



MS Excel Workbooks Descriptions for Small Business / Home Office + Personal Use



Accountants

Handy spreadsheet workbook for accountants that would use gridline layouts for accounting functions in their daily business activities. Includes invoice template and calendar page for tracking payments and dates.



Accounts and Changes in Cashflow

This exercise will help to consolidate your understanding of how changes to cash flow can affect your other financial statements. The cash flow forecast below has been reworked to include some revised assumptions. Existing customers pay their bills faster!



Adjusting for Inflation

This exercise will help to consolidate your understanding of adjusted sales ratios and also test your knowledge of basic formulae in Excel. High Note's sales figures for the first three years have been confirmed as \$100,000, \$130,000, and \$160,000 respect.



Advertising Analysis

Tracking of all your advertising needs has never been easier with this spreadsheet workbook. Monitor all your advertising on a weekly or monthly basis. Tracking includes Media Used, Enquiries, Cost of Advertising, Cost per Enquiry, Number of Customers, Advertising Cost per Customer.



Appointments

This template is used for scheduling appointments or other events in a seven day period. The template produces the appropriate day of the week based on the date you use. The hours shown are unprotected, so you can change them to suit your needs.



Balance Sheet

This template provides a pro forma balance sheet. Please note that this type of layout is for management purposes only, rather than for year-end filing of accounts. You can customize the form by changing the row labels or adding rows.



Budget Profit and Loss

This template allows you to monitor any variance between your budgeted profit and loss account and your actual figures. You can customize the form by changing the row labels or adding rows to the expenses section.



Calculate control ratios

This exercise will test your understanding of the most common control ratios, by asking you to calculate them from the accounts of a fictitious business. Using the Parkwood accounts below, calculate these ratios for both years. (1) The current ratio; (2) Profit and loss Statement



Calculate fractions

Ever had difficulties learning with fractions? Well not any more with this easy to use spreadsheet workbook. Great educational learning workbook for children and adults. You can think of a FRACTION as what you have when you break something into EQUAL PARTS and keep one or more of them. The parts you keep add up with the others to the original whole.



Calculate funds ratio

This exercise will help to consolidate your understanding of how to create a funds flow statement based on the information in the balance sheet and profit and loss statement. Using the information below, calculate the funds flow statement for the past year.



Calculate using fractions

Calculate Fractions. You can think of a FRACTION as what you have when you break something into EQUAL PARTS and keep one or more of them. The parts you keep add up with the others to the original whole.



Calculating performance ratios

This exercise asks you to calculate various performance ratios from a set of fictional accounts. From the Parkwood accounts set out below, calculate the following ratios for each year: (1) Return on total capital employed; (2) Return on shareholders' capital.



Calculating your break even point

This template will test your knowledge of break-even point calculation and demonstrate the main factors that can affect your ability to break even. The table below shows the financial facts (over a four-month period) of your proposed new domestic burglar

(1) Calculate the break-even point. (2) If you need \$10,000 over this period to live off, recalculate your unit sales. (3) Realistically, you can sell no more than 400 units in the first four months. What must your selling price be both to break even and make the \$10,000 you need to live off? (4) You decide to take on an installation engineer costing \$6,000 over this period, together with another car on lease at \$1,000. At the same time you increase the salesperson's salary to \$8,000 and cancel the commission. Assuming that your unit selling price is correct.



Calendar 2007 Plus

This template produces a monthly calendar for printing in landscape mode. The calendar shows the dates and the day of the year for each day. If you like, you can apply shading to special dates in the month.



Capital Budgeting new product

This exercise will help to consolidate your understanding of present value calculations and show you how to use the New Project Investment Evaluator template. The table below summarizes the forecast costs and revenue for your new product, sales of which

(1) Work out the net cash flow for each year from year 0.5 onward. (2) Calculate the net present value at the present 25 per cent discount rate. (3) What is the internal rate of return of the project?



Car Loan Vs Leasing

The following worksheets can help you estimate how much it might cost to lease a vehicle and compare that to the cost of purchasing the same item and paying for it with a loan. The worksheets are based on a simple leasing arrangement and do not take into account some of the variables that enter into many leasing agreements.



Cash Flow Forecast

In today's business environment a cash flow forecast is critical for any small business to monitor your operating costs. Use this handy spreadsheet workbook to keep track Cash Inwards, Trading Expenses, Overhead Expenses and Capital Costs. Gives you a total business balance.



Cheque Statement

Balance your chequebook or statement details. Just enter a start balance add the date, cheque number, transaction details and then enter the credit or debit amount and get an instant balance to keep track of your expenses.



Child Care

Child Care information worksheet for a daytime crèche or nanny care. Very handy worksheet that can be printed out as instructions for monitoring the child's activities to inform the parents of what's happening or telling crèche or nanny about. Includes mealtime, what food to make, approved activities, bath time, bedtime etc, etc.



Chores and Errands

Keep track of all your chores, errands and household tasks. Prints and remembers, and then check off items as you complete them.



Club Treasurers

Treasurer's financial reporting worksheet great for club management, which includes Club / Group Name, Members Name, Dues Paid, Prize Money Paid Out, Net Cash In per Member and lots more for tracking everything.



Code Cracker

Code crackers math game. Great little numbers guessing game that keeps a total score when you type a formula in the cells and press enter. Instructions are simple like - Partner 1: Types a formula in a cell like B16 and presses ENTER. Click the Start Guessing button. Partner 2: Looks for patterns to beat partner 1.



College Student

Handy workbook setup targeted at college students to use. Printable worksheets like college monthly to do list search to do list, colleges of interest report. (If you are looking at transferring to other colleges compare each ones interests and benefits for you.) Report scholarships and financial aid and a very useful homework log.



Creating a Personal Balance

This exercise will help you consolidate your understanding of the components of the balance sheet, by focusing on your personal financial position. Start by summarizing your financial position. List all your assets and liabilities in this workbook.



Creating a Profit an Loss Statement

This exercise will help to consolidate your understanding of the structure of the profit and loss statement. Excellent workbook for small to medium business owners, and also good use for accountants to show business owners a 'Profit and Loss' statement.



Creating Business Balance Sheet

This exercise will help you consolidate your understanding of the different components of the balance sheet by asking you to compose a balance sheet for a fictional business.



Debtors Schedule

This template provides a form for monitoring debtors by the age of the debt. Enter the name of the debtor in the left-hand column and the amount of the debt in the appropriate column for the age of the debt.



Direct Marketing Analysis Workbook

Use the spreadsheets to calculate how many sales you will need to break even and whether or not you should go ahead with the direct marketing project. You'll discover that many projects can be profitable if everything goes the way you plan, but the projects you are looking for are the ones that can be profitable even at extremely low response rates. Excellent spreadsheet program to monitor all your new project costs. Just change the spreadsheet headings, and reword for all your new business projects that you wish to market.



eTask Manager

eTask manager lets you organize your daily, weekly or monthly tasks with ease. Printable spreadsheets include action items, person responsible, date due, status, things to do this month, appointments & meetings and work-related tasks. Just type in and list your daily tasks within the workbook, then print each spreadsheet out. Keep printed sheet on your office desktop and tick off daily-to-do items as you achieve them, this will keep you motivated and on track with your daily tasks. Comes with a monthly/yearly perpetual calendar, which you can type over and add important information to and print out.



Factors affecting ROCE

This exercise tests your understanding of the concept of return on capital employed (ROCE) and the factors that affect it. The workbook will show a sample profit and loss statement and the 'Net Assets Employed' section of the balance sheet.



Financial worksheets

Do complex financial calculations quickly using this easy-to-us business program. Keep track of your budgets and make investment projections and more for your business.



Fitness tracking

Get in shape with these handy templates to help track your exercise, training or nutrition programme. Set yourself a daily task and monitor your exercise and fitness planning.



Fundraising

Organize all your favorite activities. Keep track of fundraising budgets, projects, volunteers and other related information tasks.



Grid Line Layout

Use this group of handy spreadsheets as a template to designing fast grid line layouts for all your financial needs.



Holiday Party Plan

It's that time of the year again when you need to budget the holiday parties or any party for that matter. Track and analyze everything for a party like number of guests, invitation sent to addresses, returned RSVP's, number in party, music and DJ, decoration costs, food and drinks, schedule, party times etc,etc. Spreadsheet keeps a total amount spent so you can fine-tune the costs.



Home Improvements

Renovating your house? Track your entire home improvement and home maintenance projects. Great program to utilize as a credit control manager relating to costs involved in renovating your home. Use it to create a direct budget to help keep your project expenditure under control.



Home Mortgage Planning

Run a complete budget for your household and fine-tune your mortgage. Run complete spreadsheets for Home Budget Monthly, Conventional Mortgage Qualification Worksheet, Investment Projections, Loan and Credit Planner, Standard Loan Analysis. See what you can afford before you take the big step!



Important Household Records

Keep a list of emergency contacts, and other important household contacts and records. This workbook has it all, and monitors everything for you, as in Emergency Contact Sheet, Credit Card Log, Five Generation Family Tree, Food & Drink Planning, Insurance Policy Log, Party Planner, Spouse Family History, Wedding Organizer and many more.



Investment Appraisal

This template will help to consolidate your understanding of the different methods of planning new capital investment. It will also show you how to use the New Fixed-Asset Investment Evaluator template. You have to choose between two machines? The net present value of each machine at the 10 and 15 percent discount rates. Their respective internal rates of return. Their profitability indices at the 10 per cent discount. When you have made your choice, select the "Solution" tab to see if you are correct.



Investment Evaluator

This workbook template will calculate net present value and internal rate of return for help with investment decisions such as launching a new business product, entering new markets, or buying and choosing between different types of new plant and equipment.



Invoice statement

Invoice statement spreadsheet where you can enter all business details in which includes information sections for address, bill to, item or service description, subtotals, tax rate, sales tax rate, other and total. Includes fill in section for thank you notice.



Loan Calculator

Run a complete re-payments budget for the amount of money you wish to borrow. Enter loan amount, annual interest rate, loan period in years, start date of loan, optional extra payments. By adding extra money on top of your mortgage you can instantly see the massive savings you can make! See what it really going to cost you in the long run or use this spreadsheet for tracking payments



Measurement Conversion

Create and convert any measurement system you can think of! Get measurements you need with these easy-to-use conversion tables. Convert between different measurement systems such as metric, imperial, miles to KMH's and many more all at the click of a button.



Medical Records

Keep detailed medical and dental histories, even for your pets! Note down illnesses, injections, allergies and operations. Handy spreadsheet program for complete tracking of family records. Print and keep in a folder for instant viewing.



Mortgage Loan Payments

Run a complete re-payments budget for the amount of money you wish to borrow in an amortization table. Enter Values Loan and Loan Summary to give you a complete rundown of mortgage costs, enter extra money on top of your mortgage and see the difference it makes. See what it's really going to cost you in the long run or use this spreadsheet for tracking payments.



Moving list

Take the stress out of moving day! Create a list of all your packing and moving tasks, or keep track of moving expenses with a handy cost calculator. Compare and track different quotes from moving firms to save you money.



Music

Handy workbook spreadsheets with music layout guidelines, just type all your music details into these spreadsheets and print them out. Or print and use as blank sheets to edit and write songs. Great music teachers aid for students.



Naughts and Crosses

One of the oldest games around, and now in spreadsheet format ready for you to play onscreen with your PC. Enter 'O' and 'X' in the cells provided to beat your partner. Can print spreadsheets out to keep a record of who beat whom.



Navigation menu

Ever wondered how to set up a professional navigation menu in MS Excel to link to other spreadsheets within the program? Use the complete design layout in this spreadsheet workbook to model off for your own design in any new project that you wish to design and develop for your own needs. See how to add impact to all your spreadsheets templates with this ready made navigation menu.



Nutrition

Don't underestimate the power of this little program! Keep track of what you eat each day or run as a nutrition planner for a group of people. Either print out the spreadsheets and use as blanks to manually fill in, or fill in the data directly into the program on your PC. Point your mouse at any red triangle to see a cell comment and the equivalents. Complete nutrition planner for breakfast, lunch and dinner. Gives you a 5-day summary of calories used.



Organization Analysis

Use this workbook to highlight the impacts of proposed changes to your business and for planning the timescale and cost of those changes. Great for planning when changes will be made, and at what the real cost to your business will be.



Party Plan

It's that time of the year again when you need to budget Christmas and New Year parties or any party for that matter. Track and analyze everything for a party, like number of guests, invitation sent to addresses, returned RSVP's, number in party, music and DJ, decoration costs, food and drinks, schedule, party times etc,etc. Spreadsheet keeps a total amount spent so you can fine-tune the costs.



Personal Budget

Run a complete budget and keep your cash flow in order. Enter all your personal cash income against your expenses. Includes Income, Expenses, Home, Daily living,

Transportation, Entertainment, Health, Holidays, Recreation, Dues/subscriptions, Personal, Financial obligations, Miscellaneous payments.



Personal Finance

Many financial institutions will require information about your personal financial data. This spreadsheet program will help you prepare a personal financial statement. Your personal financial statement should show only your personally held assets and liabilities (debts) outside the business. Do not include any business assets or liabilities.



Personal skills

Use this spreadsheet program to identify the gaps in your own knowledge and skills and thus highlight the sorts of people that you need to recruit to your business. You can customize the form by changing the row labels or adding rows.



Personality Test

If you employ people for your business then this great little program is a must have for your employment screening to get the right person for the right job! Get the person to choose an image of their choice that they really like. Click on the image and it will highlight almost exactly what that person is like in general! Don't believe me, then take the test!



Pet and Plant Care

Organize your pet and plant care with this handy spreadsheet chart. Schedule what person does what in your day-to-day running of your business, then print out and keep handy. Also use for when you go on holiday to let the person who is house-sitting for you use as a daily to-do-list.



Pet Medical History

No family should be without this handy program if you've got pets! Keep a handy home pet medical history and pet medication record on your PC or print out and keep handy to fill in details of all your pets when necessary.



Product Comparison

Complete this spreadsheet table to justify your confidence that you can match or improve upon your competitors prices. Score each product factor from -3 to +3 to compare your price with the competitions.



Product Range Pricebook

Handy business spreadsheet report to allow you to send to your customers a complete product range. Including the ability to add GST or Sales Tax amounts, even ad discounts to prices. Just print and fax or email to your clients.



Ratio Aanalysis Form

This spreadsheet program shows where to look in your accounts for the information you need to complete the "Data Collection" section of the Ratio Analysis Form. The other three sheets in this workbook provide a set of accounts for a fictitious business containing 'what if'.



Retirement Budget

If you don't plan for your retirement who is? Planning for your future retirement is critical these days, so now you can use this spreadsheet program to plan it correctly. Just enter your age and it tells you how many years to retirement and then just enter all your account and income details and it will give you a complete summary of what target figures you need to put aside and save.



Sales Marketing Spreadsheets

Sales and Marketing Spreadsheets have a familiar spreadsheet layout. Simple to use tools to manage your business operations, reports and processes, including sales and accounting. Gives business owners that professional edge and let's them keep their finger on the pulse of what's going on in their business. Monthly Sales Projections, Media Budget, Sales Forecast, Sales Quotation, Direct Marketing Analysis, New product sales forecast, Quarterly marketing budget, Sales trend analysis, and of course many more essential day-to-day business spreadsheets.



Simple Loan Calculator

Excel Workbook setup to track a loan setup that you have borrowed for. Enter figures for Loan amount, Annual interest rate, Loan period in years, Start date of loan this will then give the amounts that it's going to cost you, and gives you a complete breakdown of figures based on that loan amount.



Sports Tracking

As a team coach you need to get your sports team organized with this easy to use program and templates. Track your fixture lists, squad members, tennis and league standings. Keep an up to date record of winning matches or teams left play for the finials.



Stock Control Manager

A must have database program for the use of controlling stock inventory items in a small to medium sized business. In the summary sheet, enter your company name, and the year. This information will automatically be cross-referenced to all the product sheets. The 'notes' cells contain a logic function - this will give an output of 'Adequate stock' if the stock balance is greater than the re-order level - or - 'LOW ON STOCK!' if the stock balance is equal to / less than the re-order level. Enter details of stock received and dispatched. Some sample information has been provided for product 1 as an example. You can edit/re-name pages or re-colour the page headers for your own use.



Stock Tracker

A very useful software program to setup and use as a stock or investments tracker. Enter your stock or investment details, which then shows the INITIAL INVESTMENT and DAILY RECORD. You simply enter the share prices and the spreadsheet calculates the rest for you.



Target Savings

This business spreadsheet program will calculate the required monthly savings to achieve a target over a period of time. Results are approximate only. It assumes that the interest is compounded monthly, and that amounts are added to an account at the beginning of each month.



Teacher Planning

Track your classes, homework and activities. These templates are easy to print so you can take them with you or use on your laptop. Workbook spreadsheet includes Daily Planner, Activity Schedule, Teacher Information Sheet, and Emergency Contacts.



Teacher Planning 2

Module 2 of Teacher planning task's, also includes your students classes, homework and activities module. Every teacher can use this planning program to maximize there time management with college students and daily tasks within there teaching roll. Easy-to-use program templates that you simply fill in the data and print records that you can take with you or use on your school PC. Workbook spreadsheets include Book Log, Class Schedule, Homework Schedule, Emergency Contacts, and Roll Call schedule.



To Do List

Great business spreadsheet program to handle all your daily to-do tasks in your office or home office setup. Use it directly as your business planner for time management and record keeping. Printable spreadsheets include action items, things to do this month, appointments & meetings, work-related tasks. Helps you to keep on track with your daily tasks.



Travel Planning

Manage and track all your business travel plans easily by using this program to create budgets and keep business travel costs to a minimum. Runs a complete itinerary and checklist's of critical costs that can save you time and money.



University Financials

Use this spreadsheet program to better manage or plan for a future loan or understand a current loan status if you're a university student. Also a very useful software program for parents to use as a budgeting toolbox for there teenagers planning to go to college, and to see what the actual cost will be! Use the program to plan for future loans or better understand a current loan. Easy to enter your lending institution rates for what-if planning and to get accurate details for all costs incurred.



Vehicle Data

Record all the details about you business or personal vehicles. Keep track of trips, repairs, maintenance and more. Use it as a company tracking record of your fleet vehicles or whether you need it for your own personal lease vehicles.



Voting Patterns

Use this spreadsheet program for tracking voting patterns in your club or local community. Tracks male and female voting numbers. Very handy program if you are running for any type of regional or state presidential roll. Use it for tracking campaign and other associated costs. Also produces a graph picture of voting numbers in your area.