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Automate a Fund Reporting with AI

Controls, Procedure and Sign-off for a Weekly NAV
Course Summary

Six modules, one fund, every figure computed.

Educational material. Not legal, regulatory or investment advice. Prepared with AI assistance.

About this course

This course shows how to automate a recurring fund report with an AI assistant, safely: the weekly NAV control of Lindenmoor Property Income Fund, a fictional open-ended fund, over four weeks in which two of the fund accountant's files are wrong. You build the expected NAV, six controls with tolerances, the variation test and the attribution, the sign-off and its minutes, and the data pack that feeds the reports; and you write the procedure the assistant follows. It is written for fund controllers, portfolio and fund managers, middle-office and reporting teams, and their compliance colleagues. The workflow is the anonymised version of a real one; every name and figure is fictional. No coding is required.

Module	Lessons	What you build
1. What to automate	1.1, 1.2, 1.3, 1.4	The expected NAV by roll-forward
2. Controls before AI	2.1, 2.2, 2.3, 2.4, 2.5	Balance, units and NAV per unit, Fees, cash and the expected NAV, A status for every control
3. Explaining the movement	3.1, 3.2, 3.3, 3.4	The weekly variation, Attribution per unit
4. Procedure and sign-off	4.1, 4.2, 4.3, 4.4, 4.5	The sign-off summary, Minutes built by formula
5. From the NAV to the reports	5.1, 5.2, 5.3, 5.4	The reporting data pack, Tie-outs of the pack
6. Run it for real	6.1, 6.2, 6.3, 6.4	Time saved and payback

How to use this summary

- Watch the lessons of a module, then read its pages here: key ideas, the numbers of the case, the mistakes to avoid.
- Build along with the step files (one start file and one solution file per build lesson), then do the module tab of the Exercise Workbook.
- Practice the module in the Quiz App or in your learner account, then take the certificate exam online: 40 questions, 60 minutes, 80% to pass.

MODULE 1

What to automate

Why recurring reporting is the right first target, the three tests of a task, the case, and the expected NAV built by roll-forward.

Key ideas

- Recurring reporting is mostly mechanical work around a small core of judgment. Automate the mechanics so that the judgment gets attention.
- Three tests of a task: repetitive, rule-based, verifiable. The third matters most: no independent check, no automation.
- The case: a weekly NAV, three independent sources each Friday (fund accountant, transfer agent, bank) and two wrong files out of four.
- Build your own number first: expected NAV = opening NAV + subscriptions - redemptions + income + change in value - fee, from the last validated NAV.

The case in numbers

	12 Mar	19 Mar
250.000	251.403	
1.250	-0.834	
0.210	1.655	
0.0575	0.0579	
251.403	252.166	
104.23	104.89	

Mistakes to avoid

- Starting with a tool instead of a task.
- Automating a task whose result cannot be checked.
- Judging a file by its NAV per unit alone.
- Rolling forward from a file that was never validated.