

NAVIGATING MODELPRO™

THE BUTTON BAR

Most of the features in modelPro can be accessed with the Button Bar. The buttons are described below.



All Bookings

All your bookings are listed in the **All Bookings** window. Each booking shows the invoice client, voucher date, agency, where you shot it, the booking total and what portion of the booking remains unpaid.



New Booking

All your bookings and commercials are entered by clicking on this button.



Bookings Search

In the Bookings Search window search your bookings for all unpaid jobs; all paid jobs; jobs by one client; or jobs with one agency.



Payments

All the payments are listed in the Payments window. Each payment shows the date paid, check # (if any), agency, payment gross, payment net, amount received and amount still unpaid, (if any).



Comparison View

Compare your bookings, agencies, earnings, clients and more.



Taxable Income View

The Taxable Income View shows your taxable income for a specified timeframe, including reimbursed expenses. Select a tax-rate percentage and see the approximate tax due.



Bookings Summary View

In the Bookings Summary View your bookings are broken down into rates and job types. You can see how much of your income is from advertising vs. catalog; how much you made in overtime; in travel; and more.



MyExpenses

In MyExpenses keep track of your tax-deductible expenses (taxis, subways, gas, cosmetics, manicures, etc.). Imagine printing out all of your expenses separated into categories in one click. **No more going through piles of receipts at the end of the year.**



Lists

modelPro lists all the Agencies, Clients, Editors, Photographers, Hair Stylists Makeup Artists and Stylists you have worked with. Now you can print a client list for your booker in one click!



MyAnswer

In MyAnswer choose from some preset questions and get quick answers. From **“How much money is outstanding?”** to **“What did I earn this month?”**. MyAnswer is the quickest, easiest way to see how you are doing.



MySearch

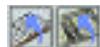
In MySearch you can find anything you entered anywhere in modelPro. Just type in a word or name and modelPro will find every item where your entry appears.



MyHelp

Click this button or any question marks to access modelPro's Online Help.

THE GET IT BUTTONS



You will find the **“Get It”** buttons throughout modelPro. These buttons take you instantly to any booking or payment that is highlighted.

KEEPING TRACK OF YOUR INCOME AND EXPENSES

TAXABLE INCOME VIEW

The **Taxable Income View** keeps you updated on your total taxable income for the month, quarter, year or any timeframe you choose. You can also see if you are paying the correct amount in quarterly estimated tax payments using modelPro's percentage popup menu (click on the handle at the bottom of the window to access the tax popup) . When you choose a percentage modelPro will calculate the approximate tax you should pay for that period.

How do you know which percentage to choose?

There are Three Possibilities:

1. Generally speaking if you live in a "high tax state" and have a lot of deductions 20% will give you a good idea of your estimated tax payments. If you have an average amount of deductions you may want to choose 25%-30%.
2. The best way of course is to ask an accountant that specializes in taxes for models. He/She should be able to tell you what percentage of your gross earnings to save.
3. Look at your past tax returns and see what percentage of your gross earnings you paid in taxes to the IRS, the State and the City (if applicable).

Once you have chosen a percentage you can see instant calculations of the tax due for the timeframe you selected. The best thing about modelPro's Taxable Income View is it only totals the money you were actually paid not the money you earned.

Visit our website www.BLITZWORKS.com for more information on "modeling and taxes".

THE REPORTS

At the end of the year keep a paper record of all your bookings, payments, appointments and expenses with reports in modelPro.

Personal Reports

In the Personal Reports section you will find reports on your Bookings, Payments, Reimbursed Expenses, Appointments and printable lists of Clients, Agencies, Photographers and more. At the end of each year you should print the itemized reports found in this section for your records. The Reimbursed Expense Reports may help you comprehend the 1099 totals since some agencies add reimbursed expenses to gross earnings and some don't. The **Paid Reimbursed Expense Report** will help you see instantly how much was paid to you in reimbursed expenses by each agency. The **Appointments Report** will list all your appointments for the year so you don't have to keep a big bulky datebook and you'll have printed documentation in case of an IRS audit. The **Bookings Report** and **Payments Report** list all your bookings and payments for the year.

Tax Reports

Reports to give to your accountant and help you with tax preparation can be found in the Tax Reports section. The **Taxable Income Report** totals your taxable income for the year separated by agency. You should print an **Itemized Taxable Income Report** for your records and give a **Summarized** one to your accountant. The **Commercial Taxable Income Report** lists your income from commercial agencies subtotaled by employers (w-2 issuers) and includes the taxes withheld. The **Agency Deduction Report** lists all your agency deductions and totals them by category, very important for your accountant as well.

MyExpense Reports

These reports total all your personal tax-deductible expenses and separate the expenses into tax categories. You should print one **Itemized Category Report** for your records and one **Summarized Category Report** for your accountant.