

# COMMITTEE ON INFORMATION TECHNOLOGY of ICAI

3 days Hands on Experience Training on

**Forensic Analytics using CAAT Tools**

on 23<sup>rd</sup> , 24<sup>th</sup> & 25<sup>th</sup> February, 2018 from 09:30 AM to 05:30 PM at ICAI Centre of Excellence, Hyderabad

**Course Duration 3 Days and Fees is Rs. 5500/- (+ 18% GST) per participant (for Member ICAI)**

## Program Objective

To enable participants leverage advance Excel and GAS (Generalized Audit Software) tool (IDEA) functionalities for assurance analytics (i.e., data analytics from an audit perspective), reporting, interpreting results and decision making.

## Methodology

Hands – on exercises in Excel 2010 / 2013 and IDEA data analysis software using learn-by-doing approach on real world (realistic) data files interspersed with brief lectures and brain storming Sessions.

## Program Intended for

- Chartered Accountants, Managers, team members in the audit function.
- Internal auditors and Information System Auditors.



## Course Material - Participants shall be given:

1. Realistic data files,
2. Brainstorming and creative exercises
3. Stationery

Participation Certificate to all the participants

**Please register from the below link to reserve your seat, hurry-up as the seats are limited to 20 Only. In case of registrations received more than 20, the excess registrations shall be shifted to the next batch.**

<http://ccm.icai.org/?progid=1639>

## Prerequisite:

Basic knowledge of MS-Excel

## Indicative Course Content

<b>Day 1</b>	<b>2.5 HRS.</b>	<b>Module 1 - Data Import – Getting Data into Excel</b> <ul style="list-style-type: none"><li>• Learn techniques of Data Import from varied sources like Text files (ASCII format, including .dat files),</li><li>• Web pages (including on-line connectivity to refresh data on real time basis),</li><li>• RDBMS like SQL Server, Tally database, etc.</li><li>• PDF files.</li></ul>

	3.5 HRS.	<p><b>Module 2 - Multi-Dimensional Analysis of data &amp; reporting Use Pivot tables to:</b></p> <ul style="list-style-type: none"> <li>Analyze data exceeding one million rows!!</li> <li>Slice &amp; dice data,</li> <li>Tabulate, cross-tabulate,</li> <li>Get running totals (e.g. running balance account),</li> <li>View amounts / quantities as % of rows / columns,</li> <li>Produce Top 3 or Top 10 reports,</li> <li>Group sales by weeks, months, quarters, etc.</li> <li>Apply the Pareto's (80-20) principal to identify high value transactions</li> <li>Analyze large data sets.</li> </ul>
<b>Day 2</b>	3 HRS	<b>Module 3 - Sampling &amp; Case Studies</b>
	1 HRS	<p><b>Module 4 - Data Mining</b></p> <ul style="list-style-type: none"> <li>Master the art of mining for susceptible transactions by efficiently shifting through millions of transactions and filtering out transactions that are indicative of kick-backs, non-compliance with laws, rules or organizational policies, etc.</li> </ul>
	1 HRS	<p><b>Module 5 - Benford's law</b></p> <ul style="list-style-type: none"> <li>Use Benford's law to identify irrational repetition of digits so that you can zero down on suspicious transactions that irregularities or fraud.</li> </ul>
	1 HRS	<p><b>Module 6 – Relative Size Factor (RSF)</b></p> <ul style="list-style-type: none"> <li>Know Relative Size Factor Theory (RSF) And how these can help you zero-down on entities and identify red flag transactions. Learn to implement RSF in Excel.</li> </ul>
<b>Day 3</b>	6 HRS	<p><b>Module 7 – Introduction to Generalized Audit Software (GAS IDEA)</b></p> <ul style="list-style-type: none"> <li>The need for Generalized Audit Software (GAS), Brief on IDEA,</li> <li>Features of IDEA, setting a Working Folder, Getting Data into IDEA,</li> <li>Reconciling Data, Setting Control Total,</li> <li>Data Manipulation and Interrogation, Indexing,</li> <li>Sorting,</li> <li>Navigating in the database (Go To), Display Items Containing (Display Criteria), Find, Search,</li> <li>Field Manipulation, Extractions,</li> <li>Analyzing Data and Audit tests, Detecting Gaps,</li> <li>Detecting Duplicates,</li> <li>Documentation – Reviewing History Log.</li> <li>Detecting Customers to whom no sales have been made – Joining Databases,</li> <li>Detecting Sales made beyond authorization to Customers,</li> <li>Practical case Studies</li> </ul>