



# Spreadsheet Skills For Planning Forecasting And Budgeting

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Transforming  
Business *for Good*



## Why Choose This Training Course?

This hands-on, practical finance & accounting training 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 of 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.

This training 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

By the end of this training course, participants will be able to:

- 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

Who is this Training Course for?

This training course is aimed at professionals who contribute to financial decision making. Participants with qualifications and or experience in accounting and finance will benefit from the new focus on building models and applying scenario in financial planning.

This training course is suitable to a wide range of professionals but will greatly benefit:

- Business advisors, analysts & staff from all functional areas who need to advise, comment or develop business forecast plans and budgets
- Strategic Planners and Finance Officers
- Management Accountants
- Managers without formal financial qualifications



# Course content

## Day One: Introduction to Spreadsheets using Excel<sup>®</sup>

The power of Excel<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> and test sensitivity  
Maximizing and optimizing techniques  
Linear programming and Solver as optimising tools  
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<sup>®</sup> to past data and building a model offering various scenario<sup>®</sup>

## 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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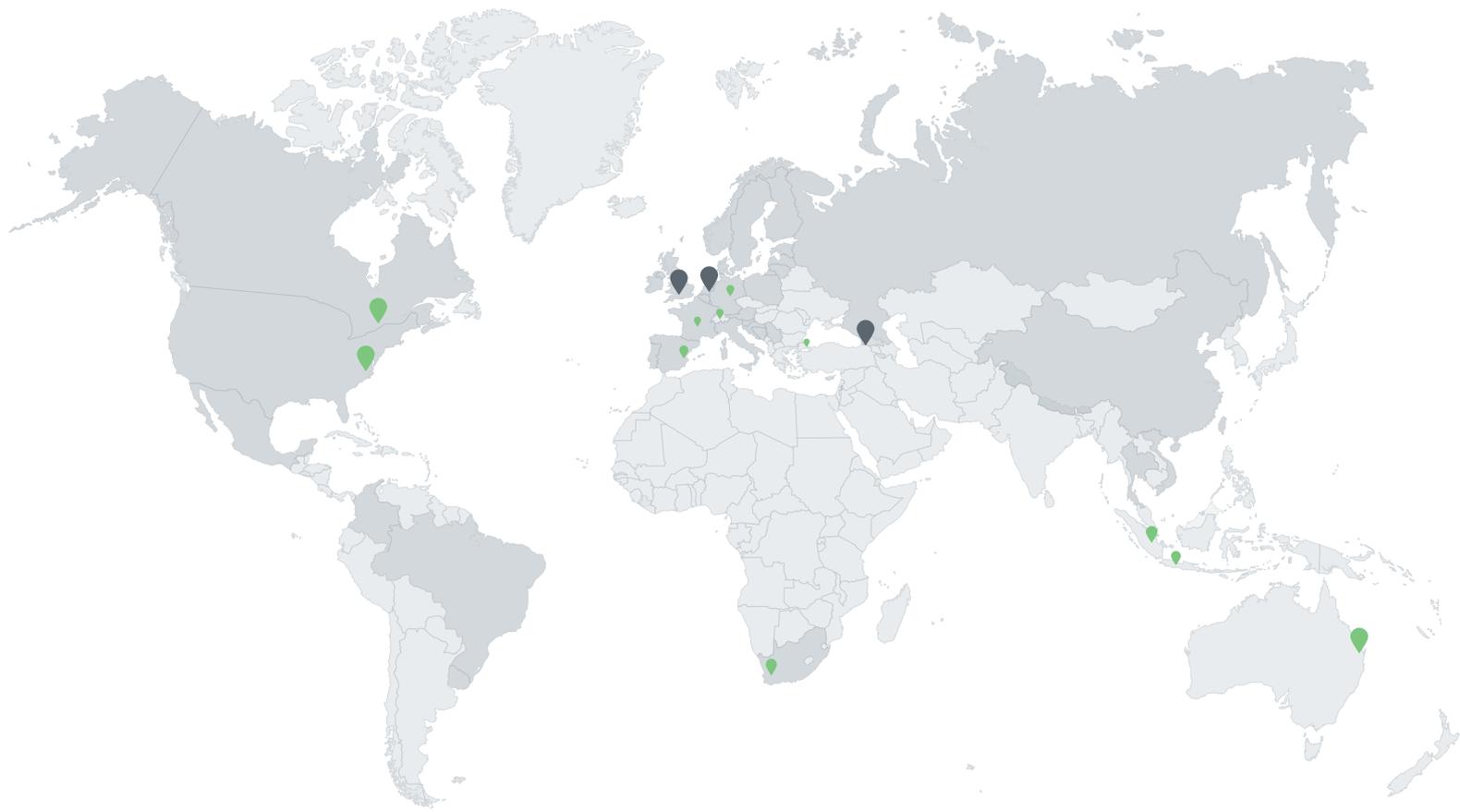
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**informatech** is a global leadership consultancy that aligns people, purpose & strategy - driving socially responsible transformation in global organisations. Our international network includes 215 partners, consultants, and coaches in 24 countries throughout Europe, North America, Latin America, Asia, and Africa. We transform leaders, align teams and create resolve and passion to win. Typical interventions are to accelerate performance, execute strategy and embed capability and change.



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