

# Project Budget Tracker

An excel based solution, which is macro free, to enable you to monitor your project budget and expenses. If this sounds like what you need, take a look at the details below.

**Determine a budget**

**Track and categorise your expenses**

**Establish if you are within budget or not**

**Track your budget versus actual, per category**

**Establish which items have been purchased already**

**Monitor your overall budget and per category**

**Pick your currency**

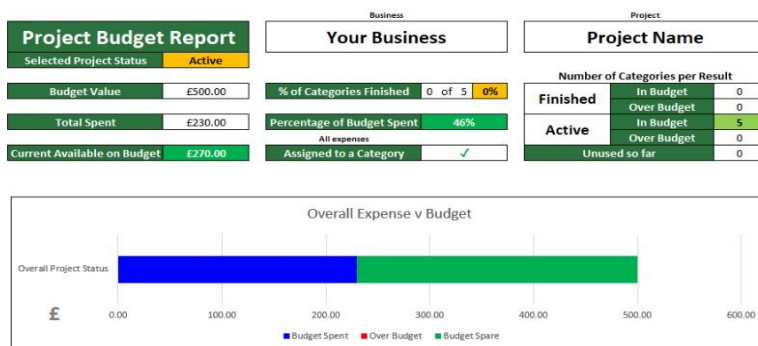
**Accurate and up to date reports**

**Assign expenses to suppliers**

**Supplier report**

**And so much more...**

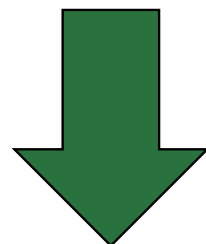
## Set, monitor, and report on your project budget



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## Categories & Budgets

Enter up to 30 category names below (if you have fewer than 30 items to cost, you can use this for item names instead). You can also put a description for each category, to help explain what each category includes. Then simply add the budget figure for each category. When you have purchased ALL the items in one category, select the CHECK symbol in the finished column. That will mean that the respective category will NOT appear for selection on the expense tab anymore.

Unused	0
Active	5
Finished	0

0	Finished in Budget
0	Finished over Budget
5	Active in Budget
0	Active over budget
0	Unused so far

£500.00 Totals £230.00

£270.00

Item Name / Category	Category Description	Budget Amount	Finished	Status	Spent to Date	Budget Remaining	Result
Cat 1	A description for cat 1	£100.00		Active	£50.00	£50.00	Active in Budget
Cat 2	A description for cat 2	£100.00		Active	£50.00	£50.00	Active in Budget
Cat 3	A description for cat 3	£100.00		Active	£65.00	£35.00	Active in Budget
Cat 4	A description for cat 4	£100.00		Active	£45.00	£55.00	Active in Budget
Cat 5	A description for cat 5	£100.00		Active	£20.00	£80.00	Active in Budget

You can either list the items required for your project (if you have fewer than 30) or you can set up to 30 categories. You can also set a budget for each category, as well as put a description to remind you of what the category was for. As you add expenses (on another tab) the spreadsheet will show you what has been spent in each category, as well as what you still have available, and the status of the category. When you've bought everything in a category, simply tick it off as being done. All of this data will be used in your report.

## Expenses

You can add a new expense on each row. Simply select (or input) the date, enter a description and price, and then select a category and supplier. Make sure to select a category for each entry. As other tabs, you complete the sections under the red headers, and the green-headed sections will auto populate as you use the spreadsheet.

Project Status Active

Total £230.00

Date	Description	Category	Supplier	Price	Budget Over/Under	This will show the description of the selected category Category Description
Tue, 01 Jan 2019	Test description	Cat 1	Supplier 1	£20.00	£50.00	A description for cat 1
Wed, 02 Jan 2019	Test description	Cat 2	Supplier 2	£30.00	£50.00	A description for cat 2
Thu, 03 Jan 2019	Test description	Cat 3	Supplier 3	£25.00	£35.00	A description for cat 3
Fri, 04 Jan 2019	Test description	Cat 4	Supplier 3	£35.00	£55.00	A description for cat 4
Mon, 07 Jan 2019	Test description	Cat 5	Supplier 4	£20.00	£80.00	A description for cat 5
Tue, 08 Jan 2019	Test description	Cat 1	Supplier 5	£30.00	£50.00	A description for cat 1
Wed, 09 Jan 2019	Test description	Cat 2	Supplier 2	£20.00	£50.00	A description for cat 2
Thu, 10 Jan 2019	Test description	Cat 3	Supplier 1	£40.00	£35.00	A description for cat 3
Fri, 11 Jan 2019	Test description	Cat 4	Supplier 4	£10.00	£55.00	A description for cat 4

Next you can itemise each expense. Simply enter the date and a description for each expense. Continue by selecting the category from the drop down list (these are the categories that you named before), and the relevant supplier (you will also get to name your suppliers). Lastly, simply enter the price paid, which will then supply data to the other sheets. You will be able to see immediately how you are doing on that particular category budget.

When you select a category, you will also see the description for that category, so you can ensure that you picked the right one. If you've marked any category as finished, they will not be available to be selected here.

## Suppliers

You can add suppliers below. Simply enter the supplier name (no duplicates) and a description for each supplier (just for you to identify suppliers if need be or for your info). The cells with the green headers will automatically calculate as you use this spreadsheet. You need only fill in the cells with the red headers. Use the arrows on the headers to sort if required.

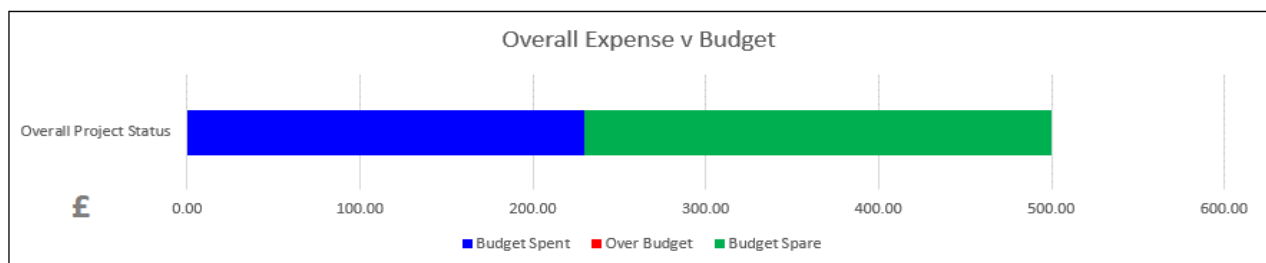
Supplier	Supplier Description
Supplier 1	
Supplier 2	
Supplier 3	
Supplier 4	
Supplier 5	

Totals		
£230.00	9	100.00%
Total Purchased	No. Purchases	% of Expenses
£60.00	2	26.00%
£50.00	2	22.00%
£60.00	2	26.00%
£30.00	2	13.00%
£30.00	1	13.00%

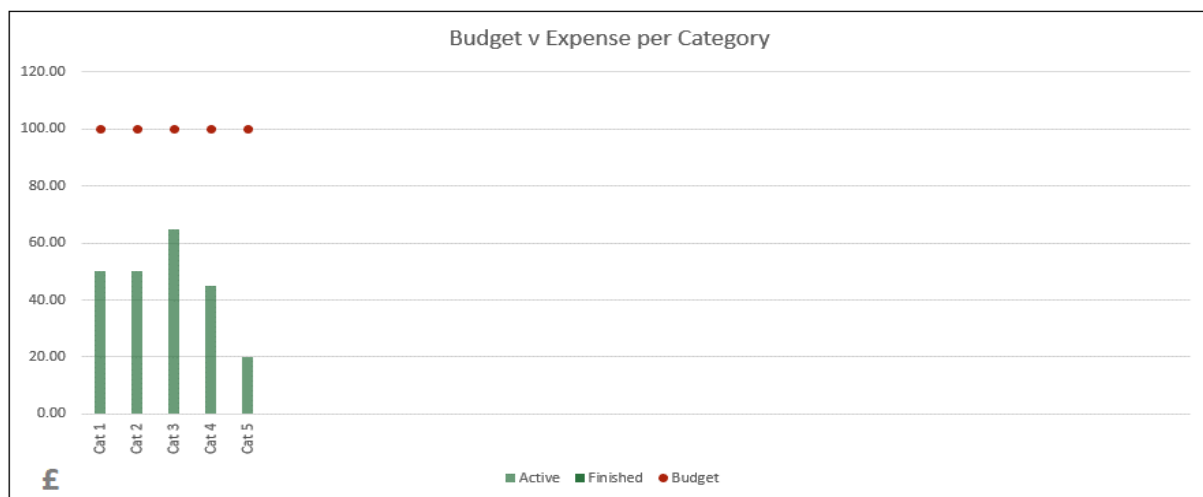
Lastly, you can set up suppliers. Simply add a unique supplier name, and a description about that supplier. You can use the arrows to sort by any column, so you can keep them in alphabetical order.

All the green-header data will update automatically, so you can see how much has been spent at each supplier, as well as how many purchases and what percentage each supplier is of the total value spent.

Project Budget Report		Business	Project
Selected Project Status		Your Business	Project Name
Active			
Budget Value	£500.00	% of Categories Finished	0 of 5 0%
Total Spent	£230.00	Percentage of Budget Spent	46%
Current Available on Budget	£270.00	All expenses	
		Assigned to a Category	✓
		Number of Categories per Result	
		Finished	In Budget 0
			Over Budget 0
		Active	In Budget 5
			Over Budget 0
		Unused so far	
		0	



As you update all the information mentioned this far, the reports updates accordingly. You can see some very useful figures, as well as your overall progression of money spent against your budget. You can see how many categories are finished, as well as how many are in or over budget. You can also see the overall figures, as well as some current status details. Everything on the report is automatically calculated, based on your data on the other tabs.



This is one of the most useful graphs. You can see how much you have spent on items in each category, and whether the category is still active or has in fact finished.

The red dots show the budget set for each category, so you can see how close the bar gets to the dot. If it doesn't touch it, you've kept within your budget, if it goes beyond the dot it indicates that you have exceeded your budget.

#### Top 10 Suppliers

	Amount Spent	% of Total
Supplier 1	£60.00	26%
Supplier 3	£60.00	26%
Supplier 2	£50.00	22%
Supplier 4	£30.00	13%
Supplier 5	£30.00	13%
All Others	£0.00	0%
Unassigned	£0.00	0%

#### Top 15 Categories (based on budgets)

	Budget	Amount Spent	% of Budget	Finished
Cat 1	£100.00	£50.00	50%	×
Cat 2	£100.00	£50.00	50%	×
Cat 3	£100.00	£65.00	65%	×
Cat 4	£100.00	£45.00	45%	×
Cat 5	£100.00	£20.00	20%	×
All Other Categories	£0.00	£0.00		×

Not only that, but you can also see the top 10 suppliers (based on money spent), in order to see how much has been spent, and what that is as a percentage of the total.

You can also see the top 10 categories (based on budget size) with various details about each one.

So there you have it, an overview of this unique product. We can't show you everything in this brochure, so please use the link below to the demo video, should you wish to see exactly how this product works.

All the other links you may need for more information, or to purchase this product, are below.

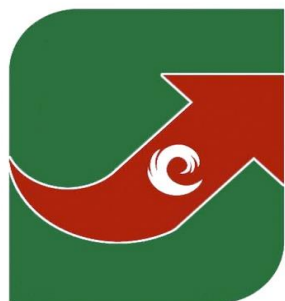


In order to purchase this product, download a free trial, or watch the demo video, please click the image to the left.

This product is sold from the UK, and will be invoiced as GBP. The fee is a once off fee, and there is no monthly charge. There will be an entirely optional annual charge, should you want to receive future upgrades.

**£120**

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