



COLLEGE AFRICA GROUP
Corporate Training and AI Consulting

AI FOR FINANCE CORE

CORPORATE TRAINING PROGRAMME

One-Day Hands-On Finance Productivity Course



PRACTICAL AI FOR FINANCE FOR REAL FINANCIAL WORK

Reconcile transactions. Extract financial data. Analyse results. Report clearly. Validate before use.

SOURCE	PROCESS	OUTPUT	VALIDATE
Start with authoritative financial information	Understand the finance task before using AI	Define exactly what is required	Check every material financial result

Source Data → Process → Required Output → AI → Validate Against the Source

Better Processes. Stronger Skills. Smarter AI.

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Programme overview

This practical one-day corporate programme helps finance professionals apply AI to real financial work. Delegates use either Microsoft Copilot or ChatGPT with Excel to reconcile transactions, extract information from financial documents, analyse Budget vs Actual results, prepare management commentary and create clear financial outputs.

The programme is finance-specific and practical. It is available in two editions: Microsoft Copilot for Finance and ChatGPT for Finance. The finance exercises and outcomes are the same; the AI workflow and prompts are adapted to the platform used by the organisation.

Course method

Source Data → Process → Required Output → AI → Validate Against the Source

Delegates start with the authoritative financial source, understand the process, define the required result, use AI deliberately and validate the output against the original information and Excel controls. AI assists with the work; finance remains responsible for the result.

Who should attend

- Finance Managers, Financial Managers and Financial Controllers.
- Management Accountants, Accountants, Finance Officers and Bookkeepers.
- Debtors, Creditors, Finance Analysts and reporting professionals.

Learning outcomes

- Use AI to assist with financial reconciliation and exception identification.
- Extract and structure financial information from PDFs and documents.
- Analyse Budget vs Actual results and identify material financial variances.
- Use Excel controls to verify AI-assisted financial work.
- Prepare concise management commentary and financial summaries.
- Create simple financial dashboards and visual reports.
- Apply professional financial judgement before accepting AI-generated outputs.



Course content

Module 1 Excel tools used with AI for Finance

A short practical Excel session introduces five formulas used throughout the finance exercises.

- UNIQUE — create reconciliation ID, customer and supplier lists.
- FILTER — dynamically display reconciled, unreconciled and exception items.
- SORT — organise dynamic finance results.
- XLOOKUP — retrieve supporting customer, supplier and reference information.

Module 2 Financial controls and verification

- SUMIFS — prove totals by reconciliation ID, customer, supplier, period or category.
- Use source data and control totals to test AI-generated results.
- Check missing, duplicated, unmatched or inconsistent transactions.
- Distinguish AI-generated interpretation from verified financial fact.
- Apply human judgement before financial information is reported or acted upon.

Module 3 AI for Finance working method

Source Data: Identify the authoritative financial information and distinguish it from assumptions or background material.

Process: Understand the existing finance process and the control points that must remain in place.

Required Output: Define the result, audience, format, purpose and financial standard.

AI: Use the selected platform — Microsoft Copilot or ChatGPT — to assist with the task.

Validate Against the Source: Check transactions, totals, formulas, omissions, assumptions and material conclusions before use.

Practical prompting for finance

Prompting is kept concise and reinforced during the exercises. Delegates work from the financial source, define the task and required output, specify constraints and then verify the result.



Module 4 AI-Assisted Financial Reconciliation

Delegates compare two independent financial datasets, such as a customer or supplier statement and data exported from Sage. AI helps identify possible relationships; Excel controls prove whether the reconciliation is correct.

Exercise 1 Reconcile two financial datasets

- Identify exact matches, different descriptions and transactions posted on different dates.
- Investigate partial payments, combined payments, credits and adjustments.
- Use AI to propose reconciliation relationships and exception groups.
- Verify reconciled and unreconciled items with Excel formulas and control totals.

Exercise 2 Financial documents and PDF data to Excel

- Extract transaction information from supplied financial documents and PDFs.
- Structure invoice numbers, dates, descriptions, VAT and financial values for Excel.
- Identify missing, incomplete or inconsistent information.
- Check extracted information against the original document before use.

Exercise 3 Budget vs Actual analysis and management reporting

- Analyse Budget, Actual, Prior Month and Prior Year financial information.
- Identify significant variances, unusual movements and exceptions.
- Use AI to assist with likely drivers, management questions and initial commentary.
- Verify the numbers and interpretation before producing the management output.

Excel skills reinforced

UNIQUE, FILTER, SORT, XLOOKUP, SUMIFS, structured data, exception analysis, control totals, charts and concise management commentary.

Control principle: AI proposes. Excel checks. Finance approves.



Module 5 Management reporting and visualisation

The final practical section turns verified financial information into concise management outputs. The emphasis is on clarity, exceptions and action rather than decorative reporting.

Exercise 4 Reconciliation dashboard and charts

Using the completed reconciliation data, delegates create a simple management view showing the financial position and exceptions requiring attention.

- Calculate Total Transactions, Reconciled, Unreconciled and % Reconciled.
- Calculate the outstanding financial value requiring investigation.
- Use conditional formatting to make important exceptions visible.
- Create one or two appropriate charts from the verified data.
- Prepare concise management commentary from the completed analysis.

Module 6 Applying AI to finance work

Delegates review where the same method can be applied to recurring finance activities in their own roles.

- Identify suitable reconciliation, reporting and document-processing tasks.
- Decide which information should remain outside AI unless organisational approval permits its use.
- Identify the Excel controls required to verify each workflow.
- **Separate repetitive work that AI can accelerate from financial judgement that remains human.**

The two programme editions

- Microsoft Copilot for Finance: the practical exercises use Microsoft Copilot with Excel and Microsoft 365.
- ChatGPT for Finance: the same finance exercises are completed using ChatGPT with Excel, with prompts and workflow adapted for ChatGPT.
- The finance outcomes remain the same. The organisation selects the edition that matches the AI platform used by its finance team.
- Both editions reinforce the same control principle: source data and verified Excel calculations remain the financial control source.
- The programme is designed around practical finance outcomes rather than a specific premium AI feature.



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AI for Finance principle: AI accelerates the work. Financial controls and professional judgement determine whether the result can be used.



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Module 7 Workplace application and questions

Delegates apply the course method to realistic finance responsibilities and identify appropriate next steps.

- Identify the authoritative source information for a recurring finance task.
- Check whether the existing process and financial controls are clear and working.
- Define the required output and how it will be financially validated.
- Decide where ChatGPT or Microsoft Copilot can reduce repetitive work or accelerate analysis.
- Identify information that should not be entered, uploaded or discussed without organisational approval.

AI generates an output. Finance determines whether that output is reliable.

Recommended one-day schedule

Time	Session
09h00-09h20	Introduction, course method and platform setup
09h20-10h00	Five Excel formulas used with AI for Finance
10h00-10h15	Morning break
10h15-11h35	Exercise 1 — Financial reconciliation
11h35-12h20	Exercise 2 — PDF/document data to Excel
12h20-13h05	Lunch
13h05-14h00	Exercise 3 — Budget vs Actual analysis and reporting
14h00-14h15	Afternoon break
14h15-14h55	Exercise 4 — Reconciliation dashboard and charts
14h55-15h30	Workplace application, verification and Q&A

Delivery and preparation

- One-day onsite or instructor-led virtual corporate programme.
- Prepared finance workbooks and practical source files supplied for training.
- Delegates should have access to Microsoft Excel and either Microsoft Copilot or ChatGPT, depending on the selected edition.



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- Delegates should already have a working knowledge of their selected AI platform and be comfortable with normal Excel data and formulas.
- Organisation-specific financial spreadsheets and internal workflows can be addressed separately through a customised workshop or AI Workflow Discovery engagement.

Better Processes. Stronger Skills. Smarter AI.