Your monthly board pack, done in minutes.

Drop in your numbers. Claude builds the rest.

What you get in one run:

Deck	Dashboard	Excel	AI Insights
9 slides	interactive	live formulas	the "why"

What you need to get started:

- ✓ Any financial data — Excel, CSV, PDF, or just pasted into the chat
- ✓ Claude Pro or Team with the skill installed (2-minute one-time setup)
- ✓ About 5 minutes

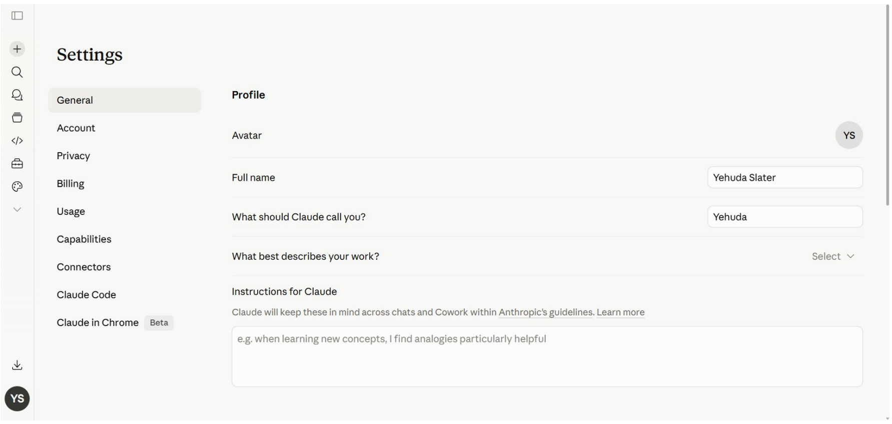
Step 1	Install the skill	2 min
Step 2	Run your first report	3 min
Step 3	What you get back	your pace
Reference	Data tips & troubleshooting	when needed

Step 1 — Install the skill (2 minutes, once only)

You do this once. After installing, the skill is available in every new chat.

1 Open **Settings → Capabilities**

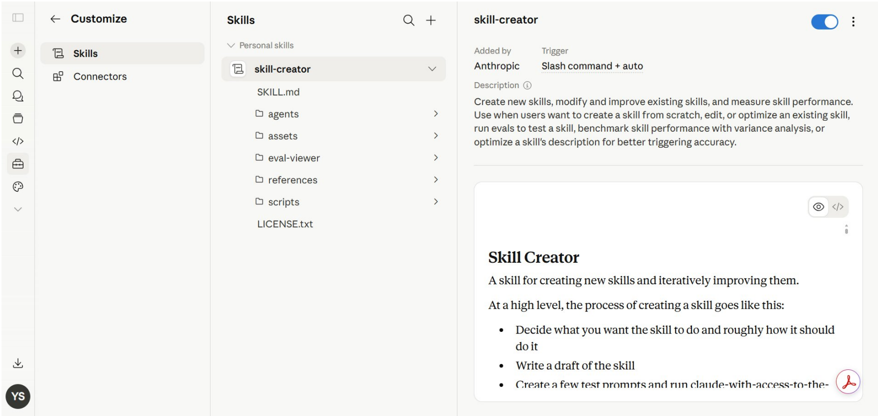
Click your initials at the bottom-left of claude.ai, choose Settings, then Capabilities in the left menu.



Settings — 'Capabilities' is in the left sidebar

2 Open **Skills**, click **+**, and upload the ZIP

Upload **cfo-monthly-close-skill-FINAL.zip** (provided with this guide). Make sure the blue toggle is ON.



Skills panel — click + to upload, then confirm the toggle is on

3 Done — **start a new chat** and you're ready

The skill is now active in every new conversation. You never repeat this.

Step 2 — Run your first report (3 minutes)

Open a new chat, give Claude your data one of these ways, and ask for the report.

Upload a file
Drag and drop Excel, CSV, or PDF straight into the chat.

Paste a table
Copy from Excel or your ERP and paste into the message.

Just describe it
"Revenue $2.4M, COGS $1.7M, operating costs $450K."

Prefer a structured starting point? Use the optional Excel template — see page 4.

Then start it one of two ways:

Type **/** and pick the skill from the menu, *or* just say:

```
"Please run the monthly close analysis."
```

GOOD TO KNOW
Claude builds the package in stages and saves each piece as it goes — first the numbers, then the deck, the Excel, and the dashboard. It may pause once or twice and show you what's done so far. **Just reply "continue"** and it picks up exactly where it left off. If you only want one piece, say so — e.g. **"just the dashboard."**

MULTIPLE FILES
If you upload **several files** (e.g. actuals, budget, and customer detail), make sure they refer to the **same period and agree on the totals** — the same revenue, same costs. Claude cross-checks them first and will flag any gap, but starting with aligned numbers gives the cleanest result.

The more you give it, the richer the report:

P&L only	Income statement, margins, EBITDA, commentary
+ Balance sheet	Adds working capital and cash flow analysis
+ Budget *	Adds variance analysis, EBITDA bridge, scorecard
+ Prior year	Adds year-over-year comparisons
+ Customer / product detail	Adds concentration & mix insights — the sharpest findings

* Budget usually lives in a separate file — that's fine, just upload it alongside your actuals.

BEST MODEL
For the best results, run this on **Claude Opus 4.8** — it produces noticeably stronger analysis and commentary than Sonnet 4.6. The **effort / thinking level matters less**, so the default is fine. One practical note: Opus uses your plan's usage allowance faster than Sonnet, so on a busy day you may prefer to save it for the reports that matter most.

Step 3 — What you get back

Five deliverables, each one board-ready:

→ **Executive Dashboard (HTML)**
Opens in any browser. Clean light design, interactive charts, and an AI Insights panel that explains what's really going on. This is the screenshot-ready showpiece.

→ **9-Slide PowerPoint Deck**
Title, KPIs, executive summary, revenue, EBITDA bridge, COGS, P&L;, balance sheet, cash flow — with management commentary throughout.

→ **Formula-Driven Excel**
Every number is a live formula pulling from a Data sheet. Change one input and the whole workbook updates. Built for finance people who live in Excel.

→ **AI Insights & Analyst Notes**
Root-cause findings, risks, and the questions management should be asking — not just charts.

→ **Data Quality Summary**
Confirms what was found, what was assumed, and flags anything that needs your attention.

Optional — the prebuilt Excel template

You never need a template — any data works. But for the cleanest, most consistent input each month, use the optional **CFO_Monthly_Close_Template.xlsx** (provided with this guide). Fill it once, then update the numbers each month.

0_START_HERE	A one-page overview — read this first. No data goes here.
1_Setup	Fill once: company name, month/year, currency, units, and balance-sheet opening balances.
2_Budget	Your annual budget by account. Enter it at whatever level of detail you have.
3_Raw_Data	Paste actuals from your ERP — account code, name, period, amount. The only tab you update monthly.

HOW LONG First time: about 10 minutes to fill **1_Setup** and **2_Budget**. After that, each month is just pasting fresh actuals into **3_Raw_Data** and uploading — roughly 5 minutes. The template also lets you set design preferences (like report colours) so every month comes out consistent.

Reference — Data tips & troubleshooting

What data works best?

Anything from a trial balance to a full dimensional dataset. More detail = richer insights, but even a basic P&L; produces a useful report. Claude scopes the output to what your data supports.

Uploading more than one file?

Great — Claude reconciles them first. If your customer detail and your P&L; disagree on total revenue by more than 1%, it stops and asks you how to proceed before building anything. Your numbers stay trustworthy.

Where does the budget go?

Just upload it alongside your actuals — a separate budget file is normal and expected. No budget? You still get the full report, minus the budget-vs-actual comparisons.

It paused and said "continue"?

That's intentional, not an error. The package is large, so Claude saves each piece and pauses. Reply "continue" to finish, or ask for just one piece.

Want to change the colours or scope?

Just ask in the chat: "use green and grey," or "give me only the dashboard and the deck."

Updating to a new version?

Settings → Capabilities → Skills → ■ next to the skill → Delete, then upload the new ZIP.

That's it — you're ready. Upload your data and say "run the monthly close analysis."