<u>**Data Analytics for Internal Auditors**</u>

Training Overview:

A 5-day practical course enabling auditors, compliance officers, and business professionals to use Excel and Power BI to uncover fraud, analyze risk, and present findings in clear dashboards. Designed for non-technical professionals, this course is rooted in real audit data and red-flag logic.

Learning Objectives

By the end of this course, participants will:

1. Understand the audit data lifecycle: from collection to red flagging

2. Use Excel to clean, filter, and highlight risk

3. Create dashboards in Power BI to visualize and drill into anomalies

4. Link data patterns to control failures or non-compliance

5. Present findings through visuals and narrative confidently

Target Audience

- Internal Auditors

- Risk and Compliance Officers

- HR/Finance auditors

- Business Analysts in audit support roles

- Non-technical audit professionals

Methodology

- Hands-on Excel & Power BI labs

- Live data walkthroughs

- Red flag checklists & case studies

- Peer reviews and team analysis

- Gamified quizzes and practical challenges

Training Outline

Day 1: Audit Analytics Thinking

- Why auditors need data analytics today

- Types of audit analytics: descriptive, diagnostic, predictive

- Sources of audit data (HR, finance, procurement)

- Common audit red flags and what they look like in data

- Audit scenario walkthrough: duplicate vendors

Day 2: Excel for Audit Investigations

- Data cleaning (remove blanks, unify date/text formats)

- Detecting duplicates, gaps, outliers

- Pivot tables for audit summaries (expenses by user, vendor, etc.)

- IF, VLOOKUP, COUNTIF, SUMIFS for exception detection

- Prebuilt Excel formula bank for audit alerts

Day 3: Power BI for Non-Tech Auditors

- What is Power BI and how it helps auditors

- Connect Excel data and build visual audit summaries

- Slicers, filters, and drill-down for transactions

- Risk heatmaps, top 5 vendors, overtime dashboards

- Creating an "Audit Red Flag Tracker" dashboard

Day 4: Telling the Story of Audit Risk

- The auditor as a storyteller

- Framing findings as risk + root cause + recommendation

- Building your audit presentation deck

- Examples of great audit reporting dashboards

Day 5: Building Your Audit Analytics Toolkit

- Reusable Excel templates: expense checker, vendor audit, attendance audit

- Automating common tests (via Power BI refresh or Excel macros – optional)

- Creating a monthly analytics checklist

- Final practical case: End-to-end red flag analysis

- Planning your own audit analytics program (small scale)