

The background of the image is a blurred screenshot of a financial market data website. It features various stock indices and their values, such as 'OMX ICELAND 8' with a value of 6230.9, 'OMX ICELAND 8' with 27956.04, and 'OMX ICELAND 8' with 28289.06. There are also indicators for 'Buy' and 'Sell' orders. The overall color scheme is dark blue and black with white and light blue text.

ERANAKULAM BRANCH OF SIRC OF ICAI

EXCEL UTILITES FOR AUDIT AND PROFESSIONAL SERVICES

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CONTENTS

Google Form >
Sheet > Excel

Excel > Word >
Mail Merge

Financials > Tally
ODBC > Excel >
Power Query

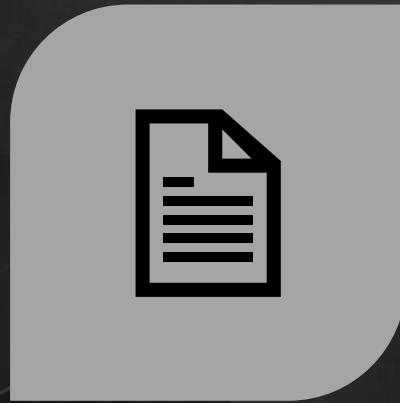
Pivot > Balance
Sheet and Profit
& Loss A/c

Power Query
Advanced

SOFTWARE REQUIRMENT



OFFICE 365 / MS OFFICE
2016 ABOVE



TALLY PRIME



EMAIL ACCOUNT

GOOGLE FORM IDEAS



New Partnership Deed

New LLP Formation Documents & Deed

New Company Formation Documents

ROC Annual Returns Documents

Master Data

GST / TAN Client Summary, User ID, Password

GST / TAN Password Change Update

Task Management

IT Returns Data Collection

Tax / Statutory Audit Data Collection

TAN Application

GST Amendments

Mail Merge

Partnership Deed Mail Merge –
Google Form / Excel

ROC Annual Filing Mail Merge
– Google Form / Excel

LLP Formation Deeds / Letter /
Forms Etc

LIVE DEMO

GOOGLE SUITE

- GOOGLE FORM

EXCEL

- GOOGLE FORM LINK TO EXCEL

MAIL MERGE

- MS WORD

Tally ODBC > EXCEL

SOFTWARE

- OFFICE 2016 & ABOVE
- TALLY PRIME / ERP 9 (RUN AS ADMINISTRATOR)

EXCEL

- DATA TAB
- GET DATA
- FROM OTHER SOURCES
- FROM MICROSOFT QUERY
- TALLY ODBC

KEY WORDS FOR LEDGER SELECTION

- TYPE L – 4 TIMES – SELECT LEDGER THEN '+' SYMBOL
- LEDGER NAME – TYPE \$N – DOUBLE CLICK \$NAME
- PARENT GROUP – TYPE \$U THEN DOWN ARROW DOUBLE CLICK \$PARENT
- CLOSING BALANCE – TYPE \$_C – DOUBLE CLICK \$_CLOSING BALANCE
- PRIMARY GROUP – TYPE - \$_P – DOUBLE CLICK - \$_PRIMARY GROUP

TALLY TRIAL BALANCE TO POWER QUERY

1ST ROW AND COLUMN OF TALLY ODBC DATA

DATA TAB

SELECT FROM TABLE / RANGE

SELECT LEDGER \$ _CLOSING BALANCE FILTER
UNSELECT '(NULL)' AND '0'

SELECT CLOSE & LOAD TO > TABLE

SELECT SAME TABLE > INSERT > PIVOT TABLE

POWER QUERY ADVANCED

MERGE MULTIPLE TABLES

ADDITION OF COLUMN

REMOVING DUPLICATE

MINI UTILITIES

EVALUATE FORMULA

WATCH WINDOW

FILL GAPS

SELECT > CTRL + G > BLANK CELLS > =1ST ROW > CTRL+ENTER

TABLE > ANALYZE DATE (OFFICE 365)

SHARES VALUE

HIGH / LOW / PRICE

Thank
you



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