AHEAD AT WORK

The Bookkeeper AI Prompt Pack

6 copy-paste prompts for the books you close every month

These six prompts come straight from the full Ahead at Work guide for Bookkeepers. They cover the work that fills the week: categorising transactions, chasing down a reconciliation that will not balance, running the month-end close, explaining the numbers to a client in plain English, following up on overdue invoices, and packaging everything for the CPA at tax time. Replace the bracketed details with the real client and data, paste the prompt in, and you get a solid first pass. Check every figure and journal entry before it goes in the books or out to a client.

1. Transaction Categorization Explainer

```
I have a list of bank feed transactions that need categorizing. Here is my chart of accounts:

[PASTE YOUR CHART OF ACCOUNTS]

Here are the uncategorized transactions:

[PASTE TRANSACTIONS: date, description, amount]

For each transaction:
1. Suggest the correct account category from my chart of accounts
2. Explain WHY this category is correct in one sentence (so I can justify it to my client or
during an audit)
3. Flag any transactions that are ambiguous and need my judgment call
4. Note any that might be personal expenses mixed in with business expenses

Format as a table: Date | Description | Amount | Suggested Category | Reasoning | Flag (if any)
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2. Bank Reconciliation Discrepancy Notes

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I've completed a bank reconciliation for [CLIENT/BUSINESS] for [MONTH] and found the following
discrepancies:

[LIST EACH DISCREPANCY: date, description, bank amount, book amount, difference]

For each discrepancy:
1. Suggest the most likely cause (timing difference, data entry error, missing transaction, bank
error, duplicate entry, unrecorded fee)
2. Recommend the specific correcting action (journal entry, void and re-enter, contact bank, etc.)
3. Draft the journal entry if one is needed (debit/credit format with accounts)
4. Note if this is a recurring issue that needs a process fix

Also provide:
- A summary paragraph I can include in my reconciliation workpaper
- A list of any items that need client confirmation before I can resolve them

Format clearly, I'll be copying this into my working papers.
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3. Month-End Close Checklist Generator

```
Generate a comprehensive month-end close checklist for [BUSINESS TYPE] using [QUICKBOOKS/XERO/
OTHER].

Business details:
- Industry: [INDUSTRY]
- Number of bank accounts: [NUMBER]
- Number of credit cards: [NUMBER]
- Has inventory: [YES/NO]
- Has payroll: [YES/NO]
- Has sales tax obligations: [YES/NO]
- Multi-entity: [YES/NO]

Create a step-by-step checklist organized by phase:
1. Pre-close preparation (bank feeds, outstanding items)
2. Reconciliations (bank, credit card, intercompany)
3. Adjusting entries (accruals, deferrals, depreciation, prepaid expenses)
4. Revenue and expense review (unusual items, missing entries)
5. Financial statement review (P&L, balance sheet, trial balance)
6. Post-close tasks (lock period, generate reports, notify stakeholders)

For each step, include:
- The specific action
- Where to find it in [SOFTWARE]
- Common errors to watch for
- Estimated time

Total target: complete close in [X] business days.
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4. Client Financial Summary (Plain English)

```
Here are the financial results for [CLIENT NAME] for [MONTH/QUARTER]:

Revenue: [AMOUNT]
COGS: [AMOUNT]
Gross Profit: [AMOUNT]
Operating Expenses: [AMOUNT]
Net Income: [AMOUNT]
Cash Balance: [AMOUNT]
Accounts Receivable: [AMOUNT]
Accounts Payable: [AMOUNT]

Previous period comparison: [PASTE PRIOR PERIOD NUMBERS]

Write a 150-word plain-English summary that:
1. Starts with the single most important takeaway (good or bad)
2. Highlights the 2-3 biggest changes from last period and likely reasons
3. Flags any concerning trends (e.g., receivables growing faster than revenue, cash declining
despite profits)
4. Ends with 1-2 specific questions the business owner should think about

Tone: professional but approachable, like a knowledgeable friend explaining the numbers, not a
robot reciting them. Avoid jargon. If you use an accounting term, define it in parentheses.
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5. Invoice Follow-Up Email Sequence

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Write a 3-email follow-up sequence for overdue invoices for [BUSINESS NAME].

Client name: [CLIENT]
Invoice number: [NUMBER]
Amount due: [AMOUNT]
Original due date: [DATE]
Days overdue: [NUMBER]
Payment terms: [NET 30/NET 60/OTHER]

Email 1 (Friendly Reminder, 7 days overdue, ~75 words):
- Assume it was an oversight
- Reattach or reference the invoice
- Make payment easy, include payment link or instructions

Email 2 (Firm Follow-Up, 21 days overdue, ~100 words):
- Reference the previous reminder
- State the impact of late payment on your service delivery
- Request a specific response date
- Offer to discuss if there's a payment issue

Email 3 (Final Notice, 45 days overdue, ~100 words):
- State this is a final notice before escalation
- Reference total outstanding amount and all previous attempts
- Give a clear deadline (5 business days)
- Note next steps if unpaid (late fees, service suspension, collections)

Tone: professional and firm, never aggressive. The goal is to get paid while keeping the client
relationship intact.
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6. Tax Prep Summary for the CPA

```
Prepare a year-end tax preparation summary package for [BUSINESS NAME] ([ENTITY TYPE: Sole Prop/
LLC/S-Corp/C-Corp]) for tax year [YEAR].

Financial data:
- Total Revenue: [AMOUNT]
- Total Expenses by category: [PASTE OR ATTACH]
- Net Income: [AMOUNT]
- Total Assets: [AMOUNT]
- Owner draws/distributions: [AMOUNT]
- Payroll expenses: [AMOUNT]

Generate:
1. A cover memo to the CPA summarizing the year (3-4 sentences)
2. A checklist of documents I should include (W-2s, 1099s, K-1s, depreciation schedules, loan
statements, etc.) with status for each: [Attached / Pending / N/A]
3. A list of notable items the CPA should know about (large one-time expenses, asset purchases,
changes in business structure, new revenue streams)
4. Questions I should ask the CPA on behalf of my client (estimated tax payments, retirement
contributions, deduction opportunities)
5. A summary of any sales tax obligations and filing status

Format as a clean, professional document I can send directly to the CPA.
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