

Excel on Steroids

sage



4 time saving financial templates

Microsoft® Excel® 2010 and 2013

Budget template

Financial dashboard template

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Budget template

Be financially savvy by keeping track of your spending and managing your money better

It's never too late to draw up a budget, especially in the current global economic climate. A budget is an invaluable tool to help you prioritize your spending and manage your money - no matter how much you have. Basically, a budget is an indication of expected income and expenses for a certain time frame. It can help you make critical decisions like whether to splurge on a fancy Italian restaurant for dinner or stay home for salad.

We created a budget template that you can use to manage your personal finances, or tweak it slightly to use it for business purposes. This template includes a report which tracks, in a graphical format, whether you're on budget or not.

[Download the Budget Template >](#)

Applies To: Microsoft® Excel® 2010 and 2013

1. Download the template.
2. Enter your budget on the monthly budget worksheet.

Children	Projected Cost	Actual Cost	Difference
Medical			\$0
Clothing	\$200	\$200	\$0
School tuition			\$0
School supplies	\$200	\$200	\$0
Organization dues or fees			\$0
Lunch money	\$100	\$100	\$0
Child care			\$0
Toys/games			\$0
Other			\$0
Total	\$500	\$500	\$0

Legal	Projected Cost	Actual Cost	Difference
Attorney			\$0
Alimony			\$0
Payments			\$0
Other			\$0
Total	\$0	\$0	\$0

Savings/Investments	Projected Cost	Actual Cost	Difference
Retirement account			\$0
Investment account			\$0
College			\$0
Other			\$0
Total	\$0	\$0	\$0

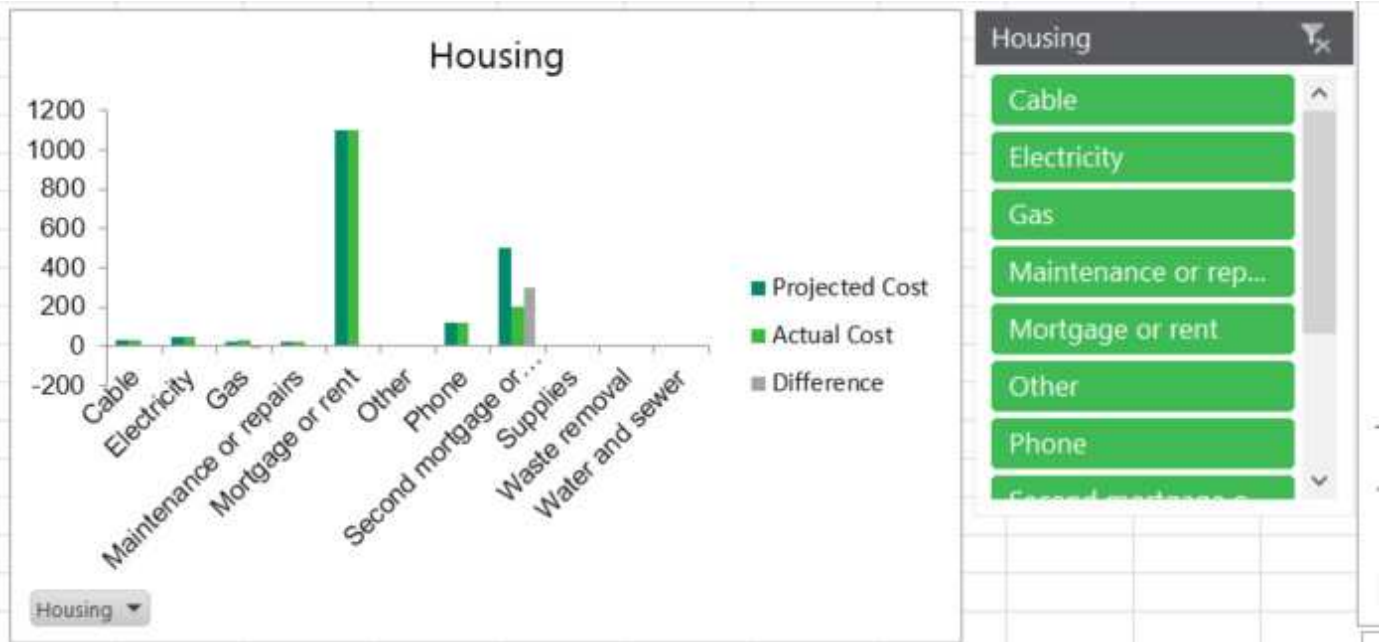
Personal Care	Projected Cost	Actual Cost	Difference
Medical			\$0
Hair/nails			\$0
Clothing	\$100	\$400	-\$300
Dry cleaning			\$0
Health club			\$0
Organization dues/fees			\$0
Other			\$0
Total	\$100	\$400	(\$300)

Loans	Projected Cost	Actual Cost	Difference
Personal			\$0
Student			\$0
Credit card			\$0
Credit card			\$0
Credit card			\$0
Other			\$0
Total	\$0	\$0	\$0

Taxes	Projected Cost	Actual Cost	Difference
Federal			\$0
State			\$0
Local			\$0
Other			\$0
Total	\$0	\$0	\$0

3. To see a report of the templates you have entered click on the report worksheet. The various reports will be displayed

	A	B	C	D
Housing		Projected Cost	Actual Cost	Difference
Cable		34	34	0
Electricity		44	44	0
Gas		22	35	-13
Maintenance or repairs		23	23	0
Mortgage or rent		1100	1100	0
Other		0	0	0
Phone		120	120	0
Second mortgage or rent		500	200	300
Supplies		0	0	0
Waste removal		10	10	0
Water and sewer		8	8	0
Grand Total		1861	1574	287
Transportation		Projected Cost	Actual Cost	Difference
Bus/taxi fare		1	100	0
Fuel		1	60	0
Insurance		1	50	0
Licensing				0
Maintenance		1	0	20
Other				0
Vehicle 1 payment		1	400	-50
Vehicle 2 payment		1	200	0
Grand Total		6	810	-30



4. You can play around with what to view by clicking on the slicers.

Financial dashboard template

Get quick insights into your business's financial performance

By using a dashboard, you can quickly and easily recognise trends, do comparisons and review performance indicators that will lead to informed decision making.

In the dashboard we present data by using:

- Waterfall chart
- Bullet charts
- Slicers
- Sparklines
- Conditional formatting and
- Form controls such as check boxes and option buttons

Follow the steps below to create your own Financial Dashboard.

[Download the financial dashboard template >](#)

Applies to: Microsoft® Excel® 2010 and 2013

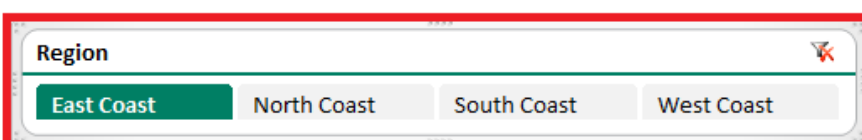
1) In order to view data for various months, drag the vertical scroll bar in cells Q2 to Q4.



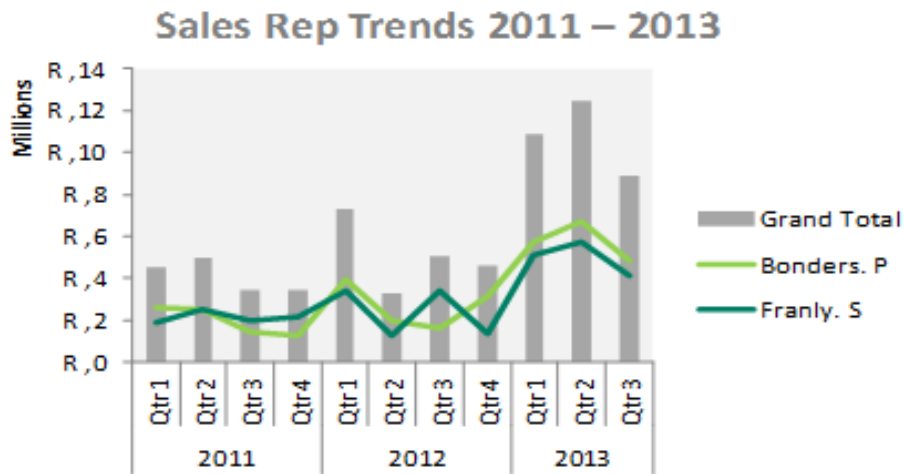
2) To view the Net Profit Trend for a specific year, select the appropriate check box.



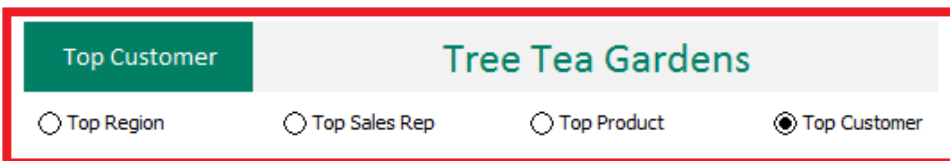
3) Should you want to analyse the sales for a region, select the respective button.



4) If you want to analyze sales by Category Sales, Quantities Sold and Sales Rep Trends, select the appropriate button.



5) Select the relevant option button , to analyze sales by various categories.



The dashboard is an interactive and time saving tool. It assists in making quick business decisions and provides an overall view of the financial status of the business.

Cash flow template

Manage your company's finances

In order to correctly show the movement and management of cash within a business, accountants use a cash flow statement. A cash flow statement reflects the inflow and outflow of cash over a period of time. This means the statement will display a business's money coming in from 'cash receipts' and where it has paid money out, 'cash paid'. The cash flow statement is a standard financial statement and frequently used in conjunction with the balance sheet and income statement.

As a result, the cash flow statement plays an important part in the management of finances for the company.

[Download the cash flow template >](#)

Applies To: Microsoft® Excel® 2010 and 2013

1. To enter values for the beginning of the period, enter values in row 6 for the respective month.

Fiscal year begins:	(Pre) Startup	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
2015-01-01	EST	01	02	03	04	05	06	07	08	09	10
Cash on Hand (beginning of month)	500	400	125	295	249	474	519	519	519	519	519

2. The cash receipts can be entered in rows 9 to 11.

Cash Receipts											
Cash Sales		125	120	130	100						
Collections from CR accounts					75	45					
Loan/other cash injections			50	50	50						

3. Cash paid out values are entered in rows 16 to 44.

Cash Paid Out											
Purchases (merchandise)		400	226								
Purchases (specify)											
Purchases (specify)											
Gross wages (exact withdrawal)											
Payroll expenses (taxes, etc.)											
Outside services											
Supplies (office & operations)											
Repairs & maintenance											
Advertising											
Car, delivery & travel											
Accounting & legal											

By entering these values for the respective period, the cash flow statement will showcase the cash movements, and can therefore be better analyzed.

Balance Sheet Template

Summarize your company's financial status


The balance sheet template summarizes a company's assets, liabilities and capital at a particular point in time. These three balance sheet segments give business owners an idea as to what the company owns and owes. It also helps the business owner to make smarter decisions.

The balance sheet is a tool used for observing the financial health of the business and aids in decision making. Therefore it is an important statement giving important financial information.

[Download the balance sheet template >](#)

Applies To: Microsoft® Excel® 2010 and 2013

1. The data to be presented in the balance sheet will be extracted from the financial categories worksheet.
2. To display the data for a quarter, select the drop down arrow in cell C4 on the balance sheet summary worksheet.

 Company Quarter		Software Sales Quarter1 <input type="button" value="v"/> Quarter1 Quarter2 Quarter3 Quarter4	Quarter1 Year to Date
CAPITAL EMPLOYED			
10	Share Capital		72,068.00
15	Retained Income		22,837.00
20	Shareholders Loan		34,822.00
30	Other Long Term Liabilities		60,000.00

This template can be customized to meet your specific requirements. For more information on the functions (Vlookup and Match) used to extract the data from the financial categories worksheet click on the link below:

[Vlookup and Match](#)



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