ELNOVIQUE | Excel Formula Guide

Excel Order Tracking Dashboard

1. Orders — calculated columns

Name / Cell	Excel Formula	Explanation
Total Amount (G2)	`=E2*F2`	Multiplies Quantity (E) by Unit Price (F).
Delivery Check (J2)	`=IF(I2="Pending";"Pending";IF(H2>D2;"Late";"On Time"))`	Returns Pending, Late, or On Time by comparing delivery date (H) with due date (D).

2. Dashboard — six KPI formulas (Final Result)

Name / Cell	Excel Formula	Explanation
Total Sales (M2)	`=SUM(G2:G21)`	Adds all order amounts.
Total Orders (M3)	`=COUNTA(A2:A21)`	Counts non-empty Order IDs.
Delivered Orders (M4)	`=COUNTIF(Orders!I2:I21;"Delivered")`	Counts delivered orders.
Pending Orders (M5)	`=COUNTIF(Orders!I2:I21;"Pending")`	Counts pending orders.
Average Order Value (M6)	`=IFERROR(M2/M3;0)`	Divides total sales by total orders; returns 0 if division fails.
Late Deliveries (M7)	`=COUNTIF(Orders!J2:J21;"Late")`	Counts late deliveries if Orders column J contains the checks.
Late Deliveries — alternative (M7)	`=COUNTIF(J2:J21;"Late")`	Use this instead if Delivery Check is calculated in Final Result column J.

3. Chart — Order Status Overview

Name / Cell	Excel Formula	Explanation
Delivered label (L10)	`Delivered`	Status label for the chart.
Pending label (L11)	`Pending`	Status label for the chart.
Delivered count (M10)	`=COUNTIF(Orders!I2:I21;L10)`	Counts the status named in L10.
Pending count (M11)	`=COUNTIF(Orders!I2:I21;L11)`	Counts the status named in L11.