

Filling in the ANNUAL INCOME Sheet

The screenshot shows the 'ANNUAL INCOME' spreadsheet with various sections:

- WARNINGS:** ONLY CHANGE VALUES IN YELLOW CELLS. DO NOT! DO NOT! DO NOT CHANGE ANYTHING IN OTHER CELLS - You can kill the whole program!
- INSTRUCTIONS:** Enter your data in the yellow cells. To clear a cell use **Delete** key on keyboard ONLY.
- ANNUAL (YEARLY):** Enter ANNUAL (YEARLY) pay (\$ / Year), the rest get calculated.
- WEEKLY WORK SCHEDULE:** Hours worked/day (8), Days worked/week (5).
- WEEKS Worked in the Year:** Weeks worked/year (40).
- ANNUAL PAY:** \$ / annual pay (\$80,000.00).
- Summary:** Total Expenses (\$29,32), Actual Pay (\$38.38), Effective Pay (\$29.42), Remaining Effective Funds (\$8,958).

Your entries go only in the **yellow cells**.

ENTER ALL NUMBERS WITHOUT “,” “\$” (comma and dollar sign) symbols, FORMATTING TAKES CARE OF THAT.

1. **ANNUAL (YEARLY)** **WEEKLY WORK SCHEDULE** **ENTER your workschedule**

Hours worked/day: 8 enter the av
 Days worked/week: 5 enter the av

2. **WEEKS Worked in the Year** **ENTER Weeks worked per year (40 in this example)**

Weeks worked/year: 40 **←---If you**
 40.0000 weeks =

3. **Annual Pay Worksheet** **ENTER Amount of Pay** **for example:if paid quarterly (four times a year) enter 4**

of times paid/yr: 4
 my annual pay is: \$0.00 **enter this number in \$ / year worked, cell B17.**

If you are not paid once a year , like quarterly (four times a year) , **ENTER information as shown and copy data to B17 as directed. OTHERWISE GO DIRECTLY TO 4**

4. **ANNUAL PAY** **ENTER \$ per year (annual pay) (\$80,000.00 in this example).**

\$ / annual pay: \$80,000.00

5. **Hyperlink to EXPENSES sheet**

NAVIGATION - GOTO
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[HOURLY INCOME Sheet](#)
[DAILY INCOME Sheet](#)
[WEEKLY INCOME Sheet](#)
[MONTHLY INCOME Sheet](#)
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