

- **Build Ready for Payment**
 - [Ready for Payment \(RFP\)](#) is what we call the document that gets sent to admin to process staff payroll and to close out the event.
 - In the Edit Payroll section of the event, locate the “Actions” button.
 - Select “Premium Event Report”
 - Open the file
 - Click yes to the popup alert
 - Click Enable editing
 - Left Click in cell C1
 - Highlight the information located in the parentheses
 - I.e: (6 Servers 8:30p-12:30a)
 - While highlighted, hold the control key and the x key to “cut” the text
 - Left Click in cell C7
 - Hold the control key and the v key to “paste” the previously cut text into that cell.
 - Once pasted, go to the cell border option in the “Font” menu located at the top of the page.
 - Click the dropdown and select “All Borders”
 - This will put a border around cell C7
 - Left Click in cell C3
 - Highlight the text “-Participants list”
 - Once highlighted, go to the “Font” menu area at the top of the page
 - Click the “Bold” option to unbold the text
 - Change the text size to size 9
 - Change the text to “-RFP”
 - Left Click in cell A8
 - Hold the left click and drag your mouse down and to the right until you have highlighted all cells with shift information in them
 - While Highlighted
 - Go to the “Font” menu area at the top of the page and select the “All Borders” option as learned above.
 - Locate column G which should be “Hours”
 - Select the first blank cell under the box in column “G” and do an AUTOSUM
 - Make sure you are on the “Home” tab of the excel file and locate the “Autosum” button in the top right.
 - When you click “Autosum”, all numbers in that column will add together and paste the sum in the blank cell you had selected.
 - Please ensure the number is formatted as a number and not general or the number will automatically round up to the nearest whole number
 - In the cell with the sum, right click and select “Format Cells”
 - In the list that opens, select number, then OK
 - Locate column J which should be “DIV”
 - Select the first blank cell under the box in column “J” and do an AUTOSUM
 - Make sure you are on the “Home” tab of the excel file and locate the “Autosum” button in the top right.
 - When you click “Autosum”, all numbers in that column will add together and paste the sum in the blank cell you had selected.
 - Please ensure the number is formatted as a number and not general or the number will automatically round up to the nearest whole number
 - In the cell with the sum, right click and select “Format Cells”
 - In the list that opens, select number, then OK
 - Save the file using the same format as the roster and order but add RFP to the end.
 - CP 1.2.20 Downtown 80202 RFP
 - 1.2.20 Jane Doe Aurora 80019 RFP

- Save it in the same folder on your desktop as where you saved the order and roster, if applicable.