

AI IN EFFICIENT FINANCE & ACCOUNTING OPERATIONS: 2026 BEST PRACTICES & UPDATES

COURSE OVERVIEW

People are prisoners of habits, especially in accounting and finance where tasks are routine-oriented and mechanical in nature. This course is a paradigm shift in the way we look and practices accounting and finance. We will look at every part of accounting and finance and suggest improvement to existing practice, new technology tool to use, best practice to implement, or a survey to develop. The course will also consider the behavioral competencies we need to make sure every professional exhibit. In summary, this course is about Accounting concepts, Technical tools, AI tools , and professional development skills.

TARGET COMPETENCIES

- Accounting Best Practices
- Finance Best Practices
- Technical Excel Expertise
- Assets' Life-Cycle
- Budgeting Best Practices
- Interpersonal Skills
- AI Assisted Productivity Tools

COURSE OBJECTIVES

By completely attending this course, participants will be able to:

- Identify the main components of finance and accounting vision and mission.
- Evaluate and enhance the process of Accounts Payable, Accounts Receivables, Fixed Assets, Cash and Treasury, Payroll
- Re-design the budgeting process recommend improvements.
- Apply MS Excel reporting tools and techniques for a faster accounting and finance operation.
- Develop an enhanced understanding of behavioral concepts.
- Utilize AI features to enhance productivity in routine finance and accounting tasks.

TARGET AUDIENCE

Financial and nonfinancial professionals participating in improving the decision-making process, internal operations, budgeting and forecasting, allocation of capital funds, and the participation in public markets in the sale and/or purchase of financial securities.

NOTE

This course requires the use of laptops with Excel 2016/2019/365 and Copilot Installed. Delegates must bring their own laptops with Windows-based Excel fully installed.

COURSE METHODOLOGY

This course uses a mix of exercises, workshops, group case studies, and presentations. Additionally, some time will be devoted to learning practical tools in Excel for reporting, analysis and reconciliation. Conceptual ideas, rules, and best practices will also be discussed in accounting, finance, budgeting and general reporting.

COURSE OUTLINE

THE IMPORTANCE OF BEST PRACTICES

- Effectiveness versus efficiency
- Functions of management
- Finance and accounting vision & mission
- Customer service survey
- Purposes and processes of finance and accounting

THE ACCOUNTING CYCLE & FINANCIAL STATEMENTS

- The accounting processing cycle
- Overview of key financial statements
 - Income statement
 - Balance sheet
 - Cash flow

APPLYING BEST PRACTICES IN ACCOUNTS PAYABLE (AP)

- Accounts payable life-cycle
- AP common inefficiencies – areas for improvement
- Centralized versus decentralized AP
- AP/supplier portal
- Electronic expense reporting
- Online purchasing catalogue
- Document management system

BEST PRACTICES IN FIXED ASSETS & BUDGETING

- Fixed assets life-cycle
- Capitalizing versus expensing
- Tracking fixed assets
- Budgeting approaches
- Tips in creating efficiencies in budgeting process

AI-Assisted Productivity Tools

- Everyday uses of AI in organizing finance tasks
- AI support for data cleaning and preparation
- Simple AI prompts for quick financial insights
- AI assistance in summarizing reports and emails
- Introductory AI features available in Excel

APPLYING BEST PRACTICES IN ACCOUNTS RECEIVABLE (AR), INVENTORY AND CASH

- AR Life cycle
 - Accounting for the allowance for doubtful accounts
 - Four dimensions in managing AR
 - Credit policy
 - Billing
 - Collection
 - AR segmentation
- Inventory life-cycle
 - Costing methods
 - Valuation and presentation of inventory
- Best practices in inventory management

REPORTING BEST PRACTICES USING MS EXCEL

- Consolidating your data
- Validating data for accuracy
- Using pivot tables
 - Preparing periodic reports in no time
 - Performing efficient and accurate reconciliation
 - Bank statement reconciliation
 - Payroll reporting and analysis
 - Accounts payable reporting and analysis
 - General ledger reporting, reconciliation and analysis
 - Budgeting reporting and analysis
 - Invoice analysis and reporting
 - Creating flash management reports
- Enhancing policies and procedures manuals

ESSENTIAL BEHAVIORAL CONCEPTS FOR ENHANCING FINANCE & ACCOUNTING OPERATIONS

- Effective Communication
- Ethical Decision-Making
- Adaptability and Change Management
- Critical Thinking Skills
- Problem-Solving Aptitude

To register or for complete course information

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