



ROBOTIC PROCESS AUTOMATION (RPA) IN ACCOUNTING

(Creating Best of Minds)

Professional Certificate in RPA in Accounting

Course Code: BF_IP_I_0023/25

Duration: 40 Hours

Delivery Format: Hybrid

Target Audience:

- Freshers: Ideal for those new to accounting or RPA, seeking foundational knowledge and practical skills to automate accounting tasks. No prior experience required.
- Professionals: Perfect for accounting and finance professionals looking to enhance their expertise in automation and optimize accounting processes in a tech-driven landscape.

Program Objectives:

- Understand the principles and benefits of Robotic Process Automation in accounting.
- Learn how RPA can automate key accounting processes such as data entry, invoicing, and reconciliations.
- Explore the integration of AI with RPA to enhance bookkeeping and auditing functions.
- Gain practical experience in applying RPA tools to accounting tasks.

- Be able to assess the impact of automation on business efficiency and effectiveness.

Detailed Syllabus

Module 1: Introduction to Robotic Process Automation

Objective: Provide an overview of RPA concepts, tools, and its application in accounting.

Topics:

- Overview of RPA: Definition, benefits, and applications.
- Understanding RPA Tools: Introduction to popular RPA tools such as UiPath, Automation Anywhere, and Blue Prism.
- RPA in Accounting: Exploring the impact of RPA on accounting processes and functions.

Activities:

- Discussions on the fundamentals of RPA and its benefits.
- Introduction to different RPA software and their features.

Assessments:

- Quiz on RPA terminology and applications in accounting.
- Short report on the impact of RPA on accounting processes.

Module 2: Key Accounting Processes for Automation

Objective: Learn how RPA can automate core accounting processes.

Topics:

- Data Entry Automation: Automating data input in accounting software.
- Invoicing Automation: Streamlining invoice generation and processing.
- Reconciliations Automation: Using RPA for faster and more accurate reconciliations.

Activities:

- Case studies on automating data entry, invoicing, and reconciliations.
- Identifying specific steps within these processes that can be automated.

Assessments:

- Assignment on selecting an accounting process for RPA.

- Presentation on the benefits of RPA in a chosen accounting process.

Module 3: AI in Bookkeeping and Auditing

Objective: Explore the integration of AI with RPA to enhance bookkeeping and auditing.

Topics:

- AI and Bookkeeping: How AI enhances bookkeeping tasks and ensures accuracy.
- AI in Auditing: Automating audit processes with RPA and AI for error detection and efficiency.

Activities:

- Discussions on how AI complements RPA in bookkeeping.
- Exploring AI-powered tools for automated auditing.

Assessments:

- Assignment on identifying AI applications in bookkeeping.
- Report on the benefits of AI and RPA in auditing.

Module 4: Financial Analysis and Reporting Automation

Objective: Understand how RPA can automate financial analysis and reporting.

Topics:

- Automating Financial Analysis: Streamlining financial data analysis using RPA.
- Automated Reporting: Automating the creation of financial reports for timely decision-making.

Activities:

- Hands-on exercises with RPA concepts for financial analysis.
- Analyzing the efficiency gains from automated reporting.

Assessments:

- Assignment on outlining the steps to automate a financial report.
- Presentation on the impact of RPA on the timeliness of financial reporting.

Module 5: Hands-on Training with RPA Tools

Objective: Gain practical experience in building and deploying RPA bots for accounting tasks.

Topics:

- Building RPA Bots for Accounting Tasks: Hands-on experience in creating and deploying bots for data entry, invoicing, and reconciliations.
- RPA Workflow Design: Understanding and creating automated workflows for common accounting tasks.

Activities:

- Hands-on sessions with RPA software (if access is feasible).
- Developing RPA workflows for specific accounting scenarios.

Assessments:

- Project: Designing an RPA bot for an accounting process.
- Evaluation of the designed workflow.

Module 6: Best Practices for Implementing RPA in Accounting

Objective: Learn the best practices for implementing RPA in an accounting environment.

Topics:

- RPA Implementation in Accounting: Key considerations when adopting RPA in an accounting department.
- Challenges and Solutions: Identifying and overcoming common obstacles during RPA adoption in accounting.
- Measuring Success: Assessing the impact of RPA on accounting efficiency, error reduction, and productivity.

Activities:

- Discussions on change management and RPA adoption strategies.
- Group activities to identify potential challenges and propose solutions.

Assessments:

- Report on an RPA implementation plan for an accounting department.
- Presentation on key metrics for measuring RPA success.

Module 7: Case Studies and Real-World Applications

Objective: Analyze real-life examples of RPA implementation in accounting.

Topics:

- Real-life Examples of RPA in Accounting: Case studies of RPA implementation in accounting firms and businesses.
- Lessons Learned: Insights from successful RPA projects in the accounting domain.

Activities:

- Analyzing case studies of RPA implementation in accounting.
- Discussions on the key takeaways and lessons learned.

Assessments:

- Case study analysis and presentation.
- Report on the critical success factors for RPA implementation.

Module 8: Future Trends in RPA and Accounting

Objective: Explore the future trends of RPA and its evolving role in accounting.

Topics:

- The Future of RPA in Accounting: Understanding the evolving role of automation in accounting.
- AI and the Future of Financial Services: How AI will continue to transform the financial and accounting industry.

Activities:

- Discussions on emerging trends in RPA and intelligent automation.
- Exploration of the potential impact of AI on the accounting profession.

Assessments:

- Essay on the future of RPA in accounting.
- Presentation on the integration of AI and RPA in financial services.