

Module-2

Accountant's Basic Tools: Spreadsheet
(Excel & Google sheet)



Common use of excel for accountants

Instructor:

- Shamol Sarker ACCA





Common use of excel for accountants

Common use of excel for accountants

1. Cash book	10. General Ledger
2. Bank statement	11. Trial Balance
3. Cheque register	12. Profit or Loss Statement
4. Purchase Register Work order	13. Balance sheet
5. Sales Register Tax Invoice	14. Monthly Receipts & Payments
6. Stock Register	15. Notes to the financial statements
7. Fixed Assets Register	16. MIS – Dashboard
8. Salary sheet, Payslip , bank advice	17. Financials Modeling
9. Chart of accounts	



PDF to Excel > Bank
Statement to Financial
Statement preparation in
excel



	A	B	C	D	E
4	Balance Sheet				
5					
6		ASSETS			
7		Cash	111,273		
8		Prepays	4,500		
9		Accounts Receivable	74,018		
10		Fixed Assets	264,761		
12		Total Assets	454,552		
13					
14		LIABILITIES & EQUITY			
15		Accounts Payable	57,003		
16		Debt	20,000		
18		Total Liabilities	77,003		
19					
20		Equity	377,549		
22		Total Liabilities & Equity	454,552		

Thank You!

Shikhalo e-Learning



Wakil Tower (8th Floor), Ta-131 Gulshan - Badda Link Road,
Gulshan, Dhaka-1212



shikhaloapp@gmail.com



01725-744535



shikhalo.com