

Accounting and Auditing with Excel: Practical Applications for Maximum Performance

UPDATED FOR MICROSOFT EXCEL 2010! If you suspect you could be doing more with Excel, this course is for you. The course demonstrates many Excel features useful during financial audits and accounting-related engagements. It presents many Excel features and functions that will help improve the efficiency and accuracy of your work. Written by a CPA, this course includes features you need, and skips features you don't. Each exercise presented in the book is also available as an interactive Excel Workbook file (download at clickconsulting.com), so you can follow along in Excel as you read. The exercise workbooks are optional, but recommended for those wanting to practice the skills presented in the book.

OBJECTIVES

Upon completion of this course, participants will be able to:

- Delegate more work to Excel
- Automate recurring processes by using Excel
- Use more of Excel's relevant functions and features

HIGHLIGHTS

- SAS56/AU329 analytical procedures
- Benford's law
- Pivot Tables for easy trend analysis
- Text functions – Left(), Right(), Mid(), Len(), Find()
- Conditional functions – Countif(), Sumif(), If()
- Regression analysis and statistics
- Vlookup()
- Subtotal()
- SAS39/AU350 sampling techniques
- SAS67/AU330 confirmation letter automation
- FAS128 workpapers and templates
- Data Validation
- Organization and hyperlinks
- SAS48/AU326 recalculation techniques
- SAS58/AU508 automated audit opinion and financial reports
- FAS95 cash flow label automation
- Error checking
- Embedding Excel data in Microsoft Word
- Digital reporting and SSARS1
- XBRL introduction

WHO WILL BENEFIT

- Accounting and finance professionals in public practice or industry

LEVEL

Intermediate

CPE CREDIT HOURS

8

(Accepted for CMA and CFM continuing education credit)

NASBA FIELD OF STUDY

8-Specialized Knowledge and Applications

PREREQUISITE

Working knowledge of Excel

UPDATED CONTENT AVAILABLE

5/15/12

COURSE ACRONYM

EXAA

(For self-study ordering information and recommended credit, visit cpa2biz.com/cpe).