

User's Manual

for the spreadsheet version of Coffee Farmers' Database Tool for oversight on production and selling

User's Manual Version 1.0

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Summary

This manual explains how to use the coffee farmers' database for oversight of production and selling. This database allows the person responsible for overseeing production and selling to maintain bi-annual records of the 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.

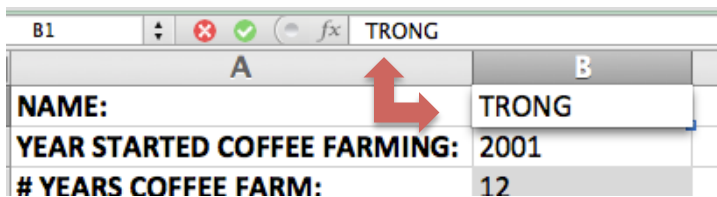
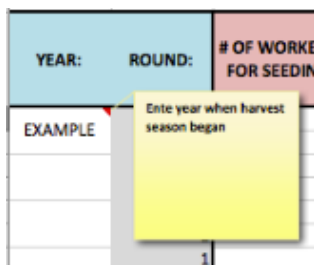
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Input Fields

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)



a. Total # producing coffee farms: total number of coffee farms in the village currently producing coffee

TOTAL # PRODUCING COFFEE FARMS:	8
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b. Year: year when the data in that row was collected

c. Farmers’ names: names of farmers in the village producing coffee

FARMERS' NAMES:	EXAMPLE 1	EXAMPLE 2	EXAMPLE 3	EXAMPLE 4	EXAMPLE 5	E.
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d. # Of coffee bought from farmer (1-13):

amount of parchment coffee (in kilograms) bought from specified farmer (replicated 13 times to allow multiple entries)

EXAMPLE 1	EXAMPLE 2	EXAMPLE 3
# COFFEE BOUGHT FROM FARMER 1	# COFFEE BOUGHT FROM FARMER 2	# COFFEE BOUGHT FROM FARMER 3
1	1	1

e. # Roasted coffee (kg): total amount of coffee that was roasted (in kilograms)

f. Buyer (1,2,3): Name of buyer (company or middleman)

All fields about buyers are replicated three times to allow data collection from multiple buyers.

BUYER 1	# SOLD BUYER 1 (KG)	FORM SOLD BUYER 1	PRICE BUYER 1 (THB/KG)	REVENUE BUYER 1
EXAMPLE A	2	PARCHMENT	THB 1.00	THB 2.00

g. # Sold Buyer: amount (in kilograms) sold to specified buyer

h. Form sold to Buyer: form at which coffee was sold to specified buyer. This field contains a drop box with the options CHERRY, PARCHMENT, or ROASTED. To select one option, click the arrow on the right of the field and click the desired form.

i. Price buyer: price at which farmer sold coffee to specified buyer (in baht/kilogram)

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

YEAR:	ROUND:
EXAMPLE	1
	2
	1
	2
	1

b. Total # of parchement bought: total amount of parchement coffee (in kilograms) bought during that round (= sum of # parchement bought from each farmer)

c. % Parchment: percentage of bought coffee that is in parchement form (= (# parchement bought (kg) - # roasted coffee (kg)) / # parchement bought (kg))

d. % Roasted: percentage of bought coffee that is in roasted form (= # roasted coffee (kg) / # parchement bought (kg))

TOTAL # PARCHMENT BOUGHT (KG)	# ROASTED COFFEE (KG)	% PARCHMENT	% ROASTED
8.000	5.0	38%	63%

e. Revenue Buyer (1,2,3): total revenue received from specified buyer (= total amount sold to specified buyer * price paid by specified buyer)

f. Leftover:

LEFTOVER			
# LEFTOVER PARCHMENT (KG)	# LEFTOVER ROASTED (KG)	% LEFTOVER PARCHMENT	% LEFTOVER ROASTED
1	1	13%	20%

- i. # Leftover parchment:** amount (in kilograms) of leftover parchment coffee after end of selling season
- ii. # Leftover roasted:** amount (in kilograms) of leftover roasted coffee after end of selling season
- iii. % Leftover parchment:** percentage of parchment coffee that is leftover at the end of selling season (= # leftover parchment / # parchment coffee)
- iv. % Leftover roasted:** percentage of roasted coffee that is leftover at the end of selling season (= # leftover roasted / #roasted coffee)

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

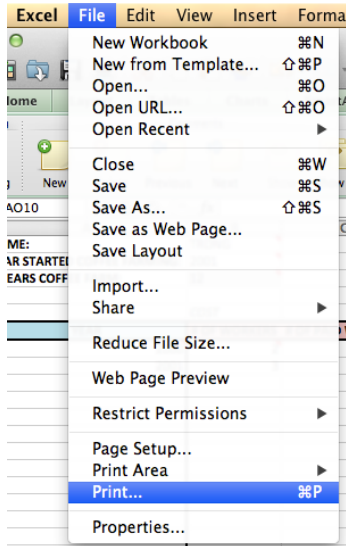
TOTAL		
TOTAL SOLD (KG)	TOTAL LEFTOVER %	TOTAL REVENUE \$
6	25%	THB 6.00

- i. Revenue:** total revenue received from all buyers (= sum of revenues received from each buyer)
- ii. Sold:** total amount of kilograms of coffee sold in the round (= sum of # sold to each buyer)
- iii. Leftover:** total amount of kilograms leftover in the round (= # leftover parchment + # leftover roasted)

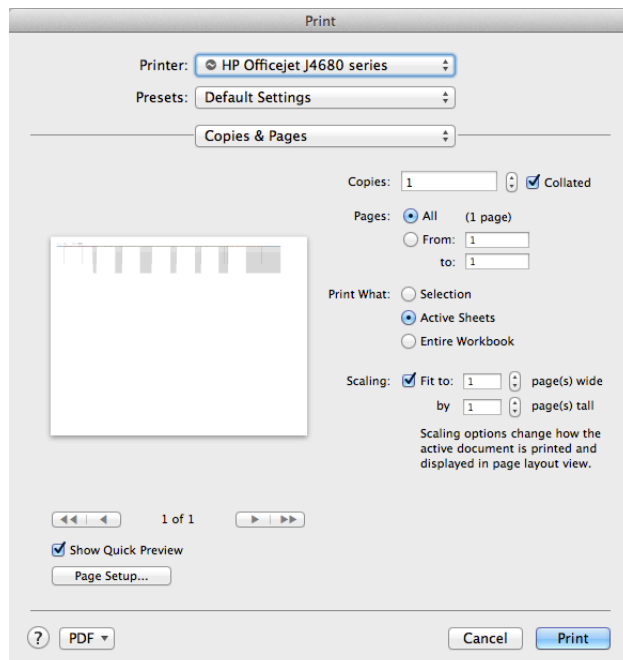
Printing

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.