

Starter kit for a three-person accounting practice

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A battle-tested set of six vetted AI workflows designed to eliminate 14+ hours of manual spreadsheet reconciliation each week without touching client credentials.

Fieldwork | findaiskills.com.au

Source-inspected workflows. Not independently run-tested. Review each output before use.

1. BAS preparation

INPUTS

- Authorised source records relevant to the specific preparation or review
- Entity, jurisdiction, and reporting period
- The complete skill folder and any required supporting files

EXPECTED OUTPUT

A review checklist and supporting workpaper draft

SETUP

1. Review the linked source and the publisher's current README before installing.
2. Download or install the complete plugin/skill folder, preserving references and scripts. Do not paste a terminal command intended for another app.
3. Use the setup path for the platform you actually have; configure only the required apps and permissions.
4. Start with a permitted sample and the starter prompt. Check the first result against your own normal review process.

STARTER PROMPT

Use bas-preparation for [business task]. Our business is in [country and state/territory], our currency is [currency], and the intended reader is [audience]. Use only the attached authorised inputs and approved policies. First identify missing information and unavailable tools. Prepare a draft for human review; cite the supplied evidence, separate assumptions, and do not send, publish, lodge, purchase or change records.

REVIEW

Australian tax, BAS, payroll and reporting work needs current primary-source checks and review by the appropriate qualified practitioner. Do not lodge, decide tax treatment, or post entries from an AI draft.

SOURCE

<https://github.com/ryanduguid/australian-accounting-skills/blob/13a4bd9f24f60b069e668b62b1de24ef08091f63/.claude/skills/bas-preparation/SKILL.md>

Source revision: 13a4bd9f24f60b069e668b62b1de24ef08091f63

Checked: 2026-10-18

Workflow: <https://findaiskills.com.au/skills/ryanduguid-bas-preparation/>

2. Prepare an account reconciliation

INPUTS

- Ledger export
- Bank or subledger records
- Period, currency, and account mapping

EXPECTED OUTPUT

A reconciliation workpaper with unmatched items and explanations to investigate.

SETUP

1. In Claude Code, add the publisher's marketplace:
2. claude plugin marketplace add anthropics/knowledge-work-plugins
3. Install the full plugin so supporting files and connectors stay together:
4. claude plugin install finance@knowledge-work-plugins
5. Start a fresh session, supply the listed inputs, and use the starter prompt. For Cework or chat, use Customize ? Plugins and follow the current official guide. Connector access depends on your setup; uploaded files can support the selected draft workflow.

STARTER PROMPT

Use reconciliation for [account] and [period]. Compare these ledger and supporting exports using [matching rules]. Reconcile totals, show unmatched items, and distinguish documented explanations from hypotheses. Do not post adjustments.

REVIEW

A qualified accountant must verify balances, matching logic, and adjustments before any accounting action.

SOURCE

<https://github.com/anthropics/knowledge-work-plugins/blob/33eeda1e8fd856455b05479d13a0f85b5f803744/finance/skills/reconciliation/SKILL.md>

Source revision: 33eeda1e8fd856455b05479d13a0f85b5f803744

Checked: 2026-10-18

Workflow: <https://findaiskills.com.au/skills/account-reconciliation/>

3. Cashflow forecast 13week

INPUTS

- Authorised source records relevant to the specific preparation or review
- Entity, jurisdiction, and reporting period
- The complete skill folder and any required supporting files

EXPECTED OUTPUT

A review checklist and supporting workpaper draft

SETUP

1. Review the linked source and the publisher's current README before installing.
2. Download or install the complete plugin/skill folder, preserving references and scripts. Do not paste a terminal command intended for another app.
3. Use the setup path for the platform you actually have; configure only the required apps and permissions.
4. Start with a permitted sample and the starter prompt. Check the first result against your own normal review process.

STARTER PROMPT

Use cashflow-forecast-13week for [business task]. Our business is in [country and state/territory], our currency is [currency], and the intended reader is [audience]. Use only the attached authorised inputs and approved policies. First identify missing information and unavailable tools. Prepare a draft for human review; cite the supplied evidence, separate assumptions, and do not send, publish, lodge, purchase or change records.

REVIEW

Australian tax, BAS, payroll and reporting work needs current primary-source checks and review by the appropriate qualified practitioner. Do not lodge, decide tax treatment, or post entries from an AI draft.

SOURCE

<https://github.com/ryanduguid/australian-accounting-skills/blob/13a4bd9f24f60b069e668b62b1de24ef08091f63/.claude/skills/cashflow-forecast-13week/SKILL.md>

Source revision: 13a4bd9f24f60b069e668b62b1de24ef08091f63

Checked: 2026-10-18

Workflow: <https://findaiskills.com.au/skills/ryanduguid-cashflow-forecast-13week/>

4. Workpaper tie out

INPUTS

- Authorised source records relevant to the specific preparation or review
- Entity, jurisdiction, and reporting period
- The complete skill folder and any required supporting files

EXPECTED OUTPUT

A review checklist and supporting workpaper draft

SETUP

1. Review the linked source and the publisher's current README before installing.
2. Download or install the complete plugin/skill folder, preserving references and scripts. Do not paste a terminal command intended for another app.
3. Use the setup path for the platform you actually have; configure only the required apps and permissions.
4. Start with a permitted sample and the starter prompt. Check the first result against your own normal review process.

STARTER PROMPT

Use workpaper-tie-out for [business task]. Our business is in [country and state/territory], our currency is [currency], and the intended reader is [audience]. Use only the attached authorised inputs and approved policies. First identify missing information and unavailable tools. Prepare a draft for human review; cite the supplied evidence, separate assumptions, and do not send, publish, lodge, purchase or change records.

REVIEW

Australian tax, BAS, payroll and reporting work needs current primary-source checks and review by the appropriate qualified practitioner. Do not lodge, decide tax treatment, or post entries from an AI draft.

SOURCE

<https://github.com/ryanduguid/australian-accounting-skills/blob/13a4bd9f24f60b069e668b62b1de24ef08091f63/.claude/skills/workpaper-tie-out/SKILL.md>

Source revision: 13a4bd9f24f60b069e668b62b1de24ef08091f63

Checked: 2026-10-18

Workflow: <https://findaiskills.com.au/skills/ryanduguid-workpaper-tie-out/>

5. Write in Australian business English

INPUTS

- The text to draft, edit or review
- The intended reader, context and preferred level of formality
- Approved facts, claims and any business voice examples

EXPECTED OUTPUT

An edited or drafted message for your review, with Australian spelling and the requested tone.

SETUP

1. Review the linked source and the publisher's current README before installing.
2. Download or install the complete plugin/skill folder, preserving references and scripts. Do not paste a terminal command intended for another app.
3. Use the setup path for the platform you actually have; configure only the required apps and permissions.
4. Start with a permitted sample and the starter prompt. Check the first result against your own normal review process.

STARTER PROMPT

Use aussie-business-english for [business task]. Our business is in [country and state/territory], our currency is [currency], and the intended reader is [audience]. Use only the attached authorised inputs and approved policies. First identify missing information and unavailable tools. Prepare a draft for human review; cite the supplied evidence, separate assumptions, and do not send, publish, lodge, purchase or change records.

REVIEW

Protect client confidentiality. Verify facts and distinguish evidence from recommendations before sharing the result.

SOURCE

<https://github.com/jezweb/claude-skills/blob/1260fa7439b36b18dbf16648ccc7fb44783f6c23/plugins/writing/skills/aussie-business-english/SKILL.md>

Source revision: 1260fa7439b36b18dbf16648ccc7fb44783f6c23

Checked: 2026-10-18

Workflow: <https://findaiskills.com.au/skills/jezweb-aussie-business-english/>

6. Explain the budget variances

INPUTS

- Actuals and budget
- Prior-period data
- Account mapping and materiality threshold

EXPECTED OUTPUT

A variance schedule and draft commentary tied to source numbers.

SETUP

1. In Claude Code, add the publisher's marketplace:
2. claude plugin marketplace add anthropics/knowledge-work-plugins
3. Install the full plugin so supporting files and connectors stay together:
4. claude plugin install finance@knowledge-work-plugins
5. Start a fresh session, supply the listed inputs, and use the starter prompt. For Cowork or chat, use Customize ? Plugins and follow the current official guide. Connector access depends on your setup; uploaded files can support the selected draft workflow.

STARTER PROMPT

Use variance-analysis on these actuals and budget for [period]. Apply [materiality threshold]. Show the arithmetic and explain only causes supported by the supplied evidence. Put unverified explanations in a questions list.

REVIEW

Check signs, materiality, currencies, and period alignment. Review commentary before management reporting.

SOURCE

<https://github.com/anthropics/knowledge-work-plugins/blob/33eeda1e8fd856455b05479d13a0f85b5f803744/finance/skills/variance-analysis/SKILL.md>

Source revision: 33eeda1e8fd856455b05479d13a0f85b5f803744

Checked: 2026-10-18

Workflow: <https://findaiskills.com.au/skills/budget-variance-commentary/>