Part 1 – Building a Solid Excel Arsenal
Quick Access Toolbar *FINESSE*
Customize the Quick Access Toolbar

// Add Fill Justify
Right click in Quick Access toolbar, select customize
Choose “All Commands” and find Fill justify
Click ADD then OK
Try it out on tab A3!

// Add Select Visible Cells
Try it out on tab A3!
Keyboard Shortcuts
Navigate & Select at SPEED
Keyboard Shortcuts – Navigation w/in Sheet

// CTRL + arrow >>> slide through data
>>> skip over empty cells
Also great for checking for the “end” of data

// CTRL + END >>> Go to the end-bottom right cell of the rectangle of edited cells

// CTRL + HOME >>> Go to the beginning-top left cell.
If freeze panes is on, top left of the unfrozen section
Keyboard Shortcuts – Navigation – btwn Sheets

// CTRL + page down >>> flip through pages
// Right click navigation arrows and select sheet you want
OR click “More Sheets…” if you have lots of sheets
Live Demonstration
Keyboard Shortcuts – Selections

// CTRL + a >>> Selects current range, which is the rectangle encompassing all adjacent (including diagonal) cells containing data. If no data, OR if clicked a second time, selects ALL cells.
Keyboard Shortcuts – Selections

Same as Navigation, but holding SHIFT selects the cells

//CTRL + SHIFT + arrow >>> slide through data
>>> skip over empty cells
>>> multiple arrows OK

// CTRL + SHIFT + END >>> Go to the end-bottom right cell of the rectangle of edited cells

// CTRL + SHIFT + HOME >>> Go to the beginning-top left cell. If freeze panes is on, top left of the frozen unfrozen section
Live Demonstration
Extract more from your data with String Access Functions \textit{POWER}
Functions - STRING access

// FIND(what are you trying to find , where are you trying to find it?)
FIND(“,,”, ”CLINTON, MO”) = 8

// LEFT(text, # of characters)
LEFT(“CLINTON, MO”, 7) = “CLINTON”

// RIGHT(text, # of characters)
RIGHT(“CLINTON, MO”, 2) = “MO”

// MID(text, start position, # of characters)
MID(“CLINTON, MO”, 10, 2) = “MO”

// & Within the formula bar you can string together text!
Live Demonstration
Part 2 – Deploy your Excel Arsenal on your Data Sets
Mine your Payment Data *RESULTS*
Fraud in the Check Sequence

// Risks
// Unrecorded payments
// Duplicate payment numbers
// Weekend payments
// Holiday Payments
// Unusual payment trends

// Objectives
// Identify gaps in check sequence
// Identify check numbers issued twice
// Identify payments issued on a weekend
// Identify payments issued on a holiday
// Identify vendors exhibiting unusual payment trends
Formulas

//SUMIFS (Superior to SUMIF)

//COUNTIFS (Superior to COUNTIF)

//VLOOKUP

//TEXT
Live Demonstration
Waste in Accounts Payable

// Risks
  // Invoices paid multiple times to a single vendor
  // Invoices paid multiple times to multiple vendors
  // Poor data entry resulting in duplicate payments

// Objectives
  // Identify paid invoices with a common vendor, invoice number, date and amount
  // Identify invoices associated with multiple vendors
  // Identify similar invoices paid to the same vendor
Duplicate Payment Perspectives

Vendor ID, Invoice number, Invoice date, Invoice amount (VNDA)

- True duplicate – test of system controls

Vendor ID, Invoice number, Invoice amount (VNA)

- Close duplicate – same invoice may have been processed on different dates

Vendor ID, Invoice date, Invoice amount (VDA)

- Close duplicate – same invoice may have been given different numbers

Vendor ID, Invoice number, Invoice date (VND)

- Potential split – invoice may have been split in parts to avoid authorization limits

Invoice number, Invoice date, Invoice amount (NDA)

- Close duplicate – same invoice may have been paid to two vendor id’s that relate to the same vendor, due to duplicates in the vendor file
Keyboard Shortcuts
Manipulate data at \textit{SPEED}
Keyboard Shortcuts – Data Manipulation

THIS IS A MUST MASTER
Transfers to Many other applications

// CTRL + C  COPY
// CTRL + V  PASTE
// CTRL + X  CUT
// CTRL + Z  UNDO
// CTRL + Y  REDO
// CTRL + F  Find
Keyboard Shortcuts – Data Manipulation

PASTE SPECIAL  ---  Three keystroke combo to start, then finish it with a 1, 2 or 3 keystroke combo

START
//  Get QUICK with Alt, then E, then S

Then one of the following >>>> Train your fingers over and over for these three keystrokes and you will reap the rewards!

FINISH
//  Enter if you want everything pasted (values & formats)
//  V then Enter if you just want values
//  T then Enter if you just want formats

PRO TIP: Throw in another E before enter to Transpose
Live Demonstration
Resources

IIA Global Technology Audit Guides
  Continuous Auditing
  Fraud Prevention and Detection in an Automated World
  Data Analysis

ISACA White Paper
  Data Analytics – A Practical Approach

www.acl.com
www.audimation.com
www.mreexcel.com
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