

CI101 IDEA Data Analysis Level 1
Training Schedule
IDEA 12.1

Day 1 Topics

Section 1: Introducing IDEA

- 1.1. Introduction
- 1.2. The Stages of Using IDEA
- 1.3. Training Setup
- 1.4. IDEA Components
- 1.5. IDEA Help System

Section 2: Managing Databases

- 2.1. Project Management
- 2.2. Library
- 2.3. File Explorer
- 2.4. Database Management

Section 3: Obtaining and Importing the Data

- 3.1. Before Starting to Use IDEA
- 3.2. Importing a Microsoft Excel File
- 3.3. Importing a Microsoft Access File
- 3.4. Importing CSV Files
- 3.5. Importing Files with Report Reader
- 3.6. Importing Data from Accounting Packages (Optional)



Section 4: Reconciling and Examining the Data

- 4.1. Reconciliation Principles Overview
- 4.2. Control Total
- 4.3. Field Statistics
- 4.4. Indexing
- 4.5. Find
- 4.6. Visualization

Section 5: Isolating Specific Records

- 5.1. Criteria
- 5.2. Using the Equation Editor to Build Criteria
- 5.3. Direct Extraction (Retrieve High Value Items)

Section 6: Profiling the Data

- 6.1. Stratification
- 6.2. Summarization
- 6.3. Pivot Table

Section 7: Identifying Irregularities

- 7.1. Duplicate Key
- 7.2. Duplicate Key Exclusion
- 7.3. Gap Detection

Section 8: Sampling Data

- 8.1. Sampling
- 8.2. Systematic Record Sampling
- 8.3. Random Record Sampling
- 8.4. Stratified Random Sampling

Section 9: Auditing a General Ledger File

- 9.1. Auditing a General Ledger File (External Audit Case Study)



Day 2 Topics

Section 10: Manipulating and Adding Fields

- 10.1. Field Manipulation

Section 11: Building Equations

- 11.1. @Functions

Section 12: Using Multiple Databases

- 12.1. Append Databases
- 12.2. Join Databases

Section 13: Working with Output

- 13.1. Customizing the Display of the Data and Saving Views
- 13.2. Printing the Data or the Results of a Task
- 13.3. Creating Custom Reports and Charts
- 13.4. Exporting the Data to a Choice of Common File Formats
- 13.5. Transferring Data and Graphics into Other Software

Section 14: Recap Exercise

- 14.1. Auditing Incentive Packages (Internal Audit Case Study)

Section 15: Additional Practice

- 15.1. IDEA Challenge

Section 16: Documentation Standards

- 16.1. Review
- 16.2. History
- 16.3. Comments
- 16.4. Project Overview
- 16.5. Data, Documentation, and Time Management



Section 17: Other Products

- 17.1. IDEA Cloud Share
- 17.2. SmartAnalyzer
- 17.3. SmartExporter

Section 18: Accessing Resources

- 18.1. CaseWare Passport
- 18.2. Connect with Us
- 18.3. Other Training
- 18.4. Certification