

P R I C E L I S T S

Price Lists is a supplementary file to Worksheet. Unlike the Price List built into Worksheet and saved as a text file, Price Lists is an entire file unto itself with windows and menus.

The benefit of the Price Lists file is that it makes it much easier to edit and save your Price List for use by Worksheet. It adds the advantage of allowing you to directly edit and maintain multiple, named Price Lists - or just one.

Who would use multiple Price Lists? An artists' rep billing for multiple creators, a studio with multiple photographers or a single photographer who shoots very different types of jobs, such as advertising productions and editorial.

Overall it's a simple file consisting of two windows and a printed report. It's ability to help organize your invoicing and estimating is immense.

If you know how to work with Worksheet and its Price List, you already know most of how to use Price Lists.

GETTING STARTED

Before you can use Price Lists it needs to be in the same folder as your Worksheet file. It can be added safely without replacing the Price List text file. Just drag it into the same folder as Worksheet. It does not replace the Price List text file, but Worksheet begins working with the Price Lists file instead.

Versions of Worksheet 5.1 or later know how to use Price Lists and recognize its presence in the folder. For instance, the Worksheet (version 5.1 or later) Windows menu includes Price Lists. With the Price Lists file in the folder, this opens the Price Lists file. If the Price Lists file is not in the folder, it opens Worksheet's Data Sheet view to display the currently loaded Price List or report in progress.

CREATING PRICE LISTS

Price Lists can be built in the Price Lists file or in Worksheet. They are saved in the Price Lists file for future use by Worksheet when creating Estimates or Invoices.

A PRICE LIST FROM WORKSHEET

If you have a completely new or modified Price List in Worksheet that you want to save for future use, go to the Worksheet Functions menu and choose Save New Price List. *Tip* ♦

If the Price Lists file is not in the folder, Worksheet reverts to its legacy behavior and saves the Price List as a text file in the folder.

If Worksheet recognizes the presence of the Price Lists file, it asks you to name the Price List and adds it to the Price Lists. If a Price List by the same name already exists in the Price Lists file, you're asked if it should be replaced. Choose Replace and the previous version of that specific Price List is replaced. Otherwise the new Price List is added to the Price List by the same name, even though some items may be duplicated. Not to worry, there's a feature to handle that.

Whether you choose to replace or add the new Price List, any others in the file that are part of another named set are untouched.

USING A PRICE LIST

There are times when Worksheet needs to load a Price List such as to create a new report, or when you choose Reset Worksheet or Append Price List. With Price Lists in the folder, Worksheet uses the currently selected set of records in Price Lists. It doesn't matter if that's more than one Price List, parts of a Price List or any other combination. For that reason it's important that you Save Price Lists with the desired Price List already selected, or open it and select the desired Price List.

What if you have the wrong Price List selected when Worksheet grabs it? Easy. Select the intended Price List and have Worksheet repeat the process.

Tip:

If you've been using Worksheet with a single Price List and are just getting started with Price Lists, this is the way to get your existing Price List into the new flow.



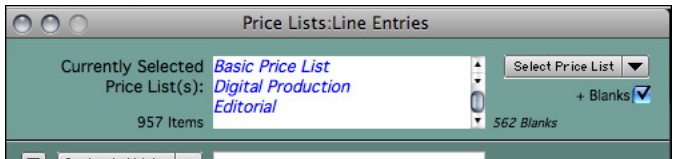
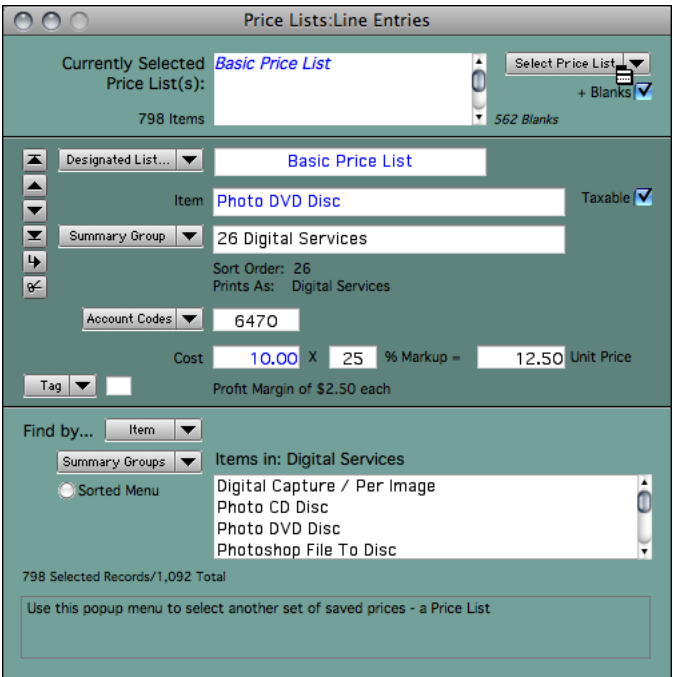
LINE ENTRIES

The Line Entries window of Price Lists is deliberately very similar to the window of the same name in Worksheet. It brings in some additional features to make it easier to build and review Price Lists.

Line Entries shows one Item in the Price Lists at a time. Use the Data Sheet to view all of the currently selected items.

Notice that the window consists of three primary sections. *Tip*

Since Price Lists is designed to handle multiple Price Lists, it's important to know which Price List you're viewing and/or working on. The topmost section of the window provides that information and the means to quickly and easily select any Price List.



The scrolling list shows the names of all Price Lists included in the currently selected set of records in the file. All it requires is any one Item from a Price List to be among the selected records, for that Price List to be listed. It does not necessarily mean the entire Price List is selected.

Adjacent to the cell is a counter displaying the number of items in the selected records. The opposite side show the number of blanks; items not assigned to a specific Price List. More on Blanks in a moment.

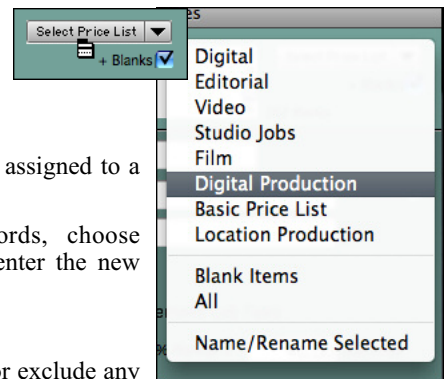
SELECT PRICE LIST

Any time you need to be sure you have a particular Price List selected, and not just a portion of it, use the adjacent Select Price List popup menu to select the desired Price List.

When you click on the menu, all named Price Lists in the file are listed. When you choose one, all items in that Price List are selected.

The menu also offers to select Blank Items, those not assigned to a Price List, or to select All, every entry in the file.

To Name or Rename any selected set of records, choose Name/Rename Selected. A dialog opens for you to enter the new name. The name is applied to all selected items. *Tip*



BLANKS

The +Blanks checkbox makes it very easy to include or exclude any items not assigned to a specific Price List.

You may very likely have items that you want to use in all or most of your Price Lists. You can create multiple entries for the same item, assigning each one to a different Price List. Or you can make such items free of an assignment to any Price List.

When +Blanks is checked, items not assigned to a specific Price List are included when choosing a Price List. When unchecked, choosing a Price List selects only those specifically assigned to the chosen Price List.

Tip: As with many other windows in InView & StockView, as you move the mouse over items in the window, the interactive help at the bottom of the window displays information about each item. It's a great way to initially explore the window and its capabilities as well as to remind yourself later what each item does.

Tip: Searching in Price Lists is not limited to this popup menu. There's a standard Search menu in the menu bar.

ITEMS

The center of the Line Entries window presents a single item in a specific Price List. *Tip* ♦

It is in this section of the Line Entries window that you add new Items or modify existing Items.

Add a new Item by clicking on the L Arrow in the tool palette or by choosing Enter New Item in the Functions menu. A new empty record is created.

In the Data Sheet, the Return/Enter key enters the new record below the active record. This is very convenient for controlling where items appear within your Price List.

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.

Be sure to see Building A Price List in the Worksheet chapter. Although it describes the legacy process of how to build a Price List in Worksheet, the organizational suggestions remain valid when building a Price List in the Price Lists file.



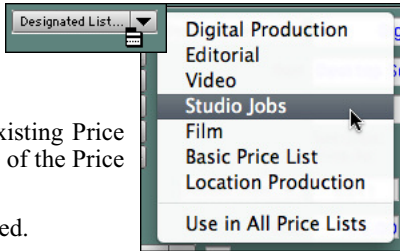
Tip: When working with any Price List, it's very useful to also open the Data Sheet view. With both windows open you can readily view the overall set of items in the Data Sheet, along with the detail of any one of them in the Line Entries window.

DESIGNATED LIST

The Designated List cell identifies which Price List the Item belongs to. Just enter the name of the Price List that is to include this Item. Leave it blank for the Item to be considered a part of All Price Lists. *Tip* ♦

Click on the Designated List popup menu for a list of existing Price Lists. Choosing a name in this menu, enters it as the name of the Price List to which this Item is to be a part of.

Choose Use in All Price Lists and the cell is simply blanked.



Tip: What's in a name? Give your Price Lists names that help you readily identify each one. If you're a rep, name them after the artist/creator.

ITEM

Item is the word, phrase or sentence describing a product or service that is to be used in your Estimates and/or Invoices. Any single Price List is likely to have dozens or even hundreds of Items within it.

Enter whatever description you wish to have for any particular Item within the Price List.

If the Item is eligible for Sales Tax whenever a taxable client is being invoiced, be sure to click on Taxable so that a checkmark appears there.

SUMMARY GROUP

A Summary Group consists of two parts; a leading number and the name of the Summary Group. The number controls the sorting order within Estimates, Jobs and Invoices, the words provide the description of the group each Item belongs to.



To aid you in recognizing how the Summary Group is being seen by the software, a display below the Item's Summary group shows the sort order and how the Summary Group is going to print.

Whether you use 1, 2 or 3 digits in the front, Worksheet's Summarized reports are designed to lop off the first three characters, printing the fourth to the last character.

For an example: Stylists and Carpenters are different Items in a Price List, but would likely be assigned to a Summary Group of something like Crew.

When printing Estimates or Invoices it may be your preference to have Assistants and Talent listed before Crew, regardless of where they appear for convenience within the Price List. To control their printed order, you use the sort order prefix on the Summary Groups. In that regard you might have something like 20 Assistant, 30 Talent and 40 Crew.

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.



For more information on Summary Groups and Summarized Reports, see the chapter on Worksheet.

The Summary Group popup menu lists the Summary Groups that make up the currently selected Price List(s). When you click on this popup menu, it lists all of the Summary Groups within the currently selected Price List(s).



Tip: Since this menu lists all of the Summary Groups within a Price List in their sort order, the menu becomes an easy way to review the order of things. Use this change feature to re-arrange the sort order and easily review the results.

Make a choice from this menu to have that Summary Group entered for the displayed Item.

To enter a Summary Group not listed but used in another Price List, hold the Shift key and click to view and select from all Summary Groups regardless of Price List.

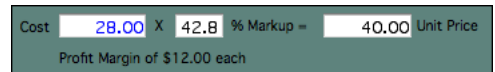
What if you want to quickly re-assign the sort order or make some other change to a Summary Group. Hold Cmd/Ctrl and click on the menu. Your choice results in a window asking what that choice is to be changed to. Only Summary Groups within the currently selected Price List(s) are changed. **Tip**

ACCOUNT CODES

The Account Codes popup menu lists the accounts in your Chart of Accounts so you can choose the one to be applied to this Item.

COST, % MARKUP AND UNIT PRICE

Cost is the price *you* pay for an Item. Items with a fixed Cost should have Cost entered as a fixed part of your Price List. Cost can be changed as needed when creating Estimates or Invoices in Worksheet. Items with a variable Cost, say, airfare, meals or hotels, things that vary every time, should be listed without a Cost. In those cases, 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 your fees now for certain types or amounts of services, 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 in Worksheet.

% Markup is the amount you wish to add to the cost of goods or services which are your expenses while doing a job.

The Unit Price is the amount your clients are to be billed for this single Item. It's the result of Cost plus % Markup. When a Cost and % Markup are both entered, the Unit Price is automatically calculated to show the result.

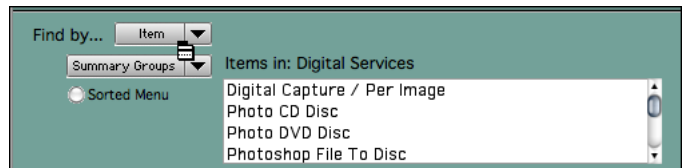
You can also enter a desired Unit Price and have the % Markup calculated instead. If you simply want to charge a specific amount, just enter it in Unit Price. This is useful, for instance, if you know you want to charge \$25 for the Item regardless of the Cost. It's also useful if Cost plus % Markup works out to something like \$24.79 and you'd prefer an even amount

When used in Worksheet, the Unit Price may be multiplied by a QTY if more than one is indicated there.

Below the Cost, % Markup and Unit Price cells is a display to show you the Profit Margin; the amount of money you are making via the % Markup.

FINDING ITEMS

The bottom portion of the Line Entries window is designed to help you quickly find any Item within the currently selected Price List(s).



FIND BY ITEM

To find a particular Item, click on the Item popup menu. The menu alphabetically lists all Items in the currently selected Price List(s). Choose one to view and edit it in the central area of the Line Entries window. Unlike selecting an Item via the Search menu, finding an Item does not change the selected set of Items in Price Lists so it does not affect the selected Price List(s).

FIND BY SUMMARY GROUPS

This Summary Groups popup menu lists the Summary Groups within the currently selected Price List(s) excluding their sort order numbering. Choose a Summary Group from this menu and a list of all Items within that Summary Group is displayed in the adjacent cell. Click on any Item in that cell and it is located and displayed for editing in the central area of the Line Entries window.

If you click on the Sorted Menu radio button, the list of Summary Groups is displayed alphabetically instead of in their designated sort order.

Notice that the menu ends with Fees, Expenses and All. These allow you to choose Items listed as Fees or Expenses regardless of Summary Group, or to choose and list all Items in the selected Price Lists(s).



M E N U S

Most choices in the menus are common throughout InView & StockView. See Search, Sort and Finding Information in the Getting Started chapter for more info on the Search and Sort menus.

S O R T

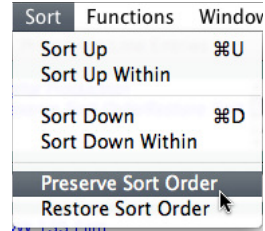
Aside from the normal Sort functions, Price Lists offers two unique sorting controls

P R E S E R V E S O R T O R D E R

It's highly desirable to organize a Price List logically with similar or related Items clustered together within. It makes creating an Estimate or Invoice go much faster when things are easy to find.

While working in Price Lists, there may be times when it's desirable to sort one field or another. That changes any intentional order that has been applied to how things are listed in Price Lists.

To protect any desired order of entries in Price Lists, choose Preserve Sort Order. A hidden notation is added to every selected record, noting where it belongs within the currently selected Price Lis(s). Then you can sort the file without losing your intended order.



Preserve also saves the file providing another level of preservation of the order of entries.

R E S T O R E S O R T O R D E R

If you've used Preserve Sort Order, above, Restore Sort Order is how you get things back the way they were regardless of any other sorting you've done.

Note that this restoration is not foolproof. Changing the Selected Price list, adding and deleting records or using Preserve again before Restoring can cause some Items to lose their place.

F U N C T I O N S

E N T E R N E W I T E M

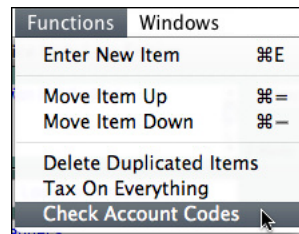
Enter New Item creates a new record in the file.

M O V E I T E M U P

To move any entry upward within the displayed set of records, choose Move Item Up. The results are most obvious when viewing the Data Sheet window.

M O V E I T E M D O W N

To move any entry down within the displayed set of records, choose Move Item Down. The results are most obvious when viewing the Data Sheet window.



D E L E T E D U P L I C A T E D I T E M S

If you find that for various reasons you have unwanted duplication of Items within your Price Lists, Delete Duplicated Items can clean them up. It removes all repeated Items within each Price List in the file. If an Item appears in more than one Price List, they are not considered to be duplicates and are not removed.

T A X O N E V E R Y T H I N G

In the event that everything in your Price List is taxable, this marks every Item as taxable.

C H E C K A C C O U N T C O D E S

To compare all Price Lists entries with those in Chart of Accounts, use this menu choice. It is particularly helpful for locating unmatched Account Code entries. Items in Price Lists with Codes not in your Chart of Accounts are flagged.



P r i c e L i s t s

6

A flagged Item has the Account Code displayed in red, italicized text with an underline. The only way to get rid of the flag is to make appropriate corrections in Price Lists or Chart of Accounts and run the Check Account Codes again. Flagged Items can still be used with Worksheet, but you cannot get proper reports from Receivables or General Ledger with bad codes.

P R I C E L I S T R E P O R T

Price Lists has one printed report, accessed via the Windows menu.

The Price List report itemizes all of the currently selected records.

P R E F E R E N C E S

Preferences, in the Windows menu, opens the Worksheet Preferences pane in Flow Chart.

C L O S I N G T H E F I L E

Because the saved state of Price Lists determines what Worksheet grabs the next time it needs a Price List, make it a habit to select your preferred or most probable Price List, then Save and Close the file. That way the need to select later is reduced.

U S I N G T H E F I L E

If you have more than one Price List, when creating or revising Estimates, Jobs and Invoices in Worksheet, use the Windows menu to open Price Lists and select the Price List you want Worksheet to use.

As stated at the outset though, if you have the wrong Price List selected when Worksheet grabs it, select the intended Price List and have Worksheet repeat the process.