

# Cloud Accounting and Excel

Jim Colville, CPA

# Cloud Accounting and Excel

## ABOUT ME

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Practicing CPA and using Lotus 1-2-3 since inception and Excel since V 3

Owned and operated PC Training Company

Excel Consulting and Projects

Web services through Info-Stat.com and now Accounting Education Institute

## SOLUTIONS

- I work with Excel using a Solutions approach. I don't use a feature because it's there, I create the desired solution and then determine the best features to achieve that solution.
- Today our focus is changing from the desktop and "my files" to having the files always accessible, secure with collaboration and sharing with others.....thus **Excel in the Cloud....** today's **Solution**

These two are really the same

# Cloud Accounting and Excel



## An overview of Accounting and Excel in the Cloud

We'll talk about Cloud based accounting software and then move into focusing on Excel



## Cloud Applications and Excel

From floppy disk drives to today...to the Cloud



## How Excel has Evolved

Desktop vs cloud versions chasing each other



## The future of Excel in the Cloud

The Future is now.



## Leader or Laggard?

How will you or your firm keep up?



## Utilizing the Cloud to streamline workflow efficiency?

A CPA friend of mine still uses floppy disks

# Cloud Based Accounting Software

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- NetSuite
- Sage Intacct
- AccuFund Accounting Suite
- SAP ERP Core Finance
- Xledger
- QuickBooks Online
- Xero
- FreshBooks
- SOHO
- Wave

Quick summary, both lists are quite extensive

Some of these are exhibiting here today

# Test Question

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- “What is the most used feature in any business intelligence/ web-based solution?”

# Answer

- “What is the most used feature in any business intelligence/web-based solution?”

## The Export to Excel Button



Export to Excel

- No matter how many systems a company has, how big they are, or how many millions of dollars have been spent on them, the reality is that the majority of data is **exported to Excel** for additional manipulation or analysis before decisions of serious consequence are made.

# Export to Excel from QuickBooks Online

Sort ▼ Add notes



Export to Excel

Export to PDF

## Save Our Trees Association

### ACCOUNT LIST

ACCOUNT #	ACCOUNT	TYPE	DETAIL TYPE	DESCRIPTION	BALANCE
1010	Operating - X3799	Bank	Checking	990 line 45	97,931.41
1020	Special Events - X0038	Bank	Checking	U S Bank	13,595.54
1021	Special Events - X0038:Model...	Bank	Checking	Model United Nations	2,385.62



# So What?

## The Export to Excel Button

Export to Excel

- Setting the stage for the rest of today's presentation:
- This means that Excel has been and will continue to be best tool for the accountant, whether on the desktop or the Cloud
- Next.....a bit of history



## A (very) brief history of spreadsheets leading up to today



## How Excel has Evolved in the Past

From floppy disk drives to today...The Cloud

C11 (L) TOTAL 25

ITEM	NO.	UNIT	COST
MUCK RAKE	43	12.95	556.85
BUZZ CUT	15	6.75	101.25
TOE TONER	250	49.95	12487.50
EYE SNUFF	2	4.95	9.90
SUBTOTAL			13155.50
9.75% TAX			1282.66
TOTAL			14438.16

1978

Range Copy Move File Print Graph Data System Quit

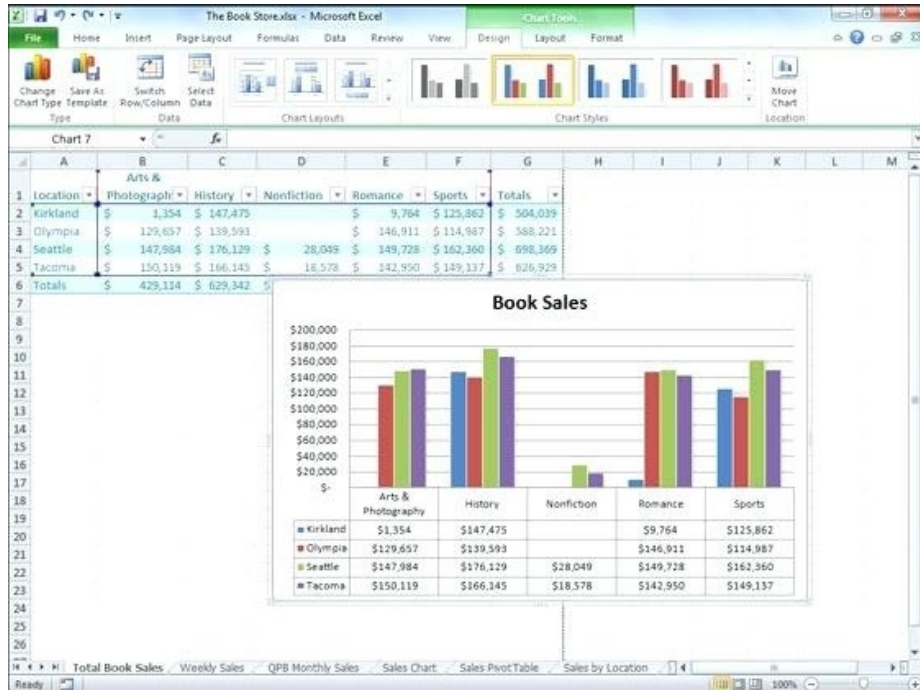
NAME	DEPT	JOB	VLN	SALARY	BONUS
1777 Deland	4000	Sales	2	40000	10000
81994 Brown	8000	Sales	3	45000	10000
40378 Brown	8000	Mgr	4	70000	20000
50706 Carson	7000	Mgr	3	60000	20000
40002 Carly	3000	Mgr	5	65000	20000
34790 Delarrett	7000	Sales	2	40000	10000
84004 Eustice	1000	Pres/Adm	8	150000	100000
50007 Gempson	3000	Sales	3	40000	10000
91513 Gempson	3000	Sales	2	30000	8000
40500 Fields	4000	Mgr	5	70000	20000
91574 Filmore	1000	Adm	8	100000	---
64500 Fize	5000	Mgr	3	70000	20000
17720 Green	1000	Mgr	5	60000	20000
50057 Harman	4000	Sales	4	50000	10000
31810 Hedgecoe	3000	Sales	2	40000	10000
17773 Howard	2000	Mgr	3	30000	25000
2185 Hugh	1000	Adm	5	30000	---
43007 Johnson	1000	Mgr	3	30000	50000
7188 Sullivan	2000	Sales	2	30000	2000



1983

Here comes Excel.... Let the **new** revolution begin....

## *How Excel has Evolved*



## Excel

1985-Mac version

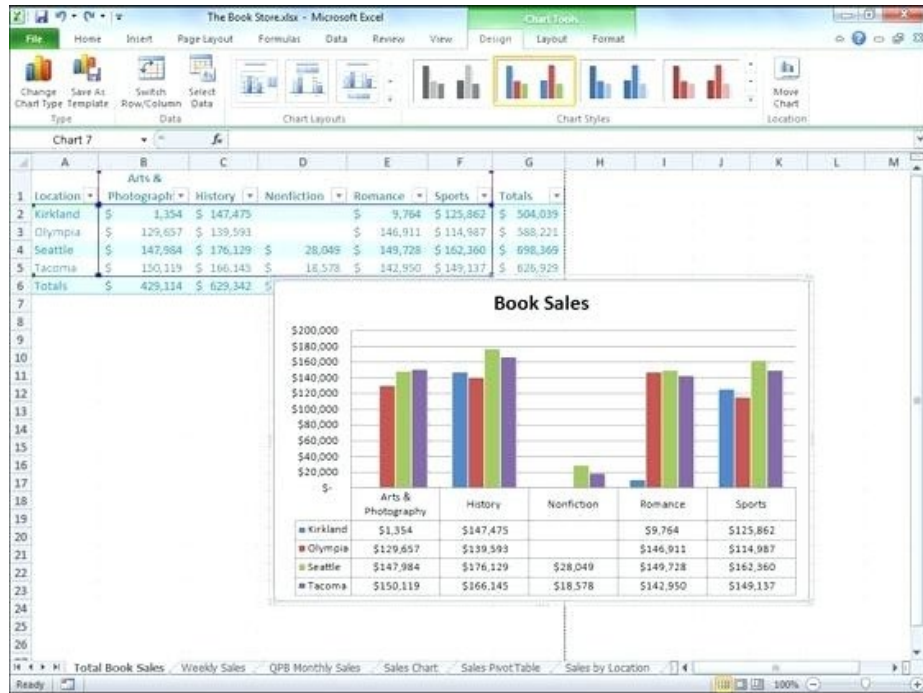
1987-Version 2 for Windows

1990-Version 3 starting to catch on

1992-Version 4 getting popular

1993-Version 5...off and running

# Excel



Excel 95 v7

Excel 2000 v8

Excel 2002 v10

Excel 2003 v11

Excel 2007 v12

Excel 2010 v14

Excel 2013 v15

Excel 2016 v16

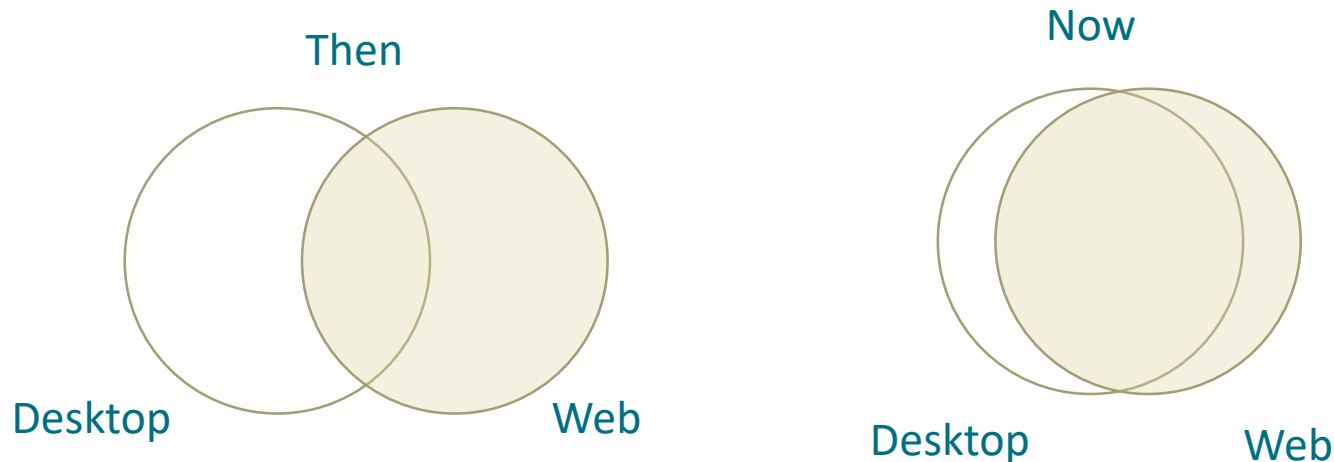
Excel 2019 today

Ribbon introduced

Desktop only until  
Excel 2013

# Excel Desktop vs Web App (OneDrive)

- Excel desktop is very robust with 30+ years of code and features
- The Web App is new (~2008)....just the basics.....had a rough start
- The Web App was playing catch up with Excel Desktop
- Came into it's own in about 2009 at the Worldwide Partner Conference with Office 2010



**Excel Web is now very robust, more on this later.....**

# Old History

**Every file was saved to the floppy drive.**

**Then to hard drives, today's standard**

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**My favorite analogy is the “short wire”**



**And today we work and save files in the Cloud**



**My analogy has expanded to the “longer wire”**

**Of course, the “longer wire” has evolved into Wi-Fi and wireless technology.**

# TODAY....The Cloud

Cloud computing is an information technology (IT) paradigm that enables ubiquitous access to shared pools of configurable system resources and higher-level services that can be rapidly provisioned with minimal management effort, often over the Internet. Cloud computing relies on sharing of resources to achieve coherence and economies of scale.

# What is the Cloud?



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# What is the Cloud?

In the simplest of terms

Cloud computing means storing and accessing data and programs over the Internet instead of your computer's hard drive. The Cloud is just a metaphor for the Internet



Of course everyone has a different perception and the actual technical definition is much more complex

# WHAT DO WE WANT TO DO WITH EXCEL?

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**1**

**Create a file**

**2**

**Work on the file**

**3**

**Save the file**

**4**

**Be able to have the file available:**

- **For meetings**
- **Different work locations**
- **For printing**
- **Sharing**
- **Others to Update and Save**

# Excel Works with Files

- Remember that Excel works with files. The file must be saved and can then be moved around
- This means that not all platforms are good for working with Excel...iPad, mobile devices....This technology is evolving fast and is quite exciting.....a topic for another day.....as today is Excel in the Cloud
- We'll look at Excel on the phone at the end of this session





# Today and the Future of Excel in the Cloud



**TODAY...Excel Cloud computing is here and it  
will only get better**

# TODAY....The Cloud

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- **For Excel to work on the web, you need an Excel Integration license and technology**
- **Most likely through Microsoft Cloud Storage Partner Program**
- **This Integration will allow you to edit Excel (and Word, etc) directly from the Web Application.**
- **What this means is that your experience will be different with the different providers Sharefile, AuditFile, Google, Zoho, Your company or....**
- **The info in this slide is beyond most of us**

# Microsoft OneDrive

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- **Today we will be talking about Microsoft OneDrive and using Excel on OneDrive**
- **Microsoft is the leader in the Web App technology**
- **We'll now get into specific examples and solutions for Excel in the Cloud (next slide)**

Previously SkyDrive, Live Sky Drive --- maybe OneDrive will stick

# What You Need to Co-Author

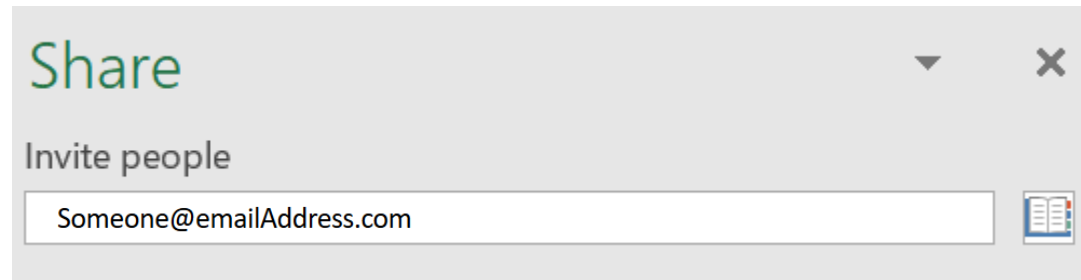
- Office 365 Subscription
- Latest version of Excel Installed  
(Administrator may not have updated everyone)
- Sign-in to Office
- Must use Excel in .xlsx .xlsm or .xlsb file format  
Note that .xls doesn't work
- Upload the Workbook
- Share It
- Others can now open and work on it  
They must have a version that supports co-authoring  
If not, they can view in any web browser

# What You Can Do With the Web App

- First, we'll talk about **Co-authoring**
- If on network      Shared workbook
- If on OneDrive      Co-authoring
  - See Share in the Upper right corner of Excel
  - Enter email address and cloud location
  - Be careful with Excel version differences
  - Each user sees the changes, instantly. Sometimes a minute or two

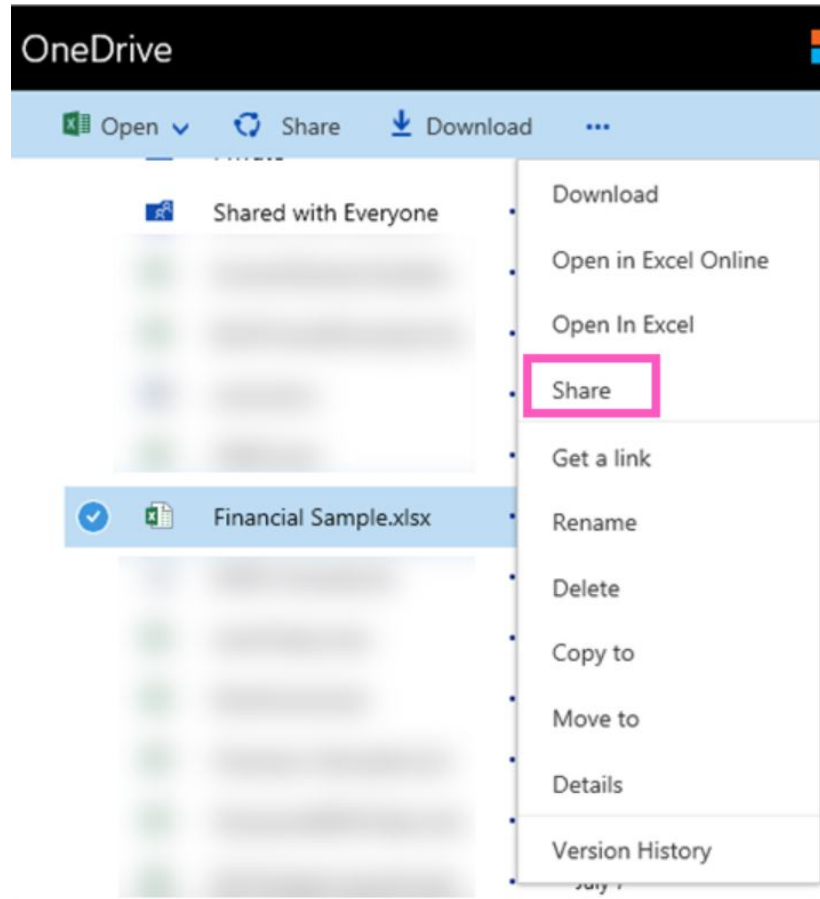


This icon has different shapes



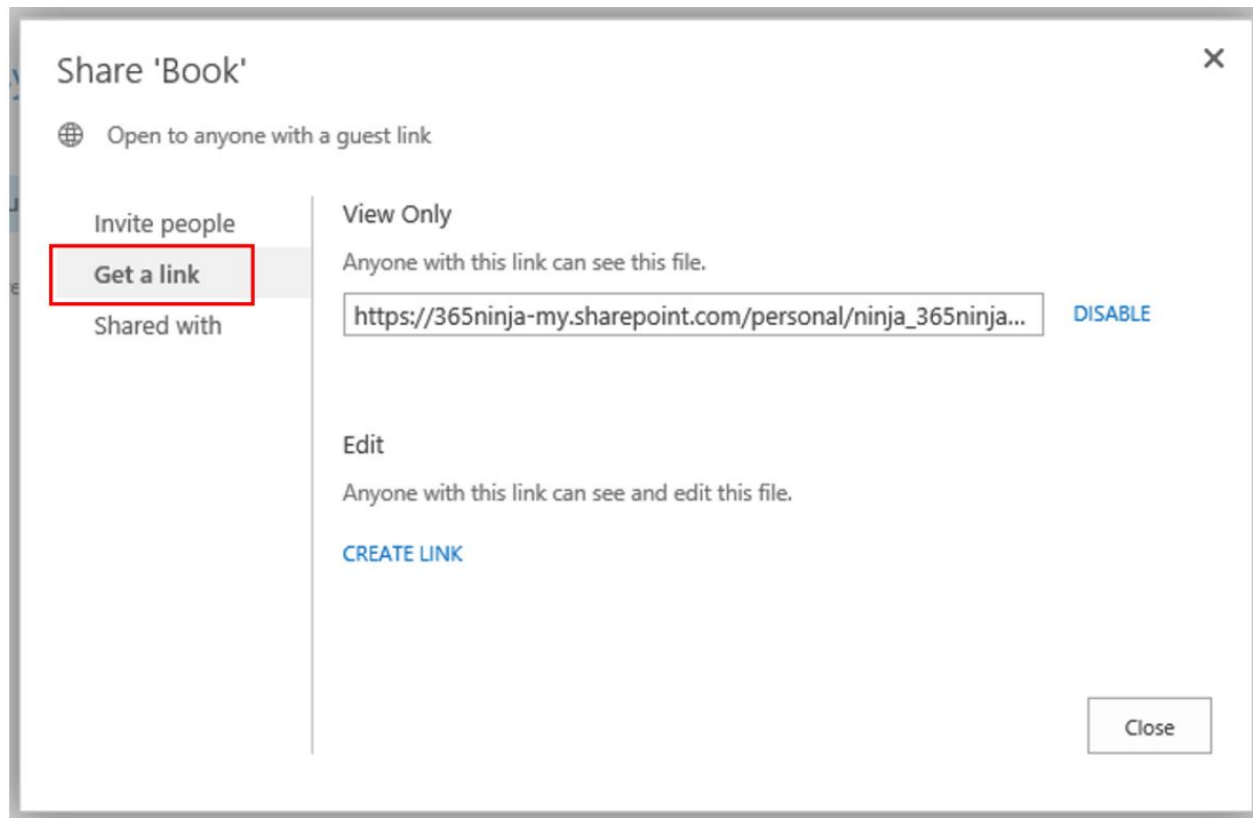


# To Share a Link



# To Share a Link

Copy link and send or paste



# To Share a Link

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Some things to keep in mind when using this sharing method:

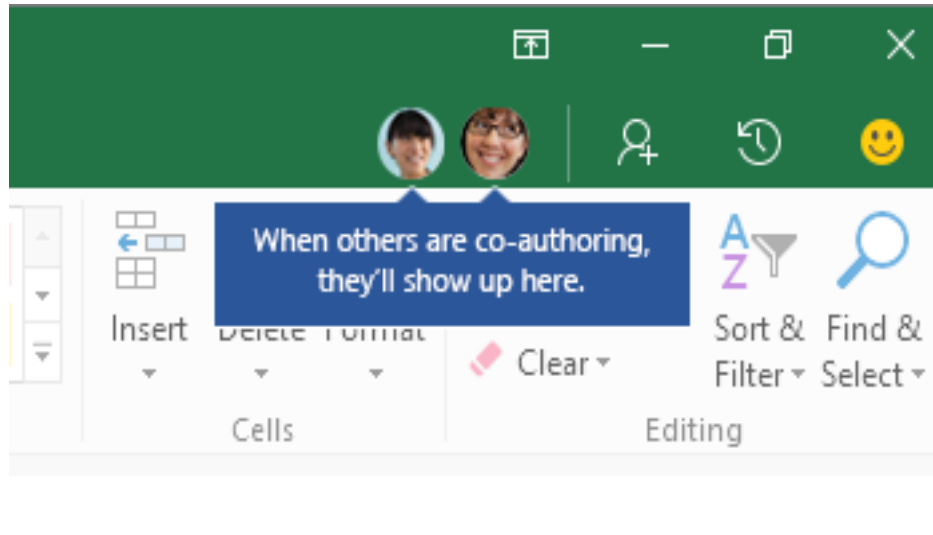
- Anyone with the link can view the file, and may choose to print or copy from it, but will not be able to save the file.
- You won't be able to limit who can view the file; the link may be shared or forwarded.
- The link will be valid as long as the file exists, so you can update the file and the link will lead to the updated version.

# To Share a Link

Another approach:

- File > Share > Get a Sharing Link > Choose Read Only or Editing the Link > Copy the URL
- If working on file and someone else starts editing, a notifier in the top right let's you know someone else has arrived. Each person is indicated by a different color.
- Three cell pointers are visible: yours, red for Joan and green for Bob  
This helps to prevent two people from editing the same cell at the same time
- As another person edits a cell, the new text appears on your screen with seconds

# Co-Authoring



- You'll see their picture or initials.
- Three cell pointers are visible yours, red for Joan and green for Bob

# What Happens When Two People Make a Change to the Same Cell at the Same Time?

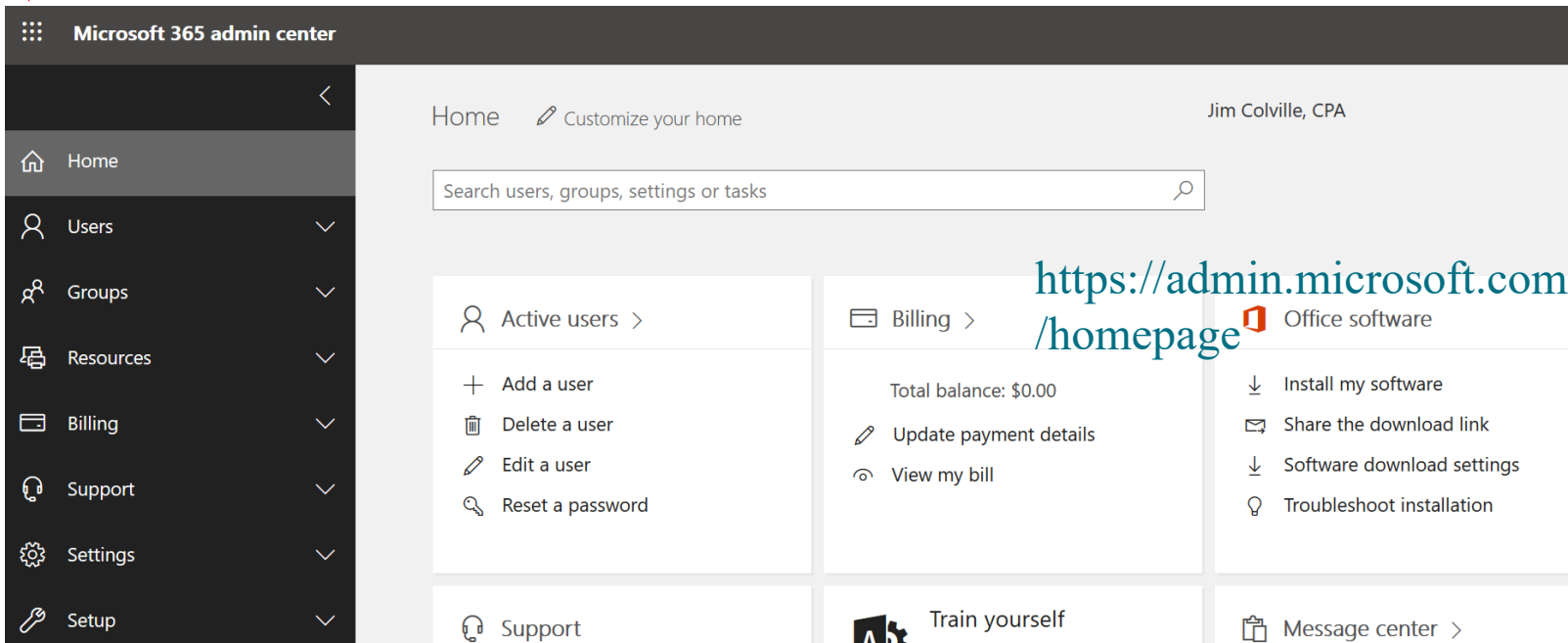
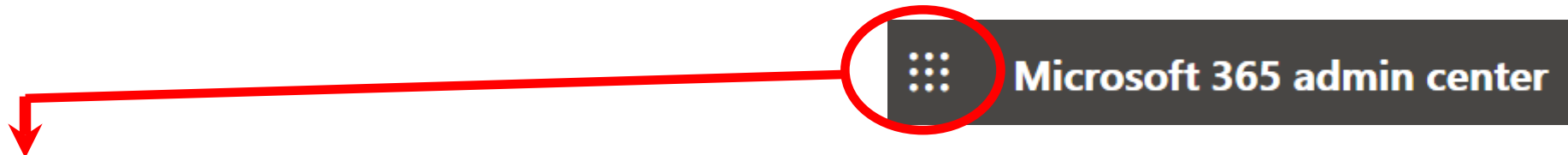
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- In general, the last change that is made with the Save button or Auto Saves is the one that “wins”.
- There are exceptions to this

# Where is OneDrive? How you access it?

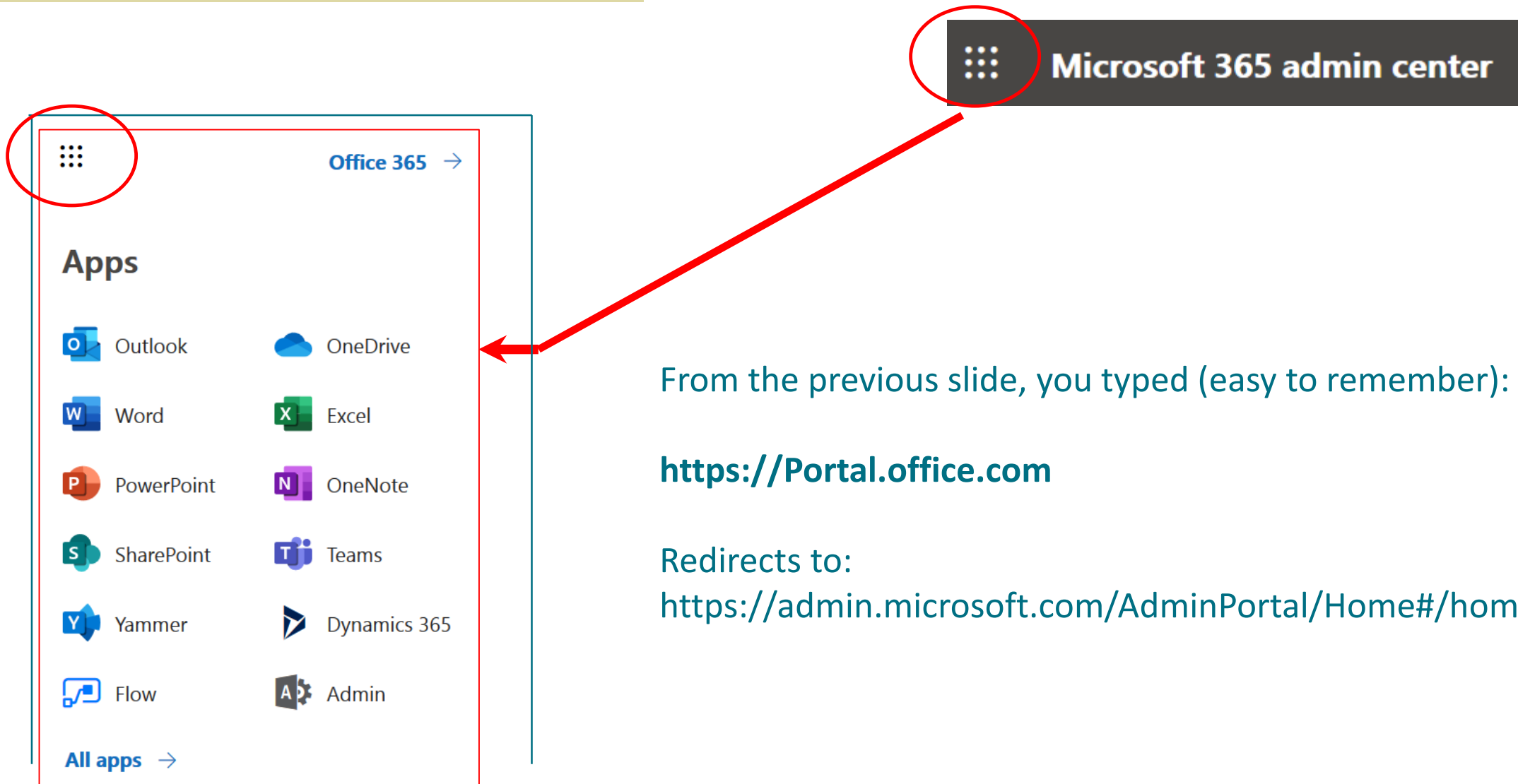
Your Office 365 account:

<https://Portal.office.com>



<https://admin.microsoft.com/AdminPortal/Home#/homepage>

# Where is OneDrive? How you access it?



From the previous slide, you typed (easy to remember):

<https://Portal.office.com>

Redirects to:

<https://admin.microsoft.com/AdminPortal/Home#/homepage>



# Where is OneDrive? How do you access it?

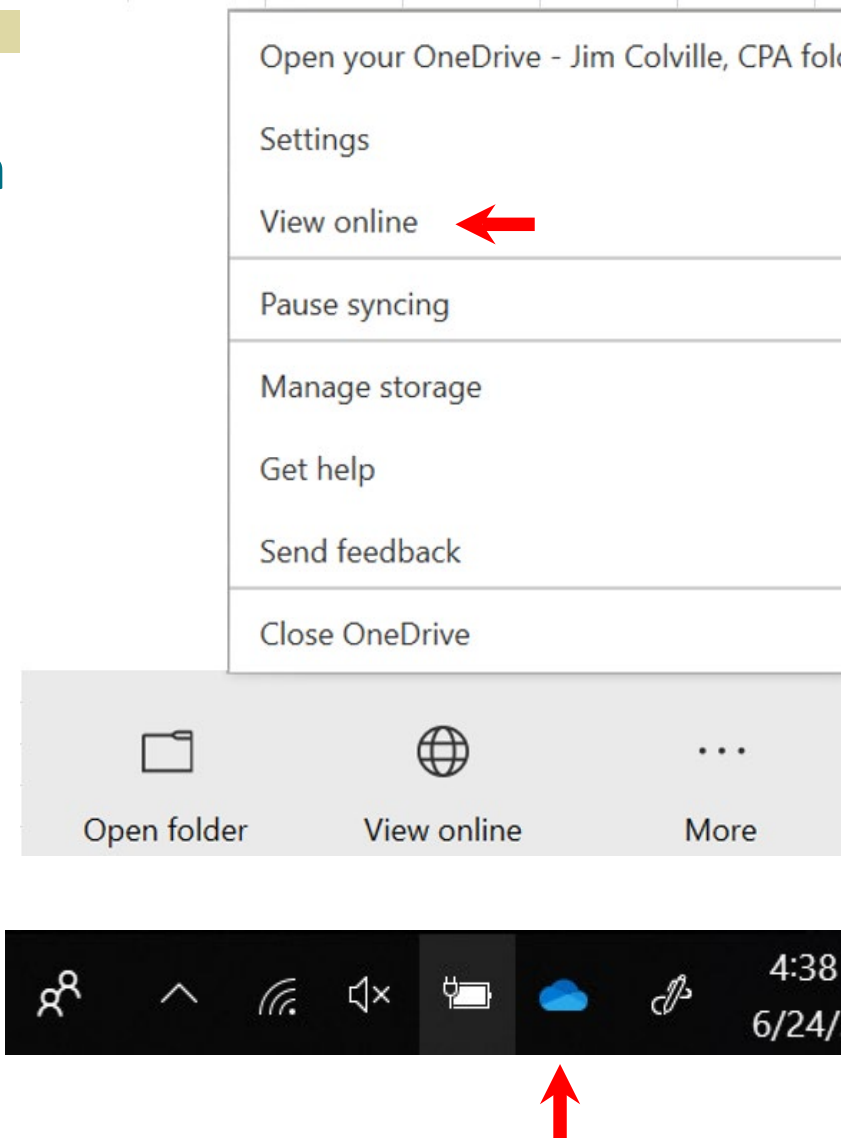
Once you're set up, click the Cloud icon:

**Notification area of the Task Bar**



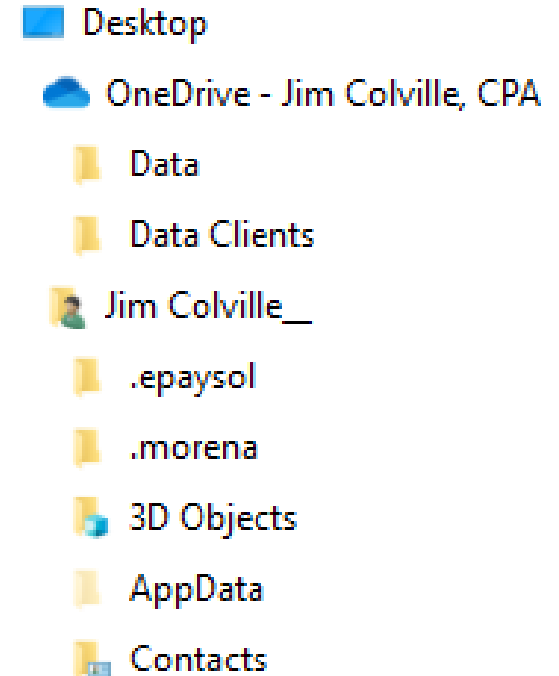
# Where is the OneDrive folder on my PC?

- Right Click the OneDrive Icon
- Click Settings
- You will be prompted to set up the folder



# Where is the OneDrive folder on my PC?

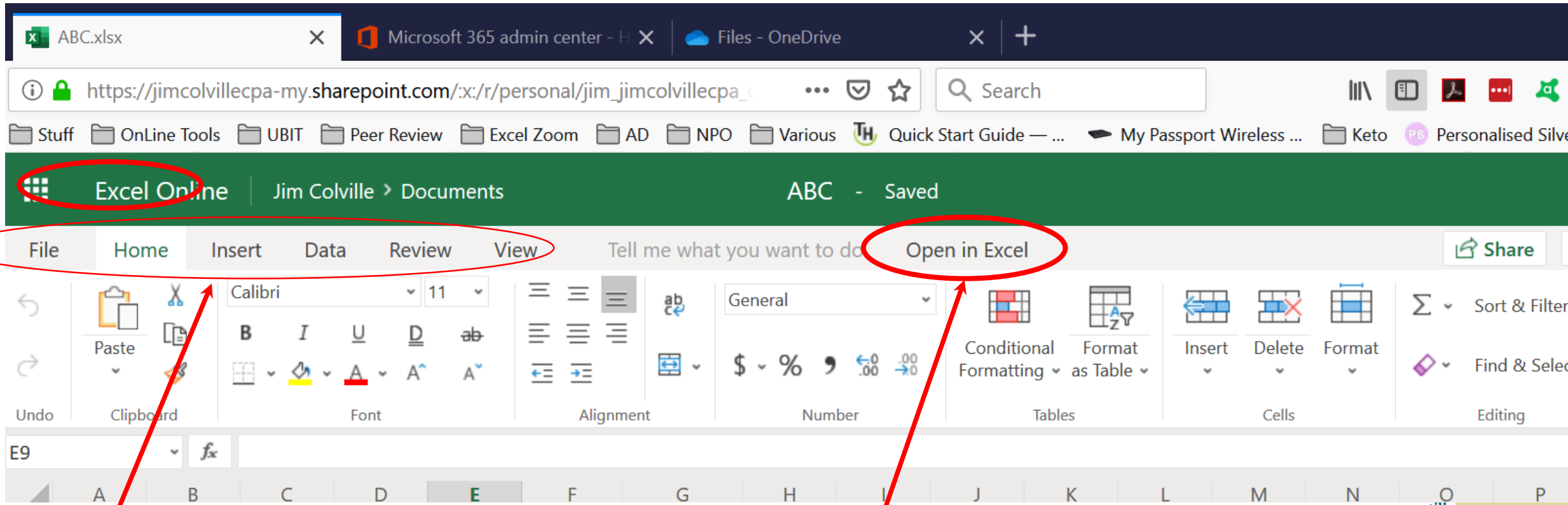
- Then, when opening Window Explorer,
- The Desktop folder displays
- It's buried in the c:\users folder



C:\Users\Jim Colville\_\_\OneDrive - Jim Colville, CPA

# Excel Online

## Opening a OneDrive file, opens Excel in your Browser

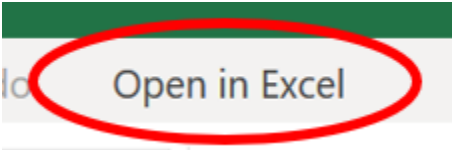
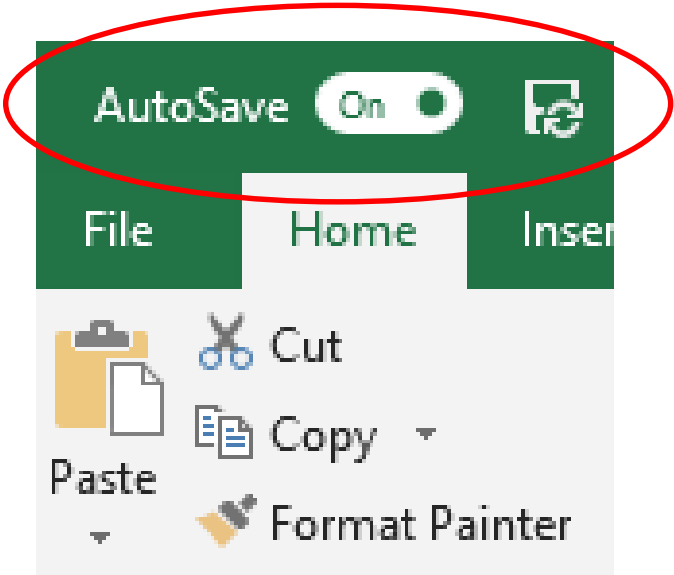


**Note the abbreviated menu**

**Indicates you are in the browser**

# Open in Excel

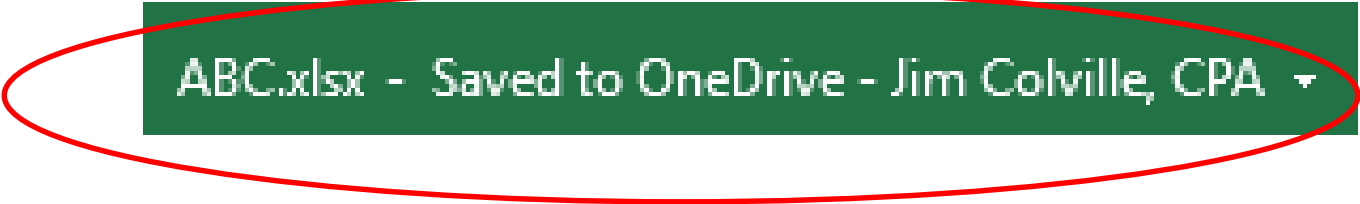
Here's how you know  
you're in Excel, desktop



After Clicking Open in Excel in your  
Browser your desktop version now  
opens



-or-



# What You Can Do With the Web App

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- View and edit your Excel workbook from any browser, even without Excel installed (2013 2016)
- Have two people...or an entire team....editing the same worksheet from different computers at the same time (2013 2016)
- (Co-authoring)
- Comments now appear in 2016, although the indicator appears as a speech bubble instead of a red triangle
- Let's look at comments—next slide


# Excel Desktop vs Online

**Example: This means your great visual comments cannot be displayed in Excel Online**

\$1,250.00	Customer A increased their orders this month
------------	--

## Three (3) Desktop Examples

Our new product line	Fast Money	
----------------------	------------	---

This Month's Net Profit			
Sales		9,852,100	
Cost of Sales		6,952,485	
Gross Profit		2,899,615	
Gross Profit %		29%	

# Excel Comments Online

F	G	H
7/18/2019	4,580	
7/19/2019	5,130	
7/20/2019	5,160	
7/21/2019	4,580	
7/22/2019	5,690	
7/23/2019	5,780	
7/24/2019	5,740	
7/25/2019		
7/26/2019		
7/27/2019		
7/28/2019		

### Comments

New

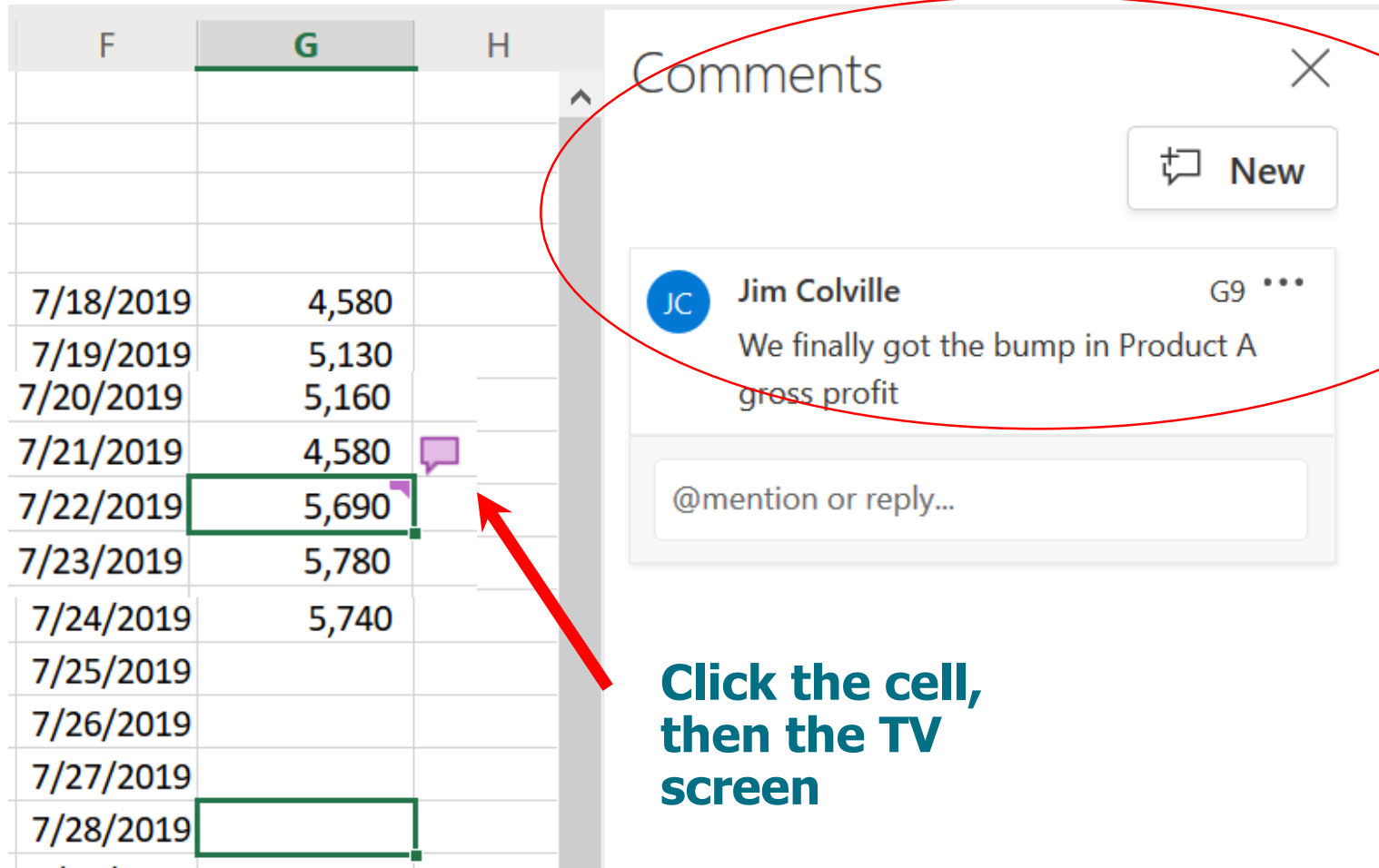
JC

Jim Colville

G9 ...

We finally got the bump in Product A gross profit

@mention or reply...



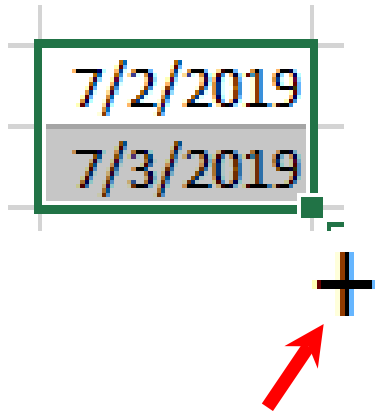
**The comments now display in the panel to the right in Excel**

**Click the cell, then the TV screen**

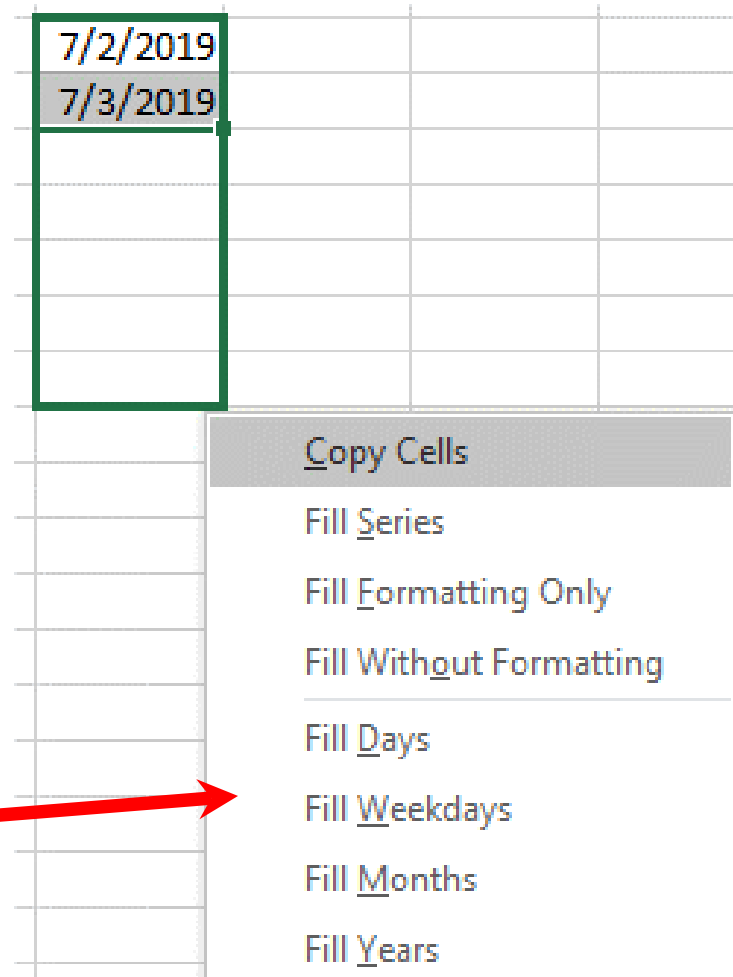


# What You Can Do With the Web App-Continued

- Basic Auto Fill works in 2016



- Desktop Right Click Fill Handle
- And see choices for the Fill
- This menu is not available in the Web App



# What You Can Do With the Web App-Continued

- Auto complete works in 2016
- Files are auto-saved, no need to Save As  
We saw this a couple of slides back
- Post a worksheet to Facebook, LinkedIn or Twitter
- Build a Survey in Excel and Publish the Survey page
- Turn any static table your web page into an interactive table than can be sorted, filtered, or charted.

# Limitations of the Excel Web App

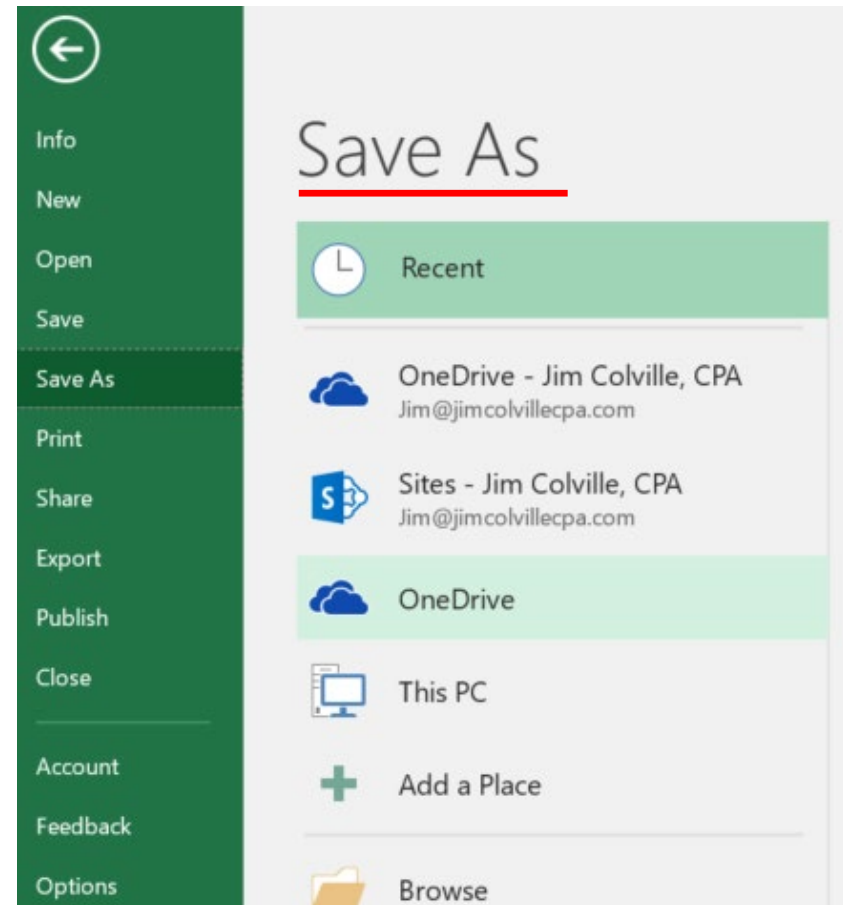
- Cannot create new Pivot Tables on the Web but you can add or remove fields but elements created on the Desktop can be rendered on the web 2013 & 2016
- Pivot Table Elements created on the Desktop can be rendered on the web 2013 & 2016
- Generate =GetPivotData is not functional on the web, if created on the desktop it will work on the web 2013
- You can enter =GetPivotData functions on the web 2016
- Charts created on the Desktop will be rendered on the web 2013 2016
- You can insert a chart in Excel online, move the legend and add a data table 2016

# Does Not Work in the Web App

- Data validation in 2013. Works in 2016
- Links to External Workbooks 2013 2016
- VBA Macros do not run in 2013 2016
- Worksheet protection does not work 2013 2016
- Hiding columns is done by dragging the column width to zero 2013 2016
- Create only simple charts in 2013

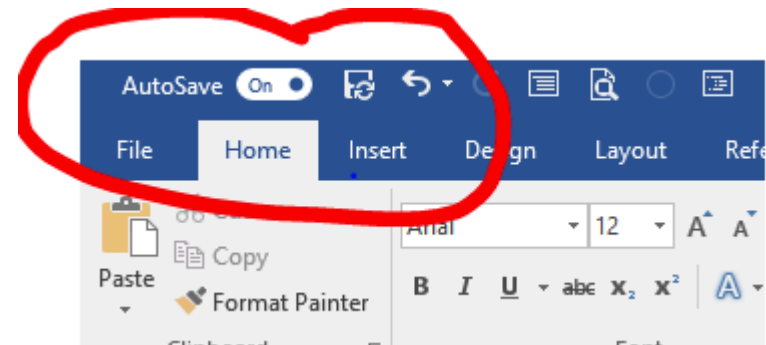
# Save to One Drive

- Straight forward
- Note it's now harder to save to your PC...
- Microsoft want's us to work in the Cloud



# Auto Save in Excel Web App

- Auto Save - Upper left-hand corner
- If greyed out, the document does not reside on OneDrive or a SharePoint server or there's some other issue
- Move and store your document on OneDrive and the AutoSave button becomes active automatically
- Sounds like a good idea
- But.....



# Auto Save in Excel Web App - Continued

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- The feature is always and permanently on
- You are always left with the most current version complete with a new timestamp
- An edit with AutoSave on and the timestamp changes and the original document is gone.
- Workarounds.....

# Auto Save in Excel Web App - Continued

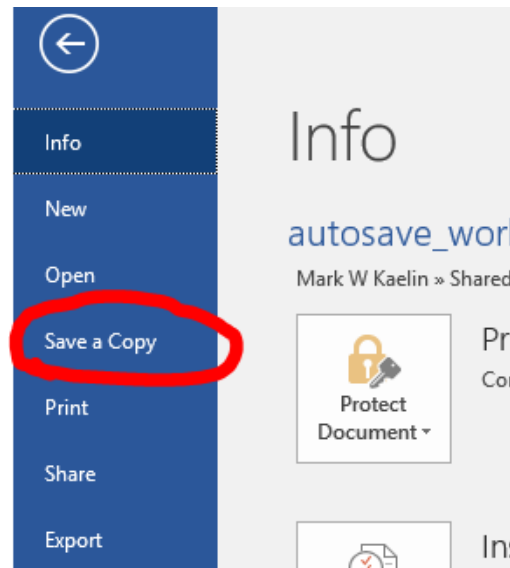
- Workarounds.....
- Don't use OneDrive  
Of course all the other benefits of Cloud services are gone
- Copy to PC, perform updates, Save As (the old fashion way) with a new name (Save to OneDrive or Save As to the PC, then upload.)

You now have both the old and new document. This of course has its own issues.



# Auto Save in Excel Web App – Workarounds Continued

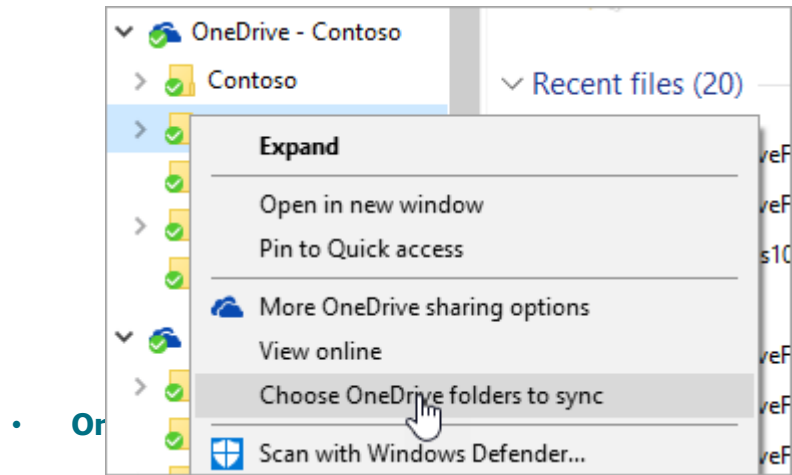
- **Save a copy.** First open the document, and assuming you want to maintain the original document intact, immediately go to the File menu and click Save a Copy and give it a new name



- **You must do this before making changes to the document**

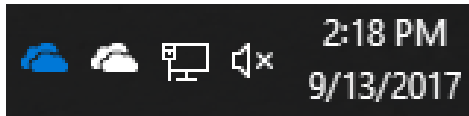
# Sync OneDrive to your PC

- Open the Sync your OneDrive files to this PC dialog box using one of these methods:
- In File Explorer, right-click a folder in OneDrive or OneDrive for Business, and select Choose OneDrive folders to sync.

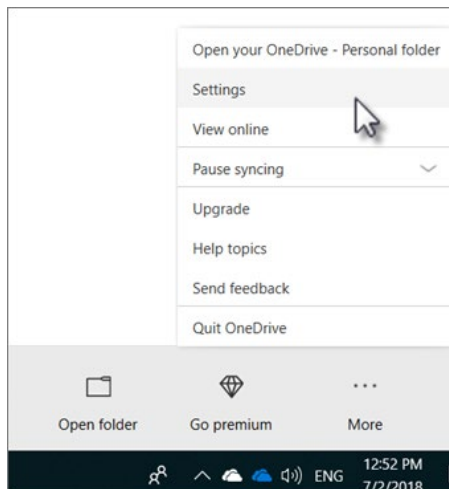


# Synch OneDrive to your PC

- Or:
- **Select the white or blue OneDrive Cloud icon in the Windows taskbar notification area.**

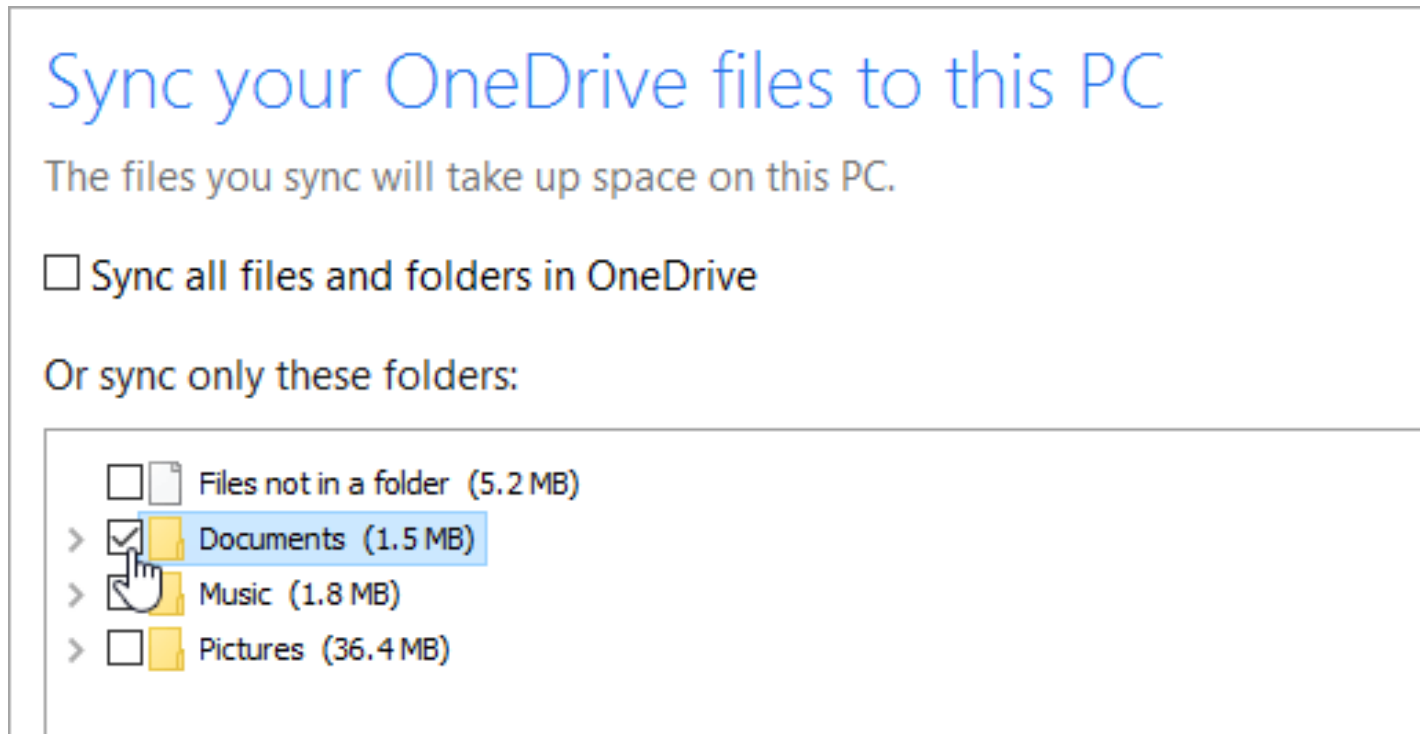


- **In the Activity Center, select More > Settings**



# Sync OneDrive to your PC

- In the Sync your OneDrive files to this PC dialog box, uncheck any folders you don't want to sync to your computer and select OK.



# Sync OneDrive to your PC

Sync your OneDrive files to this PC

The files you sync will take up space on this PC.

☐ Sync all files and folders in OneDrive

Or sync only these folders:

☐ Files not in a folder (5.2 MB)

> ☒ Documents (1.5 MB)

> ☒ Music (1.8 MB)

> ☐ Pictures (36.4 MB)

- If you uncheck a folder you are syncing to your computer, the folder will be removed from your computer. The folder and its contents will still be available online.
- The sync settings you choose are unique to each computer unless you're syncing everything everywhere. Also, if you're choosing folders on two computers and you create a new folder on computer A that you want to sync to computer B, you'll need to go to computer B and select the new folder there.

# Transition to the Cloud - Challenges

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- **Working with files on the local drive is easy ..... and we're used to it**
- **Back up is usually there for you (once set up)**
- **Working in the Cloud has a learning curve....a new way of doing things.**
- **Backup is usually integrated**
- **File loss is taken care of but Versioning can be confusing**

# Transition Challenges

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## Different approaches:

- Work on the file in OneDrive
- Download, Work on the file, re-Upload

You need to be deliberate  
in your file processes.

## Watch out for:

- File Size Limits
- Number of Files Limits
- OneDrive Storage Limit (1 TB)
- These limits keep changing

# Transition Challenges

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- You can copy up to 500 MB of files and folders at a time.
- You do not know where OneDrive stopped if you're over 500 MB. It does not copy in logical order. It seems to copy the folder name leaving us to believe there's files in the folder
- When you use Copy to with documents that have version history, only the latest version is copied. To copy earlier versions, you need to restore and copy each one
- These are serious limitations / challenges



# Excel Is Not Going Anywhere

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- Excel is one of those applications that the business world cannot live without.
- Excel the only application where you don't truly need to be 100% technically adept but at the same time you can feel like you are.
- Excel is not going anywhere.....only getting better in features, accessibility and in the Cloud

# Excel Is Not Going Anywhere

## Your Personal Challenges

- Keep improving your Excel skills
- Stay on top of new technology
  - Understand what's hype and what's real
  - Understand when it's ready for prime time
- Stay current with the trends...be skeptical in one moment, embracing it the next

# Repeating the Earlier Slide

- “What is the most used feature in any business intelligence solution?”

The Export to Excel Button

Export to Excel

- No matter how many systems a company has, how big they are, or how many millions of dollars have been spent on them, the reality is that the majority of data is **exported to Excel** for additional manipulation or analysis before decisions of serious consequence are made.

# Leader or Laggard?



Is Microsoft the Leader or Laggard?

- Clearly the leader



How will you or your firm keep up?

- You most likely already have the technology, an Office 365 Subscription, just jump in!

# Summary



- Excel in the Cloud is here
- It's not black and white as to the features
- Lots of setup and version differences
- Use this presentation and your own research as a guide
- But the only way to know is to use it!
- Jump in and join the Future

# Summary

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## OneDrive

- Excel Online is easy to use, easy to save and share files
- Synch to one or more computers
- Easy to switch to full Excel. You now have the option of working on a Cloud file or on your personal computer or laptop
- And your phone or mobile device

# Summary-The Next Level of Sharing

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## Excel on Your Phone or Mobile Device

- Download from the App Store or Android
- Work on the file on your phone. When saved it's updated in OneDrive and your computer instantly
- In other words, your file is available on your phone, in the Cloud and your computer all at the same time and is synched in all three locations.
- Not just Excel, for all Office 365 Apps

# Thank You

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