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

APPLYING CAATs

(Computer Assisted Auditing and Accounting Techniques Using Excel)

IN INVENTORY COUNT AND RECONCILIATION

COURSE DETAILS

Schedule: February 8, 9, 10, 11 and 12, 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, IT Personnel, Warehouse and Operations Personnel, or any staff handing Inventory Management and Supply Chain responsibilities
Fee: Php 9,408.00 inclusive of VAT

COURSE DESCRIPTION

The participants will learn the essentials on what it takes to successfully audit, assess and complete an inventory count and reconciliation activity.

As part of group activity, simulated cases will reinforce the participants' understanding of the process by discussing, deliberating and finding consensus on issues and matters critical to the success of the inventory count activity. This will prepare the participants for their next count and avoid the common pitfalls and problems encountered during the count and reconciliation process.

It will also discuss the key elements of the inventory count instruction covering the procedures, forms and responsibilities that need to be observed during the actual count and reconciliation procedures.

Cases covered by the seminar include the use of manual count procedures and partially automated process using bar gun / barcode scanner and QR code technology. The seminar does not include RFID enabled solutions.

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COURSE OUTLINE

I. Fundamentals
   a. Composition of the count team
   b. Roles and responsibilities
   c. Principles and leading practices
   d. Audit findings and experiences during count

II. Scope of the inventory count activity
   a. Type (i.e. cycle count, annual count)
   b. Manner (i.e. manual or with the use of bar gun)

III. The inventory count instruction
   a. Procedures
   b. Forms
   c. Flowchart

IV. Processes of the inventory count activity
   a. Planning the activity
   b. Pre-count activities
   c. Conducting the actual inventory count
   d. Summarization of the results of count
   e. Reconciliation of variances
   f. Book-to-physical adjustments

CAATS USING 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

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   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. Click on the "Register" button for the seminar on **Applying CAATs in Inventory Count and Reconciliation.** 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/1FAIpQLSe91IslgT-cjlR7nSD9tN-tBT-B-aoHubv-oxhubHH41UObQA/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.

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- 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: 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

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