

Classes

computer assisted audit techniques using excel

State and local auditors can substantially improve the effectiveness and productivity of their audit work by making use of electronic records. This course is designed to assist auditors when working with electronic records.

OBJECTIVE:

At the completion of this course, students will have the confidence and skills to conduct an audit using electronic records. From the initial contact with the taxpayer in knowing what types of records and information to request, to the completion of the final schedules, the auditor will have the basic skills in Excel to process electronic records.

AUDIENCE:

The course is designed as a basic course for all state auditors who have a need to process electronic records in an audit environment.

PREREQUISITES:

Students should have basic skills in Excel. They should be able to work with cells and ranges and should know how to move, copy, paste and sort. Students also should be able to insert formulas for computations (e.g., sum).

Student should also have basic MS File Explorer skills, including an understanding of the basic directory and folder structure of a computer, including the ability to move, copy, paste and delete files.

STUDENT REQUIREMENTS:

Each student is required to have a laptop computer with a CD-Drive or a free USB port to enable the sharing of files with a jump drive. It is recommended that Excel 2000 or above is installed; however having Excel 2007 installed may cause confusion with its new user interface. Some of the material is based on Excel VBA which requires the VBA functionality enabled. Students should also be able to adjust the security level to a low setting or it should be preset to a level that will accept macros.

WARNING: Failure to comply with the student requirements may prevent the student from being able to participate in many of the class examples and exercises. Students should check with their IT Departments to insure their computers are in compliance.

PROGRAM LEVEL:

Beginning

PROGRAM CONTENT:

Introduction to the knowledge and skills needed to work with electronic records during an audit.



COURSE MATERIALS:

In addition to numerous Excel and Access files students will receive a comprehensive course binder which includes the course material and exercises.

ADVANCE PREPARATION:

None

INSTRUCTIONAL DELIVERY METHOD:

Group-Live with exercises

RECOMMENDED CPE CREDIT:

16 hours *if taken in conjunction with Basic Random Sampling*
20 hours *if taken alone*

REGISTRATION INFORMATION:

Contact Antonio Soto at asoto@mtc.gov or 202-508-3846

PROGRAM DAY ONE: 8:00 AM – 5:00 PM

Working with Functions

1. Text Functions
2. Verifying Data
3. Indexing Data
4. Statistical Functions
5. Information Functions
6. Math Functions
7. Converting text to numeric data
8. Working with dates
9. Formatting Functions
10. VLOOKUP Function
11. IF Functions

PROGRAM DAY TWO: 8:00 AM – 5:00 PM

1. Audit Filter
2. Pivot Tables
3. Importing External Data
4. Miscellaneous Tips and Features

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**We encourage states to host this course along with
Basic Random Sampling—during the same week**

