

Excel for Bookkeepers

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Learning Objectives

By the end of this event the attendee should:

- Understand how to do bookkeeping to Trial Balance on Excel;
- Understand how to format Excel Sheets so data processing is quick;
- Understand how to use Excel shortcuts to fast-track data processing; and
- Be able to draft basic management reports (Profit and Loss, Balance Sheet, etc.) using Excel.

Topics:

- Processing Sales & Purchases Journals on Excel.
- How to process cashbooks on Excel.
- Processing Year-End Journals on Excel.
- How to do basic VAT calculations on Excel.
- Basic Payroll Calculations on Excel.
- Preparing Management Reports on Excel.

**Thank you for your
participation**