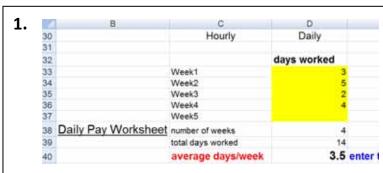# Filling in the DAILY Sheet

Your entries go only in the yellow cells

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

1.

If your days varying over the weeks, then **ENTER your days for the weeks as shown. Then ENTER the average days/week number in B12 as directed. OTHERWISE GO DIRECTLY TO 2.**

2.

ENTER <u>your</u> work schedule

Hours worked per day (8 in this example)

Days worked per week (3.5 in this example)

3.

ENTER Weeks worked per year (in this example here 52.14... **by typing "*fullyear*"** instead of the number)

4.

ENTER $ per day worked (in this example $160.00)

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5. **Hyperlink to EXPENSES Sheet**