

➤ Excel for Business Automation

Dropdown List

Profit & Loss Report Structure

1. Report Title;
2. Cells for a dropdown list containing all bakeries and their corresponding managers;
3. Relevant calculations from the **Sales 2024** table for two PL Group categories: **Pastry** and **Hot Beverage**;
4. Calculations from the **OPEX** table;
5. Final EBITDA calculation.

The screenshot shows an Excel spreadsheet titled "Profit & Loss Report". The structure is as follows:

			January	February	March	April	May	June
Revenue	Pastry	USD						
Revenue	Hot Beverages	USD						
	Total Revenue	USD						
Information Statistics								
Volume	Pastry	PCs						
Volume	Hot Beverages	PCs						
COGS	Pastry	USD						
COGS	Hot Beverages	USD						
	Total Cost of Goods Sold							
	losses	USD						
	Total Net Revenue	USD						
	Gross Profit	USD						
Expenses								
rent	Rents	USD						
eng	Maintenance	USD						
salary	Salaries, Benefits	USD						
it	IT costs	USD						
utilities	Utilities	USD						
materials	Materials	USD						
hr	Employee Training	USD						
marketing	Advertising	USD						
other	Other Expense	USD						
	Total Expense	USD						
	EBITDA	USD						

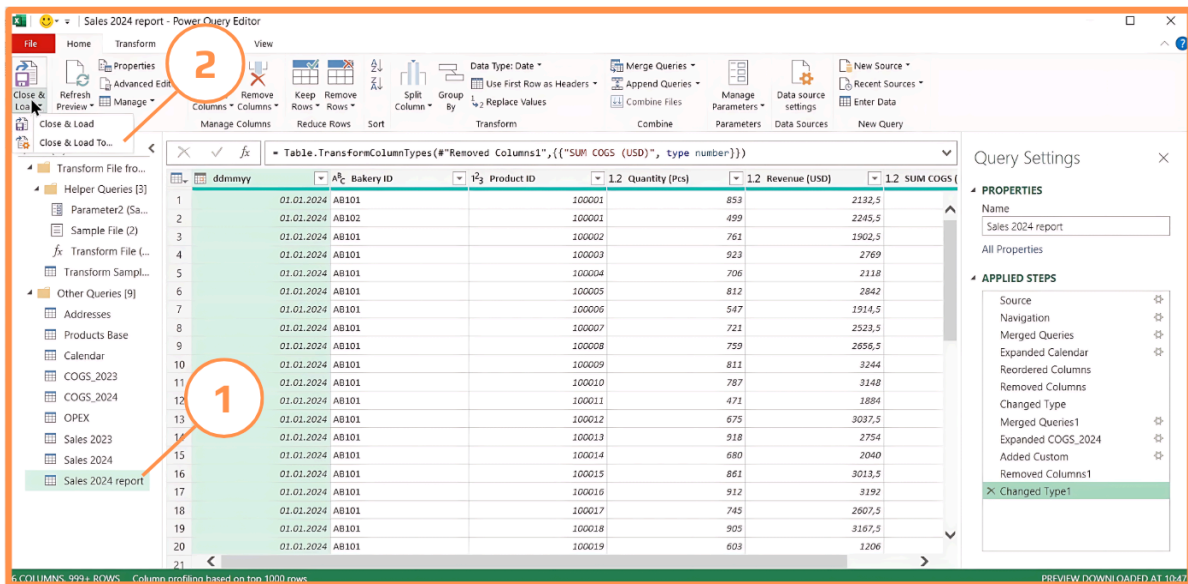
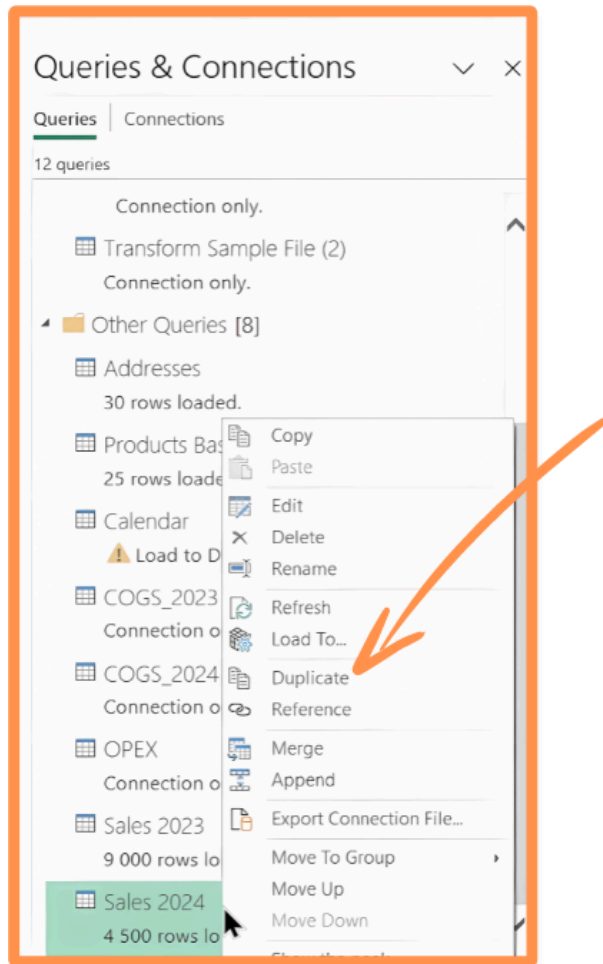
Numbered callouts in the image:

- 1: Points to the title "Profit & Loss Report" in cell B1.
- 2: Points to a green highlighted cell in B2, intended for a dropdown list.
- 3: Points to the "Pastry" and "Hot Beverages" rows in the Revenue section.
- 4: Points to the "Expenses" section starting from row 24.
- 5: Points to the "EBITDA" row in cell B36.

Duplicate Sales Table and Load to the Sheet

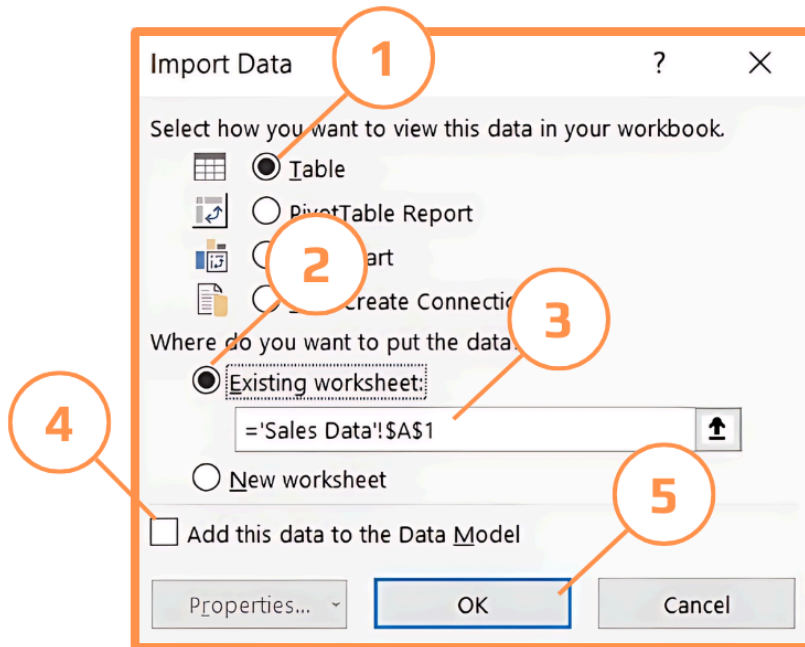
First, open the **Data** tab and navigate to **Queries & Connections**. In this tab, scroll down to the **Sales 2024** table and create a duplicate by selecting the appropriate action from the right-click menu. We've now moved to the Power Query window,

where we will change the name of the new table from **Sales 2024 (2)** to **Sales 2024 report (1)**. Next, select **Close & Load To...** from the toolbar.



1. Select the **Table** radio button;

2. Choose **Existing worksheet**;
3. Navigate to the **Sales Data** sheet and click on cell A1 or enter the cell reference as shown in the screenshot;
4. Ensure the last checkbox is unchecked;
5. Click **OK**.



Add Dates

To add the dates in the required format, let's turn to an AI assistant. You can try any, and I will use ChatGPT.

First query:

"How can I create a formula in Excel that transposes a vertical range into a horizontal one, sorts it, and returns unique values from the dynamic range A2:A467 on the 'Sales Data' sheet? Separator ;"

I received the following answer, or rather a part of it that works for me. In the next screenshot, I clarified the request for the formula that needs to be copied and pasted into the table.

Explanation:

- `TRANSPOSE('Sales Data'!A2:A467)` : Converts the vertical range `A2:A467` into a horizontal array.
- `UNIQUE(...)` : Extracts unique values from the transposed array.
- `SORT(...)` : Sorts the unique values.

 You

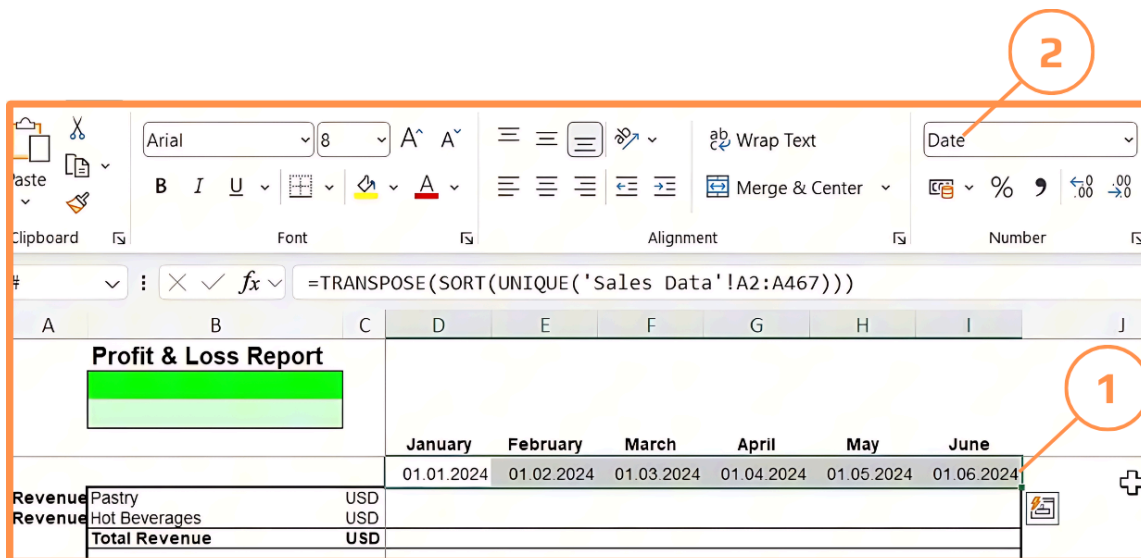
Please write a formula with Transpose, Unique and Sort functions

 Copilot

Certainly! Here's the formula that uses the `TRANSPOSE`, `UNIQUE`, and `SORT` functions to achieve your goal:

```
=TRANSPOSE(SORT(UNIQUE('Sales Data'!A2:A467)))
```

Copy the formula and paste it into the 5th line of the report **(1)**. And change the cell format on the **Short Date** **(2)**.



The screenshot shows the Excel interface with the formula bar and a table. The formula bar contains the formula `=TRANSPOSE(SORT(UNIQUE('Sales Data'!A2:A467)))`. The table has columns for months (January, February, March, April, May, June) and rows for revenue (Pastry, Hot Beverages, Total Revenue). A green box highlights the formula bar area, and a red circle with '1' points to the formula bar. Another red circle with '2' points to the 'Date' dropdown menu in the ribbon.

			January	February	March	April	May	June
Revenue	Pastry	USD	01.01.2024	01.02.2024	01.03.2024	01.04.2024	01.05.2024	01.06.2024
Revenue	Hot Beverages	USD						
	Total Revenue	USD						

Add Column

Let's add another column to the table on the **Address Table** sheet, where we will "merge" the data for a more representative and readable display of bakery names. Let's return to our AI assistant and ask:

"Please write a formula to combine information from two columns into a single column."

I received a response, and I liked the idea of using the CONCAT function. So, on the **Address Table** sheet, click on the adjacent empty column (cell K1) and enter a column name **(1)**, for example, **Full Info**. We can see that the column adopted the color of the structured table, meaning it automatically joined the table's range. In the next cell after the title (K2), we will begin entering the formula **(2)**:

`=CONCAT(B2; " "; D2; ", "; E2)`

Press **OK**, and the column will auto-fill.

Note

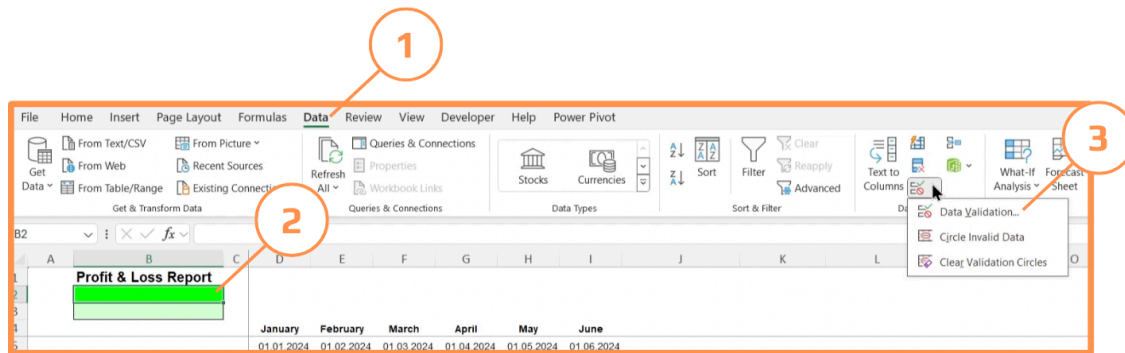
On different devices, the parameter separator in formulas might vary, for example, a comma (,) instead of a semicolon (;), as in the example.

Open Year	Bakery ID	TM Name	Address	City	Country	ZipID	GPS	Latitude	Longitude	Full Info
2021	AB101	Denise Lee	1429 Island Ave	San Diego	USA	92101	32.710446, -117.151694	32.710446	-117.151694	
2017	AB102	Bob Smith	712 Garnet Ave	San Diego	USA	92109	32.796754, -117.256339	32.796754	-117.256339	
2019	AB103	Alice Johnson	3521 Lemon Grove Ave	Lemon Grove	USA	91945	32.7441, -117.029953	32.7441	-117.029953	
2021	AB104	Denise Lee	845 15th St	San Diego	USA	92101	32.714149, -117.150153	32.714149	-117.150153	

Dropdown List Set Up

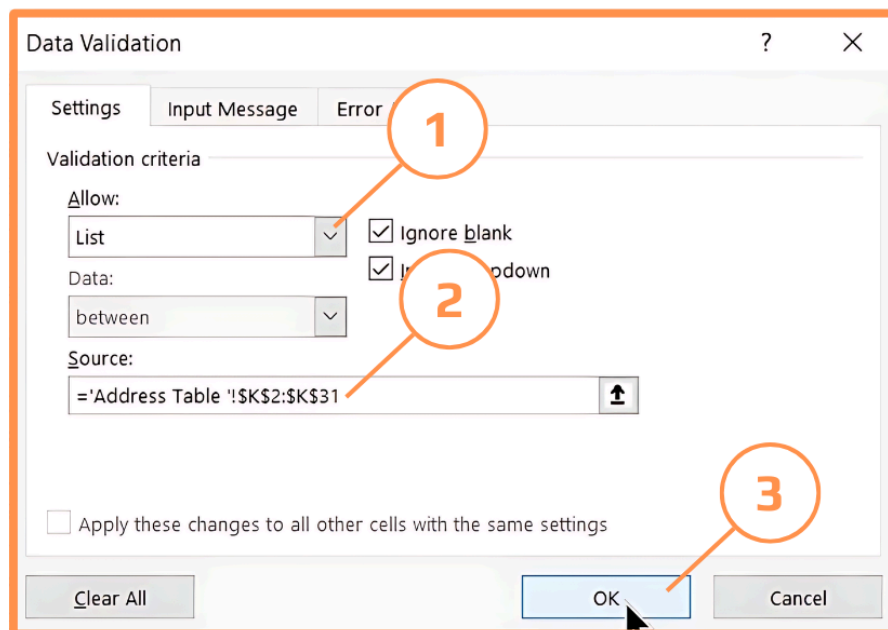
To add a dropdown list to a cell:

1. Go to the **Data** tab in the toolbar;
2. Select the desired cell (B2);
3. Click on **Data Validation...** in the toolbar.



In the new window:

1. Select **List** from the dropdown in the **Allow** field;
2. In the **Source** field, specify the column or range (='Address Table '!\$K\$2:\$K\$31);
3. Click **OK**.



Pull Up Manager's Data

In the previous step, we added a dropdown list. In this step, we will add information about the manager to the next cell. Let's return to the AI assistant and ask:

"How to retrieve a value from the TM Name column of the Address_table that corresponds to the Full Info value from the dropdown list but use only the first 5 characters to match with Bakery ID in Excel?"

The assistant suggests using the **VLOOKUP** function. This sounds interesting, so let's give it a try.

• VLOOKUP Formula:

```
=VLOOKUP(LEFT(A2, 5), Address_table, 2, FALSE)
```

◦ This formula will look up the first 5 characters of the Bakery ID in the helper column and return the corresponding TM Name.

On the **Report** sheet, in the light green cell below the dropdown list, select cell **B3**. Let's start entering the formula:

```
=VLOOKUP(LEFT(B2; 5); 'Address Table '!B2:C32; 2; FALSE)
```

Check if everything works. You can manually select the necessary parameters, such as the range in the second parameter.

Now, with each change of the bakery, we will retrieve the corresponding manager.

We have already applied 4 advanced Excel functions.

Save Your Progress

To save your progress, just close the Power Pivot window and save the workbook.

