Wedding Budget and Vendor Payment Tracker: how to use it

Start here:

Yellow cells are yours to fill in. Green-grey cells hold formulas: leave them alone and they fill themselves.

Drop-down cells only take values from the lists on the Settings tab (or the tab named in the guide). Edit the lists and the drop-downs follow.

The example file is filled with fictional vendors and payments so you can see every number working. The blank file is the same workbook, empty. Use the blank one for your business.

Google Sheets: File > Import > Upload the .xlsx (or open it from Google Drive), then File > Save as Google Sheets. Excel: just open it (Excel 2010 or newer, Windows or Mac). Numbers on Mac also opens it.

Set up (5 minutes):

1. Settings: total budget (F2), guest count (F4) and the wedding date.

2. Budget: one row per category (venue, catering, photographer and so on): type what you plan to spend. Contracted, paid, left to pay and OVER BUDGET flags fill in.

3. Vendors: one row per vendor: category, contact, contract total and the next payment due date. Paid and balance fill in from the Payments tab.

4. Payments: every deposit and instalment: date, vendor, amount, note.

What you get:

Dashboard: total budget, contracted, paid, still to pay, unallocated budget, cost per guest, and every category against its budget.

Planners: keep one copy of the file per couple. Couples: share the Google Sheet with your partner.

This is a planning tool, not financial advice.

Help:

Something wrong, or a column you need? Message us on Etsy; we fix it and update the download for every buyer.

Designed by Tuper. Built with AI tools and tested by us; tell us if anything breaks.