

CHATGPT FOR FINANCE

CHEATSHEET

100+ TIPS FOR FINANCE PROFESSIONALS



By Nicolas Boucher

WRITING

Use ChatGPT to prepare your writing communications

- Emails
- Memos
- Instruction
- Presentations
- Speech
- Dunning Letter
- Minutes
- Report
- Checklist
- Policy Document
- Action Plan
- Cover Letter
- Agenda
- Proposal
- Template
- Executive Summary
- Press Release
- User Manual
- Project plan
- Notes to Financial Statements

FINANCIAL ANALYSIS

Use ChatGPT to help you with your Financial Analysis

- 1 Cost analysis
- 2 Pricing analysis
- 3 Liquidity analysis
- 4 Revenue analysis
- 5 Cash flow analysis
- 6 Sensitivity analysis
- 7 Profitability analysis
- 8 Break-even analysis
- 9 Financial ratio analysis
- 10 Working capital analysis
- 11 Debt and equity analysis
- 12 Budget variance analysis
- 13 Capital structure analysis
- 14 Capital budgeting analysis
- 15 Financial statement analysis
- 16 Investment appraisal analysis
- 17 Risk assessment & analysis
- 18 Cost-volume-profit analysis
- 19 Financial performance benchmarking
- 20 Return on Investment (ROI) analysis

DRAFT PROCEDURES

Use ChatGPT to draft procedures for you

- ✓ Invoice Approval Procedure
- ✓ Debt Collection Protocol
- ✓ Monthly Closing Checklist
- ✓ Budget Management Guide
- ✓ Payroll Processing Workflow
- ✓ Cash Handling Manual
- ✓ Financial Reporting Framework
- ✓ Tax Compliance Procedure
- ✓ Vendor Management Policy
- ✓ Internal Audit Guidelines
- ✓ Credit Management Procedure
- ✓ Expense Reimbursement Protocol
- ✓ Capital Expenditure Approval Process
- ✓ Fixed Asset Management Policy
- ✓ Investment Evaluation Procedure
- ✓ Financial Forecasting Guide
- ✓ Fraud Prevention and Detection Protocol
- ✓ Purchasing and Procurement Procedure
- ✓ Financial Risk Assessment Framework
- ✓ 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

PROBLEM SOLVING

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

- 1 Risk mitigation ideas
- 2 Tax liability reduction
- 3 Vendor management
- 4 Inventory optimization
- 5 Cost-saving strategies
- 6 Cash flow optimization
- 7 Cost driver identification
- 8 Cost allocation optimization
- 9 Capital investment decisions
- 10 Capital expenditure approval
- 11 Capital structure optimization
- 12 Working capital management
- 13 Sustainable finance initiatives
- 14 Financial performance metrics
- 15 Financial controls implementation
- 16 Financial reporting improvement
- 17 Financial modeling construction
- 18 Foreign currency risk management
- 19 Financial forecasting preparation
- 20 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)

Contact me to learn how to use ChatGPT

ChatGPT Course!

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



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