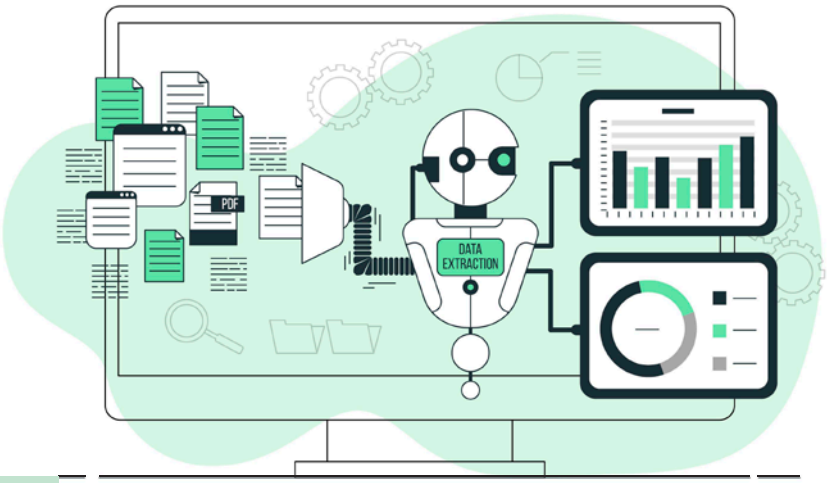
MALAYSIAN INSTITUTE OF ACCOUNTANTS

CPE HOURS GAINED 16

HRD CORP CLAIMABLE

# DIGITAL TRANSFORMATION THROUGH ROBOTIC PROCESS AUTOMATION AND ARTIFICIAL INTELLIGENCE

- 6 & 7 April 2026 (Monday & Tuesday)
  9.00 am – 5.00 pm
  Concorde Hotel Kuala Lumpur




In an era where digital efficiency is key, this two-day hands-on programme equips accounting and finance professionals with the essential skills to drive automation and digital transformation within their organisations.

Participants will explore tools such as Robotic Process Automation (RPA), Visual Basic for Applications (VBA), ChatGPT, and Microsoft Copilot to streamline processes and boost productivity. Through guided sessions and real-world use cases, participants will learn to build their own automation solutions and develop a practical digital transformation plan tailored to their company's needs.

## OBJECTIVES

This programme seeks to help you:

- Understand the capabilities and benefits of Robotic Process Automation (RPA), Visual Basic for Applications (VBA), ChatGPT, and Microsoft Copilot in the context of accounting and finance
- Apply prompt engineering techniques to interact effectively with ChatGPT and Copilot, generating relevant VBA code for finance-related tasks
- Automate routine accounting processes using VBA macros within Microsoft Excel, improving accuracy and efficiency
- Design and build RPA bots using Microsoft Power Automate Desktop to automate tasks such as data entry, data extraction, email dispatch, and PDF processing
- Develop a digital transformation plan, incorporating implementation steps and change management strategies tailored to your organisation's needs

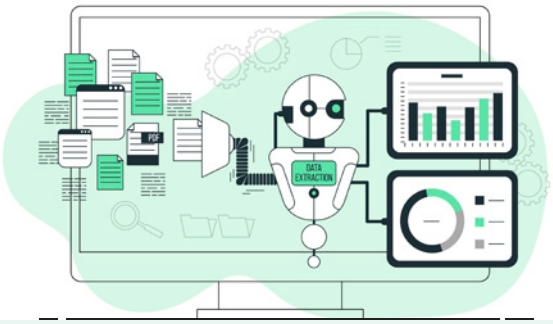
## METHODOLOGY

Lectures, real world cases, and hands-on practical sessions.

## WHO SHOULD ATTEND

This programme seeks to help you:

- Accountants and Accounts Executives
- CFOs, Finance Directors, and Financial Controllers
- Finance Managers and Finance Analysts
- Auditors and Audit Partners




# DIGITAL TRANSFORMATION THROUGH ROBOTIC PROCESS AUTOMATION AND ARTIFICIAL INTELLIGENCE

## PROGRAMME OUTLINE

| | DAY 1 |
|---|---|
| 8.30 am –9.00 am | REGISTRATION AND WELCOME REFRESHMENTS |
| 9.00 am –10.30 am | SESSION 1<br>• Introduction to RPA, VBA, ChatGPT, and Copilot<br>> Overview of RPA, VBA, ChatGPT, and Copilot<br>> Understand the benefits and potential of RPA, VBA, ChatGPT, and Copilot in the accounting and finance domain<br>> Discuss how these tools can enhance and change existing job roles<br>> Practical use cases of these tools for these different job roles |
| 10.30 am –11.00 am | MORNING REFRESHMENTS AND NETWORKING |
| 11.00 am –12.30 pm | SESSION 2<br>• Hands-on Session:<br>Building RPA Robots for Data Entry into Accounting Systems |
| 12.30 pm –1.30 pm | NETWORKING LUNCH |
| 1.30 am –3.00 pm | SESSION 3<br>• Hands-on Session:<br>Building RPA Robots for Data Extraction from Accounting Systems and Sending Customised Mass Emails |
| 3.00 pm –3.30 pm | AFTERNOON REFRESHMENTS AND NETWORKING |
| 3.30 pm –5.00 pm | SESSION 4<br>• Hands-on Session:<br>Building RPA Robots for PDF Extraction |
| 5.00 pm | END OF DAY 1 |

| | DAY 2 |
|---|---|
| 8.30 am –9.00 am | REGISTRATION AND WELCOME REFRESHMENTS |
| 9.00 am –10.30 am | SESSION 1<br>• Hands-on Session: Using ChatGPT and Copilot to Generate Code<br>> Step-by-step guidance on interacting with ChatGPT and Copilot<br>> Set-up to keep information confidential for PDPA purposes<br>> Provide pre-built prompts for different use cases to initiate conversations with ChatGPT and Copilot<br>> Explore structure queries to maximise the effectiveness of ChatGPT in generating accurate responses<br>> Introduction to prompt engineering |
| 10.30 am –11.00 am | MORNING REFRESHMENTS AND NETWORKING |
| 11.00 am –12.30 pm | SESSION 2<br>• Hands-on Session:<br>Building VBA Macros:<br>> Fundamentals of VBA<br>> Write VBA macros with ChatGPT and Copilot Assistance |
| 12.30 pm –1.30 pm | NETWORKING LUNCH |
| 1.30 am –3.00 pm | SESSION 3<br>• Hands-on Session:<br>Prompt Engineering to Utilise VBA to Automate Accounting Processes in Excel:<br>> Sales calculations<br>> Approval checks against approval matrices<br>> Split data into different listings for approvals<br>> Compiling sales data from various sheets into Masterfile |
| 3.00 pm –3.30 pm | AFTERNOON REFRESHMENTS AND NETWORKING |
| 3.30 pm –5.00 pm | SESSION 4<br>• Developing a Digital Transformation Plan for Your Company<br>> Identify potential use cases and create a roadmap for digital transformation<br>> Discuss strategies to address challenges, overcome resistance, and ensure successful adoption of such technologies |
| 5.00 pm | END OF PROGRAMME |

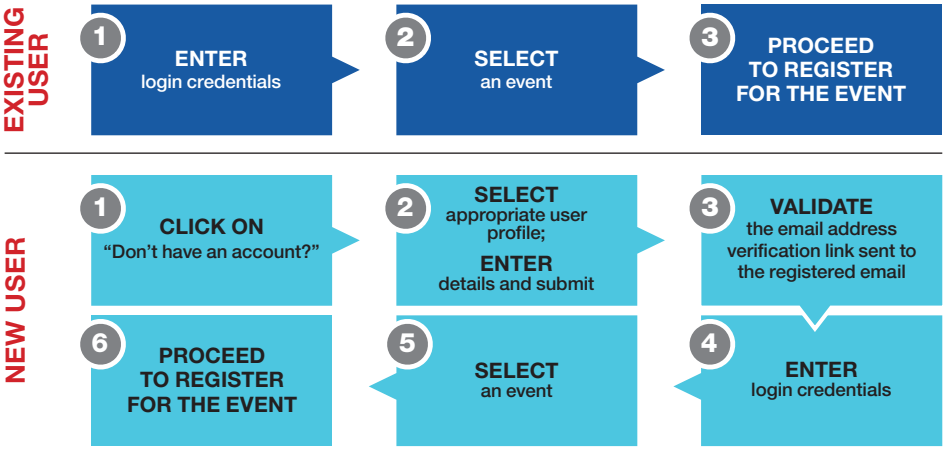
# Digital Transformation Through Robotic Process Automation and Artificial Intelligence

With immediate effect, enrolment for all CPE programmes will be

**STRICTLY VIA ONLINE REGISTRATION ONLY**

## REGISTRATION PROCESS

- To view more events and download the full brochure, please visit: ***pd.mia.org.my***
- Search and select the event
- Click 'Register' to experience the new system by continuing with the respective steps below:




For any assistance, please call (8.45am-5.30pm, Monday-Friday)

**MIA Help Desk @ 603-2722 9000**

## TERMS & CONDITIONS FOR SEMINARS

**PROGRAMME FEE**

- Fee is payable to MALAYSIAN INSTITUTE OF ACCOUNTANTS
- Depending on the event, the fee includes course materials and/or lunch and/or tea breaks.
  - **Individual Registration:** Full payment shall be made at the point of online registration.
  - **Corporate Registration:** Full payment shall be made within thirty (30) days from the date of the Invoice or 1 day before the programme, whichever earlier.
- Admittance to the programme shall be granted only upon full payment as per the above requirement.

**PAYMENT MODE**

- Payment must be made through the **electronic channels i.e. online payment via the MIA member service portal and electronic fund transfer (EFT)**.
- Payment by **cash and cheque is NOT ACCEPTABLE** effective from 1 January 2022.

**HRD CORP (FOR CLAIMABLE EVENTS ONLY)**

- MIA is an approved Training Provider registered under 'Institut Akauntan Malaysia' (MyCoID: 631967).

**Employer's Obligations**

- To ensure grant approval is obtained prior to event registration and to provide the Grant ID notification upon event registration.
- To make full payment to MIA as per the issued Invoice within 14 working days upon receipt of MIA's notification in the event the approved training fee is cancelled by HRDC due to non-compliance on the part of the participant or his/her employer or any valid reasons stipulated by HRDC.
- To settle the balance payment to MIA within 14 working days upon receipt of MIA's notification in the event only partial claim is approved by HRDC. MIA will provide copy of the original invoice and will not issue a new invoice for the balance amount.
- If employer has made payment prior to grant approval, a refund will be made to employer subject to reimbursement received from HRDC. Refund will be made upon receipt of duly completed employer's EFT Form.
- To provide required information and/or documents after completion of event for the purpose of HRDC Claim within 7 working days upon receipt of MIA's notification.

**CANCELLATION**

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the programme, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the programme, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the programme or for participants who failed to join the programme. Unpaid registrations will also be liable for full payment of the registration fee.
- Replacing registered participants is not allowed.
- Paid registration that is cancelled can opt to transfer the paid amount to future event(s) after deducting any applicable administrative charges.
- The transfer request to future event(s) should be confirmed by Corporate/Individual within three (3) days after cancellation otherwise the cancellation will be confirmed with refund action. Transfer request will not be entertained after the refund is processed.
- Corporate/Individual is required to top-up the balance amount if the amount to be transferred to the future event is insufficient.
- Any excess amount after transfer will be refunded to the Corporate/Individual's bank account as provided in the EFT form.
- Corporate/Individual is required to provide the EFT form each time when a refund is requested.

**PARTICIPANT'S CLASSIFICATION AND INFORMATION**

Category: Corporate/Individual

- Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed upon registration.
- The information on Corporate/Individual provided shall be deemed true and correct. No alteration will be allowed upon registration.

**VERIFICATION OF ATTENDANCE**

- All participants are required to present photo identification (NRIC, driving licence or company's ID card) at the point of registration prior to signing the registration list when attending the programme. Admittance may be denied upon failure to present photo identification.

**CERTIFICATE OF ATTENDANCE AND CPE CREDIT HOURS**

- Upon full attendance of the programme, participants will be issued an e-certificate of attendance. For this purpose, it is COMPULSORY to fill in the email address clearly.
- CPE credit hours will be credited into the MIA Member Services Portal within 14 days of the programme for participants who have complied with all terms and conditions stipulated herein.
- Participants will only be entitled to the CPE hours upon attending the entire duration of the programme. CPE hours will not be accorded for partial attendance.

**COPYRIGHT**

The materials of the programme shall not be disclosed or used in any manner, either wholly or partially against any other parties and/or used in any manner, either wholly or partially as a defence by you and/or any other parties under any circumstances. The participants are therefore prohibited from reproducing any materials of this programme. All copyright and/or intellectual property rights in any relevant materials produced in this Programme will remain with the party who produced such materials. MIA disclaims responsibility for the materials of this programme. Neither the MIA, its Council or any of its Boards or Committees nor its staff shall be responsible or liable for any claims, losses, damages, costs or expenses arising in any way out of or in connection with any persons relying upon the materials provided during the programme.

**DATA PROTECTION**

Information given by the participants to MIA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MIA's official website and therefore, allow MIA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

**EXCLUSION OF LIABILITY**

This programme shall not constitute an endorsement of the speaker(s) by MIA and MIA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the programme's participants.

**DISCLAIMER**

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s), time(s) and to cancel the programme should circumstances beyond its control arise. MIA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.

## FACILITATOR



**DARYL AW**

Daryl is the founder and Managing Director of Skybots Pte Ltd, a company that provides automation solutions for accounting, tax, audit, corporate secretarial, and finance processes. He has developed over 1000 robots that use AI and RPA to automate repetitive tasks and drive productivity. Daryl is a pioneer in applying RPA within the accounting industry, having built various AI chatbots including the Malaysia FRS. He collaborates with ISCA on initiatives such as the Skybots SSQM dashboard and serves on ISCA's AI Solutions Sub-Committee.

His achievements include being awarded the UiPath Most Valuable Professional title in 2024 and 2025, winning the ISCA RPA Hackathon in 2021, and earning second place at Hack2024. Additionally, he has a strong academic and professional background, having taught at Singapore Polytechnic (where he was nominated for The President's Awards for Teachers in 2022) and worked as an auditor with EY Singapore, and he is a Chartered Accountant with ISCA.

## PROGRAMME FEES

| | |
|---|---|
| Member/Member Firm | \| RM 1,900 |
| Non-member | \| RM 2,400 |

*Preferred Payment: Pay with MIA-CIMB Affinity Credit Card.*

## PROGRAMME DETAILS & REGISTRATION

**HRDC Training Programme No.: 10001574222**

**6 & 7 April 2026 (Monday & Tuesday)**
**9.00 am – 5.00 pm**
**Concorde Hotel Kuala Lumpur**


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