Spreadsheet Skills for Planning, Forecasting and Budgeting Training

Description

Intorduction

This hands-on, practical course will demonstrate how you can develop spreadsheet models to create a forecast, which can then be utilised to generate business plans and operating budgets with the use Excel® as it is used in practice. The applications will be focused on three crucial aspects of business and financial management – strategic planning, intelligent forecasting and realistic budgeting. Delegates will learn how accessible the power of Excel® is to provide realistic forecasts and prepare flexible budgets. The impact on efficiency in planning and control and therefore return on investment for companies and/or divisions will be startling.

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This course will feature:

- Mastery of the power of Excel®
- What functions to use from the Excel toolkit
- Principles of strategic planning and budgeting
- Mathematical forecasting models will be demystified
- Building financial models enabling “what if” analysis

Objectives

- Navigate through the features and functions of Excel®
- Distinguish between data and output in spreadsheet architecture
- Analyze financial statements in order to plan ahead
- Build effective financial planning models
- Use forecasting techniques for budget preparation

Content

Day One

Introduction to Spreadsheets using Excel®

- The power of Excel® for building financial models
- The Ribbons of Excel with their commands and functions
- Using formulae: Copying, anchoring and special pasting
- Using functions: financial, statistical and mathematical
- Review of the financial objectives of business: ROI, ROA, ROE
- Overview of Financial Statements

Case Study: Building a Quick Access Toolbar in Excel® and applying it to the analysis of financial statements of a division.

Day Two

Proper Planning

- Classical strategic planning models
- Cost-Volume-Profit Analysis and Break-Even as a planning example
- Economic Order Quantity as a planning example
- What-if analysis to build scenario's and test sensitivity
- Maximizing and optimizing techniques
- Linear programming and Solver as optimising tools

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Case Study: Preparing a planning model and subjecting it to a range of sensitivity analysis in a manufacturing environment.

Day Three

Fantastic Forecasting

- Forecasting in perspective – the Past vs. the Future
- Necessity to apply a range of different forecasting methods:
- Qualitative Models used in forecasting
- Quantitative Models focussing on time series and regressions methodology
- Forecasting growth rates
- Recording, applying and modifying forecast assumptions

Case Study: Applying the forecasting functions in Excel® to past data and building a model offering various scenario's

Day Four

Beyond Budgeting

- The budget process: Timing and Cycles
- Setting budgeting objectives and tolerance levels
- Budgeting Techniques
- "Beyond Budgeting" compared to traditional budgeting principles

- Operating and Capital budgets
- Monthly reporting procedures and timely action

Case Study: Building budget based on assumptions – Operating Budget, Cash Budget & Capital Budget

Day Five

Putting it together – building the comprehensive model

- Considering the financing mix in strategy
- Considering the Return to Shareholder as the primary indicator
- Build your planning model
- Build your forecasting model
- Build your budgeting model
- Link these together in review

Case Study: Building an integrated planning, forecasting & budgeting model

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