

## 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 DUFEB 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**