

WRITING

Use ChatGPT to prepare your writing communications

- Emails
- Action Plan
- Memos
- Cover Letter
- Instruction
- 🔷 Agenda
- Presentations
- Proposal
- Speech
- Template
- Dunning
- Executive
- Minutes
- Report
- User Manual

Press Release

- Checklist
- Project plan
- Policy **Document**
- Notes to Financial **Statements**

FINANCIAL ANALYSIS



Use ChatGPT to help you with your Financial Analysis

- **Cost analysis**
- **Pricing analysis**
- **Liquidity analysis**
- **Revenue analysis**
- **Cash flow analysis**
- Sensitivity analysis
- **Profitability analysis**
- **Break-even analysis**
- **Financial ratio** analysis
- **Working capital** analysis

- **Debt and equity analysis**
- **Budget variance analysis**
- **Capital structure analysis**
- **Capital budgeting analysis**
- **Financial statement analysis**
- **Investment appraisal analysis**
- **Risk assessment & analysis**
- **Cost-volume-profit analysis** (18)
- **Financial performance** benchmarking
- **Return on Investment** (ROI) analysis

DRAFT PROCEDURES



Use ChatGPT to draft procedures for you

- Invoice Approval Procedure
- Credit Management Procedure Q
- **Debt Collection Protocol**
- Expense Reimbursement Protocol Capital Expenditure Approval Process
- **Budget** Management Guide

Monthly Closing Checklist

- Fixed Asset Management Policy
- Payroll Processing Workflow

Cash Handling Manual

- Investment Evaluation Procedure Financial Forecasting Guide
- Financial Reporting Framework
- Fraud Prevention and Detection Protocol Q
- Tax Compliance Procedure
- Purchasing and Procurement Procedure Q
- Vendor Management Policy
- **Financial Risk** Assessment Framework
- Internal Audit Guidelines
- External Audit Coordination Procedure

TOOL TEACHER



Use ChatGPT to be your dedicated tool teacher

MS Office Tools: Word, Excel, PowerPoint and Outlook

Business intelligence (BI) tools: Power BI, Tableau, and Anaplan

Programming languages: SQL, HTML, Python, and JavaScript

Accounting & ERP Tools: SAP, Xero, Sage, Oracle, NetSuite, MS Dynamics and QuickBooks

Investment Tools: Bloomberg, Thomson Reuters

Contact me to learn how to use ChatGP

PROBLEM SOLVING



Use ChatGPT as a second brain to help you find solutions for complex problems

- **Risk mitigation** ideas
- **Tax liability** reduction
- Vendor management
- **Inventory** optimization
- **Cost-saving** strategies
- Cash flow optimization
- **Cost driver** identification
- optimization **Capital investment**

decisions

Cost allocation

Capital expenditure (10) approval

- **Capital structure** optimization
- **Working capital** management
- Sustainable finance initiatives
- **Financial** performance metrics
- **Financial controls** implementation
- **Financial reporting** improvement
- Financial modeling construction
- Foreign currency risk management
- **Financial forecasting** preparation
- **Financial performance** monitoring

OTHER HELPFUL CASES



Use ChatGPT for these other use cases

- Simplify complex finance topics
- Structure your financial storytelling
- Explain legal terms
- **Summarize** long documents
- **Generate** datasets **Research** best practices
- Draft a finance training plan
- **Define SMART objectives**
- Improve your resume
- Write automation scripts (in most of the tools you use)

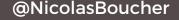
ChatGPT Course!

Scan this QR code or use the link below: https://tinyurl.com/bddxv25f









By Nicolas Boucher

