REGIONAL TRAINING INSTITUTE, JAIPUR

Audit in IT Environment(Advanced level Excel, IDEA and Knime) from 13.12.2021 to 18.12.2021

SESSION TIMINGS		TOPIC	FACULTY
13.12.2021 (Monday)	10.15 AM	Inauguration of Webinar by DG, RTI, Jaipur	
	10.30 AM to 11.45 AM	Ice Breaking Session Entry Knowledge Test (EKT)	Sh. Puneet Kumar Sharma, Core Faculty, RTI Jaipur
	12.15 PM to 1.30 PM	Importance of controls with specific reference to Application Controls	Sh. Puneet Kumar Sharma, Core Faculty, RTI Jaipur
	2.30 PM to 3.45 PM	Introduction to CAATs - IDEA and Excel, Understanding IT environment- Challenges and opportunities	Sh. Puneet Kumar Sharma, Core Faculty, RTI Jaipur
14.12.2021 (Tuesday)	10.30 AM to 11.45 AM	Excel as data analytic tool- Features of Excel (we intend to cover the aspects relating to following underlining the purpose for which these are used as Audit Tool) Conditional formatting Filter including Advanced filter	Sh. Naresh Kriplani, AAO O/o PAG (A&E) Rajasthan, Jaipur
	12.15 PM to 1.30 PM	Pivot Table, Excel functions - User defined functions Numeric Text Conditional Date and time Financial Aggregation	Sh. Naresh Kriplani, AAO O/o PAG (A&E) Rajasthan, Jaipur
	2.30 PM to 3.45 PM	Excel functions - User defined functions Numeric Text Conditional Date and time Financial Aggregation	Sh. Naresh Kriplani, AAO O/o PAG (A&E) Rajasthan, Jaipur
15.12.2021 (Wednesday)	10.30 AM to 11.45 AM	Creating Projects - Managed and External, Import of data from diverse formats -Excel, Access, csv, text ; understanding data using the field statistics	Sh. Upendra Rathore O/o AG (Audit), Rajasthan, Jaipur
	12.15 PM to 1.30 PM	Checking validity of data through Control totals, creating current documentation of tasks performed using the history property, Project Overview	Sh. Upendra Rathore O/o AG (Audit), Rajasthan, Jaipur
	2.30 PM to 3.45 PM	Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data - Quick Index, Composite Index, Sorting Data	Sh. Upendra Rathore O/o AG (Audit), Rajasthan, Jaipur
16.12.2021 (Thursday)	10.30 AM to 11.45 AM	Field Manipulation in IDEA - Append, Remove, Modify columns - Data types - Virtual, Non Virtual, Editable, Enabling/Disabling deletion n of non-virtual fields	Sh. Upendra Rathore O/o AG (Audit), Rajasthan, Jaipur

	12.15 PM to 1.30 PM	Analysis Basic data analysis in IDEA - Duplicate Key Detection/Exclusion,GapDetection, Summarization, Data Extraction - Direct Extraction, Key value extraction	Sh. Upendra Rathore O/o AG (Audit), Rajasthan, Jaipur
	2.30 PM to 3.45 PM	Top/Bottom Records extraction, Indexed Extraction Working with multiple databases - Join, Visual Connector, Append, Compare	Sh. Puneet Kumar Sharma, Core Faculty, RTI Jaipur
17.12.2021 (Friday)	10.30 AM to 11.45 AM	Commonly used @ Functions in IDEA, introduction to #functions	Sh. Puneet Kumar Sharma, Core Faculty, RTI Jaipur
	12.15 PM to 1.30 PM	Stratification of Data, Aging analysis, Sampling	Sh. Puneet Kumar Sharma, Core Faculty, RTI Jaipur
	2.30 PM to 3.45 PM	Introduction to Knime andusing features of Knime	Sh. Vinod Sencha, Core Faculty, RTI Jaipur
18.12.2021 (Saturday)	10.30 AM to 11.45 AM	Exporting Data from IDEA to other formats, Creating and Printing Reports in IDEA Revision & Queries Hands on Session Case Study - Selection of vouchers	Sh. Puneet Kumar Sharma, Core Faculty, RTI Jaipur
	12.15 PM to 1.30 PM	Introduction to Knime andusing features of Knime	Sh. Vinod Sencha, Core Faculty, RTI Jaipur
	2.30 PM to 3.45 PM	Case study on use of Knime in Audit.	Sh. Vinod Sencha, Core Faculty, RTI Jaipur

Course Director