Excel Templates Guides, Description, Download and installation.

Basic Financial Tracker Template

Financial Tracker Register

Basic Financial Tracker

Project Name:	<Add Detail Here>
Client Name:	<Add Detail Here>
Client Contact:	<Add Detail Here>

Budget:	$32,475.00
Actuals:	$11,055.00
Estimate To Complete:	$21,420.00
Estimate At Completion:	$32,475.00

Project Code:	<Add Detail Here>
Project Manger:	<Add Detail Here>
Lead Architect:	<Add Detail Here>

Project Name	Resouce Name	Budgeted Hrs	Sell Rate	Budget	Actual Hrs Worked	Estimate to Complete	Estimate at Completion	Budget Vs EAC	Budget Vs Actuals	Total Hrs Worked	Actual Hrs	Estimate to Complete.	Estimate at Completion.	Budget Vs EAC.	Budget Vs Actuals.	Project Total
Frozen	**Project Manger**	25.00	$210.00	$5,250.00	23.00	2.00	25.00	0.00	2.00	23.00	$4,830.00	$420.00	$5,250.00	$0.00	$420.00	$4,830.00
	Architect	25.00	$225.00	$5,625.00	25.00	0.00	25.00	0.00	0.00	25.00	$5,625.00	$0.00	$5,625.00	$0.00	$0.00	$5,625.00
	Engineer 1	36.00	$200.00	$7,200.00	1.00	35.00	36.00	0.00	35.00	1.00	$200.00	$7,000.00	$7,200.00	$0.00	$7,000.00	$200.00
	Engineer 2	36.00	$200.00	$7,200.00	1.00	35.00	36.00	0.00	35.00	1.00	$200.00	$7,000.00	$7,200.00	$0.00	$7,000.00	$200.00
	Engineer 3	36.00	$200.00	$7,200.00	1.00	35.00	36.00	0.00	35.00	1.00	$200.00	$7,000.00	$7,200.00	$0.00	$7,000.00	$200.00
		0.00	$0.00	$0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		0.00	$0.00	$0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		0.00	$0.00	$0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		0.00	$0.00	$0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		0.00	$0.00	$0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		0.00	$0.00	$0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Totals				**$ 32,475.00**	**51.00**	**107.00**	**158.00**	**0.00**	**107.00**	**51.00**	**$11,055.00**	**$21,420.00**	**$32,475.00**	**$0.00**	**$21,420.00**	**$11,055.00**

Description

A project Financial Tracker tracks the expected project actuals compared to budget for your project. Project Financial tracking enables you to monitor how much of your budget has been spent over time, to see how much is remaining and course-correct when necessary.

For example, imagine one of your project resources took much longer than budgeted to complete a set of tasks. If you didn't realise this until the end, it could result in the project being over budget. But, if you're tracking your costs and notice this when it occurs, you can try to offset those extra costs somewhere else in the project.

How to Use

Project Name

Enter the name of the project which you are managing financials for.

Resource Names

In this column, please enter the names of the resources who have been assigned to your project.

Budgeted Hrs

In this column enter the budgeted hours for each resource. This information maybe in a quote, proposal, or system. Budgeted hours for a resource is the hours allocated to the resource(s) to complete the required work in the project.

Sell Rate

This is the billing rate for the resource.

Budget

This the resource billing rate x the budgeted hours. This is a calculated field, no manual entry required

Actual Hrs Worked

This is a manual entry. Enter the time worked by your resource, this information can be gained from a timesheet or extract from a system.

Estimate to Complete (ETC)

This is the remaining hours a resource has left on the project. Calculated by subtracting Hrs worked (Actuals) from Budgeted Hrs.

Estimate at Completion (EAC)

This column advises if you will finish the project on budget, below budget or over budget. A negative number here is over budget.

Budget vs EAC

If this number is negative, you are over budget. If this number is 0.00 then you are on budget.

Budget vs Actuals

If this number is negative, you are over budget. If this number is 0.00 then you are on budget.

Financial Tracker Revenue

Total Hrs worked

This column shows the hours worked to date by each resource. This is a calculated field

Actual Hrs

This column shows actual hrs worked to date as a $ amount. This is a calculated field

Estimate to Complete (ETC)

This column shows the remaining budget to complete the project by resource. This is a calculated field

Estimate at Completion

This column forecasts the $ amount per resource at the end of the project. This is a calculated field

Budget vs EAC

If this $ amount is negative, you are over budget. If this $ amount is 0.00 then you are on budget, if this is a positive number, then the resource completed the assigned tasks with hours to spare. This is a calculated field

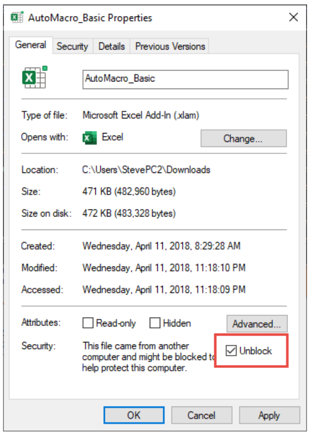
Budget vs EAC

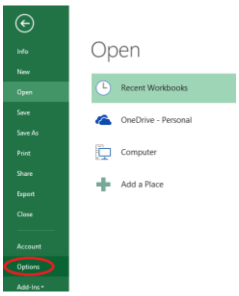
If this $ amount is negative, you are over budget. If this $ amount is 0.00 then you are on budget, if this is a positive number, then there is still budget remaining to complete the remaining tasks. This is a calculated field

Project Total

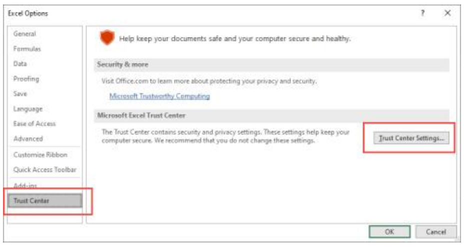
This column shows a $ amount consumed by each resource. This is a calculated field

How to install the Excel .xlam file (Add-in)

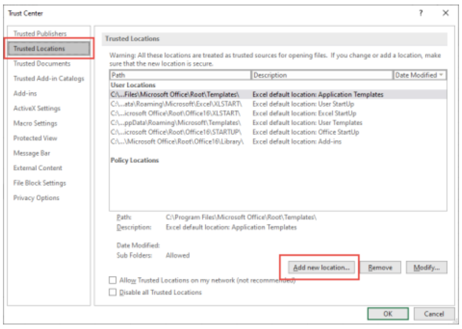
1. Save Add-in to Computer
    a. Make sure to download and save the add-in (.XLAM file) to your computer. Pick a folder that is easy to find (E.g., My Documents\PMOdocs\xlam files)
2. Unblock the File.
    a. After saving the file, locate the file in the Windows Explorer.
    b. Right-click the file and select Properties.
    c. Make sure the Unblock box is checked near the bottom of General Tab.
    d. 

3. **This step in optional as the issue has been resolved in recent updates.**
    a. Trust the File Location
    b. In July 2016, Microsoft added a security update that requires you to add the .XLAM file location as a Trusted Location in order for the add-in to work.
    c. Go to File > Options > Trust Centre > Trust Centre Settings... > Trusted Locations > Add New Location
    d. 

    e. **Trust Centre > Trust Centre Settings**

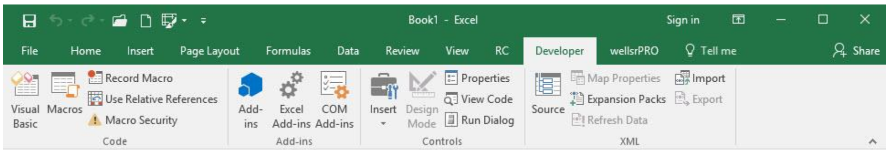
f. 

g. Trusted Locations > Add New Location

h. 

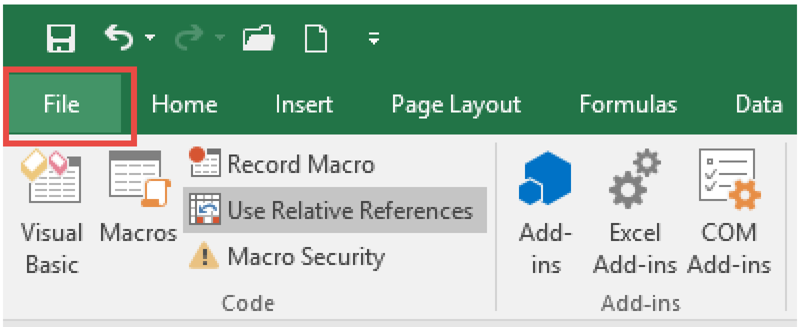
i. Add New Location: Browse to the file location containing your add-in (or you can move your add-in file to one of the existing Trusted Locations)

4. Make Sure the Developer Tab is Visible

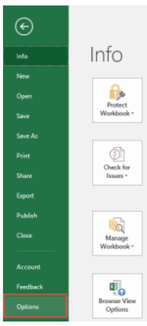
5. 

a. If you don't see the Developer tab then follow these instructions: Add Developer Ribbon.

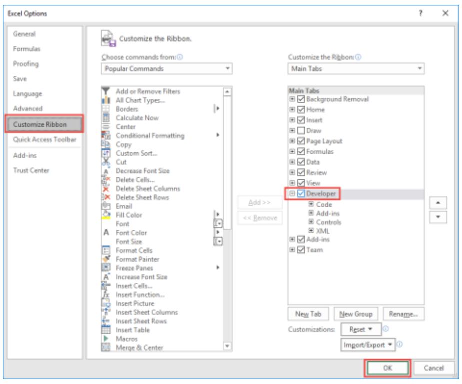
6. Click File as shown below

7. 

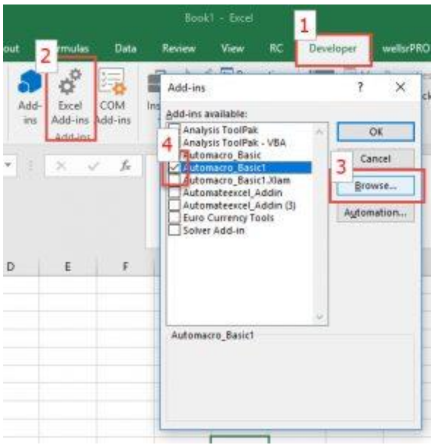
8. Click Options

9. 

10. In the left-hand pane, click Customise Ribbon.

11. 

12. Click the developer check box and click ok at the bottom.
13. Once you have the Developer Tab appearing on the ribbon
14. Browse to File.
    a. Go to Developer > Excel Add-ins > Select Browse and navigate to your file (E.g., My Documents\PMOdocs\xlam files)
    b. Once your file appears inside the Add-in Box, ensure you enable the check box per picture below.

15. 

16. Make sure the add-in has a check mark next to it and click OK.
17. Your add-in is now installed! And the customised tab will now appear on the Ribbon.