

Customer email



For writing or improving emails and messages.

- Write a friendly payment reminder for an invoice overdue by 7 days.
- Make this email more professional but firm: [paste email].
- Create a follow-up email for a partial payment with remaining balance info.
- Summarize this long email from a client into 3 bullet points.

Invoice and payment insights



For summarizing or analyzing invoice/payment data.

- List top 10 customers by overdue amount from this table: [paste table].
- Summarize this aging report into a quick status for my manager.
- Sort these invoices by urgency based on due date and amount: [paste data].
- Which accounts should I follow up with first?

KPI and reporting



For creating or analyzing AR performance updates.

- Write a weekly AR status update with DSO and % overdue.
- Generate a bullet-point summary of AR trends from this data.
- Create a chart summary of open invoices by aging bucket.
- Explain what caused DSO to increase this month.

Dispute handling and escalations



For responding to customer disputes or payment issues.

- How to reply to a customer who claims they never received the invoice?
- Write a polite but firm escalation notice for a 60+ day overdue payment.
- Explain late fees to a customer who is pushing back.

Templates, SOPs and training



For onboarding, documenting processes, or team enablement.

- Create a new hire checklist for AR team onboarding.
- Write a standard operating procedure (SOP) for invoice follow-up.
- Summarize AR best practices for dispute resolution.

Automation ideas



For using tools like Excel or email to streamline AR tasks.

- Suggest Excel formulas to highlight invoices older than 30 days.
- How can I automate AR follow-ups using Outlook and Excel?
- Help me generate a reminder schedule from this list of due dates.