No. 118

AI TOOLKIT SERIES · THE METHOD

Your Books Kept

Keep the books of your small activity with AI, without drowning in the numbers.

Four cues to give the AI, and your income, your expenses and your invoices finally fall into place.

Free for the SYSTINFO community

SYSTINFO · 2026

GOOD TO KNOW

Good to know

In 2026, AI assistants sort an expense from a photo, draft an invoice and build a cash-flow table in minutes. Three cues before you lean on them.

1. **The AI sorts, you verify.**
   It classifies, calculates and formats very fast. But recheck every total: a wrong amount or category slips in without warning.

2. **Your country's rules decide.**
   For a filing or a tax, the law, the tax office or an accountant have the final word. The AI explains and prepares, it does not decide for them.

3. **Your numbers stay yours.**
   Never paste a full bank account number or an ID document. Give amounts and labels, not your sensitive details.

Good reflex: the AI tidies your numbers, you keep the proof (receipts, statements) and the last word on every total.

THE METHOD

The Method

Five moves, ten prompts ready to copy. Keeping clean books, step by step.

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01 The Simple Setup · 02 The Starting Base

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THE RCTFE RECIPE

Every prompt follows the same recipe: Role, Context, Task, Format. Copy the structure, change the brackets.

PROMPT 01 · ORGANIZE

The Simple Setup

PROMPT TO COPY

```
Role: you are an accountant who explains simply to
beginners.
Context: I run [a small activity: shop, craft, service],
alone, with no software.
Task: propose a simple chart of accounts suited to my
activity.
Format: a list of 8 to 10 income and expense categories,
each with one example.
```

WHAT YOU GET

Clear boxes to file everything in. Every coin finds its category, and your books stop being a pile.

PROMPT 02 · ORGANIZE

The Starting Base

PROMPT TO COPY

```
Role: you are an accountant setting up a simple tracker.
Context: I want to track my books in [a spreadsheet / a
notebook], nothing complicated.
Task: design a monthly tracking table ready to fill in.
Format: the columns to create (date, label, category, in,
out, balance) and the filling rule.
```

WHAT YOU GET

A table ready today. You know what to log and where, instead of putting it off.

PROMPT 03 · RECORD

The Expense Sorted

PROMPT TO COPY

```
Role: you are a methodical bookkeeping assistant.
Context: here is an expense: [amount, date, supplier, item]
(or a photo of a receipt).
Task: file it in the right category of my chart of accounts
and explain why.
Format: the line ready to paste (date, label, category,
amount) and an alert if the proof is missing.
```

WHAT YOU GET

An expense filed in one line, not a lost receipt. Plus an alert when a proof is missing.

PROMPT 04 · RECORD

The Income Tracked

PROMPT TO COPY

```
Role: you are an assistant who tracks a small activity's sales.
Context: here are my sales for [the week]: [list of amounts and clients].
Task: sort my income, mark what is received and what is still owed.
Format: a received / pending table, the day's total, and the total still to collect.
```

WHAT YOU GET

Your money in, made clear. You see at once what came in and what you are still owed.

PROMPT 05 · INVOICE

The Clean Invoice

PROMPT TO COPY

```
Role: you are an assistant who writes correct invoices.
Context: I am invoicing [a client] for [a service or
products], amount [X].
Task: write a clear, complete invoice ready to send.
Format: number, date, my details, the client's, the
breakdown, the total, the payment term.
```

WHAT YOU GET

A clean, complete invoice in one minute. Nothing is forgotten, and you get paid faster.

PROMPT 06 · INVOICE

The Gentle Reminder

PROMPT TO COPY

```
Role: you are an assistant who helps recover unpaid
invoices with tact.
Context: [a client] has not paid invoice [number] of
[amount], overdue by [X days].
Task: write a firm but polite reminder that preserves the
relationship.
Format: 3 versions (soft nudge, firm reminder, final notice
before action), short and clear.
```

WHAT YOU GET

The right words to ask without offending. You follow up calmly and keep the client.

PROMPT 07 · STEER

Cash Flow In View

PROMPT TO COPY

```
Role: you are a cash-flow management adviser.
Context: here is my opening balance [X] and my expected ins
/ outs for [the month]: [list].
Task: show me how my cash will evolve and which weeks are
at risk.
Format: a week-by-week table (in, out, balance) and 2
low-balance alerts.
```

WHAT YOU GET

Your money seen ahead, not endured. You spot the lean weeks before they arrive.

PROMPT 08 · STEER

The Monthly Check

PROMPT TO COPY

```
Role: you are an accountant who reviews the month with me.
Context: here are my month totals: income [X], expenses
[Y], by category [...].
Task: give me a simple monthly review, what works and what
slips.
Format: the month's result, the 3 heaviest items, and 2
ways to improve.
```

WHAT YOU GET

A ten-minute check instead of dread. You know whether the month was good and why.

PROMPT 09 · REPORT

The Return Prepared

PROMPT TO COPY

```
Role: you are an assistant who prepares the pieces of a filing.
Context: I must file [my activity] for [the period]; here are my totals: [...].
Task: help me prepare the figures and the list of documents to gather.
Format: a figures summary, the list of supporting documents, and the questions to ask an accountant.
```

WHAT YOU GET

A file ready, not a last-minute rush. All that is left is a pro's sign-off.

PROMPT 10 · REPORT

The Year Told

PROMPT TO COPY

```
Role: you are an adviser who explains numbers in plain
words.
Context: here are my results for [the year]: income,
expenses, result [...].
Task: tell me my year in plain terms and propose a figure
goal for the next one.
Format: a short 5-sentence review, 3 strengths, 2 things to
fix, one figure goal.
```

WHAT YOU GET

Your year understood, not just endured. You leave with a clear target for what comes next.

No. 118

YOUR TURN

Books In Order

You now know how to keep your books day to day: organize, record, invoice, steer, report. Ten prompts, one recipe to reuse.

The AI tidies your numbers, you keep the proof and the last word on every total.

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