

One-Day Workshop
**THE POWER TO DESIGN AND PRODUCE BUSINESS REPORTS
- PIVOT TABLE (PT1)**

Please tick (✓) the preferred date:

- August 27, 2008 September 29, 2008
Charleston Management Centre, Unit B-3A-14, Megan Avenue 2,
No. 12, Jalan Yap Kwan Seng, 50450 Kuala Lumpur

Name of Participant _____

Position _____
 MICPA Member Others

Name of Participant _____

Position _____
 MICPA Member Others

Name of Participant _____

Position _____
 MICPA Member Others

Contact Person _____

Name of Organisation _____

Address _____

Tel No. _____ Fax No. _____

Email _____

Confirmation of registration is on first-come first-serve basis. You may photocopy the registration form if additional copies are required.

Payment by:

Cheque: Enclosed is a crossed cheque No. : _____ for RM _____ made payable to "MICPA" being payment of the registration fee for the Workshop.

Credit Card: Please charge my credit card
 Visa MasterCard JCB for RM _____ Issuing Bank: _____

Credit Card Number: _____ Exp. Date: _____

Cardholder's Name: _____ Signature (as per card): _____

For further information, please contact

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THE POWER TO DESIGN AND PRODUCE BUSINESS REPORTS - PIVOT TABLE (PT1)

August 27, 2008
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Charleston
Management Centre,
Kuala Lumpur

WORKSHOP HIGHLIGHTS

- ▶ Design Reports to Meet Specific Business Needs
- ▶ Enhance Basic Pivot Table Report with Custom Pivot Functions
- ▶ Graphical Representation of Business Report - Pivot Charts
- ▶ Live Case Study

Continuing Professional Development

Organised by



The Malaysian Institute of Certified Public Accountants
(Institut Akauntan Awam Bertauliah Malaysia)



THE POWER TO DESIGN AND PRODUCE BUSINESS REPORTS - PIVOT TABLE (PT1)

Pivot Table is the single most powerful tool in Excel to create summary reports with just a few short steps without your ever typing a formula.

This Workshop will take you from the basic of Pivot Table and progress rapidly to give you insights into the inner workings of Pivot Table, enabling you to prepare reports to solve your most pressing business needs.

The Case Studies will provide you with the basic tools and concepts to solve your specific business requirements, for example:

- Accounting statement reconciliations;
- Human resource computations such as bonus, salary adjustments studies;
- Sales matrix to analyze business performance and monitor sales strategy;
- Designing a simple accounting system; and

- Administrative tool to manage database of members, staff, customers and vendors.

Participants are encouraged to attend this Workshop with specific business reporting needs in mind. At the start of the Workshop, the most compelling business problem will be selected for the live case study. The Workshop will end with Business Reports using Pivot Tables to solve a live case presented by the class participants.

By the end of the Workshop, you will have completed sufficient exercises and case studies to ensure that you can:

- Understand the underlying concept of Pivot Table;
- Confidently move pieces of information around to create insightful reports;
- Develop Pivot Reports solving your immediate business needs; and
- Present the reports graphically using Pivot Charts.

WHO SHOULD ATTEND

For all Microsoft Excel users who want to use Pivot Table to their full potential to generate powerful business reports. Prior knowledge of Pivot Table is not required.

REGISTRATION

Registration Fee: (per participant)	MICPA Members	RM650.00
	Others	RM750.00

A special introductory RM200 discount* for the initial launch of this course for a limited period only.

MICPA Members: RM450.00
Others: RM550.00



* Terms & Conditions Apply

Staff of MICPA members' firms who are not MICPA members are entitled to the preferential rate of registration fee (RM650.00) provided the firm registers at least 3 participants for the Workshop.

The registration fee covers documentation, lunch and coffee breaks.

MICPA CPD Hours: 8 Hours

MIA CPE Hours: 8 Hours

Cancellation:

All cancellations must be notified in writing. An administrative charge of 20% of the registration fee will be levied for cancellations received before the closing date for registration. There will be no refund of the registration fee if cancellation is received after the closing date for registration. However, should a participant be unable to attend, a replacement may be sent. Any difference in fee payment will be charged accordingly.

Disclaimer:

The organiser reserves the right to make any amendments to the programme, venue, speaker replacements, topics or cancellation of the event if warranted by circumstances beyond its control.

WORKSHOP PROGRAMME

08:30 a.m. - 09:00 a.m.	REGISTRATION
09:00 a.m. - 10:30 a.m.	Design Reports to Meet Specific Business Needs Learn the Pivot Table fundamentals to confidently convert any data into meaningful Pivot Table Business Reports. <ul style="list-style-type: none"> ■ Begin with source data in excel or text format ■ Design and develop Pivot Table database ■ Create basic Pivot Table report ■ Figure out which date to put in row, column, or page areas on the report layout ■ Change the order in which items are sorted ■ Get more information out of the data by using more than one field in the same drop area Case Study: Construct a proper Pivot dataset and create a Pivot Table Business Report
10:30 a.m. - 11:00 a.m.	COFFEE BREAK
11:00 a.m. - 01:00 p.m.	Enhance Basic Pivot Table Report with Custom Pivot Functions <ul style="list-style-type: none"> ■ Improve the way data is presented - format the Pivot Tables fields ■ Rename the system fields names to user-friendly field names ■ Use defined functions other than count or sum for detailed analysis ■ Know the usefulness of subtotals and learn to create and remove them ■ Create additional analysis between value fields without new data set ■ Show and hide options to show only the information required and hide what's not ■ Sort in more than one way in a Pivot Table ■ Produce exception Business Reports with focus on the Top or Bottom 10 ■ Group the Pivot fields for easy reference and comparison for end users ■ Change the way the Business Report is presented - format the Pivot Table Report Case Study: Group staff by divisions and categorize staff into salary bands
01:00 p.m. - 02:00 p.m.	LUNCH
02:00 p.m. - 03:30 p.m.	Graphical Representative of the Business Report - Pivot Charts <ul style="list-style-type: none"> ■ Create a proper Pivot Table for conversion into Pivot Charts ■ Understand the components of Pivot Charts ■ Modify Pivot Charts to create a visual representative of your data ■ Complete the Pivot Table Business Reports with Pivot Charts Case Study: Create a Pivot Table report showing count of invoice and sales value by book category and accompanying Pivot Charts
03:30 p.m. - 04:00 p.m.	COFFEE BREAK
04:00 p.m. - 05:00 p.m.	Live Case Study
05:00 p.m.	END

PROFILE OF WORKSHOP LEADER

MR TANG KOK WAI is the Managing Director of Business Excel Pte Ltd (BEPL), a leading financial consultancy and training company. BEPL provides consultancy services to many corporations to develop reporting solutions and providing powerful reporting capabilities to these corporations.

Mr Tang is a member of the Institute of Chartered Accountants in England and Wales (ICAEW) and a Fellow of the Institute of Certified Public Accountants of Singapore (ICPAS). Mr Tang has a wide experience in banking, heavy industry and investment management after spending many years in senior management positions in leading publicly listed companies in Singapore. He serve as a Council member of ICPAS from 2002 to 2006 and is currently the Chairman of the IT

Services Committee of ICPAS. He has served on the Governing body of XBRL International, a consortium to develop and promote XBRL, a standard for communicating information between businesses and on the internet.

BEPL also provides public and in-house training programs to help individuals and corporations excel in business reporting. Thousands of financial professionals have benefited from one of the BEPL's most popular program, Business Analytics and Reporting (BAR), since its launch in Singapore in Year 2006. This program has witnessed the successful transformations of many BAR graduates in their workplace. BEPL will launch its range of programs in the major cities in Europe, USA and Asia.