



Forensic Accounting & Fraud Detection with MS Excel | FAFD2D | 2 Days

"There are no small frauds, only frauds that have not existed long enough to become big" –Joseph T. Wells, Founder and Former Chairman, ACFE.

Even as you read this, it is almost certain that a fraud is brewing around you. It does not matter who you are; a statutory auditor, internal auditor, compliance officer or an independent director on the board, the question is do you have the skills to detect fraud?

In today's world, most corporate frauds are perpetrated by manipulating controls over Information Systems. With the right techniques and know-how, a forensic accountant or an auditor can analyse data from Information systems and identify such frauds. In this stimulating two days training program on , '**Forensic Accounting & Fraud Detection with Microsoft Excel**' professor and Chartered Accountant **Nikunj Shah** who has been perfecting these techniques over a decade shall share how experts across the world deploy time tested methods and cutting edge technologies to spot red flags and corner fraudsters. Participants shall learn not only the fundamentals of "Forensic Accounting" but also how Excel can be used for data mining to zero down on suspicious transactions, deploy digital analysis techniques like Benford's law and Relative Size Factor Theory to uncover and investigate frauds.

After this training program, it is most likely that next time a dressed report or a financial statement is tabled; you would be the first one to smell a rat!!

DAFI

1056, Hubtown Solaris, N.S. Phadke Marg,
Andheri – East. Mumbai – 400069

(+91) 9967770040

info@dafi.in

www.dafi.in

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Indicative Course Content

Module # 1 - Introduction to Forensic Science, Forensic Accounting and Fraud Examination

DAY 1 - DURATION :0.5 HRS.

Principles of Forensic Accounting and Fraud Examination; Roles of the Forensic Accountant, Introduction to Fraud and Forensic Accounting.

Module # 2 - Data Import – Getting Data into Excel

DAY 1 - DURATION: 3 HRS.

Learn techniques of Data Import from varied sources like:

- Text files (ASCII format, including .dat files),
- Web pages,
- RDBMS like SQL Server (including on-line connectivity to refresh data on real time basis), Tally database, etc.
- PDF files.

Standard techniques of data retrieval including retrieving deleted data, techniques to establish integrity of electronic data, preserving electronic evidence etc.

Module # 3 Duplicates!!

DAY 1 - DURATION: 0.5 HRS

Techniques to detect gaps, duplicates, double payments, implement different test like the “Same Same Same” and the “Same Same Different” Tests.

Module # 4 - Data Mining

DAY 1 - DURATION: 2 HRS

Master the art of mining for susceptible transactions by efficiently shifting through millions of transactions and filtering out transactions that are indicative of high-value transactions, non-compliance with laws, rules or organisational policies, kick-backs etc.

Module # 5 - Multi-Dimensional Analysis

DAY 2 - DURATION: 2.5 HRS.

Multi-Dimensional Analysis of data including “Time Dimension Analysis” to detect fraud and other irregularities.

Module # 6 – RSF and Sigma

DAY 2 - DURATION: 1.5 HRS.

Know Relative Size Factor Theory (RSF) and Standard Deviations (sigma) and how these can help you zero down on questionable entities and identify red flag transactions. Learn to implement RSF and sigma in Excel.

Program Objective

To enable participants leverage advance Excel functionalities for investigative auditing, data mining for fraud detection, reporting and interpreting results.

Methodology

Hands-on exercises in Excel 2007 / 2013 using a learn-by-doing approach on real world (realistic) data files with brief lectures and brain storming sessions.

Who Should Attend

- Forensic Accountants,
- Chartered Accountants, Managers and team members and in the audit function,
- Internal auditors and Information System Auditors.

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Module # 7 - Benford's Law

DAY 2- DURATION: 1 HRS.

Use Benford's Law to identify irrational repetition of digits so that you can zero down on suspicious transactions that may indicate irregularities or fraud.

Module # 8 - Case studies

DAY 2 - DURATION: 1 HRS.

Case studies on realistic data to find fraud.

Additional / Optional Modules

AOM1 – Macros – A Definitive Guide

Duration: 3 Hrs.

Learn ALL that is required to automate routine tasks in Excel:

1. Introduction to Macros,
2. Recording Macros,
3. Editing recorded Macros,
4. Creating functions,
5. Creating macros to automate routine tasks,
6. Creating Macros that use data ranges which may vary in size,
7. Finding free Macro codes, editing them & adapting to your requirement.

AOM2 – MS Excel Top - Tips Tricks

Duration: 3 Hrs.

This Module is a compilation of such questions the answers to which every Excel business user is keenly interested to know. To these have been added lesser know, but extremely powerful, 'secrets' of Excel. The result is a listing that is titled "Top Excel Tips and Tricks". Knowing these 'Top Excel Tips and Tricks' would help participant save tens of hours every month.

The tips are carefully categorized and grouped under heads like:

- Data entry and Data Validation,
- Creating Custom Lists,
- Filling multiple ranges (including non-adjacent ranges),
- Working with Range Names,
- Cell Comments,
- Conditional Formatting,
- Protecting your worksheet (including accessing data from protected worksheets!!),
- Function Wizard, Common functions (AVERAGE, MIN, MAX, COUNT, COUNTA, ROUND, INT),
- Logical functions using IF, AND, OR, NOT including nesting and combinations thereof,
- The LOOKUP function, Date and time functions,

Course Material

Participants shall be given:

1. Over 100 MB of realistic data files,
2. Comprehensive course material and
3. Stationery

Commitment Policy

We are committed to your success; It is our policy that every organization / individual who has ever been trained at one of our training programs is entitled to a FREE life-time email support for ideas / trouble shooting on implementing Excel for Data Analytics. NO Conditions apply!!

NOTE –

The above program content is indicative. Organizations opting for in-house trainings are free to add additional training modules (including optional modules) / delete modules as per their specific requirements.

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Trainer's Profile

Mr. Nikunj S. Shah is a graduate in Commerce and in Law from Mumbai University. He is a qualified Chartered Accountant. He holds a post-qualification certification in Information Systems Audit. He is also a Certified Internal Auditor, a credential given by the Institute of Internal Auditors (USA). He is also an associate member of the Association of Certified Fraud Examiners (USA).

He is a partner with Shashikant J. Shah & Co., Chartered Accountants and practices mostly in the areas of Business & Assurance Analytics, Internal Audit, Information Systems Audit, Fraud Detection and Forensic Accounting.

He has been a Faculty / Group leader at more than 500 Conferences / Seminars / Workshops / Study Circles, including at:

- Several corporate like Godrej & Boyce Mfg. Co. Ltd., Knight Frank India, Saurashtra Cements, Kotak Mahindra Bank, Trent Ltd. (a Tata group company), Reliance Communications, etc., where he has trained participants on using advance features of MS Excel for data, decision making and business modeling.
- Bombay Chartered Accountants' Society (BCAS) and Western India Regional Council (WIRC) of the Institute of Chartered Accountants of India (ICAI) on 'Using Excel for Audit'.
- Academic Staff College, University of Mumbai Lecture on "Assurance Analytics".
- Certificate Course on Forensic Accounting and Fraud Detection using IT and CAATs by the ICAI on "Data Mining - Investigative Auditing using CAATs"
- Revision lectures for Final C.A. students conducted jointly by BCAS & WIRC Subject taken 'Information Systems – Control & Audit'.

He is contributor to the publication "Study on Unconventional Methods in Special Audits and Investigations" published by the research committee of the Institute of Chartered Accountants of India the basic draft of which is prepared by CA Chetan Dalal. He is contributor to the BCAS and WIRC Referencer on "MS Excel".

He was the Co-Convener of the Information Technology Committee of Bombay Chartered Accountants' Society.

Other Interests:

- He reads Philosophy, does Gardening and has taken active part in Dramatics at College and Inter-College levels.
- He holds a M.A. (Masters in Arts) degree from Mumbai University in Political Science.



Nikunj S. Shah

B. Com., LL.B., M.A., FCA, DISA, CIA

"I think trainer has got his purpose. To accommodate his knowledge / expertise in the mind of trainees!!"

CA Sanjay Sharma, Statutory Audit
M/s. Chaturvedi & Shah (CA Firm)
Date: 6th & 7th Jan '2015

"Mr.Nikunj's training is excellent as usual."

Mr. Manish Sanghai, Thermofisher Scientific (India) Pvt. Ltd.
Date: 23rd April '2014.

"Excellent communication and simple - Lucid way to present the topic effectively."

Mr. Kamlesh Joshi, D.G.M. (Finance & Accounts) – Supreme Industries Ltd.
Date: 16th & 17th May '2013

"Trainer was thorough expert in the subject and was able to give in depth explanation on any area of Excel."

Ms. Trina Das, Sr. Manager –HR, Reliance Infrastructure Ltd.
Date: 16th & 17th Feb'2012.

"All modules covered were effective, were properly explained."

Mr. Sunil Kumar, Vice President - Internal Audit - Reliance Communications Ltd.
Date: 14th & 15th Dec'2010.

"Extremely knowledgeable about the subject. The amount of hours that he must have spent on researching and experimenting can only be imagined."

Mr. Vivek Savla, Exe. Director – Savla Foods and Cold Storage Pvt. Ltd.
Date: 8th & 9th July '2010