

# ***User's Manual***

*for the spreadsheet version  
of  
Coffee Farmers' Database Tool*

User's Manual Version 1.0

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January 29<sup>th</sup>, 2013

## **Summary**

This manual explains how to use the coffee farmers' database. This database allows coffee farmers to maintain yearly records of their coffee production. The spreadsheet contains input fields and output fields with pre-entered formulas that calculate averages, sums, etc. A detailed description of each field and an example scenario is provided in this document.

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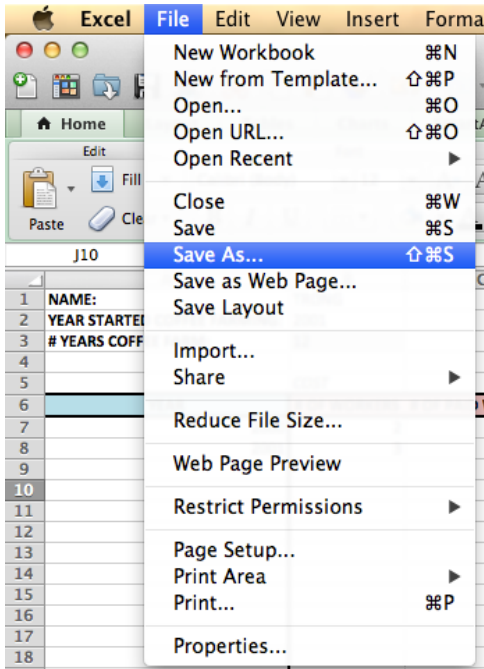
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## Setting Up

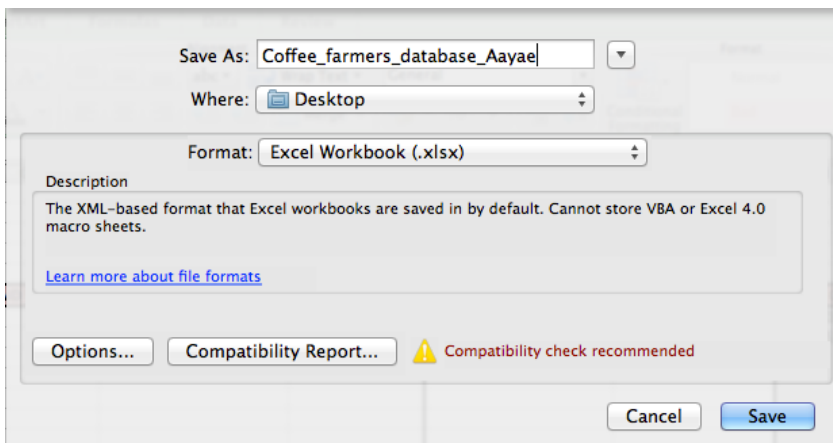
### a. Renaming Template

The template is originally saved as “Coffee\_farmers\_database\_template.xlsx”. After downloading the template file, the user should follow these steps:

1. File -> Save As...



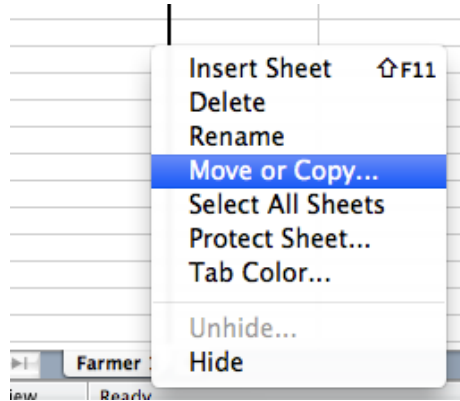
2. Name the file “Coffee\_farmers\_database\_(Village).xlsx”
3. Click “Save”



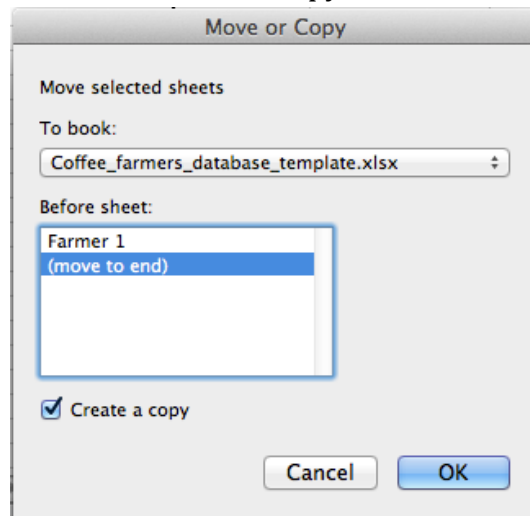
### b. Creating Tabs with Farmers' Names

The next step is to create a tab for each of the farmers in the village. Tabs are located in the bottom left of the spreadsheet. This can be done in few steps as shown below:

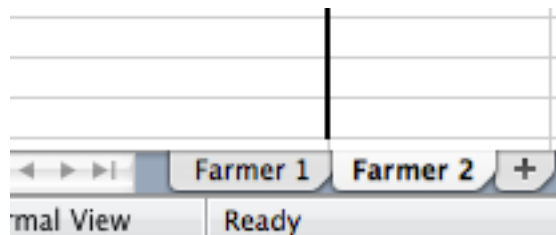
1. Right click the existing tab "Farmer 1" -> Click "Move or Copy"

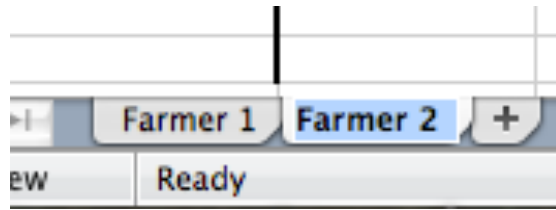


2. When the move or copy window pops up select "(move to end)" and check the "Create a copy" checkbox -> Click "OK"



3. To rename tabs, double-click the name on the tab and type the new name over the old one





4. Repeat steps 1-3 to create tabs for all farmers

## Input Fields

Explanations for all fields can be found in the template spreadsheet. Each field that contains a red triangle on the top right corner has comments attached to it that can be viewed by scrolling the pointer over it or clicking “Show Comments” in the menu bar. To input information to a field click on the field and type or use the formula bar located under the menu bar.

*(insert picture of menu and “show comments” button on a pc)*

YEAR:	ROUND:	# OF WORKE FOR SEEDIN
EXAMPLE		

Enter year when harvest season began

A	B
<b>NAME:</b>	TRONG
<b>YEAR STARTED COFFEE FARMING:</b>	2001
<b># YEARS COFFEE FARM:</b>	12

**a. Name:** name of the farmer

**b. Year Started Coffee Farming:** year farmer started growing coffee. To enter this information, use the formula bar to change only the year (not the month or the day)

**c. Year:** year when the data in that row was collected

**d. Cost:** fields in this section are used to calculate total cost

COST									
# OF WORKERS FOR SEEDING	# OF WORKERS FOR CLEARING	TOTAL # OF WORKERS	# OF PAID WORKERS FOR SEEDING	# OF PAID WORKERS FOR CLEARING	TOTAL # OF PAID WORKERS	# DAYS WORKED/ PAID WORKER	SALARY/DAY/ WORKER	TOTAL COST FOR LABOR	
1	1	2	1	1	2	1	THB 1.00	THB 2.00	

FERTILIZER TYPE - NURSERY	# FERTILIZER (BAGS) - NURSERY	FERTILIZER PRICE/BAG - NURSERY	FERTILIZER TYPE - ADULT	# FERTILIZER (BAGS) - ADULT	FERTILIZER PRICE/BAG - ADULT	FERTILIZER TYPE - +10 YRS	# FERTILIZER (BAGS) - + 10 YRS	FERTILIZER PRICE/BAG - + 10 YRS	TOTAL COST FOR FERTILIZER
EXAMPLE	THB 1.00	THB 1.00	EXAMPLE	1	THB 1.00	EXAMPLE	1	THB 1.00	THB 3.00

- i. # Of workers for seeding:** number of people working in the farm during that round for seeding
- ii. # Of workers for clearing:** number of people working in the farm during that round for clearing
- iii. # Of paid workers for seeding:** number of people working in the farm during that round for seeding and being paid a salary
- iv. # Of paid workers for clearing:** number of people working in the farm during that round for clearing and being paid a salary
- v. # Of days worked/paid worker:** number of days worked by each paid worker that round
- vi. Salary/day/worker:** daily salary for paid workers
- vii. Fertilizer type (nursery, adult, 10+ yrs.):** type of fertilizer used for nursery and young trees/adult trees/over 10 year trees
- viii. # Fertilizer (bags) (nursery, adult, 10+ yrs.):** number of bags of fertilizer used per round for nursery and young trees/adult trees/over 10 year trees
- ix. Fertilizer price per bag (nursery, adult, 10+ yrs.):** price of each bag of fertilizer for nursery and young trees/adult trees/over 10 year trees

**e. Non-producing trees:**

NON-PRODUCING TREES	
# OF TREES - WORM	# OF TREES - BLACK LEAF
1	1

- x. # Trees affected by worm:** number of coffee trees affected by worm disease (Stem Borer)

**xi. # Trees affected by black leaf:** number of trees affected by black leaf disease

**f. Revenue:** fields in this section are used to calculate total revenue.

REVENUE						
TOTAL # OF TREES	# OF MATURE TREES	# CHERRIES HARVESTED (KG)	AVERAGE CHERRIES/TREE (KG)	# PARCHMENT TO KHUN WUT (KG)	PRICE PAID BY KHUN WUT (BAHT/KG)	
1	1	1	1	1.000	1	THB 1.00

- i. Total # of Trees:** number of coffee trees in the farm
- ii. # Of mature trees:** number of coffee trees in the farm that are mature enough to produce cherries
- iii. # Cherries harvested (kg):** amount (in kilograms) of cherries harvested
- iv. # Parchment to Khun Wut (kg):** amount (in kilograms) of parchment coffee sold to Khun Wut
- v. Price paid by Khun Wut (Baht/kg):** price (in Baht per kilogram) paid by Khun Wut for the Parchment coffee



## Output Fields

Output fields are fields that contain Excel formulas that make automatic calculations once data are entered in all input fields. All output fields are shaded gray and are not selectable or editable.

**a. Current year:** displays the current year

**b. # Years Coffee Farm:** number of years the farmer has been growing coffee (= current year [automatic] – year started coffee farming)

	A	B
1	NAME:	TRONG
2	YEAR STARTED COFFEE FARMING:	2001
3	# YEARS COFFEE FARM:	12

**c. Round:** indicates the first (1) or second (2) round of harvesting for the year

**d. Cost:**

COST											
# OF WORKERS FOR SEEDING	# OF WORKERS FOR CLEARING	TOTAL # OF WORKERS	# OF PAID WORKERS FOR SEEDING	# OF PAID WORKERS FOR CLEARING	TOTAL # OF PAID WORKERS	# DAYS WORKED/PAID WORKER	SALARY/DAY/WORKER	TOTAL COST FOR LABOR			
1	1	2	1	1	2	1	THB 1.00	THB 2.00			

FERTILIZER TYPE - NURSERY	# FERTILIZER (BAGS) - NURSERY	FERTILIZER PRICE/BAG - NURSERY	FERTILIZER TYPE - ADULT	# FERTILIZER (BAGS) - ADULT	FERTILIZER PRICE/BAG - ADULT	FERTILIZER TYPE - +10 YRS	# FERTILIZER (BAGS) - +10 YRS	FERTILIZER PRICE/BAG - +10 YRS	TOTAL COST FOR FERTILIZER
EXAMPLE	THB 1.00	THB 1.00	EXAMPLE	1	THB 1.00	EXAMPLE	1	THB 1.00	THB 3.00

- i. **Total # of workers:** total number of workers at the farm for that round (= # of workers for seeding + # of workers for clearing)
- ii. **Total # of paid workers:** total number of paid workers at the farm for that round (= # of paid workers for seeding + # of paid workers for clearing)
- iii. **Total cost for labor:** total cost of labor at the farm for that round (= total # of paid workers \* salary/day/worker \* # of days worked/paid worker)

**iv. Total cost for fertilizer:** total cost of fertilizer at the farm for that round (= # fertilizer (bags) for nursery \* fertilizer price/bag for nursery + # fertilizer (bags) for adults \* fertilizer price/bag for adults + # fertilizer (bags) for 10+ yrs \* fertilizer price/bag for 10+ yrs)

**e. Revenue:**

REVENUE					
TOTAL # OF TREES	# OF MATURE TREES	# CHERRIES HARVESTED (KG)	AVERAGE CHERRIES/TREE (KG)	# PARCHMENT TO KHUN WUT (KG)	PRICE PAID BY KHUN WUT (BAHT/KG)
1	1	1	1.000	1	THB 1.00

**i. Average Cherries/Tree (kg):** average number of cherries per tree (= # of cherries harvested (kg) / # of trees)

**f. Total:** fields in this section are a summary of totals

TOTAL		
TOTAL COST	TOTAL REVENUE (BAHT)	TOTAL PROFIT (BAHT)
THB 5.00	THB 1.00	THB (4.00)

**i. Revenue:** total revenue received from Khun Wut (= # Parchment to Khun Wut \* Price paid by Khun Wut)

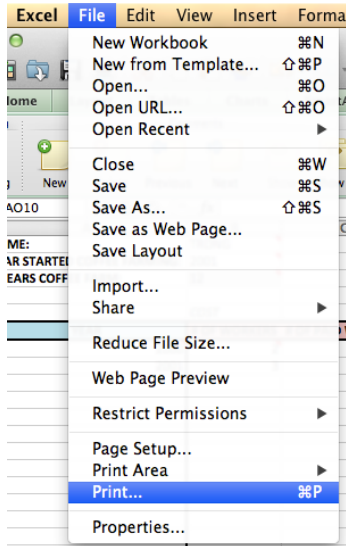
**ii. Cost:** sum of all costs for the round (= total cost for labor + total cost for fertilizer)

**iii. Profit:** total profit for the round (= total revenue - total cost)

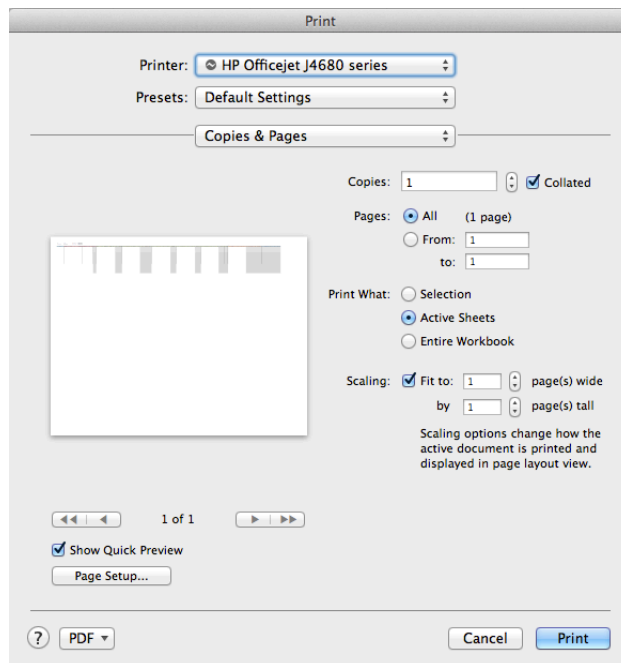
# Printing

To print a blank spreadsheet the user must follow these steps:

1. Select a tab that contains a blank template of the spreadsheet
2. File -> Print



3. Select the number of copies, check "Active Sheets", and "Fit to 1 page wide by 1 page tall"



4. Click "Print"

*This will print a blank spreadsheet to be filled out by hand in one page. If the fields are too small, the user may select "Fit to 2 pages wide by 1 page tall" to split the spreadsheet into 2 pages.*