



# 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.