

ACCESS FOR AUDITORS FOR EFFICIENCY AND FINDING FRAUD/WASTE/ABUSE

(A POWERFUL TOOL THAT AUDITORS UNDER-UTILIZE)

COURSE DESCRIPTION

Auditors are marvelous users of Excel (as an audit tool), but they tend to underutilize the vast and robust capabilities of Access. Why don't auditors use Access:

- It can't hold enough records. *Wrong.*
- It is too syntax bound. *Wrong ... it's very forgiving*
- It's difficult to download various formats of data. *Wrong.*
- It doesn't have pre-scripted functions that auditors want. *Wrong.* (It has Wizards and tons of add-ins).

Now, HERE'S A REAL KICKER: when Access generates query results, they are not true tables, and thus Access IS NOT A SPACE HOG, like other audit software. Think that a database is too bulky and cumbersome to be an effective audit tool? Well, that's just not the case with Microsoft Access. This course will take away the mystery out of a database and show you how easy it can be. We'll see HOW and WHY Access offers capabilities beyond Excel ... and often times found in expensive off the shelf audit software.

WHY ARE YOU STILL PAYING \$3,000 PER COPY for unforgiving software that you don't use... "shelf-ware."

You will learn table design, and query building (simple, complex and Boolean). You will then be able to "find a needle in a haystack" (e.g., find the one instance of a pregnant man in a medical records file of a million records). You will learn query building two different ways: via Design View AND the Query Wizard.

Have you ever seen the beautiful reporting capabilities of Access? Wow, talk about management-friendly reporting!

The course will even take a look at creating a "Management Dashboard," in Access to provide the foundation for Continuous Auditing and Entity-Wide Corporate Governance.

Not only will you learn Access, but you'll learn Access in an AUDIT CONTEXT ... with AUDIT CASES and AUDIT PROGRAMS.

THIS CLASS IS 100% HANDS-ON, WITH SEVERAL COMPUTERIZED CASES. OUR PLATFORM IS OFFICE 2007/2010.

WHO SHOULD ATTEND

The cases will be customized to reflect typical auditor scenarios:

- Program audit,
- Compliance audit,
- Fraud audit,
- Agency audit,
- Operational audit
- Efficiency audit, and
- Financial audit.

Several examples will be utilized.

DETAILED COURSE OUTLINE

1. Database Structure
 - a. Definitions (Table, Query, Form, Report)
 - b. Relationships and Primary Keys
2. Importing Data (Case Studies)
 - a. Defining the Data you Really Want
 - b. Importing Text Files
 - c. Importing from Excel
 - d. How to Talk to IT when Requesting Data (not getting too greedy)
 - e. How to Maintain Table Integrity
3. Building Queries (Case Studies)
 - a. Simple Queries
 - b. Multi-Table Queries
 - c. Using the Query Wizards
 - d. Query on a Query (Nested Queries)
 - e. Setting Conditionals (Text vs. Numbers vs. Dates)
 - f. Using the Expression Builder
 - g. Filters
4. Reports (Case Study)
 - a. Creating Reports through the Wizard
 - b. Customizing a Report
 - c. Creating a Report from Scratch
5. Importing and Exporting from/to Other Packages (Case Study)
6. Building Forms as a “Front-end” or Management Dashboards (Case Study)
 - a. What is a “Switchboard”
 - b. Benefits of a Switchboard
 - c. The Genesis of Continuous Control Monitoring (CCM)
7. A Brief Look at Macros and Visual Basic (Case Study)
 - a. Sequence Checks
 - b. Checking for Gaps in a Sequence

COURSE OBJECTIVES

Upon completion of this course participants will be able to:

- Realize how E-A-S-Y it is to write complex Access queries
- Appreciate the ability of Access to interrogate multiple files ... AT ONCE
- Determine if Access can fulfill your audit needs ... without spending several thousand per copy! (Like you do for other audit software.)
- Fulfill Basel II and SOX requirements.
- Be able to identify embedded internal controls (triggers and configurables) which reflect the business rules necessary to monitor critical core processes
- Construct management dashboards for Continuous Monitoring

COURSE MATERIALS/TAKEAWAYS

Each participant will receive the following:

- Workbook with complete with screen captures and (numbered) step-by-step instructions.
- CD/USB drive with computerized cases so they may practice and replicate the classroom experience (that is, APPLY this knowledge on the job).

COURSE LENGTH

- 1 to 1½ days



Dr. Dan Kneer Advisory Group

3639 Midway Drive, Suite B370

San Diego, CA 92110 USA

+1.619.223.1521

www.dankneer.com