The Finance Plugin Builder Prompt

Build Your Custom Cowork Finance Plugin in Minutes

By Carolina | The Tactical Room | tacticalroom.com

How to Use This

- ☐ Open Claude Desktop → Cowork tab → Plugins → Plugin Create/Customize
- ☐ Copy the entire prompt starting from page 2
- ☐ Delete any [OPTIONAL] sections that don't apply to you
- ☐ Replace anything in [BRACKETS] with your actual information
- ☐ Let Cowork build your plugin

That's it. You'll have a custom finance plugin tailored to your workflows in minutes.

Start with 2-3 workflows. Add more as you need them. Plugins are just files — you can edit anytime.

What's Inside

The prompt on the following pages includes everything Cowork needs to build a finance plugin customized to your role:

- Your role, industry, tools, and preferences
- Your chart of accounts and expense categories
- 8 workflow templates with slash commands (2 core + 6 optional)
- Persistent instructions that apply to all workflows
- MCP connector configuration (optional)
- Safety rules and guardrails

Sections marked [OPTIONAL] can be deleted entirely. Keep what's relevant to your work.

Process first. Tool second. Always.

THE PROMPT

Copy everything below this line and paste into Cowork Plugin Create

---

Create a custom finance plugin for my specific role and workflows. Use the following information to build skills, slash commands, and connectors tailored to how I actually work.

ABOUT ME AND MY ROLE

My role: [e.g., FP&A Manager, Senior Financial Analyst, Controller, CFO, Fractional CFO, Bookkeeper]

My industry: [e.g., SaaS, manufacturing, professional services, retail, nonprofit, healthcare]

Company size: [e.g., startup, mid-market, enterprise, solo business owner]

Tools I use daily: [e.g., Excel, Google Sheets, QuickBooks, Xero, NetSuite, SAP]

My fiscal year ends: [e.g., December 31, June 30, March 31]

Currency: [e.g., USD, EUR, GBP, BRL, CAD]

Number formatting: [e.g., 1,000.00 or 1.000,00]

MY CHART OF ACCOUNTS STRUCTURE

[Paste your chart of accounts here, or describe the structure. Example:]

Assets: 1000-1999 (Cash 1000-1099, AR 1100-1199, Inventory 1200-1299, Fixed 1500-1599)

Liabilities: 2000-2999 (AP 2000-2099, Accrued 2100-2199, LT Debt 2500-2599)

Equity: 3000-3999

Revenue: 4000-4999

COGS: 5000-5999

OpEx: 6000-6999 (Payroll 6100s, Rent 6200s, Marketing 6300s, Software 6400s, Professional 6500s, Travel 6600s)

Other Income/Expense: 7000-7999

MY EXPENSE CATEGORIES

[List categories exactly as they appear in your accounting software. Example:]

- Advertising and marketing
- Bank fees and charges
- Contractors and freelancers
- Insurance
- Meals and entertainment
- Office supplies
- Payroll and benefits
- Professional services (legal, accounting)
- Rent and lease payments
- Software subscriptions
- Travel and transportation
- Utilities and telecom

CORE WORKFLOWS

Build a slash command for each workflow below. Each command should follow my specific process, use my chart of accounts, and output in the format I describe.

WORKFLOW 1: BANK RECONCILIATION

`/my-reconciliation`

- Compare bank statement transactions against GL entries or invoices
- Match by amount, date (within [3] day tolerance), and vendor/description
- Flag unmatched items on both sides
- Categorize discrepancies: timing differences, missing entries, amount mismatches
- Output reconciliation summary with matched, unmatched-bank, unmatched-book, and suggested adjustments

Output format: [describe your preferred format]

WORKFLOW 2: MONTHLY CLOSE

`/my-close`

- Review all accounts for completeness
- Identify missing accruals based on recurring expenses from prior months
- Prepare standard month-end journal entries: [depreciation, prepaid amortization, accrued payroll, deferred revenue]
- Generate trial balance comparison (current month vs prior month vs budget)
- Flag any account with variance greater than [10]% from prior month
- Produce close status summary

Output format: [describe your preferred format]

[OPTIONAL — DELETE THIS SECTION IF NOT APPLICABLE]

WORKFLOW 3: VARIANCE ANALYSIS

`/my-variance`

- Compare actuals vs budget vs prior period
- Decompose variances into: volume, price/rate, mix, timing
- Highlight variances exceeding [dollar amount or percentage threshold]
- Provide narrative explanations for top [5] variances
- Output waterfall chart data for presentation

Output format: [describe your preferred format]

[OPTIONAL — DELETE THIS SECTION IF NOT APPLICABLE]

WORKFLOW 4: CASH FLOW FORECASTING

`/my-cashflow`

- Project cash position for next [13] weeks
- Inputs: current cash balance, AR aging, AP aging, recurring fixed costs, known one-time items
- Flag weeks where projected cash falls below [minimum cash threshold]
- Identify timing of major inflows and outflows
- Sensitivity analysis: best case, base case, worst case

Output format: [describe your preferred format]

[OPTIONAL — DELETE THIS SECTION IF NOT APPLICABLE]

WORKFLOW 5: INVOICE PROCESSING

`/my-invoices`

- Read invoice files (PDF, CSV, or images) from working folder
- Extract: vendor name, invoice number, date, amount, line items
- Categorize each line item against my chart of accounts and expense categories

- Flag duplicates (same vendor + amount within [30] days)
- Output organized summary ready for import into [my accounting software]

Output format: [describe your preferred format]

[OPTIONAL — DELETE THIS SECTION IF NOT APPLICABLE]

WORKFLOW 6: FINANCIAL STATEMENTS

`/my-financials`

- Generate income statement, balance sheet, and cash flow statement
- Compare to: prior month, prior year same month, budget
- Calculate key ratios: [gross margin, operating margin, current ratio, quick ratio, DSO, DPO, burn rate]
- Highlight significant changes with brief commentary
- Format for [audience: board, leadership team, investors, internal review]

Output format: [describe your preferred format]

[OPTIONAL — DELETE THIS SECTION IF NOT APPLICABLE]

WORKFLOW 7: TAX PREP SUPPORT

`/my-tax-prep`

- Organize full year transactions by category
- Reconcile revenue per books to revenue per bank deposits
- Summarize deductible expenses by category
- Flag items that need review (personal vs business, large unusual expenses, missing documentation)
- Generate package ready for tax preparer with summary and supporting detail

Output format: [describe your preferred format]

[OPTIONAL — DELETE THIS SECTION IF NOT APPLICABLE]

WORKFLOW 8: BUDGET BUILDING

`/my-budget`

- Start from [prior year actuals / current run rate / zero base]
- Apply growth assumptions: [revenue growth X%, headcount changes, known cost increases]
- Build monthly detail with quarterly and annual rollups
- Include headcount plan if applicable
- Compare draft budget to prior year and current forecast
- Flag areas that need assumption validation

Output format: [describe your preferred format]

PERSISTENT INSTRUCTIONS FOR ALL WORKFLOWS

Apply these rules to everything you do in this plugin:

- Always use my chart of accounts for classification
- Always use my expense categories exactly as listed
- Use [currency symbol] with [number format preference]
- Round to [2] decimal places unless otherwise specified
- When in doubt about categorization, flag it for my review rather than guessing
- File naming convention: [e.g., YYYY-MM-DD_description.xlsx]
- Default output location: [e.g., same working folder, or specific subfolder]
- Always include a summary section at the top of any output
- Never delete or overwrite original source files

[OPTIONAL — DELETE THIS SECTION IF NOT APPLICABLE]

MCP CONNECTORS

Connect to these external tools if available:

- Accounting software: [QuickBooks / Xero / NetSuite / SAP] at [connection details if known]
- Data warehouse: [Snowflake / BigQuery / Databricks] at [connection details if known]
- Communication: Slack for notifications to [channel name]
- File storage: [Google Drive / OneDrive / Dropbox] at [path]
- Other: [any other tools you want connected]

SAFETY RULES

- Never auto-send or auto-post anything. Always present for my review first.
- Never delete original source files.
- Flag uncertain categorizations rather than making assumptions.
- If data seems incomplete or inconsistent, stop and ask before proceeding.
- All outputs are drafts until I explicitly approve them.

Build this plugin now. Show me the full plugin structure before activating it so I can review.

Process first. Tool second. Always.

This resource is for Tactical Room subscribers only. Please don't share publicly.