APPLYING CAATs
(Computer Assisted Auditing and Accounting Techniques Using Excel)
IN PAYROLL

COURSE DETAILS

Schedule: **September 23, 24, 25, 26 and 27, 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, Human Resource and Payroll Personnel, Accounting and Budget Personnel, or any Staff who regularly uses Excel for data processing and analysis
Fee: Php 9,408.00 inclusive of VAT

COURSE DESCRIPTION

This innovative program will help solve your difficulty in completing your human resources management activities and payroll processes on time. Participants will have more in time analyzing and auditing the performance of its personnel and its payroll reports, thus providing more valuable advice to management.

At the end of the program, participants will be able to apply the techniques in Excel to make their review and processing of HR and payroll 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, HR personnel, accountants or anyone who works on Excel

COURSE OUTLINE

I.   Human resources management
   a. Manpower planning
   b. Performance monitoring
II. Payroll processing
   a. Attendance based compensation and benefits
   b. Managing leaves and other credits

Telephone: (63 2) 87887928; Mobile: 0915-7068046
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    c. Managing loans and other deductions

    d. Managing other compensation and benefits

    e. Preparing monthly payroll

    f. Preparing mandatory reports (Alphalist)

    g. Preparing management reports

        i. Analysis by department (profit or cost centers)

        ii. Analysis by salary grade level

        iii. Analysis by other criteria

    h. Managing payroll costing

EXCEL FUNCTIONS COVERED

1. Accessing Validating data
   a. Get external data
   b. Pivot table (total, duplicates and 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

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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 Payroll.** 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/1FAIpQLScQ3Zg6N2yFY5oennA0noHkqwODhr4qrVDaHYmnkCjM5WcPkA/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.**
- 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.

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CIASP

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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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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.

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