PIVOT.
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# COVID-19 Revenue and Expense Tracking Document
# Step-by-Step Process

This document is a guide to tracking profit and losses in PIVOT.'s Revenue and Expenses Tracking Sheet. It has been laid out to easily track and report on net losses due to the COVID-19 pandemic. However, with any sort of financial planning, there are individual situations that affect the outcomes. We have aimed to create the tracking document to be simplified and that this document will complement how to fill out the sheet.

This document will guide you through the document created and then also provide specific scenarios as they may relate to you. It can be used to track projects, venue rentals, day-to-day operations, or a yearly outlook.

**Note:**
There is a Google Sheets version of this document (recommended) and an Excel version of this document. Due to limitations with Apple Numbers and OpenOffice Calc, these are not supported. However, Google Sheets is free with a Google account and the use of the Google Drive suite boasts a host of other benefits, too.

The Google Sheets version offers this above the Excel version:

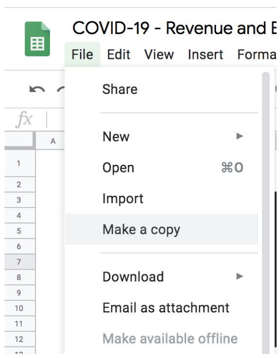
- It is free and everyone is always using the same version
- Support for multi-language translation through the built-in Google Translate function to any language supported by Google Translate (coding has been done for your benefit on fixed text items)
- Automated features, including automatically adding new 'Project' sheets created to the summary roll up on the main sheet
- Built-in feature to link documents stored in your Google Drive to a cell
- Can be shared with multiple users at the same time who can also make edits at the same time. However, it can also be set to 'Make Available Offline' in order to use the document when not connected to the internet. There is Excel Online, but it is not free.

**Walkthroughs**:
Google Sheets
Microsoft Excel (v16.35)

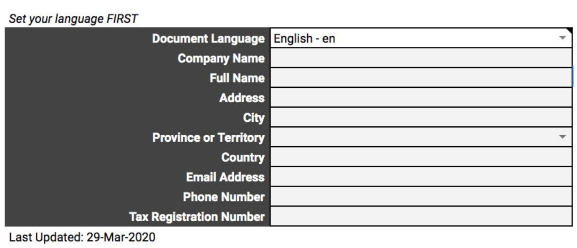
**Note:**
Only edit cells that are in light grey. Editing any other cells will produce errors.

## Google Sheets

(1) Open the link provided to you and make a copy of the document and save it to your Google Drive. Use **OrganizationName** or **LastName,FirstName** and then the document name.

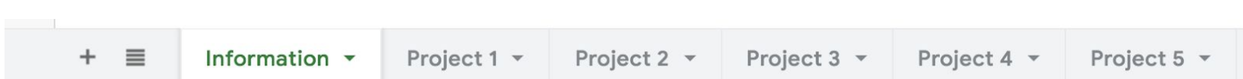



(2) On the main 'Information' tab, set the language of the document by clicking the dropdown arrow and allow the document a moment to translate all texts.




Enter in the rest of the information in the grey cells as they apply to you. For the **Google Sheets** version, nothing else needs to (or should be) edited on this page.

(3) On the bottom of the Google Sheet document, you will see a few tabs. You see the sheet that you are in currently called 'Information' and then next to them are *Project 1*, *Project 2*, *Project 3*, *Project 4*, and *Project 5*. This document tracks your revenues and expenses on a per project, event, engagement, etc., basis. Or, you can use one of these Project tabs to track general expenses, too.



You can add more projects by duplicating one of the Project tabs. You can also delete projects and rename them, too. If you do *add*, *delete*, or *rename* a tab, then on the main 'Information' page, you will need to *uncheck* and *recheck* the box in the image below, which is located at the top right of the document. Doing this refreshes the summary rollup to include the *added*, *deleted*, or *renamed* Projects. There are also 'error' notes set up to let you know to do this. In the **Excel** version, this feature is not available and will need to be manually adjusted - see the **Excel** guide for this.

☑ **If you change the name of projects, add projects, or delete projects, then uncheck and check this box.**

Any new projects should be added *after* the Information tab.

(4) When you go into a *Project* tab, fill out the information at the top as it relates to the project. Fill out as much or as little information as you need to; however, the information that *must* be filled out are the 'Province or Territory' dropdown list and the 'Status of Project' dropdown list (indicated in red) as the mathematical formulas in the document rely on understanding where the project was to take place and if it is still happening, has been postponed, or is cancelled.

| | |
|---|---|
| **Full Name** | |
| **Client Name or Project Name** | Technical Labour for Rock Concert |
| **Venue and/or Address** | Example Centre for the Performing Arts |
| **City** | Ottawa |
| **Province or Territory** | Ontario |
| **Contact Person** | some person |
| **Contact Email** | some email address |
| **Contact Phone Number** | some phone number |

*do not add or edit the position of the fields above*

| | |
|---|---|
| **Start Date of Project** | 15-Mar-2020 |
| **End Date of Project** | 15-Mar-2020 |
| **Estimated Attendance (if applicable)** | N/A |
| **Contract Staus** | Contracted |
| **Date Contract Was Signed** | 18-Dec-2019 |
| **Status of Project** | Forced Cancellation |
| **Date Change in Status Was Made (if applicable)** | 14-Mar-2020 |
| **New Date (if date is postponed)** | N/A |

*do not add or edit the position of the fields above*

| | |
|---|---|
| **Project Description** | Technical Labour for Event |

Don't add or move the position of these boxes.

(5) In the **Revenue** section of the document, enter in the relevant information (description below). If you need to add more lines, then be sure to do it above or below the topmost and bottommost line. Doing so means that you do not need to add or check any formulas as anything added in between will automatically get *all* formulas!

**REVENUE**
*edit the grey cells only*

| Quantity or Number of Hours | Date | Item or Description | Rate or Price | Unit Type | Is This Actual or Forecasted Revenue? | If it is 'Actual' and the event has been cancelled or postponed, then has it been refunded by you? Enter 'Y' or 'N' | Subtotal | Did you or will you charge tax? |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | 350.00 | |
| | | *ADD NEW ITEMS BELOW THIS LINE* | | *ADD NEW ITEMS BELOW THIS LINE* | | | | |
| 10.00 | *15-Mar-2020* | Technical Labour for Concert Event | 35.00 | *per hour* | Forecasted | N | 350.00 | ☑ |
| | | | | | | | | |
| | | *ADD NEW ITEMS ABOVE THIS LINE* | | *ADD NEW ITEMS ABOVE THIS LINE* | | | | |

**Quantity or Number of Hours Worked** - enter in the quantity of the revenue that was earned or was to be earned

**Date** - enter the date that the revenue was earned or to be earned

**Item or Description** - describe the revenue

**Rate or Price** - enter the hourly rate or the total price of the revenue earned or to be earned

**Unit Type** - enter, for example, if the *Rate or Price* is per hour, per art piece sold, per day, etc.

**Is This Actual or Forecasted Revenue?** - this is really important as it tracks your *actual* losses versus your *forecasted* losses. When presenting this to an agency that requires a document backing up your actual losses, it will be important to have this recorded. Enter ‘Actual’ or ‘Forecasted’ or you can use the dropdown menu.

**If it is ‘Actual’ and the event has been cancelled or postponed, then has it been refunded by you?** - in this cell, you are indicating if the payment you received had to be refunded by you. Enter ‘Y’ or ‘N’ or you can use the dropdown menu. For example, if you are a **venue** and a client who was renting from you had to cancel due to COVID-19 and you offered them a refund, then you would indicate ‘Y’ in this cell because a refund will count as *revenue lost*. As another example, if you are an artist and you received an initial payment for an upcoming performance, but the performance has been cancelled and, therefore, you will not be performing and you give the payment back, then indicate ‘Y’ in this cell.

**Did you or will you charge tax?** - you may or may not charge federal and provincial tax on all services and items, so this indicated on a *per item basis*. Check the box if you did or will or leave it unchecked if did not or will not.

At the end of the document is a column that says "**Add a Link to the Backup Document (eg. contract, invoice, receipt, email thread, etc.”**, which is where you can add links to documents that back up the line item. If you store your documents on Google Drive, then you can right-click (or left-click if using a left-handed mouse) and select ‘Insert Link’ and then search the name of the document that you want to link into the cell. Alternatively, you can open the document that you want to link, copy its URL (the long string of text in the address bar of your web browser) and paste it into this cell.

The benefit of linking documents to line items is that you are providing back up to your line item, which will be important if you are required to prove this. This document helps you organize all of your back up documents!

(6) Follow the same steps above for the **Expenses** part of the document. But, do not put your lost revenues in here! The **Revenues** section records your forecasted revenues lost based on if the status of the project is cancelled. Here is my example below:

**EXPENSES**
*edit the grey cells only*

| Quantity or Number of Hours | Date | Item or Description | Rate or Price | Unit Type | Is This an Actual or a Forecasted Expense? | If it is 'Actual' and the event has been cancelled or postponed, then has it been refunded to you? Enter 'Y' or 'N' | Subtotal | Were you or will you be charged tax? |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | 97.91 | |
| | | *ADD NEW ITEMS BELOW THIS LINE* | | *ADD NEW ITEMS BELOW THIS LINE* | | | | |
| 1.00 | *15-Mar-2020* | Car Rental to Attend Shift | 53.68 | *per day* | Actual | Y | 53.68 | ☑ |
| 1.00 | *15-Mar-2020* | Gasoline for Car Rental | 44.23 | *as per receipt* | Forecasted | | 44.23 | ☐ |
| | | | | | | | | |
| | | *ADD NEW ITEMS ABOVE THIS LINE* | | *ADD NEW ITEMS ABOVE THIS LINE* | | | | |

(7) You are done tracking the first project using this Google Sheets document! Now, you can fill out the next project. But, if you add more projects, delete some, or rename them, then be sure to uncheck and recheck that box on the 'Information' page.

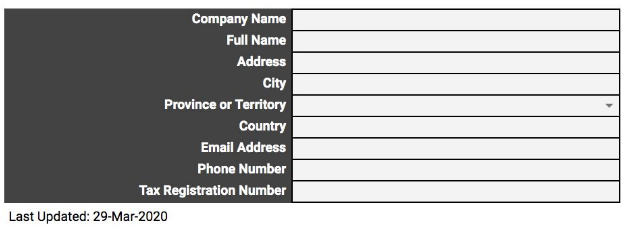
(8) The summaries on the bottom of each *Project* tab and on the *Information* tab are meant to summarize the data that you have entered and are for data tracking purposes. Figures inclusive of and exclusive of taxes are provided for the benefit of reporting both where and if required. There is a master summary called **Net Summary of Revenues and Expenses** and then a breakdown of such called **Breakdown of Revenues and Expenses**. These give you both a high level overview as well as a detailed overview of your entries.

**If you have questions about the math behind how the document works, or are having problems or questions about how to enter information please email us at [info@itspivot.com](mailto:info@itspivot.com) and we are happy to help.**

## Microsoft Excel (v16.35)

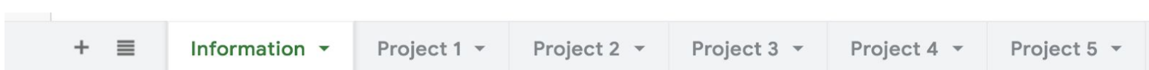
(1) Download the document and rename it using **OrganizationName** or **LastName,FirstName** and then the document name.

(2) On the main 'Information' tab, set the language of the document by clicking the dropdown arrow and allow the document a moment to translate all texts.




Enter in the rest of the information in the grey cells as they apply to you.

(3) On the bottom of the Excel document, you will see a few tabs. You see the sheet that you are in currently called 'Information' and then next to them are *Project 1*, *Project 2*, *Project 3*, *Project 4*, and *Project 5*. This document tracks your revenues and expenses on a per project, event, engagement, etc., basis. Or, you can use one of these Project tabs to track general expenses, too.




You can add more projects by making a copy of one of the Project tabs. You can also delete projects and rename them, too. If you do *add*, *delete*, or *rename* a tab, then on the main 'Information' page, you *must* add, remove, or update the name of the project on the rightmost side of the *Information* tab (see the image below/on the next page). Doing this refreshes the summary rollup to include the *added*, *deleted*, or *renamed* Projects. There are also 'error' notes set up to let you know to do this. In the **Google Sheets** version, there is a separate process for this. See the **Google Sheets** guide for this.

| |
|---|
| **LIST OF PROJECT/TAB NAMES (update after adding, deleting, and renaming tabs!)** |
| Project 1 |
| Project 2 |
| Project 3 |
| Project 4 |
| Project 5 |

**Note:** Any new projects should be added *after* the *Information* tab.

(4) When you go into a *Project* tab, fill out the information at the top as it relates to the project. Fill out as much or as little information as you need to; however, the information that *must* be filled out are the 'Province or Territory' dropdown list and the 'Status of Project' dropdown list (indicated in red) as the mathematical formulas in the document rely on understanding where the project was to take place and if it is still happening, has been postponed, or is cancelled.

| | |
|---|---|
| Full Name | |
| Client Name or Project Name | Technical Labour for Rock Concert |
| Venue and/or Address | Example Centre for the Performing Arts |
| City | Ottawa |
| Province or Territory | Ontario |
| Contact Person | some person |
| Contact Email | some email address |
| Contact Phone Number | some phone number |
| *do not add or edit the position of the fields above* | |

| | |
|---|---|
| Start Date of Project | 15-Mar-2020 |
| End Date of Project | 15-Mar-2020 |
| Estimated Attendance (if applicable) | N/A |
| Contract Staus | Contracted |
| Date Contract Was Signed | 18-Dec-2019 |
| Status of Project | Forced Cancellation |
| Date Change in Status Was Made (if applicable) | 14-Mar-2020 |
| New Date (if date is postponed) | N/A |
| *do not add or edit the position of the fields above* | |

| | |
|---|---|
| Project Description | Technical Labour for Event |

Don't add or move the position of these boxes.

(5) In the **Revenue** section of the document, enter in the relevant information (description below). If you need to add more lines, then be sure to do it above or below the topmost and bottommost line. Doing so means that you do not need to add or check any formulas as anything added in between will automatically get *all* formulas!

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 11 | | | | | | | | | | |
| 12 | **REVENUE** | | | | | | | | | |
| 13 | *edit the grey cells only* | | | | | | | | 0.00 | |
| 14 | Quantity or Number of Hours | Date | Item or Description | Rate or Price | Unit Type | Is This Actual or Forecasted Revenue? | has been cancelled or postponed, then has it been refunded by you? Enter 'Y' | | Subtotal | Did you or will you charge tax? Enter 'Y' or 'N' |
| 15 | | | *ADD NEW ITEMS BELOW THIS LINE* | | *ADD NEW ITEMS BELOW THIS LINE* | | | | | FALSE |
| 16 | 0.00 | | Enter item | 0.00 | *Enter unit type* | | | | 0.00 | N |
| 17 | 0.00 | | Enter item | 0.00 | *Enter unit type* | | | | 0.00 | N |
| 18 | 0.00 | | Enter item | 0.00 | *Enter unit type* | | | | 0.00 | N |
| 19 | 0.00 | | Enter item | 0.00 | *Enter unit type* | | | | 0.00 | N |
| 20 | 0.00 | | Enter item | 0.00 | *Enter unit type* | | | | 0.00 | N |
| 21 | | | *ADD NEW ITEMS ABOVE THIS LINE* | | *ADD NEW ITEMS ABOVE THIS LINE* | | | | | FALSE |
| 22 | | | | | | | | | | |

**Quantity or Number of Hours Worked** - enter in the quantity of the revenue that was earned or was to be earned

**Date** - enter the date that the revenue was earned or to be earned

**Item or Description** - describe the revenue

**Rate or Price** - enter the hourly rate or the total price of the revenue earned or to be earned

**Unit Type** - enter, for example, if the *Rate or Price* is per hour, per art piece sold, per day, etc.

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| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **EXPENSES** | | | | | | | | |
| *edit the grey cells only* | | | | | | | 0.00 | |
| Quantity or Number of Hours | Date | Item or Description | Rate or Price | Unit Type | Is This an Actual or a Forecasted Expense? | has been cancelled or postponed, then has it been refunded to you? Enter 'Y' | Subtotal | Were you or will you be charged tax? |
| | | ***ADD NEW ITEMS BELOW THIS LINE*** | | ***ADD NEW ITEMS BELOW THIS LINE*** | | | | |
| 0.00 | | Enter item | 0.00 | *Enter unit type* | | | 0.00 | N |
| 0.00 | | Enter item | 0.00 | *Enter unit type* | | | 0.00 | N |
| 0.00 | | Enter item | 0.00 | *Enter unit type* | | | 0.00 | N |
| 0.00 | | Enter item | 0.00 | *Enter unit type* | | | 0.00 | N |
| 0.00 | | Enter item | 0.00 | *Enter unit type* | | | 0.00 | N |
| | | ***ADD NEW ITEMS ABOVE THIS LINE*** | | ***ADD NEW ITEMS ABOVE THIS LINE*** | | | | |

(7) You are done tracking the first project using this Google Sheets document! Now, you can fill out the next project. But, if you add more projects, delete some, or rename them, then be sure to update the list on the 'Information' page!

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