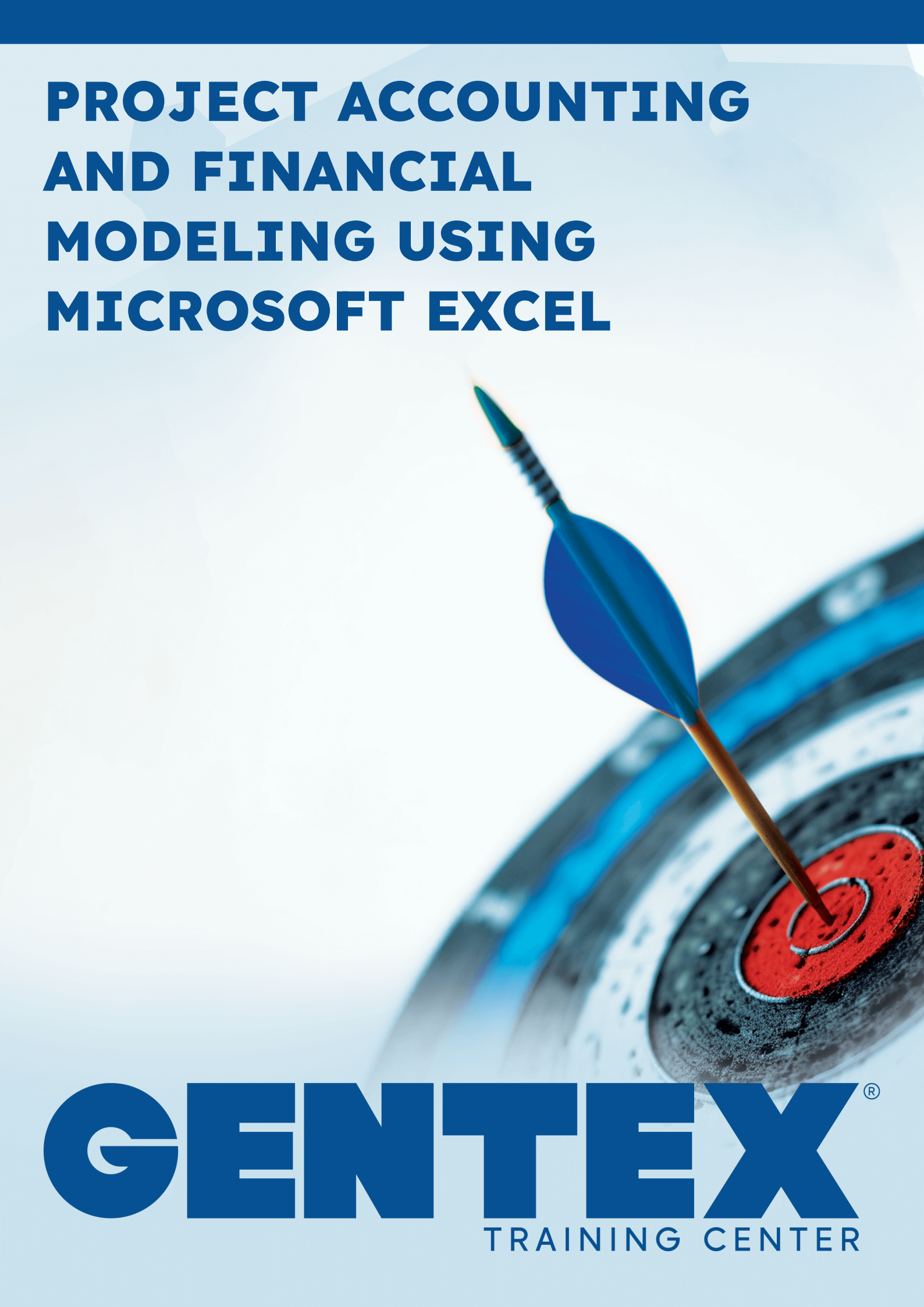
PROJECT ACCOUNTING AND FINANCIAL MODELING USING MICROSOFT EXCEL



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TRAINING CENTER

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Introduction

Project Accounting and Financial Modeling using Microsoft Excel Training Course gives project and finance professionals the skills to track project money and model its future. Participants learn how to set up project cost codes, capture commitments and actuals, and report progress against budget with confidence. The programme covers project budgeting, cost control, revenue recognition, work in progress, cash flow and Excel financial modelling. Furthermore, it addresses variance analysis, forecasting to complete and project performance reporting. As a result, delegates can build a project model in Excel and explain the numbers behind it. Gentex Training Center delivers the programme through live Excel workshops and applied project case work.

Project Accounting and Financial Modeling using Microsoft Excel Course Objectives

- Build a project chart of accounts and cost code structure.
- Prepare project budgets, commitments and phased cost plans.
- Record and reconcile actual costs, accruals and change orders.
- Apply revenue recognition and percentage of completion methods.
- Manage work in progress, retentions and billing schedules.
- Build project cash flow models including milestone payments.
- Forecast cost to complete and estimate at completion.
- Apply Excel functions and tools for project financial modelling.
- Analyse variances and prepare project performance reports.
- Present project financial position and forecast to stakeholders.

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Course Methodology

The course combines technical briefings with extensive hands-on Excel workshops and project case studies. Participants build a project cost model, prepare a forecast to complete and run variance analysis. In addition, structured peer review reinforces good practice, and each day closes with an applied project task.

Who Should Take This Course

- Project accountants, controllers and cost engineers.
- Finance professionals supporting project delivery teams.
- Project managers and quantity surveyors with financial duties.
- Contract, commercial and procurement staff on projects.
- Auditors and controls staff reviewing project reporting.
- Consultants and analysts preparing project financial models.

Project Accounting and Financial Modeling using Microsoft Excel Course Outlines

Day 1: Project Accounting Foundations and Cost Structures

- Project versus company accounting and reporting.
- Chart of accounts, cost codes and work breakdown structure alignment.
- Project budgeting and phased cost plans.
- Commitments, purchase orders and accrual accounting.
- Chart of accounts mapping to project reporting lines.

- Contract types and their accounting treatment.
- Workshop: designing a project cost code structure and budget.

Day 2: Excel Skills for Project Financial Modelling

- Model design: inputs, calculations, outputs and navigation.
- Core functions: IF, SUMIFS, COUNTIFS, INDEX, MATCH and XLOOKUP.
- Data validation, dropdown controls and named ranges.
- Pivot tables and Power Query for project cost data.
- Conditional formatting and error check routines.
- Keyboard shortcuts and formula auditing for large models.
- Workshop: building a structured project cost model template.

Day 3: Revenue, Work in Progress and Billing

- Revenue recognition principles and performance obligations.
- Percentage of completion and cost-to-cost methods.
- Work in progress, unbilled revenue and deferred income.
- Retentions, advance payments and milestone billing.
- Change orders, variations and claims accounting.
- Progress reporting and client certification alignment.
- Workshop: calculating revenue and work in progress for a project.

Day 4: Cash Flow, Forecasting and Cost Control

- Project cash flow forecasting and milestone payments.
- Working capital in projects: payables, receivables and retention.
- Forecasting cost to complete and estimate at completion.

- Earned value management: PV, EV, AC, CPI and SPI.
- Variance analysis across cost, schedule and quantity.
- Corrective action planning and reforecasting.
- Workshop: building a forecast-to-complete and earned value model.

Day 5: Project Financial Reporting and Modelling Presentation

- Project performance reports and dashboards.
- Reporting cost, revenue, margin and cash position.
- Scenario and sensitivity analysis on project outcomes.
- Documenting assumptions and model version control.
- Auditing and reviewing another analyst's project model.
- Presenting project financial position under challenge.
- Workshop: presenting a full project financial model to a review panel.

Conclusion

By successfully completing Project Accounting and Financial Modeling using Microsoft Excel Training Course, participants will have acquired the knowledge to account for project costs, revenue and cash flow and to model project outcomes in Excel. They will understand cost structures, work in progress, forecasting to complete, earned value and project reporting, and they will know how to build and defend a project financial model. As a result, delegates improve project cost control and forecast accuracy. Gentex Training Center builds the programme around current project finance practice.

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FAQs for the Project Accounting and Financial Modeling using Microsoft Excel course

Q1 What is the "Project Accounting and Financial Modeling using Microsoft Excel" course about?

It covers how projects are accounted for and modelled in Excel. You learn project cost codes and budgets, revenue recognition and work in progress, cash flow forecasting, cost-to-complete and earned value analysis, and project reporting, with live spreadsheet workshops.

Q2 What are the key benefits of the "Project Accounting and Financial Modeling using Microsoft Excel" course?

You gain one integrated view of project cost, revenue and cash rather than separate reports. You also improve forecast accuracy, control commitments and change orders better, measure project performance with earned value, and explain project results to managers and clients with evidence.

Q3 What skills will I gain from the "Project Accounting and Financial Modeling using Microsoft Excel" course?

You will gain project accounting and cost code structuring, project budgeting and cost control, project financial modelling in Microsoft Excel, and project cash flow forecasting, earned value analysis and performance reporting.

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Q4 What tools, methods, or standards are covered in the "Project Accounting and Financial Modeling using Microsoft Excel" course?

The course covers chart of accounts and work breakdown structure alignment, commitments and accrual accounting, revenue recognition and percentage of completion methods, work in progress, retentions and milestone billing, Microsoft Excel functions including IF, SUMIFS, COUNTIFS, INDEX, MATCH and XLOOKUP, pivot tables, Power Query, data validation and error check routines, earned value management with PV, EV, AC, CPI and SPI, forecast to complete and estimate at completion, and scenario and sensitivity analysis.

Q5 How is the "Project Accounting and Financial Modeling using Microsoft Excel" course applied in real-world practice?

Graduates apply it to set up project cost structures and budgets, track commitments, actuals and change orders, calculate revenue and work in progress each period, forecast project cash flow and cost to complete, run earned value and variance analysis, prepare project performance reports, and present project financial position to management and clients.