

AI Finance Prompts: Know Your Numbers

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1 • Export

In QuickBooks: Reports → open the report → Export → Export to Excel.

2 • Upload

Attach the file in Claude (claude.ai) or ChatGPT. Claude can also connect to QuickBooks directly.

3 • Paste

Copy the prompt below, fill in the [brackets], send.

Before uploading, delete employee names and payroll detail; these prompts only need company totals. If a number looks off, ask: "show me the exact numbers you used."

1 Margin Analysis

Upload: 12-month Profit & Loss

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I run a moving and storage company. Attached is my Profit & Loss for the last 12 months. Calculate my gross profit margin, operating profit margin and EBITDA margin. Show the formula and the exact numbers you used for each. Then name the three expense lines that grew fastest compared with revenue.

What you'll get: Your three margins with the math shown, plus the three costs growing faster than your revenue.

2 Service-Line Profitability

Upload: Profit & Loss by Class

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Attached is my P&L by Class. Our classes are [local moves / long distance / storage / commercial]. Rank them by gross margin, showing revenue and gross profit for each. Flag any line where we are busy but not profitable.

What you'll get: Every service line ranked by margin, and the one that keeps you busy without making money.

3 Cash Collection Speed

Upload: 12-month P&L + A/R Aging Summary

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Attached are my last-12-month P&L and my A/R Aging Summary. Calculate my Days Sales Outstanding ($\text{accounts receivable} \div \text{annual revenue} \times 365$) and show the numbers you used. List the five accounts that take longest to pay, and draft a short, polite follow-up email for each.

What you'll get: How many days it takes you to get paid, your five slowest payers, and an email ready to send to each.

4 Off-Season Cash Readiness

Upload: Balance Sheet

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Attached is my Balance Sheet as of [date]. Calculate my current ratio and debt-to-equity ratio, showing the numbers you used. In plain English, tell me what each says about getting through a slow off-season or a big truck purchase, and what would improve each number.

What you'll get: Two numbers that show whether you can cover your bills, explained without the jargon.

5 Labor Productivity

Upload: 12-month P&L + your headcount

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Attached is my P&L for the last 12 months. We had about [X] full-time-equivalent employees (count seasonal crew as fractions: 6 people for 4 months = 2). Calculate revenue per employee and labor cost as a percent of revenue, and tell me which months labor ran ahead of revenue.

What you'll get: Revenue per employee, labor as a share of revenue, and the months your crew cost more than it earned.

6 Seasonal Profit Trend

Upload: Profit & Loss by month, last 24 months

COPY THIS PROMPT

Attached is my P&L by month for the last 24 months. Make a table of revenue and operating profit for each month, this year vs last year. Tell me which months lost money and which expense lines caused it.

What you'll get: A month-by-month profit table and the exact months, and costs, that lost you money.

Want these numbers live, every day?

We build dashboards that refresh from QuickBooks and answer questions like these on demand.

Book a free call
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