for the ending date, also in the mm/dd/yy form. Enter the month, a slash, the day of the month, a slash and the year. February 15, 2007 is either 02/15/07 or 2/15/07.

**INVOICES BY MONTH**

Invoices by Month lists all invoices for a particular month. It shows, in a condensed form, the amounts and percentage of income and expenses for each invoice for the month overall.

Paid Rebilling Fees assigned to an Invoice from another month are reported as billed income for the month when they are paid. There are no expenses shown with Paid Rebilling Fees and, naturally the profit margin for a Rebilling Fee is 100%. It's paid, so there's no balance due.

**ACCOUNTS BY ...**

Accounts by... prints a list of Account Names, Codes and Amounts billed for each Account during a specified period. The submenu for date periods on Accounts by... has two choices in addition to Month, Quarter, Year and Date Range.

*Tip:* Does your accountant need to know what was outstanding last week, last month, last Sunday with a blue moon? Hold the Opt/Alt key while choosing Outstanding Invoices and you'll be prompted for a Date. The file then simulates its condition on that date.

If you select Accounts by...Invoice, the report is a breakdown of a single invoice. A dialog opens to ask you for the invoice number. This is the same report generated by the Worksheet file when you choose Breakdown by Account in that file.

Accounts by...Month Detail expands on the Account by...Month. It lists every item in each Account Code. This report is only available for one month at a time.

*Note:* In Accounts by... reports only, the Windows menu includes Report Chart. The chart shows the same report in a graphic display. Chart/Graph. Graph... Oh, we said that. Some of us are more visual than others.

**CASH RECEIPTS BY ...**

Cash Receipts by... reports on selected periods, lists all Invoices paid in full or partially and shows the amount of the payment. A total for the period is also shown.

**SALES TAX BY ...**

Sales Tax by... lists sales tax you charged during a given period of time, Total Sales, Total Taxable Sales and Total Sales Tax charged. Used with the Tax Codes file it is extremely detailed in breakdowns for taxing entities. Taxing Entities? Sounds awful! Those are the governments, local and regional that require you to file sales tax reports.

The report is based on paid Invoices or all invoices issued during a specific time period. Receivables Preferences set in Flow Chart determine the way this report is compiled. (See *Receivables Preferences at the end of this chapter.*)

*Note:* If you enter Tax Rates but not Tax Codes for Sales Tax entries in the Contacts Data Record, InView warns you the report is incomplete, not as detailed as it could be with the Tax Codes. InView still generates a thorough and usable Sales Tax Report. (See *the chapter on Tax Codes.*)

**STATUS BY...**

The Status by... report shows how much you billed, organized by the Item descriptions, during a selected period. It shows how many of what and for how much you billed.

**EXPORT BY ...**

We're not out to create captive audiences. You can get all sorts of data out of Receivables to import into other software, such as a spreadsheet or to send over to your accountant. To create a text file, ASCII, choose the period or Invoice from the submenu. That's all. InView saves the text file.

**BILLINGS CHART**

Billings Chart starts by asking you how many years are to be reported. The present is always included so your entry simply tells the program how many years to go back - up to six. The result is a window displaying a graph showing your billed fees and expenses for the selected years, A menu in the top of the chart window allows you to view the results by the Month, Quarter or Year.

**TOP BILLINGS**

Top Billings organizes the selected period by Company showing the amount billed to each one.

**BILLINGS BY SOURCE**

To see the results of your reps or promos, this report displays your billings based on the Source.

**CONTACT FINANCIAL REPORT**

**COMPANY FINANCIAL REPORT**

Financial Reports find and analyzes the invoices for a specified number of years for the Contact or Company named in the invoice that is highlighted in the Selector window.

Contact and Company Financial Reports help you assess the value of a client. They show the number of jobs, average pay time, dollar volume, etc. even if the Contact moved from company to company or even if the Company has several contacts.

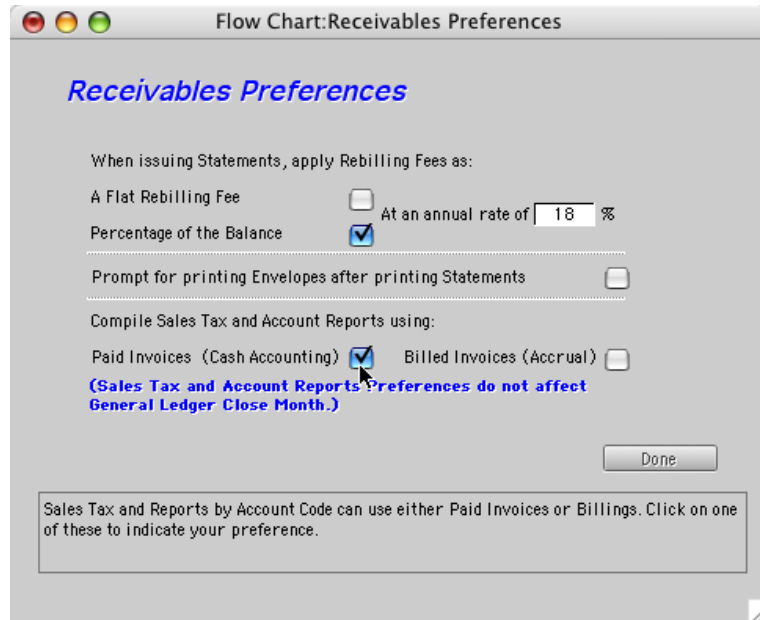
Receivables:Financial Report				
5 Year Financial History for Chris Dumond				
<b>Current</b>	Unpaid Invoices 1	Unpaid Income 1,750.00	Unpaid Expenses 616.20	Unpaid Balance <b>2,366.20</b>
<b>Previous</b>	Paid Invoices 2	Paid Income 2,223.80	Paid Expenses 276.20	Total Paid 2,500.00
<b>Overall</b>	# of Invoices 3	Total Income 3,973.80	Total Expenses 892.40	Total Billings 4,866.20
<b>Average</b>	Avg Pay Time 20 days	Avg Income/Job 1,986.90	Avg Expenses/Job 446.20	Average Invoice 1,622.07
<b>Jobs</b>	# of Jobs 2	Last Job 09/02/07	<b>Reported 9/27/07</b>	

The reports are on-screen but can be printed.



**R E C E I V A B L E S P R E F E R E N C E S**

Receivables Preferences are a part of the Flow Chart. The Receivables file has few Preferences settings. They apply to



Statements and Sales Tax. Choose Preferences in the Windows menu for the most direct access.

**R E B I L L I N G F E E S**

The first part of Receivables Preferences window deals with Rebilling Fees. Choose flat rate or a percentage.

**F L A T R E B I L L I N G F E E**

Flat Rebilling Fee lets you to enter a fixed dollar amount to charge for each past due invoice, regardless of the amount due or its age. When this option is checked, in the cell to the right, enter the actual amount to be charged when you send a Past Due Statement.

**P E R C E N T A G E O F T H E B A L A N C E**

Percentage of the Balance lets you enter the annual percentage rate to add automatically to a past due Invoice balance when statements are issued.

*Note:* If you check either of these option, but leave the amount or rate zero, InView asks you to enter the rate when you issue statements. This is a more flexible approach, but some prefer the consistency and ease of Preferences doing the work.

**P R O M P T F O R E N V E L O P E S A F T E R P R I N T I N G S T A T E M E N T S**

After printing statements, you may want to print a corresponding envelope. Check this box for the option. Otherwise it's up to you to open the envelope window and print.

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

In reports of Sales Tax or by Account Code, InView can use invoices paid during a specific period or invoices issued during the period. There is a big difference, so ask your accountant what's right for you! Many areas require you to file sales tax reports based on invoices when billed.