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## Expense Report SmartMaster

### Table of Contents

or a button to use a SmartMaster sheet.

Sheet	Description
>	<b>Err:502</b> Enter information on your expenses here.
> <b>Information</b>	Help, tips, and details on file sharing, conventions, and macros used in this SmartMaster.

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# Expense Report

**Enter Company Name here (e.g. ^The Riverdale Corporation)**

Name

Period Ending

	Tips	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
		#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Miles Driven							
Reimbursement							
Parking And Tolls							
Auto Rental							
Taxi / Limo							
Other (Rail Or Bus)							
Airfare							
<b>Transportation Total</b>							
Lodging							
Other							
Breakfast							
Lunch							
Dinner							
Sub-Total Meals							
<b>Lodging &amp; Meals Total</b>		#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Supplies / Equipment							
Phone, Fax							
Other							
Other							
Other							
Entertainment							
<b>Total Per Day</b>		#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!

## ENTERTAINMENT RECORD

Date	Persons Entertained Item Business Relationship	Place Name & Location	Business Purpose

<b>PURPOSE OF TRIP</b>			<b>SUMMARY</b>	
				"TOTAL
				"LESS CAS
				"LESS COMPAN
				"AMOUNT DUE
				"AMOUNT DUE

PREPARED BY

DATE

APPROVED BY





SCREEN-ADJUST	CODE	DESCRIPTION
<b>10</b>	<pre>{ZOOM_TEST} {Let ZM_NRML;@Vlookup(ZM_SCRN;ZM_TABLE;1)} {Let ZM_ALL;@Vlookup(ZM_SCRN;ZM_TABLE;2)} {Set "Window-Custom-Zoom";ZM_NRML}{Quit}</pre>	; Senses screen re ; view preferences

<b>ZOOM_TEST</b>	<pre>{If @Info("Screen-Width")&lt;=640}{Let ZM_SCRN;640}{Return} {If @Info("Screen-Width")&lt;=800}{Let ZM_SCRN;800}{Return} {If @Info("Screen-Width")&lt;=1024}{Let ZM_SCRN;1024}{Return} {Let ZM_SCRN;1280}{Return}</pre>	
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<b>ZM_SCRN</b>	640		
		NORMAL	FULL PAGE
<b>ZM_TABLE</b>	640	85	32
	800	100	42
	1024	110	46
	1280	120	65

ZOOM FACTOR	CODE	DESCRIPTION
<b>ZOOM_RTN</b>	{Set "Window-Custom-Zoom";ZM_ALL}{Quit}	; Sets view to disp

<b>ZM_NRML</b>	85
<b>ZM_ALL</b>	32

<b>ZM_RESTORE</b>	{Set "Window-Custom-Zoom";ZM_NRML}{R}{L}{Quit}	; Resets view to no
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PRINT SHEET	CODE	DESCRIPTION
<b>SHT_PRINT</b>	<pre>{Set "Print-Range";SHEET_RANGE}{Set "Print-Footer-Center-Text";""} ; Prints spreadshe {Set "Print-Orientation";"Portrait"}{Set "Print-Fit-Page";"Yes"} {Set "Print-Margin-Top";".75"} {Set "Print-Margin-Left";".75"}{Set "Print-Margin-Right";".75"} {Set "Print-Margin-Bottom";".25"} {BACKGRND 0}{Print?}{BACKGRND 2} {Quit}</pre>	

<b>BACKGRND</b>	<pre>{Define BCK_COL:V} {Let RNG_NUM;1}{BCK_LOOP}</pre>	; Sets / Resets ligh
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<b>BCK_LOOP</b>	<pre>{Let RNG_NAME;"DATA_"&amp;@Right(@String(RNG_NUM+100;0);2)} {If 1-@Isrange(@@(RNG_NAME))}{Return} {Style-Interior BCK_COL;;;;;+RNG_NAME} {Let RNG_NUM;RNG_NUM+1}{Branch BCK_LOOP}</pre>	
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<b>BCK_COL</b>	2
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SET MILEAGE RATE	CODE	DESCRIPTION
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<b>SET_RTN</b>		{Get-Label "Enter a currency amount for reimbursement: ";RES;DEF_RATE;"Set Mileage R {If @Cell("Type";RES)="b"}{Quit} {Let RES:@Value(RES)}{If RES<0}{Calc}{Quit} {Let MILE_RATE;RES}{Calc}{Quit}
<b>DEF_RATE</b>	\$0.29	
<b>MILE_RATE</b>	0.29	

PRINT INFORMATION	CODE	DESCRIPTION
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<b>INFO_PRINT</b>		{Define INFO_TOPIC:V} ; Prints Topics for {Dialog DLG_INFOPRT} {If RES_INFOPRT=0}{Quit} {Set "Print-Footer-Center-Text";"^"} {Set "Print-Centered";"Horizontal"} {Set "Print-Orientation";"Portrait"}{Set "Print-Size";"Fit-All"} {Set "Print-Margin-Top";".5"} {Set "Print-Margin-Left";".5"}{Set "Print-Margin-Right";".5"} {Set "Print-Margin-Bottom";".25"} {Let UPPER_LEFT:@Info("Origin")} {If ANS_INFOPRT=0}{INFO_CURR_PRT} {If ANS_INFOPRT}{Select @Vlookup(INFO_TOPIC;INFO_LIST;1)} {Style-Interior 0} {Print?} {Style-Interior 2} {Edit-Goto +UPPER_LEFT} {Quit}
<b>INFO_CURR_PRT</b>		{Select INF_OVER_RANGE} {Select-Append INF_STEP_RANGE} {Select-Append INF_TIPS_RANGE} {Select-Append INF_CONVENTION} {Select-Append INF_NOTE_RANGE} {Select-Append INF_ABOU_RANGE} {Return}
<b>UPPER_LEFT</b>	<b>\$D:\$A\$298</b>	
<b>INFO_LIST</b>		1INF_OVER_RANGE 2INF_STEP_RANGE 3INF_TIPS_RANGE 4INF_CONVENTION 5INF_NOTE_RANGE 6INF_ABOU_RANGE

**INFO\_TOPIC** 6



**DLG\_INFOPRT**

DIALOG	InfoPrint				
-2134376400		4	63	62	152
FONT		8"Helv"			
8		8	59	10	20
8		21	56	10	21
102		4	40	14	1
102		22	40	14	2
END DIALOG					

SAMPLE DATA	CODE	DESCRIPTION
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**SAMPDATA** {Let CURR\_SCEN;@Scenariolast(@Cellpointer("Filename"))} ; Displays Sample  
 {If @Iserr(CURR\_SCEN)}{Let CURR\_SCEN;"unnamed"}  
 {If @Exact(CURR\_SCEN;"sample")}{Branch SAMP\_RESTORE}  
 {Dialog DLG\_SAMPLE1}  
 {If RES\_SAMPLE1=0}{Quit}  
 {Let PREV\_SCEN;CURR\_SCEN}  
 {UPDATE}  
 {Scenario-Show "sample"}{Calc}{Quit}

**SAMP\_RESTORE** {Dialog DLG\_SAMPLE2}  
 {If RES\_SAMPLE2=0}{Quit}  
 {Scenario-Show PREV\_SCEN}{Calc}{Quit}

**PREV\_SCEN** unnamed  
**CURR\_SCEN** sample

**DLG\_SAMPLE1**

DIALOG	Sample1				
-2134376400		4	51	60	176
FONT		8"Helv"			
4		4	113	24	1000
130		4	40	14	1
130		22	40	14	2
4		28	116	26	1001
END DIALOG					

**DLG\_SAMPLE2**

DIALOG	Sample2				
-2134376400		3	50	60	176
FONT		8"Helv"			
4		4	110	24	1000
130		4	40	14	1
130		22	40	14	2
END DIALOG					

KEEP DATA	CODE	DESCRIPTION
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**KEEPDATA** {If @Count(SCENARIO\_LIST)=@Rows(SCENARIO\_LIST)-1}{Branch K;} Stores user-data  
 {Dialog DLG\_KEEPPDATA}  
 {If RES\_KEEPPDATA=0}{Quit}  
 {If RES\_KEEPPDATA=3}{Branch K\_UPDATE}

```

{If RES_KEEPPDATA=4}{Branch K_HELP}
{If @Length(@S(ANS_KEEPPDATA))<1}{Alert "To create a scenario, you must enter a
{If 1-@Iserr(@Scenarioinfo("Creator";@Lower(@Trim(ANS_KEEPPDATA))))}{Branch K_EXI
{Scenario-Create @Lower(@Trim(ANS_KEEPPDATA))}
{Let RNG_NUM;1}{K_VERSIONS}
{Put SCENARIO_LIST;0;@Count(SCENARIO_LIST);ANS_KEEPPDATA}
{Scenario-Show @Lower(@Trim(ANS_KEEPPDATA))}
{Calc}{Return}

```

**K\_UPDATE**

```

{CLEAN_LIST}{Dialog DLG_UPDDATA}
{If ANS_UPDDATA<0}{Quit}
{If RES_UPDDATA=0}{Quit}
{Scenario-Delete @Lower(@Trim(@Index(UPDATE_LIST;0;ANS_UPDDATA)))}
{Scenario-Create @Lower(@Trim(@Index(UPDATE_LIST;0;ANS_UPDDATA)))}
{Let RNG_NUM;1}{UP_EXISTING}
{Scenario-Show @Lower(@Trim(@Index(UPDATE_LIST;0;ANS_UPDDATA)))}{Quit}

```

**CLEAN\_LIST  
CLEAN\_LOOP**

```

{Blank ANS_SWAPDATA}
{If ANS_SWAPDATA>@Count(UPDATE_LIST)}{Return}
{If 1-@Iserr(@Scenarioinfo("Creator";@Lower(@Trim(@Index(SCENARIO_LIST;0;AN
{Recalc LIST_RNG}{Edit-Copy +LIST_RNG}{Recalc LIST_ADDR}{Edit-Paste +LIST_AI
{Branch CLEAN_LOOP}

```

**UP\_EXISTING**

```

{Let RNG_NAME;+"DATA_"&@Right(@String(RNG_NUM+100;0);2)}
{If 1-@Isrange(@@(RNG_NAME))}{Return}
{Version-Delete +RNG_NAME;@Lower(@Trim(@Index(UPDATE_LIST;0;ANS_UPDDATA
{Version-Create +RNG_NAME;@Lower(@Trim(@Index(UPDATE_LIST;0;ANS_UPDDATA
{Scenario-Add-Version @Lower(@Trim(@Index(UPDATE_LIST;0;ANS_UPDDATA))};+RN
{Let RNG_NUM;RNG_NUM+1}{Branch UP_EXISTING}

```

**K\_HELP**

```

{Dialog DLG_KHELP}
{Branch KEEPPDATA}

```

**K\_LIMIT**

```

{Alert +"The maximum number of "&@String(@Count(SCENARIO_LIST);0)&" scenari
{Quit}

```

**K\_EXISTS**

```

{Alert +""""&@Lower(@Trim(ANS_KEEPPDATA))&"""" already exists. Please use anoth

```

**K\_VERSIONS**

```

{Let RNG_NAME;+"DATA_"&@Right(@String(RNG_NUM+100;0);2)}
{If 1-@Isrange(@@(RNG_NAME))}{Return}
{Version-Create +RNG_NAME;@Lower(@Trim(ANS_KEEPPDATA))}
{Scenario-Add-Version @Lower(@Trim(ANS_KEEPPDATA))};+RNG_NAME;@Lower(@Trin
{Let RNG_NUM;RNG_NUM+1}{Branch K_VERSIONS}

```

**RNG\_NUM**

16

**RNG\_NAME**

DATA\_16

**DLG\_KEEPPDATA**

DIALOG	KeepData			
-2134376400	8	20	32	196
FONT	8"Helv"			

4	64	89	12	8001
148	2	40	14	1
148	34	40	14	2
148	18	40	14	3
148	52	40	14	4
4	32	128	18	1000
4	2	130	24	1001
4	54	114	10	1002
END DIALOG				

**DLG\_UPDDATA**

DIALOG	Update			
-2134376400	4	54	36	198
FONT	8"Helv"			
4	36	104	48	9001
4	4	113	24	1000
150	6	40	14	1
150	22	40	14	2
END DIALOG				

**DLG\_KHELP**

DIALOG	KHELP			
-2134376400	2	21	32	196
FONT	8"Helv"			
148	2	40	14	1
4	2	139	42	1001
END DIALOG				

SWAP DATA	CODE	DESCRIPTION
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<b>SWAPDATA</b>	<pre>{CLEAN_LIST}{Dialog DLG_SWAPDATA} {If ANS_SWAPDATA&lt;0}{Quit} {If RES_SWAPDATA=0}{Quit} {If RES_SWAPDATA=3}{Branch DEL_SCENARIO} {Let CURR_SCEN;@Scenariolast(@Cellpointer("Filename"))} {If @Iserr(CURR_SCEN)}{Let CURR_SCEN;"unnamed"} {If CURR_SCEN&lt;&gt;"unnamed"}{UPDATE} {If CURR_SCEN="unnamed"}{UPDUN} {Scenario-Show @Lower(@Trim(@Index(SCENARIO_LIST;0;ANS_SWAPDATA)))} {If @Scenariolast(@Cellpointer("Filename"))&lt;&gt;"-blank-"}{Quit} {Scenario-Delete "unnamed"}{Scenario-Creat "unnamed"} {Let RNG_NUM;1}{UP_UNNAMED}{Scenario-Show "unnamed"}{Calc}{Quit}</pre>	; Switches to a sce
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**UPDUN**

```
{Dialog DLG_UPDUN}
{If RES_UPDUN=3}{Quit}
{If RES_UPDUN=1}{KEEPDATA}
{Let RES;1}{Return}
```

**UP\_UNNAMED**

```
{Let RNG_NAME;+"DATA_"&@Right(@String(RNG_NUM+100;0);2)}
{If 1-@Isrange(@@(RNG_NAME))}{Return}
{Version-Delete +RNG_NAME;"unnamed"}
{Version-Creat +RNG_NAME;"unnamed"}
```




< Blank Cell. To increase limit, 1) place cell pointer on blank cell, and 2)

**UPDATE**

```
{Let RNG_NUM;1}{Blank NO_UPDATE}{UPDATE_TEST}
{If NO_UPDATE}{Return}
{If @Exact(CURR_SCEN;"sample")}{Return}
{If @Exact(CURR_SCEN;"unnamed")}{UPDATE_POST}{Return}
{Recalc FRM_UPDSC}{Dialog DLG_UPDSC}
{If RES_UPDSC=3}{Quit}
{If RES_UPDSC=1}{UPDATE_POST}
{Return}
```

**UPDATE\_TEST**

```
{Let RNG_NAME;"DATA_"&@Right(@String(RNG_NUM+100;0);2)}
{If 1-@Isrange(@@(RNG_NAME))}{Let NO_UPDATE;1}{Return}
{If @Iserr(@Versioncurrent(@@(RNG_NAME)))}{Return}
{Let RNG_NUM;RNG_NUM+1}{Branch UPDATE_TEST}
```

**UPDATE\_POST  
UPDATE\_LOOP**

```
{Version-Update +RNG_NAME;CURR_SCEN}
{Let RNG_NUM;RNG_NUM+1}
{Let RNG_NAME;"DATA_"&@Right(@String(RNG_NUM+100;0);2)}
{If 1-@Isrange(@@(RNG_NAME))}{Return}
{If @Iserr(@Versioncurrent(@@(RNG_NAME)))}{Branch UPDATE_POST}
{Branch UPDATE_LOOP}
```

**NO\_UPDATE**

**DLG\_SWAPDATA**

DIALOG	SwapData				
-2134376400		5	53	36	198
FONT		8"Helv"			
4		26	108	58	9001
4		4	124	18	1000
150		6	40	14	1
150		22	40	14	2
150		42	40	14	3
END DIALOG					

**DLG\_UPDSC**

DIALOG	Update1				
-2134376400		4	69	49	180
FONT		8"Helv"			
4		5	126	44	1000
135		2	40	14	1
135		18	40	14	2
135		39	40	14	3
END DIALOG					

**DLG\_UPDUN**

DIALOG	unnamed				
-2134376400		4	78	60	137
FONT		8"Helv"			
7		3	79	27	1000
92		2	40	14	1
92		18	40	14	2
92		39	40	14	3
END DIALOG					

SHOW MACROS	CODE	DESCRIPTION
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<b>MACRO_SHOW</b>	{Show-Sheets MACROS:A1} {Edit-Goto MACROS:A1}{Quit}	; Show / Hide this
-------------------	--	--------------------

<b>MACRO_HIDE</b>	{Home}{Hide-Sheets MACROS:A1} {Edit-Goto INFORMATION:A1}{Quit}	
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SHOW NOTES FIELDSCODE	DESCRIPTION
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<b>NOTES_SHOW</b>	{Show-Sheets MACROS:A1} {Edit-Goto NOTES_FIELDS} {Edit-Goto "NOTES FIELDS"}{Quit}	; Navigate to the N
-------------------	---	---------------------

PRINT MACROS	CODE	DESCRIPTION
--------------	------	-------------

<b>MACRO_PRINT</b>	{Dialog DLG_MACPRINT} {If ANS_MACROPRT2}{Set "Print-Range";NOTES_FIELDS}{Set "Print-Orientation";"Portrait" {If ANS_MACROPRT3}{Set "Print-Range";RN_TABLE_RANGE}{Set "Print-Orientation";"Pc {Set "Print-Centered";"Horizontal" {Set "Print-Footer-Center-Text";"^\n" {Set "Print-Size";"Fit-Columns" {Set "Print-Margin-Top";".5" {Set "Print-Margin-Left";".5"}{Set "Print-Margin-Right";".5" {Set "Print-Margin-Bottom";".25" {Print?} {Quit}	; Print sections of t
--------------------	--	-----------------------

**DLG\_MACPRINT**

DIALOG	MacPrint				
-2134376400		5	66	62	152
FONT		8"Helv"			
8		4	59	10	20
8		15	72	10	21
8		26	84	10	22
102		4	40	14	1
102		22	40	14	2
END DIALOG					

**END OF MACROS**

NOTES FIELDS

Information Print

<i>Num_User_Scenarios</i>	0
<i>Current_Scenario</i>	#NAME?
<i>User_Name</i>	0
<i>Period_Ending</i>	0
<i>Transportation_Exp</i>	
<i>Lodging_Exp</i>	#VALUE!
<i>Total_Exp</i>	#VALUE!
<i>Cash_Advance</i>	0
<i>Company_Charges</i>	0
<i>Amt_Due_Employee</i>	#VALUE!
<i>Amt_Due_Company</i>	#VALUE!

## Information Print

ANS_INFOPRT	C:L100..C:L100
ANS_KEEPPDATA	C:L195..C:L195
ANS_MACROPRT1	C:L379..C:L379
ANS_MACROPRT2	C:L380..C:L380
ANS_MACROPRT3	C:L381..C:L381
ANS_SWAPDATA	C:L326..C:L326
ANS_UPDDATA	C:L208..C:L208
BACKGRND	C:B38..C:B38
BCK_COL	C:B46..C:B46
BCK_LOOP	C:B41..C:B41
CLEAN_LIST	C:B162..C:B162
CLEAN_LOOP	C:B163..C:B163
CURR_SCEN	C:B121..C:B121
DATA_01	B:B3..B:B3
DATA_02	B:C4..B:C4
DATA_03	B:L4..B:L4



DATA_04	B:E8..B:K8
DATA_05	B:E10..B:K14
DATA_06	B:E16..B:K20
DATA_07	B:E23..B:K28
DATA_08	B:B34..B:L39
DATA_09	B:B41..B:B45
DATA_10	B:B47..B:B47
DATA_11	B:F47..B:F47
DATA_12	B:H47..B:H47
DATA_13	B:L47..B:L47
DATA_14	B:L42..B:L43
DATA_15	C:B57..C:B57
DEF_RATE	C:B55..C:B55
DEL_SCENARIO	C:B251..C:B251
DLG_INFOPRT	C:B97..C:B97
DLG_KEEPPDATA	C:B192..C:B192
DLG_KHELP	C:B214..C:B214
DLG_MACPRINT	C:B376..C:B376
DLG_PERSONAL	C:B389..C:B389
DLG_SAMPLE1	C:B123..C:B123
DLG_SAMPLE2	C:B132..C:B132
DLG_SWAPDATA	C:B323..C:B323
DLG_UPDDATA	C:B205..C:B205
DLG_UPDSC	C:B333..C:B333
DLG_UPDUN	C:B342..C:B342
D_VERSIONS	C:B260..C:B260
EXPENSE	B:A1..B:A1
FRM_UPDSC	C:I336..C:I336
INFORMATION	D:A1..D:A1
INFO_ABOUT	D:A291..D:A291
INFO_CONVENTION	D:A208..D:A208
INFO_CURR_PRT	C:B78..C:B78
INFO_LIST	C:B88..C:C93
INFO_NOTESFX	D:A243..D:A243
INFO_OVERVIEW	D:A60..D:A60
INFO_PRINT	C:B60..C:B60
INFO_STEPS	D:A109..D:A109
INFO_TIPS	D:A161..D:A161
INFO_TOPIC	C:B95..C:B95
INF_ABOU_RANGE	D:B293..D:H305
INF_CONVENTION	D:B214..D:H225
INF_NOTE_RANGE	D:B245..D:H255
INF_OVER_RANGE	D:B62..D:H69
INF_STEP_RANGE	D:B111..D:H122
INF_TIPS_RANGE	D:B163..D:H171
KEEPPDATA	C:B141..C:B141
K_EXISTS	C:B181..C:B181
K_HELP	C:B175..C:B175
K_LIMIT	C:B178..C:B178
K_UPDATE	C:B154..C:B154
K_VERSIONS	C:B183..C:B183
LIST_ADDR	C:B248..C:B248
LIST_RNG	C:B247..C:B247
MACROS	C:A1..C:A1
MACROS_RANGE	C:A3..C:L406
MACRO_HIDE	C:B355..C:B355
MACRO_PRINT	C:B364..C:B364
MACRO_SHOW	C:B352..C:B352
MILE_RATE	C:B57..C:B57

NOTES_FIELDS	C:A444..C:B454
NOTES_FIELDS	C:A442..C:A442
NOTES_SHOW	C:B359..C:B359
NO_UPDATE	C:B321..C:B321
PERSONALIZE	C:B387..C:B387
PREV_SCEN	C:B120..C:B120
RES	C:B249..C:B249
RES_INFOPRT	C:L98..C:L98
RES_KEEPPDATA	C:L193..C:L193
RES_MACROPRT	C:L377..C:L377
RES_SAMPLE1	C:L124..C:L124
RES_SAMPLE2	C:L133..C:L133
RES_SWAPDATA	C:L324..C:L324
RES_UPDDATA	C:L206..C:L206
RES_UPDSC	C:L334..C:L334
RES_UPDUN	C:L343..C:L343
RNG_NAME	C:B190..C:B190
RNG_NUM	C:B189..C:B189
RN_TABLE	C:A489..C:A489
RN_TABLE_RANGE	C:A490..C:B607
SAMPDATA	C:B107..C:B107
SAMP_RESTORE	C:B116..C:B116
SCENARIO_LIST	C:B265..C:B298
SET_RTN	C:B49..C:B49
SHEET_RANGE	B:B2..B:L48
SHT_PRINT	C:B30..C:B30
SWAPDATA	C:B222..C:B222
TABLE_CONTENTS	A:A1..A:A1
UPDATE	C:B300..C:B300
UPDATE_LIST	C:B266..C:B298
UPDATE_LOOP	C:B315..C:B315
UPDATE_POST	C:B314..C:B314
UPDATE_TEST	C:B309..C:B309
UPDUN	C:B235..C:B235
UPPER_LEFT	C:B86..C:B86
UP_EXISTING	C:B168..C:B168
UP_UNNAMED	C:B240..C:B240
ZM_ALL	C:B25..C:B25
ZM_NRML	C:B24..C:B24
ZM_RESTORE	C:B27..C:B27
ZM_SCRN	C:B14..C:B14
ZM_TABLE	C:B16..C:D19
ZOOM_RTN	C:B22..C:B22
ZOOM_TEST	C:B9..C:B9
\0	C:B4..C:B4

## Table Notes Fields

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n the Information sheet

42	""	""	"Select Information to Print"		1
1342242800	"button"	"Current topic"		0	1
1342242800	"button"	"All topics"		0	0
1342373900	"button"	"OK"		0	
1342373900	"button"	"Cancel"		0	



data, preserving existing entries

58	""	""	"Sample Data"		1
1342177300	"static"	"You can use a s		0	
1342373900	"button"	"OK"		0	
1342373900	"button"	"Cancel"		0	
1342177300	"static"	"currently in this		0	

42	""	""	"Sample Data"		1
1342177300	"static"	"Restore the data		0	
1342373900	"button"	"OK"		0	
1342373900	"button"	"Cancel"		0	



in a scenario

scenario name. Press OK to return to the Keep Data dialog box."){Branch KEEPDATA}  
ISTS}

S\_SWAPDATA)))))}{Let ANS\_SWAPDATA;ANS\_SWAPDATA+1}{Branch CLEAN\_LOOP}  
DDR}

))}  
))}  
IG\_NAME:@Lower(@Trim(@Index(UPDATE\_LIST;0;ANS\_UPDDATA)))}

ios is in use. You must delete a scenario before creating a new one.}

ier scenario name."){Branch KEEPDATA}

n(ANS\_KEEPPDATA))}

82"	"	"Keep Data"			0

1350762600	"edit"	""	0	
1342373900	"button"	"OK"	0	
1342373900	"button"	"Cancel"	0	
1342373900	"button"	"Update..."	0	
1342373900	"button"	"Help"	0	
1342177300	"static"	"You can create	0	
1342177300	"static"	"This SmartMast	0	
1342177300	"static"	"Enter a name fo	0	

88	""	""	"Update"	0
1352728600	"listbox"	""	0	UPDATE_LIST
1342177300	"static"	"Select the scen	0	
1342373900	"button"	"OK"	0	
1342373900	"button"	"Cancel"	0	

50	""	""	"Keep Data Help"	1
1342373900	"button"	"OK"	0	
1342177300	"static"	For more informa	0	

↓

enario selected by the user

his scenario is used to clear data from the SmartMaster and create a blank, unnamed scenario."}{Branch SWAPDATA}  
"Stop";RES){If 1-RES){Quit}

DDR){Quit}

ATA))}}



insert as many rows as you like.

88	""	""	<b>"Swap Data"</b>		0
1352728600	"listbox"	""		0	SCENARIO_LIST
1342177300	"static"	<b>"Select the scen</b>		0	
1342373900	"button"	<b>"OK"</b>		0	
1342373900	"button"	<b>"Cancel"</b>		0	
1342373900	"button"	<b>"Delete"</b>		0	

58	""	""	<b>"Update Scenario"</b>		0
1342177300	"static"	<b>The scenario nar</b>		0	
1342373900	"button"	<b>"Yes"</b>		0	
1342373900	"button"	<b>"No"</b>		0	
1342373900	"button"	<b>"Cancel"</b>		0	

58	""	""	<b>"Update Scenario"</b>		1
1342177300	"static"	<b>"The current sce</b>		0	
1342373900	"button"	<b>"Yes"</b>		0	
1342373900	"button"	<b>"No"</b>		0	
1342373900	"button"	<b>"Cancel"</b>		0	



Macros sheet



Notes/FX fields

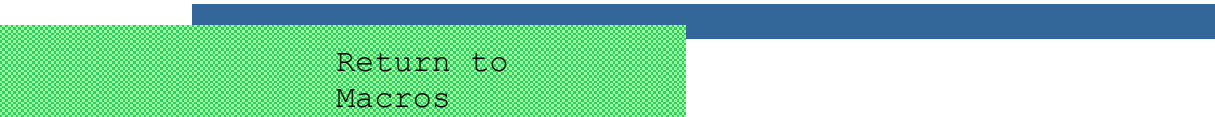


the macro sheet

["}

portrait"]}

42	""	""	<b>"Select Information to Print"</b>		0
1342242800	"button"	<b>"Macros"</b>		0	
1342242800	"button"	<b>"Notes Fields"</b>		0	
1342242800	"button"	<b>"Range Name Ta</b>		0	
1342373900	"button"	<b>"OK"</b>		0	
1342373900	"button"	<b>"Cancel"</b>		0	



Return to  
Macros

Return to  
Macros

RES\_SWAPDATA

ANS\_SWAPDATA

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## **Information**

### *Index*

Go to Expense  
Report

Click a button to go to a subject.

---

<b>Subject</b>	<b>Description</b>
> <b>Overview</b>	<b>General information about this SmartMaster.</b>
> <b>Steps</b>	Procedures to use this SmartMaster.
> <b>Tips</b>	Helpful hints for using this SmartMaster.
> <b>Conventions</b>	<b>Details on conventions used in this SmartMaster.</b>
> <b>Notes/FX Enabling</b>	Description of Notes/FX and available fields.
> <b>Macros</b>	Individual macro commands and their descriptions used in this SmartMaster.
> <b>About</b>	Information about the developer of this SmartMaster.

---

Return to Expense Report Information Page

## Expense Report SmartMaster

Using the Expense Report SmartMaster you can keep track of charges incurred. For example, you can track the charges an employee incurs.

This SmartMaster is a standard but flexible expense report template. You can change most of the items to suit your own company's requirements.

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## Expense Report SmartMaster

1. Enter the period ending date in one of two ways:

Use a string that 1-2-3 recognizes as a date. For example 12/31/94.

Use the @Date function, for example @Date(94,12,31)

2. Enter all of the expenses that occurred during the time period.

3. If you had a company advance, enter it to calculate the amount due.



[Return to Expense Report](#)   [Information Print Index](#)

## Tips

Meals are subtotaled separately to make tax calculations simpler at year end.

Click on the Set Mileage Rate button to enter the mileage reimbursement rate.

If you don't use a notebook computer, carry some blank forms when you travel to record exper



Return to Expense ~~Report~~ Information ~~Index~~

## *Conventions*

### *Cell Types*

Shaded cells are data entry areas. Outlined cells contain formulas that are automatically computed.

### *Printing*

All forms print in portrait orientation.

### *Dates*

Enter dates as MM/DD/YY.

[Return to Expense Report Information Index](#)

## **SmartMaster with Notes/FX**

*Notes/FX lets you exchange data between applications by embedding the data as an object. In 1-2-3, the range called "Notes Fields" can be made available to Notes for exchanging data with the spreadsheet.*

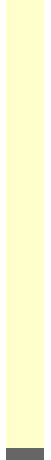
*This SmartMaster contains fields that can be used for Notes/FX applications. To see the "Notes Fields," click on the Notes Fields button. For more information about using Notes/FX, see the Notes/FX documentation.*

## his SmartMaster

This SmartMaster was developed by KMT Software, Inc. KMT Software is the developer of several add-on products that are marketed under the Lotus name through Lotus Selects. KMT Software ***worked closely with Lotus to develop the Lotus SmartMaster Collection for 1-2-3 Release 5, a collection of dozens of additional SmartMaster templates. The Lotus SmartMaster Collection for 1-2-3 Release 5 includes SmartMaster templates to help you manage your business as well as personal planning and finances.***

***To order or learn more about the Lotus SmartMaster Collection for 1-2-3 Release 5, in the U.S. call Lotus Selects at 1-800-635-6887. In Canada, call 1-800-GO-LOTUS.***

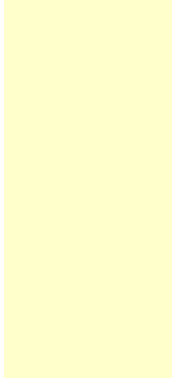
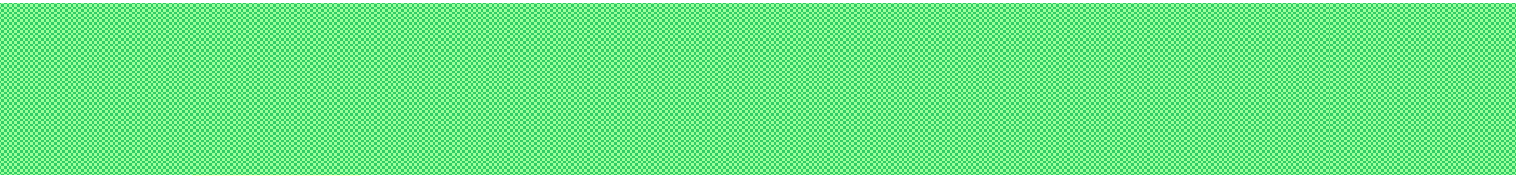
e |

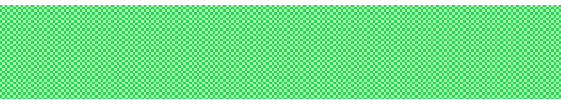




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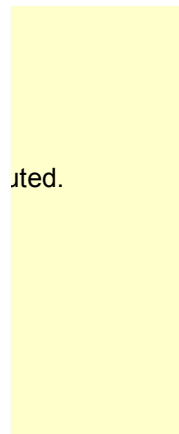
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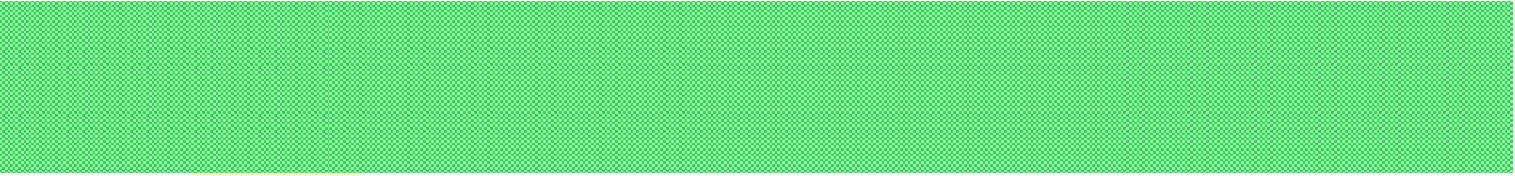


ted.

## Notes Fields

*ect in a Notes form.  
data between Notes*

*range named  
s/FX, see the Notes*



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