RPA for the Internal Auditor Workshop

This three-hour session is designed to provide a background on Robotic Process Automation, a software technology that makes it easy to build, deploy, and manage software robots that emulate human actions, and its relevance to internal auditors. Along with the theoretical background of what RPA does, RPA vendors, and RPA's potential, the session will feature hands-on activities using UiPath StudioX. StudioX is an RPA tool uniquely designed for managers and others without a programming background, simplifying the automation of tasks focused on Microsoft Office tools, and particular Excel, using graphical, drag-and-drop design. It is fully upward compatible with more powerful, but more complex, versions of the Studio product.

After this session, the participant will

- Better understand what Robotic Process Automation can do very well … and what it can't
- Be able to develop simple RPA activities using Excel, web sites and PDFs, without traditional programming
- Be able to better identify opportunities both for internal audit and operations for RPA

Agenda:

Hour 1: Introduction to RPA and hands on activities

- What is RPA?
- The RPA Opportunity for internal audit – are 45% of IA tasks static, repetitive, mundane?
- The RPA market: UiPath, Automation Anywhere, Blue Prism, Microsoft Power Automate
- Starting StudioX and StudioX basics; Hello World!

Hour 2: Working with StudioX and working with Excel and the Web

- StudioX and Excel (hands on)
- RPA <u>Risks</u>
- StudioX and the Web (hands on)
- ***(Serve yourself coffee break)***
- Automating extraction of tables (hands on)

Hour 3: Working with StudioX and PDF, Word, PPT and Desktop

- StudioX and PDF (building on Excel – hands on)
- IA as advisor to business in adopting RPA well
- Other StudioX activities (lecture)
- Internal audit case study with StudioX
- RPA and controls, testing, documentation, and other IA interests
    - Can RPA be part of a new continuous risk assessment and audit planning process?
- RPA Plus (AI, ETL, Analytics)
- Q&A
- Resources to move forward

Before the class begins, the student will receive instructions on how to sign up for, download, and install the Studio product, and how to configure it as StudioX. There will not be time to install or configure it during the session proper, so a schedule of time to make sure the software is working in advance of the session will be made available. For those who wish to watch, the instructor led exercises can be watched and performed at a later time.

Prerequisites

As the course is about using tools to automate internal audit tasks using Microsoft Office tools, a solid foundation in Microsoft Excel and basic familiarity with working within a Microsoft Windows environment is assumed.

Your instructor

Eric E. Cohen is an accounting technologist, with a long history of informing and instructing the accounting and audit profession on emerging technologies. Mr. Cohen wrote one of the first books about the Internet's relevance to accountancy, "The Accountant's Guide to the Internet", and has served on numerous technology-related committees for CPA Canada/CICA and the AICPA. Mr. Cohen may be best known as a founder of XBRL (Extensible Business Reporting Language) and involvement in numerous efforts to standardized data needed for audit purposes from accounting/ERP systems, such as ISO/21378:2019 *Audit Data Collection*.

This session is extracted and adapted from a larger course he developed, *Robotic Process Automation and Other Emerging Technologies for Accounting, Audit and Tax*.