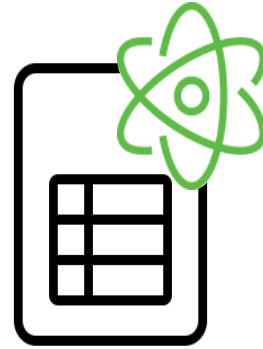


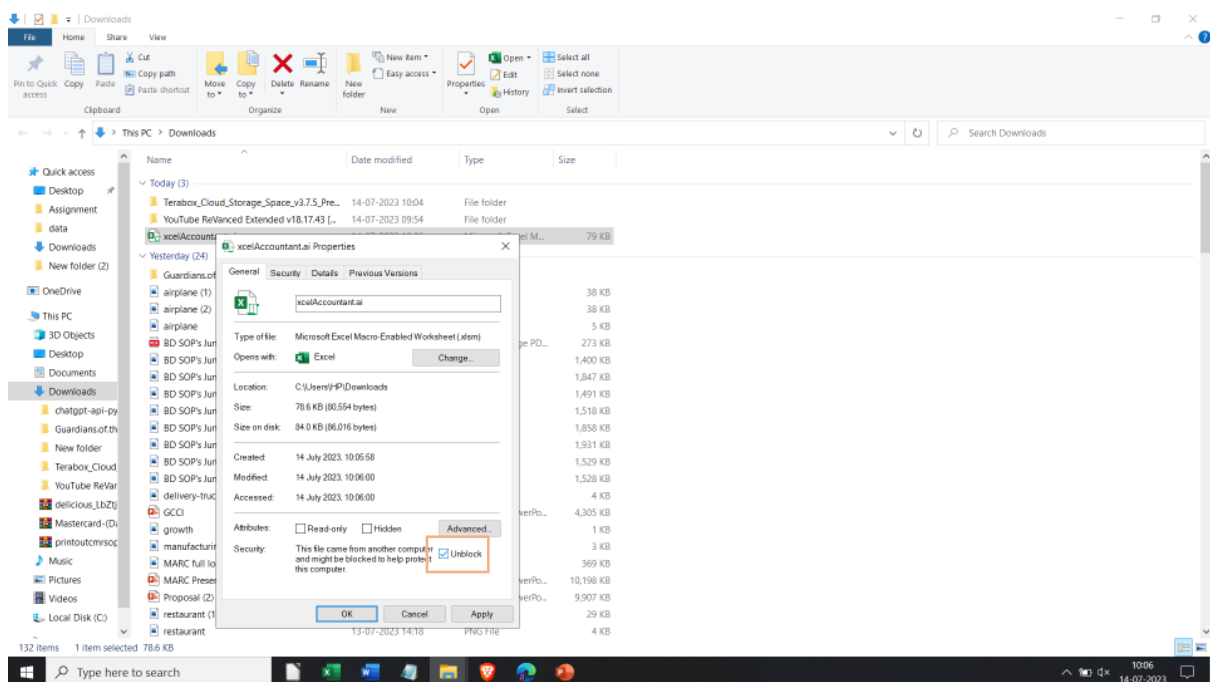
# xcelAccountant.ai



## 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 \**



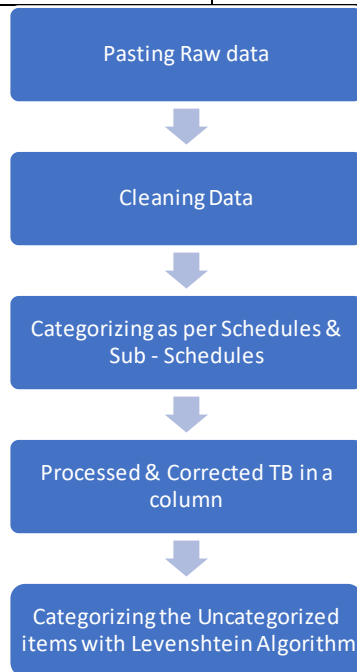
- Open the Sheet

## 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



## Process Steps -

**Step1** - Paste Raw Data into Sheet Trial Balance & Sheet5

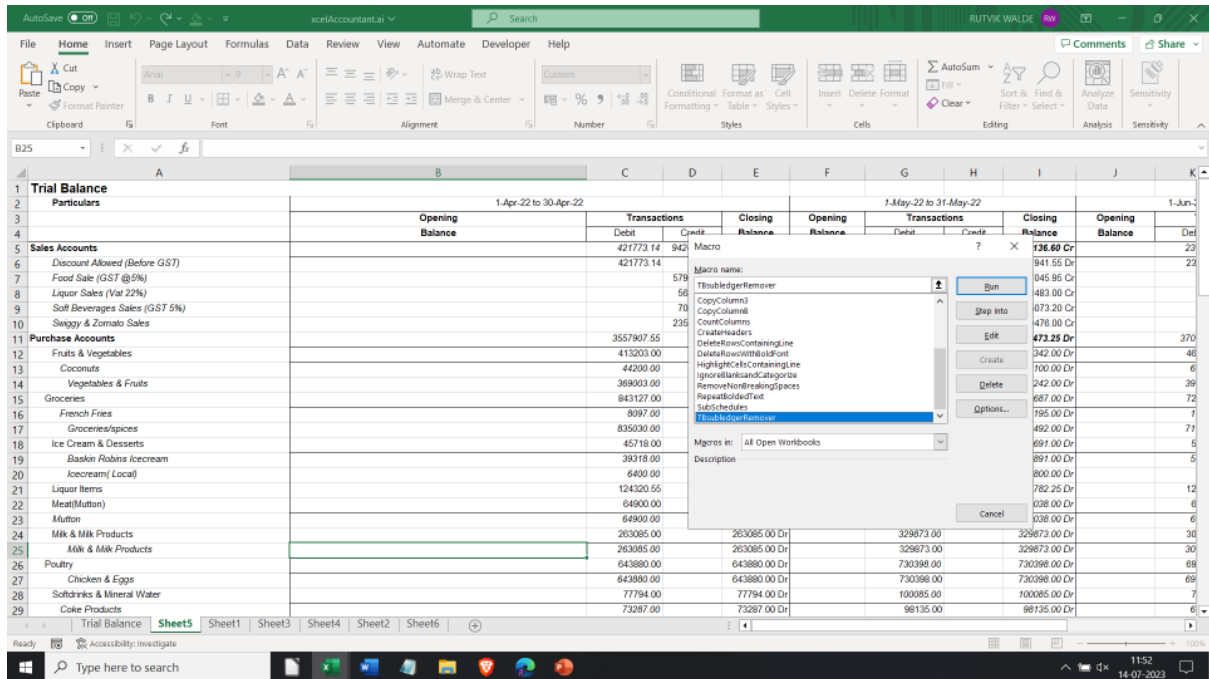
### Format of the Data:

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

1-Apr-22 to 30-Apr-22				1-May-22 to 31-May-22				1-Jun-22	
Particulars	Opening Balance	Transactions		Closing Balance	Opening Balance	Transactions		Closing Balance	Opening Balance
		Debit	Credit			Debit	Credit		
<b>Sales Accounts</b>									
Discount Allowed (Before GST)		421773.14		421773.14 Dr		261941.55	10300078.15	261941.55 Dr	
Food Sale (GST @5%)			5794186.34 Cr			6657045.95		6657045.95 Cr	
Liquor Sales (Vat 22%)			565923.01 Cr			638483.00		638483.00 Cr	
Soft Beverages Sales (GST 5%)			705979.91 Cr			835073.20		835073.20 Cr	
Savory & Zomato Sales			2358471.00 Cr			2169476.00		2169476.00 Cr	
<b>Purchase Accounts</b>									
Fruits & Vegetables		3557907.55		3557907.55 Dr		4086473.25		4086473.25 Dr	
Coconuts		413203.00		413203.00 Dr		495342.00		495342.00 Dr	
Vegetables & Fruits		44200.00		44200.00 Dr		57100.00		57100.00 Dr	
Groceries		369003.00		369003.00 Dr		436242.00		436242.00 Dr	
French Fries		843127.00		843127.00 Dr		745687.00		745687.00 Dr	
Groceries/pieces		8087.00		8087.00 Dr		16195.00		16195.00 Dr	
Ice Cream & Desserts		835030.00		835030.00 Dr		729492.00		729492.00 Dr	
Baskin Robbins Icecream		45718.00		45718.00 Dr		55691.00		55691.00 Dr	
Icecream( Local)		39319.00		39319.00 Dr		50691.00		50691.00 Dr	
Liquor Items		6400.00		6400.00 Dr		4800.00		4800.00 Dr	
Meat(Mutton)		124320.55		124320.55 Dr		209782.25		209782.25 Dr	
Mutton		64900.00		64900.00 Dr		63038.00		63038.00 Dr	
Milk & Milk Products		263085.00		263085.00 Dr		329873.00		329873.00 Dr	
Milk & Milk Products		263085.00		263085.00 Dr		329873.00		329873.00 Dr	
Poultry		643880.00		643880.00 Dr		730398.00		730398.00 Dr	
Chicken & Eggs		643880.00		643880.00 Dr		730398.00		730398.00 Dr	
Softdrinks & Mineral Water		77794.00		77794.00 Dr		100085.00		100085.00 Dr	
Coke Products		73287.00		73287.00 Dr		98135.00		98135.00 Dr	

## 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 -

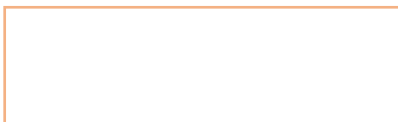
- Find the Sub - Header in Col E(starts from Row 5), which has an **identifier** (cells have a line below it) and highlight that cell.

12	Fruits & Vegetables		413203.00	413203.00 Dr
13	Coconuts		44200.00	44200.00 Dr
14	Vegetables & Fruits		369003.00	369003.00 Dr
15	Groceries		843127.00	843127.00 Dr
16	French Fries		8097.00	8097.00 Dr
17	Groceries/spices		835030.00	835030.00 Dr

11	Purchase Accounts	3557907.55	3557907.55 Dr	4086473.25	4086473.25 Dr	370
12	Fruits & Vegetables		413203.00	495342.00	495342.00 Dr	48
13	Coconuts		44200.00	57100.00	57100.00 Dr	6
14	Vegetables & Fruits		369003.00	436242.00	436242.00 Dr	39
15	Groceries		843127.00	745687.00	745687.00 Dr	72
16	French Fries		8097.00	16195.00	16195.00 Dr	7

- Allot the Schedule to the Particular Item



8	Sales Accounts	Soft Beverages Sales (GST 5%)			705879.91	705879.91 Cr			835073.20	835073.20 Cr
9	Sales Accounts	Swiggy & Zomato Sales			2358471.00	2358471.00 Cr			2168476.00	2168476.00 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		8087.00		8087.00 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.

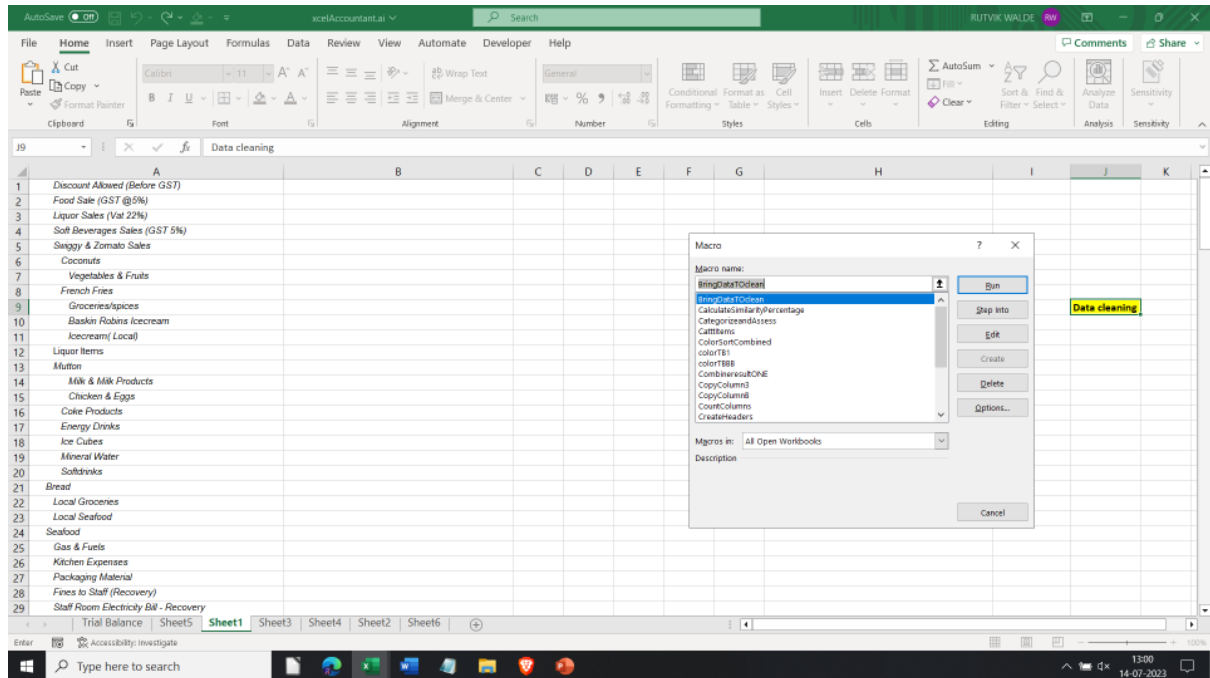
10	Swiggy & Zomato Sales			2358471.00	2358471.00 Cr			2168476.00	2168476.00 Cr
11	Purchase Accounts		3557907.55		3557907.55 Dr		4086473.25		4086473.25 Dr
12	Fruits & Vegetables		413203.00		413203.00 Dr		495342.00		495342.00 Dr
13	Coconuts		44200.00		44200.00 Dr		57100.00		57100.00 Dr
14	Vegetables & Fruits		369003.00		369003.00 Dr		438242.00		438242.00 Dr
15	Groceries		843127.00		843127.00 Dr		745687.00		745687.00 Dr
16	French Fries		8087.00		8087.00 Dr		16195.00		16195.00 Dr

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

10	Swiggy & Zomato Sales			2358471.00	2358471.00 Cr			2168476.00	2168476.00 Cr
11	Purchase Accounts		3557907.55		3557907.55 Dr		4086473.25		4086473.25 Dr
12	Fruits & Vegetables		413203.00		413203.00 Dr		495342.00		495342.00 Dr
13	Coconuts		44200.00		44200.00 Dr		57100.00		57100.00 Dr
14	Vegetables & Fruits		369003.00		369003.00 Dr		438242.00		438242.00 Dr
15	Groceries		843127.00		843127.00 Dr		745687.00		745687.00 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



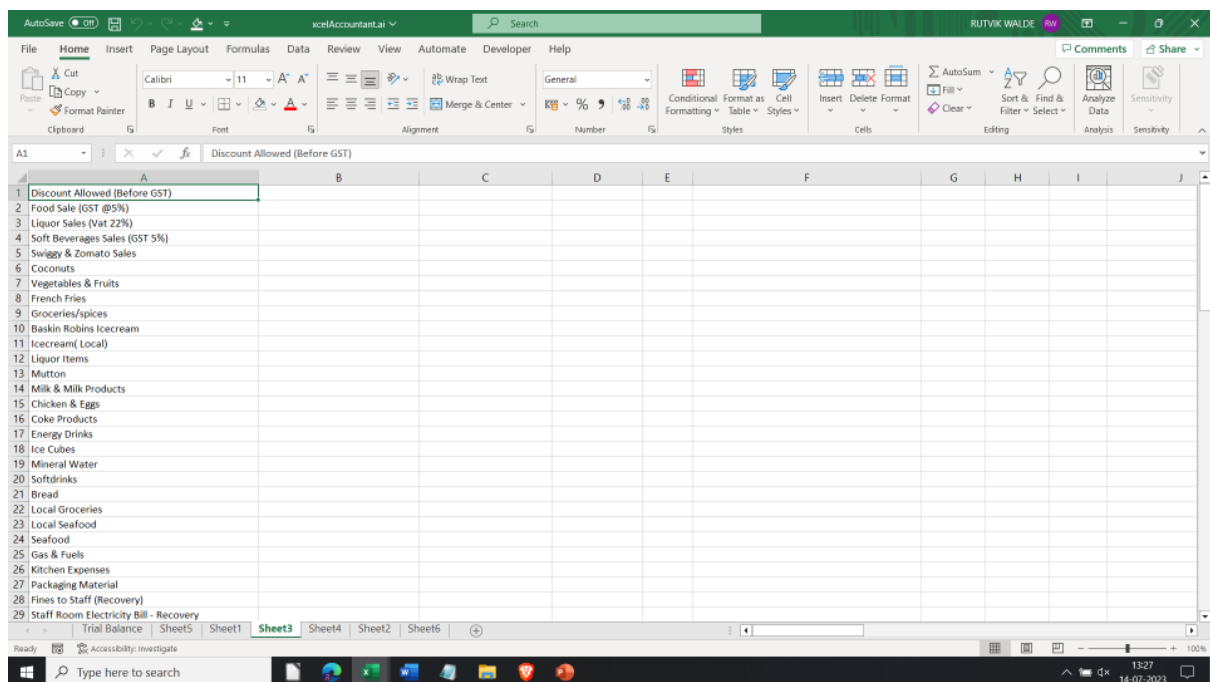
## Step4 -

- 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

	A	B	C	D	E	F	G	H	I	J
1	Discount Allowed (Before GST)	Revenue from Operations								
2	Food Sale (GST @5%)	Revenue from Operations								
3	Liquor Sales (Vat 22%)	Revenue from Operations								
4	Soft Beverages Sales (GST 5%)	Revenue from Operations								
5	Swiggy & Zomato Sales	Revenue from Operations								
6	Coconuts	Uncategorized								
7	Vegetables & Fruits	Uncategorized								
8	French Fries	Uncategorized								
9	Groceries/spices	Uncategorized								
10	Baskin Robins Icecream	Uncategorized								
11	Icecream( Local)	Uncategorized								
12	Liquor Items	Uncategorized								
13	Mutton	Uncategorized								
14	Milk & Milk Products	Uncategorized								
15	Chicken & Eggs	Uncategorized								
16	Coke Products	Uncategorized								
17	Energy Drinks	Uncategorized								
18	Ice Cubes	Uncategorized								
19	Mineral Water	Uncategorized								
20	Softdrinks	Uncategorized								
21	Bread	Uncategorized								
22	Local Groceries	Consumption								
23	Local Seafood	Consumption								
24	Seafood	Uncategorized								
25	Gas & Fuels	PPL Expenses								
26	Kitchen Expenses	Kitchen Expenses								
27	Packaging Material	Packaging Expenses								
28	Fines to Staff (Recovery)	Other Income								
29	Staff Room Electricity Bill - Recovery	Other Income								

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



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Discount Allowed (Before GST)

	A	B	C	D	E	F	G	H	I	J
1	Discount Allowed (Before GST)	Revenue from Operations	Discount Allowed							
2	Food Sale (GST @5%)	Revenue from Operations	Food Sale							
3	Liquor Sales (Vat 22%)	Revenue from Operations	Liquor Sales							
4	Soft Beverages Sales (GST 5%)	Revenue from Operations	Soft Beverages Sales							
5	Swiggy & Zomato Sales	Revenue from Operations	Swiggy & Zomato Sales							
6	Coconuts	Uncategorized	Uncategorized							
7	Vegetables & Fruits	Uncategorized	Uncategorized							
8	French Fries	Uncategorized	Uncategorized							
9	Groceries/spices	Uncategorized	Uncategorized							
10	Baskin Robins Icecream	Uncategorized	Uncategorized							
11	Icecream( Local)	Uncategorized	Uncategorized							
12	Liquor Items	Uncategorized	Uncategorized							
13	Mutton	Uncategorized	Uncategorized							
14	Milk & Milk Products	Uncategorized	Uncategorized							
15	Chicken & Eggs	Uncategorized	Uncategorized							
16	Coke Products	Uncategorized	Uncategorized							
17	Energy Drinks	Uncategorized	Uncategorized							
18	Ice Cubes	Uncategorized	Uncategorized							
19	Mineral Water	Uncategorized	Uncategorized							
20	Softdrinks	Uncategorized	Uncategorized							
21	Bread	Uncategorized	Uncategorized							
22	Local Groceries	Consumption	Purchase Accounts							
23	Local Seafood	Consumption	Purchase Accounts							
24	Seafood	Uncategorized	Uncategorized							
25	Gas & Fuels	FPL Expenses	Gas & Fuels							
26	Kitchen Expenses	Kitchen Expenses	Kitchen Expenses							
27	Packaging Material	Packaging Expenses	Packaging Expenses							
28	Fines to Staff (Recovery)	Other Income	Other Income							
29	Staff Room Electricity Bill - Recovery	Other Income	Other Income							

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- Rearrange the Items as per their Schedules

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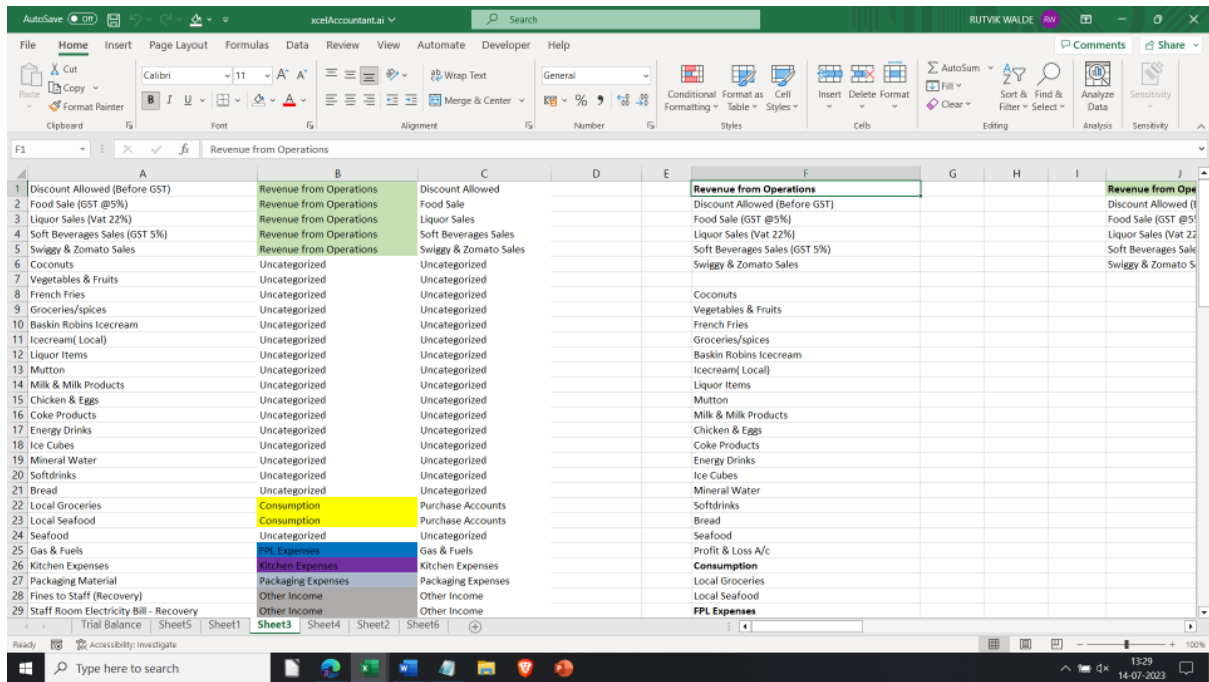
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Discount Allowed (Before GST)

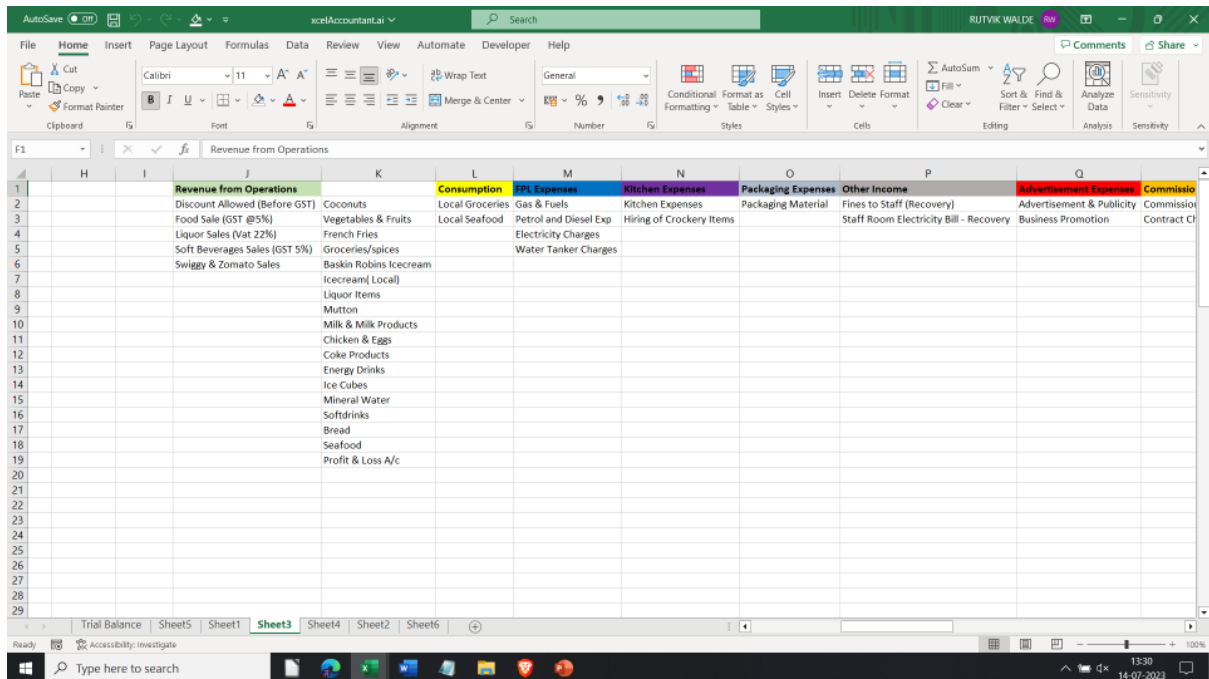
	H	I	J	K	L	M	N	O	P	Q
1			Revenue from Operations		Consumption	FPL Expenses	Kitchen Expenses	Packaging Expenses	Other Income	Advertisement Expenses
2			Discount Allowed (Before GST)	Coconuts	Local Groceries	Gas & Fuels	Kitchen Expenses	Packaging Material	Fines to Staff (Recovery)	Advertisement & Publicity
3			Food Sale (GST @5%)	Vegetables & Fruits	Local Seafood	Petrol and Diesel Exp	Hiring of Crockery Items		Staff Room Electricity Bill - Recovery	Commission/Zom
4			Liquor Sales (Vat 22%)	French Fries		Electricity Charges				Contract Charges
5			Soft Beverages Sales (GST 5%)	Groceries/spices		Water Tanker Charges				
6			Swiggy & Zomato Sales	Baskin Robins Icecream						
7				Icecream( Local)						
8				Liquor Items						
9				Mutton						
10				Milk & Milk Products						
11				Chicken & Eggs						
12				Coke Products						
13				Energy Drinks						
14				Ice Cubes						
15				Mineral Water						
16				Softdrinks						
17				Bread						
18				Seafood						
19				Profit & Loss A/c						

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- Combine the processed data into a single column



- col K has the Uncategorized items in it



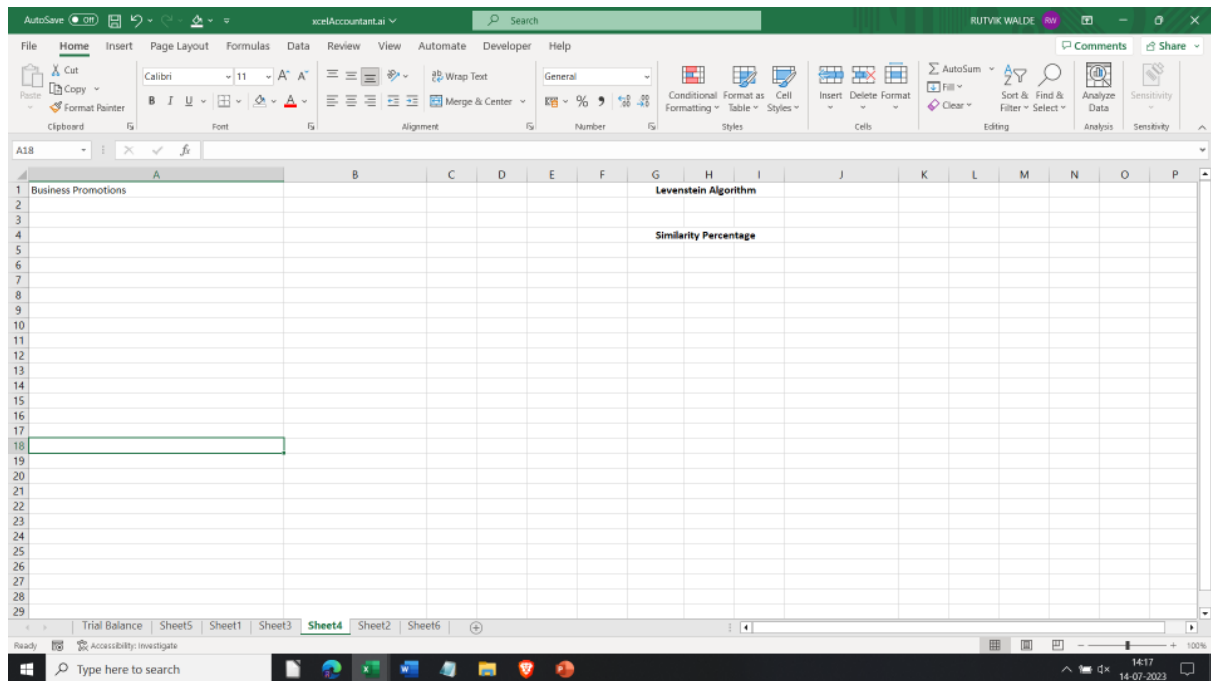
#### Step5 -

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

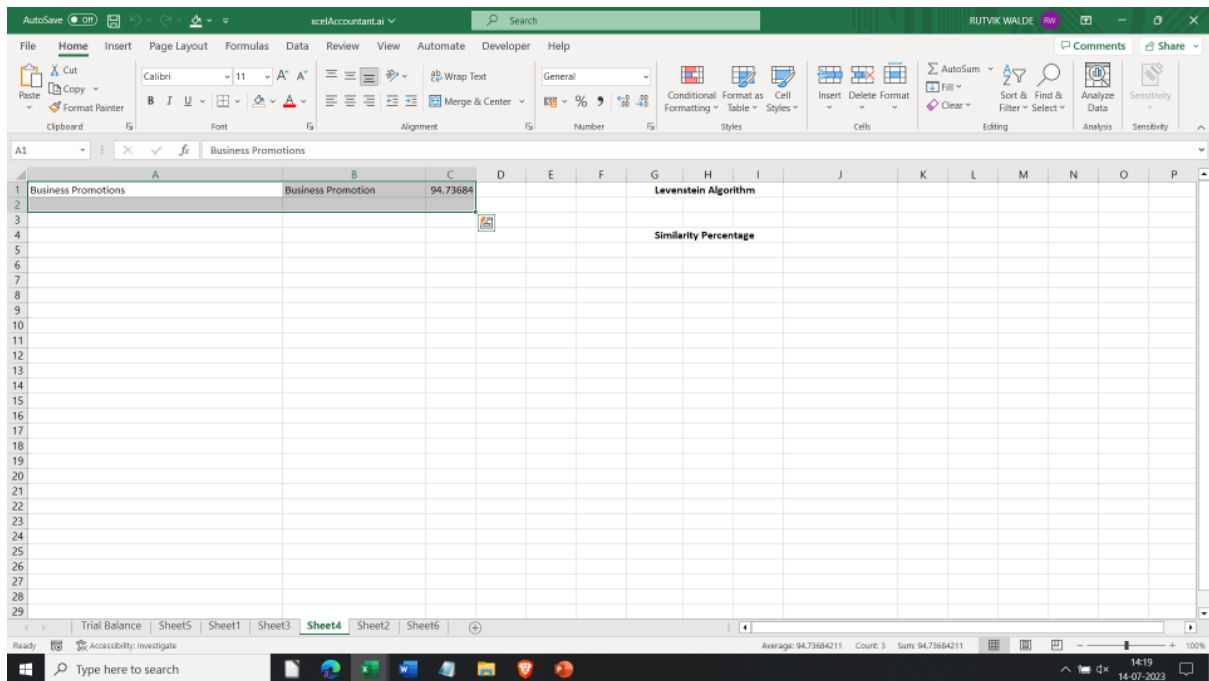
#### **What will happen after Running the Macro?**

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**