



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

AI for Finance — Core

Reconciliations, PDFs and month-end commentary take too long. AI can help, if Excel checks the result.

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

Duration: One day | **Editions:** Microsoft Copilot for Finance or ChatGPT for Finance |

Delivery: Onsite or virtual

The business problem

Finance teams spend hours matching statements, capturing figures from PDFs and writing variance commentary.

AI can speed this up, but in finance an unverified AI answer is not just unhelpful. It is a control failure.

You need this course if...

- Statement and supplier reconciliations are done line by line
- Invoice or statement data is retyped from PDFs into Excel
- Budget vs Actual commentary takes too long every month
- Staff use AI for finance work without clear controls

How this course solves it

A practical, finance-specific programme in which delegates use 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.

Course method: Source Data → Process → Required Output → AI → Validate Against the Source.

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

Who should attend?

- Finance managers, financial managers and financial controllers
- Management accountants, accountants, finance officers and bookkeepers
- Debtors, creditors, finance analysts and reporting professionals

Prerequisites: access to Excel and either Microsoft Copilot or ChatGPT; a working knowledge of the selected AI platform; comfortable with normal Excel data and formulas.

Course content

Module 1: Excel Tools Used with AI for Finance

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

Module 2: Financial Controls and Verification

- SUMIFS — prove totals by ID, customer, supplier, period or category
- Use source data and control totals to test AI results
- Check missing, duplicated, unmatched or inconsistent transactions
- Distinguish AI interpretation from verified financial fact

Module 3: AI for Finance Working Method

- Source Data, Process, Required Output, AI, Validate
- Concise practical prompting for finance

Module 4: AI-Assisted Financial Reconciliation

- **Exercise 1:** reconcile two financial datasets (e.g. a statement and a Sage export), including partial, combined and differently dated payments
- **Exercise 2:** extract invoice numbers, dates, descriptions, VAT and values from PDFs into Excel and check against the original
- **Exercise 3:** analyse Budget, Actual, Prior Month and Prior Year, identify material variances and draft verified commentary

Module 5: Management Reporting and Visualisation

- **Exercise 4:** reconciliation dashboard showing totals reconciled and unreconciled, % reconciled and value requiring investigation, with conditional formatting, charts and concise commentary

Module 6: Applying AI to Finance Work

- Suitable reconciliation, reporting and document-processing tasks
- Information that must stay outside AI without approval
- The Excel controls required for each workflow

Module 7: Workplace Application and Questions

- Define the source, process, output and validation for a recurring finance task
- Decide where Copilot or ChatGPT can reduce repetitive work

After the course

Delegates will be able to:

- Use AI to assist with reconciliation and exception identification
- Extract and structure financial information from PDFs
- Analyse Budget vs Actual results and material variances
- Use Excel controls to verify AI-assisted work
- Prepare concise management commentary and simple financial dashboards
- Apply professional judgement before accepting AI output

Training format

Duration: One day, 09h00 to 15h30

Delivery: Onsite or instructor-led virtual

Editions: Microsoft Copilot for Finance or ChatGPT for Finance; exercises and outcomes are the same

Materials: Prepared finance workbooks and practical source files

Customisation: Organisation-specific spreadsheets and workflows can be addressed through a customised workshop or AI Workflow Discovery

Related courses

AI for Finance — Advanced

Debtors, cash-flow scenarios, profitability and CFO decision support. [View course](#)

AI and Data Analytics Using Excel, Copilot and ChatGPT

AI-assisted analysis and reporting where Excel proves the numbers. [View course](#)

AI Workflow Discovery

Consulting to find where AI can genuinely improve your processes, and where it should not be used. [View course](#)

Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or sales@collegeafricagroup.com.

Course page: collegeafricagroup.com/ai-for-finance-core/ | [What our clients say about us](#)

Regards

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