

Course Name	: EXCEL FOR FINANCE MANAGERS AND ACCOUNTS EXECUTIVES
Duration	: 2 days (Physical classroom / Virtual live instructor)
Skill Level	: Intermediate (Finance-Focused)

COURSE DESCRIPTION:

This two-day Excel training program is designed specifically for Finance Managers and Accounts Executives who rely on Excel for monthly financial reporting, budgeting, reconciliations, and management analysis. The course focuses on structuring financial data properly, applying finance-relevant formulas, and building reliable Excel-based reporting workbooks. Participants will work with realistic finance datasets such as trial balances, general ledger listings, sales and expense details, and bank statements. By progressing from structured data preparation to intermediate calculations, analysis techniques, and reporting tools, participants will develop practical skills to support month-end closing,

WHAT WILL YOU LEARN?

- Design and maintain structured financial workbooks for reporting, budgeting, and reconciliations
- Apply intermediate Excel formulas such as IF, AND, OR, SUMIFS, AVERAGEIFS, COUNTIFS, and IFERROR
- Use lookup functions including VLOOKUP/XLOOKUP and INDEX/MATCH for finance mappings
- Clean and standardize financial data imported from accounting systems or CSV exports
- Analyze financial data using sorting, filtering, Subtotals, and PivotTables
- Build simple finance dashboards and perform basic what-if analysis for decision support

PREREQUISITE:

This course is suitable for finance professionals who already use Excel for basic reporting. Participants should be comfortable with basic data entry, simple formulas such as SUM and AVERAGE, and basic formatting. No programming or VBA knowledge is required.

METHODOLOGY:

Interactive lectures and demonstrations using real-world finance examples. Guided step-by-step exercises to build reporting, budgeting, and reconciliation templates. Case-based scenarios.

JOB SCOPE:

This training enhances productivity and reporting capability for roles such as:

- Finance Manager
- Accounts Executive
- Accountant
- Assistant Finance Manager
- Financial Analyst
- FP&A Executive

MODULE 1: STRUCTURING FINANCIAL WORKBOOKS AND DATA

- Welcome
- Course Overview
- Organizing finance workbooks by data, mapping, calculation, and reporting layers
- Designing chart-of-accounts and cost-center master tables
- Using Excel Tables for transaction data
- Cleaning imported financial data

MODULE 2: DATA VALIDATION, NAMED RANGES, AND FINANCE INPUTS

- Relative and absolute references in finance formulas
- Using Named Ranges for assumptions such as tax and exchange rates
- Applying Data Validation to control finance inputs
- Building structured monthly input templates

MODULE 3: FINANCE CALCULATIONS WITH CONDITIONAL AND AGGREGATION FORMULAS

- Using IF, AND, OR for finance logic
- Applying SUMIF/SUMIFS for aggregation
- Using AVERAGEIFS and COUNTIFS
- Applying IFERROR for cleaner reports

MODULE 4: LOOKUP FUNCTIONS FOR CHART-OF-ACCOUNTS AND MAPPINGS

- Using VLOOKUP/XLOOKUP for account mapping
- Using INDEX/MATCH for flexible lookups
- Mapping raw GL data into reporting structures

MODULE 5: DATES, PERIOD HANDLING, AND VARIANCE LOGIC

- Using EOMONTH, YEAR, and MONTH functions
- Deriving fiscal periods
- Building budget vs actual variance calculations

MODULE 6: SORTING, FILTERING, AND SUBTOTALS FOR FINANCIAL ANALYSIS

- Sorting financial data for audit and review
- Filtering transactions by account or period
- Using Subtotals for departmental summaries

MODULE 7: PIVOTTABLES FOR MANAGEMENT REPORTS

- Preparing finance data for PivotTables
- Building P&L and expense analysis PivotTables
- Grouping by month, quarter, and year

MODULE 8: FINANCE DASHBOARDS

- Creating PivotCharts
- Adding slicers for interactive analysis
- Building management-level dashboards

MODULE 9: BUDGETS AND SIMPLE WHAT-IF ANALYSIS

- Linking budget inputs to summaries
- Using Goal Seek for target planning

MODULE 10: RECONCILIATIONS AND COURSE WRAP-UP

- Structuring reconciliation templates
- Identifying unmatched items
- Course review, Q&A, and next steps

CONCLUSION

- Review of key concepts and best practices
- Q&A session
- Useful references and further learning resources
- Participant feedback

Excel for Finance: From Data to Dashboards

