

Workshop Sessions

I: Introduction to Use of MS-Excel for Financial Analysis/ Reporting/ Audit

The first technical session of the workshop would introduce the advanced features and capabilities of MS-Excel and how it assists in undertaking audits, similar to what is achieved through typical CAAT/ GAS tools today

II: Importing Data – An Intro.

In this technical session the delegates would be introduced to the processes/ procedures to be followed in importing data into MS-Excel software for analysis and reporting. Participants would also be required to import data themselves.

III: Typical Analysis/ Reporting

This Technical Session would provide an introduction to the typical analysis/ reporting that can be undertaken using CAAT/ GAS Tools.

VI: Review & Q/A Session

This last Technical Session would review/ summarise the typical facilities and their use – Aging/ Stratification/ Pivot Tables/ & Sampling applications, apart from a Q/ A Session.

What to Expect

An introduction to the use of MS-Excel to be able to use the computer as a tool for financial analysis/ reporting/ auditing

- Advanced Facilities and features of MS-Excel
- Demo of one MS-Excel covering following aspects:

- Importing Data into MS-Excel
- Typical analysis & Reports using CAAT – Aging, Stratification, Aging, Summarization, Pivot Tables, Reporting, & Sampling

- Practical Hands-on Training

Practical Workshop on

Using MS-Excel as a Tool for Financial Analysis/ Audit

6 CPE
Hours

Venue:
ICAI Bhawan
Vishwas Nagar, Delhi
(Near Karkardooma Court).

On
Sunday the June 01, 2008



Committee on Information Technology
The Institute of Chartered
Accountants of India

Plot No. 52-54, Vishwas Nagar,
Shahadara Institutional Area, Delhi – 110 032.
(Near Karkardooma Court).
E-Mail: isadelhi@icai.org/ Tel: 011-30210619/ 621

Introduction

Almost all accountants use MS-Excel today. However, the use is rather simple and that of a glorified typing machine, in most cases. Excel is typically used to generate Trial Balance/ P&L/ BS.

Many accountants/ auditors use MS-Excel for detailed financial analysis/ reporting/ auditing as it has a very good set of features and facilities making it very suitable for this requirement. What is more, its interface is time tested/ proven and most users are already familiar with its use. What is more, this software is available and no software purchase is required. One has to get exposure to the facilities available rather than learning a new software altogether.

This workshop has been designed to address the long felt need to provide greater practical exposure on the advanced facilities and features that are useful for financial analysis/ reporting/ audit. The workshop aims to provide an insight into how to go about the work and look at key concern areas.

Workshop Objectives

The workshop aims to introduce the use of MS-Excel as a tool for Financial Analysis/ Reporting/ Audit.

Workshop Methodology

The workshop would start with importing data from varied sources into MS-Excel and then undertaking typical analysis/ reporting which is generally done with a CAAT/ GAS tool. The

workshop would start with a presentation detailing the key features/ facilities identified for the workshop followed by three technical sessions.

Each technical session would consist of a demonstration of one facility/ feature followed by practical hands-on training to enable the delegates to practice and have a clear understanding of the same. Participants are expected to get actively involved in learning to use the tool and seek details on how to do typical work requirements being faced by them.

Workshop Coverage

The workshop would start with a brief introduction followed by sessions on (a) Importing Data, (b) Intro to typical functionality like Stratification, Aging, Summarization, Pivot Tables, Reporting, Sampling etc. Computer participation ratio would be 1:2.

Faculty

The workshop would be conducted by eminent faculty member who is using MS-Excel their analysis & reporting work.

What you get?

An introduction to advanced facilities and features of MS-Excel for financial analysis/ reporting/ auditing, Workshop Background Materials, Demo on typical operations and hand-holding/ support in hands-on practical sessions.

CPE Credit

CPE Credit of SIX hours would be provided to members who successfully participate.

Workshop Fees

Workshop fees of Rs.1000/- (Rupees one thousand only) would be charged to cover costs of faculty support/ venue/ computers/ refreshments/ training materials/ printing & stationary/ misc. Fee refund/ transfer to other workshop would be allowed ONLY if a written request (e-mail/ official letter) is received at least 5 working days from the scheduled date of the workshop.

Timings

Registration: 9.00 a.m. **Inauguration:** 9.30 a.m. **Technical Session I** – 9.45 a.m. Tea Break: 11.15 a.m.. **Technical Session II (Demo):** 11.30 a.m. Lunch Break: 1.00 p.m. **Technical Session III (Case Study):** 1.30 p.m. Tea Break: 3.30, **Technical Session IV:** 3.45 p.m. **Valedictory Session:** 5.15 p.m.

Workshop Registration

Workshop registration is on first-come-first-served basis for 20 participants only on receipt of registration form along with workshop fees payable by DD to “*The Secretary, ICAI*” at *New Delhi* at the address given on cover page.

Confirmation of seat would be sent by e-mail based on date of receipt of application with fees. Members are requested to book well in time to reserve a seat and join only if their participation is confirmed.

To,

The Secretary
Committee on Information Technology
The Institute of Chartered Accountants of India
Plot No. 52-54, Vishwas Nagar, Shahadara Institutional Area, Delhi – 110 032.
(Near Karkardooma Court).

Dear Sir,

**Sub: Registration for the Practical Workshop on
Using MS-Excel as an Audit Tool on June 01, 2008**

Kindly register the following members of the Institute for the above captioned workshop and confirm by e-mail:

Name	Mem. No.	ISA No.	Signature
1.			
2.			
3.			
4.			
5.			

Enclosed herewith is the DD/ Pay Order Number _____ for Rs. _____/- (Rupees _____ only) (@ Rs.1,000/- per member) towards the workshop fees. They shall be bringing ___ laptops for the workshop.

We note that the workshop registration is on first-come-first-served basis subject to availability of seats and the same would be confirmed by e-mail on receipt of the registration of this form with fees.

Thanking you,
Yours faithfully,

Phone No.: Mobile No.:
Address for Correspondence:

()
Date & Seal

To,

The Secretary
Committee on Information Technology
The Institute of Chartered Accountants of India
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Date & Seal