VRTrust

MCP Prompt Guide



Your shortcut to clearer insights and faster workflows.

What the VRTrust MCP does

The VRTrust MCP connects your accounting directly to Claude, Codex or another AI assistant. Instead of clicking through screens, you describe what you need and the assistant does the lookups, drafts the entries and runs the reports for you.

Ask, don't search

"How much do guests owe us?" returns a guest balances report in seconds.

Work across clients

Accounting partners can check issues across every managed team at once.

Stay in control

Reads happen instantly. Every change is shown to you and confirmed first.

Tips for best results

1. **Name the team** if you manage more than one ("for the Sunset Properties team") so the assistant scopes the request correctly.
2. **Be specific with dates and amounts.** "June 1–30, 2026" and "$250.00" parse more reliably than "last month" or "a couple hundred bucks."
3. **Ask to preview before you commit.** Fee changes and PMS cutovers support a dry-run. Ask for it when you want to see the impact first.
4. **Give the activity log a range.** "This week" or "reservation ABC123" gets a faster, clearer answer than "show me everything."

> **Built-in safety:** looking things up happens automatically. Anything that creates, updates or deletes data is always shown to you and confirmed before it runs. Sensitive values like bank account numbers and credentials are never displayed.

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01 Teams & Setup

Scope the assistant and check portfolio health.

SAY THIS	WHAT HAPPENS
“Find the team named Sunset Properties”	Looks up the team so every follow-up request is scoped to it.
“What issues does the Beachfront Rentals team have right now?”	Pulls the team's health summary: broken connections, unbalanced entries, unpaid reservations and more.
“Show me issues across all my managed teams”	A cross-team issue view for monitoring a whole portfolio.
“What's this team's books-closed date?”	Retrieves current team settings, including the books-closed date.
“Move the books-closed date to August 1st”	Updates the period-locking date.

02 Listings

Create, update and organize properties.

SAY THIS	WHAT HAPPENS
“List all active listings”	Fetches listings filtered by status.
“Create a new listing called Ocean Breeze Cottage in Destin, FL”	Creates the listing, optionally with its initial ownership.
“Show me the details for Beach House”	Address, currency, active ownership and fee subscriptions in one view.
“Mark the Mountain Cabin listing as inactive”	Updates the listing's status.
“What's the opening balance on Twin Cabin?”	Retrieves the listing's opening balance record.
“Export all my listings to CSV”	Downloads a CSV of the full listing portfolio.
“Set Twin Cabin East as a sub-property of Twin Cabin”	Assigns a parent listing for grouped reporting.

03 Contacts (Owners & Vendors)

Manage owners, vendors and portal access.

SAY THIS	WHAT HAPPENS
"Add a new owner named John Smith, email john@example.com"	Creates an owner contact.
"Add ABC Cleaning Services as a vendor"	Creates a vendor contact.
"Show me all active owners"	Filters contacts by type and status.
"Update John Smith's payout account"	Updates the owner's payout account.
"Send an owner portal invite to John Smith"	Emails the owner an invite link to the owner portal.
"Revoke owner portal access for this contact"	Removes the contact's portal access.
"Who has viewer access to this owner's account?"	Lists delegated owner-portal viewers.

04 Ownership Periods

Handle sales, transfers and split ownership.

SAY THIS	WHAT HAPPENS
"Show ownership history for Beach House"	Lists every ownership period for the listing.
"End the current ownership period on July 1st, then start a new one for the new owner at 100%"	Closes the current period and opens the new one in a single request.
"Split ownership of Ocean Breeze 60/40 between two owners starting Jan 1"	Creates an ownership period with multiple owners and their splits.

05 Recurring Fees

Set up and test management and service fees.

SAY THIS	WHAT HAPPENS
"Create a 20% management fee on rent plus cleaning"	Creates a percentage-based fee template with a formula.
"Add a flat $150 cleaning fee"	Creates a flat-rate fee template.
"Subscribe Beach House to the management fee starting January 1"	Attaches the fee template to a listing.

SAY THIS	WHAT HAPPENS
“Preview what this fee change would do to reservation #ABC123”	Dry-runs the fee calculation without saving anything.
“End the channel fee subscription on Mountain Cabin”	Sets an end date on the listing's fee subscription.

06 Reservations

Look up bookings and make adjustments.

SAY THIS	WHAT HAPPENS
“Show me all bookings for Beach House checking in this month”	Filters reservations by listing and date range.
“Pull up reservation ABC123”	Full reservation detail: payment lines, adjustments and totals.
“Add a $50 owner credit to reservation ABC123 for a guest complaint”	Creates an owner adjustment on the reservation.
“Waive half the management fee on this booking”	Creates a fee adjustment that overrides the calculated fee.
“Cancel this reservation”	Updates the status and marks its revenue entries inactive.
“Export June reservations to CSV”	Downloads a filtered CSV export.

07 Transactions

Record deposits, expenses and owner transfers.

SAY THIS	WHAT HAPPENS
“Record a $250 repair expense for Beach House, paid by ABC HVAC”	Creates an expense with the vendor and listing attached.
“Log the Airbnb payout for this week's bookings”	Creates a deposit and links its payment lines to reservations.
“Pay John Smith $1,500 from his June statement”	Creates a transfer tied to the owner statement.
“Attach this invoice PDF to the HVAC repair expense”	Uploads the file and links it to the expense.
“Mark that expense as paid on June 15th”	Updates payment status and date.

SAY THIS	WHAT HAPPENS
“Show me all unpaid expenses for this year”	Filters transactions by type and payment status.
“Set up a recurring $200/month pest control expense”	Creates a recurring transaction template.

08 Owner Statements

Generate, publish and pay out statements.

SAY THIS	WHAT HAPPENS
“Generate June's statement for Beach House”	Creates a draft statement with calculated financials.
“Publish the June statement for John Smith”	Locks the statement and notifies the owner.
“Show me all published statements for 2026”	Filters statements by status and year.
“Pay out the balance on this statement”	Records the owner payout tied to the statement.
“Download a PDF of all statements for July”	Bulk PDF export by month or listing range.
“This layout changed. Refresh the published statement to match”	Re-applies the current layout to an existing statement.

09 Statement Layouts

Design what owners see.

SAY THIS	WHAT HAPPENS
“Create a standard owner statement layout with revenue and expense sections”	Creates a layout template with sections and columns.
“Add an internal-notes section only managers can see”	Creates a section visible to managers only.
“Assign this layout to all my beachfront listings”	Applies the layout to the matching listings.
“Which layouts are currently locked?”	Lists layouts and flags the ones with attached statements.

10 Reports

Get financial answers in plain English.

SAY THIS	WHAT HAPPENS
“Give me a P&L for Q2 2026”	Runs a profit and loss report for the date range.
“What's the balance sheet as of June 30th?”	Runs a balance sheet snapshot.
“Run a trial balance for this team”	Verifies debits equal credits across all accounts.
“How much do guests currently owe us?”	Runs an aging guest balances report.
“Reconcile the trust account for June”	Compares expected vs. actual trust balances by owner and listing.
“What sales tax do I owe for Q1?”	Runs a tax liability report by jurisdiction.
“Export the trust reconciliation to CSV”	Downloads the report as a CSV.

11 Accounts & Banking

Manage the ledger, bank feeds and matching rules.

SAY THIS	WHAT HAPPENS
“Create a new expense account called Pool Maintenance”	Creates a ledger account under a category.
“Add a trust checking account for Chase, last 4 4567”	Creates a bank account with its banking details.
“What's the reconciliation summary for the trust account this quarter?”	Reconciled and unreconciled totals for the date range.
“Connect this bank account to our Plaid feed”	Links the account to a bank feed connection.
“Show me unmatched bank records for June”	Lists imported bank transactions that aren't reconciled yet.
“Create a rule that auto-matches Airbnb payouts to the trust account”	Creates a bank matching rule.
“Recalculate balances on the operating account”	Forces a balance recompute.

12 Connections (PMS, Channels, Payments)

Keep integrations in sync, and switch PMS safely.

SAY THIS	WHAT HAPPENS
"List all my active connections"	Shows connected PMS, channel and payment integrations.
"Sync the Hostaway connection now"	Triggers an on-demand data sync.
"I'm switching PMS providers. What listings need mapping?"	Shows how new PMS listings map to existing ones before cutover.
"Preview a PMS cutover to the new system on May 1st"	Dry-runs the cutover and surfaces blockers before anything changes.
"Go ahead and apply that PMS cutover"	Executes the cutover in one step, after your explicit confirmation.

13 Switching & Historical Data

Bring your history with you when you move to VRTrust.

SAY THIS	WHAT HAPPENS
"Import last year's owner statement history from this CSV data"	Posts prior statement data to the historical ledger.
"Load our old QuickBooks journal entries as historical GL detail"	Imports pre-go-live journal entries without touching live balances.
"Set the opening trial balance as of December 31st"	Loads or edits opening balances by account.

14 Audit & Monitoring

See who changed what, and what it did to the books.

SAY THIS	WHAT HAPPENS
"Show me the activity log for Sunset Properties from October 1–7"	Every change in that window, newest first, with who made it and its accounting impact.
"Who changed reservation ABC123, and what did it do to the books?"	Each change, the fields that changed and the net effect by GL account.
"What did Jane change this month?"	Filters the activity log to one team member.

SAY THIS	WHAT HAPPENS
“Show me all fee and commission changes in the last 30 days”	Filters to changes on fee templates and listing fees.
“Summarize this week's activity by type and by user”	Groups the week's activity so bulk updates and surprises stand out.
“Why did this journal entry change?”	Shows the audit trail tied to that specific entry.

Get more out of your data with **the VRTrust MCP**

VRTrust is accounting software built for short-term rentals, by STR accountants. Connect it to your AI assistant and turn month-end into a conversation.

- ✓ Full general ledger with trust and operating accounting in one place
- ✓ Automated bank reconciliations and trust reconciliation reports
- ✓ Customizable owner statements and an owner portal
- ✓ Integrations with your PMS, Airbnb and payment gateways

Book a demo →

Learn more: vrplatform.app
API docs: docs.vrplatform.app/mcp

VRTrust
by VRPlatform