



MindMap Consulting

Digital Academy

Course: “RPA Advanced Program in Finance & Accounting” in association with Automation Anywhere

“RPA Advanced Program in Finance & Accounting in association with Automation Anywhere” is a mix of self paced e-Learning and live instructor-led sessions. Approximately 65% of the session is instructor led which would enable the learners to gain hands-on experience during their learning journey.

The instructor led sessions to be conducted by Mindmap where as the self paced e-Learning content to be provided by Automation Anywhere University. “RPA Foundation in Finance & Accounting” module is mandatory for this course.

Pre Requisite : Completion of RPA Foundation Program in Finance & Accounting in association with Automation Anywhere

Course structure (42 hours)

##	Module Name
1	RPA Bot development Skills (20 hours)
2	RPA in Finance & Accounting – Case Studies (10 hours)
3	Automation Anywhere Certified Advanced RPA Professional Prep + Exam (9 hours)
4	Capstone Project (3 hours)

1. RPA Bot development Skills

This is Instructor led session & covers hands on using Automation Anywhere RPA tools

Learning Modules					
Types of Skills/Capabilities to be built	Hands on to Automation Anywhere V11, tool. Botcreation				
Learning components	<table border="1"> <tr> <td>Introduction to Automation Anywhere</td> <td>Understand the Automation Anywhere platform, architecture, and components</td> </tr> <tr> <td></td> <td>Explain various features and functionalities of the platform</td> </tr> </table>	Introduction to Automation Anywhere	Understand the Automation Anywhere platform, architecture, and components		Explain various features and functionalities of the platform
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		Understand various components of the software, including development, runtime client, and control room
		Install and set up Automation Anywhere V11
Variables Overview		Understand the different types of variables
		Demonstrate using variables in Task Editor
Automation Anywhere Client		Use Workbench and its components
		Demonstrate how to use Workbench commands to build TaskBot
Command Library		<u>Recorders</u> <ul style="list-style-type: none"> • Smart Recorder • Screen Recorder • Web Recorder
		<u>Practice Exercise:</u> <ul style="list-style-type: none"> • Smart Recorder to automate windows administration tasks. • Screen Recorder to record a task. • Web Recorder to extract tabular data from the Website.
		Loop Command (Introduction)
		Excel Command
		<u>Practice Exercise:</u> <ul style="list-style-type: none"> • Extract the data from the given website and produce the output in an excel. • Excel list comparison
		Database Command
		<u>Practice Exercise:</u> <ul style="list-style-type: none"> • Extract data from the given website and save it in different database tables. • Migrate data from Excel to the database.
		PDF Integration Command
		<u>Practice Exercise:</u> <ul style="list-style-type: none"> • Extract from fields from downloaded and prefilled PDFs, split, merge and encrypt them.

		<ul style="list-style-type: none"> • Extract from fields for a PDF.
		Object Cloning
		Email Automation and Send Email
		Log to File / Read From CSV/Text
		<u>Practice Exercise:</u> <ul style="list-style-type: none"> • Read data from an email account. • Read data from an email account based on the conditions
		<u>Lesson End Projects</u> <ul style="list-style-type: none"> • Develop a Bot to automatically fill a website form and extract data to the database. (Smart Recorder with Excel and Database Automation)
	Features of WebCR	Devices Credential Vault Workload Management API
Time	~ 20 hours	

2. RPA in Finance & Accounting – Case Studies

In this module learners are given an exposure to the use cases for Finance & Accounting domain in a blend of eLearning & Practical instructor led training

	Learning Modules	
Types of Skills/Capabilities to be built	Uses cases of Finance & Accounting	
Learning components	Bank reconciliation process	<ul style="list-style-type: none"> • Automatic login to multiple bank accounts. • Automatic login to ERP system • Extraction of relevant general ledgers by the Bot • Cross-referencing of balances from the bank statement to General Ledgers • Preparation of bank reconciliation statement

		on a predefined format
	Sales ordering and invoicing	<ul style="list-style-type: none"> • Automatic entry of sales inquiries • Updating of details for new customers by the Bot • Initiation of the delivery process and updating of inventory records • Preparation of sales invoice from sales order • Posting of revenue entry into the system
	Fixed asset management	<ul style="list-style-type: none"> • Acquisition of quotations from prescribed vendors • Automatic preparation of report comparing multiple quotations • Preparation of fixed asset budgets • Preparation of additions and disposal reports • Fixed asset register reconciliations
	Receivables management	<ul style="list-style-type: none"> • Automated monitoring of receivables • Sending of reminders to customers for long outstanding balances • Calculation of provision for doubtful debts, following the company's policy • Posting of journal entries related to payments and provisions
	Payables management	<ul style="list-style-type: none"> • Cross-checking between documents to verify the accuracy of payments • Compilation of payables listings • Monitoring of outstanding balances • Preparation and posting of year-end adjustment
		<ul style="list-style-type: none"> • Practice on Tool • Translate Use Case into Bot architecture • Code, test and validate 'bots' program
		MCQ based Assessments
Time	~ 10 hours	

3. Automation Anywhere Certified Advanced RPA Professional Prep + Exam (V11)

Learners will get access to eLearning module of Automation Anywhere for Enterprise (V11), this will lead to the Advanced RPA Professional certification exam. This exam validates knowledge of Automation Anywhere Enterprise RPA platforms. The exam assesses the proficiency in:

- Identifying business processes that can benefit from automation
- Describing the various features of the Automation Anywhere Bot-building interface
- Using the advanced control room features, including monitoring activity and scheduled tasks, administering settings and roles, and reviewing analytics
- Explaining how automation can provide solutions to real-life business problems

Time	~ 9 hours
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4. Capstone Project (3 hrs)

Accounts Payable process Automation

Description:

This is a gradable project.

Project Objective:

To automate Account Payable invoice processing. To use multiple Automation Anywhere command to execute the automation tasks.

Tools required:

Automation Anywhere Enterprise/ Community Edition V11

- Accounting tools like Tally/ QuickBooks
- MS-Excel
- PDF
- MS-Outlook

Project Statement Scenario:

A day in the life of an accounts payable clerk looks like this:

Clerk pulls customer data (name, address, invoice number, invoice amount) from the PDF invoice received in Outlook. Then pastes it into Excel for internal financial reporting purposes and then paste the same data into Quickbooks/Tally

Then copy and paste info from Quickbooks/Tally into Outlook to send an email to the company confirming the payment is processed

Automation Anywhere Commands:

- Email Automation
- PDF Integration
- Excel Command
- Object Cloning

Learners are requested to submit following:

- High Level steps, commands & features used to develop the bot (documented in word)
- Input files
- Output files
- Developed Bot (*.atmx) file

Outcomes and Benefits

“RPA Advanced Program in Finance & Accounting in association with Automation Anywhere” has been designed to help the learners with various components of process automation including creation of RPA bots with varied recorders, editors, and commands in context to F&A processes.

This course is meant to highlight the credibility of the learners as qualified, trained, and experienced RPA professionals in the field of Finance & Accounting. It validates the ability to automate real-time RPA based projects in the F&A domain.

Program Accolades:

1. MindMap – RPA Advanced Program in Finance & Accounting in association with Automation Anywhere.
2. Global Certificate - Automation Anywhere Certified Advanced RPA Professional , on successful completion of the exam.





Sample Certificate

AUTOMATION
ANYWHERE CERTIFIED
ADVANCED RPA
PROFESSIONAL

ROBOTIC PROCESS AUTOMATION
PROFESSIONAL V11.0

A handwritten signature in black ink.

VP, Digital Workforce & Transformation

