FARMERS MARKET EXCEL SHEET

❖ Fill out using YELLOW vendor sheet
   ➢ Go to SHEET with Vendors name
     ■ LOCATED AT BOTTOM OF EXCEL SHEET
   ➢ Go to Date on YELLOW Sheet on excel sheet
     ■ Fill out amount of Snap and DUFB in they given columns on the specific date written.
   ➢ THE EXCEL SHEET WILL AUTOMATICALLY ADD UP TOTAL IN “TOTAL FOR CHECK” BLUE SECTION ON BOTTOM RIGHT

❖ WRITING CHECKS
   ➢ Go to each SHEET with vendors names
     ■ Write down vendors name on check
     ■ Date the check from the last day of money collection
     ■ AMOUNT IS LOCATED IN BLUE BOX LABELED “TOTAL FOR CHECK”

❖ After Reimbursement
   ➢ Make all rows say “Y” up to date written on check
   ➢ Once the boxes say “Y” it will no longer add up those dates.

❖ Need a new vendor sheet?
   ➢ GO TO SHEET LABELED “OPEN”
   ➢ RIGHT CLICK ON LABEL “OPEN”
   ➢ GO TO LABEL “MOVE OR COPY”
   ➢ CLICK BOX ON BOTTOM LEFT LABELED “CREATE A COPY”
   ➢ SCROLL DOWN TO BOTTOM OF VENDOR LIST AND CLICK “(MOVE TO END)”
   ➢ PRESS “OK”
   ➢ A NEW SHEET WILL BE MADE NAMED “OPEN (2)”
   ➢ Right CLICK ON THIS SHEET AND CLICK RENAME
   ➢ NAME THIS SHEET AFTER THE NEW VENDOR
     ■ Ie. “FARMERS COMPANY”
   ➢ OPEN NEW SHEET
   ➢ TYPE VENDOR NAME IN THE TOP LEFT BLUE BOX
     ■ Ie. “FARMERS COMPANY”
   ➢ CONGRATS YOU HAVE A NEW SHEET
   ➢ REPEAT FOR EACH VENDOR