


3 Excel Tips for Accountants

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Overview

- 3 Tips
– Help get work done faster
- Excel University
– Three chapters



Download the files: excel-university.com/sageworks

Contents


- Report totals
- Identify duplicates
- New transactions

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Report Totals


- What is your #1 most-used function?

	=SUM()	

 Totals.xlsx

Recap

- Subtotal function excludes:
 - subtotal functions




SUBTOTAL Macro

November 12, 2016 | gfermyng | Excel Functions 101 | SUBTOTAL | 22 comments

The SUBTOTAL is a wonderful alternative to the SUM function, and this post shows how to set up a shortcut button that inserts the SUBTOTAL function. Our new shortcut button will be similar to the AddSubm button that inserts the SUM function because it will automatically include the cells above. Objective Before we get started, lets [. .]

[Read more](#)



Identify Duplicates

CkNum	VID	Amount
4752	SSC201	1460
4753	TNK900	645
4754	MER332	772
4755	TME400	469
4753	TNK900	645
4757	TR0002	489
4758	MOR300	1692
4759	SMT331	239
4760	SSP204	880

 Duplicates.xlsx

Recap

- Identify duplicates
 - Conditional formatting
 - Filter by color



Sum by Color

January 15, 2019 | [Helping](#) | [Excel Features, Functions](#) | [Files: 8/87/16](#) | [3 comments](#)

If you need to compute the total for certain cells based on their font or fill color, you may have noticed that Excel formulas operate on stored values, not displayed values. That means that functions such as SUM and SUMIF operate on the underlying cell values and disregard cell formatting, such as font or fill [...]

[Read more](#)

New Transactions

Summary	
Total Sales	=SUM(C16:C23)
Sales	
Amount	
\$55,872	
\$16,729	
\$11,640	
\$98,922	
\$11,556	
\$82,120	
\$25,101	
\$67,771	
\$10,000	
\$5,000	

 Transactions.xlsx

Recap

- Store data in tables
 - Tables *auto-expand*

Table Total Row

June 8, 2011 | Learning | Excel Features | Tables | 2 comments

The Table feature of Excel remains one of my favorites. This post explores one very specific aspect of the feature, the total row. Overview: One of Microsoft's greatest gifts of Excel 2007 was the introduction of the table feature. It allows us to convert an ordinary range into a table (Insert > Table, or, Ctrl+T). [...]

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Thank You!

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★ ★ ★ ★ ★

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