

Spreadsheet Guide

Step-by-Step Instructions

Problem 15-5 Determining Due Dates and Discount Amounts

Complete the Spreadsheet

- Step 1** Read the instructions for Problem 15-5 in your textbook. This problem involves determining the due date, discount amount, and amount to be paid for six invoices.
- Step 2** Launch the Spreadsheet Problem.

PROBLEM 15-5 DETERMINING DUE DATES AND DISCOUNT AMOUNTS						
(name)						
(date)						
Invoice Number	Invoice Date	Credit Terms	Invoice Amount	Due Date	Discount Amount	Amount to be Paid
					\$0.00	\$0.00
					\$0.00	\$0.00
					\$0.00	\$0.00
					\$0.00	\$0.00
					\$0.00	\$0.00
					\$0.00	\$0.00
TOTAL DISCOUNTS					\$0.00	

- Step 3** Type your name and the current date in the cells containing the *(name)* and *(date)* placeholders.
- Step 4** Type the invoice number, invoice date, credit terms, and invoice amount for the first invoice in the appropriate cells of the spreadsheet template. The spreadsheet template will automatically calculate the due date, discount amount, and amount to be paid for the first invoice.



TIP:

Type dates as month/day in the spreadsheet template. For example, type March 5 as **3/5**. The spreadsheet will automatically convert this to a date format.

- Step 5** Check your work by checking the due date, discount amount, and amount to be paid against your textbook, since the first invoice has been completed for you.
- Step 6** Continue to enter the invoice number, invoice date, credit terms, and invoice amount for the remaining invoices. The due date, discount amount, and amount to be paid will be automatically calculated for each invoice.



TIP: Be careful when you enter the last invoice number: **00985**. Many spreadsheet programs will not recognize the two zeroes at the beginning of the number and will show it in the template as 985. To show the two zeroes at the beginning of the number, you must enter an apostrophe before the number: **'00985**. The apostrophe indicates that the number should be shown as a "label," meaning that all the digits will show including the beginning zeroes.

- Step 7** Save the spreadsheet using the **Save** option from the **File** menu. You should accept the default location for the save, as this is handled by the Accounting Management System.
- Step 8** Print the completed spreadsheet.
- Step 9** Exit the spreadsheet program.
- Step 10** In the Close Options window, select the location where you would like to save your work.
- Step 11** Complete the Analyze activity from your textbook for this problem.

What-If Analysis

Suppose the invoice amount for Invoice #34120 were \$2,001.03. What would the discount be? What would the amount to be paid be?
