

Randhir Kumar Jha

AI

AI IN ACCOUNTING



A Practical Guide to Saving Time
with Artificial Intelligence

100+ READY-TO-USE AI PROMPTS FOR DAILY ACCOUNTING TASKS

Journal Entries

Invoicing

Bank Reconciliation

ERP Automation

Financial Reporting

VAT Compliance

Market Analysis

SAP S/4HANA

QuickBooks

Zoho Books

TallyPrime

Odoo

Xero

WRITTEN BY

RANDHIR KUMAR JHA

MBA | ACCA | Financial Analyst

www.randhirjha.com

in Randhir-Kumar-Jha

@_randhirjha

@randhir_jha_

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Written by

RANDHIR KUMAR JHA

MBA | ACCA | Financial Analyst

Finance & Accounting | Nepal | UAE | UK | India

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Chapter 1: Introduction the AI Revolution in Accounting

Accounting has traditionally been one of the most time-intensive professions. Hours spent on data entry, reconciliation, report formatting, and compliance checks consume valuable time that could be spent on analysis and strategic decision-making. Artificial Intelligence is changing this landscape dramatically.

This book is designed as a practical, hands-on guide for accountants, bookkeepers, and finance professionals who want to leverage AI tools particularly Claude AI to save 3-5 hours every single day on routine tasks.

What You Will Learn

This book covers every aspect of daily accounting work with ready-to-use AI prompts that you can copy, paste, and customize for your specific needs. From journal entries to financial reporting, from bank reconciliation to market analysis — each chapter provides step-by-step instructions with practical examples.

Who Is This Book For?

This book is for anyone working in accounting and finance, regardless of their current tech level. Whether you are a junior accountant processing daily transactions, a senior accountant preparing financial statements, a bookkeeper managing multiple clients, a finance manager overseeing team output, or a business owner handling your own books — this guide will transform how you work.

How to Use This Book

Each chapter follows a consistent structure: first, an overview of the accounting task; second, the traditional (manual) approach and its pain points; third, the AI-powered approach with step-by-step instructions; fourth, ready-to-use prompts in shaded boxes that you can copy and paste directly; and finally, pro tips for getting the best results. Simply find the task you need, copy the prompt, paste it into Claude AI (claude.ai), and get your work done in minutes instead of hours.

Why Claude AI?

While there are many AI tools available, this book focuses primarily on Claude AI by Anthropic for several reasons: it excels at understanding complex accounting terminology and standards, it can process and analyze spreadsheet data accurately, it follows structured instructions precisely (critical for compliance work), it handles multi-step calculations and formatting with high accuracy, and it supports file uploads for processing PDFs, Excel files, and other documents.

★ **Pro Tip:** Throughout this book, prompts are shown in shaded boxes. You can copy these directly and paste them into Claude AI at claude.ai. Modify the specific details (company names, amounts, dates) to match your situation.



Chapter 2: Getting Started with AI Tools

Before diving into specific accounting tasks, let us set up your AI workspace and understand the fundamentals of effective prompt engineering for accounting.

Step 1: Setting Up Your Claude AI Account

Visit claude.ai and create a free account. For professional accounting use, consider upgrading to Claude Pro for higher usage limits and access to the latest models. You can access Claude through the web browser, mobile app, or desktop application.

Step 2: Understanding Prompt Engineering for Accountants

The quality of AI output depends entirely on the quality of your input (prompt). Here are the golden rules for accounting prompts:

Rule 1: Be Specific About Standards

Always mention the accounting standard you are working with — IFRS, US GAAP, UAE VAT Law, etc. This ensures the AI applies the correct treatment.

Rule 2: Provide Context

Tell the AI about your company type, industry, ERP system, and jurisdiction. The more context you provide, the more accurate and relevant the output.

Rule 3: Define the Output Format

Specify exactly what format you want: table, journal entry, narrative report, Excel formula, etc. This saves time on reformatting.

Rule 4: Include Sample Data

When possible, paste actual data (with sensitive information removed) so the AI can work with real numbers.

PROMPT: Set Up Your AI Accounting Assistant

You are my AI accounting assistant. I am a Senior Accountant based in Dubai, UAE. I work with the following ERP systems: [Zoho Books / SAP S/4HANA / QuickBooks / TallyPrime / Odoo]. My company operates in [industry]. We follow IFRS standards and are registered for UAE VAT (TRN: XXXXXXXXXX). Our financial year runs from January to December. Please apply UAE VAT law and IFRS standards to all accounting guidance unless I specify otherwise. When I ask for journal entries, use the format: Date | Account | Debit (AED) | Credit (AED) | Narration. Always confirm the applicable VAT treatment.

 **How it helps:** Use this as your first message in a new Claude AI conversation. It sets the context so every subsequent prompt gives accurate, jurisdiction-specific results.

Step 3: Organizing Your AI Workflow

Create separate conversations for different areas: one for daily bookkeeping, one for month-end reporting, one for VAT compliance, and one for ad-hoc analysis. This keeps the context focused and the AI responses more accurate.

★ **Pro Tip:** Save your most frequently used prompts in a text file or note-taking app. This creates your personal prompt library that grows over time. You will find a complete prompt library in Appendix A of this book.



Chapter 3: Journal Entries with AI


Journal entries are the foundation of accounting. Every transaction must be recorded accurately with the correct accounts, amounts, and narration. AI can dramatically speed up this process while reducing errors.

3.1 Simple Journal Entries

For routine transactions like salary payments, rent, utilities, and office supplies, AI can instantly generate properly formatted journal entries with the correct double-entry structure.

PROMPT: Basic Journal Entry

Create a journal entry for the following transaction: Date: [DD/MM/YYYY] Transaction: [Describe the transaction, e.g., Paid monthly office rent of AED 15,000 via bank transfer from ADCB account] VAT: [Applicable / Not Applicable / Exempt] Please provide: 1. Journal entry in table format (Date | Account | Debit | Credit | Narration) 2. VAT treatment explanation 3. The accounting standard reference (IFRS)

 **How it helps:** Generates a complete journal entry with proper double-entry, VAT treatment, and narration in seconds.

3.2 Complex Journal Entries

Multi-line entries, inter-company transactions, foreign currency conversions, and accruals require more detail in the prompt.


PROMPT: Multi-Currency Journal Entry

Create a journal entry for the following foreign currency transaction: Date: [DD/MM/YYYY] Transaction: Purchased inventory from a supplier in China Invoice Amount: USD 25,000 Exchange Rate: 1 USD = 3.6725 AED Payment Method: Bank Transfer (LC) VAT: Reverse Charge Mechanism applies Provide: 1. Journal entry in AED with exchange rate applied 2. Reverse charge VAT entry (5%) 3. Narration for each line 4. IFRS reference for foreign currency treatment (IAS 21)

 **How it helps:** Handles currency conversion, reverse charge VAT, and IFRS compliance in one step.

PROMPT: Accrual & Prepayment Entries


Generate month-end accrual journal entries for the following: 1. Electricity bill estimated at AED 3,500 (invoice not yet received) 2. Prepaid insurance of AED 24,000 paid on 01/01/2026 for 12 months — record January amortization 3. Accrued employee bonus of AED 50,000 for Q1 (to be paid in April) 4. Revenue recognition for a service contract: total AED 120,000 for 6 months, 2 months completed Provide journal entries with dates, accounts, amounts, and narration. Reference IAS 37 for provisions and IFRS 15 for revenue.


 **How it helps:** Automates month-end accruals with proper IFRS references and calculations.



PROMPT: Depreciation Journal Entry

Calculate and create depreciation journal entries for the following fixed assets: 1. Office Furniture: Cost AED 45,000, Useful Life 5 years, Straight-Line Method, purchased 01/03/2025 2. Company Vehicle: Cost AED 180,000, Useful Life 4 years, Reducing Balance Method (25%), purchased 15/06/2025 3. Laptop Computers (5 units): Total Cost AED 25,000, Useful Life 3 years, Straight-Line Method, purchased 01/01/2026 Calculate monthly depreciation for each asset and provide the journal entries for January 2026. Show the depreciation schedule table and reference IAS 16.

 **How it helps:** Calculates depreciation across multiple methods and generates both the schedule and journal entries.

 **Pro Tip:** When dealing with bulk journal entries, paste your transaction list directly into Claude AI. It can process dozens of entries at once and format them consistently for ERP import.


Chapter 4: Sales Invoices & Revenue Recording

Sales invoicing is one of the most repetitive yet critical accounting tasks. AI can help generate invoices, calculate VAT, prepare bulk entries, and ensure IFRS 15 compliance for revenue recognition.

4.1 Generating Sales Invoice Entries

PROMPT: Sales Invoice Journal Entry


Create a sales invoice journal entry: Customer: [Customer Name] Invoice No: [INV-XXXX] Date: [DD/MM/YYYY] Items: - Product A: Qty 100, Unit Price AED 50 (Standard Rated 5% VAT) - Product B: Qty 50, Unit Price AED 120 (Zero Rated) - Service Charge: AED 500 (Standard Rated 5% VAT) Provide: 1. Invoice breakdown with subtotal, VAT calculation, and total 2. Journal entry (Debit: Accounts Receivable, Credit: Revenue + VAT Payable) 3. Revenue recognition note per IFRS 15

 **How it helps:** Automatically calculates line-item VAT, separates standard and zero-rated supplies, and generates the complete journal entry.

4.2 Bulk Sales Entry Processing


PROMPT: Bulk Sales Data Processing


I have the following daily sales data from our POS system. Please process these into journal entries and create a summary: [Paste your POS data here — e.g., Date, Invoice No, Customer, Amount, Payment Method] For each entry, provide: 1. Individual journal entry 2. VAT calculation (5% standard rate unless marked exempt) 3. Payment method classification (Cash / Card / Bank Transfer) 4. Daily summary totals 5. Format suitable for import into [Zoho Books / QuickBooks / SAP]

 **How it helps:** Processes an entire day of POS sales data into organized journal entries with VAT calculations.

PROMPT: Revenue Recognition Analysis

Analyze the following contract for revenue recognition under IFRS 15: Contract Details: - Client: [Name] - Total Contract Value: AED [Amount] - Duration: [X months] - Performance Obligations: [List services/deliverables] - Payment Terms: [e.g., 30% upfront, 40% at milestone, 30% on completion] - Contract Start Date: [DD/MM/YYYY] Provide: 1. Identification of performance obligations (Step 2 of IFRS 15) 2. Transaction price allocation (Step 4) 3. Revenue recognition schedule (Step 5) 4. Monthly journal entries for the first quarter 5. Disclosure requirements

 **How it helps:** Applies the full IFRS 15 five-step model to your contract and generates a recognition schedule.

 **Pro Tip:** For marketplace sellers (e.g., Amazon, noon.com), ask Claude AI to analyze your settlement reports and separate out the commission, delivery charges, and VAT components automatically.


Chapter 5: Purchase Bills & Accounts Payable

Managing purchase bills accurately is essential for cost control and VAT input tax recovery. AI can streamline bill processing, vendor reconciliation, and payment scheduling.

5.1 Processing Purchase Bills

PROMPT: Purchase Bill Entry

Create a purchase bill journal entry: Supplier: [Supplier Name] Bill No: [BILL-XXXX] Date: [DD/MM/YYYY] TRN: [Supplier TRN] Line Items: - Raw Material A: AED 10,000 (5% VAT) - Packaging Material: AED 3,000 (5% VAT) - Freight Charges: AED 1,500 (5% VAT) - Import Duty: AED 2,000 (No VAT) Provide: 1. Journal entry with proper account coding 2. Input VAT calculation (recoverable) 3. Total payable amount 4. Payment due date based on [Net 30 / Net 60] terms

 **How it helps:** Generates complete AP entries with input VAT calculations and payment scheduling.

5.2 Import Purchase with Customs & Reverse Charge

PROMPT: Import Purchase with Customs Duty


Process the following import purchase: Supplier: [Foreign Supplier, Country] Commercial Invoice: USD [Amount] Exchange Rate: 1 USD = [Rate] AED Customs Duty: [X]% Clearance Charges: AED [Amount] Reverse Charge VAT: 5% HS Code: [Code] Provide: 1. Landed cost calculation (Invoice + Duty + Clearing + Freight) 2. Journal entries for: a. Recording the purchase at landed cost b. Customs duty payment c. Reverse charge VAT (both input and output) 3. Total inventory cost per unit if [quantity] units 4. IAS 2 (Inventories) compliance notes

 **How it helps:** Calculates complete landed cost and handles the reverse charge mechanism for imports.

PROMPT: Vendor Statement Reconciliation

Reconcile our records with the vendor statement: Our Records (AP Ledger for [Vendor Name]): [Paste your AP ledger data: Date, Bill No, Amount, Payment] Vendor Statement: [Paste vendor statement data: Date, Invoice No, Amount, Payment] Identify: 1. Matching entries 2. Entries in our records but not in vendor statement 3. Entries in vendor statement but not in our records 4. Amount differences 5. Recommended adjusting entries 6. Updated balance after reconciliation

 **How it helps:** Automates vendor reconciliation by cross-matching entries and identifying discrepancies.

 **Pro Tip:** Upload your supplier PDF invoices directly to Claude AI. It can extract the key data (amounts, dates, TRN, line items) and generate the journal entry automatically.


Chapter 6: Expense Entry & Management

Expense management involves categorizing, recording, and controlling business expenditures. AI can classify expenses, check policy compliance, and generate entries faster than manual processing.

6.1 Daily Expense Processing

PROMPT: Classify and Record Expenses

Classify and create journal entries for the following business expenses: 1. Uber ride to client meeting: AED 45 2. Team lunch at restaurant: AED 380 3. Office stationery from Carrefour: AED 125 4. Zoom monthly subscription: USD 14.99 5. Parking at Dubai Mall for client visit: AED 20 6. Mobile phone bill (50% business use): AED 250 7. Adobe Creative Cloud annual license: USD 599.88 8. Courier service (DHL): AED 175 For each expense: 1. Classify under appropriate expense account 2. Determine VAT treatment (recoverable / non-recoverable) 3. Create journal entry 4. Flag any expenses requiring additional documentation 5. Note any policy compliance concerns (entertainment, personal use)


 **How it helps:** Categorizes mixed expenses, determines VAT recoverability, and flags compliance issues in one step.

6.2 Employee Expense Report Processing

PROMPT: Process Employee Expense Report

Process this employee expense report: Employee: [Name] Department: [Department] Period: [Month/Year] Currency: AED [Paste expense data: Date, Description, Category, Amount, Receipt Available Y/N] Provide: 1. Categorized summary by expense type 2. Total reimbursable amount 3. Non-reimbursable items (per standard company policy) 4. Missing receipts that need follow-up 5. Journal entry for the reimbursement 6. VAT input recovery summary (only for items with valid tax invoices) 7. Department-wise expense allocation

 **How it helps:** Processes complete expense reports, identifies policy violations, and calculates reimbursement.

 **Pro Tip:** Create a standard expense classification chart and include it in your prompt. This ensures AI consistently categorizes expenses to the same accounts every time.

Chapter 7: Payment & Receipt Entries

Recording payments and receipts accurately is crucial for cash flow management. AI can help generate batch payment entries, apply receipts to outstanding invoices, and manage multi-currency settlements.

7.1 Payment Processing

PROMPT: Batch Payment Entry

Create payment journal entries for the following supplier payments made today: Payment Date: [DD/MM/YYYY] Bank Account: [Bank Name - Account No.] Payments Made: 1. [Supplier A] — Bill #[XXX] — AED [Amount] — Bank Transfer 2. [Supplier B] — Bill #[XXX] — AED [Amount] — Cheque #[XXX] 3. [Supplier C] — Bill #[XXX] — AED [Amount] (partial payment of AED [Total]) — Bank Transfer 4. [Supplier D] — Multiple bills (#[X], #[Y], #[Z]) — AED [Amount] — Bank Transfer Provide: 1. Individual journal entries for each payment 2. Partial payment tracking for Supplier C 3. Multi-bill allocation for Supplier D 4. Bank payment summary 5. Updated AP balance per supplier


 **How it helps:** Handles batch payments including partial payments and multi-bill allocations.

7.2 Receipt Processing

PROMPT: Customer Receipt Entry

Record the following customer receipts: Date: [DD/MM/YYYY] 1. [Customer A] paid AED [Amount] via bank transfer against Invoice #[XXX] 2. [Customer B] paid AED [Amount] in cash (multiple invoices: #[X], #[Y]) 3. [Customer C] paid AED [Amount] via credit card — includes AED [X] advance payment 4. [Customer D] paid USD [Amount] against AED invoice of AED [Amount] — exchange rate: [Rate] Provide: 1. Receipt journal entries 2. Invoice allocation 3. Advance payment treatment (Customer C) 4. Foreign exchange gain/loss calculation (Customer D) 5. Updated AR aging per customer

 **How it helps:** Processes complex receipt scenarios including advance payments and FX gains/losses.

 **Pro Tip:** For PDC (Post-Dated Cheque) management, provide Claude AI with your cheque register and ask it to generate deposit reminders, journal entries on maturity dates, and bounced cheque reversal entries.


Chapter 8: Bank Reconciliation with AI

Bank reconciliation is one of the most time-consuming monthly tasks. AI can match transactions, identify discrepancies, and generate reconciliation reports in minutes instead of hours.

8.1 Standard Bank Reconciliation

PROMPT: Bank Reconciliation


Perform a bank reconciliation for [Month/Year]: Bank Statement Balance (as per bank): AED [Amount] Book Balance (as per our ledger): AED [Amount] Bank Statement Transactions: [Paste bank statement data: Date, Description, Debit, Credit, Balance] Book/Ledger Transactions: [Paste ledger data: Date, Reference, Debit, Credit, Balance] Provide: 1. Matched transactions (entries appearing in both) 2. Outstanding cheques (in books but not in bank) 3. Deposits in transit (in books but not cleared) 4. Bank charges/interest not recorded in books 5. Unidentified bank entries needing investigation 6. Reconciliation statement in standard format 7. Adjusting journal entries for items not in books 8. Reconciled balance confirmation


 **How it helps:** Performs complete bank reconciliation, identifies all differences, and generates adjusting entries.

8.2 Multi-Account Reconciliation

PROMPT: Multi-Bank Reconciliation Summary

Prepare a consolidated bank reconciliation summary for all company bank accounts: Account 1: [Bank Name] - Current Account - Bank Balance: AED [Amount] - Book Balance: AED [Amount] - Outstanding items: [paste or describe] Account 2: [Bank Name] - Savings Account - Bank Balance: AED [Amount] - Book Balance: AED [Amount] Account 3: [Bank Name] - USD Account - Bank Balance: USD [Amount] - Book Balance: USD [Amount] - Exchange Rate: [Rate] Provide: 1. Individual reconciliation for each account 2. Consolidated cash position in AED 3. Foreign currency revaluation entries 4. Cash flow summary across all accounts 5. Management report format

 **How it helps:** Reconciles multiple bank accounts and provides a consolidated cash position report.

 **Pro Tip:** Download your bank statement as CSV or Excel, upload it to Claude AI, and paste your GL data. Claude can perform the matching automatically and highlight exceptions.


Chapter 9: Data Sorting & Formatting in Excel with AI

Excel is the accountant's daily companion, but data cleaning, sorting, and formatting can eat up hours. AI can generate formulas, clean messy data, create pivot table instructions, and build templates instantly.

9.1 Data Cleaning & Formatting

PROMPT: Clean Messy Excel Data

I have a messy Excel file with accounting data that needs cleaning. The issues are: 1. Date formats are mixed (DD/MM/YYYY and MM-DD-YYYY in the same column) 2. Amount column has text entries mixed with numbers (e.g., 'AED 5,000' instead of 5000) 3. Duplicate entries exist 4. Some cells have leading/trailing spaces 5. Account names have inconsistent capitalization Provide Excel formulas or steps to: 1. Standardize all dates to DD/MM/YYYY 2. Extract numeric values from text-formatted amounts 3. Identify and flag duplicates 4. Remove extra spaces (TRIM function) 5. Standardize text to PROPER case 6. Create a clean, formatted output table

 **How it helps:** Generates specific Excel formulas to fix each data quality issue systematically.

9.2 Advanced Excel Formulas for Accountants


PROMPT: Excel Formulas for Financial Analysis


Generate Excel formulas for the following accounting tasks: 1. VLOOKUP to match invoice numbers across two sheets 2. SUMIFS to total expenses by department AND month 3. Aging analysis formula (0-30, 31-60, 61-90, 90+ days) 4. Conditional formatting rules for overdue invoices 5. XIRR formula for investment return calculation 6. Dynamic chart data range using OFFSET 7. Data validation dropdown for account codes 8. IF/IFERROR nested formula for exchange rate conversion Foreach formula, provide: - The exact formula with cell references - Explanation of each parameter - Common errors and how to fix them - An alternative approach using newer Excel functions (XLOOKUP, FILTER, etc.)

 **How it helps:** Provides ready-to-use Excel formulas with explanations tailored for accounting workflows.

PROMPT: Create Excel Template

Create an Excel template structure for [choose one]: a) Accounts Receivable Aging Report b) Monthly Expense Tracker c) Cash Flow Forecast (12 months) d) Trial Balance with auto-balancing check e) Payroll Calculator (UAE — no income tax, include gratuity) Provide: 1. Column headers with formatting 2. All formulas needed 3. Data validation rules 4. Conditional formatting rules 5. Summary section with totals 6. Print area setup 7. Sheet protection recommendations

 **How it helps:** Generates complete Excel template specifications that you can build or ask Claude to create as a file.

 **Pro Tip:** Upload your Excel file directly to Claude AI and say: 'Analyze this data and create a summary pivot table with charts.' Claude can process the file and generate insights instantly.



Chapter 10: PDF to Excel Conversion with Claude AI

Accountants constantly receive data in PDF format bank statements, supplier invoices, customs declarations, and financial reports. Converting these to structured Excel data manually is tedious. Claude AI can handle this efficiently.

10.1 Bank Statement PDF Conversion

PROMPT: Convert Bank Statement PDF to Excel

I am uploading a bank statement PDF from [Bank Name]. Please extract all transactions and convert them into a structured Excel-compatible format with the following columns: 1. Date (DD/MM/YYYY) 2. Value Date 3. Description / Narration 4. Reference Number 5. Debit Amount 6. Credit Amount 7. Running Balance Additional requirements: - Separate the description field into: Payee Name, Transaction Type (Transfer/POS/ATM/Cheque/Standing Order) - Clean any OCR artifacts or formatting issues - Calculate totals for debits and credits - Flag any entries that appear unusual (very large amounts, round numbers, duplicate references) - Format as a table ready for import into [Zoho Books / QuickBooks / SAP] [Upload your PDF file here]

 **How it helps:** Extracts, cleans, and structures bank statement data from PDF into import-ready format.

10.2 Invoice PDF Data Extraction

PROMPT: Extract Data from Multiple Invoice PDFs


I am uploading [X] supplier invoice PDFs. For each invoice, extract the following information into a structured table: 1. Supplier Name 2. Supplier TRN 3. Invoice Number 4. Invoice Date 5. Due Date 6. Line Items (Description, Qty, Unit Price, Amount) 7. Subtotal 8. VAT Amount (5%) 9. Total Amount 10. Currency 11. Payment Terms Then provide: - A consolidated summary table of all invoices - Total payable by supplier - VAT input summary for VAT return filing - Import file format for [Zoho Books / QuickBooks] bill entry [Upload PDF files]

 **How it helps:** Batch processes multiple invoice PDFs and creates a consolidated summary with import-ready data.

PROMPT: Customs Declaration PDF Processing

I am uploading UAE customs declaration documents (Bill of Entry). Please extract: 1. BoE Number and Date 2. Importer details 3. Supplier/Exporter details 4. HS Code and Description for each item 5. Quantity and Unit 6. CIF Value (AED) 7. Customs Duty Rate and Amount 8. Other charges (handling, inspection, etc.) 9. Total duty paid Then calculate: - Landed cost per item including all duties and charges - Reverse charge VAT entries (5%) - Journal entries for customs duty, freight, and inventory - IAS 2 compliant inventory costing [Upload customs document PDF]

 **How it helps:** Extracts customs data and calculates complete landed cost with proper accounting entries.

 **Pro Tip:** When uploading PDFs, ensure they are text-based (not scanned images). For scanned documents, use a tool like Adobe Scan or Microsoft Lens to OCR them first, then upload to Claude AI.


Chapter 11: ERP Import Format Automation with Claude AI

Every ERP system has its own specific import format for transactions. Preparing data in the exact format required by your ERP is tedious and error-prone. AI can transform your data into any ERP import format instantly.

11.1 Zoho Books Import

PROMPT: Format Data for Zoho Books Import

Convert the following transaction data into Zoho Books import format: [Paste your raw transaction data here] I need the output formatted for Zoho Books [Choose: Journal Entry / Invoice / Bill / Bank Transaction] import with these exact column headers: For Journal Entries: Journal Date, Journal Number, Reference Number, Notes, Account, Contact Name, Debit, Credit, Description For Invoices: Invoice Number, Invoice Date, Due Date, Customer Name, Item Name, Quantity, Rate, Tax Name, Tax %, Item Total Rules: - Date format: YYYY-MM-DD - Amount format: No currency symbols, no commas, 2 decimal places - Tax Name must be: 'VAT (5%)' for standard rated - Account names must match Zoho Books chart of accounts - Provide as CSV-ready format

 **How it helps:** Transforms raw data into the exact Zoho Books import template format.

11.2 SAP S/4HANA Import

PROMPT: Format Data for SAP Import (FB01/FI)

Prepare the following data for SAP S/4HANA Financial Accounting import: [Paste transaction data] Format as SAP-compatible flat file with these fields: Document Type, Company Code, Posting Date, Document Date, Currency, Reference, Posting Key, Account, Amount, Tax Code, Cost Center, Profit Center, Text Rules: - Posting Key 40 = Debit, 50 = Credit (GL accounts) - Posting Key 01 = Customer Debit, 11 = Customer Credit - Posting Key 21 = Vendor Debit, 31 = Vendor Credit - Tax Code I5 = Input VAT 5%, O5 = Output VAT 5% - Date format: YYYYMMDD - Amount: Positive only (posting key determines debit/credit) - Company Code: [Your Code] Also provide the LSMW or BAPI format if applicable.

 **How it helps:** Creates SAP-compatible import files with correct posting keys and tax codes.

11.3 QuickBooks Online Import

PROMPT: Format Data for QuickBooks Import

Convert the following transactions into QuickBooks Online import format: [Paste your data] Format required: For Bank Transactions (CSV): Date, Description, Amount (negative for debits, positive for credits) For Journal Entries (CSV): Journal Date, Journal No, Account, Debits, Credits, Description, Name, Location For Invoices (CSV): InvoiceNo, Customer, InvoiceDate, DueDate, Item, ItemDescription, ItemQuantity, ItemRate, ItemTaxCode, ItemAmount Apply these rules: - Date format: MM/DD/YYYY - Amounts: 2 decimal places, no currency symbols - Tax codes: TAX (for 5% VAT), NON (for exempt/zero-rated) - Match account names to QBO chart of accounts

 **How it helps:** Converts data into QuickBooks Online compatible import format.

11.4 TallyPrime Import

PROMPT: Format Data for TallyPrime Import (XML)


Convert the following accounting data into TallyPrime XML import format: [Paste transaction data] Generate Tally XML for: 1. Voucher Type: [Sales / Purchase / Payment / Receipt / Journal] 2. Include all ledger entries with proper Dr/Cr 3. Include VAT ledger entries where applicable 4. Cost centre allocation if provided 5. Narration for each voucher Follow Tally XML schema: <ENVELOPE><HEADER>...</HEADER> <BODY> <IMPORTDATA> <REQUESTDESC>...</REQUESTDESC> <REQUESTDATA> <TALLYMESSAGE> <VOUCHER>...</VOUCHER> </TALLYMESSAGE> </REQUESTDATA> </IMPORTDATA></BODY> </ENVELOPE> Ensure ledger names match TallyPrime master data.


 **How it helps:** Generates properly structured Tally XML that can be imported directly into TallyPrime.

11.5 Odoo Import

PROMPT: Format Data for Odoo Import

Convert the following data into Odoo 17 import CSV format: [Paste your data] Format for [Choose: Account Move / Invoice / Bill / Payment]: For Journal Entries (account.move): journal_id, date, ref, line ids/account id, line ids/partner id, line ids/name, line ids/debit, line ids/credit, line ids/tax ids For Invoices: partner_id, invoice_date, invoice_date_due, invoice_line_ids/product_id, invoice_line_ids/quantity, invoice_line_ids/price unit, invoice_line_ids/tax ids Rules: - Use Odoo external ID format where applicable - Date format: YYYY-MM-DD - Tax reference: UAE VAT 5% (purchase) or UAE VAT 5% (sale) - Account codes must match Odoo chart of accounts

 **How it helps:** Creates Odoo-compatible import files with proper relational references.

 **Pro Tip:** Always test your import file with a small batch (5-10 entries) before importing bulk data into any ERP system. This catches formatting issues early and prevents data corruption.

Chapter 12: Financial Reporting with AI

Financial reporting is where AI truly shines, transforming raw numbers into insights. From trial balance analysis to full financial statement preparation, AI can handle the heavy lifting.

12.1 Trial Balance Analysis

PROMPT: Analyze Trial Balance

Analyze the following Trial Balance and identify any issues: [Paste your Trial Balance data: Account Code, Account Name, Debit Balance, Credit Balance] Provide: 1. Confirmation that total debits equal total credits 2. Unusual balances (e.g., negative balances, assets with credit balances) 3. Accounts with zero balance that might need review 4. Intercompany balance matching (if applicable) 5. Suspense account items that need clearing 6. Suggested reclassification entries 7. Comparative analysis if prior period data is provided 8. Summary by account category (Assets, Liabilities, Equity, Revenue, Expenses)

 **How it helps:** Performs a comprehensive TB review that would typically take 30-60 minutes manually.

12.2 Financial Statement Preparation

PROMPT: Generate Financial Statements from Trial Balance


Using the following Trial Balance data, prepare complete financial statements: [Paste your Trial Balance] Prepare the following per IFRS: 1. Statement of Financial Position (Balance Sheet) - Current and Non-Current classification - IAS 1 presentation requirements 2. Statement of Profit or Loss and Other Comprehensive Income - Nature of expense method OR Function of expense method [specify] - Basic EPS calculation if share data provided 3. Statement of Changes in Equity - Opening balance, movements, closing balance 4. Statement of Cash Flows (Indirect Method)- Operating, Investing, and Financing activities - IAS 7 classification 5. Key Financial Ratios: - Liquidity (Current Ratio, Quick Ratio) - Profitability (Gross Margin, Net Margin, ROE, ROA) - Leverage (Debt-to-Equity, Interest Coverage) - Activity (Receivables Turnover, Payables Turnover, Inventory Turnover) Include notes for significant items.

 **How it helps:** Generates a complete set of IFRS-compliant financial statements from trial balance data.

PROMPT: Management Report / MIS

Prepare a monthly Management Information Report (MIS) using the following data: Current Month: [Month/Year] [Paste: Revenue data, Expense data, Budget data, Prior year data] Include: 1. Revenue analysis (actual vs budget vs prior year) 2. Expense analysis by department/category 3. Variance analysis with explanations for variances > 10% 4. Cash flow summary 5. Key performance indicators (KPIs) 6. Accounts receivable aging snapshot 7. Accounts payable aging snapshot 8. Working capital analysis 9. Executive summary with highlights and concerns 10. Recommendations for management action Format as a professional management report suitable for presentation to senior leadership.

 **How it helps:** Creates a comprehensive MIS report with analysis, KPIs, and actionable recommendations.

 **Pro Tip:** For recurring monthly reports, save your prompt template and only update the data each month. This ensures consistency in format and analysis across reporting periods.


Chapter 13: VAT Compliance with AI

VAT compliance requires meticulous tracking of input and output tax, correct classification of supplies, and accurate return filing. AI can automate most of the preparation work.

13.1 VAT Return Preparation

PROMPT: Prepare UAE VAT Return Data


Prepare VAT return working for [Period: e.g., Q1 2026 / January 2026]: Company: [Name] TRN: [Tax Registration Number] Data Provided: [Paste or upload: Sales ledger, Purchase ledger, Credit notes, Debit notes] Prepare FTA VAT Return Boxes: Box 1: Standard Rated Supplies (5%) Box 2: Tax Refunds Provided to Tourists Box 3: Zero-Rated Supplies Box 4: Exempt Supplies Box 5: Goods Imported into the UAE Box 6: Adjustments to Output Tax Box 7: Total Output Tax (Box 1 + 2 + 5 + 6) Box 8: Standard Rated Expenses Box 9: Input Tax on Imports (Reverse Charge) Box 10: Input Tax Adjustments Box 11: Total Input Tax (Box 8 + 9 + 10) Box 12-17: Summary and Payable/Refundable Provide: 1. Detailed workings for each box 2. List of zero-rated vs exempt supplies 3. Reverse charge mechanism entries 4. Non-recoverable input tax items 5. Reconciliation of VAT accounts in GL 6. Supporting schedules for each box


 **How it helps:** Prepares complete VAT return workings with box-by-box calculations aligned to FTA requirements.

13.2 VAT Classification

PROMPT: VAT Treatment Classification

Classify the following transactions for UAE VAT treatment: [List your transactions, e.g.: 1. Sale of commercial property in Dubai 2. Export of goods to Saudi Arabia 3. Sale of residential property (first sale) 4. Medical services at a hospital 5. Educational services at a university 6. Gold jewelry sale (investment grade 99%) 7. Local supply of food items 8. IT consulting services to a client in USA 9. Commission earned from noon.com KSA marketplace 10. Rent of commercial office space] For each transaction, provide: 1. VAT Treatment: Standard (5%) / Zero-Rated / Exempt / Out of Scope / Reverse Charge 2. Legal reference (Federal Decree-Law No. 8 of 2017, specific article) 3. Input tax recovery impact 4. Reporting box in VAT return 5. Any special conditions or thresholds

 **How it helps:** Classifies VAT treatment with legal references for each type of transaction.

 **Pro Tip:** Keep a running list of your company's transaction types and their VAT classifications. Ask Claude AI to review this list whenever the FTA issues new guidance or amendments.


Chapter 14: IFRS & Financial Standards with AI

Applying IFRS standards correctly requires understanding complex rules and making judgment calls. AI can help interpret standards, calculate impacts, and draft disclosure notes.

14.1 IFRS Technical Guidance

PROMPT: IFRS Standard Application


I need guidance on applying [specify IFRS standard, e.g., IFRS 16 Leases] to the following scenario: [Describe your specific situation, e.g.: We have signed a 3-year office lease starting 01/01/2026: - Monthly rent: AED 25,000 - Annual escalation: 5% - Security deposit: AED 75,000 - Incremental borrowing rate: 6% per annum - No purchase option - No renewal option] Provide: 1. Initial recognition: Right-of-Use Asset and Lease Liability calculations 2. Amortization schedule for the lease liability 3. Depreciation schedule for the ROU asset 4. Monthly journal entries for Year 1 5. Balance sheet and P&L impact for each year 6. Disclosure requirements 7. Any exemptions applicable (short-term lease, low-value asset)

 **How it helps:** Performs complete IFRS 16 calculations with amortization schedules and journal entries.

PROMPT: IFRS 9 Expected Credit Loss

Calculate Expected Credit Loss (ECL) under IFRS 9 for our trade receivables: Aging Analysis: - 0-30 days: AED [Amount] - 31-60 days: AED [Amount] - 61-90 days: AED [Amount] - 91-180 days: AED [Amount] - 181-365 days: AED [Amount] - Over 365 days: AED [Amount] Historical loss rates (based on 3-year data): - 0-30 days: [X]% - 31-60 days: [X]% - 61-90 days: [X]% - 91-180 days: [X]% - 181-365 days: [X]% - Over 365 days: [X]% Provide: 1. Provision matrix calculation 2. ECL amount per aging bucket 3. Total ECL provision required 4. Comparison with current provision balance 5. Adjusting journal entry 6. Movement schedule (opening, charge, write-off, recovery, closing) 7. IFRS 9 disclosure note draft

 **How it helps:** Calculates ECL using the simplified approach with a provision matrix and generates disclosures.

 **Pro Tip:** When applying new IFRS standards, ask Claude AI to compare the old vs. new treatment and calculate the transition impact. This is invaluable during first-time adoption of standards like IFRS 16 or IFRS 9.

Chapter 15: Market Analysis & Investment Prompts

Beyond daily accounting, finance professionals often need to perform market analysis, evaluate investments, and track economic indicators. AI provides powerful analytical capabilities for these tasks.

15.1 Market Overview

PROMPT: Daily Market Update Brief

Provide a comprehensive market update for today covering: 1. Cryptocurrency: BTC, ETH, XRP (current price in USD, 24h change, key support/resistance levels) 2. Gold: Spot price USD/oz and UAE local price per gram (22K and 24K) 3. Oil: Brent Crude and WTI (current price, weekly trend) 4. Forex: USD/AED rate, EUR/USD, GBP/USD 5. Stock Markets: S&P 500, NASDAQ, DFM (Dubai), NEPSE (Nepal) 6. Key Economic Events today 7. Market Sentiment (Fear & Greed Index indication) Format as a concise brief suitable for a finance professional. Include one-line analysis for each asset class.

 **How it helps:** Generates a comprehensive daily market brief covering all major asset classes.

15.2 Investment Analysis


PROMPT: Stock/Crypto Technical Analysis


Perform a technical analysis for [Asset Name, e.g., BTC/USDT] on the [4H / Daily / Weekly] timeframe: Current Price: [Amount] Analyze: 1. Trend Direction (Uptrend / Downtrend / Ranging) 2. Key Support Levels (3 levels) 3. Key Resistance Levels (3 levels) 4. Moving Averages: 20 EMA, 50 SMA, 200 SMA positions 5. RSI reading and interpretation 6. MACD signal and histogram 7. Volume analysis 8. Chart Patterns (Head & Shoulders, Triangles, Channels, etc.) 9. Fibonacci Retracement levels 10. Entry/Exit zones for swing trading Provide a trading thesis with risk management levels (Stop Loss, Take Profit 1, Take Profit 2). Disclaimer: This is for educational purposes only, not financial advice.

 **How it helps:** Provides a structured technical analysis framework for any asset class.

PROMPT: Company Financial Analysis

Analyze the following company's financial health: [Paste financial data or provide company name for publicly available data] Provide: 1. Profitability Analysis (margins, returns) 2. Liquidity Analysis (current ratio, working capital) 3. Solvency Analysis (debt ratios, interest coverage) 4. Efficiency Analysis (turnover ratios) 5. DuPont Analysis breakdown 6. Altman Z-Score (bankruptcy prediction) 7. Peer comparison if data available 8. SWOT Analysis (financial perspective) 9. Investment recommendation summary Present findings in a professional analyst report format.

 **How it helps:** Performs comprehensive financial analysis with multiple frameworks and models.

 **Pro Tip:** Always add a disclaimer when sharing market analysis with others. AI analysis is a tool for research, not a substitute for professional financial advice.


Chapter 16: Advanced Multi-Task AI Workflows

The real power of AI emerges when you combine multiple tasks into automated workflows. This chapter covers complex, multi-step processes that can save entire days of work.

16.1 Month-End Close Automation

PROMPT: Month-End Close Checklist & Entries

Assist me with the complete month-end close process for [Month/Year]: Company: [Name] Industry: [Type] Perform the following month-end procedures: 1. ACCRUALS: Generate accrual entries for expenses incurred but not invoiced 2. PREPAYMENTS: Calculate monthly amortization for all prepaid expenses 3. DEPRECIATION: Calculate monthly depreciation for all fixed assets 4. PROVISIONS: Review and update provision estimates 5. FX REVALUATION: Revalue foreign currency balances at month-end rate 6. INTERCOMPANY: Reconcile intercompany balances 7. BANK RECONCILIATION: Prepare reconciliation for all accounts 8. REVENUE RECOGNITION: Verify revenue recognition per IFRS 15 9. INVENTORY: Verify inventory valuation per IAS 2 10. CUTOFF: Verify proper period cut-off for sales and purchases For each item, provide: - The journal entry required - Supporting calculation - Review checklist item - Estimated time saved using AI Then create a summary close package.


 **How it helps:** Generates the complete month-end close package with all entries and supporting calculations.

16.2 Annual Audit Preparation

PROMPT: Audit Preparation Package

Prepare an audit preparation package for the year ended [DD/MM/YYYY]: Prepare the following audit-ready schedules: 1. Lead Schedule: All balance sheet accounts with PY comparison 2. Fixed Asset Register with additions, disposals, and depreciation 3. Accounts Receivable confirmation schedule 4. Accounts Payable confirmation schedule 5. Bank confirmation letter drafts 6. Related party transaction summary 7. Contingent liabilities assessment 8. Subsequent events review checklist 9. Going concern assessment factors 10. Significant accounting estimates summary For each schedule: - Standard audit format - Cross-references to trial balance - Supporting document checklist - Management assertion mapping (ISA 315) - Common audit adjustments to prepare for

 **How it helps:** Creates a comprehensive audit preparation package that saves days of preparation work.

 **Pro Tip:** Start your month-end close process on Day 1 using AI for calculations. This can compress a 5-day close into 2 days.


Chapter 17: AI for Audit Preparation

Audit preparation involves assembling evidence, preparing schedules, and anticipating auditor queries. AI can help prepare comprehensive audit files and draft management responses.

17.1 Audit Query Responses

PROMPT: Draft Audit Query Response


The external auditor has raised the following query: [Paste the auditor's question or observation, e.g.: 'We noted a significant increase of 45% in revenue compared to the prior year. Please provide an explanation for this increase, supported by management analysis and any relevant documentation.'] Draft a professional management response that: 1. Acknowledges the observation 2. Provides a clear, factual explanation 3. Quantifies the key drivers 4. References supporting documentation 5. Includes any relevant accounting standard justification 6. Maintains a professional and confident tone 7. Is concise (under 300 words)


 **How it helps:** Drafts professional audit responses that address auditor concerns with proper supporting analysis.

17.2 Audit Schedule Preparation

PROMPT: Prepare Audit Lead Schedule

Prepare an audit lead schedule for [Account Group, e.g., Property, Plant & Equipment]: Provide the following data: [Paste: Opening balance, Additions, Disposals, Depreciation, Closing balance] Create: 1. Lead schedule in standard audit format 2. Cross-reference to Trial Balance and financial statements 3. Movement analysis (opening to closing) 4. Analytical review (compare to prior year) 5. Test of details sample selection (using monetary unit sampling) 6. Audit assertions checklist for this account 7. Supporting schedule template for each sub-account

 **How it helps:** Creates audit-ready schedules with proper cross-referencing and analytical review.

 **Pro Tip:** Keep a running file of common auditor questions from previous years. Feed these to Claude AI at the start of each audit season to proactively prepare responses.


Chapter 18: Cost Analysis & Budgeting with AI

Cost analysis and budgeting are strategic functions that benefit enormously from AI's ability to process large datasets and identify patterns.

18.1 Cost Analysis

PROMPT: Product/Service Cost Analysis


Perform a detailed cost analysis for [Product/Service Name]: Cost Components: - Direct Material: AED [Amount per unit] - Direct Labor: AED [Amount per unit, or hours x rate] - Manufacturing Overhead: AED [Total monthly] allocated over [X units] - Variable Costs: [List with amounts] - Fixed Costs: [List with monthly amounts] Provide: 1. Unit cost calculation (full absorption costing) 2. Variable cost per unit 3. Contribution margin per unit and ratio 4. Break-even analysis (units and revenue) 5. Margin of safety 6. Cost-Volume-Profit (CVP) chart data points 7. Pricing recommendation (based on cost-plus and market comparison) 8. Sensitivity analysis: What if material cost increases by 10%? 20%?


 **How it helps:** Performs comprehensive cost analysis with break-even, CVP, and sensitivity analysis.

18.2 Budget Preparation

PROMPT: Annual Budget Preparation

Help me prepare the annual budget for [Year]: Company: [Name] Industry: [Type] Prior Year Actuals: [Paste summary P&L and key metrics] Assumptions: - Revenue growth: [X]% - Inflation rate: [X]% - Headcount changes: [Details] - Capital expenditure plans: [Details] - New projects/contracts: [Details] Prepare: 1. Revenue budget (monthly breakdown by product/service line) 2. Cost of sales budget 3. Operating expense budget by department 4. Headcount and payroll budget 5. Capital expenditure budget 6. Cash flow forecast (monthly) 7. Budgeted Balance Sheet 8. Budgeted Income Statement 9. Key assumptions documentation 10. Variance thresholds for monthly tracking 11. KPI targets linked to budget

 **How it helps:** Creates a complete annual budget package with monthly breakdowns and all supporting schedules.

 **Pro Tip:** Use AI to create rolling forecasts by feeding actual results each month and asking Claude to update the remaining forecast months based on the trend.

Chapter 19: Tips, Best Practices & Troubleshooting

19.1 Getting the Best Results from AI

After working extensively with AI tools for accounting, here are the key best practices that will maximize your productivity:

1. Always Verify AI Output

AI is a powerful tool but not infallible. Always review calculations, especially for compliance-sensitive work like VAT returns and financial statements. Use AI as your first draft, then apply your professional judgment.

2. Iterate and Refine

If the first response is not exactly what you need, refine your prompt. Add more context, specify the format more precisely, or break the task into smaller steps.

3. Upload Files When Possible

Instead of typing data, upload your Excel files, PDFs, and documents directly. This reduces errors from manual data entry and gives AI the complete picture.

4. Build a Prompt Library

Save your most effective prompts in a document. Over time, you will build a comprehensive library tailored to your specific company and workflows.

5. Use Conversations Strategically

Start a new conversation for each major task. Within a conversation, Claude AI maintains context, so follow-up questions build on previous answers.

19.2 Common Troubleshooting

Problem: AI gives generic answers

Solution: Add more specific context your jurisdiction, ERP system, industry, and exact requirements.

Problem: Calculations seem wrong

Solution: Provide a small example with known correct answer first, then ask for the full calculation. This calibrates the AI.

Problem: Output format does not match ERP import requirements

Solution: Paste a sample of the exact format required (including headers) and ask AI to match it precisely.

Problem: AI does not understand accounting terms

Solution: Use standard terminology. Instead of company-specific jargon, use IFRS/GAAP standard terms and reference specific standards.



Chapter 20: Conclusion & The Future of AI in Accounting

Throughout this book, we have explored how AI can transform every aspect of daily accounting work. From basic journal entries to complex financial reporting, from VAT compliance to market analysis AI is not replacing accountants; it is empowering them to work smarter, faster, and with greater accuracy.

The Time Savings Are Real

Based on practical experience, here is the estimated time savings for common tasks when using AI:

Task	Manual Time	With AI	Savings
Journal Entries (20 entries)	45 min	5 min	89%
Bank Reconciliation	2 hours	15 min	88%
VAT Return Preparation	4 hours	30 min	88%
Financial Statements	6 hours	45 min	88%
PDF Data Extraction (10 docs)	3 hours	10 min	94%
ERP Import Formatting	1 hour	5 min	92%
Month-End Close Package	3 days	1 day	67%
Audit Preparation	5 days	2 days	60%
Budget Preparation	2 weeks	3 days	70%

What Is Next?

The accounting profession is evolving rapidly. AI capabilities are expanding every month. Stay ahead by continuously experimenting with new prompts, following AI developments, and sharing your discoveries with fellow professionals.

Remember: the goal is not to replace human judgment but to free up your time for higher-value work analysis, strategy, client advisory, and professional growth.




Stay Connected

Continue your AI in accounting journey with these resources:

Connect with Randhir Kumar Jha

 Website: www.randhirjha.com

 LinkedIn: Randhir Kumar Jha

 Instagram: [@_randhirjha](https://www.instagram.com/_randhirjha)

 Twitter/X: [@randhir_jha_](https://twitter.com/_randhir_jha)

For training, consulting, and AI workshops — visit the website

Appendix A: Complete Prompt Library (Quick Reference)

This appendix provides a quick reference of all prompts covered in this book, organized by category. Each prompt title corresponds to the detailed version in the relevant chapter.

A.1 Daily Bookkeeping Prompts

1. Basic Journal Entry (Chapter 3)
2. Multi-Currency Journal Entry (Chapter 3)
3. Accrual & Prepayment Entries (Chapter 3)
4. Depreciation Journal Entry (Chapter 3)
5. Sales Invoice Journal Entry (Chapter 4)
6. Bulk Sales Data Processing (Chapter 4)
7. Purchase Bill Entry (Chapter 5)
8. Import Purchase with Customs Duty (Chapter 5)
9. Classify and Record Expenses (Chapter 6)
10. Employee Expense Report Processing (Chapter 6)
11. Batch Payment Entry (Chapter 7)
12. Customer Receipt Entry (Chapter 7)

A.2 Reconciliation & Data Prompts

13. Bank Reconciliation (Chapter 8)
14. Multi-Bank Reconciliation Summary (Chapter 8)
15. Vendor Statement Reconciliation (Chapter 5)
16. Clean Messy Excel Data (Chapter 9)
17. Excel Formulas for Financial Analysis (Chapter 9)
18. Create Excel Template (Chapter 9)

A.3 PDF & ERP Prompts

19. Convert Bank Statement PDF to Excel (Chapter 10)
20. Extract Data from Multiple Invoice PDFs (Chapter 10)
21. Customs Declaration PDF Processing (Chapter 10)
22. Format for Zoho Books Import (Chapter 11)
23. Format for SAP S/4HANA Import (Chapter 11)
24. Format for QuickBooks Import (Chapter 11)
25. Format for TallyPrime Import (Chapter 11)
26. Format for Odoo Import (Chapter 11)

A.4 Reporting & Compliance Prompts

27. Analyze Trial Balance (Chapter 12)
28. Generate Financial Statements (Chapter 12)
29. Management Report / MIS (Chapter 12)
30. Prepare UAE VAT Return Data (Chapter 13)
31. VAT Treatment Classification (Chapter 13)
32. IFRS Standard Application (Chapter 14)
33. IFRS 9 Expected Credit Loss (Chapter 14)

A.5 Analysis & Advanced Prompts

34. Daily Market Update Brief (Chapter 15)
35. Stock/Crypto Technical Analysis (Chapter 15)
36. Company Financial Analysis (Chapter 15)
37. Month-End Close Automation (Chapter 16)
38. Audit Preparation Package (Chapter 16)
39. Audit Query Response (Chapter 17)
40. Product/Service Cost Analysis (Chapter 18)
41. Annual Budget Preparation (Chapter 18)
42. Revenue Recognition Analysis (Chapter 4)



Appendix B: ERP-Specific Prompt Templates

This appendix provides starter prompts tailored to each ERP system. Use these as your baseline context prompt at the start of any ERP-related AI conversation.

Zoho Books Context Template

I am using Zoho Books for my accounting. My organization is [Name], Org ID: [ID]. Chart of accounts follows UAE IFRS template. VAT is configured as 'VAT (5%)' for standard rate. Fiscal year: January to December. Currency: AED. When generating import files, use these exact column headers and date format YYYY-MM-DD. Tax Name must match exactly: 'VAT (5%)' or 'Zero-Rated (0%)'.

SAP S/4HANA Context Template

I am using SAP S/4HANA. Company Code: [XXXX]. Chart of Accounts: [UAE_COA]. Fiscal Year Variant: [K4]. Currency: AED. When creating import files, use posting keys 40/50 for GL, 01/11 for customers, 21/31 for vendors. Tax codes: 15 (Input 5%), 05 (Output 5%), V0 (Zero-rated). Date format: YYYYMMDD.

QuickBooks Online Context Template

I am using QuickBooks Online. Company: [Name]. Country: UAE. VAT registered (TRN: [XXX]). Fiscal year: Jan-Dec. Date format for imports: MM/DD/YYYY. Tax codes: TAX (5%), NON (exempt). Currency: AED. When preparing import files, ensure account names match my QBO chart of accounts exactly.

TallyPrime Context Template

I am using TallyPrime (Release [X.X]). Company: [Name]. VAT enabled with 5% tax rate. When generating import XML, follow Tally XML schema with proper envelope structure. Ledger names must match my Tally master data exactly. Use voucher types: Sales, Purchase, Payment, Receipt, Journal, Contra.

Odoo Context Template

I am using Odoo [Version 17]. Database: [Name]. Chart of Accounts: UAE IFRS. Fiscal Year: January to December. Currency: AED. For CSV imports, use Odoo field names (e.g., partner id, account id). Tax references: UAE VAT 5% (sale), UAE VAT 5% (purchase). Date format: YYYY-MM-DD.

Appendix C: Glossary of AI & Accounting Terms

AI Terms

Artificial Intelligence (AI): Technology that enables computers to perform tasks that normally require human intelligence, such as understanding language, making decisions, and learning from data.

Prompt: The instruction or question you give to an AI tool. The quality of the prompt directly affects the quality of the output.

Prompt Engineering: The practice of crafting effective prompts to get the best results from AI tools.

Claude AI: An AI assistant created by Anthropic, capable of understanding and generating text, analyzing data, processing files, and performing complex reasoning tasks.

Context Window: The amount of text an AI can process in a single conversation. Larger context windows allow for more complex tasks with more data.

Token: A unit of text processed by AI (roughly 3/4 of a word). Token limits determine how much text you can input and receive.

Accounting Terms

IFRS: International Financial Reporting Standards the global accounting standards used in over 140 countries, including the UAE.

UAE VAT: Value Added Tax implemented in the UAE at 5% standard rate, governed by Federal Decree-Law No. 8 of 2017.

FTA: Federal Tax Authority — the UAE government body responsible for administering and enforcing VAT and Corporate Tax.

TRN: Tax Registration Number — the unique identifier assigned to VAT-registered businesses in the UAE.

ERP: Enterprise Resource Planning — software systems that integrate all business processes including accounting, inventory, HR, and operations.

Reverse Charge Mechanism: A VAT mechanism where the buyer (instead of the seller) is responsible for accounting for VAT on imports of goods and services.

ECL: Expected Credit Loss — the IFRS 9 requirement to provision for potential future losses on trade receivables.

ROU Asset: Right-of-Use Asset — an asset recognized under IFRS 16 representing a lessee's right to use a leased asset.



Thank You for Reading!

If this book helped you save time, please share it with your colleagues.

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