

Excel for Business Math

Implementing Basic Business Math Concepts in Excel 2010

Payroll

Pay based on hourly wages is pay based on the hours of work done by an employee.

Gross Pay = Number of Regular Hours × Regular Hourly Rate + Number of Overtime Hours × Overtime Hourly Rate

EX: =B2*B3 in F2 in **Payroll 1** is weekly gross pay for Employee 1 with no overtime.

EX: =B2*B3+B4*B5 in F3 in **Payroll 1** is weekly gross pay for Employee 2 with 10 hours of overtime at 1.5 times the pay rate.

	A	B	C	D	E
	Employee ID	Regular Hours	Regular Hourly Rate	Overtime Hours	Overtime Pay Rate
1	Employee 1	40	\$15.00	0	0.00
2	Employee 2	40	\$15.00	10	2.25
3	Employee 3				
4	Employee 4				
5	Employee 5				
6	Employee 6				
7	Employee 7				
8	Employee 8				
9	Employee 9				
10	Employee 10				

Pay based on piece work is pay based on the number of acceptable pieces of work an employee produces.

Gross Pay = Total Number of Acceptable Pieces Produced × Piece Work Rate

EX: =B4*B5 in F4 in **Payroll 1** is gross pay for Employee 3, who is working at a piece rate of \$1.25 per piece produced.

Pay based on commission is usually paid to the person generating the sales, commission is a percentage of sales.

Gross Pay = Commission × Sales × Commission Rate

EX: =B7*B8 in F7 in **Payroll 1** is gross pay for Employee 6, who is working on a commission rate of 3%.

Net pay is pay after federal income tax, Social Security, and Medicare (i.e., total deductions).

Net Pay = Gross Pay - Total Deductions

Part 1: Payroll System - Initial Characteristics													
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	A	B	C	D	E	F	G	H	I	J	K	L	M
	Employee ID	Marital Status	Dependents	Regular Hours	Regular Hourly Rate	Overtime Hours	Overtime Pay Rate	Gross Pay	Federal Income Tax	Social Security	Medicare	Total Deductions	Net Pay
1	Employee 1	Single	0	40	\$15.00	0	0.00	\$600.00	\$75.00	\$36.00	\$9.00	\$120.00	\$479.00
2	Employee 2	Married	2	40	\$15.00	10	2.25	\$825.00	\$103.13	\$49.50	\$12.38	\$165.00	\$659.89
3	Employee 3	Single	0	40	\$15.00	0	0.00	\$600.00	\$75.00	\$36.00	\$9.00	\$120.00	\$479.00
4	Employee 4	Single	0	40	\$15.00	0	0.00	\$600.00	\$75.00	\$36.00	\$9.00	\$120.00	\$479.00
5	Employee 5	Single	0	40	\$15.00	0	0.00	\$600.00	\$75.00	\$36.00	\$9.00	\$120.00	\$479.00
6	Employee 6	Single	0	40	\$15.00	0	0.00	\$600.00	\$75.00	\$36.00	\$9.00	\$120.00	\$479.00
7	Employee 7	Single	0	40	\$15.00	0	0.00	\$600.00	\$75.00	\$36.00	\$9.00	\$120.00	\$479.00
8	Employee 8	Single	0	40	\$15.00	0	0.00	\$600.00	\$75.00	\$36.00	\$9.00	\$120.00	\$479.00
9	Employee 9	Single	0	40	\$15.00	0	0.00	\$600.00	\$75.00	\$36.00	\$9.00	\$120.00	\$479.00
10	Employee 10	Single	0	40	\$15.00	0	0.00	\$600.00	\$75.00	\$36.00	\$9.00	\$120.00	\$479.00

EX: Weekly net pay calculations for Employee 1 in **Payroll 1** include the following: =B2*B3 in F2 is the federal income tax at an 8% rate, =B2*B3 in F3 is the Social Security deduction, =B2*B3 in F4 is the Medicare deduction, =B2*B3 in F5 is the total deductions, and =B2*B3 in F6 is net pay.

Invoices, Discounts & Sales Tax

An **invoice** is an itemized list of goods shipped with item details, which usually include invoice number and date, discount terms (e.g., trade 1/5% and cash 3% if paid within 10 days of invoice date), item SKUs (goods keeping track number and name, quantity, unit price).

EX: =C7*D7 in E7 in **Invoice 1** is the item unit price for Toy A (initially calculated for E8 and E9 for Toy B and Toy C).

EX: =E8/E9 in E8 in **Invoice 1** is the total list price before discounts.

Discounts represent the reduction in a base price.

- Trade discounts** (e.g., "functional discounts") are discounts given to partners in the distribution channel of goods in purchase-specific trade.
- Net Price** = Total List Price - Trade Discount Amount

EX: =B8/ND8 in B8 in **Invoice 1** is the trade discount amount, which is 25% of the total list price resulting in two decimal places.

EX: =B8/E8 in E8 in **Invoice 1** is the net price after the trade discount.

- Cash discounts** are discounts given to customers for paying with cash, a cash discount is also called a "trade discount" by the seller or a "prompt discount" by the buyer.
- Cash Discount** = Net Price × Cash Discount Rate
- Total Price** = Net Price + Cash Discount

	A	B	C	D	E
	Invoice No.	1001			
	Date	1/1/10			
	Trade Terms	2/10			
	Item No.	Item	Quantity	List Price	Total Price
1	00101	Toy A	10	\$10.00	\$100.00
2	00201	Toy B	10	\$10.00	\$100.00
3	00301	Toy C	10	\$10.00	\$100.00
4	00401	Toy D	10	\$10.00	\$100.00
5	00501	Toy E	10	\$10.00	\$100.00
6	00601	Toy F	10	\$10.00	\$100.00
7	00701	Toy G	10	\$10.00	\$100.00
8	00801	Toy H	10	\$10.00	\$100.00
9	00901	Toy I	10	\$10.00	\$100.00
10	01001	Toy J	10	\$10.00	\$100.00
11	01101	Toy K	10	\$10.00	\$100.00
12	01201	Toy L	10	\$10.00	\$100.00
13	01301	Toy M	10	\$10.00	\$100.00
14	01401	Toy N	10	\$10.00	\$100.00
15	01501	Toy O	10	\$10.00	\$100.00
16	01601	Toy P	10	\$10.00	\$100.00
17	01701	Toy Q	10	\$10.00	\$100.00
18	01801	Toy R	10	\$10.00	\$100.00
19	01901	Toy S	10	\$10.00	\$100.00
20	02001	Toy T	10	\$10.00	\$100.00

Credit terms define the cash discount rate, a credit term of 2/10 net 30 means that a 2% cash discount is allowed if the payment is made within 10 days of the date of the invoice, the cash discount period ends when 10 days after the invoice date, the cash discount period ends when 10 days after the invoice date, the cash discount period ends when 10 days after the invoice date.

EX: =B8/ND8 in B8 in **Invoice 1** is the trade discount amount, which is 25% of the total list price resulting in two decimal places.

EX: =B8/E8 in E8 in **Invoice 1** is the net price after the trade discount.

Sales tax is tax paid on the purchase of most goods and services, though some purchases are exempt from sales tax, it is applied to the net price (selling price - trade discounts) but not to shipping charges, sales tax varies between states, it is collected by the business and paid to the state government.

Sales Tax = Net Price × Total Price When There Is a Cash Discount × Tax Rate

Total Invoice Amount = Net Price × Total Price When There Is a Cash Discount + Sales Tax

EX: =B8/ND8 in B8 in **Invoice 1** is the trade discount amount, which is 25% of the total list price resulting in two decimal places.

EX: =B8/E8 in E8 in **Invoice 1** is the net price after the trade discount.

Markup & Markdown

Markup is the amount required to cover operating expenses and make a profit, **markup** is the amount given on the original selling price.

- Cost of goods** is what the retailer pays the supplier or manufacturer for goods.
- Selling price of goods** is what the customer pays the retailer for goods (i.e., the buyer's purchasing price).
- Markup rate** is the percent markup on item cost or the percent markup on selling price.
- Cost** = Markup = Selling Price
- Markup on Margin** = Selling Price - Cost
- Markdown rate** is the percent markdown on the original selling price of the item.
- Sale Price** = Original Selling Price - Markdown (or Discount)

Markup Based on Cost

Given Cost & Selling Price

Markup = Selling Price - Cost

EX: =B2-B3 in B2 in **Markup 1** is the markup for Toy A.

Percent Markup on Cost = Markup / Cost

EX: =B2/B3 in B3 in **Markup 1** is the percent markup for Toy A.

	A	B	C	D	E
	Item No.	Item	Cost	Selling Price	Markup
1	A1234	Toy A	\$5.00	\$10.00	\$5.00
2	B2345	Toy B	\$10.00	\$20.00	\$10.00
3	C3456	Toy C	\$15.00	\$30.00	\$15.00
4	D4567	Toy D	\$20.00	\$40.00	\$20.00
5	E5678	Toy E	\$25.00	\$50.00	\$25.00
6	F6789	Toy F	\$30.00	\$60.00	\$30.00
7	G7890	Toy G	\$35.00	\$70.00	\$35.00
8	H8901	Toy H	\$40.00	\$80.00	\$40.00
9	I9012	Toy I	\$45.00	\$90.00	\$45.00
10	J0123	Toy J	\$50.00	\$100.00	\$50.00

Given Cost & Percent Markup on Cost

Markup = Cost × Percent Markup on Cost

EX: =C2*B2 in B2 in **Markup 1** is the markup for Toy A.

Selling Price = Cost + Markup

EX: =C2+B2 in B3 in **Markup 1** is the selling price of Toy A.

The following formulas can also be used for selling price:

Selling Price = Cost × (100% + Percent Markup on Cost)

EX: =B2*(1+B3) in B3 in **Markup 1** is the selling price of Toy A.

EX: =B2*(1+B3) in B3 in **Markup 1** is the selling price of Toy A.

	A	B	C	D	E
	Item No.	Item	Cost	% Markup on Cost	Markup
1	A1234	Toy A	\$5.00	100%	\$5.00
2	B2345	Toy B	\$10.00	100%	\$10.00
3	C3456	Toy C	\$15.00	100%	\$15.00
4	D4567	Toy D	\$20.00	100%	\$20.00
5	E5678	Toy E	\$25.00	100%	\$25.00
6	F6789	Toy F	\$30.00	100%	\$30.00
7	G7890	Toy G	\$35.00	100%	\$35.00
8	H8901	Toy H	\$40.00	100%	\$40.00
9	I9012	Toy I	\$45.00	100%	\$45.00
10	J0123	Toy J	\$50.00	100%	\$50.00

Given Markup & Percent Markup on Cost

Cost = Markup / Percent Markup on Cost

EX: =C2/B2 in B2 in **Markup 1** is the cost of Toy A.

Selling Price = Cost + Markup

EX: =B2+C2 in B3 in **Markup 1** is the selling price of Toy A.

EX: =B2*(1+B3) in B3 in **Markup 1** is the selling price of Toy A.

	A	B	C	D	E	F
	Item No.	Item	Markup	% Markup on Cost	Cost	Selling Price
1	A1234	Toy A	\$5.00	100%	\$5.00	\$10.00
2	B2345	Toy B	\$10.00	100%	\$10.00	\$20.00
3	C3456	Toy C	\$15.00	100%	\$15.00	\$30.00
4	D4567	Toy D	\$20.00	100%	\$20.00	\$40.00
5	E5678	Toy E	\$25.00	100%	\$25.00	\$50.00
6	F6789	Toy F	\$30.00	100%	\$30.00	\$60.00
7	G7890	Toy G	\$35.00	100%	\$35.00	\$70.00
8	H8901	Toy H	\$40.00	100%	\$40.00	\$80.00
9	I9012	Toy I	\$45.00	100%	\$45.00	\$90.00
10	J0123	Toy J	\$50.00	100%	\$50.00	\$100.00

Given Selling Price & Percent Markup on Cost

Cost = Selling Price / (100% + Percent Markup on Cost)

EX: =B2/(1+B3) in B3 in **Markup 1** is the cost of Toy A.

Markup = Selling Price - Cost

EX: =B2-B3 in B4 in **Markup 1** is the markup for Toy A.

	A	B	C	D	E	F
	Item No.	Item	Selling Price	% Markup on Cost	Cost	Markup
1	A1234	Toy A	\$10.00	100%	\$5.00	\$5.00
2	B2345	Toy B	\$20.00	100%	\$10.00	\$10.00
3	C3456	Toy C	\$30.00	100%	\$15.00	\$15.00
4	D4567	Toy D	\$40.00	100%	\$20.00	\$20.00
5	E5678	Toy E	\$50.00	100%	\$25.00	\$25.00
6	F6789	Toy F	\$60.00	100%	\$30.00	\$30.00
7	G7890	Toy G	\$70.00	100%	\$35.00	\$35.00
8	H8901	Toy H	\$80.00	100%	\$40.00	\$40.00
9	I9012	Toy I	\$90.00	100%	\$45.00	\$45.00
10	J0123	Toy J	\$100.00	100%	\$50.00	\$50.00

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Clifford Lane



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