



MANAGING BUSINESS COSTS IN EXCEL

WITH SUZANNE
DRIVER

www.signalbizhub.org



Managing Business in Excel

A short talk prepared for Signal - Bordon

Suzanne Driver



Microsoft Trainer



Microsoft Certified Trainer in 1996



Specialism in Excel and SharePoint

Manage Business in Excel

Insights into Business Costs

Forecast Cashflow

Identify Trends

Insights into Business Costs

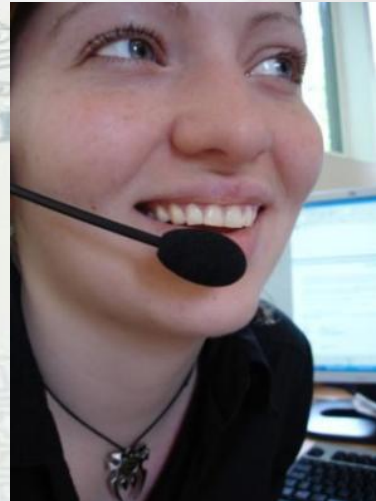
Business Costs

What costs do you have
in your business?



Business Costs

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in your business?



Business Costs

What costs do you have in your business?



Business Costs

COST ANALYSIS

Cost Center	Annual Cost	Percent of Total	Cumulative Percent
Parts and materials	£ 1,325,000.00	31.17%	31.17%
Manufacturing equipment	£ 900,500.00	21.19%	52.36%
Salaries	£ 575,000.00	13.53%	65.89%
Maintenance	£ 395,000.00	9.29%	75.18%
Office lease	£ 295,000.00	6.94%	82.12%
Warehouse lease	£ 250,000.00	5.88%	88.00%
Insurance	£ 180,000.00	4.23%	92.24%
Benefits and pensions	£ 130,000.00	3.06%	95.29%
Vehicles	£ 125,000.00	2.94%	98.24%
Research	£ 75,000.00	1.76%	100.00%
Total	£ 4,250,500.00	100.00%	

Business Costs

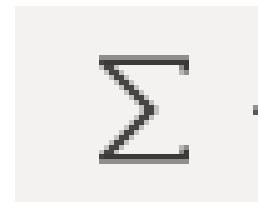
The image shows a screenshot of the Microsoft Excel application interface. The title bar at the top indicates the file name is "Cost analysis with Pareto chart1 - Excel" and the user is logged in as "bowler.suzanne@gmail.com". The ribbon is set to the "Home" tab, which is divided into several groups: Clipboard, Font, Alignment, Number, Styles, Cells, Editing, Ideas, and Sensitivity. The main workspace is a blank grid with columns labeled A through O and rows numbered 1 through 21. The active cell is A1. At the bottom, the Windows taskbar is visible, showing the search bar, task view button, and icons for Excel and PowerPoint. The system tray on the right shows the time as 22:27 and the date as 23/04/2020.

Business Costs

	A	B	C
4	COST ANALYSIS		
5	Cost Center	Annual Cost	
6	Parts and materials	£	1,325,000.00
7	Manufacturing equipment	£	900,500.00
8	Salaries	£	575,000.00
9	Maintenance	£	395,000.00
10	Office lease	£	295,000.00

Business Costs

COST ANALYSIS				
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=Sum(c6:c15)

Business Costs

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Enter Name

Name the cell

Business Costs

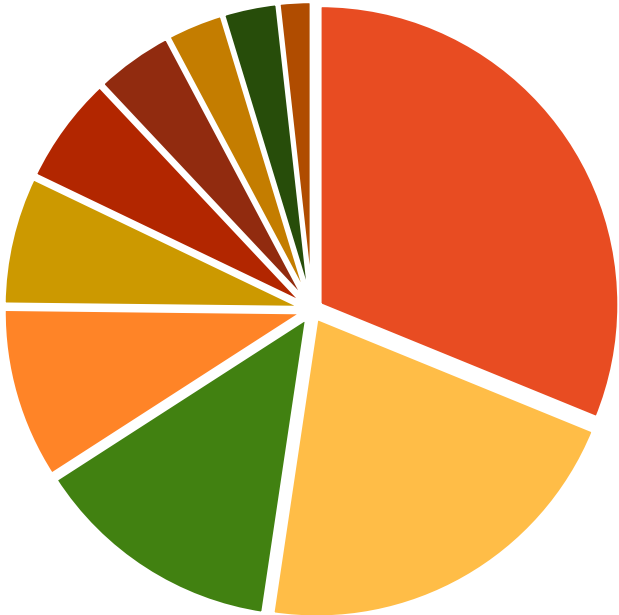
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Business Costs

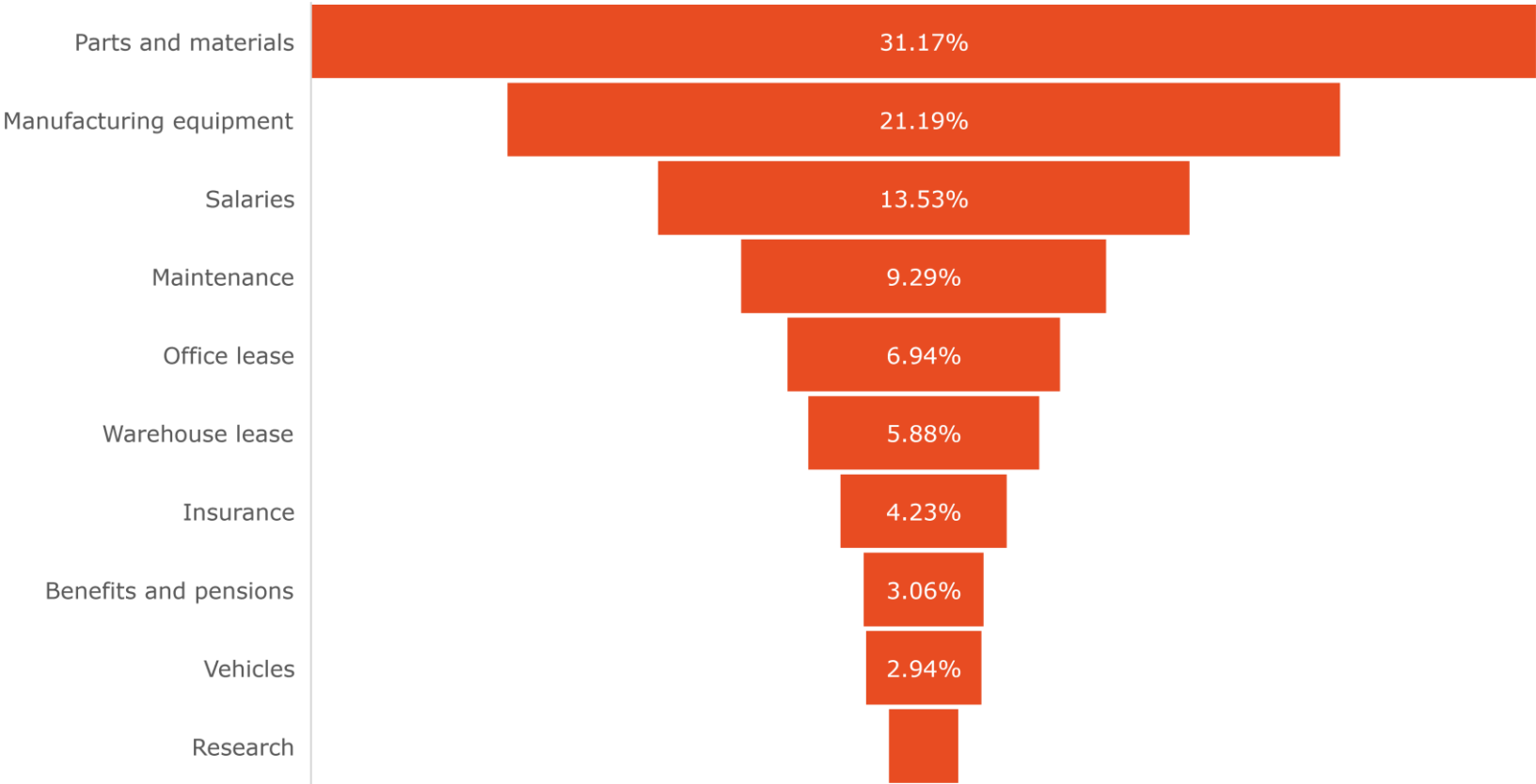
Business Costs



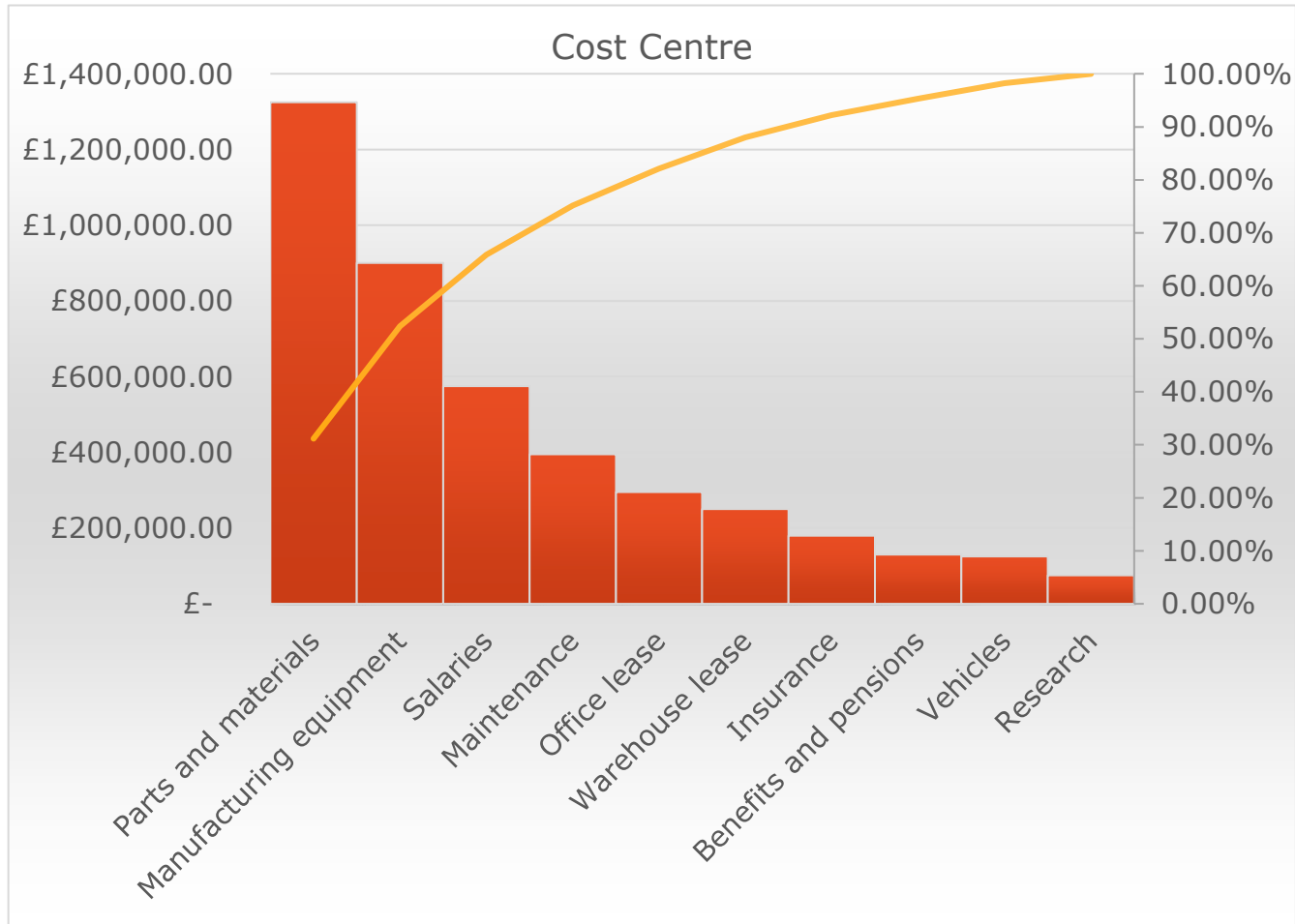
- Parts and materials
- Manufacturing equipment
- Salaries
- Maintenance
- Office lease
- Warehouse lease
- Insurance
- Benefits and pensions
- Vehicles
- Research

Business Costs

Costs – Funnel Chart



Business Costs – Pareto Chart



Actual v Budgets

ACTUAL vs. BUDGET YTD					YEAR		2020
G/L Code	Account Title	Actual	Budget	Remaining £		Remaining %	
1000	Advertising	£ 250.00	£ 100,000.00	£	99,750.00	99.75%	
2000	Office Equipment	£ 300.00	£ 100,000.00	£	99,700.00	99.70%	
3000	Printers	£ 100.00	£ 100,000.00	£	99,900.00	99.90%	
4000	Server Costs	£ 300.00	£ 100,000.00	£	99,700.00	99.70%	
5000	Supplies	£ 500.00	£ 50,000.00	£	49,500.00	99.00%	
6000	Client Expenses	£ 750.00	£ 25,000.00	£	24,250.00	97.00%	
7000	Computers	£ 300.00	£ 75,000.00	£	74,700.00	99.60%	
8000	Medical Plan	£ 120.00	£ 65,000.00	£	64,880.00	99.82%	
9000	Building Costs	£ 760.00	£ 125,000.00	£	124,240.00	99.39%	
10000	Marketing	£ 900.00	£ 100,000.00	£	99,100.00	99.10%	
11000	Charitables	£ 100.00	£ 250,000.00	£	249,900.00	99.96%	
12000	Sponsorships	£ 10.00	£ 50,000.00	£	49,990.00	99.98%	
Total		\$4,390.00	140,000.00		\$1,135,610.00	99.61%	

Manage Expenses

NAME _____ POSITION _____ SSN _____
 DEPARTMENT _____ MANAGER _____ EMPLOYEE ID _____

Date	Account	Description	Hotel	Transport	Fuel	Meals	Phone	Entertainment	Misc.	Total
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
Total			£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -

APPROVED: _____

NOTES: _____

SUBTOTAL	£ -
ADVANCES	£ -
TOTAL	£ -

Forecast Cashflow

Monthly Cash Flow Projections

ABC Company Cash Flow													
Starting cash on hand	£ 10,000.00	Starting date		May 2020	Cash minimum balance alert				\$ 2,000.00				
	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	Total
Cash on hand (beginning of month)	£ 10,000.00	£ 8,050.00	£ 9,350.00	£ 890.00	£ 2,190.00	£ 13,590.00	£ 13,790.00	£ 15,290.00	£ 16,410.00	£ 14,360.00	£ 16,560.00	£ 18,780.00	
Cash Receipts													
Cash sales	£ 2,500.00	£ 3,000.00	£ 3,600.00	£ 3,000.00	£ 14,000.00	£ 6,000.00	£ 3,000.00	£ 2,800.00	£ 3,500.00	£ 4,000.00	£ 3,800.00	£ 4,200.00	£ 53,400.00
Returns and allowances			£ 200.00										£ 200.00
Collections on accounts receivable													£ -
Interest, other income													£ -
Loan proceeds													£ -

Cash Flow Forecast

Sheet1

Cash Flow Chart



Weekly Cash Flow Projections

Cashflow

	WK1	WK2	WK3
	20/10/2017	27/10/2017	03/11/2017
Bank C/F	£ 1,000.00	£ 2,080.00	£ 380.00
Invoices Due	£ 1,600.00	£ 3,000.00	£ 5,000.00
Rent Due			£ 600.00
Transfer VAT A/C	£ 320.00	£ 600.00	£ 1,000.00
Payroll		£ 4,000.00	
Tax/NI			
Suppliers	£ 200.00	£ 100.00	£ 3,000.00
Money In Bank	£ 2,080.00	£ 380.00	£ 780.00
Minimum	500	500	500

Weekly Cash Flow Projections

A	B	C	D	E
		Cashflow		
		WK1	WK2	WK3
		20/10/2017	27/10/2017	03/11/2017
Bank C/F		£ 1,000.00	£ 2,080.00	£ 380.00
Invoices Due		£ 1,600.00	£ 3,000.00	£ 5,000.00
Rent Due				£ 600.00
Transfer VAT A/C		£ 320.00	£ 600.00	£ 1,000.00
Payroll			£ 4,000.00	
Tax/NI				
Suppliers		£ 200.00	£ 100.00	£ 3,000.00
Money In Bank		£ 2,080.00	£ 380.00	£ 780.00
Minimum		500	500	500

Dates

=C4 +7

A cell = another cell

=c12

Income

Cash Receipts

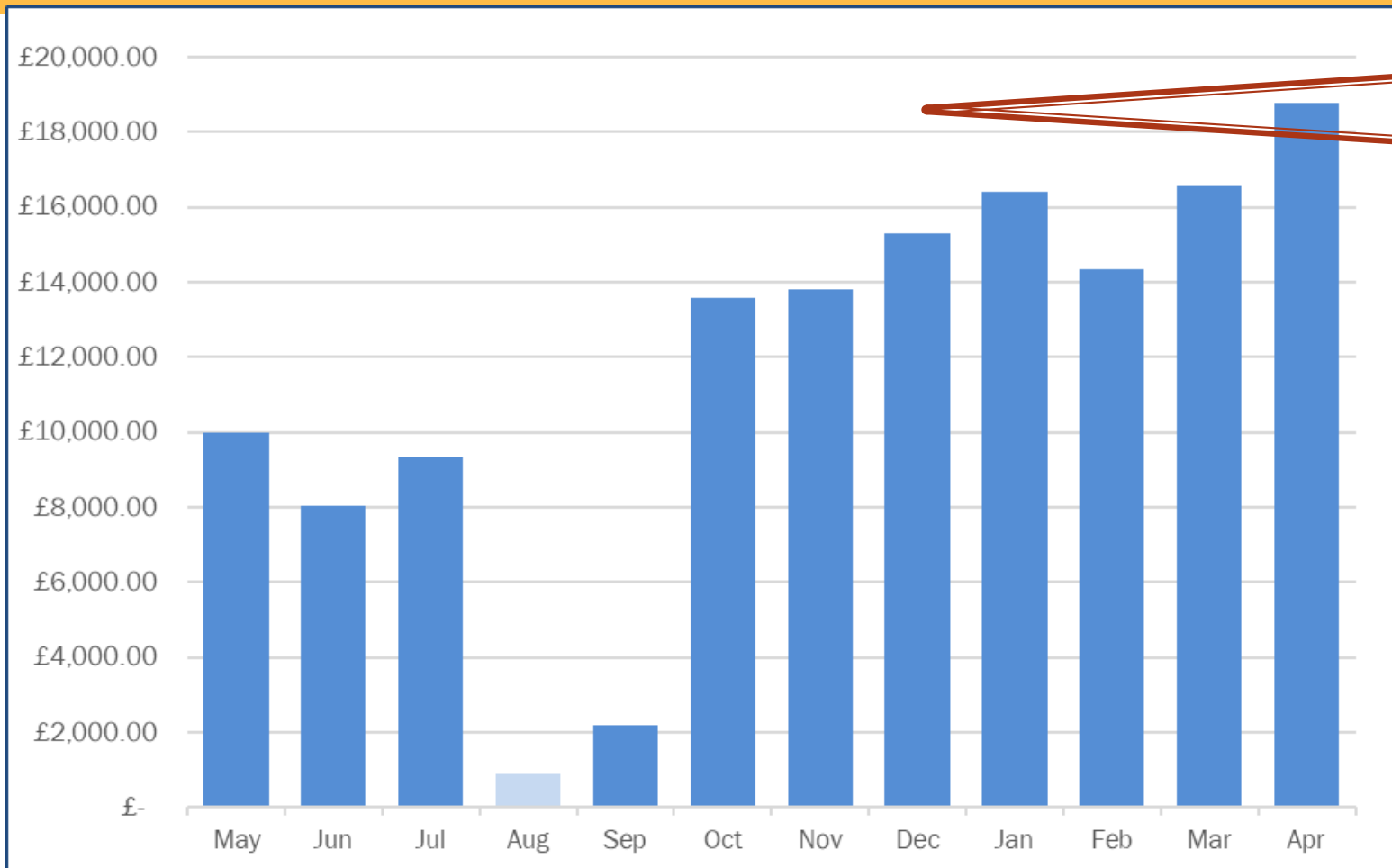
Cash sales	£	2,500.00
Returns and allowances		
Collections on accounts receivable		
Interest, other income		
Loan proceeds		
Owner contributions		
Other receipts		
Total Cash Receipts	£	2,500.00
Total Cash Available	£	12,500.00

Expenditure

Cash Paid Out

Advertising	£	3,000.00
Commissions and fees	£	250.00
Contract labor		
Employee benefit programs		
Insurance (other than health)		
Interest expense		
Materials and supplies (in COGS)	£	1,200.00
Meals and entertainment		

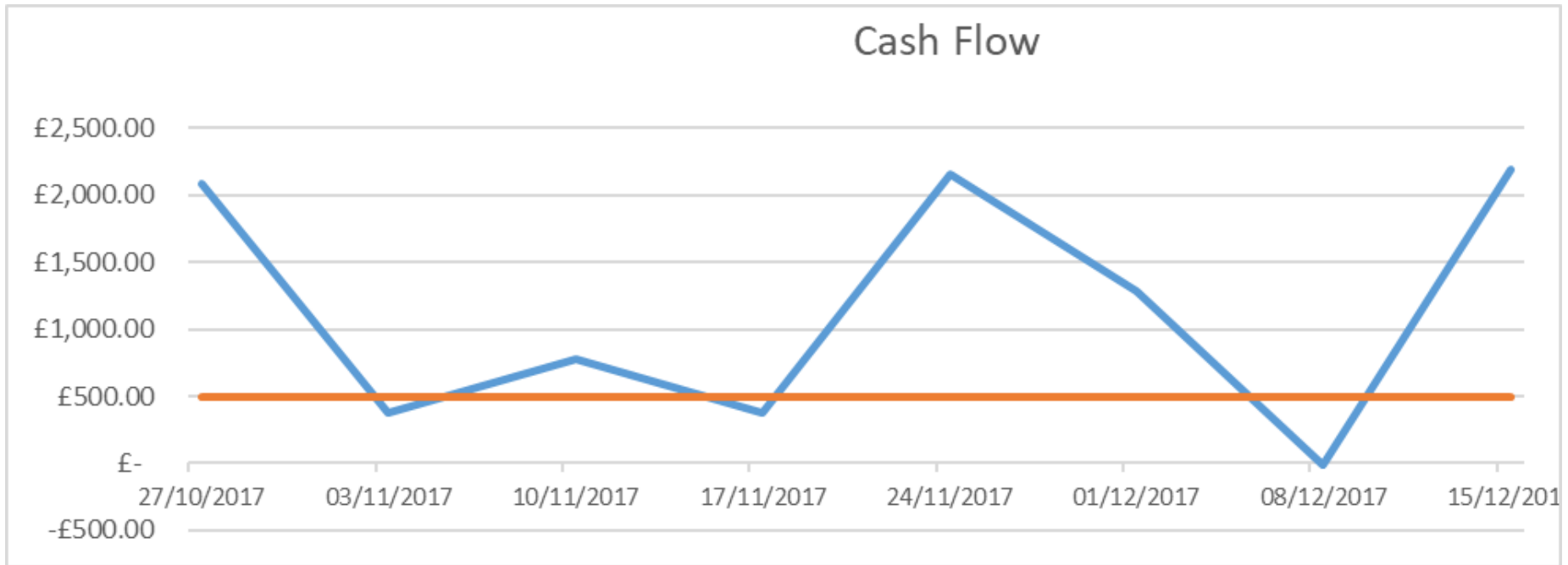
Chart your Cash Flow



F11

Creates
chart on
new sheet

Chart your Cash Flow



Tax Savings – Example

Date	Detail	Liability due
		31/01/2021
31/07/2020	2nd payment on account for 19-20	5,000.00
31/01/2021	Tax and NI liability for YE 31/03/20 forecast incl POA	25,000.00
31/07/2021	Tax and NI liability 2nd POA YE 31/03/21 forecast	
		30,000.00
	Less Savings deposited	(12,700.00)
	Months Left before payment due	9.00
	Still left to save	17,300.00
	Average monthly savings required	1,923.00
	Total Savings from April 2020	
	Savings Made Prior to April	10,200.00
01-Apr-20	Savings	2,500.00
31-May-20	Savings	
30-Jun-20	Savings	
31-Jul-20	Savings	
31-Aug-20	Savings	
30-Sep-20	Savings	

Identify Trends

Why?

Not analyzing the trends in your business can be like driving at night with no lights on.

As long as the road is clear in front of you, there's no problem --but you can't see what's coming.

The purpose of conducting a trends analysis is to see what's likely to happen before it happens so you can avoid potential dangers and take advantage of potential opportunities.



Compare your business to others in the same industry

























Trends with Sparklines

	Product 1	Product 2	Product 3	Product 4	Total
Jan	134	139	191	233	697
Feb	156	123	121	244	644
Mar	143	109	143	253	648
Apr	163	132	123	292	710
May	99	81	141	273	594
Jun	94	71	121	261	547
Total	789	655	840	1556	3840



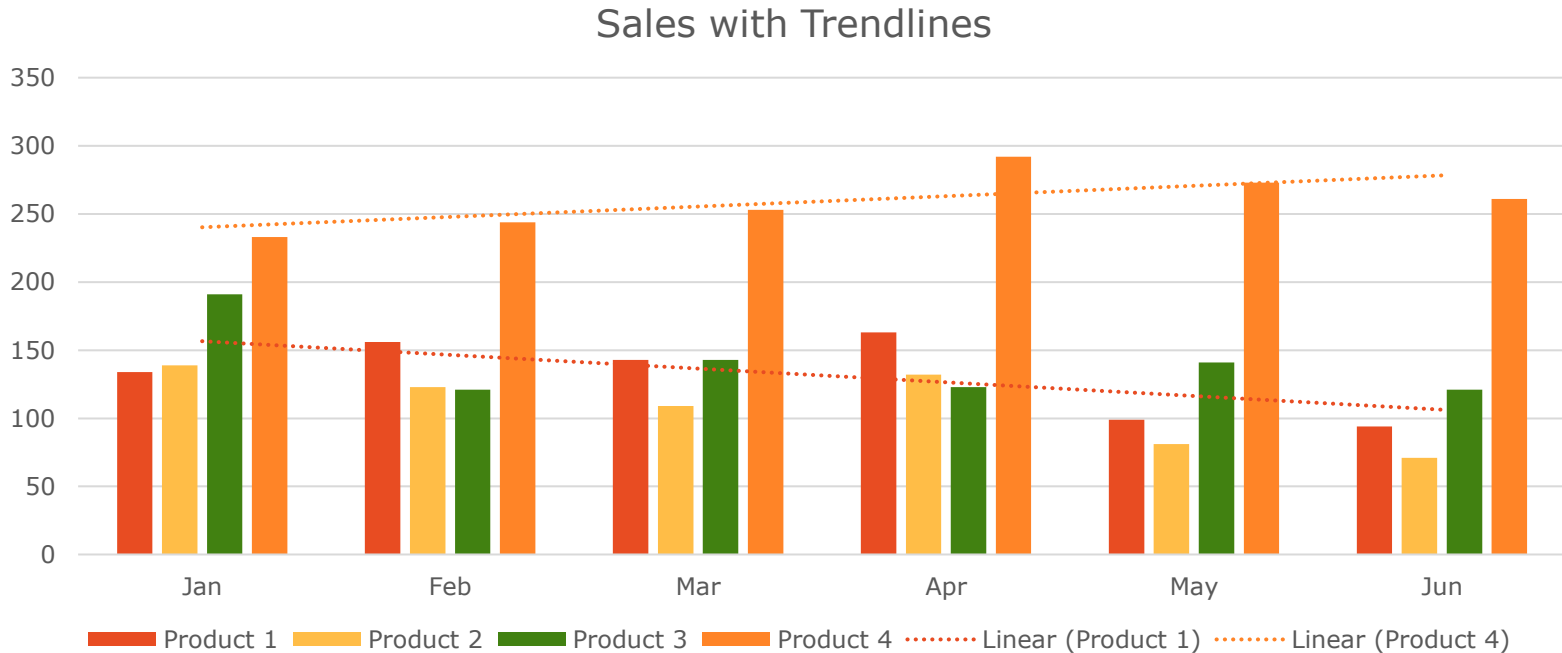
Sparklines are embedded within the cell

Trends with Conditional Formats

	Product 1	Product 2	Product 3	Product 4
Jan	 134	 139	 191	 233
Feb	 156	 123	 121	 244
Mar	 143	 109	 143	 253
Apr	 163	 132	 123	 292
May	 99	 81	 141	 273
Jun	 94	 71	 121	 261

Conditional Formatting with icon sets

Trends with Trendlines



Trendlines are selected from a variety of options. Linear, Moving Average, Exponential...

Summary

Dependent on what accounts system you have....

- Manage your Costs in Excel
- Report on our Costs in Excel
- Manage your Expenses
- Expenses Records
- Forecast your Income & Expenditure
- Forecast your Cashflow
- Manage Tax and VAT
- Identify Trends
- Make decisions based on Trends

Please give us feedback on your session today

Whats Next?

13th May – Excel with Numbers Virtual Training

13th May – Word Presenting Documents Professionally



£30

1 to 1 online – anything Office 365/Microsoft for
only £30 plus VAT – MAY only

Suzanne Driver – 365 Training Consultants – 07581127091
Suzanne@365trainandconsult.onmicrosoft.com





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Managing Business in Excel

This worksheet is designed to promote group discussion and give you things to consider regarding your own business.


 What do you use in your business to record your financial transactions?


 Discuss what you spend money on in your business. What do you spend most money on? Have you had to look at reducing any costs in the current situation?

 If you do Cash Flow planning, do you use Excel or other financial systems? Discuss how far forward you carry out Cash Flow Planning in your business, and how this may of helped you in the current situation.



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 Dependant on the business that you have, you will identify different trends. What trends do you get in your business?

 Using Excel in your business? What can you implement using Spreadsheets to assist you in managing your business?

Challenge

By the end of the day, create a small spreadsheet that will either help you manage costs, create a cashflow, create a tax savings plan or display trends.