Excel Templates

&

Quote/Invoice Maker

for ACT!

v.5.0

for ACT! 2006

Another efficient and affordable ACT! Add-On by

e×ponenciel

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Purpose of the add-on

Excel Templates for ACT! creates a bi-directional link between ACT! and Excel. You may create MS Excel templates the same way you create MS Word templates in ACT!, ie. by inserting fields in an Excel document.

Excel Templates for ACT! also allows to make use of Excel powerful calculation features to update fields in ACT! by allowing you to map cells from your Excel spreadsheet to your ACT! fields. So you could export data to Excel, have Excel perform calculations and import the results of these calculations in ACT!.

Relationship between Excel Templates and Quote/Invoice Maker

Quote/Invoice Maker for ACT! brings additional features to *Excel Templates for ACT!*. Whereas Excel Templates for ACT! allows to merge contact fields in your Excel documents, *Quote/Invoice Maker for ACT!* also allows to merge product and opportunities fields, a feature particularly useful to create quotes or invoices directly from your ACT! opportunities.

Installation procedure

Download the program file from our download page and double-click it to start the installation.

An icon should have been added to your Contact toolbar to launch Excel Templates directly from within ACT!.

Note that contrarily to versions supporting previous ACT! versions and because of the changes in ACT!, add-ons are now DLL files and not executable files. This means that they are automatically initialized by ACT! when placed in ACT! plugin folder (a subfolder of the main ACT! directory) and cannot be started from the Windows Start menu anymore. This is why you are not given a choice of installation directory during the installation process.

ACT! should automatically add an icon to the Contact Detail window and an item to the Tools menu. Icons and menu items are now the only ways to start your Exponenciel add-on.

Upgrade from previous versions

If you are upgrading from a version that supported ACT! 5.0, 2000 or 6.0, 2004, you will have to redo your templates because both versions are not compatible.
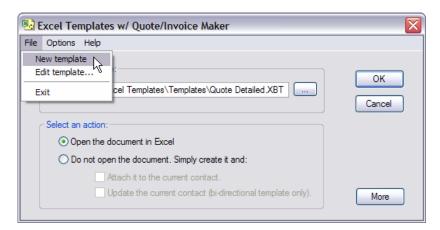
Adding icons to other views

To add icons to other toolbars, run Excel Templates and go to the *Options*, *Integrate with ACT!* menu. Check the views you want to add icons to and restart ACT!.
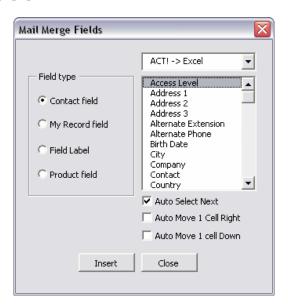
When ACT! re-starts, whatever icons you asked to be created should be there to launch Excel Templates.

Creating an Excel Template with ACT! fields

To create an Excel Template, launch *Excel Templates for ACT!* then choose *File | New Template* in *Excel Templates for ACT!* main window.
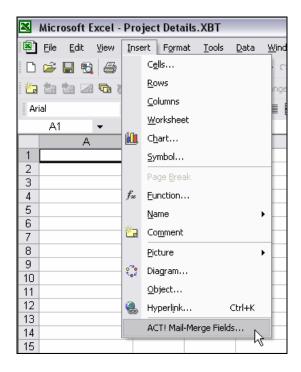

Excel will launch and a popup window with the fields names will automatically open (see below).

Note: the Product field radio button is only available when using Excel Templates with Quote/Invoice Maker.

If the window does not popup or if you closed it, you can open it using the *Insert | ACT! Mail-Merge Fields...* menu.

Inserting a field in a cell

The *Mail Merge Fields* window has a dropdown list on top of the fields list. Make sure ACT → Excel is selected.

To insert a field in a cell, click that cell (but don't enter edit mode or you won't be able to continue) then select the field in the list and click Insert. The field will be inserted in the current cell.

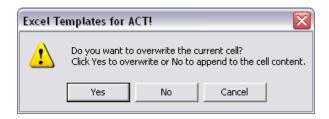## What if the cell is not empty?

If the current cell is not empty, you will be prompted to choose if you want to overwrite the current cell content or append it.

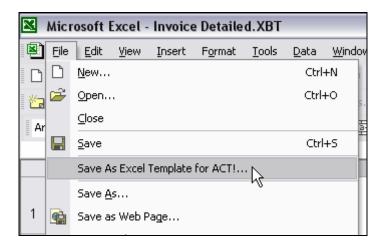Click *Yes* to overwrite, *No* to append and *Cancel* to cancel.
This feature is particularly useful for concatenating fields. You can easily create a cell containing City, State Zip.

NOTE:

To speed up the creation of your templates, we added these options:
- *The* Auto Select Next *option will automatically select the next field down in your field list, once you click Insert.*
- *The* Auto Move 1 Cell Right *will automatically make the cell immediately to the right of the active cell active, once you click Insert.*
- *The* Auto Move 1 Cell Down *will automatically make the cell immediately under the active cell active, once you click Insert.*
- *At the bottom of the ACT→ Excel field list, a field named* Date and Time *allows to insert the current date and time (it will not update itself automatically once inserted). Use* Excel Format | Cells… *menu to remove the date or time as needed.*

When your template is created, make sure you save it using the *File | Save As Excel Templates for ACT!* menu. *Excel Templates for ACT!* templates are saved with the .XBT extension.
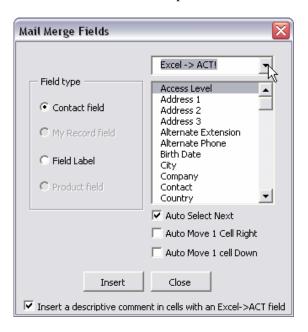
Creating a bi-directional template

The basic same principles apply for creating a bi-directional template.

By combining both ACT→Excel and Excel→ACT fields in one template, you can export contact information to the spreadsheet which can then compute the data and send computed data back to the same or other ACT fields.
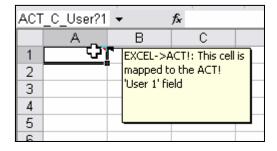
Adding an Excel→ACT field

To create a template, follow the same procedure as described above. To insert Excel->ACT fields, make sure you select Excel → ACT in the dropdown box of the *Insert Field* window.

When you insert a field, note that it won't actually insert a code in the cell itself but rather it will name the active cell with a coded name (ACT_C_*fieldName*). In fact, you are not inserting a field but rather mapping a cell to a field in ACT.

If you check *Insert a descriptive comment in cells with an Excel->ACT field*, a comment will be inserted in the cell so that when you place your mouse over the cell, it will pop up. This may be useful to edit your templates.

When your template is created, make sure you save it using the *File | Save As Excel Templates for ACT! template* menu.
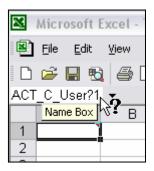
NOTE:

Excel Template for ACT! does not import currency signs, nor date formats.

Cell formatting is handled directly by Excel. Use the Excel Format | Cells... command to properly format your data (currency signs, date format, etc.).

Removing an Excel →ACT! field

As explained above, when you insert an Excel→ACT! field, nothing is inserted in the cell, but the same is named using a particular syntax (ACT_C_*fieldName*). To remove an Excel→ACT! field, you need to delete this name.

Here is how to proceed: click the cell with the Excel→ACT! field you want to remove. Look for the *Name Box* in the upper left corner of your Excel Window just left of the formula bar.

In this case the cell name is ACT_C_User?1 (which means the cell was mapped to the User 1 field _ Names cannot use spaces , so spaces are automatically replaced by an interrogation mark). Note this name and go to Excel *Insert | Name | Define* window. In the list of names, select the name displayed in the Name Box and click *Delete*.
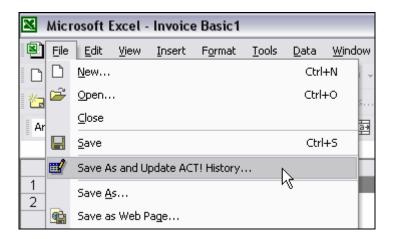
If you used the *Insert a descriptive comment in cells with an Excel->ACT field* option, do a right-click on the cell and select *Delete* comment to get rid of it.

Creating a merged document

To merge a template with data from the current contact, run *Excel Templates for ACT!*, then select your template and click *OK*. *Excel Templates for ACT!* will open the template in Excel and replace the field codes with the corresponding field values of the current contact.

Saving the document

To save your merged document, use the *File | Save As and Update ACT History* menu.
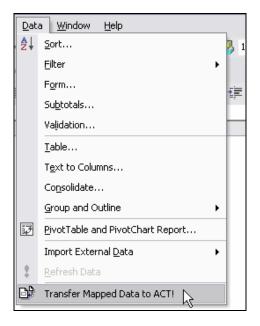

Excel will then save your document under a name of your choice (merged documents are saved with the standard .XLS Excel extension) and the following window will open.

- If you check *Attach document to history* alone, the document will be attached to the current contact, either under the History tab or the Documents tab (see *Attachment Options* below)
- If you check *Add a 'Letter sent' history record* alone, a 'Letter sent' history record will be added with the regarding information that you typed in the appropriate box.
- If you check both and your preferences are set to attach to the History Tab (see *Attachment Options* below) the 'Letter sent' record will be created with the document attached to it. If your preferences are set to attach to the Documents tab, the 'Letter sent' record will be created without attachment and the document will be attached under the Documents tab.

Updating ACT! fields

If your template is bi-directional, you may manually update ACT! with the values of the cells you mapped by going to Excel Data menu and choosing *Transfer Mapped Data to ACT*. For automating this process, see below.

Attachment Options

Starting with version 5.1.2, you have the option to attach to the *History* tab or to the *Documents* tab. See the bottom of the *Options > Preferences* window:

Automation Options

When creating a merged document (ACT→ Excel only), you have two automation options to choose from in *Excel Templates for ACT!* main window:
- if you check *Do not open the document. Simply: Attach it to the current contact*, the new document will be created in the background and automatically attached to the current contact.
- If you check *Do not open the document. Simply: Update the current contact (if the template is bi-directional*, the new document will be created in the background and if required data will be transferred back to the current contact.
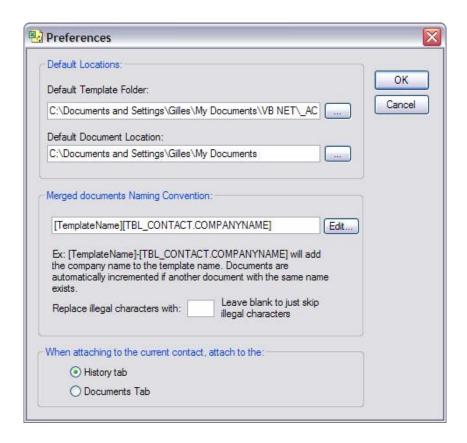
You may check both options so that your ACT! fields are automatically updated and the document is attached to the contact.
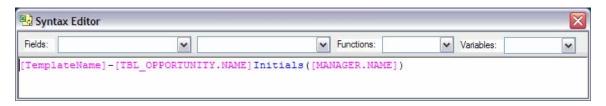
Naming the merged document

Excel Templates for ACT! also helps you automatically name your documents, which is particularly useful if you want to include the name of the company, of the contact or any information contained in a contact or opportunity field (Quote/Invoice Maker only).

NOTE FOR QUOTE/INVOICE MAKER USERS: *You may want to take a look at our* AutoNumbers for ACT! Records *add-on which automatically numbers your opportunities at creation time. The number is stored in one of the 8 user fields of the opportunity and therefore may be included in the name of your merged document.*

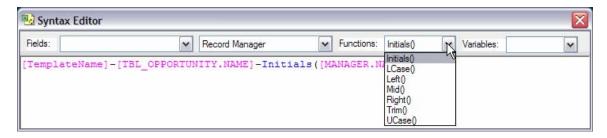To define the naming convention, go to the *Options* menu and choose *Preferences*.

Click the *Edit…* button to open the *Syntax Editor*.

The *Syntax Editor* allows to insert contact fields (first drop-down) and opportunity fields (second dropdown). You may use functions and system variables (see Appendix for more on them).

To insert fields, functions or variables, all you need to do is use the drop-down lists to select the item you want to insert.

This will insert the proper placeholder in the syntax. When the program runs, it will automatically replace the placeholders by the real value.

You may type any character you want inserted anywhere. For instance, if you want to separate the Template name and the opportunity name by an hyphen, type the hyphen in the syntax editor.

Once your AutoNumber is formatted properly, close the window and choose to keep your changes when prompted.

IMPORTANT NOTES:

- *This feature is particularly important when running in automated mode (see above), as you won't get an opportunity to manually name the file before it is saved.*
- *To get the list of field names, go to the Options menu and choose Field Names.*
- **Files are automatically incremented (as in Document1.XLS, Document2.XLS, etc.) so that you never risk to overwrite an existing file**
- *If you include more than one opportunity in your merged document and your naming convention includes opportunity fields, the first opportunity of the merged document will be used to provide values for the naming convention.*
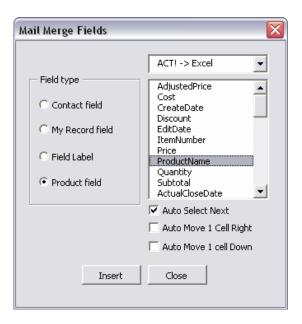
As the field data used to create the name for the Excel file may contain invalid characters for file naming (/,\,.), you now have the option to automatically replace these characters with a character of your choice.

Quote/Invoice for ACT! Additional Features

As we said earlier, *Quote/Invoice for ACT!* gives you the ability to merge sales/opportunities fields in your documents.

Creating a template with Sales/Opportunities fields

Creating a template works exactly the same way as described in the preceding chapter. You just have one more option in the *Mail Merge Fields* window: *Product field*.

Note that *Excel Templates with Quote/Invoice Maker* allows to merge **Product** and **Opportunity** fields. In the *Mail Merge Fields* window (see above), the Product fields are listed first (*AdjustedPrice* to *SubTotal*) then the Opportunity fields (starting at *ActualCloseDate*).

The principle is the same: you select the field you want to insert and the proper code is inserted in the current cell. The difference here is that there may be several *AdjustedPrice*, *Cost*, etc. fields since you may want to include several products in the same document. So the code will be slightly different: it is appended with a row index.
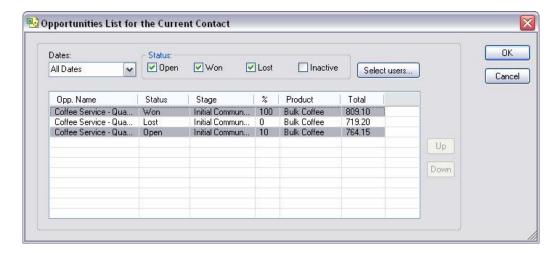

NOTE:

The program will automatically assign the next index to your field, so you don't have to worry about indexing manually.

Creating a merged document

Once again, it works the same way as described in the preceding chapter with one difference. When *Quote/Invoice Maker for ACT!* detects that there is one or more sales field in the merged document, it prompts you to choose which sales/opportunities from the current contact you want to include in the document.
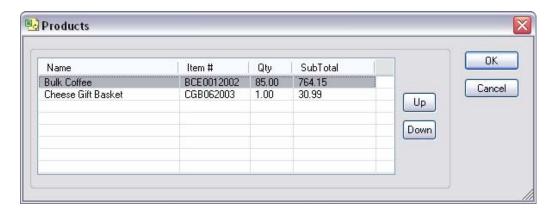

1. Select the sales/opportunities you want to include in the document by clicking them. If you want to select more than one opportunity, hold the CTRL key while clicking.
2. If you want to change the order in which they will appear in the merged document, use the Up/Down arrows to move items up or down.
3. Then press OK.

If the opportunities, you select contain more than one product, you will have the option to include all products or select the products you want to include.

If you choose:
-   Cancel, the merge will be cancelled;
-   No, the merge will include all products of the opportunity;
-   Yes, the following window will allow you to select the opportunities and/or change the order in which they will be displayed in the merged document, by using the up and down arrows.

Once again, you may select more than one opportunity by clicking them and maintaining the CTRL key pressed.

Here is the an example of merged documents.

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Bulk Coffee	60.00	8.99	539.40
Wine Gift Basket	80.00	35.99	2,879.20
		SUBTOTAL	$ 3,418.60
		TAX RATE	5.00%
		SALES TAX	$ 170.93
Make all checks payable to CH Gourmet Gifts		TOTAL	$ 3,589.53

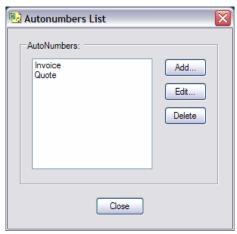## Automatically numbering your quotes and invoices

NOTE: Our *AutoNumbers for ACT! Records* add-on (sold separately) allows you to automatically number your opportunities at creation time. The number is stored in one of the 8 user fields of the opportunity. It works perfectly with Excel Templates. This number may be used in lieu of the AutoNumber described below by simply merging the opportunity field in which the number is stored in your templates.

The last field listed in the contact field list that you can insert in a template is called AutoNumber.

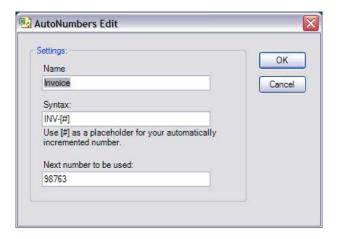This AutoNumber is useful to automatically generate a quote or invoice number that increments itself every time you generate a new document.

You may define the format of your AutoNumber(s) under the *Options > AutoNumbers* menu. Since you may use different AutoNumbers for your quotes and invoices or other types of documents, the AutoNumber module allows to define as many AutoNumbers as you need.

You may easily add, edit or delete AutoNumbers. An AutoNumber is defined by its syntax and the next number to be used. The syntax can use any character you want. Simply use [#] as a placeholder for the incremented number. In the example shown below, the next quote number that will be generated will be INV-98763.

When generating a document, you have the option to use the *AutoNumber* format of your choice and to generate a new number or use another number instead.

By default, the *Generate new number* option is always checked. But in case, you are generating a document that was already generated once, you would want to select *Use this # instead* and type the number of the original document. When selecting this option, the *Next number* stored in the AutoNumber definition is not incremented.

Hiding errors in cells

Quote/Invoice Maker scans your document before opening it to figure out if it contains Sales fields or not. If a cell of your template contains a formula which returns an error message when

no data is entered in the template, Quote/Invoice Maker's scan might stop too early. So you should hide the error message. Here is how to proceed:

In the cell, type: =if(ISERR(your_formula), "", your_formula)).
With this syntax, if the formula returns an error, the cell will be blank and if not, it will contain the result of the formula.

Registering your product

To continue using your product passed the trial period, please buy a license at www.exponenciel.com. Licenses are issued for one ACT! username and will only work for that username. You may upgrade at any time from *Excel Templates for ACT!* to *Quote/Invoice Maker for ACT!* for a small upgrade fee.

Support

For support, contact support@exponenciel.com.

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APPENDIX

Variables

- AutoNumber returns the AutoNumber

- TemplateName returns the template name

- Year returns the 4-digit year of today's date
  Ex: 2005

- Month returns the 2-digit month of today's date
  Ex: 05 for May

- Monthname returns the name of the current month
  Ex: May

- Day returns the 2-digit day of today's date
  Ex: 20 for May 20th

- Hour returns the 2-digit hour

- Minute returns the 2-digit minutes

- Second returns the 2-digit seconds

Functions

- LCase(string) converts the string to lowercase
  Ex: LCase(Company Inc.) returns company inc.

- UCase(string) converts the string to uppercase
  Ex: UCase(Company Inc.) returns COMPANY INC.

- Trim(string) removes leading and trailing spaces
  Ex: Trim(Company Inc.) returns Company Inc.

Note the semi-colon in between the arguments of the functions below:

- Left(string;x) returns the first x characters of string
  Ex: Left(Company Inc.;3) returns Com

- Right(string;x) returns the last x characters of string
  Ex: Right(Company Inc.;3) returns nc.

- Mid(string;x;y) returns y characters starting at position x
  Ex: Mid(Company Inc.;3;2) returns mp

Examples

Here are a few examples:

UCase(Left([TBL_CONTACT.COMPANYNAME];3))-[TemplateName]
extracts the first 3 letters of the company name, converts them to uppercase and adds the template name preceded by an hyphen.

If the Company name is Company Inc. and the template name "Invoice", il will return:
COM-Invoice

[TemplateName]-[TBL_CONTACT.COMPANYNAME]-[Year][Month][Day]
will return the template name followed by the company name and the date in this format
Invoice-Company Inc.-20050617

QUO-[Year][Month][AutoNumber]
If today is May 31, 2005 and the AutoNumber is 025, it will return:
QUO-200505025

QUO-[Year][Month][AutoNumber]
If today is May 31, 2005 and the AutoNumber is 025, it will return:
QUO-200505025

[TemplateName][AutoNumber]-Initials([TBL_CONTACT.MANAGERUSERNAME])
If the contact manager is Chris Huffman and the AutoNumber 025, it will return:
Invoice025-CH