dutaco
DATA · SOFTWARE · AUTOMATION

CHECKLIST

10 signs your Excel has outgrown your business

Spreadsheets are a great start. But there comes a point where they hold a business back. Tick every statement that is true for your company.

- [ ] **1. The file takes a long time to open, or crashes.**
  Too much data and too many formulas for a spreadsheet.
- [ ] **2. Only one person really understands how it works.**
  If they are away, nobody dares to change anything.
- [ ] **3. There are several versions of the “same” file.**
  Final, final_v2, final_NEW... and nobody is sure which is right.
- [ ] **4. Two people cannot work in it at the same time.**
  Work waits while someone else has the file open.
- [ ] **5. The same data is typed in more than once.**
  Into the spreadsheet, the invoicing program and the report.
- [ ] **6. A formula error has already cost you money.**
  A wrong invoice, a wrong order or a wrong report.
- [ ] **7. The monthly report takes a day or more.**
  Copying, pasting and checking by hand, every single month.
- [ ] **8. You cannot use it from a phone or from the field.**
  The data lives on one computer in the office.
- [ ] **9. There is no record of who changed what.**
  When a number looks wrong, nobody knows why.
- [ ] **10. Backups are manual, or there are none.**
  One failed disk away from losing years of work.

What your result means

0–2	Your spreadsheet is still doing its job. Keep it tidy and backed up.
3–5	Time for improvements: automation, validation and a clear structure will remove most problems.
6–10	Your business has outgrown the spreadsheet. A database or a simple web app will save time and reduce risk.

What to do next

1. Write down what the file is used for, by whom and how often.
2. Mark the steps that are repeated by hand every week or month.
3. Ask for a free review: we look at your file and send three concrete suggestions within 48 hours.