

Finance Excel Template | Reporting & Analysis System

A working Excel template: type monthly actuals and budget once, and the P&L, budget variance and dashboard update through formulas. Fictional sample data.

What is inside the workbook

Sheet	What it does
Inputs	The only sheet with typed numbers (blue cells): monthly actual and budget revenue, COGS and expenses. Units divisor in one cell.
P&L;	Monthly profit and loss, gross margin, EBITDA, profit before tax. Every cell is a formula.
Budget vs Actual	Full-year comparison, variance in the favourable-positive convention, and a Favourable / Watch / Review flag.
Dashboard	Headline numbers and two charts (revenue vs budget, margin trend) that refresh with the inputs.

Built-in checks and rules

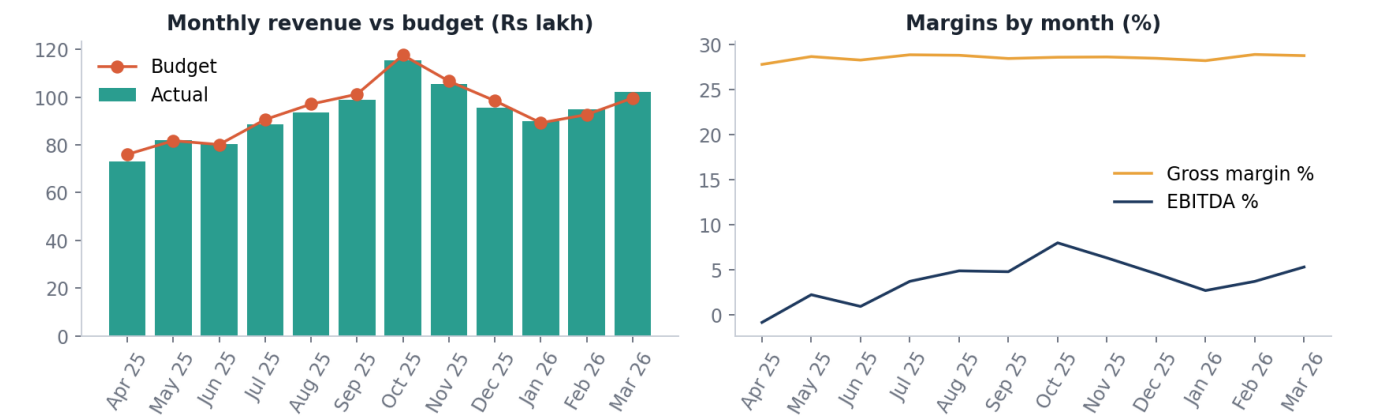
- Blue font for typed inputs, black for formulas, so nobody overwrites a formula by mistake.
- One units cell controls the whole workbook (Rs lakh, Rs million or rupees).
- Cost variance is budget minus actual, so a positive variance is always good news.
- Status flag: on or better than budget = Favourable, worse by up to 5% = Watch, worse by more = Review.

Budget vs Actual (Rs lakh, FY 2025-26)

Line	Actual	Budget	Variance	Var %	Status
Revenue	1,119.4	1,131.1	-11.8	-1.0%	Watch
Cost of goods sold	799.4	808.9	9.5	1.2%	Favourable
Gross profit	320.0	322.2	-2.3	-0.7%	Watch
Salaries	136.7	135.2	-1.5	-1.1%	Watch
Rent	31.8	31.6	-0.3	-0.8%	Watch
Marketing	45.3	44.7	-0.6	-1.3%	Watch
Logistics	35.8	35.3	-0.5	-1.3%	Watch
Admin	24.1	23.6	-0.5	-2.2%	Watch
Total operating expenses	273.7	270.4	-3.3	-1.2%	Watch
EBITDA	46.3	51.9	-5.6	-10.8%	Review
Depreciation	10.7	10.7	-0.0	-0.1%	Watch
Interest	14.6	14.6	0.0	0.2%	Favourable
Profit before tax	21.0	26.5	-5.6	-21.0%	Review

Sample data. Variance is favourable when positive (cost lines are budget minus actual).

Dashboard view (same charts as the workbook)



All figures are fictional and created only to demonstrate the template. No real company information is shown.