

5-Day Training TOC: AI for Finance & Accounts Professionals

Using Microsoft Copilot, Copilot Agents & Beautiful.ai

Day 1: Foundations of AI in Finance + Copilot Basics

1.1 Understanding AI in Finance

- AI vs Automation vs RPA
- Use cases in Accounting, Audit, FP&A, MIS
- Risks: Data privacy, hallucination, governance

1.2 Introduction to Microsoft Copilot

- Copilot in Excel, Word, PowerPoint, Outlook
- Prompt engineering fundamentals for finance users

1.3 Hands-on: Copilot in Excel

- Auto data cleaning & formatting
- Generating summaries from raw financial data
- Quick ratio analysis (Liquidity, Profitability)

1.4 Hands-on: Copilot in Word

- Drafting financial reports
- Writing client emails, audit observations

1.5 Case Study

- Automating **monthly expense analysis report**
-



Day 2: Advanced Excel + Financial Analysis using AI

2.1 AI for Cost Analysis & Variance Analysis

- Using Copilot for:
 - Cost breakdown
 - Variance explanations
 - Budget vs Actual insights

2.2 Forecasting & Projections

- AI-assisted revenue forecasting
- Scenario building (Best/Worst/Expected)

2.3 Draft Financial Statements using AI

- Balance Sheet & P&L generation logic
- AI-assisted adjustments & notes

2.4 Hands-on Tools

- Microsoft Copilot (Excel advanced)
- ChatGPT / Claude for financial logic
- Power BI + AI visuals (intro)

2.5 Case Study

- **Build Projected Financial Statements for a Logistics Company**
-

Day 3: Copilot Agents + Workflow Automation

3.1 What are Copilot Agents?

- Concept of AI agents in business workflows
- Difference: Copilot vs Copilot Agent

3.2 Building Finance Workflows using Agents

- Automating:
 - Purchase Orders
 - Work Orders
 - Invoice processing
 - MIS reporting

3.3 Hands-on: Agent Creation

- Create:
 - “MIS Reporting Agent”
 - “Expense Analysis Agent”
 - “Email Drafting Agent”

3.4 Integration Concepts

- SharePoint + Excel + Outlook automation
- Data flow in finance operations

3.5 Case Study

- Automate **Monthly MIS Reporting Cycle using AI Agent**
-

Day 4: Presentations, MIS & Business Insights

4.1 AI for Presentation Creation

- Using **Beautiful.ai**
- Using Copilot in PowerPoint

4.2 Creating Board-Level Presentations

- Financial storytelling
- Visualizing KPIs, trends, insights

4.3 Sales Performance & Revenue Insights

- AI-driven dashboards
- Growth pattern identification

4.4 Hands-on Tools

- Beautiful.ai (auto slide generation)
- PowerPoint Copilot
- Canva AI (optional comparison)

4.5 Case Study

- Create **Sales Performance Review Deck for Management**
-

Day 5: End-to-End Finance Automation + Capstone

5.1 Revenue Growth Strategy using AI

- Identifying:
 - High-margin products
 - Cost leakages
 - Growth opportunities

5.2 Fund Management & Cash Flow Optimization

- AI-based cash flow prediction
- Working capital insights

5.3 Productivity Automation

- AI for:
 - Daily tasks
 - Email handling
 - Documentation

5.4 Capstone Project

Participants will build:

- AI-driven:
 - Cost analysis
 - Financial projections
 - MIS dashboard
 - Presentation

5.5 Final Output

- End-to-end **AI-enabled Finance Workflow System**