

4AIWorld Finance & Accounting Premium Prompt Pack

Operational AI workflows for finance teams, FP&A, and controllers designed to build infrastructure, policies, and team accountability with strict data privacy guardrails.

Usage Rules & Legal Safeguards

- **The Privacy Rule:** These prompts are designed to function without actual financial numbers. Never upload Material Non-Public Information (MNPI), payroll details, banking info, customer PII, or unreleased earnings data into consumer AI tools.
- **Review-First Rule:** AI drafts, organizes, and formats. Humans remain strictly responsible for financial accuracy, journal entries, audit evidence, and final reporting.
- **Maintain Segregation of Duties:** AI cannot replace internal controls, SOX compliance approvals, or professional CPA/CFO judgment. AI is a drafting assistant, not an auditor or an approver.

Prompt Directory

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1	Corporate Financial Policy Drafter	Generate comprehensive, enforceable financial policies (T&E, Cards, Procurement).
2	Intercompany Policy Framework Builder	Draft operational checklists for shared services, transfers, or entity restructuring.
3	Vendor Compliance Intake Builder	Generate checklists and email templates for safe, fraud-resistant vendor onboarding.
4	"Finance for Non-Finance" Explainer	Translate complex accounting jargon into simple operational language for other departments.
5	Month-End Close Checklist Architect	Organize month-end close tasks by owner, dependency, and critical path risk.
6	Internal Controls Gap Analyzer	Review generalized financial processes for segregation of duties risks and SOX compliance.
7	Audit Support (PBC) Preparation Framework	Organize the documentation response and tracking matrix for external auditors.
8	Finance Team Delegation Matrix	Break down accounting department work into assignable tasks with clear accountability.
9	Software Procurement ROI Evaluator	Create objective feature/pricing matrices for evaluating new finance tools or ERPs.
10	Executive Presentation Structurer	Build the outline and narrative flow for a board deck without using actual MNPI.
11	Finance Governance & AI Policy Drafter	Establish a clear 1-page policy for how the accounting team can use AI safely.
12	Human Review & Audit Trail Checklist	Generate a strict quality-control checklist before publishing any financial outputs.

LEGAL DISCLAIMER: This document is for informational and operational planning purposes only and does not constitute financial, accounting, audit, tax, SEC compliance, or legal advice. AI outputs are not a substitute for professional CPA judgment or audited system-of-record data. You are solely responsible for data security, regulatory compliance, and financial accuracy.

1. Corporate Financial Policy Drafter

Purpose: Generate comprehensive, enforceable financial policies without needing to upload sensitive data.

Use when: You need to establish or update your Travel & Expense (T&E), Corporate Credit Card, or Procurement policies.

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Act as a Corporate Controller. Draft a formal corporate financial policy based on the high-level rules provided below.

PRIVACY RULE: Focus entirely on policy structure, compliance, and enforcement. Do not include actual employee data.

Policy Type: [e.g., Corporate Travel & Expense Policy]

Core Rules to Include: [e.g., "Max \$75 per diem for meals, no alcohol expensed, economy flights only, receipts required for anything over \$25, approvals go to direct manager first."]

Task:

Create a professional, strict, yet easy-to-understand policy document.

Return:

1. Policy Purpose & Scope
2. Covered Expenses vs. Non-Reimbursable Expenses
3. The Approval & Submission Process
4. Consequences of Non-Compliance
5. An FAQ Section for Employees (Answering the 3 most common pushbacks)
6. A short, polite email draft to announce this policy to the company.

Review-first reminder: Ensure the drafted policy aligns with local labor laws regarding employee reimbursements before distributing it.

2. Intercompany Policy Framework Builder

Purpose: Draft operational checklists for shared services, transfers, or entity restructuring.

Use when: You are managing multiple entities and need to standardize how costs are allocated or how cash moves between subsidiaries.

Copy-and-paste premium workflow prompt

Act as a Director of Finance. Build a structured operational framework for managing intercompany transactions and shared services.

Entity Context: [e.g., "Parent Company provides HR and IT services to 3 subsidiary entities. We need a standardized monthly allocation process."]

Task:

Draft a step-by-step governance framework and accounting checklist.

Return:

1. Framework Objective (Why we are doing this)
2. Allocation Methodology Options (Suggest 2-3 standard ways to allocate costs, like headcount or revenue percentage)
3. Month-End Intercompany Checklist (Who calculates, who invoices, who reconciles?)
4. Documentation & Audit Requirements (What transfer pricing or allocation evidence must be saved?)
5. Dispute/Adjustment Rules (How to handle true-ups at year-end)
6. Risk Warnings (Flag common intercompany accounting traps, like out-of-balance eliminations)

Review-first reminder: Intercompany policies have significant tax and transfer-pricing implications. Review with your external tax CPA.

3. Vendor Compliance Intake Builder

Purpose: Generate checklists and email templates for safe, fraud-resistant vendor onboarding.

Use when: You are setting up a new Accounts Payable process to prevent invoicing fraud and ensure you collect W-9s before paying.

Copy-and-paste premium workflow prompt

Act as an AP & Procurement Manager. I need to build a standardized, fraud-resistant Vendor Intake Process.

Company Details: [e.g., "Mid-sized manufacturing company moving from paying via paper checks to mostly ACH/Wire."]

Task:

Generate the internal checklists and external templates needed to safely onboard a new vendor.

Return:

1. The Internal Setup Checklist (What must the AP clerk verify before creating the vendor in the ERP?)
2. The Fraud Prevention Protocol (Rules for verifying ACH instruction changes to prevent phishing/BEC attacks)
3. Required Tax & Legal Documents (W-9, Insurance Certificates, etc.)
4. The "Welcome Vendor" Email Template (A polite email explaining our payment terms, where to send invoices, and requesting their tax docs)
5. Segregation of Duties Check (Who sets up the vendor vs. who approves the first payment?)

Review-first reminder: Actual sensitive vendor data (Tax IDs, routing numbers) should go straight to your secure ERP or finance team, never into an AI.

4. "Finance for Non-Finance" Explainer

Purpose: Translate complex accounting jargon into simple operational language for other departments.

Use when: You need to explain budget cuts, accrual accounting, or overhead allocations to Marketing, Sales, or Operations leaders without confusing them.

Copy-and-paste premium workflow prompt

Act as a CFO who specializes in executive communication. I need to explain a complex financial concept to non-finance department heads.

The Concept to Explain: [e.g., "Why their budget shows they are overspent because of accrued expenses, even though no cash has left the bank yet."]

The Audience: [e.g., The VP of Marketing and their team]

Task:

Translate this accounting jargon into clear, operational business language.

Return:

1. The "Elevator Pitch" (A 2-sentence simple explanation)
2. The Real-World Analogy (Compare it to something they understand, like a personal credit card or a subscription)
3. The "Why it Matters to You" Section (How this impacts their daily decisions)
4. Common Misunderstandings (What they usually get wrong about this)
5. An Email Draft (A friendly, collaborative message explaining the concept to the team leader)

Review-first reminder: Ensure the analogy aligns with your company's specific accounting policies so you don't create further confusion.

5. Month-End Close Checklist Architect

Purpose: Organize month-end close tasks by owner, dependency, and critical path risk.

Use when: Your month-end close takes 15 days and you need to structure accountability to cut it down to 5 days.

Copy-and-paste premium workflow prompt

Act as a Finance Operations Manager. Convert the raw list of tasks below into a highly structured, accountable month-end close checklist.

PRIVACY RULE: Do not invent numbers. Use only the task names and roles provided.

Raw Close Steps & Team Notes:

[Paste your raw list of journal entries, reconciliations, system lock dates, and team member roles. Use generic names/titles.]

Task:

Create an optimized schedule to accelerate the close process.

Return a structured matrix including:

1. Task Name
2. Owner & Reviewer
3. Dependency (What must finish before this can start?)
4. Target Day (e.g., WD-1, WD+2)
5. Critical Path Risk (Is this a bottleneck item?)
6. Optimization Suggestions (Could any of these be moved to pre-close/WD-3?)

Review-first reminder: AI can organize the schedule, but it cannot enforce the deadlines. Ensure your team agrees to the new timeline before implementing.

6. Internal Controls Gap Analyzer

Purpose: Review generalized financial processes for segregation of duties risks and SOX compliance.

Use when: You are designing a new workflow (like employee reimbursements or wire approvals) and want to spot fraud vulnerabilities.

Copy-and-paste premium workflow prompt

Act as a SOX Compliance Auditor. Review the generalized financial process below and identify internal control gaps, fraud risks, and Segregation of Duties (SoD) conflicts.

Generalized Process:

[Describe the process. e.g., "The office manager collects expense receipts, enters them into the accounting system, and then uses the corporate card to pay the balances."]

Task:

Perform a risk assessment on this workflow.

Return:

1. Segregation of Duties Conflicts (Where does one person have too much control?)
2. Fraud Vulnerabilities (How could someone exploit this process?)
3. Missing Authorizations (Where is the mandatory sign-off missing?)
4. Audit Trail Weaknesses (Is the proof of approval being captured?)
5. The "Best Practice" Redesign (Rewrite the process with proper controls in place)

Review-first reminder: This provides a theoretical control framework. Always consult your actual auditors for formal compliance certification.

7. Audit Support (PBC) Preparation Framework

Purpose: Organize the documentation response and tracking matrix for external auditors.

Use when: You receive the massive Provided By Client (PBC) list from your auditors and need to organize the team's response strategy.

Copy-and-paste premium workflow prompt

Act as an Audit Support Coordinator. Help me organize the documentation response for our external financial audit.

AUDIT RULE: Do not make audit conclusions, materiality judgments, or legal interpretations. Do not generate fake evidence.

Auditor PBC List Categories:

[Paste the general categories or list of requested documents, e.g., "Bank Recs, AR Aging, Fixed Asset Additions, Board Minutes"]

Task:

Organize this into a delegation and tracking matrix for the finance team.

Return:

1. Evidence Request Summary (Grouped by department/owner)
2. The "Long-Lead-Time" Warning List (Which of these documents take the longest to generate and should be started immediately?)
3. The Review Protocol (Checklist for the Controller to review files before sending to auditors)
4. Auditor Clarification Email (A draft email asking the auditor to clarify any vague requests)

Review-first reminder: All documentation must be human-verified for accuracy and completeness before being submitted to external auditors.

8. Finance Team Delegation Matrix

Purpose: Break down accounting department work into assignable tasks with clear accountability.

Use when: You are restructuring the finance team or hiring a new accountant and need to clearly define who owns what.

Copy-and-paste premium workflow prompt

Act as a CFO. Turn the body of work described below into a clear delegation plan with strict accountability.

ACCOUNTABILITY RULE: AI may organize work, but it cannot assign authority or replace management judgment.

The Department/Function:

[e.g., "We are splitting the AP and AR duties between a new Junior Accountant and the existing Senior Accountant"]

Available Roles:

[List roles. e.g., CFO, Senior Accountant, Junior Accountant]

Task:

Create a practical delegation and accountability matrix.

Return:

1. Work Breakdown Structure (Grouped by AP, AR, GL, Reporting)
2. RACI Matrix (Responsible, Accountable, Consulted, Informed for each major process)
3. Preparer vs. Reviewer Alignments (Ensuring Segregation of Duties)
4. Escalation Triggers (When does the Junior escalate to the Senior?)
5. Review Checklist Before Finalizing Assignments

Review-first reminder: Confirm team capacity and employment implications before reassigning major accounting functions.

9. Software Procurement ROI Evaluator

Purpose: Create objective feature/pricing matrices for evaluating new finance tools or ERPs.

Use when: You are deciding between two expense management tools, AP automation platforms, or ERP systems.

Copy-and-paste premium workflow prompt

Act as a Finance Procurement Analyst. I need to make an unbiased comparison between software vendors.

GROUNDING RULE: Base your comparison ONLY on the pasted text below. Do not hallucinate prices or features from the internet.

My Business Context & Needs:

[e.g., "I need an AP automation tool that integrates with NetSuite, handles 500 invoices a month, and supports 3-way matching."]

Vendor 1 (Features & Pricing): [Paste text from Vendor 1]

Vendor 2 (Features & Pricing): [Paste text from Vendor 2]

Task:

Evaluate both options objectively against my specific needs.

Return:

1. Objective Comparison Matrix (Table comparing key features and price)
2. ERP Integration Risks (What usually goes wrong connecting tools like this?)
3. Hidden Costs & Limits (Did one vendor hide implementation fees?)
4. The Winner for My Context (Based solely on the provided data)
5. Questions to Ask Sales (What information is missing?)

Review-first reminder: AI relies solely on what you paste. Always confirm final pricing, security audits, and contract terms directly with the vendor.

10. Executive Presentation Structurer

Purpose: Build the outline and narrative flow for a board deck without using actual MNPI.

Use when: You have to build the quarterly financial presentation but want to nail the "story" before plugging in the sensitive numbers.

Copy-and-paste premium workflow prompt

Act as an Executive Communications Director for a CFO. I need to structure the narrative flow for a Board of Directors financial presentation.

PRIVACY RULE: Do NOT ask for actual revenue numbers, EBITDA, or forecasts. We are building the *outline* and the *story arc* only.

The Theme/Context of the Quarter:

[e.g., "We missed our revenue target slightly due to a delayed product launch, but we aggressively cut OPEX to preserve cash runway. Next quarter looks strong."]

Task:

Design a compelling, transparent, and executive-level presentation outline.

Return:

1. The "Bottom Line Up Front" Slide (What is the 3-bullet executive summary?)
2. Slide-by-Slide Outline (Title, purpose, and what chart should go on each slide)
3. The Narrative Arc (How to bridge the bad news of the delay to the good news of the OPEX cuts)
4. Anticipated Board Questions (What are the 3 hardest questions the board will ask based on this theme?)
5. Data Placeholders (Reminders of exactly what numbers I need to pull from the ERP to finish the deck)

Review-first reminder: Keep actual financial figures out of the AI. Build the structure here, then populate the data safely in PowerPoint/Excel.

11. Finance Governance & AI Policy Drafter

Purpose: Establish a clear 1-page policy for how the accounting team can use AI safely.

Use when: You want to encourage efficiency but absolutely must prevent accountants from putting customer data or company financials into ChatGPT.

Copy-and-paste premium workflow prompt

Act as a Corporate Compliance Director. Help me draft a clear, strict "Acceptable AI Use Policy" specifically for the Finance and Accounting department.

My Core Concerns:

[e.g., "No uploading PII, no uploading bank statements, no uploading actual GL data. AI is for drafting policies, emails, and Excel formulas only."]

Task:

Create a professional, easy-to-understand internal department policy.

Return:

1. The "Golden Rule" of AI for Finance (A 1-sentence summary)
2. Strictly Prohibited Actions (The "Never Do This" list regarding financial data)
3. Approved AI Use Cases (What the team is explicitly encouraged to use AI for, like drafting emails or creating Excel macros)
4. The "Review-First" Mandate (Rule stating humans are accountable for all calculations and outputs)
5. Tool Approval Process (How they can request a new secure AI vendor)
6. A short email draft to introduce this policy to the finance team.

Review-first reminder: Consult with your IT and Legal departments to ensure this aligns with overall corporate cybersecurity policies.

12. Human Review & Audit Trail Checklist

Purpose: Generate a strict quality-control checklist before publishing any financial outputs.

Use when: You have used AI to help structure a financial memo, policy, or process, and need a final validation step before signing your name to it.

Copy-and-paste premium workflow prompt

Act as a Finance Quality-Control Reviewer. I have used AI to help structure a financial document. Before I publish or share it, I need a strict verification checklist.

Document Type: [e.g., Updated Corporate T&E Policy, Intercompany Transfer Memo, Vendor Intake Procedure]

Task:

Generate a customized "Review-First" accountability checklist.

Return a checklist verifying that:

1. Policy alignment: Does this contradict any existing corporate policies?
2. Hallucination check: Are there any unsupported AI claims or "fluff" adjectives?
3. Compliance check: Does this workflow maintain proper Segregation of Duties?
4. Internal Approvals: Whose signature is required before this goes live?
5. Audit Trail: Where will this document be stored as the official system of record?

Review-first reminder: AI drafts the structure, humans own the compliance. You are ultimately responsible for the validity of the final document.