

Notes

* Any non-standard date format or date outside 1 July - 30 June will raise an alert. Check entry and select 'Yes' to accept/continue.
Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.
Total cost will appear automatically once you put information in rows above.
Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).