



The Institute of Internal Auditors, Singapore

The Secretariat
10 Anson Road
#10-13A International Plaza
Singapore 079903
Tel: 6324 9029
Fax: 6220 5972
Email: iiasg@singnet.com.sg

3 August 2007

Dear Members

1 Day Seminar on

MS Access as a Robust Audit Tool

22 October 2007 by Dr Dan Kneer & Mrs Kimberley Kneer

What you will gain from this seminar:

UPON COMPLETION OF THIS COURSE, YOU WILL BE ABLE TO...

- Realize how E-A-S-Y it is to write complex Access queries.
- Appreciate the ability of Access to interrogate multiple files...AT ONCE.
- Determine if Access can fulfill your audit needs...without spending \$2500 per copy!!! (Like you do for other audit software.)
- Fulfill Basel II and SOX requirements.
- Be able to identify embedded internal controls (triggers and configurables) which reflect the business rules necessary to monitor critical core processes.
- Construct management dashboards for Continuous Monitoring.

Course Description

Think that a database is too bulky and cumbersome to be an effective audit tool? Well, that's just not the case with Microsoft Access. This module will take away the mystery out of a database and show you how easy it can be. We'll see HOW and WHY Access offers capabilities beyond Excel...and often times found in expensive off the shelf audit software.

You will learn table design, and query building (simple, complex and Boolean). You will then be able to "find a needle in a haystack" (e.g. find the one instance of a pregnant man in a medical records file of a million records). You will learn query building two different ways: via Design View AND the Query Wizard.

Have you ever seen the beautiful reporting capabilities of Access? Wow, talk about management-friendly reporting!

The course will even take a look at creating a "Management Dashboard", via Visual Basic in Access to provide the foundation for Continuous Auditing and Entity-Wide Corporate Governance.

Note: if you plan on attending this course, please read the Course Requirements below.

Course Outline

1. Database Terms
2. Creating Queries in Access (Case Study)
 - a. Simple Queries (One Table)
 - Sorting
 - Blanks
 - Boolean (And versus Or)
 - Greater Than / Less Than
 - Expression Builder
 - b. Queries on Multiple Tables
 - c. Query Wizards

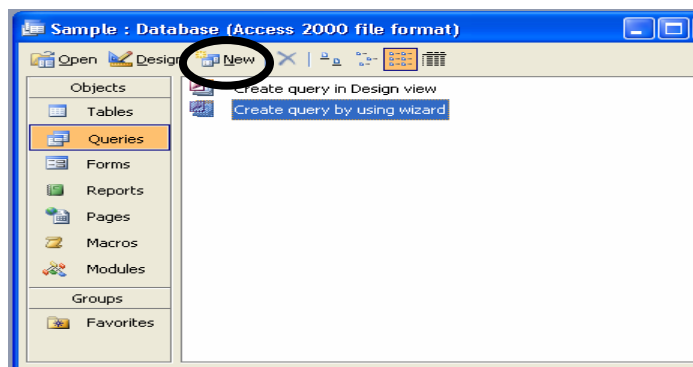
3. Using Forms (Case Study)
 - a. Creating Forms
 - The Toolbox
 - Field List
 - Moving and Resizing
 - Properties
 - b. Form Wizards
 - c. Headers and Footers
 - d. Option Buttons, Check Boxes, Toggle Buttons, Option Groups
 - e. List Boxes and Combo Boxes
 - f. Inserting Graphics
4. Reports (Case Study)
 - a. Creating Reports
 - b. Sorting and Grouping
 - c. Report Wizard
 - d. Calculations
 - e. Grand Totals
5. Importing and Exporting from/to Other Packages (Case Study)
6. Management Dashboards (Case Study)

Course Requirements

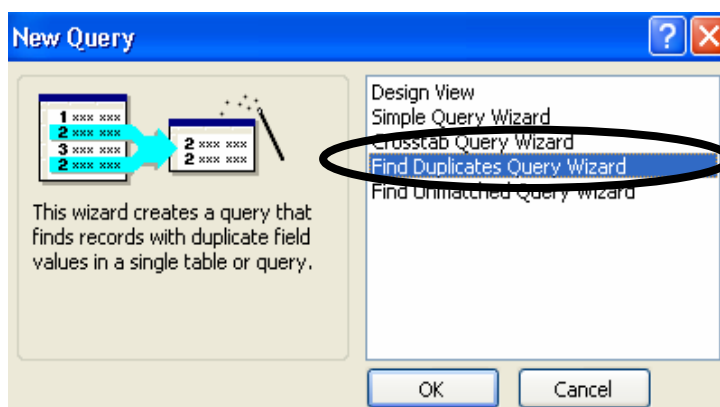
It is assumed that the person attending this course has very little or no experience with Access. Access has powerful query wizards which vastly improve its capabilities for auditors. We highly recommend that you install these wizards before class. Presented below is a write-up on how to check to see if the wizards are ALREADY installed.

Step 1: Please open the file named *sample.mdb*.

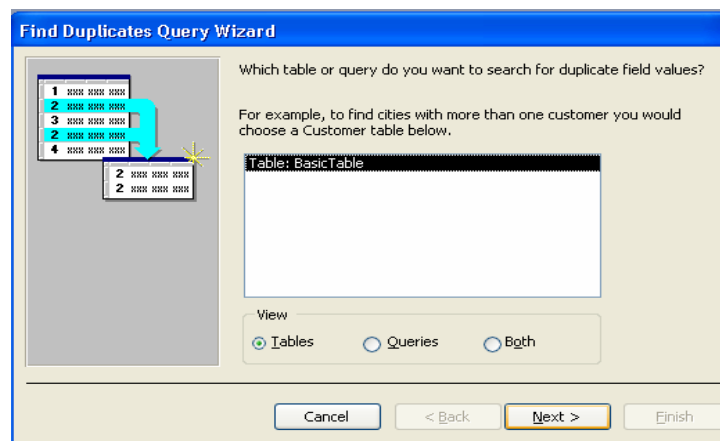
Step 2: Click on the Queries tab and click on 'New' button.



Step 3: Select 'Find Duplicates Query Wizard' and click 'OK'.



Step 4: If the dialog box below appears on your screen, the query wizards are installed and you are ready for the course. Otherwise, if you received any kind of error message, your machine was installed without it. Your IT support folks can put in the original installation disc to reinstall in just a few minutes ... then go thru the steps above, again.



Participant Requirements

This course screams of being HANDS-On. The only way you will learn these concepts is to “press the keys”. **It is really important that you bring your laptop to class. If you cannot ... it would “OK.” We will “buddy” you with someone who has a laptop.** It is assumed that you have little or no knowledge of Access.

Course Materials/Takeaways

Each participant will receive the following:

- Workbook complete with screen captures and (numbered) step-by-step instructions.
- CD with computerized cases so they may practice and replicate the classroom experience (that is, APPLY this knowledge on the job).

About the Speakers

Dan Kneer, PhD, CPA, CFE

“Dr. Dan” is internationally recognized as the “thought leader and innovator” in the teaching of “auditing smarter: not harder”. From his national award-winning PhD thesis (AICPA), on audit risk, to his recognition for a “Lifetime Contribution in the Innovative Usage of Technology in Auditing” (AICPA), Dan has reflected a 25 year period of sustained excellence regarding audit efficiency and effectiveness.

He has taught audit efficiency concepts to all of the Big 4, over 75 Federal agencies, 17 State Auditor Offices and, over 200 internal audit shops. He has taught this course for the IIA, the AGA, the AICPA and the ISACA.

Dr. Dan served as the National Director of Research of the (then) EDP Auditors Association (now ISACA) and he initiated the Research Monograph Series.

A Fortune Top 10 CEO recently said that Dr. Dan “built the Holy Grail” of Continuous Controls Monitoring. He is the world leader in the design of real-time monitors.

His hands-on training and revolutionary audit strategies increase audit efficiency by over 33% while reducing cycle and travel time. A Fortune 500 Company now saves \$300,000,000 per year, via his techniques.

Dan has been requested to participate/comment on many auditing standards (AICPA, IIA, COSO, CobiT, SOX, and the Yellow Book).

A noted AICPA standards setter (and members of the PCAOB board) said “Dan’s ideas are so revolutionary that he will obsolete many current standards”.

Dr. Dan has been voted "Americas # 1 trainer of auditors" and the # 1 speaker at multiple IIA International Conferences. The President of the IIA remarked that "while others teach in black and white, Dr. Dan teaches in full color".

Kimberly Kneer

Kimberly Kneer graduated from the School of Accountancy at the University of Missouri and has recently passed the CPA exam. She specializes in end-user software support.

Kim started her career in the healthcare field as a liaison between computer users and hospital data processing and financial management. She was in charge of all the financial modules in the mainframe computer software conversion. Kim also assisted the Big 4 external auditors in the annual audit effort. Her specialty is laptop-based software tools that assist auditors, inspectors, and examiners in the review of compliance, performance, operations and financial data. A masters degree in statistics is on her current "to do" list.

Details of the administrative arrangements are as follows:

Date : 22 October 2007

Time : 9.00 am – 5.00 pm
(Lunch and refreshments provided)

Registration : 8.30 am

Venue : **Grand Plaza Park Hotel City Hall**
Ballroom II, Level 2
10 Coleman Street
Singapore 179809

CPE credit : 6 hours

Fee : S\$600 (IIA / ISACA Member)
S\$780 (Non-member)
*** NO GST payable**
****NO invoice will be issued**

Closing Date : 11 October 2007

Please return the reply slip together with your cheque made payable to "**The Institute of Internal Auditors Singapore**". **No invoice will be issued.**

Yours sincerely
Lena Kuok
for Education Committee

REPLY SLIP

To: The Institute of Internal Auditors, Singapore
The Secretariat
10 Anson Road
#10-13A International Plaza
Singapore 079903
Tel: 6324 9029
Fax: 6220 5972

1 Day Seminar on

MS Access as a Robust Audit Tool

22 October 2007 by Dr Dan Kneer & Mrs Kimberley Kneer

From: Mr/Mrs/Ms/Miss _____

Organisation: _____

Mailing Address: _____

Tel: _____ Fax: _____ Mobile: _____ Email: _____

Name of Attendee	Designation	IIA / ISACA Membership No. (where applicable)

Terms and Conditions:

1. Notification of withdrawal in writing received **seven working days or more before** the event will be processed for refund after deduction of \$100 processing fee.
2. No refund will be made for shorter notice but you are welcome to send a replacement.
3. Registration is only confirmed when full payment is received. An official receipt will be sent to you.
4. Payment must be received **before** commencement of the event.
5. No invoice will be issued.
6. Programme may be subject to change.
7. Request for special food arrangement must be made at time of registration.

Enclosed is cheque number _____ for S\$ _____ being payment for _____
IIA / ISACA member(s) @ S\$600 and _____ non-member(s) @ S\$780.

Participants will be awarded 6 CPE hours upon completion of the course.

[Cheque should be crossed and made payable to "The Institute of Internal Auditors Singapore"]

>>>> Complete and Fax to : (65) 6220 5972 for Reservation <<<<<