T U T O R I A L SeecompAccounting_*.xlsm

INTRODUCTION – TIPS – COMMANDS

To use **SeecompAccounting_*.xlsm** , minimum knowledge of Double Accounting (double-entry accounting) and Excel is required.

The program can be very powerful for Excel connoisseurs and can be instructive for those who want to deepen their knowledge in Accounting and Excel.

MP4 videos are available in English to learn how to use the Program. Those who have difficulty understanding English can play the video without the audio and, with the necessary pauses, lean on reading the Tutorial that corresponds to the text in the videos. For those less familiar with Excel the video may be too fast and therefore, with the reading, it is possible to make pauses and repetitions as you like.

The Demo Program only allows the introduction of 100 lines in the ACC_JOURNAL Sheet.

When you make important changes such as deleting all the Sheets you are not interested in, press File Save and close the Program. Then reload it. This is because some Macros can be influenced and it happens, due to an imperfection of Excel, that when you start them, they are not recognized and the Program closes.

For those who find the Program interesting and are willing to proceed with the purchase with the possibility of **entering 8,000 lines in the sheet ACC_JOURNAL**, they must follow the following procedure:

Deposit via PayPal **$24 or $39** depending on whether you want to use the Program on **1 or 2 devices**. When you pay the amount, you will have to indicate

1. Your **e-mail**
2. **The Mac Addresses of the devices you want to use**. You can get Mac Adress by viewing **the UTILITY Sheet and pressing the corresponding MAC_ADRESS Form Control**. Be careful not to give incorrect directions and check well before sending the amount.
   The compilation of the purchased program is done by copying and pasting the e-mail and Mac Adress, and if you give an incorrect e-mail or an incorrect Mac Adress, you may not receive the Program, or the Program does not work because they are not correct in Mac Adress.
3. Indicate whether you want the Program in **32-bit or 64-bit.**

Those who own devices with high-speed processors and a lot of memory can increase the rows and in this case address directly to

seecompacc@outlook.com

8000 rows require memory easily available for devices without having “memory overflow".

These data will be processed by our collaborators who will reply to your e-mail by attaching **the File SeecompAccounting_8000_64/32_1/2.xlsm** depending on the number of devices desired. Your Mac Addresses will be entered into the Macros and then the compilation will take place so as not to allow access for Copyright© reasons.

COMMANDS AVAILABLE TO THE USER

1. **A_ACC_JOURNAL**
   This command is used to rename the Sheet when the **ACC_JOURNAL** Sheet is active. Be careful to use this command only if there are **no Sheets with the same name** as in this case it will give an error signal.

2. **A_BALANCE**
   This command is used to rename the Sheet when the **BALANCE** Sheet is active. Be careful to use this command only if there are **no Sheets with the same name** as in this case it will give an error signal.

3. **ACC_CONTROL**
   With this Command you proceed to the Control of Accounts and other general checks. In the Program there are columns that must contain **only Accounts, only 1 2 3 4, only date, only amount, only percentage.** Form Control **ACC_CONTROL** helps you find if there are any incorrect or omitted introductions. We recommend watching the specific video.

4. **ACC_JOURNAL_NAME**
   This command renames the active sheet to the name **ACC_JOURNAL**. Be careful to use this command only if there **are no Sheets with the same name** as in this case it will give an error signal.

5. **ACC_NUMBER_B(ALANCE)**
   This command can be found in the **BALANCE** Sheet and is used to obtain the **report of a specific Account**. This only works if you place the cursor on the Account for which you want to extract the trend. If the cursor is not positioned, it does not work, and you will get an error message. Each Account must have a **correct date in the ACC_JOURNAL Sheet**. Otherwise you will receive a "**mismatch**" message.

6. **ACC_NUMBER_J(OURNAL)**
   This command can be found in the **ACC_JOURNAL** Sheet and is used to obtain the report of a specific Account. This only works if you place the cursor on the Account for which you want to extract the trend. If the cursor is not positioned, it does not work, and you will get an error message. Each Account must have a **correct date in ACC_JOURNA Sheet.** Otherwise, you will get a "**mismatch**" message.

7. **ACC_IN**

   This command located in the **ACC_JOURNAL** Sheet is used to enter an entry in the Balance Sheet + Income statement. The registration must be complete with **date (which will be used when you use the ACC_NUMBER_J/B command),** debit account, credit account, amount and **in the case of VAT percentage negative VAT in case of sale and positive in case of investment.** The amount **will be filled in pink after the introduction and will turn yellow after the calculation of the Balance Sheet + Income statement with the Form Control BALANCE in ACC_JOURNAL Sheet**. The Cursor must be positioned over the amount, otherwise it will not work.

8. **ACC_OUT**

   This command located in the **ACC_JOURNAL** Sheet is used to remove an entry in **Balance Sheet + Income Statement previously** entered with the Form Contro **ACC_IN.** The cursor **must be positioned on the amount**, otherwise it will not work**.**

9. **ACTIVE_SHEET**

   This command returns the **number of the Active Sheet on which you are placed**. If the Form Control is not present, you can copy it from the **UTILITY Sheet**. Another solution: go to **Developer** → **Macro** → and search for **ACTIVE_SHEET**, mark and go to **RUN**.

   The Sheet number is used to rename this Sheet with **CHANGE** in the **UTILITY** Sheet **.**

10. **B_ACC_JOURNAL**

    Equal function of Form Control **A_ACC_JORNAL**. It gives the possibility to have multiple names quickly for certain Sheets. You can also rename it by activating the Sheet, right-click and **Rename**. With Form Controls you rename faster.

11. **B_BALANCE**

    How Form Control **A_BALANCE**. It is used to rename. The observations already made for the commands suitable for this purpose are valid.

12. **BALANCE**

    This Form Control is located in the **ACC_JOURNAL** Sheet and pressing it launches the calculation of **Balance Sheet + Income statement** that we will find in **the BALANCE Sheet** and **also performs the calculation (at the end) that will indicate whether the calculation is correct or not**. You will find this at the end after the Income Statement. **The Key Sheets of the Program that cannot be missing are those coloured in red and are**

BALANCE
ACC_JOURNAL
ACC_CONTROL
ACC_NUMBER
UTILITY

The **Balance sheet + Income statement in BALANCE Sheet processed** is that is, with the first sums highlighted in **yellow**. The sum of the yellows in **brown**. The sum of the browns in **blue** and the total sums in **purple. For the inexperienced it is easy to remove some of the dozens of automated sums. To avoid this, it would be necessary for the inexperienced to protect these cells against accidental deletion.**

13. **BALANCE_NAME**
    Rename the Active Sheet to **BALANCE.** The observations already made for the commands relating to renaming Sheets apply.

14. **C_ACC_JOURNAL**
    It works like Form Control **A_ACC_JOURNAL** and Form Control **B_ACC_JOURNAL.**

15. **C_BALANCE**
    It works like Form Control **A_BALANCE** and Form Control **B_BALANCE**.

16. **CHANGE**
    We find it in the **UTILITY** Sheet and is used to rename the Sheets. Just enter the number of the sheet you want to rename where indicated, the new name and press **CHANGE**. Instead of the Sheet number, you can also enter the name of the Sheet. If the Sheet **already exists**, Excel gives an **error sign**.

17. **MAC_ADRESS**
    We find it in the **UTILITY Sheet** and is used to obtain the **MAC_ADRESS of your device** in case you want to proceed with the purchase of the Program with 8000 lines available to the user. The purchase Methods are indicated in the introduction.

18. **MISMATCH**
    This command helps us find improper inscriptions **where they shouldn't be**. When you press it, it analyses all the columns that should have precise inscriptions and

brings to the beginning extraneous inscriptions that will, then be searched for and corrected, in the Sheets where they were found.

19. **END_ROW_B(alance)**
    By pressing **END_ROW_B**(alance) you go to the end of the Balance Sheet + Income Statement so that **you can see the Controls** and the Profit/Loss at the same time, which in case of accuracy must be the same.

20. **END_ROW_J(ournal)**
    This command places the cursor in the **ACC_JOURNAL** Sheet to be able to continue with new subscriptions.

21. **TOP_ROW**
    This command places us at the beginning of both **the BALANCE** Sheet and the **ACC_JOURNAL** Sheet**.** In VBA, the Excel right cursor does not only work on the specific rows where there are the inscriptions but includes all the 8000 rows where the program intervenes. Therefore, these commands help a lot to position yourself within the rows used.

22. **SCROLL_ROWS_F(orward)20**
    Pressing this command advances the cursor 20 lines. It is repeated that the cursor on the right of Excel undergoes changes with the use of VBA.

23. **SCROLL_ROWS_B(ackword)20**
    Pressing this command moves the cursor back 20 lines.

24. **UTILITY**
    This command, if desired, activates the **UTILITY** Sheet. In any case, just press the **UTILITY** Sheets to get the same result.

25. **VAL_ADD_TAX_INV**
    The Command stands for Value Added Tax Investment. We need it when we make a registration subject to VAT. The specific video shows how it works. Remember that the **VAT percentage for investment has a positive sign while for Sales a negative sign**.

26. VAL_ADD_TAX_SALE

The Command stands for Value Added Tax Sale. We need it when we make a registration subject to VAT. The specific video shows how it works. Remember that the **VAT percentage for investment has a positive sign while for Sales a negative sign.**

27. CURRENCY COINS

In the latest versions in the **UTILITY** Sheet the possibility of having different coins available has been introduced and in particular

US Dollars
Ponds sterling
Euro
Real
Yen
Rubles
Swiss Francs
Any Symbol where possible with VBA

000. DOUBLE ENTRY ACCOUNTING = SIMPLE MATH

Introducing the VBA SeecompAccounting_*.xlsx program for Excel

Double-entry accounting is mainly based on four elements:

1. Balance Sheet: this is where we see the assets and liabilities of the accounting system

It is divided into:

1. Assets (assets have a positive sign +)
1.1 Current assets: assets that are immediately available, such as bank accounts, short-term receivables, etc.
1.2 Fixed assets: assets that are not immediately available, such as securities, real estate, long-term receivables, etc.

2. Liabilities (liabilities have a negative sign -)
2.1 Short-Term Debt Capital: debts to be paid in the short term, such as invoices, loans, etc.
2.2 Long-Term Debt Capital: debts such as mortgages, long-term loans, etc.
2.3 Equity: includes share capital, legal reserves, payments from shareholders or third parties, etc.

We have reduced everything to the essentials. The Sections mentioned can be divided into groups and subgroups, as can be seen in the **BALANCE** Sheet of the SeecompAccounting_*.xlsm program and we can also see it in a very simplified form by way of example.

2. Income Statement:

Here you can find:

1. Costs (costs have a positive sign +): these are expenses that can reduce equity if they represent consumption (e.g. payment of telephone bills) or can offset an asset (e.g. purchase of land: the money leaves the bank – Current Assets – but is offset by an increase in Fixed Assets).

2. Revenues (revenues have a negative sign -): normally increase Assets, such as income from sales or services that increase the Bank Account.

3. Chart of Accounts:

It is simply a list of **account numbers**, each with a **description**, that must be defined before any accounting entry is posted.

A complete Balance Sheet and Income Statement must be prepared in advance; each account must have a description.

The Chart of Accounts is the basis of the Balance Sheet and the Income Statement.

4. Journal:

All the accounting entries for the year are recorded here in Sheet **ACC_JOURNAL**. Each entry contains the **date**, **description**, **debit account number**, **corresponding credit account number** and **amount**.

This is the essential structure: more details will be introduced later.

With the above, we have the theoretical basis to begin to understand **Double-entry Accounting**. Practical examples are available in the SeecompAccounting_*.xlsm files. Let's see an example of writing in the Sheet **ACC_JOURNAL**, ignoring for now the **VAT** (which will be explained in the part relating to the commands of the program). We use English terminology as in the video tutorials. You can request translation into another language via CoPilot or ChatGPT.

Abbreviations of accounting items:

Account	**AC**
Active	**AS**
Curent assets	**CAS**
Fixed assets	**AGO**
Liabilities	**LIA**
Third party capital (Short &Long-Term)	**TPC**
Equity	**EQU**
Costs	**COS**
Revenues	**REV**
Balance Sheet	**BSH**
Profit & Loss Statement Statement	**PLS**
Opening	**OPE**
Debits	**DEB**
Credit	**CRE**
Balance	**BAL**

Assign:

AcCAS→1:n	Current Assets Accounts from 1 to n
AcFA→1:m	Fixed Asset Accounts from 1 to m
AcTPC→1:k	Debt Capital Accounts from 1 to k
AcEQU→1:o	Equity Accounts from 1 to o

AcCOS→1:p Cost Accounts 1 to p
AcREV→1:q Revenue Accounts a 1 a q

JOURNAL Example

We need to enter the following actions in the Journal

1. Purchase of fuel by bank card by amount Af
2. Purchase of land with bank loan for amount Aq
3. Provision of services and collection on bank account in amount Ah
4. Sale of a Company Computer for cash for Ak amount
5. Purchase of company car through leasing for Ag amount
6. Loan repayment by bank transfer for Am amount

DATE	DESCRIPTION	DEBITS(+)	CREDITS(-)	AMOUNT
Date x	Fuel/Bank	Ac**COS**w	Ac**CAS**g	Af
Data k	Land / Mutual Bank	Ac**FA**t	Ac**TPC**q	Aq
Date v	Bank / Services to third parties	Ac**CA**Sg	Ac**REV**g	Ah
Date u	Bank / Computer Sales	Ac**CA**Se	Ac**TPC**p	Ak
Date j	Auto /Debito leaisng	Ac**FA**r	Ac**TPC**c	Ag
Date b	Reimbursement / Bank	Ac**TPC**s	Ac**CAS**g	Am

Registrations may increase during the year, however, we must note that **the sum of the amounts associated with the DEBITS account are equal to the sum of the amounts associated with the CREDITS account, as the amount of the account corresponds to the amount of the against account.**

SUM COL H BALANCE Sheet = SUM COL I BALANCE Sheet = SUM COL G ACC_JOURNAL Sheet

These entries are transferred to the Balance Sheet and the Income Statement as follows:

- Each account of the Balance Sheet and the Income Statement has a description (Chart of Accounts)
- The amount in **Debits (Col E) of** the **ACC_JOURNAL Sheet** is reported in the **Debits Column (H)** of the same account in **BALANCE Sheet**
- The amount in **Credits** (**Col F** equal to the debits) in **ACC_JOURNAL Sheet** is reported in **Credits** column **I** in **BALANCE** of the corresponding account.
- The associated accounts will no longer be side by side, but each in its own position corresponding to the account number in the BALANCE Sheet
- In the end, the **sum total of all the amounts Col G of ACC_JOURNAL sheet** must match the **total of the sum of the amounts in the Debits column and in the Credits column of the Balance Sheet + Income Statement. This is due to the fact that a**

transaction has taken place of amounts associated from the accounts of the ACC_JOURNAL Sheet to the BALANCE Sheet which, as already expressed, are no longer side by side but each amount must be entered in the corresponding account of the Balance Sheet + Income Statement.

In summary, we obtain with the help of the colors where we observe that we have a color in DEBITS and CREDITS and how they should be added or subtracted in the BALANCE, remembering that

BALANCE = OPENING + DEBITS – CREDITS Col J = Col G+ Col H- Col I

The OPENING is not considered in the COSTS and REVENUES: if it is indicated, it is for information purposes only for the previous year but is not considered for the current year.

BALANCE SHEET + INCOME STATEMENT

ACCOUNTS	DESCRIPTION	OPENING	DEBIT (+)	CREDIT (-)	BALANCE (=)
	ASSETS				
AcCASg	Bank	Ox	Ah	Af+Aq+Am	Ox+Ah - (Af+Aq+Am)
AcCASe	Case	Oe	Ak		Oe + Ak
AcFAt	Land	Oz	Aq		Oz + Aq
AcFAp	Office Equipment	Oy		Ak	Oy - Ak
AcFAe	Vehicles	Op	Ag		Op + Ag
	LIABILITIES				
AcEQs	Holder Loan	Os	Am		Os + Am
AcTPCc	Leasing car	Ob		Ag	Ob - Ag
	COSTS				
AcCOSw	Fuel	(Ol)	Af		Af
	REVENUES				
AcREVg	Revenues from Services	(Of)		Ah	Ah

As we have seen, the data of the Journal are transferred to the Balance Sheet and the Income Statement. Video tutorials further illustrate this step and help you understand double-entry or double-entry accounting.

Note that **the SUM of all ACC_JOURNAL Sheet amounts (Col G) is equal to the sum of the amounts in the DEBITS COLUMS H and the CREDITS COLUMN I of the Balance Sheet + Income Statement.**

We repeat how the colors and the comparison between the tables help us to understand how the amounts of the Journal end up in the DEBITS and CREDITS of the Balance Sheet + Income Statement and, in particular, in DEBITS with the sign [+] and in CREDITS with the sign [-]. This means that the sum of the BALANCE Sheet + Income statement at the end of the year (the openings in the Income Statement are only indicative) is equal to the sum of the OPENINGS In the Balance Sheet (=0) but the (ASSETS(+) + LIABILITIES(-)) of **Saldo** is no longer = 0 because the entries from the Journal have changed the addends and some have ended up in the COSTS and REVENUES.

To get back the sum of (ASSETS(+)+LIABILITIES(-)) = 0 we must therefore add or subtract, depending on whether we will have losses or gains, the difference between COSTS and REVENUES.

Additional Notes:

- The opening balances of Costs and Revenues do not appear in the Income Statement.
- The result of the Income Statement derives from:

∑ Costs (+) + ∑ Revenue (-) = Profit/Loss
Profit → sign (-)
Loss → sign (+)

To simplify:

- **ASSETS** = Total Assets
- **LIABILITIES** = Total Liabilities
- **COSTS** = Total Costs
- **REVENUE** = Total Revenue

When setting up a company, the first entries can look like this:

Date	Newspaper Description	Debits (+)	Credits (-)	Amount
Dates To	Member's payment to bank account	AcCASa	AcEQa	Aa
Dates To	Investor deposit to bank account	AcCASb	AcEQb	Ab

First Balance Sheet + Income Statement at the beginning of year

ACCOUNTS	DESCRIPTION	OPENING	DEBITS (+)	CREDITS (-)	BALANCE (=)
AcCAS	Bank		Aa + Ab		Aa + Ab
AcEQ	Shareholder			Aa	-Aa
AcEQ	Investor			Ab	-Ab

First Balance Sheet at the beginning
ASSETS [+] + LIABILITIES [-] = 0 (Aa+Ab-Aa-Ab)=0

After enrolment at the end of the first year:

ASSETS [+] + LIABILITIES [-] + COSTS [+] + REVENUES [-] = 0
→ COSTS [+] + REVENUES [-] = PROFIT/LOSS [+/-]
→ ASSETS [+] + LIABILITIES [-] + PROFIT/LOSS [+/-] = 0

In the following years:

ASSETS [+] + LIABILITIES [-] + PROFIT/LOSS + PROFIT/LOSS = 0
previous years **end of current year**

Profits at the end of the year can be withheld by adding them to PROFIT/LOSS from previous or distributed years (dividends, taxes, etc.). The important thing is that this equation remains valid at the beginning of each year:

ASSETS [+] + LIABILITIES [-] + PROFIT/LOSS [+/-] =0
(carried forward)

At the beginning of the year, the balance of costs and revenues from the previous year must be zeroed.

They remain in the Balance Sheet + Income Statement **for information purposes but are not taken into account for the calculation of the BALANCE Sheet + Income statement.**

001.How to Load, Analyse and Open the SeecompAccounting_demo_100_32/64.xlsm File and Required Commands

Demo Files Available

The **main** demo files available, in addition to other files in different languages and currencies, for download are:

- SeecompAccounting_demo_100_64.xlsm
- SeecompAccounting_demo_100_32.xlsm
- 100 means that the program allows you to work with up to 100 lines of recordings.
- 64 means that it is for 64-bit devices.
- 32 means that it is for 32-bit devices.

We work with an English version of Excel, but you can keep your version in your preferred language, keeping in mind that the commands shown will be in the same position, so you shouldn't have any difficulty following them. Since we have a 64-bit device, we download the SeecompAccounting_demo_100_64.xlsm file and save it to a local drive **connected to the PC**, **not the cloud**. To work properly, the SeecompAccounting_demo_100_64.xlsm file **must be closely linked to Windows**. SeecompAccounting_demo_100_64 or 32.xlsm file is a compiled file that contains executable DLL files, which can appear and disappear in Explorer—they can be ignored entirely. Compressed (zipped) files may also appear, which you can ignore.

Creating a Copy

First, make a copy of the file so that if something goes wrong or the file crashes (for the beginners at the beginning), you already have a backup without having to redownload it.

Enabling Macros

1. Right-click on SeecompAccounting_demo_100_64.xlsm, then select **Properties**.
2. At the bottom, you should see the "**Enable Macros**" option—tick this option. In our case, this option is not visible because our settings already enable all macros by default.

Opening the File

Now open SeecompAccounting_demo_100_64.xlsm, but don't focus on accounting just yet, only Excel commands. If a **message** appears saying that **the file is not optimized**, **do not optimize** it, as this may make the accounting data unreadable without blank lines. Simply close the message by **clicking on the X in the top right** corner without starting the optimization process.

Enabling the Development Tab and VBA Macros

1. Move the cursor slightly to the right of "**File**" (in the upper left corner of Excel).
2. Right-click, then select **Customize Ribbon** (left-click).

3. Enable "**Developer**" if it's not already selected, then press **OK**. You should now see "**Developer**" left of “Help".
4. Click **Developer** → **Macro Security** →**Trust Center** → **Trust Center Setting**
5. Go to **Macro Settings** → **Enable VBA Macros**→ **OK** We can do this because our macros are reliable.
6. Then **Trust Center** → **Trust Center Setting**→ **File Block Settings** and uncheck all the boxes if they are checked.
7. Click **OK** and exit.

Setting the Correct Save Format

1. Go back near File, right-click and select **Customize Ribbon**.
2. Go to **Save**, then under "**Save files in this format**," select **Excel Macro-Enabled Workbook (.xlsm)**.
3. Click **OK** and exit.

Final Step

Now your PC is properly configured for **VBA calculations with macros**. To reinforce these steps, let's review the commands just covered so, if something was too fast, you can go over them calmly.

002. Preliminary Explanations + Excel Commands for Processed Financial Statements

Keep the SeecompAccounting_demo_100_64.xlsm file open and move to sheet **SIMPLE_BALANCE**, located to the left of the **BALANCE** sheet. **This is a minimal BALANCE Sheet + Income Statement**, useful for explaining that, in order to draw up a Balance sheet and an Income Statement, it is necessary to have a **Chart of Accounts**, that is: **an Account Number accompanied by a Description.**

Then we will see **3 simple Excel commands** that allow you to prepare a **detailed Balance Sheet + Income Statement in Sheet BALANCE**. It is premised that simple commands such as filling cells with color must already be known.

Sheet structure SIMPLE_BALANCE Sheet

- Column C: **Account number**
- Column D: **Account description**
- Column E: **Account code:**

1 = Assets
2 = Liabilities
3 = Costs
4 = Revenues

For Assets and Liabilities, there is an **Opening value**, visible in **column G**, which **affects** the calculation of the **Balance Sheet**. For **Costs and Revenues, there is no Opening**: the amounts are **reset to zero every year**. However, it is possible to indicate the previous year's results for comparison but not affects the calculation.

Main columns

- G: Opening
- H: Debits
- I: Credits
- J: Balance = G + H – I Balance = Opening + Debits - Credits

Columns H and I collect the movements from the ACC_JOURNAL sheet. Everything **highlighted in green** is used to calculate the Balance Sheet + Income Statement.

Columns **C** and **E** should contain only account numbers and codes (1-4). **Irrelevant cells cause the program to fail.**

Structure ACC_JOURNAL Sheet

- A: Date
- B: Document reference
- C: Transaction type
- D: Description

The green columns are those modified by the program:
- E: Debit
- F: Credit
- G: Amount
- I: % VAT (Value Added Tax)

To change currency: select the c**olumns** → **right-click** → **Format cells** → **Accounting** → choose **Currency** → **OK**

Structure of the BALANCE sheet

It is an **improved** version of **SIMPLE_BALANCE Sheet**, where:

- Unused accounts are not deleted.
- Groups are organized for clarity.

BALANCE SHEET

Assets:
- Current Assets
- Fixed Assets

AssetsLiabilities:
- Third Party Capital (Short and Long Term)
-Equity

Income Statement:
- **Revenues** (before Costs with negative sign (-))
- **Costs** (with positive sign (+)

(-) Negative sign = profit
(+) Positive sign = loss

Balance sheet verification formula:
Assets (+) + Liabilities (-) +Costs (+) + Revenues (-) = 0

Colors in formulas (column F)

- **Yellow**: First Sums
- **Brown**: Sum of Yellows
- **Blue**: Final Sums
- **Purple**: Final Sums

Corrected negative amounts are displayed in **red.**

To better understand the controls, continue watching the video tutorial.

Excel commands useful for BALANCE

1. Auto Summation + Dragging

- Place the cursor on the cell where you want to indicate the sum
- **Home** + **Autosum** by selecting addends
- Place the cursor in the bottom right corner of the cell with the Sum's result until a cross appears
- Hold down the left mouse button and drag to the right

2. Sum of individual cells

- Type **=** and manually select the cells to sum (**=C4+C7+C10**)

3. Freeze Panes-

Select the cell below the row you want to freeze

- Go to **View** → **Freeze Panes**→ **Freeze Panes**
- The headers will remain visible as you scroll
- **View**→ **Freeze Panes** →**Unfreeze Panes** for unfreezing

Final Reminder

📌 **The balance in column J is calculated as:** **J = G + H – I**

SALDO=OPENENIG + DEBITS - CREDITS

🎞️ Now let's slowly repeat all the commands described in the video without comment.

003. Backing Up BALANCE Sheet and ACC_JOURNAL Sheet, Renaming Sheets, and Using Form Controls

Problem with blank lines

Before backing up the **ACC_JOURNAL** sheet, Excel may sometimes report poor performance due to the presence of many blank rows. These lines have been intentionally left to make the **BALANCE** sheet more readable and tidier.

In these cases:
• Press **Check performance**.
• Do **not press Optimize all**.
• Simply close the window by clicking on the **X in the top right**.

Backup of ACC_JOURNAL Sheet

If you select the entire sheet **ACC_JOURNAL** and copy it to another sheet, **Form Controls may shift, resize, or appear disorganized**. To avoid this, follow these steps:

1. Delete the first 8 rows of the sheet **BACKUP_ACC_JOURNAL**.
2**. Cut** all Form Controls with select Form Control by mouse, right klick and Cut.
3. Copy the first 8 lines of Sheet **ACC_JOURNAL**
4. **Reinsert the first 8 lines** in Sheet **BACKUP_ACC_JOURNAL**.
4. For subsequent backups, simply copy and paste **from line 8 onwards**.

Backup of Sheet BALANCE

The procedure is like that of the **ACC_JOURNAL**, but remember:
• The relevant content of the BALANCE sheet **starts from line 9, not line 8**.

See also 008. Ctrl+Shift+M (Backup_BALANCE) and Ctrl+Shift+N (BACKUP_ACC_JOURNAL)

Resetting Form Controls

Form Controls are used to execute macros. If you accidentally delete one, such as the **ACC_NUMBER** button in the **ACC_JOURNAL** sheet, you can recreate it as follows:
1. Go to the **UTILITY** sheet.
2. Right-click on the Form Control **ACC_NUMBER**.
3. Click **Copy,** then click on an empty cell and left click to remove the rectangle around the Form Control **ACC_NUMBER**.
4. Go to the **ACC_JOURNAL** sheet, left-click the cell where **ACC_NUMBER** was, then right-click and choose **Paste**.
5. Usually, the Form Control doesn't appear exactly where you pasted it, so you have to reposition it:
o Right-click on the Form Control.
o Hover the mouse until the move cursor (cross with arrows) appears.

o Then left click and drag it to the desired position.
o Right-click again to display the resize handles (circles), which allow you to resize or reposition it by dragging with the left button. **You can use this same process for any other Form Control.**

Renaming Sheets

You can manually rename sheets by **right-clicking** and selecting **Rename**, but if you do it often, it's more convenient to use macros. With a single macro-enabled Excel file, you can manage multiple **BALANCE Sheets** temporarily by renaming sheets as needed. Macros only work with the following sheet names:

- **ACC_JOURNAL**
- **BALANCE**
- **ACC_CONTROL**
- **ACC_NUMBER**
- **UTILITY**

To use a specific **BALANCE Sheet**, temporarily rename your sheets with these names, then revert them to their original names when you're done.

How to quickly rename sheets with a macro

The program includes the following Form Controls that change the name of the **Active sheet**. Just click on the Form Control and the name will be changed:

- **A_ACC_JOURNAL**
- **B_ACC_JOURNAL**
- **C_ACC_JOURNAL**
- **ACC_JOURNAL (Form Control: ACC_JOURNAL_NAME)**
- **A_ACC_BALANCE**
- **B_ACC_BALANCE**
- **C_ACC_BALANCE**
- **BALANCE (Form Control: BALANCE_NAME)**

Alternative method

- Click on **Active_Sheet** to see the **current sheet number**.
- Go to the **UTILITY** sheet and, next to **CURRENT'S NAME**, type the number of the sheet you want to rename (you can also write the full current name if you prefer).
- Next to **NEW'S NAME SHEET**, type the new name you want to give the sheet — make sure it is not already used by another sheet.
- Then click on the **CHANGE** Module Control.

Form Control Assignment

It may happen that you press a Form Control, and nothing happens because the assignment to the Macro has been lost.

Nothing serious:

1. Mark Form Control with the Left Mouse Button
2. Press the right mouse button
3. Search for **Assign Macros** and press the left mouse button
4. **All the Macros in use** by the program will appear, look for the Macro that has lost its assignment and mark it with the left mouse button
5. Press **OK** and the Macro will be active again

004. Excel Commands for DATA_BASE

The last Excel commands that we will learn are the ones that are useful for creating a **DATA_BASE**. This will allow you to find accounts quickly while registering in **ACC_JOURNAL sheet.**

Account structure

1. **Assets**
2. **Liabilities**
3. **Costs**
4. **Revenues**

To improve management:

1. To frequently used accounts we add the prefix **a_**, so they appear first.
2. To the accounts used we rarely add the prefix **z_**, so they end up at the bottom.
3. Leaving blank lines in the **DATA_BASE** Sheet for any new accounts is recommended (e.g. **zz_** with a provisional number).
4. **No row must be the same as another**, otherwise Excel doesn't consider it.

👉 In the cell to the right of the account name, you should always enter the corresponding number.

📌 The **DATA_BASE** is placed in the **ACC_JOURNAL** header, but you can also put it elsewhere (**avoiding cells with green fill or used for calculations**).

Creating the DATA_BASE

Initial steps

1. Open the **BALANCE** sheet for your language.
2. Copy all the accounts with description and numbers (1, 2, 3, or 4).
3. Paste into the **DATA_BASE** sheet with the correct paste values option.
4. Adjust the formatting of the cells.

Column arrangement

1. Insert a new column before the C.
2. Move the contents of the A to the C.
3. Delete the old column A.

Sorting of accounts

1. Select the entire table.
2. Go to Data → Sort and sort by column C.
3. Delete rows that do not contain 1, 2, 3, or 4.

4. Check that each account is correctly associated.
5. Insert 5/6 blank rows between each group (between 1 and 2, between 2 and 3, between 3 and 4).

Creating Subgroups

For example, let's work on group 1 -Assets after the last row with 1, add the reserve accounts:

1. zz_1, zz_2, zz_3, zz_4, zz_5
2. Account 10 (provisional)
3. Preceding frequent accounts with **a**_, rare ones with **z**_.
4. Go to **Data** → Sort and **sort by column A**
5. Sort column A alphabetically (**along with B and C associated**).

🔁 Repeat for groups 2 (Liabilities), 3 (Costs), 4 (Revenue).

Associating with the ACC_JOURNAL sheet

1. Back to **ACC_JOURNAL** Sheet.
2. Select the cell for the account description.
3. Open **Data** → **Data Validation** → **Data Validation**→**Clear all.**
4. Under "**Allow**" choose **List**.
5. Go back to **DATA_BASE** and select the descriptions of the accounts with 1 (**only the descriptions**)→**OK**.
6. Go back to **ACC_JOURNAL** Sheet and click on the right arrow to see the List.

Association Description – Account number

1. In the cell next to the description in **ACC_JOURNAL** Sheet, type **=** and use **VLOOKUP**
2. Select the cell with the description (e.g. D2).
3. Insert the separator (comma or semicolon).
4. Go back to **DATA_BASE** Sheet, select columns **A** and **B** from Group **1**.
5. Complete the formula: =VLOOK(D2; DATA_BASE! A:B; **2; 0**) or =VLOOKUP(D2, DATA_BASE! A:B, **2, 0**)
6. Press **ENTER**. The account number will appear automatically.

✅ You can change names and numbers in the **DATA_BASE** Sheet: if you keep the alphabetical order, the associations remain active.

Repetition for Liabilities, Cost, and Revenue

Now repeat the same steps for group 2 - Liabilities, without comments, so you can memorize them. Then continue with 3 - Costs and 4 - Revenues.

Additional Consideration

Those who work in accounting know the account number by heart in 95% of cases. Sometimes the **DATA_BASE may not be necessary**. It is better than to work directly from the **Chart of Accounts** in the **BALANCE** sheet.

🔎 To quickly search for an account:

1. Press **Alt + H**, then → **Alt + D**
2. Write what you are looking for, place the cursor over an empty cell, and press Find Next
3. Or: **Home** → **Find & Select**→ **Find**→ Cursor on Empty Cell and→ **OK**

005. FORM CONTROLS BALANCE, ACC_IN and ACC_OUT

In point **002.** we explained how the Balance Sheet and Income Statement derives from the Chart of Accounts and how it can be prepared in such a way as to be always updated.

Obviously, to calculate a Balance Sheet and Income Statement, it is necessary to have **Journal Entries** in **ACC_JOURNAL Sheet:** otherwise, there is nothing to calculate.

The postings represent the accounting path of the current year. Amounts paid in the previous year but referring to the current year, and amounts paid in the following year but always referring to the current year, are also taken into consideration. These are the so-called **Accruals and Deferrals, Assets or Liabilities.**

To better understand how a Balance Sheet + Income Statement and a Journal work, let's start with the existing Prepared Balance Sheet + Income statement and the existing **ACC_JOURNAL** Sheet, making sure that we have a complete backup of both, as explained in point **003**.

We delete all Openings in **BALANCE** Sheet with **Cancel** and all recordings in Sheet **ACC_JOURNAL** with **Rows Delete** (right click and choose). In your case, you already find the deleted data, but you still need to do this by deleting only the Openings **data in the green spaces**, without touching the yellow, brown, or blue filled cells. Otherwise, **you'll lose automations that update your Balance + Income Statement** by simply pressing Form Control **ACC_IN**.

Before entering data into **ACC_JOURNAL Sheet** try to **calculate a zeroed Balance Sheet**. If each account does not correspond to a 1, 2, 3 or 4, Excel itself will report the error with a "**debug**" message. Therefore, check that all the data in the **BALANCE** Sheet are complete.

The program cannot understand if you are missing a necessary account in the **BALANCE** Sheet: it can only notify you later if an account in the **ACC_JOURNAL** Sheet has not been included in the Balance Sheet + Income Statement.

For now, let's leave out **VAT** (Value Added Tax), which will be covered in the next chapters.

If you press Form Control **BALANCE in ACC_JOURNAL** Sheet without having any entries and without opening data in **BALANCE** Sheet**,** you will get a Balance + Income Statement with **all values at zero**.

Practical examples:

Bank cashout:

- We receive $100,000 in the **Bank** (1020) for a T**hird-party service** (3400).
- Insert:
- Debit Account: 1020
- Credit Account: 3400
- Amount: 100'000 $

- Up to this point, the Balance Sheet + Income statement in **BALANCE** Sheet is not touched.
- Place the cursor **over the amount**, select it and press Form Control **ACC_IN**.
- The value is colored **pink**. In **BALANCE** Sheet, we see in account **1020** that $100,000 in **Debit** entered in the Bank.
- The **3400** account shows $100,000 in Credits (negative sign = Gain)
- At the end of the balance sheet, a profit of $100,000 appears (with a negative sign, which represents a gain). The **lower controls are still at zer**o because the Balance Sheet + Income statement has not been calculated.

Purchase of petrol:

- We buy $100 worth of Fuel with the Bank card.
- Insert:
- Debit account: 6210 (Fuel)
- Credit account: 1020 (Bank)
- Amount: $100
- We select the amount and press Form Control **ACC_IN**.
- The value is colored **pink.** The balance sheet is updated automatically: the profit drops to $99,900.

Payment of services for third parties:

- We pay $10,000 for a third-party service.
- Insert:
- Debits Account: 5900
- Credits Account: 1020
- Amount: $10,000
- We select the amount and press Form control **ACC_IN.**
- The value turns **pink** and the Balance Sheet + Income statement is updated automatically. Lower controls remain at zero.

5. Balance Sheet + Income statement calculation:

- Let's go back to **ACC_JOURNAL** Sheet and press Form Control **BALANCE**.
- Lower controls in the **BALANCE** Sheet are calculated, and the Balance Sheet + Income statement is **OK**.
- The amounts in **ACC_JOURNAL** Sheet are colored **yellow**, indicating that the Balance Sheet + Income Statement has been calculated for those values.
- If an amount remains **pink**, it means that the Balance sheet + Income statement **has not yet been updated for that row**.

Deleting a recording:

- We realize that the purchase of Fuel ($100) has been wrongly registered.
- We select the amount and press Form Control **ACC_OUT**.
- The Balance Sheet + Income statement is updated, but the **controls no longer coincide**.
- We must therefore **recalculate** the Balance Sheet + Income statement to realign the Balance Sheet Profit with the Control Profit.
- We press Form Control **BALANCE** again in **ACC_JOURNAL** Sheet.
- Profits are now synchronized: both at $90,000.

These few examples serve to give an idea of how it works. If you work with a **SIMPLE_BALANCE Sheet , reduced to the essentials**, the Profit or Loss will only be visible after pressing Form Control **BALANCE** in **ACC_JOURNAL** Sheet**,** since there are no intermediate sums divided into groups. In the next chapter we will see how to do the same operations also considering the **Value Added Tax (VAT).**

006. Value Added Tax Investment, Value Added Tax Sale, Form Control ACC_NUMBER

1. Cash out at the bank with 12% VAT

We receive $100,000 in the Bank for Services provided to third parties.

We write:

- Debits account: 1020 (Bank)
- Credits account: 3400 (Revenues from Services for third parties)
- Amount: $100,000

Since this is a sale subject to 12% VAT, we write alongside:
- S(ale)12 (Sale to 12%)
- -12 (%) - sign for Sales and + sign for Investment

We select the amount and press Form Control **VAL_ADDED_TAX_SALE** . The program automatically calculates the breakdown:
- $89,285.71 as net revenue
- $10,714.29 as VAT

The total remains $100,000.

As Account for **VAT**, we use for example 2201 (**VAT** Statement), but you can have different accounts for percentages or categories.

Let's put both amounts in the Balance Sheet + Income statement with Form Control **ACC_IN**. The data is correct in the **BALANCE** sheet, while the controls, as in point **005**, are still empty until we calculate the Balance + Income Statement with Form Control **BALANCE** in **ACC_JOURNAL** Sheet.

2. Purchase with 16% VAT

We buy $100 worth of Fuel (6210) with the Bank card (1020).

We write:

- Debit Account: 6210 (Fuel)
- Credit Account: 1020 (Bank)
- Amount: $100
- I16 (16% investment)
- +16 (% positive (**+)** because this VAT is an investment)

We see, after pressing Form Control **ACC_IN,** that the amounts in **BALANCE** Sheet are updated automatically.

3.Purchase of services from third parties with 18% VAT

We pay by Bank (1020) $20,000 for a service received from a Third party (5900).
We write:

- Debit Account: 5900 (Services from third parties)
- Credit Account; 1020 (Bank)
- Amount: $20,000
- I18 (18% investment)
- +18 (% Investment (+))

We also use Account **2201** for this VAT entry. We press Form Control **VAL_ADDED_TAX_INVESTMENT**, select the two amounts generated pressing Form Control **ACC_IN** and see that the Balance Sheet + Income statement is updated again.

4. Balance Sheet + Income Statement calculation

We press Form Control **BALANCE in ACC_JOURNAL Sheet.**

The Balance Sheet + Income Statement is correct:

- The **automatically** calculated profit coincides with the one shown
- The **pink** values in Sheet **ACC_JOURNAL** turn **yellow**, indicating that the balance has been updated.

5. Payment of VAT to the Tax Office

We now have to pay the Tax Office the amount of VAT collected from third parties, net of the VAT already paid for investments.

To find out how much we have to pay, we place the cursor on the **2201** account both in **ACC_JOURNAL** Sheet and in **BALANCE** Sheet**,** and press Form Control **ACC_NUMBER_J/B** depending on the sheet we are on (**ACC_JOURNAL** Sheet or **BALANCE**_Sheet).

We immediately see that we have to pay $7'649.65.

Of course, you'll also include the **date**, **document**, **type**, and **description** in your records for clarity. With the Form Control **ACC_NUMBER**, it is necessary that dates are entered correctly in the **ACC_JOURNAL** sheet.

With the Form Control **ACC_NUMBER**, we can follow the progress of each Account from the moment of opening until up to the **BALANCE** sheet and income statement of the day.

Try, for example, with the 1020 bank account.

Let's now **register the payment at the VAT Office**:

- Debit Account: 2201
- Credit Account: 1020
- Amount: $7'649.65

We press Form Control **ACC_IN.**
The profit does not change, we press Form Control **BALANCE in ACC_JORUNAL** Sheet **:** the **color changes from pink to yellow**, a sign that the Balance Sheet and Income Statement has been updated.

Checking 1020 with Form Control **ACC_NUMBER** in **BALANCE** Sheet or **ACC_JORUNAL** Sheet, we see the decrease in the Account and checking Account 2201 we see that we no longer have debts with the VAT Office as the balance is =0. The payment caused a decrease in assets (Bank) and Liabilities (VAT payable).

6. Restoring the initial state

Let's now restore **ACC_JOURNAL** Sheet using the backup made earlier.

In the next chapter we will talk about controls.

007. ACC_CONTROL and ERROR WARNINGS and UTILITIES

The SeecompAccounting_*.xlsm program already includes a good level of automatic checking to correct unintentional errors.

◇ Move the cursor to the bottom or top of the Balance Sheet and ACC_JOURNAL Sheet

The Form Controls **END_ROW** and **TOP_ROW** allow us to move to the beginning or end of the **BALANCE** Sheet and **ACC_JOURNAL** Sheet. Form Control **SCROLL_ROWS_+20** and **SCROLL_ROWS_-20** allows to do control and search for errors between the rows.

Let's now see some practical examples:

◇ Account number error

Suppose you write Account 6945 instead of Account 6940 in the last line of **ACC_JOURNAL** Sheet. Press Form Control **BALANCE** in **ACC_JOURNAL** Sheet and a message appears warning that the Balance Sheet and Income Statement are not **OK**. We activate **ACC_JOURNAL** Sheet and press Form Control **ACC_CONTROL**: the program warns us that the Account 6945 does not exist in the Chart of Accounts. We verify and correct with the correct Account, 6940.

◇ An account in column E or F is missing

If an account is missing in column **E** (debit account) or **F** (credit account), Form Control **ACC_CONTROL** will notify us. Let's look for the offending line and correct it by entering the missing data.

◇ Presence of foreign elements

We accidentally write "qwerty" in column **C** of **BALANCE** Sheet. We go back to the **ACC_JOURNAL** Sheet, press Form Control **BALANCE** and a **mismatch warning appears**. Press **OK**, then check:

- That in column C there are only account numbers
- That in column E there are only values 1, 2, 3 or 4.

If we can't find the error immediately, we can use the Form Control **mismatch** from **ACC_JOURNAL** Sheet: it will automatically take us to the row and column with the error, both in **BALANCE** Sheet and in **ACC_JOURNAL** Sheet. We can also use the classic Excel command:

Home → **Find**

Type in the extraneous content (e.g. "qwerty") and fix it manually.

Or **Alt + H** and **Alt + D** and find "qwerty".

◇ The code 1, 2, 3 or 4 in BALANCE or an Account Number is missing

In **BALANCE** Sheet, if one of these codes (column E) is missing from a row, the Form Control **BALANCE** indicates it and indicates the row to be completed.

◇ Unidentifiable errors

If you can't find the error:
1. Close the file **without saving** (**if AutoSave is not enabled**).
2. Reopen it and redo only the last recordings.

If AutoSave saved the error:
1. Try deleting the rows from the first of the last entries entered up to row 8010 in **ACC_JOURNAL** Sheet.
2. If the problem persists, delete all rows from:
9 to 8010 in **BALANCE** Sheet or 8 to 8010 in **ACC_JOURNAL** Sheet
3. Finally, restore the data using the previously saved **BACKUP_ACC_JOURNAL** Sheet.

◇ Form controls that don’t show up

It may happen that by pressing **ACC_JOURNAL** Sheet, you don’t see all the macros in the top bar. In this case:
• Press on another Sheet
• Then again **ACC_JOURNAL** Sheet and Form Controls will become visible again. This problem is common with underperforming devices or high-resolution screens.

◇ Macros that pressing them do not work.

Sometimes macros that you start with Form Controls lose their assignment. Simply place the cursor on the

1. Select **Form Control** with right click
2. Click “**assign macro**"
3. Select the desired macro
4. Press **OK**

◇ Loss of Form Controls

If you happen to lose the Form Control (Macro) even in the **UTILITY** Sheet you can take another one, change the text by marking the Form Control→right klick →**Edit text**→ and then **Assign Macro** it to the lost Macro.

008. ADDITIONAL UTILITY COMMANDS

These are commands useful for checking and layout the Journal and the Balance Sheet + Income Statement. Several of these commands can be reached very quickly with shortcuts that we will indicate. What the user of the program needs to know is the fact that on the same device you can use several .xlsm files with different names when you have to do more accounting.

It may happen that it is necessary to copy the Balance Sheet + Income Statement or a Journal from one file to another. In this case the copying can take place but it happens that the Form Controls remain assigned to the source file and it happens that, when they are started, they open the source file and work on it. To prevent this from happening **, we need to assign the copied Form Controls to the file to which they were copied**. Remember that to access Macros you must do **Developer → Macros**

We have two possibilities.

zzd_UpadateMacroAssignement Ctrl+Shift+U

Assign the Form Controls of the active sheet to the File with the active sheet open

If the active sheet is a Balance Sheet + Income Statement (**BALANCE**) we can start
zza_BalanceAdjust Ctrl+Shift+B

if the active Sheet is a Journal (ACC_JOURNAL) we can start
zza_JournalAdjust Ctrl+Shift+J

With these commands a first correct column width and height are achieved
of the rows for the Balance Sheet + Income Statement and for the Journal related to the default character Aptos 14, then columns B and D are analysed where the cells
will be modified where necessary to contain wider text to column B or D. Finally, the Form Controls will be assigned to the File with the Active sheet.

To view if the Form Controls have been assigned to the open File we have the following macros available:

zzc_ActiveMacroLocation Ctrl+Shift+A

zzc_InactiveMacroLocation Ctrl+Shift+I

they indicate which macros and in which cells they are placed: the first command indicates which Form Controls are active while the second indicates which Form Controls are inactive.

Other possibility

zzc_ListFormControls → Run or Ctrl+Shift+L
returns all the macros on the sheet and their **x,y position in pixels** which can be useful to identify the position of the columns Form Controls necessary for other commands.

Another command with a shortcut is

zzd_DeleteFormControls Ctrl + Shift +D
it is used to eliminate all the Form Controls present on the Active Sheet.

zzd UpadateMacroAssignement Ctrl+Shift+U
as already mentioned above, it is used to assign the Forms Controls to the open file in execution.

Other useful commands to quickly **BACKUP** the **BALANCE** Sheet or **the ACC_JOURNAL** Sheet are the following:

zzb_ReplaceSheetBALANCE Ctlr+Shift+M

zzb_ReplaceSheetACC_JOURNAL Ctrl+Shift+N

Simply activate the Sheet where you want to perform the **BACKUP** and everything contained in this Sheet will be deleted and replaced with the faithful copy of **BALANCE** or **ACC_JOURNAL** whose name must be present in the Sheets of the open File. Be careful to use this command because what is contained in the active sheet will be totally deleted without the possibility of recovery and replaced with the contents of **BALANCE** or **ACC_JOURNAL**.

Without shortcuts we find the following commands:

zza_AdjustRowHeightColB_D
to be used when the descriptions of **BALANCE and ACC_JOURNAL** are of such length that they cannot be contained with the standard row height in column B or D.

zzz_AlignColumnFixedRightMargin
this command is useful for those who want to change the distance between the columns of the Form Controls: first you have to give the alignment tolerance of the right margin (recommended 60) and in pixels the distance between the columns.

zzz_AlignFormControlsColumn
from an initial alignment and size of several columns which can then be refined with the zzz_UniformFormControlDax command **.**

zzz_ColWidthBalance
gives the width of the columns in **BALANCE** which can be changed by the user in succession. The width of the columns is the same as the width of **zza_BalanceAdjust**

zzz_ColWidthJournal
gives the width of the columns **ACC_JOURNAL** which sequence can be changed by the user. The width of the columns is the same as the width of **zza_JournalAdjust**

zzz_DeletePageBreaks
erases the dotted lines of the sheets where there is a subdivision for printing previously given by the user but not useful for printing **the BALANCE** or **ACC_JORUNAL sheets**

zzz_UniformFormControlDax
it acts on a column and allows you to give a width and height in pixels of the Form Controls: the column identifies it with Dax which means the x position in pixels of the left margin that we can find with the **command zzc_ListFormControls Ctrl + Shift + L.**

008. PRESENTATION SHEET COMMANDS

When presenting a Balance Sheet + Income Statement for tax or other purposes, it is not necessary to show all the accounts left without use (opening, debit, credit and balance = 0) as it is not necessary to show numbers of accounts and how the various items have been added together. As well as it is not always necessary to show the debits and credits steps. The tax authorities are primarily interested in the **Balance and Income statement of the previous year** and the **closing balance and Income statement of the year** in question and, of course **, in the profit/loss of the year in question.**

To achieve this, start from the **BALANCE Sheet** by inserting a Sheet called **SUBMISSION** to the left of it .

Let's make a **BALANCE Backup** on the **SUBMISSION Sheet** by activating it and pressing Shift+Ctrl+M or Develop → Macro → zzb_ReplaceSheetBALANCE **.**

We can therefore eliminate the Form Controls with Shift+Ctrl+D or Develop or → Macro → zzd_DeleteFormControls, delete the writings in the header and leave room to modify the headings and titles necessary for the presentation.

We must therefore check that the first sums are marked with **yellow filling nr 65535** and this we can check by marking a cell and starting the appropriate Control Module with Macro Development → → SelectedCellColor or Shift + Ctrl + C.

Then we have to check that the sum of the sums are marked with **orange (brown) filling nr 49407** which we can check as with yellow: without these exact fill colors the program will only work by canceling only the accounts with opening, debit, credit and balance = 0.

The sum of the sums of the sums (we used the blue fill) is generally subjective and must then be adjusted by the user but is normally limited to the correction of 2 or 3 sums (see Video 008. Submission).

Once the above is done, simply launch Development → Macro → zzz_Submission (presentation) or Shift + Ctrl + S.

With a few steps you can go to the sums of the sums of the sums (blue fills) by fine-tuning what the program has left out and then proceed to hide everything that is not of interest for a presentation of the Balance Sheet + Income Statement (see video 008. Submission)