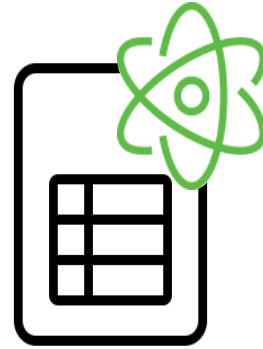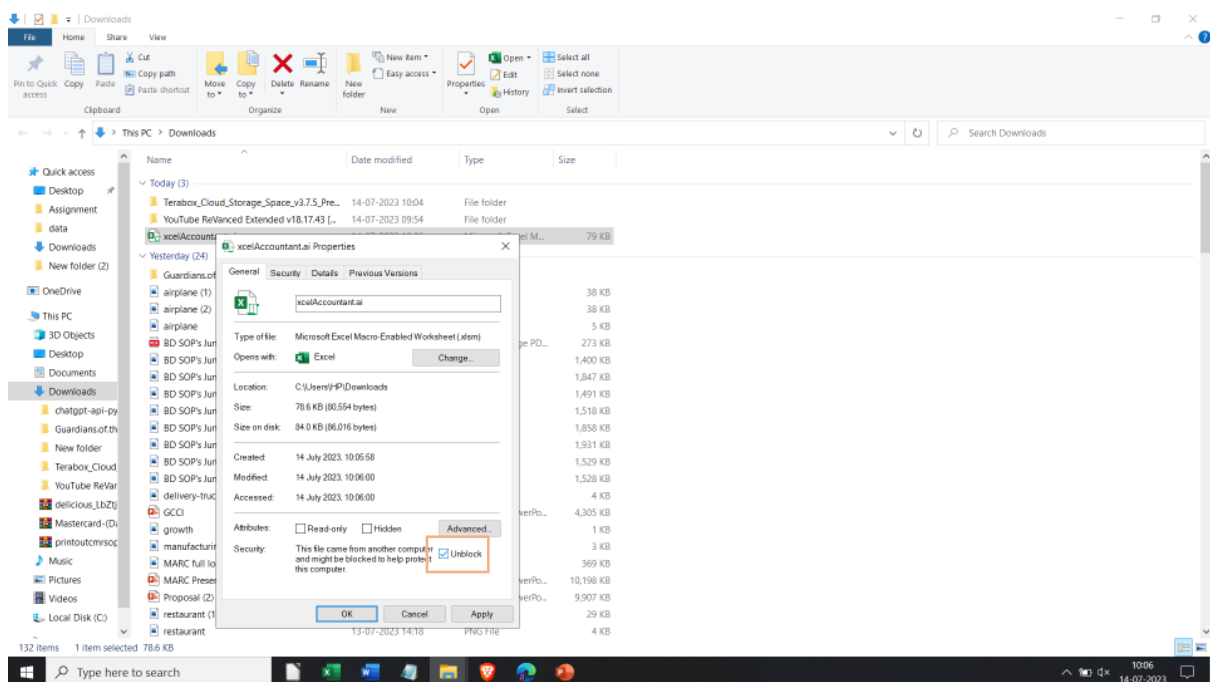# xcelAccountant.ai

How to Install?

- Download the Excel file.
- Right - click on the file, go into properties, then select the "Unblock" checkbox, click "Apply" and click "ok".

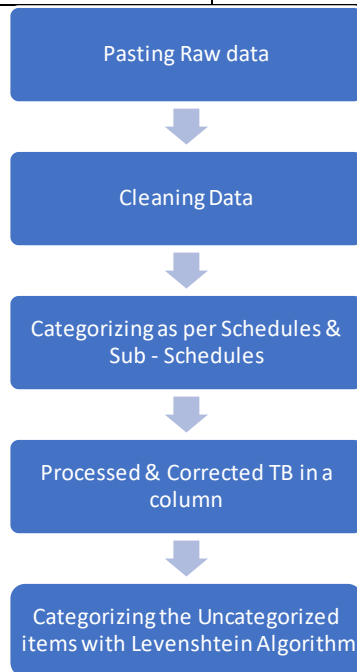 *This step to be done before opening excel file, to enable Macros *

- Open the Sheet

File Contents

Sheet Name	Contents
• Trial Balance	Trial Balance
• Sheet5	Copy of Trial Balance for alterations
• Sheet1	Data cleaning sheet
• Sheet3	Categorization & Output
• Sheet2	Schedules & Particulars Database

xcelAccountant Flowchart

	Uncategorized items to be categorized
	Sub - Schedules & Schedules Database

```
┌─────────────────────────────┐
│      Pasting Raw data       │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│       Cleaning Data         │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  Categorizing as per        │
│  Schedules & Sub - Schedules│
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  Processed & Corrected TB   │
│  in a column                │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Categorizing the Uncategorized│
│ items with Levenshtein Algorithm│
└─────────────────────────────┘
```

Process Steps -

Step1 - Paste Raw Data into Sheet Trial Balance & Sheet5

Format of the Data:

*Data should be in this format otherwise; the Macros won't work *

Step2 - Removing the Sub - headers & Main Headers

    i.   Press **Alt + F8**
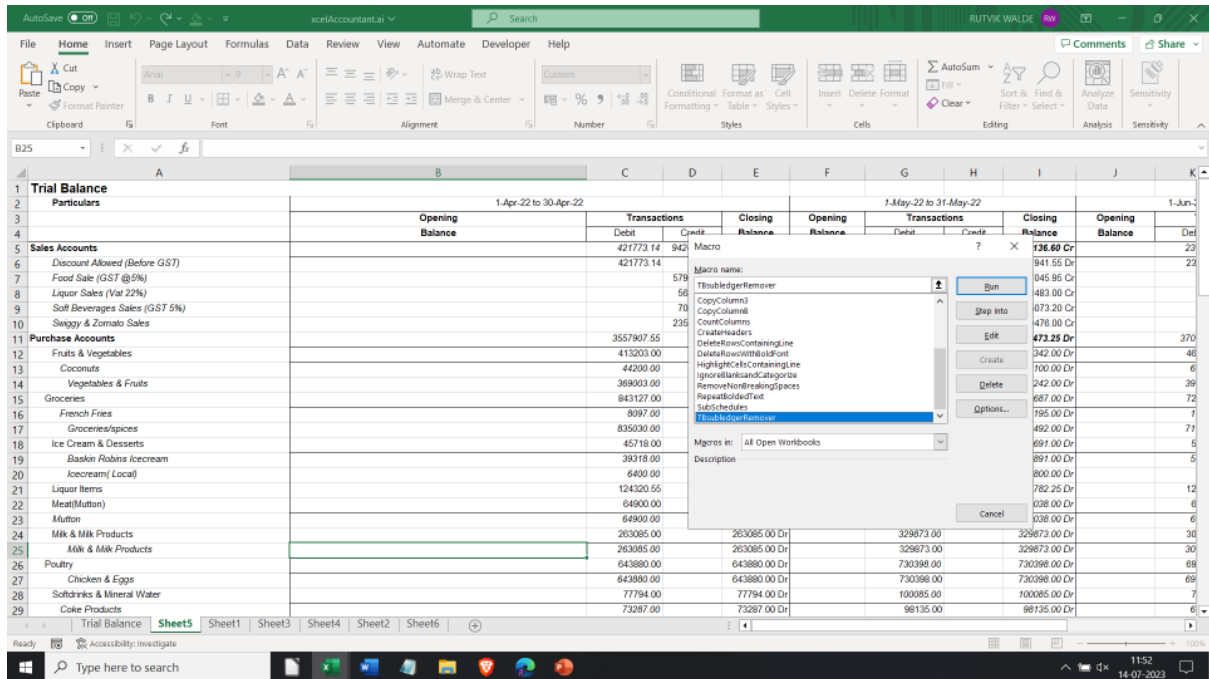
    ii.   Macro's Window will open, Scroll Down & Head over to the Macro "TBsubledgerRemover"

    iii.   Select the Macro

    iv.   Click "Run"

What will happen after Running the Macro?

Ans - The Macro will run several macros which will -
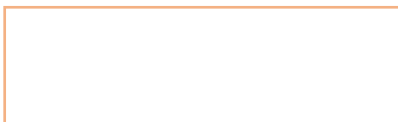
- Find the Sub - Header in Col E(starts from Row 5), which has an *identifier* (cells have a line below it) and highlight that cell.

- Allot the Schedule to the Particular Item

8	Sales Accounts	Soft Beverages Sales (GST 5%)			705979.91	705979.91 Cr			835073.20	835073.20 Cr
9	Sales Accounts	Swiggy & Zomato Sales			2358471.00	2358471.00 Cr			2169476.00	2169476.00 Cr
10	Purchase Accounts	Coconuts		44200.00		44200.00 Dr	57100.00			57100.00 Dr
11	Purchase Accounts	Vegetables & Fruits		369003.00		369003.00 Dr	438242.00			438242.00 Dr
12	Purchase Accounts	French Fries		8097.00		8097.00 Dr	16195.00			16195.00 Dr
13	Purchase Accounts	Groceries/spices		835030.00		835030.00 Dr	729492.00			729492.00 Dr
14	Purchase Accounts	Baskin Robins Icecream		39318.00		39318.00 Dr	50891.00			50891.00 Dr

- Delete the Highlighted Items and their Rows.

10	Swiggy & Zomato Sales							
11	Purchase Accounts	3557907.55	3557907.55 Dr	4086473.25	4086473.25 Dr			370
12	Fruits & Vegetables	413203.00	413203.00 Dr	495342.00	495342.00 Dr			48
13	Coconuts	44200.00	44200.00 Dr	57100.00	57100.00 Dr			6
14	Vegetables & Fruits	369003.00	369003.00 Dr	438242.00	438242.00 Dr			39
15	Groceries	843127.00	843127.00 Dr	745687.00	745687.00 Dr			72
16	French Fries	8097.00	8097.00 Dr	16195.00	16195.00 Dr			1

- Delete the Main Header which is identified by bold text.

10	Swiggy & Zomato Sales		2358471.00	2358471.00 Cr		2169476.00	2169476.00 Cr	1894134.00	1894134.00 Cr
11	Purchase Accounts	3557907.55		3557907.55 Dr	4086473.25		4086473.25 Dr	3707440.32	7650.00	3699790.32 Dr
12	Fruits & Vegetables	413203.00		413203.00 Dr	495342.00		495342.00 Dr	464694.00		464694.00 Dr
13	Coconuts	44200.00		44200.00 Dr	57100.00		57100.00 Dr	66700.00		66700.00 Dr
14	Vegetables & Fruits	369003.00		369003.00 Dr	438242.00		438242.00 Dr	397994.00		397994.00 Dr
15	Groceries	843127.00		843127.00 Dr	745687.00		745687.00 Dr	728722.00	7650.00	721072.00 Dr

Step3 -

i. Head over to Sheet1

ii. Open Macro's Window , & Select the Macro "BringDataTOclean"
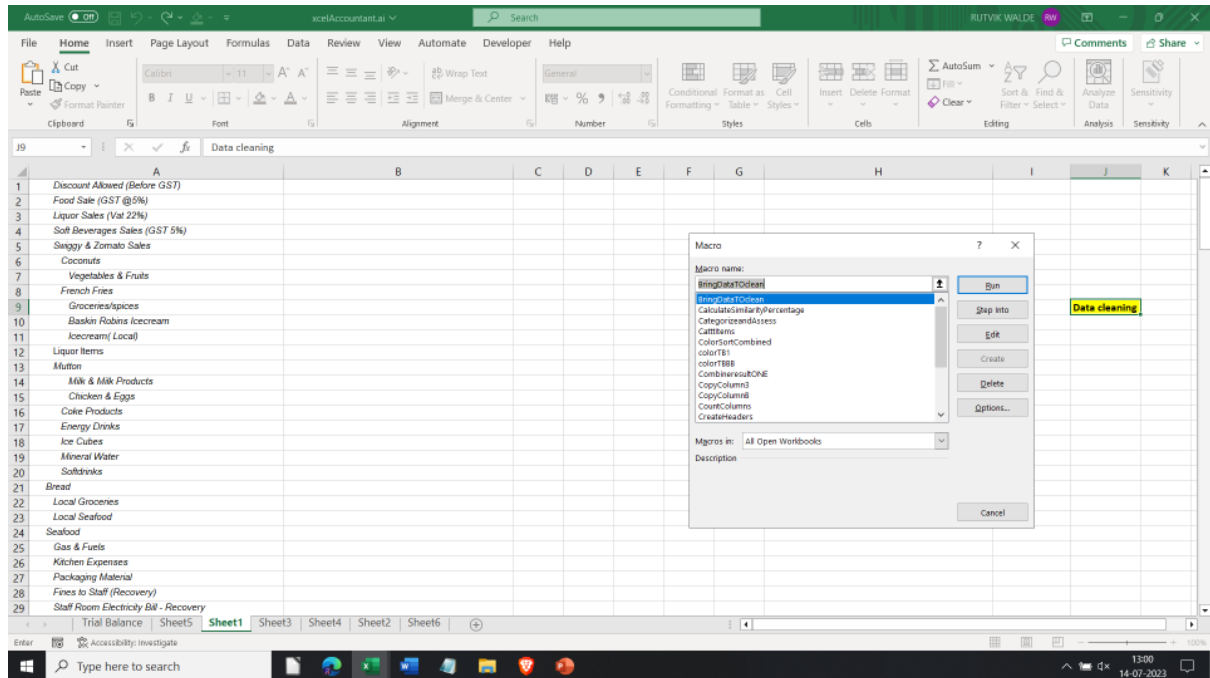
iii. Select the Macro

iv. Click "Run"

What will happen after Running the Macro?

Ans - The Macro will run several macros which will -

- Copy the col B from the Sheet5 and paste into the col A of Sheet1

- The copied data will now be processed, and all the Spaces will be replaced by a Normal Space (Chr (160)) and output will be seen in col B.

Step4 -

i.   Head over to Sheet3
ii.   Open Macro's Window , & Select the Macro "CategorizeandFind"
iii. Select the Macro
iv.   Click "Run"

What will happen after Running the Macro?

Ans - The Macro will run several macros which will -

- Copy the col B from the Sheet1 and paste into the col A of Sheet3
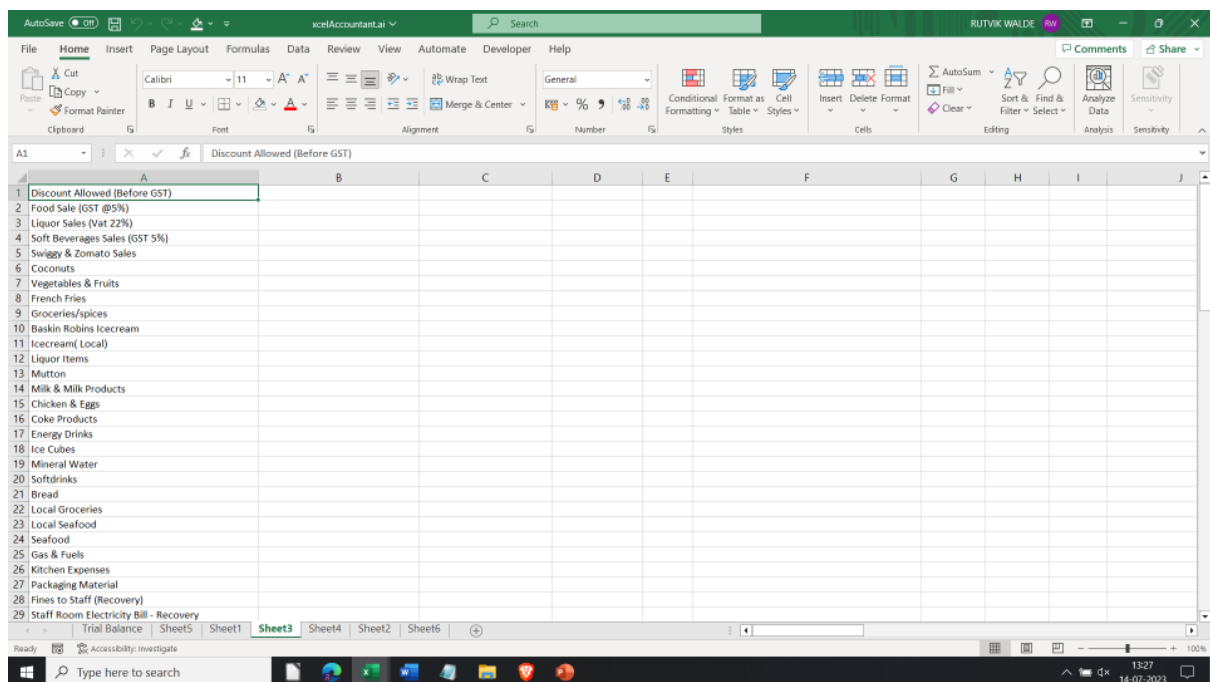
- Find the Schedule of each item with reference from the Database in Sheet2

- Find the Sub - Schedules of the items with reference from the Database in Sheet6

- Rearrange the Items as per their Schedules

- Combine the processed data into a single column
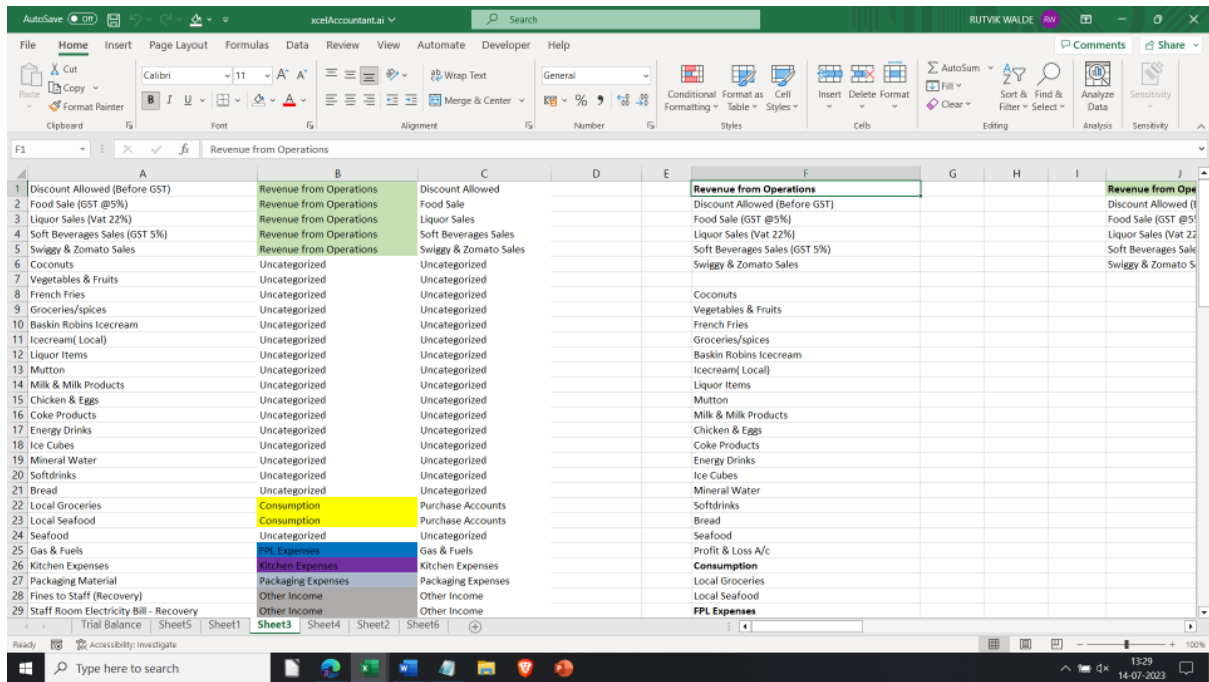
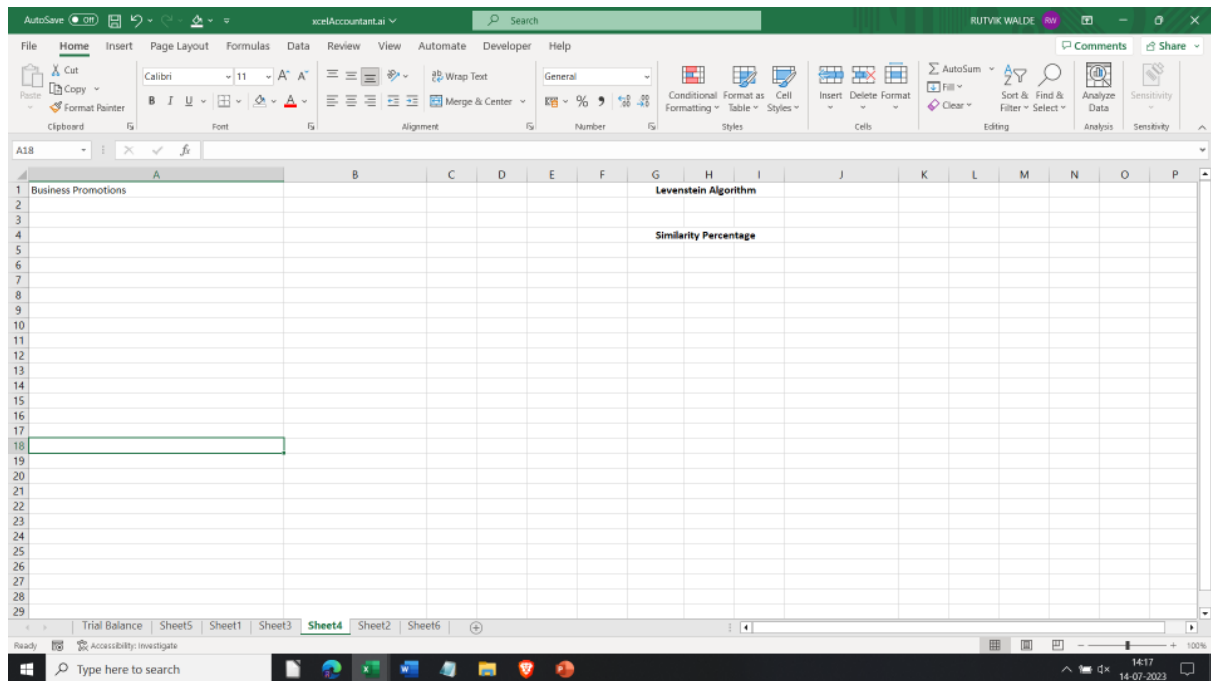
- col K has the Uncategorized items in it
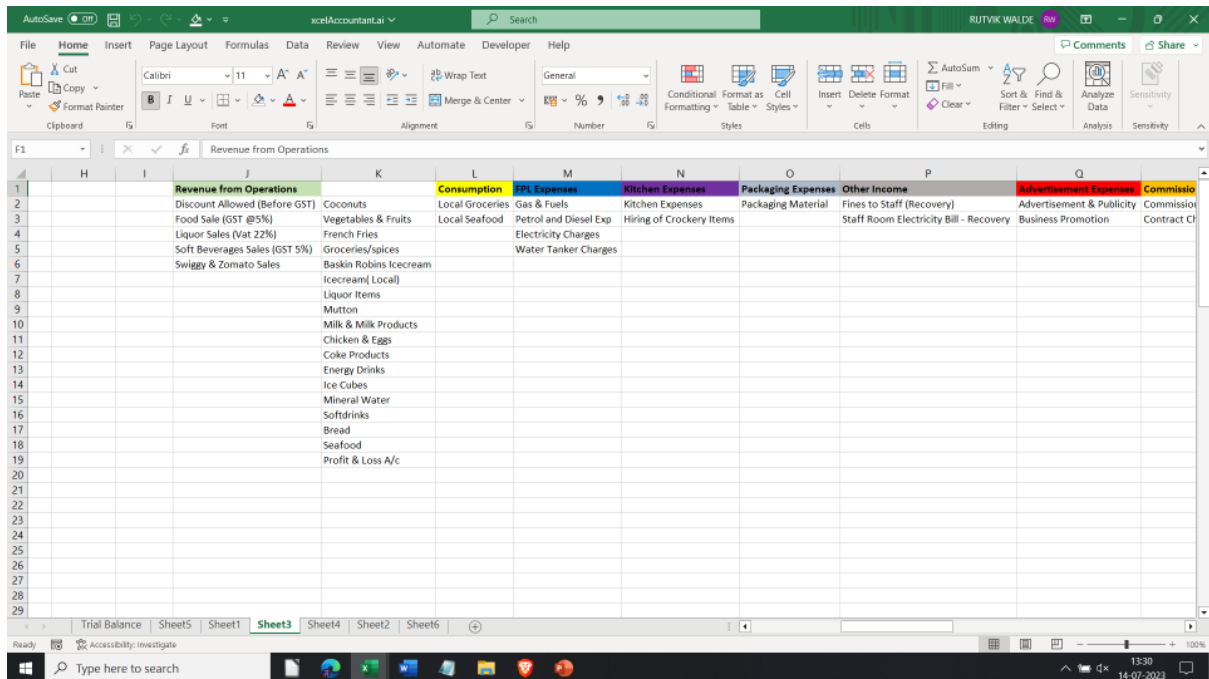
Step5 -

   i.   Head over to Sheet4
   ii.   Open Macro's Window , & Select the Macro "CalculateSimilarityPercentage"
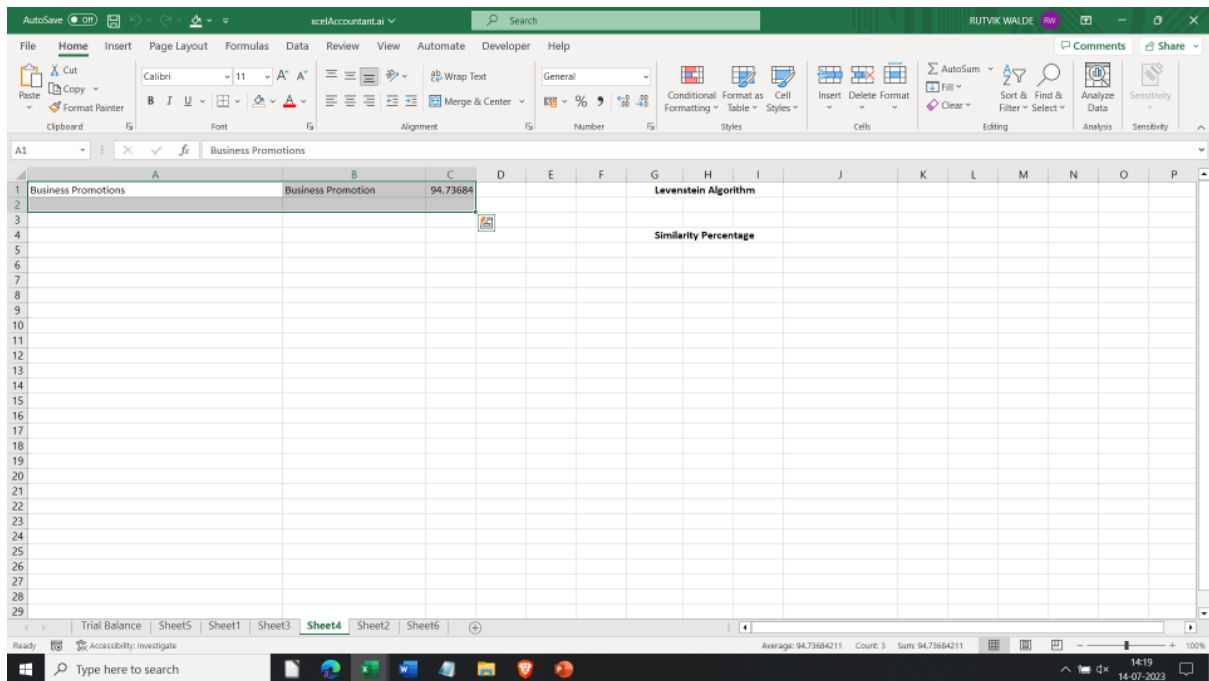   iii.   Select the Macro
   iv.   Click "Run"

What will happen after Running the Macro?

Ans - The Macro will run several macros which will -

   • Compare the items pasted in the col A with the Database in Sheet2

- Compare the items in the col A with the Database in Sheet2 and give the Similarity Percentage

Errors -

- Excel may get hanged as it has to process a lot of data at once.
- Always ensure that the Raw data is as per the format.
- Make sure to head over to the Specific sheet where the particular Macro has to Run.
- Sheet2 and Sheet6 has the Main Database ,keep the Category Name in the Header and the Items in below it.
- In case an error comes up, debug with ChatGPT (it will take lesser time that way 😊)
- Line-by-line explanation of each Macro is present in the Macro code itself, refer it for any changes need to be made

Thankyou