

Managing Finances Using Multi-Sheet Spreadsheet

Using Excel

Jim Hall 17th July 2023

What Will I Be Covering?

- Integrated Systems
- Managing Finances
- Using Spreadsheet Techniques
- Look at Two Spreadsheet
- Possible Look at Simple Cell Management

Benefit of Integrated Systems

- Where Possible use an Integrated System
- All data together
- Possible to update all at the same time
- No 'consistency issues'

SIMPLE – Integrated Concept

- Recently (Currently) Moving to the SIMPLE Membership system
- Previously had many systems
 - Problems keeping Data up-to-date across files
 - Transfer Timetables
 - Investigating Problems – 900 Members
 - (As well as only one main support person)

SIMPLE – Integrated Concept

- Recently (Currently) Moving to the SIMPLE Membership system
- SIMPLE
 - Single Entry/ Integrated System
 - Data held once
 - Data available full time,
 - To members/ leaders as required
 - Secure personal data
 - (Support from outside our u3a)
- Update Once – Use Many Times

Main Talk is Managing Finances

- This Presentation is:
 - NOT Providing Financial Advice
 - NOT Dealing with Financial Organisations
- This is the Computer Club, so it IS
 - Describing features of Excel
 - Especially Multi-sheet Documents
 - All Data in one File
 - Single entry & Integrated
- Resulting File will be available to you.
 - Don't try to keep up online

What Features are Covered?

- Collecting Data together in one place
- Finances, Typically Numbers OR Money records
- Data with Different Formats and Characteristics
- Each Piece of Data held Singly, but available in Multiple Places

Using Spreadsheet Techniques

- Multi-Sheet Techniques (in same file)
- Single Entry Information
 - Available for Cross Sheet Calculations
 - Including Consistency of Terminology/Naming
- I'll be using 'Indicators' to Identify the Above Features, such as:
 - Italics
 - Colours

Managing Page Features

- Some Other Features:
 - Summation
 - Wrapping Text
 - Setting Cell Characteristics for Rows or Columns
 - Don't Cramp Data!

Moving to 2 Spreadsheets Outside this Presentation

- File 1
 - Summary Page
 - Overview of Structure
 - Some Techniques
- File 2
 - Detailed Spreadsheet using Techniques
 - Showing Multiple references to Data

Summary

- Single Entry of Data
- Used where Necessary
- Caters for Various types of Data
- With Single Aim – Managing Finances
- Important – Do a Sensibility Check!
 - Using pence instead of £s could make you (look like) a

MILLIONAIRE !!

End