COMPUTER ASSISTED AUDIT TECHNIQUES USING EXCEL

Tax agencies can substantially improve the effectiveness and productivity of their audit work by making use of electronic records. This course develops and improves auditor skills for using Excel to process 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 COMPUTER REQUIREMENTS:

Each participant is required to have a laptop computer with Excel 2010, and a CD-Drive or a free USB port to enable the sharing of files. 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 that their computers are in compliance.

PROGRAM LEVEL: Intermediate

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

FIELD OF STUDY:

Computer Science: (View Fields of Study)

REGISTRATION INFORMATION:

Contact Sherry Tiggett at stiggett@mtc.gov or (202) 650-0296

PROGRAM DAY ONE: 8:00 AM – 5:00 PM

1. Working with Functions
2. Text Functions
3. Verifying Data
4. Indexing Data
5. Statistical Functions
6. Information Functions
7. Math Functions
8. Converting text to numeric data
9. Working with dates
10. Formatting Functions
11. VLOOKUP Function
12. 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