

GETTING STARTED

Filling Start Sheet

START SHEET

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. Enter your date in the yellow cell. The pay rate of your PRIMARY INCOME is H (hours), D (daily), V (weekly), M (monthly), or A (Annual (Yearly)).

NAVIGATION - GOTO: Then goto HOURLY_INCOME_Sheet, DAILY_INCOME_Sheet, WEEKLY_INCOME_Sheet, MONTHLY_INCOME_Sheet, ANNUAL_INCOME_Sheet, EXPENSES_Sheet.

HISTORY OF YOUR ENTRIES and RESULTS: This is a SUMMARY of your data enter Weekly Income. DO NOT CHANGE ANYTHING HERE!

WORK SCHEDULE: Hours per Week: 40, Days per Week: 5.8, Weeks Worked in the Year: 52.

YOUR PAY RATE: \$/Week: \$1,000.00, Hourly: \$24.41, Daily: \$488.00, Weekly: \$1,000.00, Monthly: \$4,000.00, Annual: \$48,000.00.

Summary Table:

	Hourly	Daily	Weekly	Monthly	Annual
Total Expense	\$146.81	\$1,078.95	\$5,078.23	\$5,086.79	\$61,618.52
Actual Pay	\$100.00	\$240.00	\$1,000.00	\$5,000.00	\$60,000.00
Effective Pay	\$23.01	\$484.11	\$920.05	\$4,000.00	\$48,000.00
Remaining Effective Funds	-\$123.87	-\$999.94	-\$4,958.69	-\$1,086.79	-\$10,161.52

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

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

1. Choose Pay Rate Sheet on which you want to enter your Income data.

ENTER ONE WHY? If your pay rate

- Hourly, enter **H** in the yellow box.
- Daily, enter **D** in the yellow box.
- Weekly, enter **V** in the yellow box.
- Monthly, enter **M** in the yellow box.
- Annual (Yearly), enter **A** in the yellow box.

Best Choice:

If you get a pay stub with your pay, then it is best to use the time frame of your pay stub. This is because it usually lists all of your income data including deductions. So you can enter

all taxes and other deductions on the expense sheet.

For examples:

- (a) If you get a pay check with stub **weekly** or **bi-weekly** (every two weeks, enter **w** on the **Weekly** line.
- (b) If you get a pay check with stub **monthly** or **semi-monthly** (twice a month), enter **m** on the **Monthly** line.

Second Choice: (Here may have to estimate deductions)

If you know your pay rate **by the hour**, enter **H** on the **Hourly** line.

If you know your pay rate **annually** (a year), enter **A** on the **Annual** line

2.

Hypelink to your chosen Pay Rate sheet.

NAVIGATION - GOTO

- Then goto [HOURLY_INCOME_Sheet](#)
- Then goto [DAILY_INCOME_Sheet](#)
- Then goto [WEEKLY_INCOME_Sheet](#)
- Then goto [MONTHLY_INCOME_Sheet](#)
- Then goto [ANNUAL_INCOME_Sheet](#)
- Then goto [EXPENSES_Sheet](#)

if expenses