1. Download a blank copy of the spreadsheet master from the intranet <http://intranet.brtgroup.com/divisions/pfw>

-or- Copy the spreadsheet master to create a new blank workbook from the store computer desktop.

* (Left click on the master spreadsheet file->Copy, Left click on Desktop->Paste)

1. Rename the spreadsheet for the current pay period end. (ex Employee Tabs Oct-27-2018)
2. Change the date inside the workbook.
3. Enter the employees first name on the first column of sheet 1 titled employee tab. If entered correctly the cell should change colour to match the corresponding worksheet.
4. Enter the items purchased under the second column titled purchased.
5. Enter the total of those purchased in the 3rd column titled cost
6. This should populate the other worksheets for each employee and what they owe.
7. Once everything is entered from the tab sheet, print entire workbook.
8. Enter each employee tab into the till separately and attach a copy of the receipt to their page.
9. All sheets and the original tab sheet go to Payroll to be processed.
10. Phil and Bens Purchases are entered as a total on Sheet one and the receipts labelled with their name and put into the envelope with the others.

***Example:***

