SDA = Self-Development Academy Limited (www.tayosolagbade.com)

SDAc's Excel-VB Income & Expense ManagerTM

This Custom Automated Excel VB Entreprise Information System (EIS) was developed by <u>Tayo Solagbade</u> for SDA's Creative Business Solutions arm (<u>CB solutions</u>) using MS Excel® & Visual Basic for Applications.

CB Solutions help clients harness Technology & The Internet to do what they do with less effort, time and MONEY thereby <u>increasing</u> their profits.

Our Excel Visual Basic applications are FULLY customisable and applicable to a wide variety of uses - this package being just one of many examples.

What do you do with MS Excel that you wish you could do quicker and more accurately? Email/tell us today via cbs@thefarmceo.net



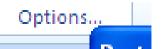
LOADING AND RUNNING THE APPLICAION IN YOUR COPY OF MICROSOFT EXCEL(WHAT TO DO)

This is a QUICK START GUIDE. For more detailed tips on using the app, watch the video tutorials. This document explains how the various features in this application work AND how to use them. It is imperative that you take out time to study this guide document in detail, and PRACTICE using the various tools/features described. Just like any other application, if you do not spend time to LEARN/UNDERSTAND how to use the application, you are likely to experience frequent difficulties with it.

IMPORTANT: In EXCEL 2007 upwards, click the OPTIONS button above the worksheet, then click the "Enable this content" radio button in the dialog box that appears.



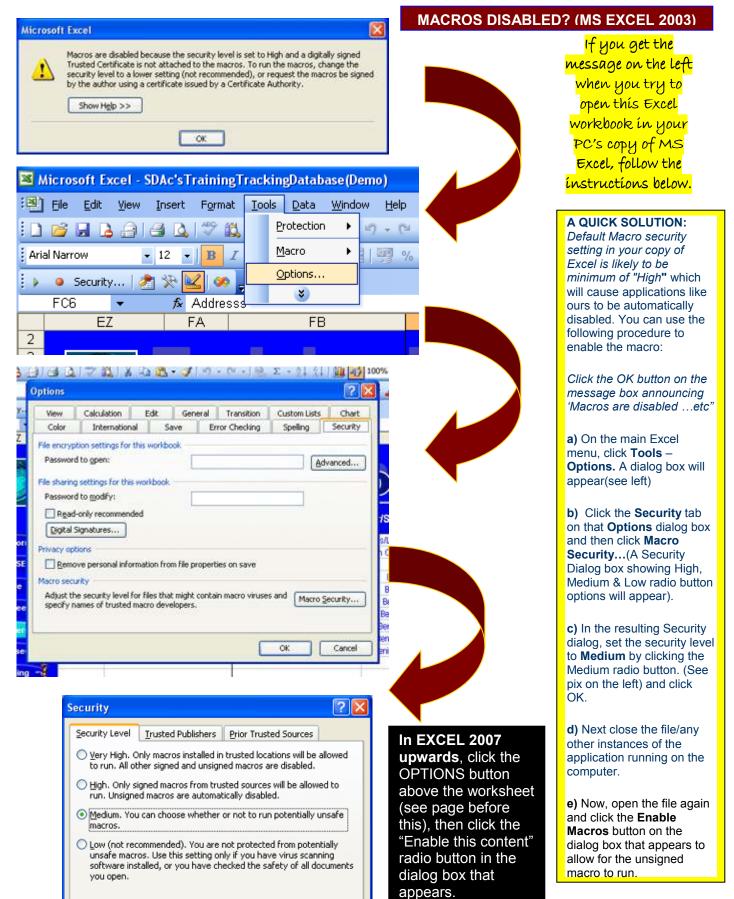
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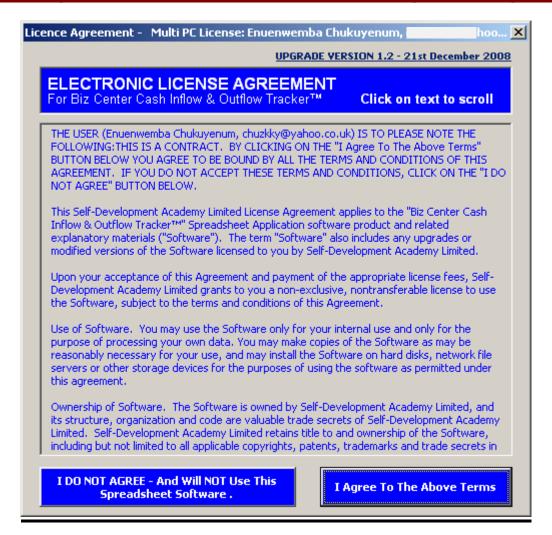


Disclaimer

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Getting To Know The User Interface/Using The Program



The above license agreement will appear during EACH opening of the workbook application UNTIL you choose to stop it from doing so by choosing "**Do Not Show Me Again**" at the confirmation prompt that follows the license.

However, if you are using the demo or UNLICENSED version, choosing "Do Not Show Me Again" will not work, as the program will remind you that the license agreement will continue to appear UNTIL the application is fully paid for.

Note that choosing **I DO NOT AGREE** on the license agreement form interface will cause the workbook application to terminate and exit from MS Excel.

In other words, if you wish to make use of the application, you will have to accept the terms stated in the license. Every fully paid user of the application gets a license issued in his/her name as shown in the real-life example provided above.

Click to go to the **Data Entry Table** into which you will make all entries from your paper records. Phone Calls, Expenses incurred on fuel, paper reams etc will be auto-converted into *Cash Inflow* or *Cash Spent* as appropriate using the Data Entry Form **See Fig D**

Specify labels for your daily sales income/ expense items here.

See Fig A.

Click this button to go to the **Daily Summaries Report Worksheet.** See **Fig B.**

Once that sheet appears, 2 prompts will appear in succession. Each will offer you the option to click YES to update the Income and Expense Summary reports respectively. If you click YES, note that the app may take a 1 to 2 minutes (depending on volume of data posted) to complete update. Avoid clicking again UNTIL a prompt appears with instructions of next steps to follow.

Main Menu - Multi PC License: Enuenwemba Chukuyenum Navigation Buttons UPGRADE VERSION 1.2 - 21st December 2008 Query Daily Reports Go To Raw Data Entry Table Query Monthly Records Update Settings Table Gross Balance Report User Quick-Start Intro About This Program Exit Program(XL Stays Open) As a FULLY paid license owner of this application you are entitled to FREE support. Email Tayo@tksola.com. (c) SD Ac's Creative Business Folutions http://www.excelhearen.tayosolagbade.com Main Menu: This is the main navigation menu that appears after the license agreement has been passed. You can bring up this menu anywhere in the program by pressing the ENTER key (ensure no form is loaded when doing this).

Click this button to go to the Monthly Summaries Report Worksheet.

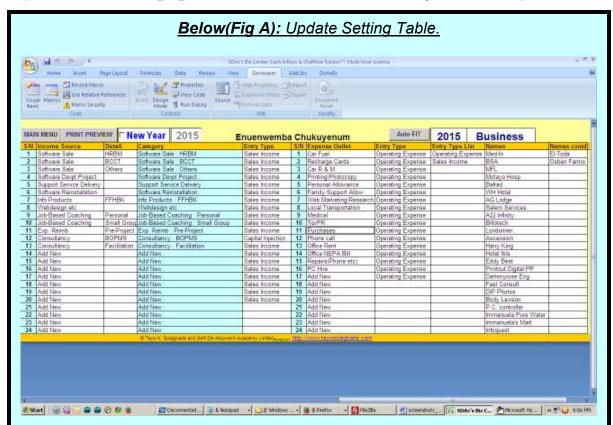
All your input into the Raw Data Entry Table Worksheet will be reorganized, analysed, & charted here to generate a 12 Month income & expenses (plus cash flow) summaries report for the current year.

See Fig C

Click this button to see a short description of this program and the developer plus web links and other contact information. The <u>User Quick-Start Intro</u> button will open THIS PDF user guide in Adobe Acrobat Reader

All your input into the Raw Data Entry Table Worksheet will be reorganized, analysed, & charted here to generate a **28 to 31 day** income & expenses(plus cash flow) summaries report for the selected month.

A drop menu is provided to allow the user choose the month or days s/he wants to view the daily report for. **See Fig E**

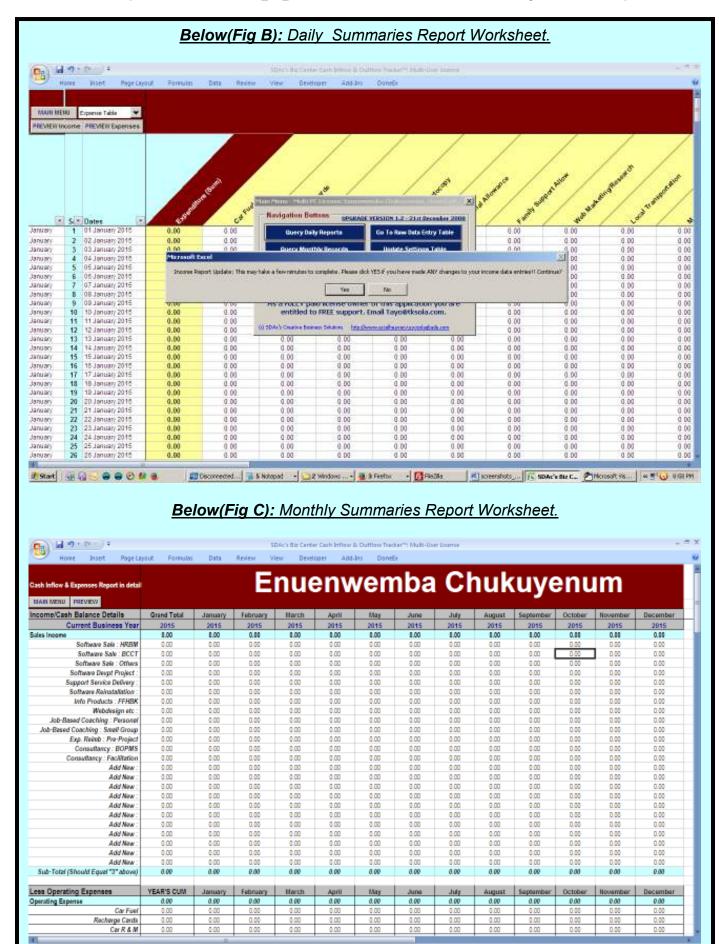


Under "Income Source" you will type the short label for the income generating activity you wish to track. Under **Detail**, you will add a name/label that further describes it – especially when it occurs in variants.

What appears in the **drop menu** for data entry in the Raw Data Entry Table is a combination of the specified "Income Source" and the "Detail" – see the column labeled "**Category**" above.

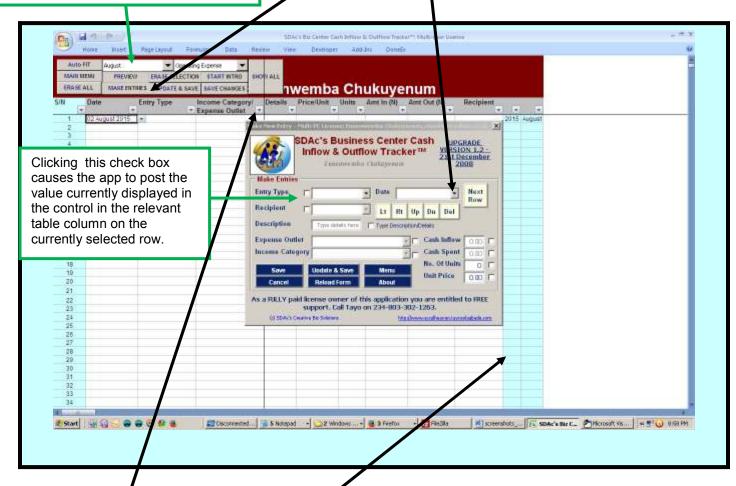
The program uses these **income category** descriptions to assign income data entered for preparation of analysis, charts and reports.

For expenses, simply specify a name for the expense item you wish to track. It will be picked up in the **Expense listing drop menu** in the **Raw Data Entry** form. **See Fig. E**



<u>Below: Fig D</u> - Click the **Make Entries** button to load the custom data entry floating form. The form uses the computer date to auto-insert the current date into the next blank row. On the form, click the drop menu provided per field to select "Entry type, Recipient/Payee, Income Category, or Expense Outlet"; You can change date of activity/posting etc

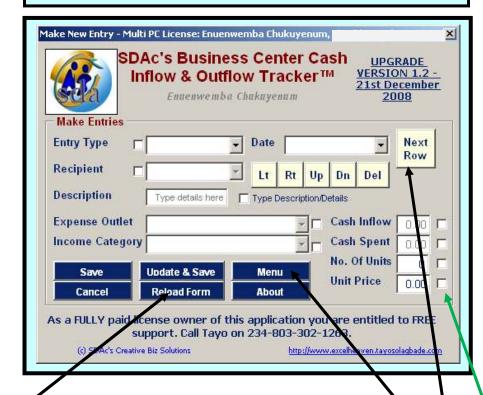
Click this drop menu to filter the data entries according to the month you select. This is useful when you want to view &/or print out data for a particular



Unlike the first version of this app, this app is more intuitive, and will post data instantly into the relevant cells as they are typed into the fields on the form – and a serial number auto-assigned to the entry. The **Year** and **Month** are extracted from the date posted and entered into the **last 2 columns to the right of the table**.

All the fields in this data entry table have their **data filter buttons enabled**, allowing the user to quickly and easily query the table for previously posted data(a painless way to find information).

Below: Fig D2 - Custom Raw Data Entry Floating Form



Click the RELOAD FORM button to discontinue making entries into the form, discarding them and re-loading the form to start over. Click MENU to close this form and load the Main Navigation Menu.

> Click NEXT ROW to force the app to move the cursor to the next line, for a new transaction to be posted.

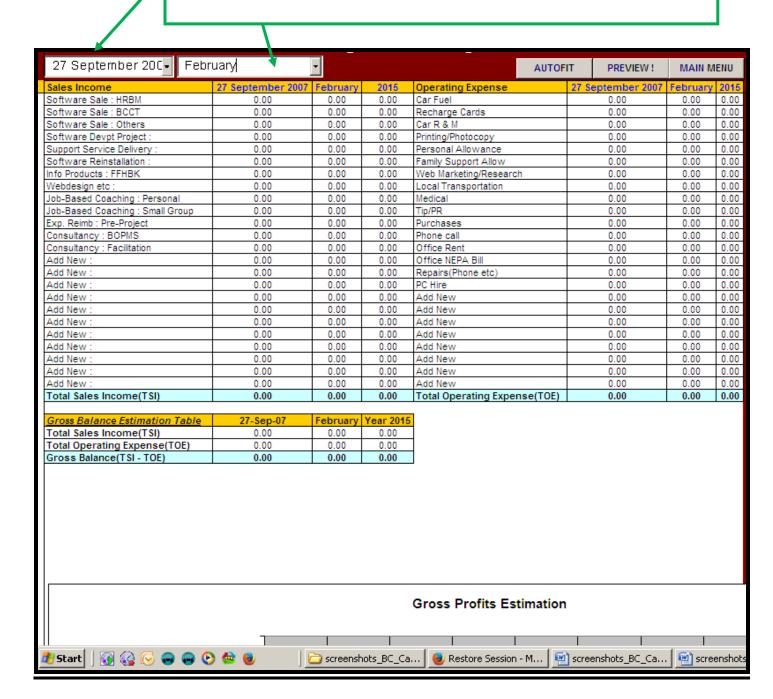
- Choose Sales Income or Operating
 Expense from the drop menu
- 2. If necessary, use the DATE drop menu to change date auto-inserted by the app
- 3. Choose the name of the person you gave money to (for Expense) or received money from (Income)
- 4. Type a description for the income or expense activity
- 5. If you chose Sales Income, the Expense Outlet drop menu will be disabled.
- If you chose Operating Expense, the Income Category drop menu will be disabled.
- Choose the relevant income or expense heading from the drop menu that is enabled.
- 8. If you chose Sales Income Cash Spent field is disabled
- 9. If you chose Operating Expense Cash Inflow field is disabled.
- 10. Enter number of units, or instances for the transaction
- 11. Enter price per unit or instance.

Check on the worksheet row to see that the app has inserted all entries and totals.

Clicking EACH check box on the form, causes the app to post the value currently displayed in the control next to the check box, into in the relevant table column on the currently selected row. It's a function designed to save you having to type a value or label again, if it's exactly the same as the one used previously.

Below: Fig E - Custom Raw Data Entry Floating Form

Click the button on the Main Menu labeled "Gross Balance" to access this report interface. Choose a particular date from this drop menu, to display corresponding Sales Income and Operating Expense totals for it. Do same with the drop menu for the Month.



About The Author

Tayo Solagbade is a Performance Improvement Specialist and multipreneur. He works with individuals/businesses who want to achieve highly profitable outcomes, and with parents who want to raise real-world competent children.

He earns multiple streams of income by providing clients with performance improvement training and coaching, custom MS Excel-VB solutions, web marketing systems development, freelance writing services, and best practice extension support services (for farm business owners).

Since 2002, he has worked closely with clients in a wide range of industries such as e.g. health and fitness, healthcare delivery, real estate, interior design, hospitality (hotels, restaurants, bars), consulting, NGOs, farm business, hearing & speech therapy, travel and tours, printing and others. Before launching his new SD Nuggets blog in June 2012, Tayo published a monthly Self-Development Digest newsletter from June 2006 till 2012. (See www.tayosolagbade.com/news/sdacn_current.htm)

The SD Nuggets blog has since replaced that newsletter. He now publishes ONE new post per day from Monday to Saturday (and sometimes Sunday) on the SD Nuggets blog – sometimes while serving clients online and off the net.

Tayo has published over 300 articles on his website. Over 170 appear on Ezinearticles.com, and as part of a back links building strategy, his Farm

Business guest posts now appear on www.africabusinesscommunities.com. He is the author of the Self-Development Bible™, the popular Practical Livestock Feed Formulation Handbook and nine other PDF reports which can be downloaded FREE from

www.tavosolagbade.com.

When he's not amazing clients with his superhuman skills (wink), Tayo works as the creative force behind his multidisciplinary Self-Development (SD) Nuggets™ blog at and the Public Speaking IDEAS newsletter (See **page 25 for links**). Since September 2011, he has published the latter weekly, to promote **Burt Dubin's** Public Speaker Mentoring service to experts working across the African continent.

Tayo Solagbade believes that development of a positive mindset, mental stamina, and visualization are the most crucial elements required for any person(s) to achieve success in any areas of human endeavour. In a previous life, Tayo worked as a high performing manager in Guinness Nigeria Plc. You can read details in the box below. For a limited time, Tayo is available to speak to your group or organization for a moderate fee. Send e-mail to tayo@tksola.com, or call 234-803-302-1263.

Visit <u>www.tksola.com</u> to learn more about Tayo's on-demand learning events.

In a previous life... Tayo Solagbade worked for a few months as Trainee Sales Coordinator in a Wine Manufacturing company, before joining Guinness Nigeria as Graduate Trainee in October 1994.

Between 1996 and 2000, he got recognized for using self-taught skills, in his spare time, to develop automated spreadsheet report generation programs in his department (Over 95% savings in report generation times were recorded). Over four of his applications were adopted for brewery reporting.

After being seconded – twice - in 1998, to act as Training and Technical Development Manager (the first time for 1 month, the second for over 3 months), Tayo was promoted Training and Technical Development Manager (TTDM) in September 2000. About the same time, he was nominated to attend a 6 week International Brewing Course in the United Kingdom. Four months after returning from the UK, and resuming as TTDM, he was nominated to act as for a five-week period.

Before voluntarily resigning his appointment in December 2001 to pursue a long standing self-employment dream, Tayo successfully acted in other Senior Management roles as Production Manager, and Technical Manager. He was also trained - and functioned - as a workplace Coaching Conversations Facilitator and Best Practice Process Management Champion.

Tayo holds a B.Sc degree in Agricultural Extension Services from the University of Ibadan having graduated top of his class - with Second Class Upper Division honors - in 1992. He is an Associate Member of the UK Institute & Guild of Brewing, a 1997 National Finalist of the Nigerian Institute of Management's(NIM) Young Managers' competition, a Certified Psychometric Test Administrator for Psytech UK, innovator of Spontaneous Coaching for Self-Development™(SCfS-D™), and Founder of the Self-Development Academy (www.tayosolagbade.com).

"Tayo, I honestly believe you are one of those who will succeed at anything he does. Your commitment and effort has been outstanding....Thanks for all your hard work since I've been here - you will be sorely missed. I don't need to wish you good luck, you have the ability to make your own luck. - Andy"(R. Jones)*

*Operations Manager, Guinness Nigeria Plc Benin Brewery, December 2001 (Handwritten comments in farewell/xmas cards sent to Tayo Solagbade following his resignation to start his own business).

TAYO SOLAGBADE AS A MULTIPRENEUR

In order to effectively meet the needs of the various groups he works with, Tayo functions as a multipreneur, using himself as a guinea pig of sorts to explore, discover and document best practice ways of successfully venturing into various areas of endeavour. His primary focus in this regard, is however on employee career development and micro/small business(low-capital startup) entrepreneuring.

For instance, depending on the opportunities that appear in the market place, Tayo earns multiple streams of income in the following ways: 1). Providing professional web design and copy writing services (and coaching). 2). Delivering Preprogrammed Spreadsheet Solutions - and also providing Experiential Coaching in Excel and Excel Visual Basic. 3). Building custom natural self-cleaning aquarium systems as teaching and learning aids for educational institutions, hospitals, offices & homes. 4). Providing customisable Talks, Seminars, Coaching programs on Self-Development, Performance Enhancement, and Best Practice Systems Development. – all of these he does using self-taught skills acquired out of necessity during periods when he struggled to earn steady income from his primary business interest – Self-Development Education.

In the future, Tayo(a graduate of Agricultural Extension Services from the University of Ibadan) intends to establish an Integrated Catfish and Ornamental Fish Farm as a Farm Research/ Extension Advisory Services Center. One key objective of the Integrated Fish Farm (IFF) will be to continuously investigate, and document best practice ways of rearing farm fish cost-effectively for higher yields using locally sourced materials and indigenous knowledge/skills – in conjunction with consistent implementation of Best Practice Process Management Techniques.

The IFF's findings will then be offered to interested startups and existing fish farm business owners via workshops and seminars designed to encourage more people to go into low startup capital ventures like fish farming by followed tested and proven methods(process records documentation/ spreadsheet data analysis for decision making, workplace organization etc) which increase their chances of success at first attempt. Visit http://www.iff.tayosolagbade.com to learn more.

Tayo believes that educating individuals about how to empower themselves to achieve ANY goals they desire, will inspire them to stop waiting for an enabling environment to be "created" and instead take personal action to create the future they want.

Below are three(3) of Tayo's Favorite Quotes – and SDAc's tagline....

"The illiterate of the 21st Century will not be those who cannot read or write. They will be those who cannot learn, un-learn and re-learn" **– Alain Tofle**

"..the biggest challenge facing most African nations is to creatively adapt ideas to their unique environment." Mr. Patrick Boateng, Adviser for Africa, US Federal Communications Commission (FCC) at the African
Internet Summit and Exhibition(AFRINET) 2002, held in Abuja, Nigeria.

"I want to be part of a South Africa and Africa sending out a new message to the world, of taking responsibility for our own challenges. The world has got used to a picture of Africa asking for support, with cupped hands. It's time we create a new image of Africa. It's time that we ourselves start giving and assert our sense of dignity. We deserve respect. It is time we stop apologizing for ourselves and acknowledge our achievements". - Graça

Machel -Mandela

TK BLASBADE

Tayo K. Solagbade

Self-Development/Performance Improvement Specialist

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www.tayosolagbade.com (Information & Education)
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1. PUBLISH YOUR BOOK AT ZERO COST

As an expert in your field, you would greatly boost your market place credibility by writing & publishing one or more book(s) sharing your knowledge and insights about your area of expertise. There is an internationally proven way to do this AT ZERO COST. I discovered how in 2005. Today, my books can be purchased in hard copy at www.lulu.com/sdaproducts . (NB: I also offer a book writing service. Call 234-803-302-1263):

"Infact, there is the greater likelihood of the success of export drive involving our cultural products and talents than one involving our outstandingly shoddy manufactures and primary produce nobody wants. The only problem is: our writers and artistes have to think like business (people). They have to learn to study the international marketplace and woo it with skill & subtlety" - Sina Odugbemi (SOURCE: Article titled "Why Writers Are Poor (part 2)". Subtitle: "A critical look at the economic status of writers in the contemporary society" - published in Newswatch magazine, January 2, 1989 page 38

2. ORDER A WEB MARKETING SYSTEM

I help clients develop and implement custom web marketing systems to make their websites get found by potential clients without their having to spend ANY money. Click the link below to view a PDF flyer (wms_talk_offer.pdf) I use to introduce and explain key benefits a Web Marketing System can deliver to its owner - IF well conceived and implemented. http://tayosolagbade.com/uploads/wms_talk_offer.pdf

"Unless the person running your marketing is patient, it will be difficult to practice commitment. View marketing as an investment, be consistent, and make prospects confident. Patience is a guerrila virtue." - Jay Conrad Levinson in "The 15 Secrets of Guerrilla Marketing" - http://www.gmarketingcoach.com

3. BUILT-IN EXCEL SOLUTIONS DEVELOPMENT

Self-Development Academy's Excel Heaven™ is the FIRST provider of Preprogrammed and Custom Spreadsheet based solutions in Nigeria. We offer Workbook Auditing/Optimisation and VBA Automation; Custom Spreadsheet Software Development; Sales; Job-Based Spreadsheet Coaching; and Consulting/Advisory Services on effective application of spreadsheets for business use. Call 234-803-302-1263. See video demos at http://www.youtube.com/user/TKSolagbadeSDAc

Visit our Excel Heaven mini-site at: http://www.excelheaven.tayosolagbade.com

4. COST-SAVING FARM BUSINESS (BEST PRACTICE) SUPPORT SERVICES

SDAc's Cost-Saving Farm Business Ideas mini site offers custom best practice farm management systems (and software) development at affordable rates to farm business owners in Nigeria/Africa. Ours is a new, unconventional, but practical approach to provision of Modern Extension Services for farm businesses in this part of the world.

We work with crop and/or livestock farmers to develop and implement intelligent decision making systems that help their farm businesses become more efficient and profitable, through low cost adaptation of technology, while building on indigenous knowledge systems.

Visit our mini-site at : http://www.iff.tayosolagbade.com
Also subscribe to Weekly Newspaper – The Farm CEO™ at www.thefarmceo.net