





























50 ChatGPT o3 Prompts for Finance & Accounting Teams









By Christian Martinez









Legend








-  **Upload** – attach file(s) named in brackets with your datasets for maximum impact
-  **python** – you can get the outputs in ChatGPT but also ask it to generate Python Code which you can run in Google Colab, Microsoft Visual Studio or even Excel!
-  **canvas** – spin up a live document or model you can refine turn by turn.
-  **image** – generate or edit an image/diagram for a deck.
-  **web** – let ChatGPT search the internet and it will cite sources.
-  **reasoning** – used the model's chain of thought advanced reasoning capabilities








Financial Planning & Analysis (FP&A) / Forecasting			
#	Task	Prompt	Features
1	Driver-based forecast build	"Using the cost and revenue drivers in [FY24_Biz_Drivers.xlsx], build a 12-month rolling P&L and flag the three largest sensitivity levers."	   
2	Scenario generator	"With churn at 5 %, 8 %, 12 %, create upside/base/downside cases and graph ARR."	 
3	Long-range sanity check	"Stress-test our 5-year plan in [LRP.xlsx] vs public SaaS comps you find online."	  
4	Seasonality overlay	"Apply the 4-year seasonality curve in [Seasonality.csv] to next year's forecast and plot monthly revenue."	 
5	Headcount capacity model	"Given productivity 120 hrs/FTE/mo and required hours 2 400, calculate analysts needed and output a mini chart."	






Budgeting & Variance Analysis			
#	Task	Prompt	Features
6	Rolling budget template	"Draft an OPEX template with monthly columns, YTD & FY totals; return as downloadable XLS."	 
7	Variance narrative	"Turn the variances in [Budget_vs_Actual.xlsx] into a 250-word executive summary."	 
8	Root-cause ideas	"Travel spend is 32 % over budget; list likely causes and quick controls."	
9	Vendor heat-map brief	"From [AP_Extract.csv], summarise the five vendors causing overruns and attach a heat-map image."	  
10	Zero-based budget SOP	"Produce a step-by-step guide for running a zero-based budget cycle."	 









Management & Board Reporting			
#	Task	Prompt	Features
11	Flash-report talking points	"ARR €42 m (+11 % MoM), churn 4 %, cash burn €1.2 m—craft CEO talking points for Slack (≤120 words)."	
12	Auto KPI commentary	"In [KPI_Matrix.xlsx], explain any KPI that moved >5 % vs prior month."	 
13	Board-deck outline	"Create a 12-slide outline for the Q2 finance update: agenda, headlines, risks, asks."	
14	Dynamic headlines	"Suggest three crisp headlines for this Q2 scorecard screenshot." (paste image)	 
15	Peer benchmark snippet	"Compare our gross margin to the median of public comps you find today and give a 70-word paragraph."	 







Data Analysis & Insights			
#	Task	Prompt	Features
16	Outlier detector	"Find any GL posting >3 σ in [GL_Apr25.csv]; return IDs and amounts."	 
17	Trend sentence builder	"Here's a 24-month revenue series (paste); summarise the trend in two plain-English sentences."	
18	Correlation scan	"List drivers in [SaaS_Metrics.xlsx] with >0.6 correlation to churn."	 
19	Unit-economics calculator	"Compute CAC, LTV and CAC Payback for this cohort table." (paste data)	
20	Python retention chart	"Write Python (matplotlib) that graphs cohort retention from [Cohorts.csv]."	 







Process Automation & Data Prep			
#	Task	Prompt	Features
21	CSV → JSON converter	"Transform [FX_Rates.csv] into JSON grouped by currency."	 
22	Excel formula bot	"Give an Excel formula returning the last non-blank cell in a row."	
23	PowerQuery helper	"Write M-code to filter rows where 'Cost Center' starts with 'IT.'"	
24	Email-to-JE draft	"From the vendor invoice text below, draft debit/credit lines for a journal entry."	
25	Close SOP writer	"Create an SOP for monthly bank reconciliation: roles, documents, deadlines."	 

Treasury & Cash Management			
#	Task	Prompt	Features
26	13-week cash model	"Generate a 13-week cash-flow template with receipts and disbursements sections."	 
27	Liquidity Slack alert	"Draft a Slack alert that triggers when end-of-day cash falls below €5 m."	
28	FX exposure summary	"With AR \$8 m, AP \$5 m, debt \$2 m, summarise our net USD exposure."	
29	Investment policy	"Write a one-page short-term investment policy for excess cash, including ESG limits."	
30	Bank-fee benchmark	"Pull current bank wire fees for major EU banks and benchmark ours."	 

Accounting & Close Support			
#	Task	Prompt	Features
31	Month-end checklist	"Create a day-by-day month-end close checklist with owners."	
32	Reconciliation match rules	"Define fuzzy-match rules for tying Stripe deposits to GL cash receipts."	
33	Revenue-recognition memo	"Write a rev-rec memo for a 3-year SaaS licence billed annually."	
34	JE audit explanation	"Explain, in audit-friendly language, why we capitalised €400 k of dev costs."	
35	IFRS vs GAAP cheat-sheet	"List three major lease-accounting differences between IFRS and US GAAP."	

Compliance & Risk			
#	Task	Prompt	Features
36	Control matrix	"Produce a Procure-to-Pay control matrix: risk, control, frequency, owner, evidence."	 
37	Policy summariser	"Summarise the 10-page travel policy PDF into five key bullets." (upload PDF)	 
38	Fraud red-flags	"List early warning signs of expense fraud in employee T&E claims."	
39	SOX walkthrough canvas	"Create a canvas outlining the SOX walkthrough steps for revenue."	 
40	Risk heat-map image	"Generate a 2×2 heat-map image plotting likelihood vs impact for our top eight risks."	

Stakeholder Communication			
#	Task	Prompt	Features
41	Board letter draft	"Draft the CFO's introductory letter for the annual report, focusing on cash generation."	
42	Investor FAQ builder	"Create a FAQ sheet answering ten Series B investor questions."	
43	Town-hall script	"Write a 3-minute script explaining our new budget-discipline initiative to all staff."	
44	Media sound-bites	"Give three crisp sound-bites on our Q1 results suitable for journalists."	
45	ESG scorecard image	"Generate an infographic summarising our ESG KPIs for the annual report."	 

Strategic Finance & M&A			
#	Task	Prompt	Features
46	Build-vs-buy model outline	"Outline a model comparing build vs buy for a new analytics module."	 
47	DCF sensitivity table	"Write Python that builds a two-way DCF sensitivity table vs WACC (6–10 %) and terminal growth (1–4 %)."	
48	Synergy checklist	"List typical revenue and cost synergies to validate in due-diligence of a vertical-SaaS acquisition."	
49	Competitive landscape scan	"Search the web for the last 12 months of HR-tech M&A activity and summarise."	 
50	Post-merger integration canvas	"Create a canvas listing Day-1, Day-30 and Day-100 finance integration tasks."	