

19-20 October 2009

JW MARRIOTT HOTEL
KUALA LUMPUR

2-Day intensive hands-on program on:

EXCEL BUDGETING Techniques

**1 Participant
to a Computer**

FOCUSING ON

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

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

DAY 1 Monday, 19 October 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 Day 1

DAY 2 Tuesday, 20 October 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**
- 3.30 Afternoon Tea
- 3.45 **APPLICATION OF SPREADSHEET TECHNIQUES TO BUDGETING (IV) (.cont)**
- 5:00 End Of Program

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

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**.

METHODOLOGY

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

FACILITATOR

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.

EXCEL BUDGETING TECHNIQUES

19-20 OCTOBER 2009 | KUALA LUMPUR

BAYARAN POS JELAS
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MALAYSIA
NO. WP 0722

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Company Name

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(Office)

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Leveraging Supply Chain Management

6-7 August 2009, JW Marriott Kuala Lumpur

Strategic Business Planning In Uncertain Times

13-14 August 2009, Grand Millennium Hotel, Kuala Lumpur

Financial Modelling & Forecasting Using Excel

17-18 August 2009, JW Marriott Hotel, Kuala Lumpur

Maximizing Corporate Tax Deductions

17-18 August 2009, Grand Millennium Hotel, Kuala Lumpur

Refinery Equipments Maintenance & Troubleshooting Of Stationary Equipments

17-18 August 2009, Grand Millennium Hotel, Kuala Lumpur

An Overview Of Strata Titles Act 1985, Management Of High Rise Buildings And Land Development Approvals

19-20 August 2009, JW Marriott Hotel, Kuala Lumpur

Detection, Elimination & Prevention Of Procurement Fraud

19-20 August 2009, Grand Millennium Hotel, Kuala Lumpur

Oil & Gas Pipeline Systems - Operations, Maintenance, Failure Prevention & Integrity Management

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Understanding The Risks Factor In Strategic Sourcing

19-20 August 2009, JW Marriott Hotel, Kuala Lumpur

HOW TO REGISTER

ONLINE: www.cmtevents.com
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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

FEES

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

1 Person	Group fee per person for 3 or more* (from the same company)
RM2095	RM1695 (MIN SAVINGS OF RM1200)

* 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.

PAYMENT

By 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.

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

CERTIFICATE OF COMPLETION

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

COURSE TIMING

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

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