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Create a new worksheet named Dataset and make three columns named Date, Income, and Expense. Put the date of your particular day and record all the income and expenses of the particular day. [Read More: How to Create Daily Expense Sheet Format in Excel](#) **Step 2 List All Categories and Subcategories of Income and Expense** Create a new worksheet named Income and Expense Categories. On the left side, list all categories or sources of your income. List all the categories and subcategories of your expenses on the right side of the sheet. You will get all the categories and subcategories of your income and expense in a single worksheet. Here's a sample table. **Step 3 Summarize the Daily Income and Expenses** Record the dates, incomes, and expenses from the Dataset worksheet. Make columns named Category and Subcategory under the Income and Expense column. Select the C6:C13 cells and go to the Data tab. Choose the Data Tools group and select Data Validation, then choose the Data Validation option. The Data Validation window will appear. At the Settings tab, choose the List option from the Allow: dropdown. At the Source: text box, refer to the B5:B9 cells from the Income and Expense Categories worksheet. Click on the OK button. You will get a dropdown list at C6:C13 cells where the income categories are listed. You can select your income category from there. AutoFill the column C from C6. Select the E6:E13 cell and go to the Data tab. Open Data Validation. Go to the Settings tab and choose List option from the Allow: options. At the Source: text box, refer to the D6:D17 cells from the Income and Expense Categories worksheet. Click on the OK button. You will see all the categories of your expenses are in a dropdown list in the cells E6:E13. AutoFill the column. Select the cells F6:F13. Open Data Validation. Click on the Settings tab. From the Allow: dropdown, choose the List option. Refer to the cells E6:E17 from the Income and Expense Categories worksheet at the Source. Click on the OK button. You can see all the subcategories are created as a dropdown list at every cell of F6:F13 cells. AutoFill the column. Fill the information as needed. Click on the D14 cell and use the following formula: Click on the G14 cell and insert the following formula to calculate all expenses for today. Here are some extra cells after the G10 cell in case of new entries. You can create sheets daily as per your income and expenses. For example, the overall daily income and expense sheet should look like this. [Download the Free Sample Workbook Daily Income and Expense Sheet.xlsx](#) [Related Articles](#)