

Excel – How Using it Can Benefit You

Presented by: Emily Krug, Controller's Office

The Basics

- * Excel is Microsoft Office's Spreadsheet Program
- * Enter data
- * Format data
- * Find
- * Sort data
- * Print Reports

Uses

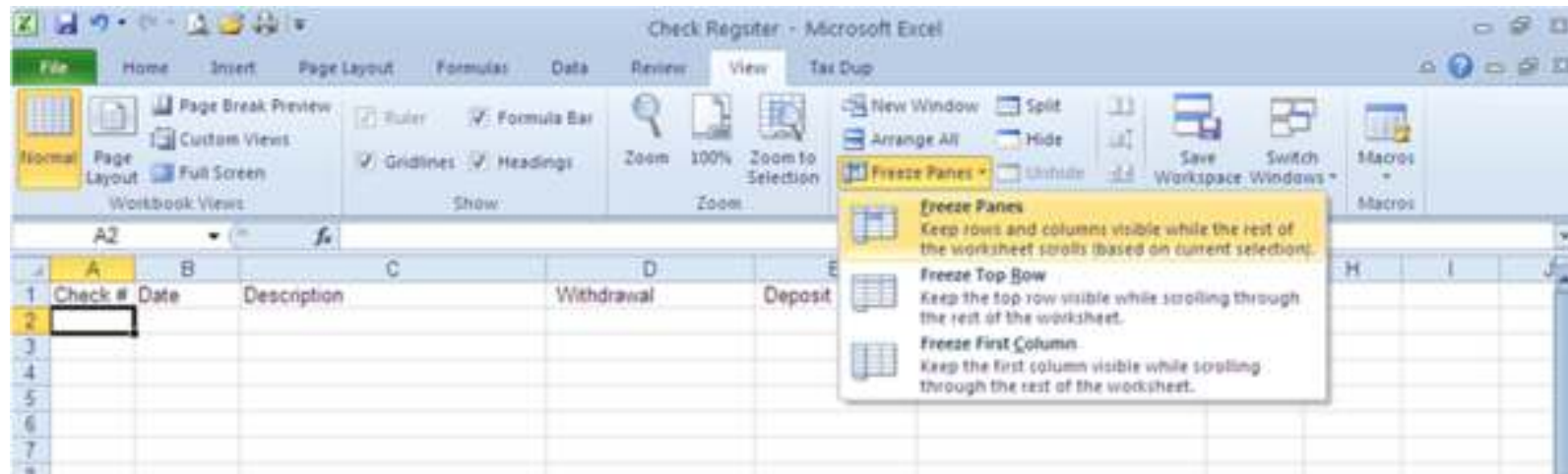
- * It can be used to create the following:
 - * Check Register
 - * Monthly Bank Statement Reconciliation
 - * Record Collections
 - * Weekly List
 - * Weekly Report
 - * Monthly Report

Creating a Check Register

- * Open [Excel](#)
- * Label and Format Columns
 - * Check Number – Text
 - * Date – Date
 - * Description – General
 - * Withdrawal – Accounting
 - * Deposit – Accounting
 - * Balance – Accounting
 - * Create formula to automatically calculate balance
- * Freeze panes, see instructions on next slide

Freezing Panes

- * Click in Row 2, Column A
- * Click View tab
- * Click Freeze Panes
- * Click first option, Freeze Panes
 - * This will freeze the first row in place so that you will always see it when scrolling



Bank Reconciliation

- * The following is an example of a bank reconciliation

Bank Reconciliation		
for the Month of:		
Bank balance as of		
Additions:		
Deposits in Transit:	Date	
Deductions:		
Outstaing Checks:	Check #	
Ending Balance		-
Check Register Balance		
as of		

Tax Collector Duplicate

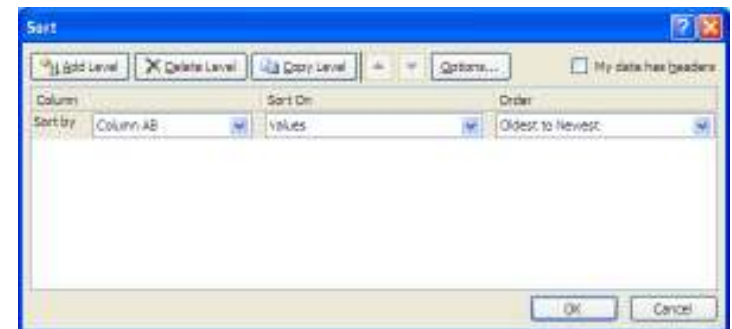
- * Create a [spreadsheet](#) with information obtained from Infocon
If you would like the directions on how to import the file please email me.
- * Use to record collections
- * Create Weekly List
- * Create Weekly Report
- * Track Assessment changes
- * Track address changes

How to find a Parcel

- * Click anywhere in the spreadsheet
- * Using the keyboard: Ctrl-F
 - * Or click Find & Select at the top, click Find
- * Enter the Control #, Name or Bill # of the taxpayer you are trying to find then hit Enter or click Find
 - * For example we want to find Bill #103
 - * If we only enter 103, find will show us every cell that has 103 in it
 - * To find Bill # 103 more quickly, click options, click match case, click match entire cell contents
 - * This takes you directly to Bill #103
- * When done hit Esc or click close

How to Sort the Duplicate

- * Sort the Duplicate Spreadsheet by Date Paid then Bill Number
 - * To Sort Highlight all rows beginning with Row 3
 - * Click Data tab at top
 - * Click Sort, a box will pop-up
 - * Sort by: Column AB (Date Paid)
 - * Click Add Level
 - * Sort by: Column C (Bill #)
 - * Click OK



Weekly List using Duplicate Spreadsheet

- * The following is an example of how to utilize the Duplicate spreadsheet to create your weekly list
 - * After the file has been sorted
 - * Highlight and copy the Paid date column only for the Bills you want to report paid, paste information into the County Weekly and then Municipality weekly list spreadsheet
 - * Do the same thing for the Bill # and Taxpayer Name
 - * Copy and Paste the Face amount for the County and then Municipality
 - * If during discount copy the discount amount and paste in the Collected column on the weekly spreadsheet, if during penalty to the same thing
 - * The column labeled Disc/Pen will automatically update
 - * Keep in mind you can only paste 26 lines in this file, if you have more than 26 lines you can either print your current file or insert more lines

Weekly Report

- * We have created a spreadsheet that looks exactly like the triplicate weekly report you may be utilizing now.

YEAR	COUNTY WEEKLY RETURN				Week Ending	
TAX COLLECTOR OF				(District)		
ITEMS				Real Estate		
1. Amount of Duplicate Uncollected - (Beginning Balance)						
2. Add Penalty / Penalty Period (one time)						
3a. Additions/Increases						
3b. Strike-offs/Decreases						
4. Total Uncollected Duplicate					-	
5. Face						
6. Less Rebate (discount)						
7. Plus Penalty						
8. Less Credit Vouchers						
9. Total Forwarded to County					-	
10. BALANCE TO COLLECT (Line 4 Less Lines 5 & 7)					-	

Monthly Report

- * The state has created a spreadsheet that can be utilized for your monthly report.

Tax Collector's Monthly Report to Taxing Districts				
For the Month of				
			Taxing District	
	Real Estate	Interim/Other	Per Capita/Other	Other
A. Collections				
1. Balance Collectable - Beginning of Month				
2A. Additions/Increases/One-Time Penalty *				
2B. Deductions: During the Month - (from line 17) (Strike Offs/Decreases)				
3. Total Collectable	\$ -	\$ -	\$ -	\$ -
4. Less: Face Collections for the Month				
5. Discount amount of Collections				
6. Less: Penalty on Collections				
7. Less: Liens/Non-Lienable Installments (*)				
8. Balance Collectable - End of Month	\$ -	\$ -	\$ -	\$ -
B. Reconciliation of Cash Collected				
9. Face Amount of Collections - (must agree with line 4)				
10. Plus: Penalties				
11A. Less: Discounts				
11B. Less: Credit Voucher				
12. Total Cash Collected per Column	\$ -	\$ -	\$ -	\$ -
13. Total Cash Collected - (12A + 12B + 12C + 12D)				\$ -

Shortcut keys

- * The following are shortcut keys, you can utilize these so you do not necessarily have to use the mouse to click.
 - * Find: Ctrl-F
 - * Print: Ctrl-P
 - * Save: Ctrl-S
 - * Copy: Ctrl-C
 - * Cut: Ctrl-X
 - * Paste: Ctrl-V
 - * Undo: Ctrl-Z

Additional Training

- * If you have never used Excel before or would like to learn more Microsoft has numerous tutorial videos on their website.
 - * <https://support.office.com>, then click Office training, videos and tutorials under Top Solutions
 - * Be sure to choose which version of Excel you are using
 - * Microsoft has an excellent course for beginners, follow the directions above to get to the tutorials, scroll to the bottom and click on Excel 2007, then click on Get to know Excel 2007: Create your first workbook. This tutorial will have you creating spreadsheets in no time.
- * There are also courses, that you can earn credits for, on DCEDs training website

If you would like to receive a copy of any of the examples shown today please email me at

ekrug@co.cambria.pa.us

or

*Visit the Controller's page on
the County's website at*

<http://www.cambriacountypa.gov/controller-office.aspx>

*Go to the bottom of the page and click on
Tax Collectors*