Personal Savings Dashboard User Guide

Overview

Disclaimer: This is a sample prototype created for portfolio showcasing purposes.

The Personal Savings Dashboard is an Excel-based tool designed to help individuals track their income, expenses, and monthly savings. It provides automated calculations for total income, total expenses, net savings, and savings rate (% of income saved). Visual charts summarize financial trends over time and provide quick insights into spending categories.

Sheets Explained

Data

This sheet contains the transaction records. Enter the date, category, income, expense, and optional notes. Categories include Salary, Rent, Food, Transport, Entertainment, Utilities, and Savings Deposits. Adding new transactions automatically updates the Dashboard and PivotTables.
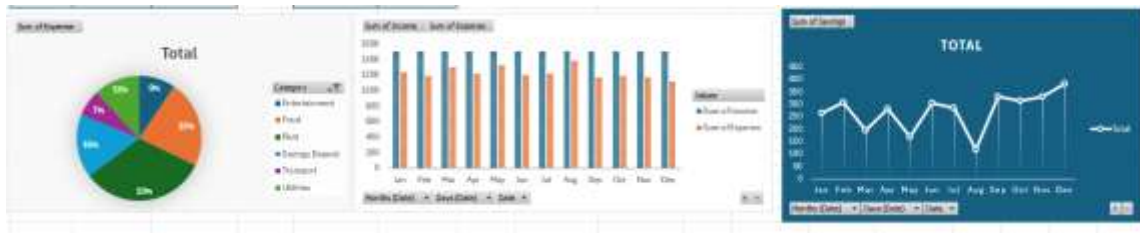
Dashboard

This sheet summarizes the data using KPIs and charts:
- Total Income
- Total Expenses
- Total Savings
- Savings Rate (%)

Charts included:
- Income vs. Expenses by Month (Column Chart)
- Expense Breakdown by Category (Pie Chart)
- Savings Growth Trend (Line Chart)

How to Use

1. Enter all income and expense transactions in the Data sheet.
2. Refresh PivotTables to update calculations and charts.
3. Review KPI cards for a quick summary of financial performance.
4. Analyze charts for insights into spending habits and savings progress.

	A	B	C	D	E	F
1	Date	Category	Income	Expense	Notes	
2	1/26/2024	Salary	1500	0	Monthly paycheck	
3	1/26/2024	Rent	0	400		
4	1/10/2024	Food	0	310		
5	1/7/2024	Transport	0	87		
6	1/28/2024	Entertainment	0	141		
7	1/6/2024	Utilities	0	124		
8	1/17/2024	Savings Deposit	0	174		
9	2/15/2024	Salary	1500	0	Monthly paycheck	
10	2/15/2024	Rent	0	400		
11	2/20/2024	Food	0	329		
12	2/10/2024	Transport	0	65		
13	2/6/2024	Entertainment	0	98		
14	2/21/2024	Utilities	0	139		
15	2/14/2024	Savings Deposit	0	161		
16	3/5/2024	Salary	1500	0	Monthly paycheck	
17	3/5/2024	Rent	0	400		
18	3/8/2024	Food	0	256		
19	3/21/2024	Transport	0	115		
20	3/11/2024	Entertainment	0	132		

< >   **Data**   Dashboard   +

Customization Options

- Categories: Add or rename expense categories as needed.
- KPIs: Adjust formulas to include/exclude specific categories.
- Formatting: Colors, fonts, and icons can be customized under Excel's Home tab.
- Savings Column: A calculated field (Income – Expense) can be added to the Data sheet for clarity.

Notes & Best Practices

- Do not overwrite PivotTable formulas.
- Keep the Data sheet consistent: one transaction per row.
- Refresh PivotTables whenever new data is added.
- Keep a backup copy before making structural changes.

Support

For customization requests or support, please contact me via Fiverr.

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