Training Programme for
"Trainers in IDEA 9.1 software"
(02nd to 6th June 2014)

Inauguration by DG, iCISA at Room No 111 at 10.00a am of 02.06.2014

Date/Day	1st Session (10 AM to 11:15 AM)	2nd Session (11.30 AM to 1 PM)	3rd Session (2.00 PM to 3.15 PM)	4th Session (3.30 PM to 5.00 PM)
02.06.2014 Monday	**Introduction** Concept, Latest Developments, Screens, Menu-options, Visual Analytics, Accessing Help and Optimizing the use of IDEA through the Google Support Group.	**Data Import** Import of Print, PDF, HTML, XML files from diverse applications and databases. Easy pointers/hints for complex technical issues. Common problems encountered with Data import	**Data Analysis** Learning 'Isolating Specific Item', 'Detecting Irregularities', 'Profiling and Analysis', 'Sampling', 'Field Manipulation' and 'Working with Multile Files'.	**What is new in IDEA V 9.1 - the latest version of IDEA?** • Visual Script – GUI based Macro • Project Overview – Graphical Audit Trail • Complex PDF/HTML file converter • New @Functions • Top Records/Bottom Records Extraction and more • # Custom Functions • IDEA Ribbon
03.06.2014 Tuesday	**Special Audit of Budget module for State Government – Practical and Case Study Based** • Monitoring the life cycle of a Bill raised by a Drawing Officer from inception to audit to payment. • Identifying Bills paid even after being canceled by Drawing Officer and Grants not affected. • Tracking duplicate bills booked and bills booked in excess of grants.	**Continuous Audit of the SAP – PM – Project Development Module for a State Run Infrastructure undertaking – Practical and Case Study Based** Learning Macro Record/Playback and Modification in IDEA with - • Projects with actuals over budgets. • Projects with unutilized budgets. • Projects completed but facility unused. • Projects completed but actual revenue under Build Operate Lease Transfer (BOLT) falls below targets.	**Case Study – IDEA and Sales Ledger** • Presenting on excessive adjustments to debtors for returns, rate variations and more which impact taxes. • Quick-arithmetical accuracy checks on tax components levied. • Learning 'Stratified Random Sampling' based on A B C Value of Sale Invoices. • Customer Master Checks – Same Service Tax Number Different Customer.	**Case Study – Fraud Investigation Techniques in IDEA** • Benford's Law of Digital Analysis – Pattern Identification • Field Statistics – Holiday Entries. After Hour Entries • Duplicate Key Exclusion – Fictitious Product Rate Adjustments. • Join – Unauthorized Party Transactions

Date/Day	1st Session (10 AM to 11:15 AM)	2nd Session (11.30 AM to 1 PM)	3rd Session (2.00 PM to 3.15 PM)	4th Session (3.30 PM to 5.00 PM)
04.06.2014 Wednesday	**Building Complex Equations within the Equation Editor** • Building nested @functions • Creating conditional criteria within the Equation Editor. • Creating #Functions over IDEA's 100+ @Functions • Criteria-building within key IDEA Functions like Duplicate, Gap, Summarization, Top Records Extraction and Aging	**Sampling in IDEA** • Systematic Sampling • Random Sampling • Stratified Random Sampling • Attribute Sampling	**Macro Record and Playback for Automatic and Repeatable Functions Usage** • Learn Macro Record – Visual Script • Execute Macro Playback • Edit Macro • Share Macro and Selective Task Execution	**Charts and Graphs** • Creating Charts and Graphs • Editing Gallery • Introducing Legend • Altering Axes Settings • Exporting to PDF and Word
05.06.2014 Thursday	**Complex Data Imports through a Direct Database Connect** • Understanding Direct Database Connect – Pros and Cons • Creating the Connect • Testing the Connect • Making the Connect – SQL and Field Setting Options under Advanced Properties	**Complex Field Manipulation and Addition** • Learning how to create 'Boolean' Fields • Understanding how to create 'Tristate' Fields • Appreciating how to create 'Editable' Fields • Complex Character to Date Field Transformation	**Complex Multi-File Operations** • Learning the Visual Connect • Appreciating the difference between the Join, Compare and Visual Connect • Join and Filtering in tandem	**Creating Audit Routines/Macros from History** • Copying IDEA Script from History • Editing the IDEA Script • Converting the IDEA Script to Visual Script • Scheduling the IDEA Script through the Windows Task Scheduler

Date/Day	1st Session (10 AM to 11:15 AM)	2nd Session (11.30 AM to 1 PM)	3rd Session (2.00 PM to 3.15 PM)	4th Session (3.30 PM to 5.00 PM)
06.06.2014 Friday	**Advanced Statistical Methods in IDEA** • Correlation – studying linear patterns between corporate income tax collected and corporate profits reported state, city and month wise. • Trend Analysis – forecasting for scientific budgeting of tax collections in the forthcoming financial year.	**Administrative Aspects in IDEA** • Project Overview – Graphical Audit Trail for Evidence gathering • Column Settings – Font, Color • Report Settings	**Talk on Complex @Functions** Practical case-study explanation of complex @Functions (specific to) - @compif, @getprev, @getnext, @split etc. **Program Conclusion** • Bringing the presentation to a logical conclusion with learning's and feedback. • Optimum usage of the IDEA Data Analysis Software Users Group Forum on Google. • Optimum usage of the CaseWare IDEA Support website and Self-Help Usage Videos. • Simple tips to continued usage of IDEA with faster payback. • Multiple-Choice Based Question & Answer Test	**Valediction**

TEA BREAK: - 11:15 AM – 11:30 AM   LUNCH BREAK: - 1.00 PM – 2.00 PM   COFFEE BREAK: - 03:15 PM – 3:30 PM

Note: Registration on 02.06.2014   9.30 am at Room No 111
Faculty : Shri Jairam Rajshekhar, CIA, CISA, CIDA
          Director – Client Relations at Sama Audit Systems and Softwares Pvt. Ltd.