

Filling In the MONTHLY INCOME sheet

The screenshot shows the 'MONTHLY INCOME' spreadsheet with several key 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.
- MONTHLY WORK SCHEDULE:**
 - Hours worked/day: 8 enter
 - Days worked/week: 4 enter
 - Weeks worked in the Year: 52.14285714 (or type "fullyear")
- MONTHLY PAY:**
 - \$ / month worked: \$5,600.00
 - Name: Hourly
 - Math Definition: \$ / Hour
- Summary Table:**

	Hourly	Daily	Weekly	Monthly	Annual	% of Eff Pay
Total Expenses	\$36.66	\$293.24	\$1,172.96	\$5,606.79	\$67,161.53	91.01%
Actual Pay	\$40.27	\$322.19	\$1,288.77	\$5,600.00	\$67,200.00	100.00%
Effective Pay	\$40.27	\$322.19	\$1,288.77	\$5,600.00	\$67,200.00	100.00%
Remaining Effective Funds	\$3.62	\$28.95	\$115.81	\$593.21	\$6,038.47	8.99%

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

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

1. **MONTHLY WORK SCHEDULE**

9	MONTHLY	Enter
10	WORK SCHEDULE	
11	Hours worked/day	8 enter
12	Days worked/week	4 enter

ENTER your workschedule
Hours worked per day (8 in this example)
Days worked per week (4 in this example)

2. **WEEKS Worked in the Year**

13	WEEKS Worked in the Year	
14	Weeks worked/year	52.14285714 <---If
15		52.1429 weeks

ENTER Weeks worked per year (in this example 52.14... by typing “fullyear”) or the actual number

3. **# of times paid/mo**

31	# of times paid/mo	2.00 for e)
32	Enter Amount of Pay	\$2,800.00
33	Monthly Work Sheet my monthly pay is	\$5,600.00 enter

OTHERWISE GO DIRECTLY TO 4.

If you are not paid once month – but, like semi-monthly (twice a month) **ENTER information as shown and copy data to B17 as directed.**

4. **MONTHLY PAY**

16	MONTHLY PAY	
17	\$ / month worked	\$5,600.00
18		\$40.:
19	Name	Hou

ENTER \$ per Month worked (\$5,600.00 in this example)

5. **Hyperlink to EXPENSES Sheet**

NAVIGATION - GOTO

- START_Sheet
- HOURLY_INCOME_Sheet
- DAILY_INCOME_Sheet
- WEEKLY_INCOME_Sheet
- MONTHLY_INCOME_Sheet
- ANNUAL_INCOME_Sheet
- EXPENSES_Sheet