

Free guide from Aidan Holt

Build your own AI bookkeeper. The exact prompts.

The step by step setup from my video: every bank and card statement in one place, every charge sorted into business or personal, receipts matched to the charge with a reason, a Notion Money HQ, a phone receipt bot, and a monthly close. For self-employed Canadians, Ontario first.

1

Statements in

every bank and card, January to now

2

Sort + write-offs

business or personal, CRA line, a reason

3

Money HQ

one private Notion page

4

Receipt bot

snap it on your phone, it logs it

5

Monthly close

the goal: about 10 minutes

Read this first: this organizes your records and gives estimates. It is not tax advice and it does not file anything. Every rule it uses links to a CRA page, and your accountant should review your return.



What you need

Claude Code	It runs in your terminal and does the work (needs a paid Claude plan). Any coding agent that can run Python works.
Statements	CSV downloads from every bank and card, January to now. The agent can download them in your own logged-in Chrome, or you do it by hand.
Notion	Free plan works. Where everything lands. Optional, but it makes it easy to read.
Google Calendar	Optional, read-only. Lets the agent say what you were doing the day of each charge.
A phone AI bot	Optional, for step 4. I used Grok Bot. Anything that can read a photo and write to Notion and Google Drive works.

Install my skills (one line in the Terminal)

```
curl -fsSL https://aidanholt.ca/guides/ai-bookkeeper-pack.zip -o /tmp/ai-bookkeeper.zip &
& unzip -oq /tmp/ai-bookkeeper.zip -d /tmp/ai-bookkeeper && mkdir -p ~/.claude/skills &&
rsync -a --exclude README.md --exclude SETUP.md /tmp/ai-bookkeeper/AI-Bookkeeper/ ~/.clau
de/skills/ && python3 ~/.claude/skills/bookkeeper/scripts/tests/run_tests.py | tail -1
```

It should end with `36 passed, 0 failed`. Then start Claude Code (type `claude`) and paste:

Set it up

/bookkeeper setup. I'm self-employed in [PROVINCE]. My business is [WHAT YOU DO]. I bank with [BANKS AND CARDS]. Ask me what you need one question at a time.

The four rules the whole system runs on

- **Every dollar once.** Card payments and moves between your own accounts are not spending.
- **Every business charge has a receipt, a reason (who and why) and a card.** No reason means personal.
- **The agent never touches money.** You log in, you move money, you cancel, you file.
- **No passwords, SIN or full card numbers, ever.** Last 4 digits only.

1

Statements in

Make the plan first (the prompt that started my build)

First, for my taxes, what's the plan? I need to find everything I spent this year, download all my statements, and get all my receipts organized. Give me the plan step by step until we're done.

Download statements

Go to Chrome, go into my [BANK]. I'm logged in. Download all the CSVs from January [YEAR] to now. Only download. Don't do anything else. Then do the same for [NEXT BANK].

Amazon (optional)

/amazon-orders for [YEAR]. Read only. Every order, the HST on each, and which card it was charged to. Then go through them with me one at a time so I can tell you business or personal.

2

Sort it, find the write-offs

Sort everything

/bookkeeper books. Then show me the charges you're not sure about, biggest first, 10 at a time, and I'll tell you business or personal and why.

The receipt trick

/receipt-match calendar. Match my card charges to my Google Calendar so every business expense has a reason. For example, parking on days I had [CLIENT MEETINGS / JOB SITES]. Show me the ones you can't match and I'll explain them.

Subscriptions (optional)

/subscription-audit. A subscription is a fixed monthly or yearly plan, not credit top-ups. Tell me which ones to cancel, one by one, which email each is on, and how to cancel it. I'll do the clicking.

3

Build the Notion Money HQ

One private page, four tables: Transactions, Income, Subscriptions, Mileage. Each charge links to its receipt, its card and its reason, so the trail is already there if the CRA ever asks.

Build it

Build my Notion Money HQ from `bookkeeper/notion/money-hq.md`, then put all the transactions in Notion. Keep the page private.

Receipt photos

`/receipt-match` photos. My receipt photos are in [FOLDER]. Match each one to its charge, file it, and put the picture on the Notion row.

4

Add the phone receipt bot

Snap a receipt and it logs itself: it reads the photo, saves it to Google Drive, finds the matching bank charge in Notion, and asks you who and why. Text it your odometer and it keeps your car log too.

Set up the bot

`/phone-receipt-bot`. Fill in the bot prompt for me and copy it to my clipboard.

Test it with one real receipt. In my test it read a Canadian receipt as USD. The fix: tell it again, then ask Claude Code to put the fix in the bot prompt so it sticks.

5

Close the month

Every month

/money-close

When it stops early (the real one I used)

I don't want to be 95% done. I want 100% done with what we can do today. What's left, and what do you need from me?

Your monthly routine (first weekend of the month)

- ☐ Log in to each bank so the agent can download last month's statements.
- ☐ Answer the one table of questions: business or personal, who and why.
- ☐ Snap or download any receipt on the "missing" list.
- ☐ Move the amount it shows to your tax savings account. You move it, never the agent.
- ☐ Cancel what you decided to cancel. You click, never the agent.
- ☐ Glance at the Needs review view in Notion.

The set-aside number only shows once you put a percentage from your accountant (or last year's return) in `bookkeeper/data/tax_profile.json`. It never guesses your tax rate.

If you drive for work

Car log

/mileage-log. Odometer today is [KM]. From now on I'll text you "start" and "end" with the km.

A log rebuilt from your calendar for past months is an estimate, not a logbook. Show it to your accountant before you claim it, and start a real log today.

The CRA rules it follows

Checked against canada.ca on October 25, 2026. Rules change: open the page before you rely on one.

Meals and entertainment: claim at most 50%, and write down who and why. **CRA, line 8523**

Car logbook: date, destination, purpose and km for each business trip, plus the odometer at the start and end of the year. **CRA, Motor vehicle records**

Home office: only if it is your principal place of business, or used only for business and regularly to meet clients. **CRA, Business-use-of-home**

Fines and tickets: not deductible, even on a business trip. **CRA Folio S4-F2-C1**

Keep records for six years from the end of the tax year they relate to. **CRA, Keeping records**

HST registration: generally required once your taxable revenue goes over \$30,000 in a quarter or over four quarters. **CRA, When to register**

Deadlines: self-employed can file by June 15, but any balance owing is due April 30. **CRA, Due dates**

The honest part

- It sorts, matches and estimates. It does not file your return or calculate your tax bill.
- The AI makes mistakes. Check the Needs review list every month.
- Bank websites change. If a download breaks, grab that CSV by hand.
- Built for 2026 and Ontario (13% HST). Other provinces change one setting. Quebec needs a Quebec accountant to adapt it.
- Mixed-use costs (phone, car, home) need a business % from real records. You decide it, not the AI.

Everything on one page

Every prompt with a Copy button, the free skill pack, and this PDF:
aidanholt.ca/ai-bookkeeper

Learn AI with other people building it

Join my free Skool community. Share what you built, ask questions, and see what everyone else is making.

skool.com/elevated-agent-with-aidan-holt-2200

Built and tested on a Mac with Claude Code in October 2026. General education, not tax, legal or financial advice: talk to an accountant about your own return. Not affiliated with the Canada Revenue Agency, Anthropic, Notion, Google, Amazon, Grok, Wealthsimple, Tangerine or MBNA.