

# Try These AI Prompts to Simplify Nonprofit Accounting

This guide introduces two powerful AI prompts designed to streamline nonprofit finance operations. Whether you're allocating payroll across programs or modeling funding scenarios, these tools help you save time, reduce errors, and make smarter decisions.

You're free to use any large language model (LLM)—such as ChatGPT, Gemini, Microsoft Copilot, Claude, or others. However, it's recommended to use an **enterprise-grade version** to ensure your data remains secure and compliant with privacy standards. If you're using a free version of any large language model (LLM), **avoid sharing sensitive or confidential information**. Free-tier models may not offer enterprise-grade data protections, so treat them like public tools. Stick to general questions and anonymized content when possible.

Payroll Allocation Prompt ..... 1  
# Scenario Planning for Funding Changes..... 3

## Payroll Allocation Prompt

**Who it's for:** Nonprofit finance teams using ADP, Paychex, or similar payroll systems who need to allocate payroll costs across programs, grants, or departments.

**What it does:** This AI prompt transforms raw payroll data into clean, reconciled journal entries—ready to upload into your accounting system (ERP). It handles salary, taxes, and benefits allocation with precision and speed.

**Why It matters:**

- **Saves Time:** Automates complex allocations—no more manual spreadsheets.
- **Ensures Accuracy:** Allocates salaries, taxes, and benefits proportionally and reconciles totals.
- **Grant Compliance:** Tracks costs by program or grant for audit-ready reporting.
- **ERP-Ready Output:** Generates clean journal entries you can copy/paste directly.
- **Scales Easily:** Works for any payroll size or complexity.

**Paste the Prompt Below:**

You are a senior Finance Professional with deep expertise in nonprofit accounting. I need you to take payroll data from ADP or Paychex and produce ready-to-upload journal entries for our accounting system.

Here is the process I want you to follow:

1. Review the payroll register I paste in (with employee name, gross pay, employer taxes, and benefits).
2. Apply the allocation percentages I provide for each employee across programs, grants, or departments.
3. Allocate not only salaries but also payroll taxes and benefits in the same proportions.
4. Generate the final journal entry (debits to program/grant/department expense accounts, credit to cash or payroll clearing) in a clean, tabular format I can copy/paste into the ERP.
5. Make sure the totals reconcile back to the original payroll amounts.

**When I paste in:**

- The **payroll register**,
- The **allocation table with % splits**,
- Return the exact **allocation journal entry** ready to upload.

**Example input I will provide:**

- Payroll register: Employee A \$5,000 salary, \$400 taxes, \$600 benefits
- Allocation table: Program 1 (60%), Program 2 (40%)

**Example output you should return:**

Account	Program	Debit	Credit
-----	-----	-----	-----
Salaries Expense	Program 1	3,000	
Salaries Expense	Program 2	2,000	

| Payroll Taxes Expense | Program 1 | 240 | |

| Payroll Taxes Expense | Program 2 | 160 | |

| Benefits Expense | Program 1 | 360 | |

| Benefits Expense | Program 2 | 240 | |

| Payroll Clearing | | | 6,000 |

Now wait for me to paste in the payroll data and allocation percentages, then return the allocation journal entry in the same format.

## Scenario Planning for Funding Changes

**Who it's for:** Nonprofit executives, finance directors, and grant managers preparing for financial uncertainty or growth.

**What it does:** This AI prompt helps you explore funding scenarios and understand their impact on operations, before they happen, and uncover actionable strategies.

### How to use it:

1. **Describe your scenario** Examples:

- “We’re expecting a 20% drop in donations.”
- “We received a new grant for youth programs.”
- “We’re facing unexpected legal expenses.”

2. **Get strategic insights** The AI will analyze how the scenario affects:

- Cash flow
- Program delivery
- Staffing

3. **Receive actionable strategies** You’ll get tailored recommendations to maintain stability and mission impact.

### Why it matters:

- See how your organization could respond before challenges arise

- Identify risks and opportunities quickly
- Make data-driven decisions for long-term sustainability

### Paste the prompt below:

Act as a strategic nonprofit finance advisor. I want to model different funding scenarios, such as:

- Reduced donations
- New grant opportunities
- Unexpected expenses

Provide insights on how these changes affect:

- Cash flow
- Program delivery
- Staffing

Recommend practical financial strategies to maintain stability and mission impact.

### **Ready to Transform Your Finance Workflows?**

Let's talk about how these AI-powered prompts can support your team. Whether you're ready to implement or just exploring, we're here to help.

 **Contact us at:** <mailto:info@kiwipartners.com>

**About this guide:** This guide is provided for educational and informational purposes only. Prompts and examples are intended to illustrate potential uses of AI tools and do not guarantee specific outcomes. Kiwi Partners is not responsible for how these prompts are used or interpreted by third-party platforms.

Users are advised to follow ethical guidelines, respect copyright laws, and comply with the terms of service of any AI tool they use. Mention of specific platforms or tools does not imply endorsement. Use of this guide is at your own discretion. Kiwi Partners assumes no liability for results or consequences.