

2021年11月16日

JETRO WEBセミナー



Delivering a five-star experience to our
clients and our team members

第二弾：経理業務効率化に向けた ベストプラクティス TOP3

(How to streamline bookkeeping tasks through minimizing
Excel usage. Best practice top 3)

はじめに(Introduction)

CDH会計事務所:

- 会計監査・税務、移転価格、M&A (Audit, Tax, Transfer Pricing, M&A)
- 経理・人事アウトソーシング (Accounting and HR outsourcing)
- ERPシステム (Intacct、Microsoft Dynamics、QuickBooks)
- 経理回りソフトウェア (Bill.com、Tallie、Nexonia)

本日のウェビナーの目的 (Goal):

いかにエクセル業務を最小限化できるか。

引き続き多くの企業が在宅ワークが強いられる中、これは役立つなと思ったことを皆さまと共有したいと思い、前回に引き続き、経理業務効率化に向けたベストプラクティスという格好でご紹介いたします。

Speaker: 大久保潤 & 都築なつみ (Jun Okubo & Natsumi Tsuzuki)

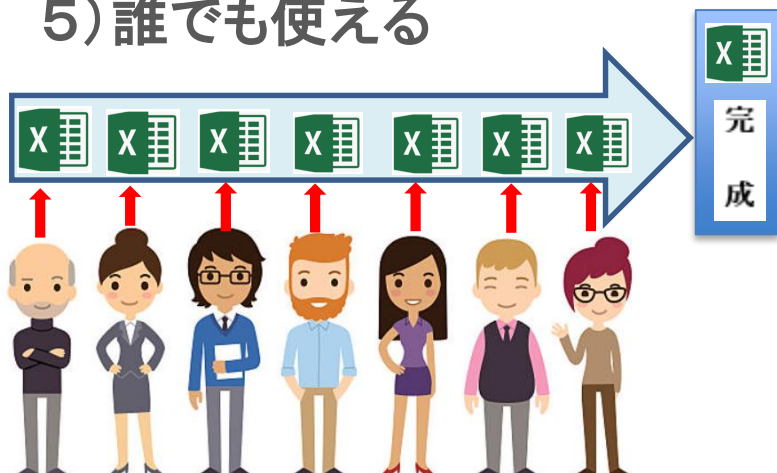


エクセルからの脱出

Q:エクセルの強みと弱み

<強み>

- 1) 自由自在にカスタマイズ
- 2) タブを増やせる
- 3) 多種の数式を追加可能
- 4) メールでシェアできる
- 5) 誰でも使える



<弱み>

- 1) カスタマイズした人にしかわからない
- 2) タブが増えすぎて不効率
- 3) 数式に頼りすぎて、数式が間違っても気が付かない、気が付いてもどこで間違っただのか追及するのに時間がかかる
- 4) メール送信する度にバージョンが増え続ける
- 5) エクセルスキルに個人差がある

1. 前受け金管理

□ エクセルを用いた前受け金管理表

- 分割払い割合、金額
- 請求書番号管理
- 入金日

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Cust	Date	SO#	Total	1st	2nd	Final	1st	1st Inv	Rcpt Date	2nd	2nd Inv	Rcpt Date	Final Inv.	Final Inv	Rcpt Date
2	Space Z	10/24/19	FL6519	500,000	30%	60%	10%	150,000	3911	11/8/2019	300,000	4250	11/8/2019	50,000	4251	11/8/2019
3	Atlantic	10/24/19	FL6521	240,000	30%	40%	30%	72,000	3913	11/8/2019	96,000	4274	11/8/2019	72,000	4275	11/8/2019
4	Manchester	11/19/19	FL6589	800,000	30%	60%	10%	240,000	4053	12/13/2019	480,000	4314	12/13/2019	80,000	4316	12/13/2019
5	Seria	11/30/19	FL6608	650,000	30%	40%	30%	195,000	4097	12/20/2019	260,000	4457	12/20/2019	195,000	4458	12/20/2019
6	Aztec	12/12/19	FL6642	480,000	30%	60%	10%	144,000	4130	1/10/2020	288,000	4395	1/10/2020	48,000	4396	1/10/2020
7	NCTB	12/12/19	FL6643	750,000	30%	40%	30%	225,000	4131	1/10/2020	300,000	4459	1/10/2020	225,000	4460	1/10/2020

□ エクセルを用いた請求書作成

- 共有フォルダーの作成

□ 経理処理の複雑化

- 前受け金(負債科目)への記帳
- 出荷完了時に売掛金への振り替え

解決案:
Estimate機能を使った
前受け金管理

Estimate機能にて請求書を作成

Create Estimates

Main Formatting Send/Ship Reports

Find New Save Delete Create a Copy Memorize Mark As Inactive Print Email Attach File Create Invoice Create Purchase Order Create Sales Order Start Project

CUSTOMER:JOB Florida Corporation:Project #100 TEMPLATE Estimate

Estimate

- Estimate
- Progress Billing
- Proposal
- Quote
- Retail Estimate

ITEM	DESCRIPTION	QTY	RATE	AMOUNT	MARKUP	TOTAL
Progress Billing	Packing Machine		300.00	300.00		300.00
	First 30% progress billing (\$1,000 total)					

SUBTOTAL 300.00
MARKUP 0.00
TOTAL 300.00

CUSTOMER MESSAGE
MEMO

Save & Close Save & New Revert

Templateを変えて“Invoice”表記

The screenshot shows the 'Create Estimates' application window. The 'TEMPLATE' dropdown menu is open, displaying options: Estimate, Progress Billing (highlighted), Proposal, Quote, and Retail Estimate. A red box highlights the word 'Invoice' in the main workspace, with a red arrow pointing from the 'Progress Billing' option in the dropdown menu to it.

CUSTOMER:JOB Florida Corporation:Project #100

TEMPLATE Progress Billing

PROPOSAL 01/01/20

PROPOSAL 1001

ITEM	DESCRIPTION	EST. HOUR...	RATE	AMOUNT	MARKUP	CLA...	TOTAL
Progress Billing	Packing Machine		300.00	300.00			300.00
	First 30% progress billing (\$1,000 total)						

SUBTOTAL 300.00

MARKUP 0.00

TOTAL 300.00

CUSTOMER MESSAGE

MEMO

Save & Close Save & New Revert

Estimate機能を利用した請求書

ABC Corporation
100 Pierce Rd
IL 60143

Invoice

Proposal Date: 1/1/2021
Proposal #: 1001
Project: Project #100

Bill To:

日付1月1日にて\$300の
手付金を請求

Description	Est. Hours/Qty.	Rate	Total
Packing Machine		300.00	300.00
First 30% progress billing (\$1,000 total)			
Total			\$300.00

将来日付で請求書作成

Create Invoices

入金に備えて突合できる請求書(内部的)を作成

将来日付(出荷見込日)

Invoice

CUSTOMER:JOB Florida Corporation:Project ... TEMPLATE Intuit Product Invoice

DATE 04/01/2021

BILL TO 5555 Miami Street
Miami, FL 53506

SHIP TO Ship To 2
5555 Miami Street
Miami, FL 53506

P.O. NUMBER TERMS REP SHIP VIA F.O.B.

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
1	Packing Machine	\$300, \$600 and \$100 progress invoices were already sent. No need to send this invoice. This is internal sales recording purpose only.	1,000.00	1,000.00

Your customer can't pay this invoice online
Turn on

CUSTOMER MESSAGE

MEMO

TOTAL 1,000.00
PAYMENTS APPLIED 0.00
BALANCE DUE 1,000.00

Save & Close Save & New Clear

入金処理

Receive Payments

Main Reports Payments

Find New Delete Print Email Attach File Look up Customer/Invoice Un-Apply Payment Discounts And Credits Record Bounced Check Process payment

Customer Payment

CUSTOMER BALANCE 1,000.00

RECEIVED FROM: Florida Corporation...

PAYMENT AMOUNT: 300.00

DATE: 01/10/2021

REFERENCE #

Where does this payment go?

CASH CHECK CREDIT DEBIT e-CHECK MORE

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
04/01/2021	2001	1,000.00	1,000.00	300.00
Totals		1,000.00	1,000.00	300.00

UNDERPAYMENT \$ 700.00.

WHEN FINISHED:

LEAVE THIS AS AN UNDERPAYMENT

WRITE OFF THE EXTRA AMOUNT

VIEW CUSTOMER CONTACT INFORMATION

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE 1,000.00

APPLIED 300.00

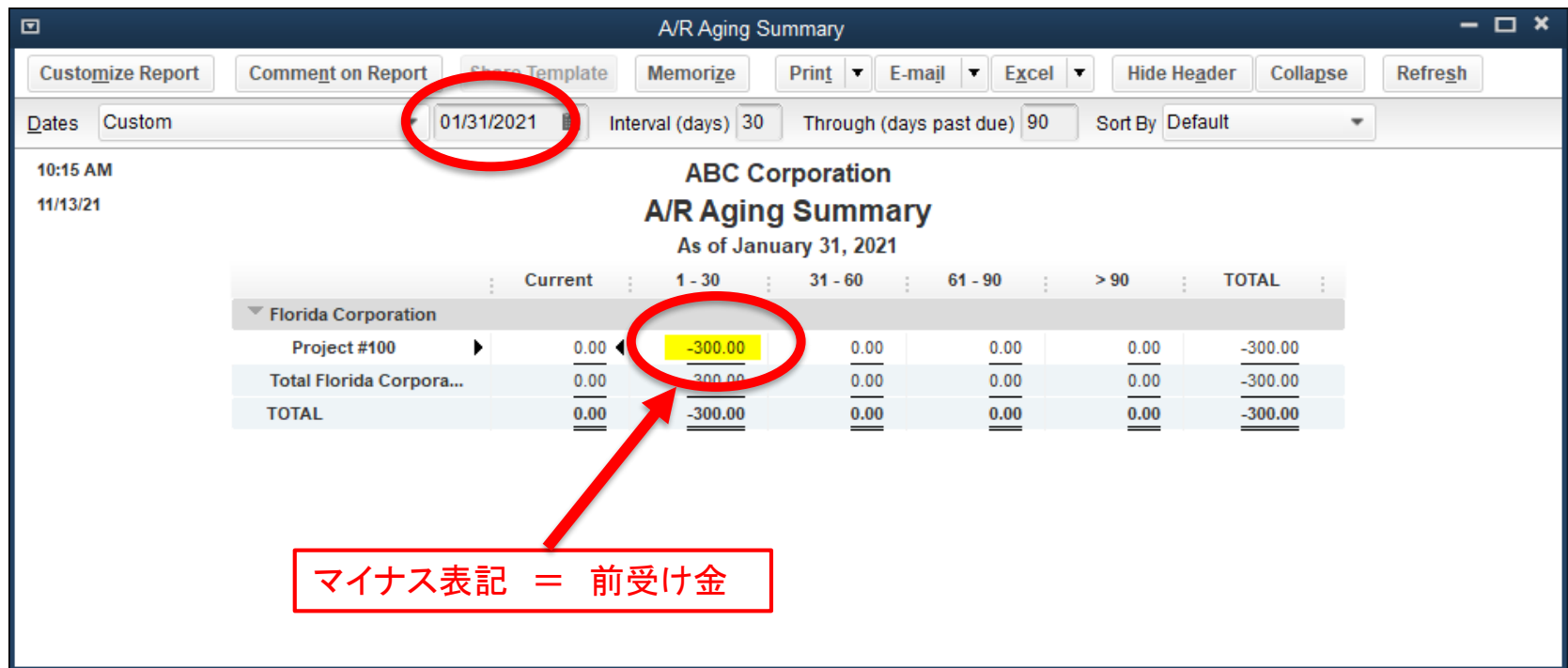
DISCOUNT AND CREDITS APPLIED 0.00

MEMO

Save & Close Save & New Revert

将来日付の
請求書に突合

売掛金の表示



10:15 AM
11/13/21

ABC Corporation
A/R Aging Summary
As of January 31, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Florida Corporation						
Project #100	0.00	-300.00	0.00	0.00	0.00	-300.00
Total Florida Corpora...	0.00	-300.00	0.00	0.00	0.00	-300.00
TOTAL	0.00	-300.00	0.00	0.00	0.00	-300.00

マイナス表記 = 前受け金

売掛金の表示

10:18 AM
11/13/21

ABC Corporation
A/R Aging Summary
As of April 30, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Florida Corporation						
Project #100	0.00	700.00	0.00	0.00	0.00	700.00
Total Florida Corpora...	0.00	700.00	0.00	0.00	0.00	700.00
TOTAL	0.00	700.00	0.00	0.00	0.00	700.00

プラス表記

2. プロジェクトコスト管理

- エクセルを用いたプロジェクトコスト管理表
 - プロジェクトにいくらかかったか管理
 - 顧客への振り替え請求管理

	A	B	C	D	E	F	G	H	I	J
1	<u>Project</u>	<u>Date</u>	<u>Vendor</u>	<u>Bill</u>	<u>Amount</u>	<u>Billiable</u>	<u>Markup</u>	<u>Billed</u>	<u>Inv No.</u>	<u>Date</u>
2	Space Z	10/24/19	CommK	GH05153	\$ 6,000	Yes	No	\$ 6,000	FL-2005	5/20/20
3	Atlantic	10/24/19	Winzer	HIL052	\$ 5,400	No	No	\$ -		
4	Manchester	11/19/19	Matrix	O-0248	\$ 8,600	Yes	No	\$ 8,600	FL-2020	1/31/20
5	Seria	11/30/19	Hoffman	YU5223	\$ 900	Yes	No	\$ 900	FL-2035	6/5/20

- エクセルを用いたプロジェクトごとの利益管理
 - 共有フォルダーの作成
 - 経理システム内データとの突合せ作業

解決案：
プロジェクトコスト機能
を使ったコスト管理

\$40コスト:プロジェクトへの紐づけ

The screenshot shows the 'Enter Bills' application window. The main form contains the following fields:

- VENDOR: Tokyo Corporation
- DATE: 01/01/2021
- REF. NO. (empty)
- AMOUNT DUE: 40.00
- BILL DUE: 01/01/2021
- TERMS (empty)
- MEMO (empty)

Below the form, the 'Items' section shows a table with a total cost of \$40.00:

ITEM	DESCRIP...	QTY	COST	AMOUNT	CUSTOMER:JOB	BILLABLE?
Supply		2	20.00	40.00	Florida Corporation:Project #100	<input checked="" type="checkbox"/>

A red box highlights the 'BILLABLE?' checkbox and the 'CUSTOMER:JOB' dropdown menu. A red arrow points from the box to the text: プロジェクト選択、振り替え請求の有無選択. The dropdown menu is open, showing the following options:

- < Add New >
- Florida Corporation Customer:Job
- ✓ Project #100 Job
- Project #200 Job
- Project #300 Job

\$50コスト:プロジェクトへの紐づけ

The screenshot shows the 'Enter Bills' application window. The main form contains fields for Vendor (Tokyo Corporation), Date (01/10/2021), Amount Due (50.00), and Bill Due (01/20/2021). Below the form is a table with columns: ITEM, DESCRIP..., QTY, COST, AMOUNT, CUSTOMER:JOB, and BILLABLE?. The 'Items' tab is active, showing a single row for 'Freight' with a cost of 50.00 and amount of 50.00. The 'CUSTOMER:JOB' column for this row is set to 'Florida Corporation:Project #100'. A dropdown menu is open for this cell, showing a list of projects: 'Project #100' (selected), 'Project #200', and 'Project #300'. The 'BILLABLE?' column for this row has an unchecked checkbox. A red box highlights the 'CUSTOMER:JOB' and 'BILLABLE?' columns, and a red arrow points from the box to the dropdown menu. A text box in the upper right corner contains the Japanese text: 'プロジェクト選択、振り替え請求の有無選択' (Project selection, selection of whether to request a bill transfer).

Bill

VENDOR: Tokyo Corporation

DATE: 01/10/2021

REF. NO.:

AMOUNT DUE: 50.00

BILL DUE: 01/20/2021

TERMS:

MEMO:

Expenses \$0.00 Items \$50.00

ITEM	DESCRIP...	QTY	COST	AMOUNT	CUSTOMER:JOB	BILLABLE?
Freight		1	50.00	50.00	Florida Corporation:Project #100	<input type="checkbox"/>

Florida Corporation Customer:Job

- Project #100 Job
- Project #200 Job
- Project #300 Job

プロジェクト選択、振り替え請求の有無選択

未請求コストのレポート

Unbilled Costs by Job

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header

Dates All From To Sort By Default

11:57 AM
11/13/21

ABC Corporation
Unbilled Costs by Job
Accrual Basis All Transactions

Type	Date	Source Name	Memo	Account	Billing Status	Amount
Florida Corporation						
Project #100						
Bill	01/01/2021	Tokyo Corporation		Inventory Asset	Unbilled	40.00
Total Project #100						40.00
Total Florida Corporation						40.00
TOTAL						40.00

プロジェクトコストの振り替え請求

Create Invoices

Main Formatting Send/Ship Reports

Find New Save Delete Memorize Mark As Pending Print Email Print Later Email Later Attach File **Add Time/Costs** Apply Credits Receive Payments Create a Batch Refund/Credit

CUSTOMER:JOB Florida Corporation:Proje... TEMPLATE Intuit Product Invoice

Invoice

DATE 01/01/2021 INVOICE # 2001

BILL TO 5555 Miami Street Miami, FL 53506

SHIP TO Ship To 1 5555 Miami Street Miami, FL 53506

REP SHIP VIA F.O.B. 04/01/2021

PRICE EACH AMOUNT

PRICE EACH	AMOUNT
1,000.00	1,000.00
20.00	40.00

purpose only.

Time and Costs For: Florida Corporation:Project #100

Time	Expenses	Mileage	Items (1)	Amount
\$0.00	\$0.00	\$0.00	Items (1)	\$40.00

Select All

DATE	ITEM	DESCRIPTION	QTY	RATE	AMOUNT	HIDE
01/01/2021	Supply		2	20.00	40.00	

Your customer can't pay this invoice online [Turn on](#)

CUSTOMER MESSAGE

MEMO

TOTAL 1,040.00
PAYMENTS APPLIED 300.00
BALANCE DUE 740.00

Save & Close Save & New Revert

プロジェクトごとの収益レポート

12:46 PM

11/13/21

Accrual Basis

ABC Corporation

Profit & Loss by Job

January through December 2021

	Project #100 (Florida Corporation)	Project #200 (Florida Corporation)	Project #300 (Florida Corporation)	Total Florida Corporation	TOTAL
▼ Ordinary Income/Expen...					
▼ Income					
Sales	1,000.00	800.00	2,000.00	3,800.00	3,800.00
Supply Sales	40.00	0.00	0.00	40.00	40.00
Total Income	1,040.00	800.00	2,000.00	3,840.00	3,840.00
▼ Cost of Goods Sold					
Cost of Goods S..	700.00	500.00	1,100.00	2,300.00	2,300.00
Freight In	50.00	55.00	350.00	455.00	455.00
Supply	40.00	30.00	460.00	530.00	530.00
Total COGS	790.00	585.00	1,910.00	3,285.00	3,285.00
Gross Profit	250.00	215.00	90.00	555.00	555.00
Net Ordinary Income	250.00	215.00	90.00	555.00	555.00
Net Income	250.00	215.00	90.00	555.00	555.00

3. 科目照合作業

□ エクセルを用いた科目償却照合管理表

- 共有フォルダーの作成
- 表計算の利用

	A	B	C	CJ	CK	CL	CM	CN	CO	CP	CQ	CR
1	ABC Corporation											
2	SCHEDULE PREPAID EXPENSES											
3	As of April 30,2021			Jan21			Feb21			March21		
4	DATE	PAYEE	DESCRIPTION	Additions	Amortizations	Balance	Additions	Amortizations	Balance	Additions	Amortizations	Balance
89	12/15/2020	Product Liability Insurance	Annual from 1/1/21 to 12/31/21			3,750.00			3,750.00			3,750.00
90	12/18/2020	Prepaid Membership	Annual from 1/1/21 to 12/31/21		(562.50)	6,187.50		(562.50)	5,625.00		(562.50)	5,062.50

解決案：
Reconciliation機能を使
った科目照合管理

プロジェクトごとの収益レポート

Transactions by Account

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Expand Refresh

Dates Custom From 01/01/2021 To 12/31/2021 Total By Account list Sort By Default

1:05 PM
11/13/21
Accrual Basis

ABC Corporation
Transactions by Account
As of December 31, 2021

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Prepaid Insurance							0.00
Bill	01/01/2021		XYZ Insurance	Product Liability Insurance	2,400.00		2,400.00
General Journal	01/31/2021	Jan-01		To amortize product liability insurance		200.00	2,200.00
General Journal	02/28/2021	Feb-01		To amortize product liability insurance		200.00	2,000.00
General Journal	03/31/2021	Mar-01		To amortize product liability insurance		200.00	1,800.00
General Journal	04/30/2021	Apr-01		To amortize product liability insurance		200.00	1,600.00
General Journal	05/31/2021	May-01		To amortize product liability insurance		200.00	1,400.00
General Journal	06/30/2021	Jun-01		To amortize product liability insurance		200.00	1,200.00
General Journal	07/31/2021	Jul-01		To amortize product liability insurance		200.00	1,000.00
General Journal	08/31/2021	Aug-01		To amortize product liability insurance		200.00	800.00
General Journal	09/30/2021	Sep-01		To amortize product liability insurance		200.00	600.00
General Journal	10/31/2021	Oct-01		To amortize product liability insurance		200.00	400.00
General Journal	11/30/2021	Nov-01		To amortize product liability insurance		200.00	200.00
General Journal	12/31/2021	Dec-01		To amortize product liability insurance		200.00	0.00
Total Prepaid Insurance					2,400.00	2,400.00	0.00
TOTAL					2,400.00	2,400.00	0.00

Reconciliation 画面

Reconcile - Prepaid Insurance

For period: 01/31/2021 Hide transactions after the statement's end date

Checks and Payments				Deposits and Other Credits						
✓	DATE ▲	CHK #	PAYEE	AMOUNT	✓	DATE ▲	CHK #	MEMO	TYPE	AMOUNT
✓	01/31/2021	Jan-01		200.00	✓	01/01/2021		Product Liability Insurance	BILL	2,400.00
	02/28/2021	Feb-01		200.00						
	03/31/2021	Mar-01		200.00						
	04/30/2021	Apr-01		200.00						
	05/31/2021	May-01		200.00						
	06/30/2021	Jun-01		200.00						
	07/31/2021	Jul-01		200.00						
	08/31/2021	Aug-01		200.00						
	09/30/2021	Sep-01		200.00						
	10/31/2021	Oct-01		200.00						

Highlight Marked

Beginning Balance	0.00
Items you have marked cleared	
1 Deposits and Other Credits	2,400.00
1 Checks and Payments	200.00

<input type="button" value="Modify"/>	Service Charge	0.00
	Interest Earned	0.00
	Ending Balance	2,200.00
	Cleared Balance	2,200.00
	Difference	0.00

償却レポート

ABC Corporation						
Reconciliation Detail						
Prepaid Insurance, Period Ending 01/31/2021						
Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Checks and Payments - 1 item						
General Journal	01/31/2021	Jan-01		✓	-200.00	-200.00
Total Checks and Payments					-200.00	-200.00
Deposits and Credits - 1 item						
Bill	01/01/2021		XYZ Insurance	✓	2,400.00	2,400.00
Total Deposits and Credits					2,400.00	2,400.00
Total Cleared Transactions					2,200.00	2,200.00
Cleared Balance					2,200.00	2,200.00
Register Balance as of 01/31/2021					2,200.00	2,200.00
New Transactions						
Checks and Payments - 11 items						
General Journal	02/28/2021	Feb-01			-200.00	-200.00
General Journal	03/31/2021	Mar-01			-200.00	-400.00
General Journal	04/30/2021	Apr-01			-200.00	-600.00
General Journal	05/31/2021	May-01			-200.00	-800.00
General Journal	06/30/2021	Jun-01			-200.00	-1,000.00
General Journal	07/31/2021	Jul-01			-200.00	-1,200.00
General Journal	08/31/2021	Aug-01			-200.00	-1,400.00
General Journal	09/30/2021	Sep-01			-200.00	-1,600.00
General Journal	10/31/2021	Oct-01			-200.00	-1,800.00
General Journal	11/30/2021	Nov-01			-200.00	-2,000.00
▶ General Journal	12/31/2021	Dec-01			-200.00	-2,200.00 ◀
Total Checks and Payments					-2,200.00	-2,200.00
Total New Transactions					-2,200.00	-2,200.00
Ending Balance					0.00	0.00

科目明細表

ABC Corporation									
Prepaid Insurance Account Ledger									
As of December 31, 2021									
Basis	Type	Date	Num	Name	Memo	Clr	Debit	Credit	Balance
Prepaid Insurance									0.00
	Bill	01/01/2021		XYZ Insurance	Product Liability Insurance	✓	2,400.00		2,400.00 ◀
	General Journal	01/31/2021	Jan-01		To amortize product liability insurance	✓		200.00	2,200.00
	General Journal	02/28/2021	Feb-01		To amortize product liability insurance			200.00	2,000.00
	General Journal	03/31/2021	Mar-01		To amortize product liability insurance			200.00	1,800.00
	General Journal	04/30/2021	Apr-01		To amortize product liability insurance			200.00	1,600.00
	General Journal	05/31/2021	May-01		To amortize product liability insurance			200.00	1,400.00
	General Journal	06/30/2021	Jun-01		To amortize product liability insurance			200.00	1,200.00
	General Journal	07/31/2021	Jul-01		To amortize product liability insurance			200.00	1,000.00
	General Journal	08/31/2021	Aug-01		To amortize product liability insurance			200.00	800.00
	General Journal	09/30/2021	Sep-01		To amortize product liability insurance			200.00	600.00
	General Journal	10/31/2021	Oct-01		To amortize product liability insurance			200.00	400.00
	General Journal	11/30/2021	Nov-01		To amortize product liability insurance			200.00	200.00
	General Journal	12/31/2021	Dec-01		To amortize product liability insurance			200.00	0.00
Total Prepaid Insurance							2,400.00	2,400.00	0.00
TOTAL							2,400.00	2,400.00	0.00



エクセルからの脱出

経理ソフトの活用案

① Multi-Currencyの設定

売掛金・買掛金をドルと円（または他通貨）で金額表示可能

Accounts Payable - Detailed Report

Date	Transaction Type	Num	Vendor	Due Date	Amount	Foreign Amount	Currency
9/1/2021	Bill	Inv-1001	ABC CO LTD (JPY)	10/31/2021	328.91	35,800.00	JPY
10/1/2021	Bill	Inv-1002	ABC CO LTD (JPY)	11/01/2021	1,599.59	174,200.00	JPY
10/1/2021	Bill	Inv-1003	ABC CO LTD (JPY)	11/01/2021	10.17	1,100.00	JPY
10/1/2021	Bill	Inv-1004	ABC CO LTD (JPY)	11/01/2021	1,109.31	120,000.00	JPY
10/15/2021	Bill	Inv-1005	ABC CO LTD (JPY)	11/10/2021	1,103.79	123,000.00	JPY
					\$ 4,151.76	454,100.00	



エクセルからの脱出

経理ソフトの活用案

②Customer Type・Vendor Typeの活用

親会社・関連会社に絞ったレポート出力可能

全取引先表示

	Current	1 - 30	31 - 60	61 - 90	TOTAL
Vendor A	0.00	300.00	0.00	0.00	300.00
Vendor B	0.00	400.00	0.00	0.00	400.00
ABC Co Ltd.	15,000.00	0.00	1,000.00	14,000.00	30,000.00
Vendor C	0.00	11,000.00	0.00	3,146,000.00	3,157,000.00
ABC Malaysia Ltd.	5,000.00	4,000.00	2,000.00	0.00	11,000.00
Vendor D	0.00	0.00	28,000.00	0.00	28,000.00
ABC Europe	34,000.00	36,000.00	1,000.00	0.00	71,000.00
Vendor E	1,000.00	0.00	0.00	0.00	1,000.00
ABC Germany Ltd.	42,000.00	0.00	0.00	0.00	42,000.00
Vendor F	11,000.00	2,000.00	0.00	0.00	13,000.00
Vendor Z	178,000.00	94,000.00	0.00	7,000.00	279,000.00
ABC America	13,000.00	0.00	0.00	0.00	13,000.00
TOTAL	299,000.00	147,700.00	32,000.00	3,167,000.00	3,645,700.00

関連会社のみ表示

	Current	1 - 30	31 - 60	61 - 90	TOTAL
ABC Co Ltd.	15,000.00	0.00	1,000.00	14,000.00	30,000.00
ABC Malaysia Ltd.	5,000.00	4,000.00	2,000.00	0.00	11,000.00
ABC Europe	34,000.00	36,000.00	1,000.00	0.00	71,000.00
ABC Germany Ltd.	42,000.00	0.00	0.00	0.00	42,000.00
ABC America	13,000.00	0.00	0.00	0.00	13,000.00
TOTAL	109,000.00	40,000.00	4,000.00	14,000.00	167,000.00



エクセルからの脱出

もう一歩進んで、レポートアプリの活用

① 連結Package作成対応

組換え表作成：(例) Prepaid Expense を一つにまとめる

Chart of Accounts
Other Current Assets
Due from Parent and Group
Interest Receivable
PO Clearing
Prepaid Expenses
Prepaid Income Taxes
Prepaid Insurance
Uncategorized Asset
Undeposited Fund

Chart of Accounts
Other Current Assets
Due from Parent and Group
Interest Receivable
PO Clearing
Prepaid Expense ✓
— Prepaid Expenses
— Prepaid Income Taxes
— Prepaid Insurance
Uncategorized Asset
Undeposited Fund



エクセルからの脱出

もう一歩進んで、レポートアプリの活用

② 予算、実績、見込みをOnlineプラットフォームで管理

- 複数で同時にアクセス可、コメントを残すことができる
- 変更履歴も残る

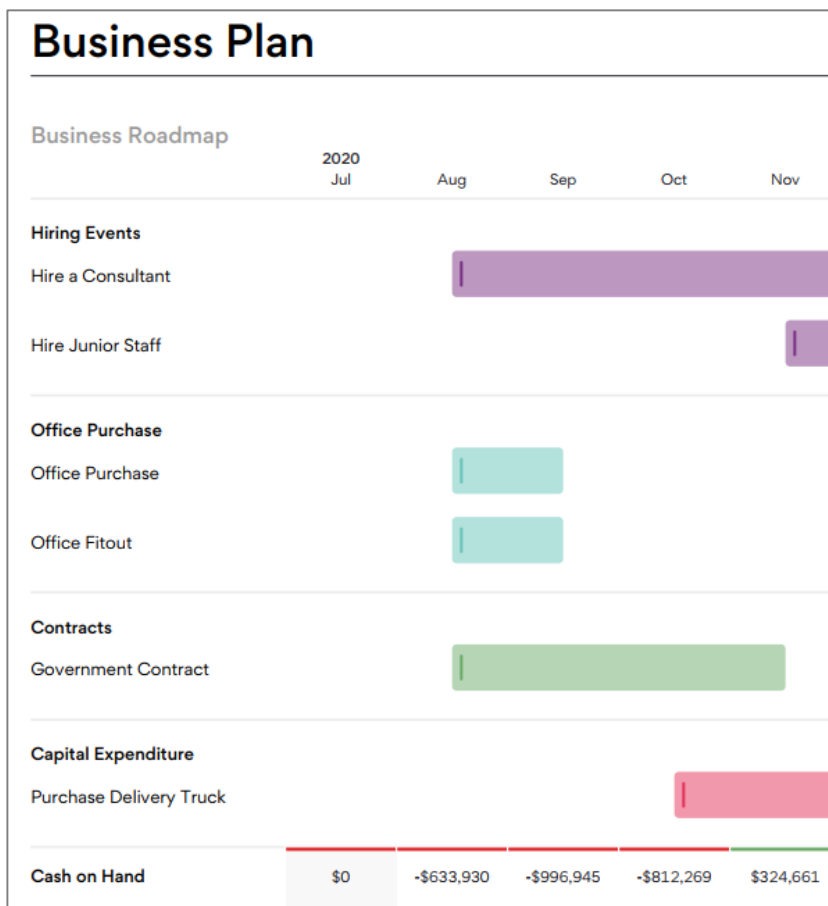
General Operating Expenses		Company: 1000000 - Corporate												Run Date: 22/01/2017
	2013	2014												Full Year
	Adj. Actual	Budget Final												
	Full Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Full Year
MISC. EXPENSES														
100006 - Advertising	602,100	1,233	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	2,400	1,200	1,200	15,633
100007 - Bad Debt Expense	0	20,000	45,000	34,455	20,000	15,000	15,000	15,240	12,000	15,000	12,500	12,000	0	216,195
100008 - Bank Charges	19,044	12,000	14,000	2,000	45,666	12,501	4,500	3,333	3,699	3,333	3,333	1,423	1,423	107,212
100009 - Depreciation & Amortization	26,760	12,000	12,000	12,000	12,000	12,000	12,000	15,000	12,000	12,000	15,000	12,500	12,000	151,000
100010 - Dues & Subscriptions	0	275	3,455	500	3,400	100	6,778	56	2,000	7,800	3,000	3,000	5,200	35,564
100011 - Insurance	133,800	12,000	5,000	4,500	4,500	1,000	1,000	2,400	456	7,000	3,000	3,000	10,000	53,856
100012 - Licensing Fees	66,900	50,000	4,000	1,500	1,500	8,700	4,000	3,000	3,000	3,000	3,000	7,000	1,200	89,900
100013 - Marketing & Promotion	181,356	123	5,000	3,455	45,000	6,700	5,600	12,000	4,566	1,000	5,000	960	10,000	99,404
100014 - Meals & Entertainment	60,216	4,500	6,000	4,500	1,500	7,500	500	8,000	6,778	1,000	5,000	7,800	4,566	57,644
100015 - Office Supplies	66,900	1,000	1,000	4,627	2,000	4,000	1,000	5,000	2,000	10,000	300	7,000	1,000	38,927
100016 - Professional Fees	29,548	5,000	5,000	5,055	4,000	4,000	900	6,778	56	2,000	7,800	5,600	46,289	
100017 - Property Taxes	93,660	7,000	7,000	9,000	344	9,000	4,566	1,000	1,000	2,400	456	7,000	7,000	55,766
100018 - Rent	338,520	25,000	27,297	45	450	10,000	1,000	5,000	12,000	600	300	500	27,000	109,192
100020 - Training & Development	6,024	450	450	14,500	450	5,000	3,000	5,000	9,000	34	450	450	450	39,234
100021 - Travel	0	0	0	45,000	0	6,000	0	4,500	6,700	0	7,000	0	0	69,200
100022 - Utilities	22,416	1,667	14,000	122,222	1,667	1,667	20,000	4,500	5,000	1,667	1,667	1,667	1,667	177,389
Total Misc. Expenses	1,647,244	152,248	150,402	264,559	143,677	104,368	81,044	85,329	88,677	66,090	64,406	73,300	88,306	1,362,405



エクセルからの脱出

もう一歩進んで、レポートアプリの活用

③見込みのシミュレーション可能



Microforecast Analysis

HIRE A CONSULTANT	Jul 2020	Aug 2020	Sep 2020
Incomings			
Sales	-	\$12,000	\$12,240
Outgoings			
Staff & Admin	-	\$95,833	\$95,833
Tax Expenses	-	-\$15,928	-\$15,883
Assets			
Cash & Equivalents	-	-\$57,138	-\$110,290
Accounts Receivable	-	\$11,880	\$20,038
Liabilities			
Tax Liability	-	-\$15,928	-\$31,811
PAYG Liability	-	\$37,375	\$74,750
GST Liability	-	\$1,200	\$2,424
Equity			
Reserves	-	-\$67,905	-\$135,616



エルセルからの脱出

もう一歩進んで、レポートアプリの活用

④Onlineレポートアプリでコミュニケーションの円滑化を図ろう！

- 24/7、どこからでもアクセス
- 経理システムとシンクで直結
- 予算
 - 多数が一度にアクセス可
 - コメント入力可
 - 変更履歴あり
- 実績
 - 組換え機能で連結報告も簡単
- 見込み
 - 自由自在にシミュレーション



Q&A

JETRO WEB セミナー:

第二弾: 経理業務効率化に向けた経理の
ベストプラクティス TOP3

(How to streamline bookkeeping tasks.
Best practice top 3)

Q&A

CDH会計事務所:

- 会計監査・税務、移転価格、M&A (Audit, Tax, Transfer Pricing, M&A)
- 経理・人事アウトソーシング (Accounting and HR outsourcing)
- ERPシステム (Intacct、Microsoft Dynamics、QuickBooks)
- 経理回りソフトウェア (Bill.com、Tallie、Nexonia)

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