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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:

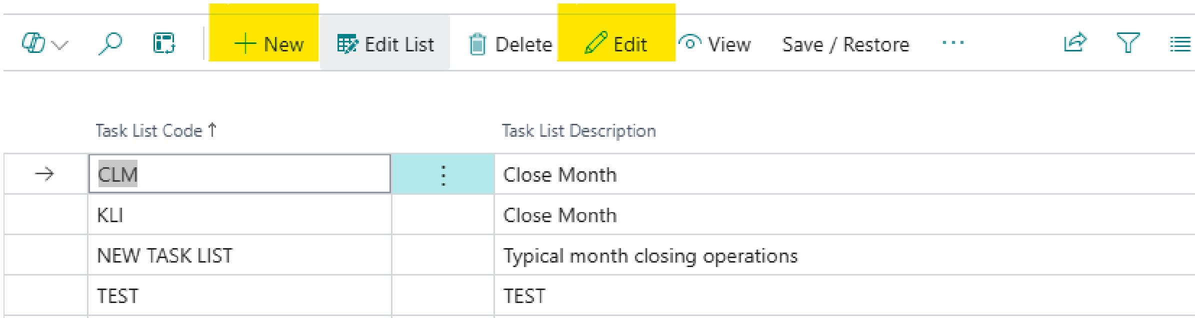
- Define any number of **control scenarios** for different situations.
- Run an evaluation at any moment - on the whole scenario, a selected section, or a single task.
- Write task conditions in **natural language**.
- AI support delivers a level of flexibility previously impossible.
- Full oversight 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

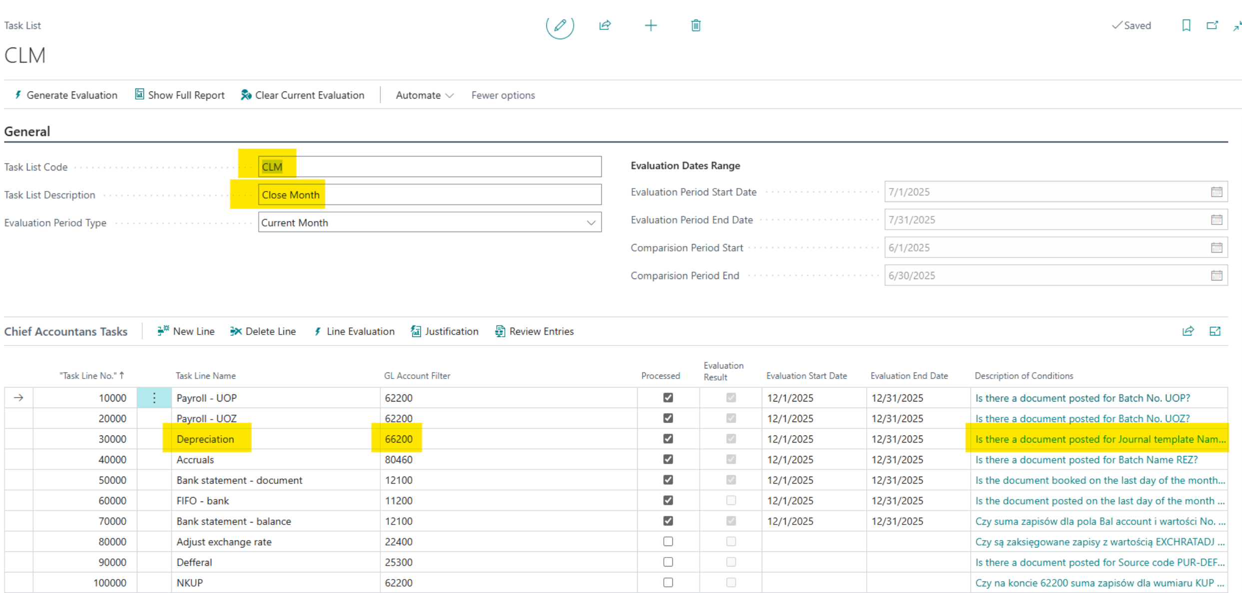
3. Creating a Task List

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**.



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.



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

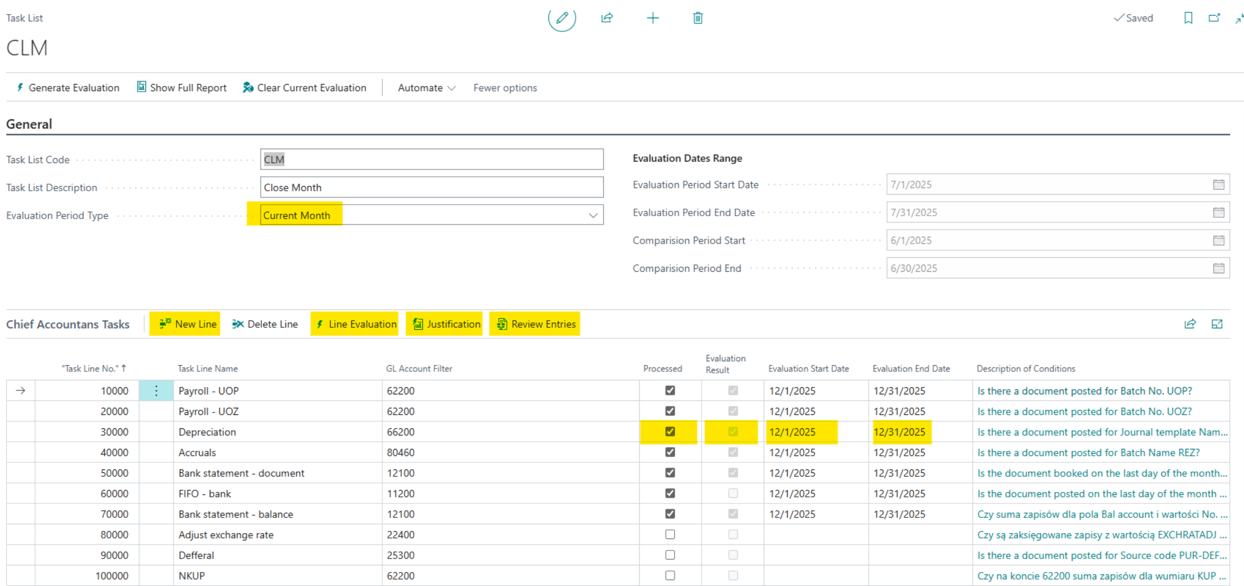
You can evaluate tasks line-by-line, for selected lines, or the entire list.

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).



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.