

## **Excel Expense Report Instructions**

The goal of this project is to illustrate the methods of entering formulas in MS-Excel and to show what a person who does a lot of business travel would use to record expenses.

The form should be dynamic in that the values from the formulas (shaded cells) shall change if the entered values (cells NOT shaded) change. This is done so that this spreadsheet can be used repeatedly and be able to automatically calculate the amount of money owed to the employee or to the company.

1. Set up the headings in row 1 as shown.
2. Enter the text notes in the bottom of the form in the cells as shown. Be careful with the text in cell B12; keep it separate from the value in cell C12.
3. Enter \$.44 in cell C2.
4. Enter the first date in cell A5 and then copy drag the formula to cells A6 and A7.
5. Enter the values for cells B5, B6 and B7.
6. In cell C5 enter the following formula: `=B5*C$2` and then copy drag the formula to cells C6 and C7. Note that the number after the B in the formula adds 1 for each row you go down but that the number after the C does not. This is due to the \$ character.
7. Enter the values for cells D5, D6 and D7.
8. Enter the values for cells E5, E6 and E7.
9. In cell F5 enter the following formula: `=SUM(C5:E5)` and then copy drag the formula to cells F6 and F7. Obviously, this sums the expenses for each day.
10. In cell B10 enter the following formula: `=SUM(B5:B7)` and then copy drag the formula to cells C10, D10, E10 and F10. Obviously, this sums the values for each expense category.
11. In cell F13 enter the following formula: `=F10+C12`
12. Enter the value shown for cell F14.
13. In cell F15 enter the following formula: `=IF(F13>F14,F13-F14,0)`
14. In cell F16 enter the following formula: `=IF(F14>F13,F14-F13,0)`

These last two formulas are decision statements. They work as follows: `If(test,true,false)`, meaning if the test is true then do the true step otherwise do the false step. If everything was setup properly, you should be able to change some values (not cells with formulas in them) and have all the cells change accordingly especially cells F15 and F16.