

*2-Day intensive hands-on program on:*

# ***PLANNING, FORECASTING AND BUDGETING TECHNIQUES WITH EXCEL***

**13-14 April 2009 | JW Marriott Hotel Kuala Lumpur**

## ***FOCUSING ON***

- Budgeting Overview
- Forecasting Techniques
- Application of Spreadsheet Techniques To Budgeting
  - Cash Flow Analysis
  - Sales Forecasting
  - Capital Budgeting
  - Budgetary Model

***1 Participant to a Computer***

## **INTRODUCTION**

In any organisation the budget is a central aspect of the planning and control systems utilised by the organisation. Regardless of the organisation's size or complexity, or the product, the market or the service provided by the enterprise, a budget will always feature as a key aspect of financial planning.

This Excel hands-on course is dedicated to solving the problems managers face when preparing budgets and forecasts. It combines accounting, budgeting, and forecasting issues with Excel to provide accountants with practical guidance on how to prepare more accurate budgets and forecasts with less time and effort. By combining both traditional budgeting and forecasting concepts with the power and flexibility of Excel, participants are given the tools and techniques needed to meet the ever increasing demands of management, banks, regulators, and investors.

## **WHO SHOULD ATTEND**

Users who prepare budgets and forecasts using Excel :

- Managers
- Financial Analysts
- Financial Officers
- Accountants
- Analysts

## **METHODOLOGY**

- Hands-On Application
- Case Studies
- Exercises
- Demonstration

## *Day 1*

Monday, **13 April 2009**

### 9:00 **BUDGETING OVERVIEW**

- Budgeting preparation
- Preparing the master budget
- Cash & capital budgeting

~ ***Discussions : Budgeting case***

10.30 Morning Coffee

### 10:45 **FORECASTING TECHNIQUES**

- Forecasting & corporate strategy
- Forecasting financial requirements

~ ***Discussions : Forecasting case***

1:00 Lunch And Zohor

### 2:00 **APPLICATION OF SPREADSHEET TECHNIQUES TO BUDGETING (I)**

- Using decision logic and what-if analysis
- Format of cashflow budget

~ ***Hands-on : Cash Flow Analysis case exercise***

3.30 Afternoon Tea

### 3.45 **APPLICATION OF SPREADSHEET TECHNIQUES TO BUDGETING (I) (.cont)**

5:00 End Of Course

## Day 2

Tuesday, 14 April 2009

- 9:00 **APPLICATION OF SPREADSHEET TECHNIQUES TO BUDGETING (II)**
- Using time series and regression analysis
  - Using Excel solver for linear programming
- ~ **Hands-on : Sales Forecasting case exercise**
- 10.30 Morning Coffee
- 10:45 **APPLICATION OF SPREADSHEET TECHNIQUES TO BUDGETING (III)**
- Capital budgeting techniques
  - Working with financial functions
- ~ **Hands-on : Capital Budgeting case exercise**
- 1:00 Lunch And Zohor
- 2:00 **APPLICATION OF SPREADSHEET TECHNIQUES TO BUDGETING (IV)**
- Standardizing spreadsheet design
  - Constructing a profit-planning model
- ~ **Hands-on : Budgetary Model case exercise**
- 5:00 End Of Program

**AFTER ATTENDING THIS COURSE,  
YOU WILL RETURN TO YOUR JOB...**

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1. Applying **decision logic** to **build a complex budgetary model**.
2. Using **data functions for what-if analysis - data consolidation, data query, data tables, data import tricks**.
3. Using **Excel solver for linear programming**.
4. Establishing a **standardize spreadsheet design and review to make budgets and forecasts easier create and update**.
5. Applying **custom views and report manager to automate the report preparation process**.
6. Learning the **financial functions**
7. Understanding the **approach in the preparation of cash and capital budget using spreadsheets**.
8. Applying **spreadsheet techniques specific to building of a complete budgetary model**.

Program topics, speakers and schedules published herein are confirmed as at printing time. Please refer to the event's timetable page at [www.cmtevents.com](http://www.cmtevents.com) for the most up-to-date information.

# REGISTRATION

PLANNING, FORECASTING AND BUDGETING TECHNIQUES WITH EXCEL

Name	_____
Position	_____
Email	_____
Name	_____
Position	_____
Email	_____
Tel	_____
Fax	_____

Company	_____
Address	_____
City/Postcode	Country
Approving Manager's Name	_____
Position	_____
E-mail	_____

**Fees:** The full Registration Fee includes cost of all sessions, luncheon, coffee/tea & documentation.

	1 Person	Group fee for 3 or more* (from the same company)
<b>Regular Fee</b>	<b>RM2095</b>	<b>RM1695</b> <b>(MIN SAVINGS OF RM1200)</b>

\* Terms and conditions apply.

**Cancellations, Refunds & Transfers:** A full refund will be promptly made for all written cancellations 3 weeks before the meeting. Thereafter, cancellations are not refundable. A substitute may be made at any time.

**Cheques :** Crossed & payable to  
"Centre for Management Technology Sdn Bhd"

Photocopy Registration Form to Preserve Brochure Copy. April 2009

## TELEGRAPHIC TRANSFER

Account Name: **Centre for Management Technology Sdn Bhd**  
 A/C No: **3 - 0903390 - 12**  
 Bank: **Public Bank Berhad**  
 Branch: **Grd Floor, Menara Public Bank Jalan Ampang**  
 Swift Code: **PBBEMYKL**  
*TT must include additional RM10 for Beneficiary's Bank charges. Delegates must bear all bank charges and local taxes (if applicable). Fees must be NETT of ALL charges.*

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## TO REGISTER

Online : [www.cmtevents.com](http://www.cmtevents.com)  
 Email : [adminkl@cmtsp.com.sg](mailto:adminkl@cmtsp.com.sg)  
 Fax : (603) 2162 6393  
 Tel : (603) 2162 7322  
 Post to : Lot 7.03, 7th Floor, North Block, The Ampwalk,  
 218 Jalan Ampang, 50450 Kuala Lumpur

## CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded upon successful completion of each program. This serves as evidence of your personal and professional commitment to you career.

### PROGRAM TIMING

Registration: 8.30 am, Program Begins: 9.00 am,  
 Morning Coffee: 10.30 am, Lunch: 1.00 pm to 2.00 pm,  
 Tea Break: 3:30 pm, Program Ends: 5.00 pm

Register online ~ [www.cmtevents.com](http://www.cmtevents.com)

## LEARN FROM THE BEST

**DR. LIM THOU TIN's** work experience includes **working in large Singapore companies to MNCs in senior corporate, IT and project management positions.** As a management consultant and practitioner, he has facilitated organisational initiatives/projects over a span of more than 15 years in the region, including Australia, Singapore, Malaysia, Mauritius, India, Indonesia and Thailand. He has also served in positions such as corporate advisor, chief information officer and chief operating officer in start-up companies in Singapore. His area of involvement includes helping organisations to plan their corporate IT to building and management of their financial decision support systems, corporate knowledge and ecommerce portals. His consulting work includes working with both the financial and services industries to help them to develop corporate, financial and knowledge models to address their decision-making needs.

*Dr. Lim graduated with a Bachelor of Business Administration degree from the National University of Singapore and holds double masters in Information Systems and knowledge management with further postgraduate qualifications in systems analysis, intelligent systems, marketing, management consulting and training. Dr. Lim earned his Doctor of Business Administration degree from the Southern Cross University, Australia. He is also a fellow member of American Academy of Financial Management.*

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