



AI Chief Accountant Assistant



Instructions

& Key Usage Scenario



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1. Concept

The **AI Chief Accountant Assistant** app controls completion of Accounting-department tasks and is aimed at chief accountants and managers responsible for those tasks. It is especially helpful during time-critical operations such as month-end close, year-end close, or audit preparation.

Key features:

- Define any number of **control scenarios** for different situations.
- Run an evaluation at any moment - on the whole scenario, a selected section, or a single task.
- Write task conditions in **natural language**.
- AI support delivers a level of flexibility previously impossible.
- Full oversight of evaluation results - the system not only checks each condition but also explains its decision and lets you inspect the underlying data.

2. Prerequisites

- a. Installation
- b. Activation
- c. User Setup
- d. Dimension Context

3. Creating a Task List

1. Open the app from the main ribbon on the **Chart of Accounts** page.
2. In the **Task Lists** page that appears, choose **+ New** on the ribbon.
3. Enter a **Task List Code** and **Task List Description**.

New

Edit List

Delete

Edit

View

Save / Restore

...

Task List Code ↑

Task List Description

→	CLM	:	Close Month
	KLI		Close Month
	NEW TASK LIST		Typical month closing operations
	TEST		TEST

4. Defining Tasks

1. In the Task List, scroll to the **Chief Accountant Task** section and choose **New Line**.
2. Enter the **Task Name** (the **Task Line No.** fills in automatically).
3. Set the **G/L Account Filter**; use the lookup to select accounts. The filter must include at least one account of type **Posting**.
4. Select **Description of Conditions** to open the editor.
5. Write the condition text and choose **OK**.
6. Add further task lines as needed or proceed to evaluation.

Task List

CLM

Generate Evaluation Show Full Report Clear Current Evaluation Automate Fewer options

General

Task List Code: CLM

Task List Description: Close Month

Evaluation Period Type: Current Month

Evaluation Dates Range

Evaluation Period Start Date: 7/1/2025

Evaluation Period End Date: 7/31/2025

Comparison Period Start: 6/1/2025

Comparison Period End: 6/30/2025

Chief Accountants Tasks New Line Delete Line Line Evaluation Justification Review Entries

Task Line No. ↑	Task Line Name	GL Account Filter	Processed	Evaluation Result	Evaluation Start Date	Evaluation End Date	Description of Conditions
→ 10000	Payroll - UOP	62200	☒	☒	12/1/2025	12/31/2025	Is there a document posted for Batch No. UOP?
20000	Payroll - UOZ	62200	☒	☒	12/1/2025	12/31/2025	Is there a document posted for Batch No. UOZ?
30000	Depreciation	66200	☒	☒	12/1/2025	12/31/2025	Is there a document posted for Journal template Nam...
40000	Accruals	80460	☒	☒	12/1/2025	12/31/2025	Is there a document posted for Batch Name REZ?
50000	Bank statement - document	12100	☒	☒	12/1/2025	12/31/2025	Is the document booked on the last day of the month...
60000	FIFO - bank	11200	☒	☒	12/1/2025	12/31/2025	Is the document posted on the last day of the month ...
70000	Bank statement - balance	12100	☒	☒	12/1/2025	12/31/2025	Czy suma zapisów dla pola Bal account i wartości No. ...
80000	Adjust exchange rate	22400	☐	☐			Czy są zaksięgowane zapisy z wartością EXCHTRADJ ...
90000	Defferal	25300	☐	☐			Is there a document posted for Source code PUR-DEF...
100000	NKUP	62200	☐	☐			Czy na koncie 62200 suma zapisów dla wumiaru KUP ...

5. How to Write Conditions

To ensure reliable results, follow these guidelines:

- a. Phrase each condition so it can be answered **Yes/No**.
- b. Conditions must relate to entries in the **General Ledger Entry** table.
- c. Reference any field(s) or posted amounts in those entries.
- d. You may query values stored as **dimensions**.
- e. You can compare document count, entry count, or summed amounts with another period (typically the previous month).
- f. Avoid strict equality ("must equal ..."). Instead, use "approximately", "roughly", or specify an allowed tolerance (%) or amount.
- g. Limit the account range as much as possible—fewer records mean faster, more reliable evaluation.
- h. Avoid very complex conditions that blend multiple topics; you can analyse the same account several times under separate tasks.
- i. Refer to specific field names from **G/L Entry** whenever possible.
- j. Be precise: state whether you are checking an amount, number of unique documents, number of entries, unique values in a field, etc.
- k. For text fields you can use "similar to", "containing", "starts with", etc.; exact matches are not required.
- l. Avoid basing checks purely on the **Description** field—this can generate very large datasets that strain the AI.
- m. Write conditions as if explaining them to a new employee; they should be clear and actionable.

6. Performing Task Evaluation

You can evaluate tasks line-by-line, for selected lines, or the entire list.

1. Open **Task Lists**, select the list, and choose **Edit** (use **View** for read-only access).
2. Only lines with **Processed = No** can be evaluated.
3. To reset a line, set **Processed** to *No* manually or choose **Clear Current Evaluation** on the ribbon.

4. Set the **Evaluation Period Type** (*Current Month, Previous Month, or Custom*). The dates appear in **Evaluation Dates Range**; when *Custom* is chosen you can edit them directly.

5. To evaluate a single line, select it and choose **Line Evaluation**. When finished, the system fills **Evaluation Start Date**, **Evaluation End Date**, **Evaluation Result**, and marks the line **Processed = Yes**.

6. View details with **Justification** (AI explanation) and **Review Entries** (source data).

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7. To evaluate all unprocessed lines at once, choose **Generate Evaluation**. A progress window lets you cancel without losing completed results.

7. Additional Functions

- **Evaluation Report** – export the current results to Excel with **Show Full Report**.
- **Import/Export Task List** – export a task list to a text file and import it into another (or the same) company; you'll be prompted for a new Task List Code when necessary. Accessible from the **Task Lists** ribbon.