

Tally Program Instructions Sheet



Thank you for choosing to use our Tally Program to submit your orders! The advantages of doing this are: you don't have to make copies of the order forms; you don't have to mail in the order and it's a great way to keep records on file and helps us speed up the process!

Each brochure is a separate tab, with a Summary tab at the start totaling all the spreadsheets together. **This is not compatible with Apple's Numbers.**

1. Start on the tab named Summary, fill in all the area's that are light blue on that sheet.
2. Leave the field named Customer ID blank, this is for office use only.
3. Enter today's date in cell B2, enter your name in cell B3, enter the school name in cell B4.
4. Enter an estimated delivery date in cell B5. This is subject to change and will be verified after the order is received.
5. In cell A11 Start listing each student's name that participated. Note: This will populate these names to the other tabs in the spreadsheet.
6. All the other tabs have our brochure names on them, click one that your group sold.
7. If you used pre-priced brochures, skip to step 8. To ensure accurate profit is calculated check your sales price and cost in rows 4 and 5 on each brochure sheet used.
8. Start filling in the qty of the items sold per student on the same line as each student's name. Note: You don't need to put zeros in the items that were not sold per student. Insure the correct numbers go in under the correct items; this is what we pack the orders from.
9. Repeat step 8 for each brochure sold.
10. If you did not sell the Nature's Finest Fruit brochure, skip to step 11. If you want Profit by Student Information continue, if not skip to step 11. Go to cell AR6 in the Natures Finest Tab, this will show you the total fruit items sold. Refer to this total plus your Fruit Price Sheet sent with your brochures to determine cost per item. Enter the costs per item listed in row 5 of the Natures Finest tab. This will ensure proper profit calculations on your Summary Tab.
11. Once completed, you can go back to the Summary Tab to see totals per student, brochure and group!
12. Save this file and email it to tally.4sns@gmail.com. Once we have the order, we will send you an order confirmation via email.



Mission Statement

4 Seasons level of quality service allows our partners to concentrate on creating lifelong experiences