

BUSINESS ANALYTICS & REPORTING

COURSE STRUCTURE & SYLLABUS:

DAY 1: Data Empire and Advanced Excel Functions	
1.1	Company Case Study – Luxkarz Asia Ltd Background Of The Real Life Company Understand The Current Reporting And Analytic Needs Of Companies Overcome The Constraints Faced By Accountants
1.2	Conceptual Framework Reusable Database Structure Build Logical Process Block Design Relevant Reporting Templates
1.3	Database Management Database Components Features Of Excel Databases Database Design Rules
1.4	Manage Data From ERP System Download Text Data From ERP System Import Data From External System Using Text Import Wizard Easy Text Manipulation Using Various TEXT Functions
1.5	Automate Data-Updating Tasks Create Meaningful Range Names And Unique Identifiers For Automation Replacing “Hard-Wired” Formulas With “LIVE” Formulas Flexible Cell Referencing For Optimal Speed In Updating Tasks
1.6	Easy Data Navigation Using Ready Tools Smart Combination Of Excel Referencing Functions Pivot Tables To Create New Views Of Data In Seconds Command Buttons To Control Display Data, Choices And Perform Action
1.7	Managing Erroneous Functions Results Auto Detect And Prevention Of Errors In Commonly Used Formulas Decision-Making Functions Create Nested Functions

DAY 2: Business Reporting Model	
2.1	<p>Case Study – Luxkarz Asia Ltd Common Problems Faced By The Reporting Team Reports Requirements Of Management And Board The Blue Print For Business Reporting Model</p>
2.2	<p>Data Empire For Reporting Construct Data Tables And Its Range Names Design Master Control Sheet That Connects All The 100s Reports Setup Logic Block For Processed Data</p>
2.3	<p>An Interactive Product Report Consolidate Data Into Useful Information In Logic Block Sustainable Excel Model Through The Months Using Interactivity Tools Dynamic Data Source For Interactive Charts</p>
2.4	<p>A Wide Focus Country Report Simplified Model Building Using Flexible Cell Linking Formulas Incorporate Meaningful Self-Compute Variance Analysis Powerful Visuals Representation Using Charts</p>
2.5	<p>A Key Summary Business Report Summarizing Key Results Useful For Management Drill Down Capability To Detail Reports Moving 12-Month Financial Dashboard Putting Key Results Into Perspective</p>
2.6	<p>An Exception Accounts Receivable Report Differentiation From A Standard AR Aging Report Accounts Receivable Analytics Auto-Detect And Highlighted Cell On Result That Falls Below Indicators Set</p>
2.7	<p>Putting Them All Together Useful Tools And Shapes To Create A User Friendly Main Menu Special Buttons And Commands To Connect All The Reports Bullet-Proof The Workbook Preparing For E-Reporting</p>
2.8	<p>Final Presentation Connecting Excel Reports To Powerpoint Slides Using Excel As The More Interactive Presentation Tool You Wouldn't Believe It's Excel : Tips And Tricks</p>

DAY 3: Budgeting And Planning Cycle	
3.1	<p>Case Study – Luxkarz Asia Ltd Annual Planning On Cars Productions From Factory Allocation Of Limited Supply Of Cars For Sales Collate Other Plans And Budget Figures From Various Department</p>
3.2	<p>Using Solver Setting The Solver Model To Maximise Profit Or Minimize Cost Defining Constraint Parameters With The Right Formulas Creating Scenarios On Different Set Of Constraints</p>
3.3	<p>Preparing The Basic Budgeting Templates Building Flexible Expenditure Budget Linked Profit & Loss, Cash Flow And Balance Sheet Statements Interactive Formulas To Vary Credit Terms For AR And AP Ensuring Integrity Of Balance Sheet With Built-In Balancing Check</p>
3.4	<p>Scenarios Simulations On The Fly “What-If” Simulations Without Re-Writing Formulas Implementing Spinners And Control Forms Creative presentation of scenarios Implementing Stepped Expenses In Budget</p>
3.5	<p>Financial Interpretation Of Budget Results Capital Restructuring Asset Monetisation Re-Financing Options Outsourcing Opportunities</p>

DAY 4: Investment Evaluation Model	
4.1	Case Study – Luxkarz Asia Ltd Buy Or Lease Analysis
4.2	Using Standard Templates Loan Amortization Auditing Toolbars Input Area
4.3	Process Area Option Box To Select Alternative Evaluation Methods Interactive Decision Recommendations Based On DCF Results
4.4	Report Area One-Variable Data Table To Display DCF Results On Varying Discount Factor Break-Even Analysis Chart
4.5	Sensitivity Analysis Using Goal Seek Sensitivity “What If” Analysis Using Excel Two-Variable Data Table
4.6	Macro , VBA Editing Bullet-Proofing Your Macros From Errors In Cell-Referencing Due To Changes In Spreadsheet Structure
4.7	Project Work Reinforce Techniques Learnt Briefing Of 3 Project Choices – Real Company Cases
4.8	Technical Assistance 1-Hour Complimentary Technical Assistance Provided To Assist Implementing of Newly Acquired Skills In The Workplace

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Certification By:

