

Your complete setup and usage guide— how to install the skill, what it produces, and how to run it on the included sample data today. No configuration required to get started.

WHAT'S IN YOUR DOWNLOAD

- **Bank Reconciliation Skill (.md)** — ready to install directly in Claude with no setup required
- **Skill-building prompt** — use this to build the skill yourself and understand how it works under the hood
- **Example bank statement** — a ready-to-use sample input so you can test drive the skill immediately
- **Example open invoice file** — the second sample input, pre-paired with the bank statement above

WHAT THIS SKILL DOES

Takes your bank statement and open invoice register, runs every incoming payment through a structured six-tier matching algorithm, and delivers a complete reconciliation workbook — ready for your AR team to act on the same day.

What you'll get as output

Table 1

Payments to Post

Your auto-confirmed payment queue, formatted for direct QuickBooks import. The moment your team confirms an exception in Tab 2, it routes here automatically via native Excel formula — no copy/ paste, no manual steps.

Table 2

Exceptions Queue

Every payment that needs a human decision. Each row includes dropdown fields for Status (Pending / Confirmed / Rejected / Escalated) and AR Decision. CONFIRMED rows route to Tab 1 instantly.

Table 3

Open Invoice Aging

All invoices with no payment in the period, sorted oldest to newest. Color-coded by aging bucket — 60+ days red, 30–59 days orange, under 30 days amber — with pre- populated notes for each row.

The workbook uses native Excel formulas only — no macros, no scripts, nothing to enable or trust. Compatible with Excel 365, Excel 2021, and Excel for Mac.

Setup & Customization Guide

Follow the steps below to install the skill, personalize it for your business, and run your first reconciliation on the included sample data.

How to get it running — two options

Upload the .md file directly

FASTEST

- 1 Open Claude & navigate to **Profile → Skills**
- 2 Click Add Skill and select the .md file from your download folder
- 3 The skill is now live and ready to use — no additional configuration needed

Build it yourself using the prompt

- 1 Open the included prompt file from your download
- 2 Paste it into a new Claude conversation
- 3 Follow the output — Claude walks you through building the skill step by step

Recommended if you want to understand how the matching algorithm works and customize the skill's behavior for your specific business rules.

HOW TO CUSTOMIZE WITHOUT BREAKING IT

SAFE TO EDIT

- ✓ Your company name and branding in output headers
- ✓ Column name mappings if your exports use different headers than the sample data
- ✓ Matching tolerance rules — e.g. how partial payments or small variances are handled
- ✓ QuickBooks setup (Online vs. Desktop, third-party importer preference)

DO NOT EDIT

- ✗ The core six-tier matching logic — this is what makes the algorithm reliable
- ✗ The output structure markers — these control how the three tabs are generated

HOW TO TEST DRIVE IT TODAY

Both inputs are already in your download as ready-to-use sample files. Open the skill in Claude and upload them when prompted — the skill handles everything from there.

- 1 **Example bank statement** — upload this first when prompted by the skill
- 2 **Example open invoice file** — upload this second to complete the input pair

Once you've seen it run on sample data, swap in your own exports the exact same way. The skill accepts CSV, Excel, or plain text — any format your bank or ERP produces.