

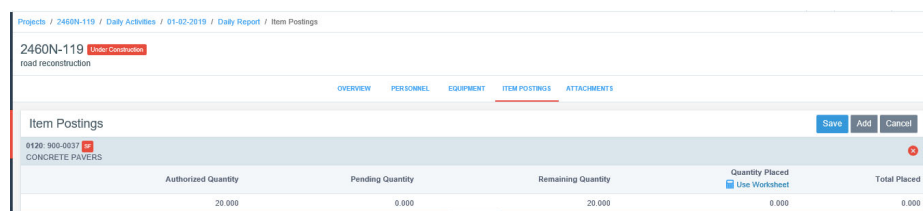
## Worksheet Calculations in Daily Reports

Using worksheets in the Appia® service allows quantities for items in a daily report to be calculated based on the unit of the item. Users enter measurements or variables in order to find the quantity.

Worksheets must be associated with an item and the worksheet setting must be turned on in your project settings in order to use these calculations.

### Using Worksheet Calculations in Daily Reports

When an item with a worksheet association is added to your daily report, use the worksheet calculations to determine the quantity placed for the item. These items will have a **Use Worksheet** link to enter the required values.



| Item Postings                 | Authorized Quantity | Pending Quantity | Remaining Quantity | Quantity Placed | Total Placed |
|-------------------------------|---------------------|------------------|--------------------|-----------------|--------------|
| 0120-900-0037 CONCRETE PAVERS | 20.000              | 0.000            | 20.000             | 0.000           | 0.000        |

Values needed can be as simple as length times width for an area, or a combination of values including the area, gallons used, and temperature. Most worksheets display the formula used for the calculation.

1. Click **Use Worksheet** for the item in the daily report.
2. Enter your information in the worksheet fields.
3. Click **Preview** to see the result of the calculation.
4. Click **Use Worksheet** to add the result to the Quantity Placed field of the daily report.

Once you use the worksheet to determine the placed quantity of an item, you can edit the quantity. If you change the value of the Quantity Placed field, the Appia service displays a Manual flag for the item.

- If you replace the quantity of an item derived from a worksheet calculation, the item will display a Manual tag. The manual tag will be removed for a split item if the calculated quantity is moved to another fund package.
- If an item in use in a draft daily report is then associated with a worksheet, you'll see the posted quantity, but you won't be able to change it until you click the **Use Worksheet** link.

## Worksheet Calculations for Split Items

When you use a worksheet to calculate the quantity placed of a split item, the Appia service displays the result of the calculation in the Quantity Placed field of the first fund package. You must enter the appropriate quantity placed in another fund package field if necessary.

The Manual flag displays if the total quantity placed in one fund package doesn't equal the calculated quantity.