CIASP
CENTER FOR INTERNAL
ADVISORY SERVICES PHILIPPINES

Unit 2814 Tower II
The Enterprise Center
Ayala Avenue cor. Paseo de Roxas
1226 Makati City, Phils.
Tel.No: +632.885-8474
www.ciasp.com.ph

COMPUTER ASSISTED AUDITING TECHNIQUES (CAATs) & DATA ANALYTICS USING EXCEL

COURSE DETAILS

Schedule: May 3, 4, 5, 6 and 7, 2027
Duration: Five half-day sessions
Time: 8:00 am to 12:00 noon per session day
Knowledge Level: Basic to Intermediate
Competency: Critical Thinking, Internal Audit Delivery
Delivery Format: Online Training through Zoom
Position Level: Internal Auditors; Accounting and Finance Personnel, Operations Personnel, or any Staff who regularly uses Excel for data processing and analysis
Fee: Php 9,408.00 per participant inclusive of VAT

COURSE DESCRIPTION

This course will teach you how to accelerate your financial, accounting, operations and audit process over 10 times faster using simple and innovative functions in Excel. This is the first part of Excel seminar series that will take your financial, accounting and audit process into another level. Learn the basic tricks to better performance.

This pioneering program has been developed by Allan Palacio, who is a master in computer assisted accounting and auditing techniques (CAATs) using Excel, Tableu, ACL and IDEA. This highly acclaimed program has been conducted in Vietnam, Cambodia and the Philippines where hundreds of financial executives and audit practitioners have benefited from it.

TOPIC OUTLINE

CAATs Phases

I. Planning your project
II. Acquiring the data
III. Accessing the data
IV. Verifying the integrity of data
V. Analyzing the data
VI. Reporting your findings

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CASES

Accelerating Upload of Data
The objective of this case is to demonstrate how we can accelerate and cleanse errors in data format.

Validating Data
The objective of this case is to demonstrate how to validate data by looking at the transaction totals, duplicate and missing transactions.

Manipulating data
The objective of this case is to demonstrate how to manipulate dates by slicing and combining certain components.

Manipulating data I Alpha 1
The objective of this case is to demonstrate how to manipulate alpha characters ("text") by slicing and combining certain components.

Manipulating data I Alpha 2
The objective of this case is to demonstrate how to manipulate alpha characters ("text") by writing it right.

Normalizing data
The objective of this case is to normalize data so they can be easily understood by ordinary readers.

Cleansing data
The objective of this case is to master the art of creating the desirable flat file format.

Accelerating reports
The objective of this case is to demonstrate how you can further accelerate completing your regular reports.

Creating amazing visuals 1
The objective of this case is to demonstrate ways how to create amazing visual presentations that will be very useful for decision makers.

Presenting to win
The objective of this case is to practice the art of preparing good visual presentations, with emphasis on the target audience of the presentation. This will test the participant's mastery of the key learning from this workshop.

Creating amazing visuals 2
The objective of this case is to demonstrate ways on how to quickly prepare impressive charts.

Consolidating data
The objective of the case is to be able to consolidate multiple sheets into desirable data format.

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10 Excel Functions to Accelerate Your CAATs

1. Navigating Advance Excel
2. GET EXTERNAL DATA and MACRO function
3. TEXT TO COLUMN and TEXT functions
4. AGING, CLUSTERING and STRATIFICATION functions
5. FIND, MID, LEN, LEFT, RIGHT, CONCATENATE and & functions
6. DEFINE NAME function
7. LOOKUP, MATCH, INDEX functions
8. Creating, rearranging and formatting PIVOT TABLES
9. SLICER function
10. PIVOT CHART, CONDITIONAL FORMATTING, INSERT OBJECT functions

Participants will bring samples of their financial, accounting and audit data/reports so that the case studies and exercises can be customized.

REGISTRATION

To register, please consider either of the following options:

- Option 1: Please visit CIASP website, www.ciasp.com.ph. Click on the "Register" button for the seminar on **CAATs and Data Analytics Using Excel**. You will be directed to an online Google form. Please fill in your details on the form and click 'Submit.' We will acknowledge your registration as soon as practicable.
  Or click here to register:
  https://docs.google.com/forms/d/e/1FAIpQLScUhk6ew2Lu0d3NAYWWkfWSExpOpWCgxbowYeW-_ZJSaQRWKg/viewform
- Option 2: You can email or communicate with us through information@ciasp.com.ph and/or centerforinternalauditservices@gmail.com. Please provide your full contact details (full name, organization, designation, email address, office phone and mobile phone).

We will provide billing invoice upon receipt of the registration.

FEES AND PAYMENT DETAILS

- Regular Rate - Php 9,408.00 inclusive of VAT.
- Limited slots. Guaranteed seats will be given to those with paid registration.
- Payments can be made in **cash or check.**

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- Payment should be deposited to any BPI branch. Payment can also be done through online funds transfer (e.g. PesoNet, GCash, Maya, InstaPay, bank wire transfer, etc.). CIASP bank account details are:
  - Bank of the Philippine Islands (BPI)
  - Current Account Number: 1621-0070-72
  - Account Name: Center for Internal Advisory Services Philippines Inc
  - SWIFT Code/BIC: BOPIPHMM
  - For GCash transfer – bank: BPI; payee: Ciasp; account number: 1621007072
  - For check payment, please make it payable to the account name.
- Payment through **credit card or debit card** (Mastercard, Visa, Amex) through Paypal also accepted.
- Please email scanned copy or picture of deposit slip or online transfer form so we could confirm receipt and provide the relevant seminar details and procedures.

OTHER SEMINAR DETAILS

- Seminar Inclusions:
  - Attendance to the webinar sessions
  - Link/access to the google drive for the seminar materials
  - Certificate of completion
- Delivery Mode:
  - Webinar through Zoom
- Computer Requirements:
  - Webinar participants should use laptop or desktop computers (not mobile phones) loaded with MS Excel 2010 or higher version
- Resource Speaker/Facilitator
  - Allan A. Palacio; Vice-President, CIASP
- Time Schedule for the Webinar Sessions
  - 8:00 am to 12:00 noon per session day

CONTACT DETAILS

Email: information@ciasp.com.ph or centerforinternalauditservices@gmail.com
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SPEAKER PROFILE



ALEJANDRO "ALLAN" A. PALACIO, CPA

Allan is a highly experienced fraud audit and data analytics professional using Excel, Tableu, ACL and IDEA. He has worked on various high profile fraud audit cases and operational projects requiring the use of data analytics and accelerated reporting process to include:

- Php 40 million project involving the cleansing of SAP database for a certain multinational Company
- Php 20 million project involving the investigation of a massive bank fraud totaling Php14 billion.
- Php10 million project involving the validation of the attendance of over 15,000 personnel and reconstruction of payroll for a multinational Company involving 500 thousand data.
- Php 8 million project involving the validation of sources and uses of donor funds covering over 10 years of data
- Php 3 million project regarding the investigation of an alleged procurement fraud committed by a certain US federal service contractor involving over 12 million data spanning across 10 years of transactions
- Php 3 million project involving the reconstruction of insurance receivables of certain companies totaling over Php200 million

His passion for teaching and developing seminar courses led to the conduct of best-selling seminars on various topics such as data analytics, risk-based auditing, fraud audit, ERM and audit tools.

Allan served as the Professional Development Manager of Institute of Internal Auditors Philippines in 2014. Prior to this, he was with Grant Thornton Vietnam as Senior Manager for Advisory Services where he established the firm's Business Risk Services practice focusing on enterprise risk management, IT services, fraud and forensic, internal audit and consulting. He was also with Grant Thornton Philippines (Punongbayan & Araullo) as managing consultant. His diversified experience in delivering advisory services to various companies in different industries provided him with a unique perspective that he will share with the seminar participants.

Allan is also a board topnotcher (6th place in the May 2003 CPA exam) and continues to keep in touch with the academe by being a CPA review lecturer at PSBA – Quezon City. He is a highly sought after speaker on data analytics, fraud and computerized audits. He had previous speaking engagements at various organizations such as Information Systems Audit and Control

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Association (ISACA) Manila, Institute of Internal Auditors Philippines (IIAP), Center for Global Best Practices, Grant Thornton Vietnam and Cambodia, Association of Chartered Certified Accountants Vietnam, and International Data Group Cambodia.