

# APPLYING CAATs

(Computer Assisted Auditing and Accounting Techniques Using Excel)

## IN REVENUE TO COLLECTION

### COURSE DETAILS

**Schedule:** August 12, 13, 14, 15 and 16, 2024

**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, Sales Personnel, Revenue Accounting Staff, Billing and Collection Personnel, Operations Personnel, or any Staff who regularly uses Excel for data processing and analysis

### COURSE DESCRIPTION

This course will teach you how to accelerate your financial, accounting, sales, operations and audit process over 10 times faster using simple and innovative functions in Excel.

This innovative program will help you solve your difficulty in managing your sales force and revenue-to-collection process. Participants will have more time in analyzing and auditing the performance of its sales personnel and its revenue and collection reports, thus providing more valuable advice to management.

At the end of the seminar, participants will be able to apply the techniques in Excel to make their review and processing of sales force, revenue, collections and receivables data more efficient and fun. Cut several days' work into hours and gain more value-added time in helping management successfully run the organization.

This program is ideal for internal auditors, sales personnel, revenue accountants, accounts receivable, billing and collection personnel, or anyone who works on Excel.

### COURSE OUTLINE

- I. Sales force management
  - a. Sales force planning
  - b. Performance monitoring

- II. Revenue to collection process
  - a. Pre-assessment of prospective customers
  - b. Contract management
  - c. Service/product delivery
  - d. Billing or invoicing
  - e. Collections
  - f. Receivables management
  - g. Preparing management reports
    - i. Analysis by customer (name or location)
    - ii. Analysis by sales representative
    - iii. Analysis by product

## EXCEL FUNCTIONS COVERED

- 1. Accessing Validating data
  - a. Get external data
  - b. Pivot table (total, duplicates & gaps)
- 2. Manipulating data
  - a. Get external data
  - b. Text functions
  - c. Name manager
  - d. Vlookup
  - e. Pivot table
  - f. Len, left, mid, right, trim
  - g. Proper, upper, lower
  - h. Text to column
  - i. If (and/or)
- 3. Managing and consolidating multiple worksheets
  - a. Data grouping
  - b. Power of equals
- 4. Managing worksheets and data entry
  - a. Data validation
  - b. Protecting cells
  - c. Hiding formula and tabs
- 5. Creating amazing visualization
  - a. Pivot chart
  - b. Conditional formatting
  - c. Insert object

d. Custom built charts

*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](http://www.ciasp.com.ph). Click on the "Register" button for the seminar on **Applying CAATs in Revenue to Collection**. 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 this link: <https://docs.google.com/forms/d/e/1FAIpQLScM6aBUokqIHbBQrWF4LG5IrmktwaSW1oomOkqnsLqHgO2qEQ/viewform>
- Option 2: You can email or communicate with us through [information@ciasp.com.ph](mailto:information@ciasp.com.ph) and/or [centerforinternalauditservices@gmail.com](mailto: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**.
- 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: BOIPHMM
  - 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](mailto:information@ciasp.com.ph) or [centerforinternalauditservices@gmail.com](mailto: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, Tableau, 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 & Arullo) 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.