

Importing Financial Data from Excel Guidelines :

To import your monthly, quarterly, semi-annual or annual financial data from Excel into Femto, you can download the example and use it as a template or follow the below guidelines:

- Add your company name in Cell B1
- ↳ Use Cells A3, B3 and C3 to add column headings "Classifications", "Account Name", "Account Code" (Optional) respectively.
- ↳ In Column A, classify each account with a classification code (see next page for Profit & Loss Classifications, and Balance Sheet Classifications).
- ↳ In Column B, add the Account name corresponding to the classifications (e.g., various business lines corresponding to the Revenues Classification "RREV").
- ↳ Add the financial data in the same periodical frequency chosen from the upload page (monthly, quarterly, semi-annual or annual).
- ↳ In case of uploading monthly financial data, the quarters, semi-annual and annual results are automatically summed, based on the choice of Financial Year beginning month from the upload page.
- ↳ It is essential to add the dates corresponding to financial data in the same row (row 3) with the classifications and account name headers.
- ↳ Do not classify summative lines, as Femto automates the calculation for the Profit & Loss, Balance Sheet and Cash Flow Statements.
- ↳ The Profit & Loss classifications include all income and expenses accounts; the user should not use a (-ve) negative sign to represent an expense account.
- ↳ The Balance Sheet classifications include all accounts and contra accounts; the user should not use a (-ve) negative sign to represent an adjustment except for the following classifications:

STAR (Accounts Receivable), STDB (Short Term Debit Balances), SHAC (Shareholders Account), RERN (Retained Earnings), NERN (Net Earnings - Balance Sheet), MINT (Minority Interest), FCCY (Foreign Currency Translation - Equity), STAP (Short Term Account Payable), CRDT (Credit Balances)

Here's an example :

Company Name: Trade Corp LLC													
Classifications	Account Names	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
RREV	Revenue	20,000,000.0	22,000,000.0	23,000,000.0	24,000,000.0	25,000,000.0	26,000,000.0	27,000,000.0	28,000,000.0	29,000,000.0	30,000,000.0	31,000,000.0	32,000,000.0
RREV	Retail	10,000,000.0	11,000,000.0	11,500,000.0	12,000,000.0	12,500,000.0	13,000,000.0	13,500,000.0	14,000,000.0	14,500,000.0	15,000,000.0	15,500,000.0	16,000,000.0
	Wholesale												
VCOST	Cost of Sales												
VCOST	Retail	8,000,000.0	8,800,000.0	9,200,000.0	9,600,000.0	10,000,000.0	10,400,000.0	10,800,000.0	11,200,000.0	11,600,000.0	12,000,000.0	12,400,000.0	12,800,000.0
VCOST	Wholesale	4,000,000.0	4,400,000.0	4,600,000.0	4,800,000.0	5,000,000.0	5,200,000.0	5,400,000.0	5,600,000.0	5,800,000.0	6,000,000.0	6,200,000.0	6,400,000.0
FCOST	Fixed Costs												
FCOST	Retail	500,000.0	550,000.0	600,000.0	650,000.0	700,000.0	750,000.0	800,000.0	850,000.0	900,000.0	950,000.0	1,000,000.0	1,050,000.0
FCOST	Wholesale	400,000.0	450,000.0	500,000.0	550,000.0	600,000.0	650,000.0	700,000.0	750,000.0	800,000.0	850,000.0	900,000.0	950,000.0
VOHD	Variable Overheads												
VOHD	Retail	150,000.0	200,000.0	250,000.0	300,000.0	350,000.0	400,000.0	450,000.0	500,000.0	550,000.0	600,000.0	650,000.0	700,000.0
VOHD	Wholesale	75,000.0	125,000.0	175,000.0	225,000.0	275,000.0	325,000.0	375,000.0	425,000.0	475,000.0	525,000.0	575,000.0	625,000.0
FOHD	Fixed Overheads												
FOHD	Retail	20,000.0	22,500.0	25,000.0	27,500.0	30,000.0	32,500.0	35,000.0	37,500.0	40,000.0	42,500.0	45,000.0	47,500.0
FOHD	Wholesale	100,000.0											
DACOST	Depreciation Cost	100,000.0	85,694.4	88,030.1	90,443.6	92,937.5	95,514.6	98,177.6	100,929.4	103,668.7	106,499.3	109,424.3	112,290.5
OOINC	Operating Income												
OOINC	Supplier Discounts	100,000.0	120,000.0	140,000.0	160,000.0	180,000.0	200,000.0	220,000.0	240,000.0	260,000.0	280,000.0	300,000.0	320,000.0
OOINC	Other Operating Income	25,000.0	26,250.0	27,563.0	28,941.0	30,388.0	31,907.0	33,502.0	35,177.0	36,936.0	38,783.0	40,722.0	42,758.0

Acceptable date formats:

Monthly Financial Data:	Quarterly Financial Data:	Semi-annual Financial Data:	Annual Financial Data:
mmmm yyyy → January 2023	Qx yyyy → Q1 2023	Hx yyyy → H1 2023	yyyy → 2023
mmm yyyy → Jan 2023	Qx yyyy/yyyy → Q1 2022/2023	Hx yyyy/yyyy → H1 2022/2023	yyyy/yyyy → 2022/2023
mmm yy → Jan 23	Qx yy/yy → Q1 22/23	Hx yy/yy → H1 22/23	yy/yy → 22/23
mmm-yy → Jan-23	Qx-yy → Q1-23	Hx-yy → H1-23	dd/mm/yyyy → 31/12/2023
dd/mm/yyyy → 31/1/2023	dd/mm/yyyy → 31/3/2023	dd/mm/yyyy → 30/6/2023	

Classifications :

1. Profit and Loss Statement (P&L)

	item	Classification	Explanation
1	Recurring Revenues	RREV	Income generated from recurring products sales or services rendering process.
		VCOST	Variable Costs that change directly in proportion to revenues.
		FCOST	Fixed Costs that are pre-defined or do not vary in proportion to revenues.
2	Cost of Sales	VOHD	Variable Overheads are unplanned surges over planned variable costs.
		FOHD	Fixed Overheads are unplanned surges over planned Fixed costs.
		DACOST	Depreciation and Amortization , non-cash costs related to productive assets.
3	Operating Income	OOINC	Other Operating Income earned in relation to main activities. (e.g., rebates, third party branding income, etc.)
		SAEXP	Salaries & Staff Expenses that are pre-defined and fixed in nature. (e.g., benefits, medical insurance, bonuses, income taxes, etc.)
		SDEXP	Selling & Distribution Expenses that are pre-defined and fixed in nature. (e.g., wages, commissions, logistics, insurance, out-of-pocket expenses, etc.)
4	Operating Expenses	GAEXP	General & Administrative Expenses that are pre-defined and fixed in nature. (e.g., office rent, utilities, technology expenses, subscriptions, supplies, etc.)
		MAEXP	Marketing & Advertising Expenses that are pre-defined and fixed in nature. (e.g., campaign, social media buying, agency fees, on-ground activation, etc.)
		OOEXP	Other Variable Operating Expenses , incurred in relation to main activities.
		FINC	Financial Income earned from investments. (e.g., stock-trading, mutual funds, direct investments, etc.)
		DINC	Dividends Income earned from owned stakes in investees & subsidiaries.
		PINC	Provisions Income from reversing previous provisions no longer needed.
5	Non-Operating Income	RINC	Reversal Income from previously expected credit losses no longer needed.
		IMINC	Impairments Income from reversing previously written-off values.
		FXINC	Foreign Currency Income , from favourable currency translation changes
		CGAIN	Capital Gains from assets or investments disposal, above book value.
		NOINC	Other Non-Operating Income , that is non-recurring in nature.
		PEXP	Provision Expenses booked for contingency, doubtful debtors, or bad debts.
6	Non-Operating Expenses	IMEXP	Impairment Expenses for disposing or writing-off assets below carrying value.
		FXEXP	Foreign Currency Losses , from un-favourable currency translation changes.
		NOEXP	Other Non-Operating Expenses , that are non-recurring in nature.
		IINC	Interest Income earned on bank accounts, certificates of deposits or bonds.
7	Interest	TIIC	Treasury Income earned from holding treasury bills and treasury bonds.
		IEXP	Interest Expenses incurred on short- and long-term debt.
		TEXP	Tax Expense payable on earnings before taxes.
8	Taxes	DTEXP	Deferred Tax Expenses payable arising from a deferred tax liability.
		DTINC	Deferred Tax Income receivable arising from a deferred tax asset.
		CI	Controlling Interest share (Parent Company) in net profits generated.
9	Net Profit Split	MI	Minority Interest share in net profits generated.

Classifications :

2. Balance Sheet (BS)

	item	Classification	Explanation
1	Non-Current Assets	FAST	Fixed Assets net carrying value (e.g., land, buildings, plant & equipment, etc.)
		PAST	Project Under Construction net carrying value.
		RAST	Right-of-use Asset, that is leased or contracted on a usufruct basis.
		IAST	Intangible Assets & Goodwill arising from patents, M&A, or long-term licenses.
		IVST	Investments in associates and subsidiaries.
		OVST	Other Investments (e.g., Available for Sale, Payments Under Investment, etc.)
		FVST	Investments held at Fair Value, with periodical remeasurement.
		PVST	Property Investments held for generating yields and rental income.
		LTAR	Long Term Accounts Receivable collectable after a period exceeding 1 year.
		LTDB	Long Term Debit Balances owed to the company from external stakeholders
		DTA	Deferred Tax Assets arising from over-paid taxes.
		ONCA	Other Non-Current Assets that are not presented among the classifications.
2	Current Assets	CASH	Cash held in home or foreign currency.
		TBIL	Treasury Bills investments to earn treasury interest income.
		INVT	Inventory value including finished goods, work-in-progress and raw materials
		STAR	Short Term Accounts Receivables collectable over a period less than 1 year.
		STDB	Short Term Debit Balances owed to the company from external stakeholders.
		DFRM	Dues From Related Parties including business affiliates due in less than 1 year.
		OCA	Other Current Assets that are not presented among the classifications.
3	Equity	PCAP	Paid in Capital for common and preferred shares issued at par value.
		APIC	Additional Paid in Capital paid above par value.
		SHAC	Shareholders Account balance owed to or from shareholders.
		TSHR	Treasury Shares bought back to reduce outstanding shares.
		GRSV	General Reserves set aside to cover future contingencies.
		LRSV	Legal Reserves set aside by law (usually as a percentage of Paid in Capital).
		ORSV	Other Reserves set aside to cover specific risks or provisions.
		RERN	Retained Earnings (or losses) accumulated from previous financial periods.
		NERN	Net Earnings from current period.
		MINT	Minority Interest Balance accumulating share in net profits.
		FCCY	Foreign Currency translation balances.
		OEQT	Other Equity items not presented among the classifications.
4	Non-Current Liabilities	LTDT	Long Term Debt payable over a tenor exceeding 1 year, and interest bearing.
		LTLS	Long Term Lease Contracts against leased assets or Right of Use Assets.
		RLIB	Right-of-use Liability, is the contra-account for the Right-of-use Asset.
		LTPV	Long Term Provisions balance for contingencies or settlements exceeding 1 year.
		DTL	Deferred Tax Liability arising from under-paid taxes.
		LTAP	Long Term Accounts Payable due after 1 year or more.
		LTBS	Long Term Bonds & Sukuk face value outstanding with a tenor exceeding 1 year.
		ONCL	Other Non-Current Liabilities not presented among the classifications.
5	Current Liabilities	STAP	Short Term Accounts Payable due within 1 year.
		PROV	Provisions account portion expected to be settled within 1 year.
		CTAX	Current Tax Liability due payment within 1 year.
		STDT	Short Term Debt and outstanding bank facilities.
		CPLD	Current Portion of Long-Term Debt due settlement within the year.
		CPLL	Current Portion of Long-Term Lease due settlement within the year.
		STBS	Short Term Portion of Bonds & Sukuk due settlement within the year.
		STOP	Short Term Other Payables due payment within 1 year.
		DIVP	Dividends Payable to shareholder due from previous earnings.
		CRDT	Creditors Balance arising from accrued expenses.
		DUTO	Dues To Related Parties including business affiliates due in less than 1 year.
		ADVP	Advance Payments collected from customers (Deposits).
		OCL	Other Current Liabilities not presented among the classifications.