FY17 SNAP-Ed MYRFA
Invoice Instructions

Please download and save the invoice template from the MNN website.

- There are Macros in the spreadsheet, please accept those when you first open the excel form.
    - Macros protect the file so the formulas and totals stay intact and are reliable

- Sections
    - Each section has more lines than could be used
    - As you complete each section, click on the "Done" button at the top of that section ***(they need to be done in order for it to work right).***
      This action will:
        - leave the first line in each section for continuity
        - remove any other lines with no $ amount in that section
        - Clears the yellow fill
        - The yellow in the cells for org name, address, etc. will disappear once you add your information
    - When all sections are complete, all yellow should be gone

- For subsequent invoices, click "Start New Invoice" button at top to:
    - Clear Date, Invoice #, and Billing Period – and makes those yellow again
    - Clear # of sites and % complete to date – and makes those yellow again
    - Unhide all rows in all sections – and makes all yellow again
    - Clear hours, miles, and $ values for all sections

- The peach fields near the top, off to the right are for the project managers to prefill the total number of sites (based on your project timeline).

- Hover over the first red triangle, follow the instructions and 'Enter the number of sites in which you are programming.

- Hover over the second red triangle, and enter the % completed to date. 'This is a cumulative percentage of intervention implementation. Consider planning, delivery, and evaluation phases. List the percentage of completed activities associated with a particular intervention.'