



MS Excel For Accountants

Date: 6 & 7 July 2009

ACCA

Introduction:

As companies continue to demand for more accurate financial planning and more robust budgeting, so does the Finance community's need to equip themselves with more skills to enable the above process to crystallize, as well as firm up their place on the decision making table by providing cutting-edge financial tools and value added analyses.

This programme is designed for Finance Managers who need to know the advance features of Excel and how to use Excel in completing a company budget.

The training session will take a very hands-on approach; hence participants will be expected to have basic level of Excel and to come with a **laptop computer**. To facilitate effective learning, this training will have two experienced trainers to field the questions as well as ensure that the full course content is covered. The higher trainer to participant ratio will also ensure that participants have a better chance of learning at their own pace and will be able to draw on the experiences of two experienced finance managers.

Contents:

Overview

- The budgeting process
- Importance of having an accurate Budget
- Sources of information
- Variance reports

Key drivers of a Budget

- Product Costing
- Marketing and Sales forecasts
- Capital Expenditures
- Cash vs. Profit

Excel Modules / Skills

- Multiple Worksheets and Data Consolidation
- File linking and creating Hyperlinks
- Working with the Auditing Toolbar functions
- Working with the key Excel formulas Look-ups, SumIf, Count, Match
- Short-cuts
- Understanding and working with simple Macros
- Using the Scenario Manager

16 ACCA CPD Units

Continuing Professional Development

Speaker's Profile:

Ms Karina Lai

Having been with a large multinational organisation for more than eleven (11) years, Karina has accumulated a wealth of knowledge on the end-to-end Company Planning and Budgeting process. Additionally, she has in-depth knowledge of SAP and the various modules within the SAP system (FI-CO modules in particular). Being proficient in IT and Excel has enabled her to develop financial models for decision-making, as well as financial planning and budgetary models for the annual planning process and monthly variance reporting. During the training, she will be able to provide simple guidelines and helpful techniques to effectively ride on company systems to derive data in the various formats and convert those into value-added analyses.

Mr Peter Lo

Peter is a Finance Manager in a large multinational organisation and has vast experience in the area of credit-control, system changes and financial evaluations. He specialises in excel modelling for evaluations of new business case proposals and developing financial systems to adapt for mainstream changes.

He has also in-depth knowledge on transfer pricing & indirect taxation and uses this largely in the company's revenue forecasting. Major projects completed include order-to-billing processes with external customers, consignment stock systems, cash management systems, capital expenditure control systems and various financial models used in phasing in of new product lines. Peter focuses on ensuring that participants walk away from the trainings with the confidence and knowledge to leverage on technology to build financial tools and models that would ensure that more management time is spent on analysis, interpretation and decision making.

Administrative Details

COURSE FEE

*Member (BICPA / ACCA)	B\$400	Inclusive of course materials, two tea breaks & lunch per day
Non-member	B\$450	
Fee is made payable to BICPA-FTMS Accountancy Academy Sdn Bhd . Admittance will only be permitted upon receipt of full payment. Registration made by fax / Email must be followed immediately by payment. For Invoice issued settlement must be made within 30 days.		

CONTACT

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CPD HOURS

All participants will be presented with a Certificate of Attendance upon successful completion of the programme.

CPD hours will be printed in the Certificate.

CANCELLATION

Please inform us in writing if you intend to cancel. An administrative charge of 20% of the registration fee will levied for cancellation received within 14 days prior to the date of the event. You can substitute an alternative delegate if you wish to avoid cancellation charges. Any difference in fee payment will be charged accordingly. Confirmed registrant who failed to attend and did not cancel his registration in writing is liable for the entire fee.

DISCLAIMER

BICPA-FTMS reserves the right to change the facilitator, date and cancel the programme should circumstances beyond its control arises.

Registration Form

YES! (I am / We are) interested to attend the two(2) days seminar on **MS EXCEL FOR ACCOUNTANTS on 6 & 7 July 2009, Monday & Tuesday, from 9.00am to 5.00pm.**

At The Rizqun International Hotel

Name: _____

Name: _____

Name of Person-In -Charge _____

Co. Name: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

EARLY BIRD DISCOUNT
**B\$50 REBATE "Register &
Paid by 4 July'09"**

Co Organizer:
BICPA-FTMS Accountancy Academy