PRACTICAL – 15

OBJECTIVE: – Create a complete personal financial planner workbook.
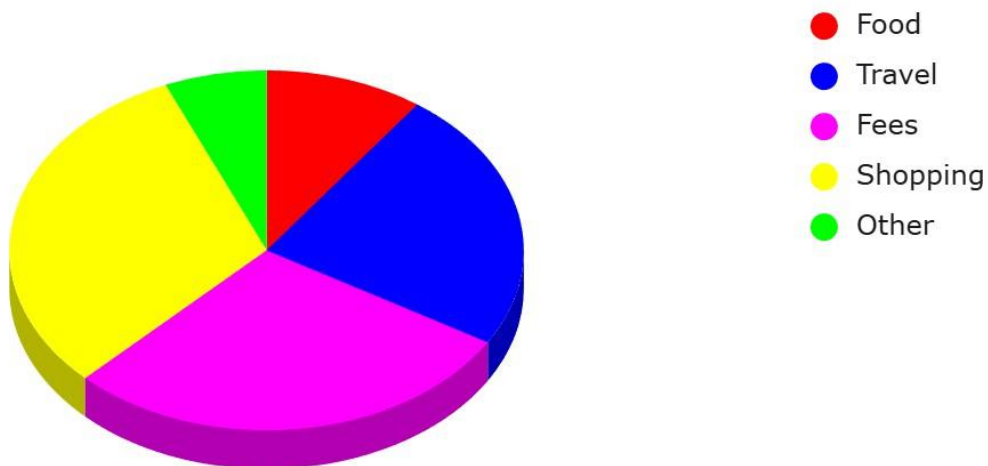
(a) Create and rename sheets as:
   i. Expenses   ii. Budget   iii. Charts

(b) Enter at least 20 rows of expense data: Date, Category, Expense Detail, Amount, Payment Method.

(c) Use Data Validation dropdown to create a category list (Food, Travel, Fees, Shopping, Other).

(d) Use Remove Duplicates on the Category column if repeated incorrectly.

(e) Use SUMIF to calculate total spending for each category.

(f) In the Budget sheet, create the monthly budget and compare with actual expenses using: Difference = Budget – Actual (formula required)

(g) Highlight expenses above ₹2000 using Conditional Formatting.

(h) Create:
   i. A Pie Chart showing category-wise spending
   ii. A Bar Chart comparing Budget vs Actual
   iii. Use Flash Fill to separate date into Day / Month / Year if needed. Also explain its details
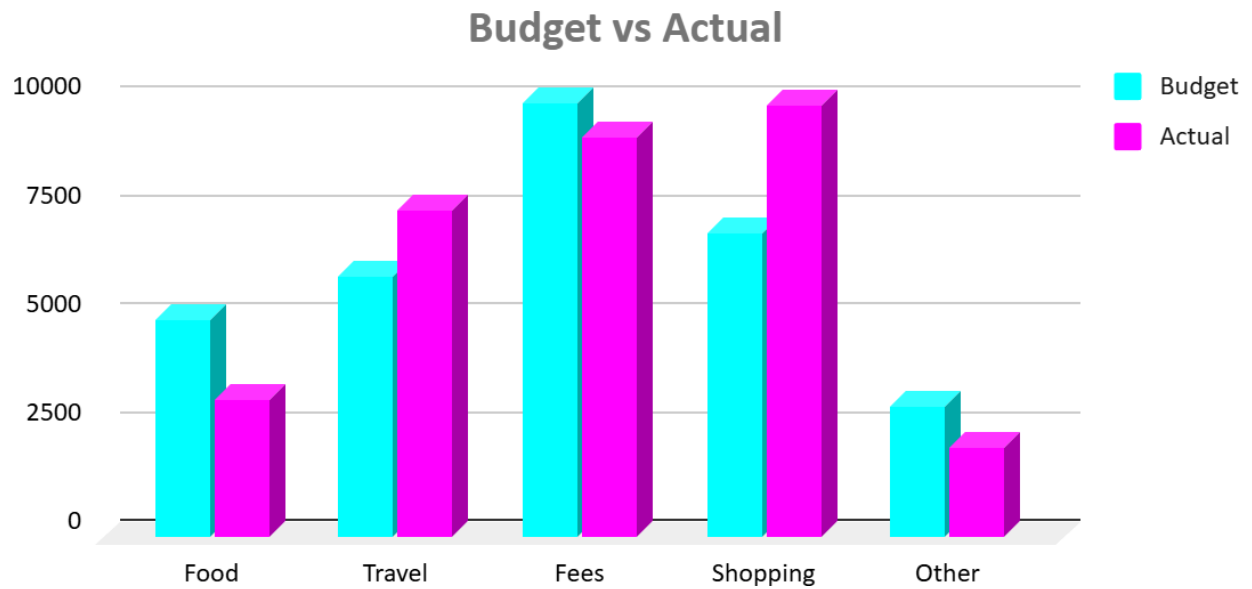   iv. Save worksheet in Page Layout view and adjust print area.

Date	Category	Expense Detail	Amount	Payment Method	Day	Month	Year
2025-01-02	Food	Lunch	250	Cash	2	1	2025
2025-01-03	Travel	Bus Pass	1200	UPI	3	1	2025
2025-01-05	Fees	Exam Fee	3000	Card	5	1	2025
2025-01-06	Shopping	Books	1800	UPI	6	1	2025
2025-01-07	Food	Dinner	450	Cash	7	1	2025
2025-01-08	Travel	Cab	2200	UPI	8	1	2025

2025-01-09	Other	Recharge	399	UPI	9	1	2025
2025-01-10	Shopping	Shoes	3500	Card	10	1	2025
2025-01-11	Food	Snacks	150	Cash	11	1	2025
2025-01-12	Fees	Course Fee	5000	UPI	12	1	2025
2025-01-13	Travel	Train	1800	Card	13	1	2025
2025-01-14	Other	Internet	999	UPI	14	1	2025
2025-01-15	Food	Groceries	2200	Cash	15	1	2025
2025-01-16	Shopping	Clothes	2700	Card	16	1	2025
2025-01-17	Travel	Fuel	2000	Cash	17	1	2025
2025-01-18	Fees	Library Fee	1200	UPI	18	1	2025
2025-01-19	Food	Breakfast	120	Cash	19	1	2025
2025-01-20	Other	Medicine	650	Cash	20	1	2025
2025-01-21	Shopping	Bag	1900	UPI	21	1	2025
2025-01-22	Travel	Auto	300	Cash	22	1	2025

Category	Budget	Actual	Difference
Food	5000	3170	1830
Travel	6000	7500	-1500
Fees	10000	9200	800
Shopping	7000	9900	-2900
Other	3000	2048	952

Category-wise Spending

Legend:
- Food
- Travel
- Fees
- Shopping
- Other

Budget vs Actual

The expense data, consisting of 20 transactions, shows a total spending of 31,818 with an average transaction amount of 1,590.9. The analysis of this data reveals key patterns in how money is spent and which payment methods are most frequently used.
Key Takeaways from Expense Analysis

1. Spending is Highly Concentrated in a Few Categories

The top three categories, Shopping, Fees, and Travel, account for over 83% of the total recorded expenses, indicating where the majority of the budget is allocated.

• Shopping is the highest spending category, totaling 9,900.

• Fees is the second largest category at 9,200, which includes significant one-time payments like the Exam Fee (3,000) and College Fee (6,000).

• Travel follows with 7,500, mainly driven by major costs such as the Flight Ticket (5,000).

• Food expenses are a smaller portion of the total, amounting to 3,170.

1. UPI and Card Payments Dominate Transactions

Digital payment methods like UPI and Card are the primary ways expenses are settled, representing over 80% of the total amount spent.

• UPI is the most preferred payment method, accounting for the largest total expenditure of 14,698.

• Card payments are the second most used, with a total of 11,000 spent.

• Cash is used for the lowest total amount, at 6,120, suggesting a preference for digital transactions, potentially for larger amounts.

The following charts illustrate the distribution of expenses:

Total Expense by Category
This bar chart shows the total amount spent in each expense category, clearly highlighting Shopping, Fees, and Travel as the largest contributors to overall spending.

Total Expense by Payment Method
This chart visualizes the total amount spent using each payment method, demonstrating the dominance of UPI and Card payments.