

AI Workshop For Accountants

Course Syllabus

Execute accounting work faster and more accurately using AI

Module 1: AI Tools, Setup & Safety for Accountants



- Overview of major AI tools and their strength
- How to give clear instructions to AI to get accurate outputs.
- What information must be hidden while using AI.

Module 2: AI for Bookkeeping (Voucher to Software)



- Create voucher entries from real documents such as bills and receipts.
- Convert transactions into posting-ready entries
- Record voucher in accounting software
- Handle common office cases like prepaid expenses.

Module 3: AI for Accounting Outputs



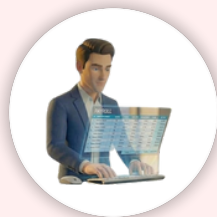
- Prepare receivable and payable ageing reports
- Classify fixed assets & depreciation calculation.
- Prepare a trial balance & verify common errors.
- Prepare simple financial statements from TB.
- Perform ratio and trend analysis

Module 4: AI for Taxation (Income Tax, VAT, TDS)



- Understand updated and amended business acts, rules and regulations.
 - Validate VAT, TDS, and Income Tax data to reduce filing mistakes.
 - Final Tax & Estimated Tax calculation using AI.
 - Estimate possible tax fines and penalties based on current provisions
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Module 5: Payroll Execution Using AI



- Calculate salary, deductions, and contributions (SSF, PF, etc.) using structured data
 - Prepare salary sheets using employee data
 - Support payroll journal entry preparation and monthly payroll checklist creation.
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Module 6: AI Support for NFRS (Business-Focused)



- Identify the applicable reporting category from an NFRS perspective (SMEs, MEs, etc.).
 - Understand practical alignment between NFRS requirements and tax provisions.
 - Review key NFRS highlights that commonly affect your business (business-specific approach).
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Module 7: AI for Professional Writing



- Write professional emails (clients, banks, managers, follow-ups, reminders)
- Draft resumes tailored to a specific role or industry
- Prepare cover letters based on job requirements and your experience

Resources Provided to Every Accountants

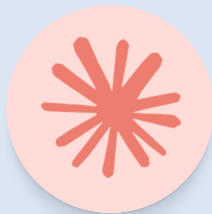


- Prompt library with 50+ prompts
- Templates & Tables required for practical execution
- AI Checklists for Accountants for better outputs

AI Tools we used in this course!



ChatGPT



Claude



Gemini



Perplexity



Notebook LM