

RE: Creating summary worksheet from template

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*Source:*

<http://www.tech-archive.net/Archive/Excel/microsoft.public.excel.newusers/2008-07/msg00126.html>

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  - *Date:* Thu, 10 Jul 2008 10:29:52 -0700
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Hi Tom,

If you haven't used macros before, read the following. Otherwise, just copy the macro into a module, assign it to a button, and go to town! Also note that I guessed on where your employees are putting the number of 20's, 10's etc so you might have to tweak that a little in the ".clearcontents" range.

To start a new macro:  
Open excel and press Alt + F11  
Start a new module by going to Insert->Module  
Paste the below programming into the module.

To create a new button:  
On the Tools menu, click Customize.  
Click the Commands tab.  
In the Categories box, drag "Forms" to the toolbar.  
Select "Button" from the new toolbar.  
Click and drag where you want your button to be placed.  
Select the "TillSummary" macro and press "OK".  
Re-name or format the Button.  
Use the button!

(Mind any text wrapping – if text appears in red in the macro, put the small lines with the previous line)

```
Option Explicit
Sub TillSummary()
```

```
If Sheets("TillSummary").Range("A2") = "" Then
```

```
Range("Date").Copy Destination:=Sheets("TillSummary").Range("A2")
Range("MGRnow").Copy Destination:=Sheets("TillSummary").Range("B2")
Range("TillT1").Copy Destination:=Sheets("TillSummary").Range("C2")
Range("OvUn1").Copy Destination:=Sheets("TillSummary").Range("D2")
Range("TillT2").Copy Destination:=Sheets("TillSummary").Range("E2")
Range("OvUn2").Copy Destination:=Sheets("TillSummary").Range("F2")
```

```
Else:
```

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