AuditWare

CaseWare

CI101 Introduction to IDEA Data Analysis

Course Overview

Designed to offer delegates a comprehensive introduction to IDEA. Delegates gain experience using CaseWare IDEA 10 to perform comprehensive tests related to operational procedures and controls, such as:

- Investigating duplicate invoicing and purchasing
- Investigating occurrence - sales
- Investigating authorisations and potential phantom suppliers
- Cross-checking calculations
- Investigating potential conflicts of interest when payments are made.

The course comprises of 4 mini sessions. Each session involves at least one auditing / testing objective and a set of IDEA learning objectives.

The course will involve a mixture of tutor-led theory, individual and group exercises. Our aim is to guide delegates through the scenarios, whilst equipping them with the knowledge to apply the powerful features, to differing projects.

Delegate Requirements

No prior knowledge of IDEA is required, but it is preferable for delegates to be familiar with the concept of data analytics. Competency in basic use of Windows Office applications is desirable.

Training Scenarios

Training is based upon standard tests:

- Analysis of Sales
- Credit Card Expenses
- General Ledger Testing
- Invoice Payments Authorisation Audit

Course Benefits

Participation in this course will allow delegates to understand the purpose and features of IDEA, and consider various business objectives to which IDEA can be applied. Delegates will also be able to:

- Determine the data required and import the data;
- Use IDEA in audit, finance and other industries to increase efficiency and effectiveness; and
- Improve governance risk and controls, and reduce risk in their organisation.

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What's Covered

Day 1	Day 2
Introduction to IDEA • Introduction to the IDEA workspace • Creating a new IDEA Project	**Import Data** • Importing data from CSV Files • Importing data from Print Reports
Importing Data • Adding comments to databases • Importing data from EXCEL	**Extraction and Analyses** • Appending User Fields to Databases • Custom Reports • Equation Editor – Logic Errors and @Functions • Gap Detection • Introduction to Stratification
Extraction and Analyses • Creating Summaries • Duplicate Detection • Isolating records via Criteria and Direct Extraction • Reporting and Exporting Results from IDEA • Visualisation using discover, dashboards and customisation of visualise-dashboard creation.	**Relating Data** • Appending Databases • Joining Databases
Data Reconciliation • Data Reconciliation within IDEA • Field Statistics • Modifying Fields • Visualisation – discover and dashboards	
Views • Customising and Saving Views • Indexing and Basic Views • Project Overview	
Sampling • Random sampling • Stratified Random Sampling • Systematic Sampling	

Each day consists of a mid-morning break, lunch, and an afternoon break. Please note that Day 2 is a full day, with fewer exercises covered in greater detail.