



Excel for Accounting Associates – 3-Day Training Program

Day 1 – Excel Essentials for Accounting

Module 1: Introduction to Excel & Accounting Basics

- Overview of Excel interface & accounting relevance
- Key shortcuts for speed
- Workbook & worksheet structure for ledgers, journals, and trial balance
- Hands-on: Create a journal entry sheet template

Module 2: Data Entry & Formatting for Accounting

- Number formatting (currency, percentage, accounting number format)
- Custom date formats for financial periods
- Text-to-columns (importing bank statements)
- Cleaning messy data (TRIM, CLEAN, PROPER)
- Hands-on: Format raw invoice data into accounting-ready format

Module 3: Core Excel Functions for Accountants

- SUM, AVERAGE, MIN, MAX, ROUND, SUBTOTAL
- Conditional functions (IF, AND, OR) for accounting decisions
- Lookup basics (VLOOKUP, HLOOKUP, XLOOKUP)
- Hands-on: Automating trial balance with lookup functions



Day 2 – Intermediate Excel for Accounting

Module 4: Advanced Functions for Accounting

- Nested IFs for expense categorization
- MATCH + INDEX for flexible lookups
- TEXT, LEFT, RIGHT, MID for extracting codes from invoices
- DATE, EOMONTH, DATEDIF for aging analysis
- Hands-on: Create an accounts receivable aging schedule

Module 5: Working with Large Accounting Data

- Sorting & Filtering (multi-level sorting for vendors/customers)
- Conditional formatting for red flags (duplicate invoices, overdue payments)
- Remove duplicates (vendor master cleanup)
- Hands-on: Identify duplicate supplier invoices

Module 6: Pivot Tables & Pivot Charts

- Creating pivot tables for trial balance, expense analysis, GL summaries
- Grouping by months, quarters, years
- Using slicers for audit & drill-down
- Pivot charts for financial presentation
- Hands-on: Vendor-wise expense analysis

Day 3 – Advanced Excel for Accounting & Reporting

Module 7: Financial Modeling in Excel

- Building P&L statement from raw data
- Common size analysis (vertical & horizontal analysis)
- Budget vs Actuals reporting
- Hands-on: Create a dynamic income statement

Module 8: Audit & Control Tools in Excel

- Using formulas to detect errors (ISERROR, IFERROR)
- Trace precedents & dependents (audit tools)
- Protecting sheets & restricting access
- Hands-on: Build a protected vendor payment tracker

Module 9: Automation & Reporting

- Introduction to Macros (recording repetitive accounting tasks)
- Using Data Validation for GL codes, cost centers, vendors
- Dashboarding basics (combining Pivot, Charts, and Slicers)
- Hands-on: Build a management dashboard (Cash Flow & Payables Snapshot)

End of Training Project:

Each participant builds a mini financial reporting system in Excel:

- Import raw voucher/invoice data
- Clean & format
- Summarize with Pivot
- Generate P&L / AR Aging / Cash Flow Report