

FINANCIAL MANAGEMENT USING MS. EXCEL SOFTWARE

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ABSTRACT: Transparent and accountable financial management is an important foundation for non-profit organisations, including student organisations. However, the practice recording is still manual and less systematic, which often creates various obstacles, such as input errors, inconsistent reports, and difficulty providing information to parties in need. Microsoft Excel Training is one of the strategic solutions to help partners develop technical skills, compose simple financial reports more neatly, and strengthen organisational accountability. This activity aims to increase students literacy, financial skills, and independence in managing financial data. Evaluation results show an improvement in participants understanding after follow up training, while also indicating potential program sustainability to support governance and finance organisations for students.

Keywords - Financial Management, Microsoft Excel, Reports Finance, Literacy Finance, Digital Skills

I. INTRODUCTION

Effective and efficient financial management can safeguard the trust of internal and external parties. This principle makes accountability finance an important element in the governance of modern organisations [1]. One of the Institutes in Thailand is an educational institution that plays an important role in developing knowledge, research, and culture. Through various activities, such as student exchange programs, collaborative research, and international academic activities, the Institute strives to produce students who are not only superior in academic fields but also able to adapt to global change [2]. Activities that increase the ability to manage finances effectively and accountably are a good way. Good in context research funds for student affairs, as well as simulations. Students are students of understanding the basics of recording and reporting finance simply. One of the steps that can be taken for support is training on Microsoft Excel.

Microsoft Excel is widely used in financial data management for its ability to process, analyse, and visualise data efficiently [3]. Various features, such as formulas, automatic calculation, pivot tables, data visualisation, and analytics, make Excel an effective tool for organising, managing, and reporting financial records [4]. Excel mastery can also support students in compiling informative financial reports and increase efficiency while minimising recording errors.

Many students understand theory-based finance, but have difficulty applying it in everyday life. Students often face constraints in creating a personal budget, managing note-taking expenses, or understanding basic finance [5]. This condition is not only found in Thailand but has also become a common phenomenon in many developing countries. Reports The Organisation for Economic Co-operation and Development (OECD) points out that the levels of literacy and financial literacy among young people in Southeast Asia are still relatively low compared to other regions [6].

Many Institutes teach theory, but it would be more meaningful if students also had experience and practice. Students are invited to simulate recording transactions in finance in a business setting, such as a company trade, by taking notes on sales and purchases, managing stock, and preparing a profit-and-loss report using Microsoft Excel, with features such as PivotTables, functions, and IF statements. Students can Study How to manage financial data more effectively through structured, realistic learning based on this practice. This practice can also foster a new understanding that Excel is not just a tool for counting, but also an analytical tool for making business decisions.

The policy direction of education in Thailand today has emphasised the importance of literacy, financial literacy, and digital skills for students. The Stock Exchange of Thailand even operates various financial education programs for young children, to build healthy habits and encourage financial awareness among young businessmen [7]. Support the strengthened view that literacy and financial skills are additional, but competencies that must be owned by every student to be able to compete in an ever-increasing world of work. The Institute plays an important role as a bridge between theory and practice, between the academic and professional worlds. In line with policy education that emphasises the importance of digital literacy, Excel training not only serves as a means of developing technical skills but also a medium for building analytical and decision-making abilities based on data [8].

Students highly require a training compilation report in finance using Microsoft Excel, so they can hone practical, applicable skills in life, academics, organisations, and entrepreneurship. For institutions, this training also contributes to increasing efficiency and transparency of governance activities for students. The ability to use Excel to analyse financial data can become an important skill for students developing business ideas, supporting research, and planning personal finances more effectively. Thus, this training is expected not only to strengthen individuals' capacity but also to contribute to the effort toward a smart, young, financially innovative, and empowered global competitiveness.

Many administrators of non-profit organisations do not have a background in accounting or knowledge of finance, so that recording and reporting often do not meet the required standards [9]. This poses a significant challenge to maintaining transparency and accountability in an organisation. Training in management finance using Microsoft Excel is designed to give concrete solutions to the problems faced by Students. The expectations from this training are that it can develop technical skills in managing finance and using advanced Excel features, improve the ability to compile accurate and appropriate financial reports, ensure the system records sustainable finance to support the sustainability of organisational programs, and strengthen transparency and accountability in the organisation/business.

II. RESEARCH METHODS

The PKM implementation method emphasises solving partners' problems. Problems faced by partners include partners who are not from accounting, a lack of understanding of partners in management and finance, as well as the absence of finance, either manual or computerised processes and activities carried out by partners. Partners need reporting to be more structured so that it can compile a report with neat, well-organised finances, which can increase trust from external parties, such as institutional banks and non-bank financiers, who require proof that the business is well managed and has development potential. The stages of the plan implementation will be implemented as follows:

- a. Compilation material
Initial material about knowledge base, simple accounting, and Microsoft Excel is expected to increase understanding of accounts and financial reports. Researchers also provide a simple Microsoft Excel application that is understandable to partners without a background in education or accountancy.
- b. Implementation activity devotion
Partners are given a pretest before giving materials and a posttest after discussions are finished to assess their understanding of the material. During implementation, partners provided all the materials previously arranged. If there are partners who still do not understand the material, continue in the session and ask for answers. At the end of the implementation activities, questionnaires will be distributed to assess the usefulness of the material provided to partners.
- c. Making activity videos devotion
All stages start from compilation material to on-site implementation with service partners, documented with Good in the form of photos and videos. Videos of activities uploaded to YouTube for the benefits provided, not only for partners but also for public-wide use of MS Excel for compilation and reporting of Finance

III. DISCUSSION

Implementation-stage activity held at one of the Institutes in Thailand: students currently studying conduct a study. Purpose of implementation: This activity provides students with an understanding of management finance using Microsoft Excel. Microsoft Excel is not just a number-crunching program, but a tool for analysis that can help users think more structurally and efficiently, and make better financial decisions.

The use of MS Excel is important not only in the world of work but also in daily life. Ms Excel is designed to develop technical skills in managing finance by using advanced Excel features, enabling students to compile simple, accurate financial reports. A compilation report can support the sustainability of organisational programs and strengthen transparency and accountability in the finance organisation/business run by students.

Fostered partners given a pretest before giving material, and a posttest after giving materials, and discussions finished for know level understanding partners before and after the activity. The evaluation model used is Kirkpatrick's evaluation model, which consists of four levels of evaluation [10]. The evaluation focuses on level 2 measurement, namely, testing how well participants understand the material covered during training. In line with that, the pretest-posttest design will provide an assessment at the beginning/baseline before the intervention starts (pretest) and again after the intervention finishes (posttest) [11].

After the partner carries out the pretest, the presentation materials and case studies will be provided to the partners. After the presentation, the session will continue with the discussion and the related explanation material mentioned. The mentoring method is very important for remembering the background behind education and the different partners. The material begins with an explanation of simple related functions in MS Excel and continues with an application of MS Excel to a simple worker's finances. Mentoring is done step by step to help partners understand the draft base, using MS Excel, until the compilation report is finalised. This step-by-step method aligns with cognitive theory, which emphasises that complex knowledge becomes easier to understand when presented in steps. In the end, the partners will better understand the financial compilation report comprehensively using MS Excel.

As for the level of understanding, partners can see from the average pretest and posttest scores in Figure 1 below.

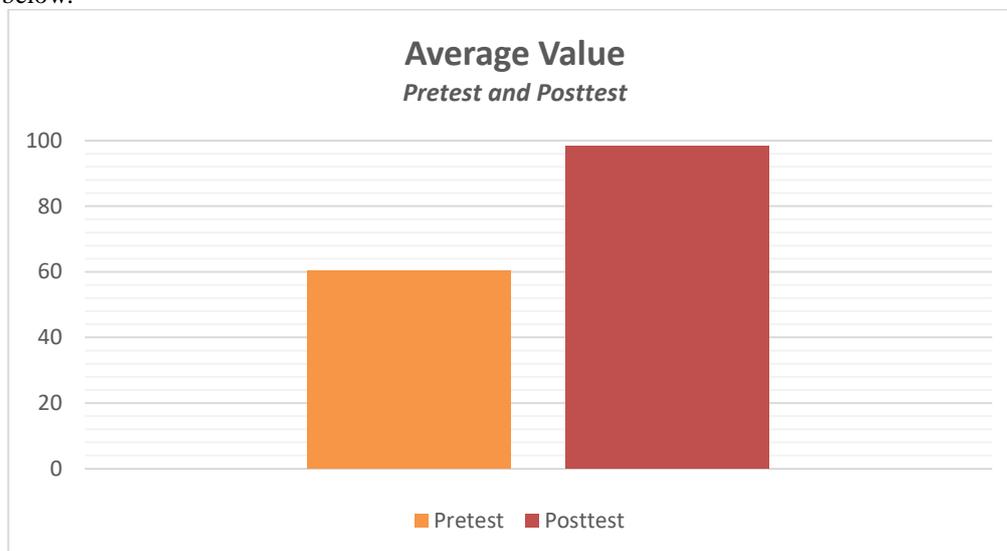


Figure 1. Average Pretest and Posttest Scores

Figure 1 shows the difference in results between the pretest and posttest. This shows that with the existence of PKM activities, understanding of partners about the material provided and or that has not been understood before the activity can be increased. There is an increased understanding. This partner is expected to become a strong foundation, applying MS Excel in compiling a simple financial report to support partner activities. These results are consistent with Chang and Little's study, which stated that an effective pretest–posttest design measures improvement in participant training [11].

At the end of PKM implementation, PKM implementers distribute a questionnaire to assess the usefulness of the materials provided to partners. The results of the questionnaire completed by partners show that PKM activities are very beneficial in meeting partners' needs, as well as the material provided, which can help partners compile a financial report using MS Excel.

IV. CONCLUSION

Financial Management Training, with the successful use of Microsoft Excel, fulfils the objective of increasing understanding and skills-based participants in recording and compiling financial reports simply using Excel. Questionnaire results show that the majority of respondents evaluate the topic, implementation, team attitude, and the benefit of the activity in the "Strongly Agree" or "Agree" categories, indicating a level of satisfaction and the relevance of the training to partners' needs. In addition, this activity produces important outputs in the form of an Excel-based module accountancy Account, published video documentation, and online media publications that strengthen the range of impact training and facilitate sustainable learning for participants and the public. It is also proven that there is a step registration right creation for the module as an effort to guard sustainability externally.

This activity provides implications for partners in improvement Excel skills and understanding of financial reporting finance strengthen capacity student in manage financial organisation, improving transparency, and building greater accountability Good when interact with party external (e.g. funders or partners) activities and support the improvement agenda literacy finance and digital at the level students, in line with policy education that emphasises competence financial and digital. If continued and standardised, the intervention, simple like this Excel training, can become a sustainable strategy for increasing readiness, work, and entrepreneurial and governance organisation among students.

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