

## Hide Costs

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Feature Summary	2
Define Employee Security	3
Design Items and Hiding Purchase Costs	4

## Hide Costs

### Feature Summary

Purchase Costs may be hidden on the Design Item Screen.

#### Define Employee Security

- Define if an employee defaults with the purchase costs showing or not
- Define if an employee is restricted from viewing purchase costs

#### Hiding Purchase Costs on the Design Item Screen

- Purchase Costs may default as shown or not shown
- Purchase Costs may be hidden by selecting Hide Costs
- Employees may be restricted from viewing Purchase Costs all the time

**Hide Costs****Define Employee Security**

Employees may be setup to default showing or not showing purchase costs on the items screen. You can also restrict employees from viewing purchase costs on the item screen.

To define employee security

- Select **Files**
- Select **Employee**
- The **Employee Screen** is displayed
- Select **Show Security**
- Enter No in **Show Costs** to default not showing purchase costs on the item screen
- Enter No in **View Costs** to prevent an employee from viewing purchase costs

The screenshot shows the 'Employee' configuration window. At the top, there are buttons for 'Show Security', 'Show Inactive', 'Add', 'Delete', and 'Close'. Below these is a table with the following data:

	Employee	Name	Phone	Email	Connections ID	Active
▶ Select	LANCE	Lance Haerberle		Lance@StudioITinc.com	2	Yes
* Select						

Below the table is a detailed configuration form for the selected employee 'LANCE':

- Employee: LANCE
- Name: Lance Haerberle
- Address: [Empty]
- City, State, Zip: [Empty]
- Phone: [Empty] Fax: [Empty]
- E Mail: Lance@StudioITinc.com
- Title: [Empty]
- Active: Yes (dropdown)
- Start Date: [Empty]
- Termination: [Empty]
- Social Security: [Empty]
- Connections ID: 2
- Contact: [Empty]
- Phone: [Empty]
- Group: [Empty]
- Activity: [Empty]
- Department: 01 (dropdown)
- Password: LANCE
- Report Security: 99
- Employees: Yes (dropdown)
- Print Orders: Yes (dropdown)
- Void Orders: Yes (dropdown)
- Print Invoices: Yes (dropdown)
- Void Invoices: Yes (dropdown)
- Add Address: Yes (dropdown)
- Delete Address: Yes (dropdown)
- Add Inventory: Yes (dropdown)
- Rate: 0
- Commission %: 0
- Office Checks: Yes (dropdown)
- PO Checks: Yes (dropdown)
- Enter Checks: Yes (dropdown)
- PO Vouchers: Yes (dropdown)
- Enter Receipts: Yes (dropdown)
- View Receipts: Yes (dropdown)
- Print Address: Yes (dropdown)
- Delete Auto Rem: Yes (dropdown)
- Show Costs: Yes (dropdown)
- View Costs: Yes (dropdown)
- View Profit: Yes (dropdown)
- Cost Rates: Yes (dropdown)
- General Ledger: Yes (dropdown)

# STUDIO DESIGNER

## Hide Costs

### Design Items and Showing Purchase Costs

Purchase Costs may default as shown or not shown on the Design Item Screen. You can also prevent employees from viewing the Purchase Costs all the time.

To hide purchase costs

- Open a design item
- If the employee security for **Show Cost** is set to No, the cost will not be shown
- To view the Purchase Costs select **Show Costs**
- To hide the Purchase Costs select **Hide Costs**
- If the employee security for **View Cost** is set to No, the cost may not be shown

The screenshot shows the Microsoft Access - [Design Item] window. The form is divided into several sections:

- Item Section:** Contains fields for Client (DOUGLAS), Project (001), Room (001), Item (001), Component (A), Vendor (MAX), Ship To (CANYON), Sales Code (FURN), Designer, Inventory, Catalog, Code 1, Code 2, and Finish (FINISHA). It also includes Proposal # (0001), P.O. # (23), Invoice # (1), Ship Via (Best Way), Terms (50% Deposit), FOB, Date Req, Attention, Sidemark (Venetian Console v), Department (01), Specifier (No), CFA, and Expediting.
- Entry Section:** Contains a text box with the value "Venetian Console with Marble Top".
- Costs Section:** Includes buttons for "Show Costs", "Image", "Duplicate", "Sales Tax", and "100% Deposit".
- Table Section:** A table with columns for Unit, Quantity, Unit Cost, Sub Total, Price, Mark Up Percent, Mark Up Amount, Total, Taxable, Deposit Percent, and Deposit Amount. The table shows a total selling price of \$4,893.15 and a total deposit amount of \$2,441.58.

Unit	Quantity	Unit Cost	Sub Total	Price	Mark Up Percent	Mark Up Amount	Total	Taxable	Deposit Percent	Deposit Amount
Each	1	\$0.00	\$0.00	\$3,470.00			\$3,470.00	Yes	50	\$1,735.00
				\$1,041.00	30	\$1,041.00	\$4,511.00	Yes	50	\$520.50
Freight:				\$0.00	30	\$0.00	\$0.00	Yes	50	\$0.00
Crating:				\$0.00	30	\$0.00	\$0.00	Yes	50	\$0.00
Installation:				\$0.00	30	\$0.00	\$0.00	Yes	50	\$0.00
Other:				\$0.00	30	\$0.00	\$0.00	Yes	50	\$0.00
Sales Tax:							\$372.15			\$186.08
Total:							\$4,893.15			\$2,441.58