

The **Microsoft Excel** spreadsheet is for tallying your orders. This spreadsheet will add up each seller's order. It calculates the amount of money the seller should have turned in, the cost of the products sold and the gross profit for each seller. It also adds all the individual orders together to get a grand total of each product sold, the total money that should have been collected, the total cost of the products, and the gross profit.

\*\*If you have an **Apple computer**, the formatting and formulas may not work.\*\*

Each seller's order will be packed based on these entries (prepack by Club).

Just a few things to be aware of:

1. \*THIS IS A **MICROSOFT EXCEL SPREADSHEET**. YOU **MUST DOWNLOAD IT ON YOUR COMPUTER, AND SAVE IT. WHEN READY TO ENTER YOUR TOTALS, GO TO EXCEL AND PULL UP THE SPREADSHEET. ONLY INPUT INFORMATION INTO THE SPREADSHEET FROM EXCEL. PLEASE DO NOT ENTER ANYTHING INTO THE SPREADSHEET IF YOU OPENED IT IN YOUR EMAIL. ALL YOUR INFORMATION WILL BE LOST!!! ALSO, THIS SPREADSHEET WILL OPEN UP IN OTHER PROGRAMS, BUT THE FORMULAS WILL NOT WORK CORRECTLY!\***

2. The Club (column "E") is to enter the name of the club, since we will be prepacking the orders by Club.
3. Start by entering the first seller's total order on line 5 and then continue with the additional sellers' orders. Enter just the total items each seller sold, not each individual customer's order. **Please enter the seller's last name first to assist in alphabetizing your fundraiser. Remember your orders will be packed based on the entries made on this spreadsheet.** If they are incorrectly entered, the order will be packed incorrectly. We can make corrections, but it will take a few days to get the products to you. On Delivery Day, we only bring your exact orders for distribution.
4. The spreadsheet calculates the profit percentage based on the total items entered at any one time. So, it will start at the lowest profit level and roll to the next profit level once you have entered that number of sales. For instance, you will be at the 1-249 profit level until you have entered 250 items sold, then it will roll up to the 250 profit level. The final profit % level will be determined once you have entered all your sellers order forms.

5. If you print this spreadsheet, please highlight the area you want to print or it will print the whole spreadsheet. (Many pages!!!)

6. The **BLUE** Highlighted column is for the "Actual money collected". It is a **manual entry by you** and is the actual amount of money the seller turned in. The next column, calculates the "difference" between the amount turned in by the seller and the correct amount due. Some groups like to track this difference, but you don't have to use them.

Good luck with the fundraiser. Please let us know if you have any questions!