



**MONTHLY ESTIMATE OF CANE CROP  
ELECTRONIC FORM MANUAL**

## INTRODUCTION:

In our attempts to make your life easier, we have created this electronic spreadsheet to be submitted to the Mill group board. The function of this spreadsheet is to help you accurately do your monthly estimates with minimal input. This spreadsheet will also provide you with an easy to access record of all your estimates for the year.

## SPREADSHEET EXPLAINED:

The spreadsheet comprises of 11 columns.

*Column 1* - Enter your field numbers as per your farm map.

*Column 2* - Enter area, in hectares, of field to be harvested.

*Column 3* - Enter weather the crop is Plant or Ratoon. E.g. P, R1, R2....

*Column 4* - Enter variety or varieties in the corresponding field.

*Column 5* - Enter the age of the cane as at the 1st of April in months.

*Column 6* - Enter estimated tons, per hectare, of corresponding field at harvest.

*Column 7* - **Calculated field. Does not require any input.**

*Column 8* - Enter actual tons harvested up to the progressive date.

*Column 9* - Calculates the tons of cane that still need to be harvested from corresponding field, **once the entire field has been harvested this value must be zeroed.**

*Column 10-11* - **Requires no input.** These values initially give you the estimated tones to be harvested for the corresponding field. As you progressively harvest your fields, these values become a more accurate reflection of your expected total tonnage of the harvest.

Totals on bottom of spreadsheet:

1. Total area to be harvested.
2. Total cane area
3. Percentage of total area cut
4. Total tons of cane that has been harvested.
5. Total tons of cane still to be harvested.
6. Total tons estimate to be submitted.
7. Average tons per hectare.

## INSERTING INFORMATION:

There are two different sections that require you to fill in your details, the first is your personal and farm details and the second is your field and estimate details.

### Section 1 – Personal Details

	A	B	C	D	E	F	G	H	I	J	K	
1	<b>MONTHLY ESTIMATE OF CANE CROP</b>											
2	<b>FOR SUBMISSION TO MILL GROUP BOARD</b>											
3								Season:	2009/2010			
4	Grower's Name:		B. Love				Mill:		UCL Company (Pty) Ltd			
5	Address:		P.O. Box 1, Dalton, 3236				Grower's Register No.:		123456-A			
6												

As you can see above I have inserted all my personal details (in red), this will be the same for you. Please remember to put your season in the above format. E.g. 2009/2010.

***N.B.** Remember to periodically save your changes to this spreadsheet.*

### Section 2 – Field and Estimate Details

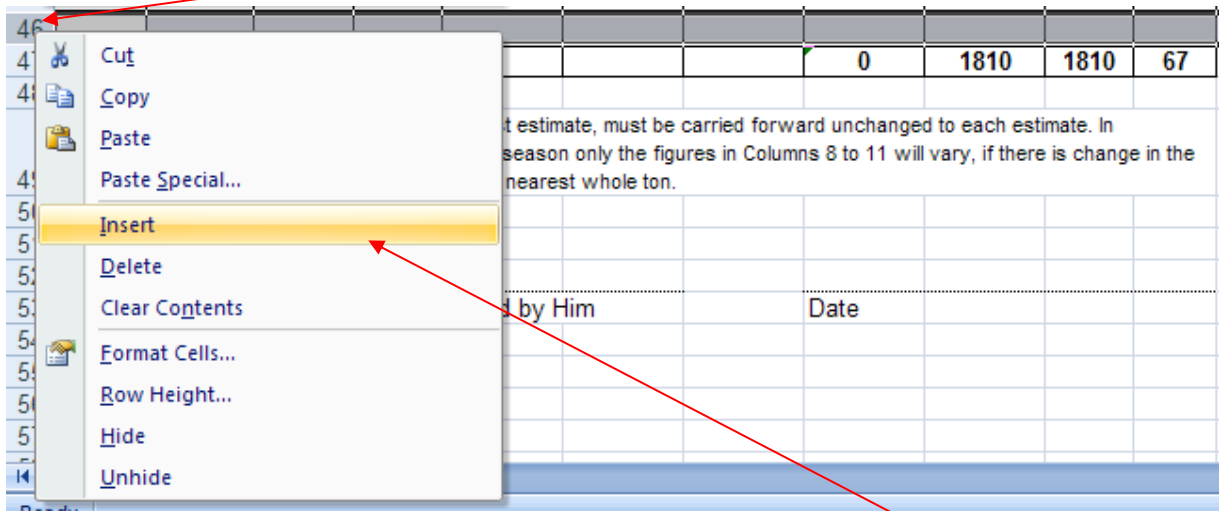
7	DETAILS OF CANE FIELDS				FIRST CANE ESTIMATE			PROGRESSIVE CANE ESTIMATE			
8	FIELD		CANE		Date	CANE YIELD		Date			
9	NUMBER AS PER MAP	AREA IN HECTARES	PLANT OR RATOON P,1,2,3,4...	VARIETY	AGE OF CANE AT 1 APRIL IN MONTHS	TONS CANE PER HECTARE	TOTAL TONS CANE PER FIELD	TONS CANE HARVESTED TO ABOVE DATE	TONS CANE STILL TO BE HARVESTED	TOTAL TONS PER FIELD FOR SEASON	TONS CANE PER HECTARE
10	1	2	3	4	5	6	7	8	9	10	11
11											
12	C01	16.0	R 1	N36	10	70	1120		1120	1120	70
13	C02	3.0	P	N37	10	70	210		210	210	70
14	C03	6.0	R 2	N16	6	80	480		480	480	80
15	C07	2.0				0			0	0	0
16						0			0	0	#####
17						0			0	0	#####
18						0			0	0	#####

Above is an example of the things that you will be inserting into the relevant columns. Please remember the columns and what they are for. Remember that there is no need for you to insert details in the columns 7, 10, and 11, and that in column 9 you are only required to put in a zero value when you have completely harvested your field. If there are any questions as to which column does what please refer back to the previous section, "SPREADSHEET EXPLAINED", in this manual.

**Please remember to insert your First Cane Estimate date.**

## INSERTING MORE FIELD LINES:

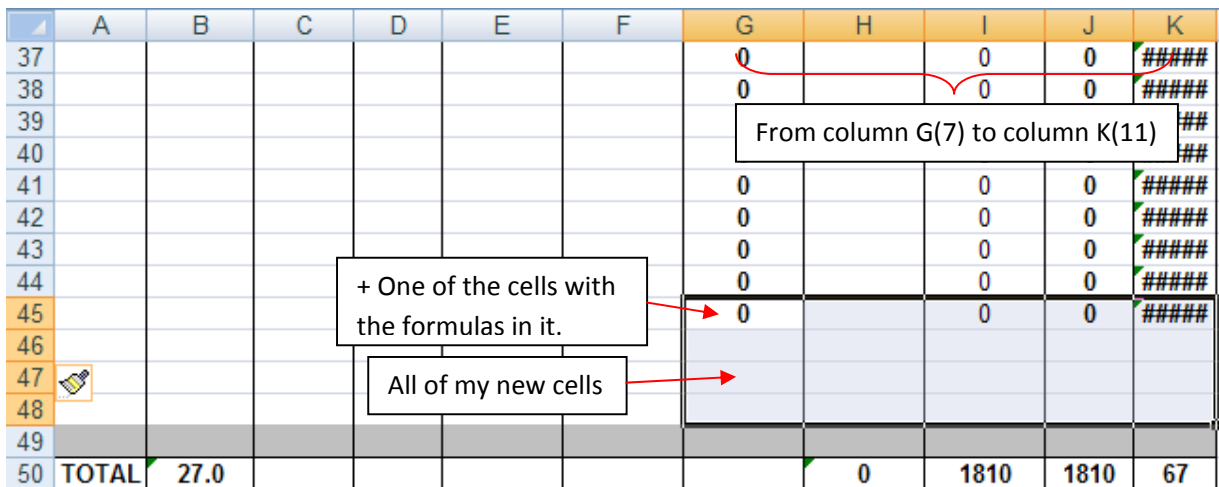
If you happen to have more fields than we have provided rows for, you will be required to insert a new line above the grey row. To do this is quite simple; firstly you will be required to highlight the entire grey row by clicking on the number next to it, in this case number 46.



With your mouse still over the number, right click the number and select the 'Insert' option from the drop down menu. This will insert a new line above the grey line allowing you to insert your new filed.

Repeat the process until you are happy you have enough space to insert all of your fields.

Once you have inserted enough lines, there is one more thing that you will be required to do before you can continue, we need to fill down the relevant formulas into the newly created cells. In my example I found that I needed three more rows, so I followed the instructions above and inserted the three rows. Now I need to fill the formulas down, to do this I highlight all my new cells and one of the previous cells, from column G(7) to column K(11). E.g. G45 to K48.



There are two ways to fill it down, the first is to choose the 'Fill' option from the 'Edit' menu: a side menu should appear. Slide the mouse across on to the side menu and select the 'Down' option.

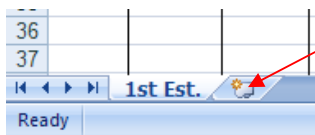
The second is to hold the 'Ctrl' key down on your keyboard and then press the 'D' key.

Right now that you have filled the formulas down to the new rows you are free to complete your form and submit it to your Mill Group Board.

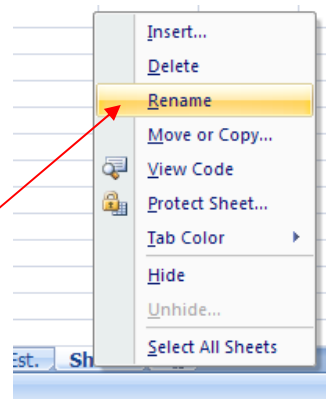
### NEW ESTIMATES:

Once you have completed your 1<sup>st</sup> estimate, and you need to create another estimate, all you will be required to do is create a new worksheet within this spreadsheet and copy and paste the previous worksheets data into the new worksheet and adjust your values.

#### Creating a new worksheet:



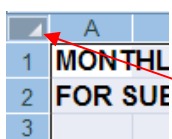
At the bottom of your excel application there is a little tab next to the '1<sup>st</sup> Est.' Worksheet, this is design to easily create a new worksheet. All you need to do is click on it.



Once the new worksheet has been created it is wise to rename it to the next estimate in line, in my example it will be '2<sup>nd</sup> Est.'. To do this all you need to do is right click the new worksheet and select the rename option, this will highlight the name of the worksheet and allow you to type in a new name.

#### Copying the previous sheet:

The easiest way to get the right details across to the new worksheet is to simply copy the whole worksheet and paste it into the new worksheet.



If you have a look at the top of your worksheet, above the numbers of the rows and to the left of the letters of the columns, you will find a square that has a triangle in the bottom right hand corner. If you select this it will highlight the whole worksheet. Please do this from the previous worksheet to the newly created worksheet, in my example it will be from my '1<sup>st</sup> Est.' Worksheet to my '2<sup>nd</sup> Est.' Worksheet.

So I select all of my '1<sup>st</sup> Est.' Worksheet by clicking on the square with the triangle in it and the go to 'Edit' and then 'Copy'. Once that is copied I go to my new worksheet by selecting it on the bottom of my page and either select the same square with the triangle in it or select the very first cell (A1). I then go to 'Edit' and 'Paste', this will insert all of the previous worksheets information into the new worksheet.

Please remember to re-adjust all of your figures on the new worksheet for the new estimate. **Also remember to insert your Progressive Cane Estimate Date (this is the date it is due).**