
Expense Report SmartMaster

Table of Contents

or a button to use a SmartMaster sheet.

Sheet	Description
>	Err:502 Enter information on your expenses here.
> Information	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						
	Transportation Total						
	Lodging						
	Other						
	Breakfast						
	Lunch						
	Dinner						
	Sub-Total Meals						
	Lodging & Meals Total	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
	Supplies / Equipment						
	Phone, Fax						
	Other						
	Other						
	Other						
	Entertainment						
	Total Per Day	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!

ENTERTAINMENT RECORD

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

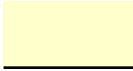
PURPOSE OF TRIP		SUMMARY
		"TOTAL
		"LESS CAS
		"LESS COMPAN
		"AMOUNT DUE
		"AMOUNT DUE

PREPARED BY

DATE

APPROVED BY

p Swap Data
a



	Totals
#VALUE!	
#VALUE!	#VALUE!
#VALUE!	#VALUE!

	Amount

EXPENSES	#VALUE!
H ADVANCE	
Y CHARGES	
EMPLOYEE	#VALUE!
E COMPANY	#VALUE!

Restore Zoom

DATE	

SCREEN-ADJUST	CODE	DESCRIPTION
10	<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

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

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

ZM_NRML	85
ZM_ALL	32

ZM_RESTORE	{Set "Window-Custom-Zoom";ZM_NRML}{R}{L}{Quit}	; Resets view to no
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PRINT SHEET	CODE	DESCRIPTION
SHT_PRINT	<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>	

BACKGRND	<pre>{Define BCK_COL:V} {Let RNG_NUM;1}{BCK_LOOP}</pre>	; Sets / Resets ligh
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BCK_LOOP	<pre>{Let RNG_NAME;"DATA_"&@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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BCK_COL	2
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SET MILEAGE RATE	CODE	DESCRIPTION
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SET_RTN		{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}
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DEF_RATE	\$0.29	
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MILE_RATE	0.29	
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PRINT INFORMATION	CODE	DESCRIPTION
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INFO_PRINT		; Prints Topics for {Define INFO_TOPIC;V} {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}
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INFO_CURR_PRT		{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}
---------------	--	---

UPPER_LEFT	\$D:\$A\$298	
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INFO_LIST		1INF_OVER_RANGE 2INF_STEP_RANGE 3INF_TIPS_RANGE 4INF_CONVENTION 5INF_NOTE_RANGE 6INF_ABOU_RANGE
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INFO_TOPIC	6	
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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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SWAPDATA	<pre>{CLEAN_LIST}{Dialog DLG_SWAPDATA} {If ANS_SWAPDATA<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<>"unnamed"}{UPDATE} {If CURR_SCEN="unnamed"}{UPDUN} {Scenario-Show @Lower(@Trim(@Index(SCENARIO_LIST;0;ANS_SWAPDATA)))} {If @Scenariolast(@Cellpointer("Filename"))<>"-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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MACRO_SHOW	{Show-Sheets MACROS:A1} {Edit-Goto MACROS:A1}{Quit}	; Show / Hide this
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MACRO_HIDE	{Home}{Hide-Sheets MACROS:A1} {Edit-Goto INFORMATION:A1}{Quit}	
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SHOW NOTES FIELDSCODE	DESCRIPTION
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NOTES_SHOW	{Show-Sheets MACROS:A1} {Edit-Goto NOTES_FIELDS} {Edit-Goto "NOTES FIELDS"}{Quit}	; Navigate to the N
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PRINT MACROS	CODE	DESCRIPTION
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MACRO_PRINT	{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
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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_KEEPDATA))}

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"	"	"Swap Data"			0
1352728600	"listbox"	"	0	SCENARIO_LIST	
1342177300	"static"	"Select the scen	0		
1342373900	"button"	"OK"	0		
1342373900	"button"	"Cancel"	0		
1342373900	"button"	"Delete"	0		

58"	"	"Update Scenario"			0
1342177300	"static"	The scenario nar	0		
1342373900	"button"	"Yes"	0		
1342373900	"button"	"No"	0		
1342373900	"button"	"Cancel"	0		

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



Macros sheet



Notes/FX fields

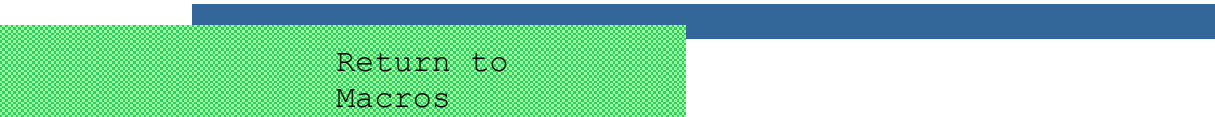


the macro sheet

["}

portrait"]}

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



Return to
Macros

Return to
Macros

RES_SWAPDATA

ANS_SWAPDATA

Information

Index

Go to Expense
Report

Click a button to go to a subject.

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

Return to Expense Report Information Index

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.

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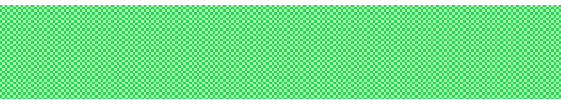




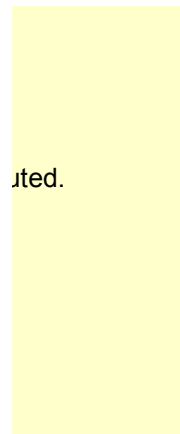
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Notes Fields

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