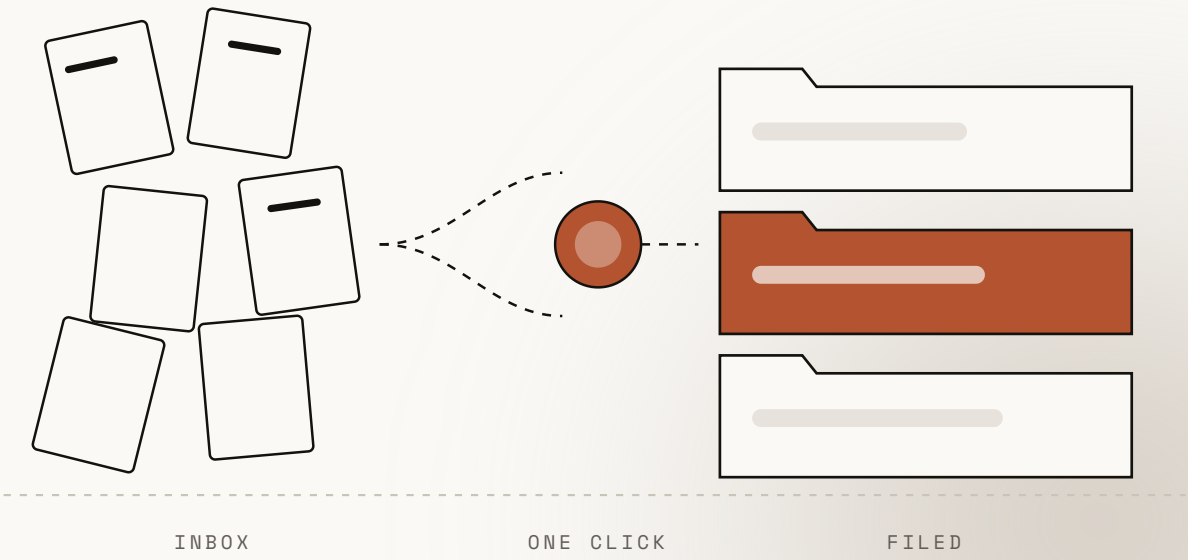


Claude Code for Non-Developers: automate the file chores you repeat every month

Have Claude Code write short scripts that rename and file your invoices, clean your exports and merge your monthly report, then run them again with one double-click, on Mac or Windows.

EVERYDAY AUTOMATIONS EDITION · FREE SAMPLE

NEUROVA AI
SOFTWARE DEVELOPMENT

About this guide

GUIDE	Claude Code for Non-Developers: automate the file chores you repeat every month
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Contents

01 **From chore to script**
Why monthly file chores go wrong quietly, and when a script beats doing it by hand or with AI.

02 **Set up safely**
in the full guide

03 **Time it, then map the chore**
in the full guide

04 **Script 1: rename and file invoices by their content**
in the full guide

05 **Scripts 2 and 3: clean the exports, then merge the report**
in the full guide

06 **One click, every month**
in the full guide

07 **Troubleshooting**
in the full guide

This free sample contains chapter 01. The full guide has all 7 chapters, plus the prompt library and the checklist.

The promise. In one afternoon, Claude Code writes **three scripts**: one **renames and files invoices by what's inside them**, one **cleans messy exports**, and one **merges them into your monthly report**. Each month they run with **one double-click**, show their plan first, never delete or overwrite, and can be undone. Claude writes them; you check.

Licence. This is a free sample. You are welcome to share it as it is.

Examples. Vos Garden Care and its suppliers, staff and files are fictional, traps included. The build is real: on 17 November 2026 a separate Claude Code session, not told where the traps were, built the scripts from these prompts. Amounts are left out on purpose.

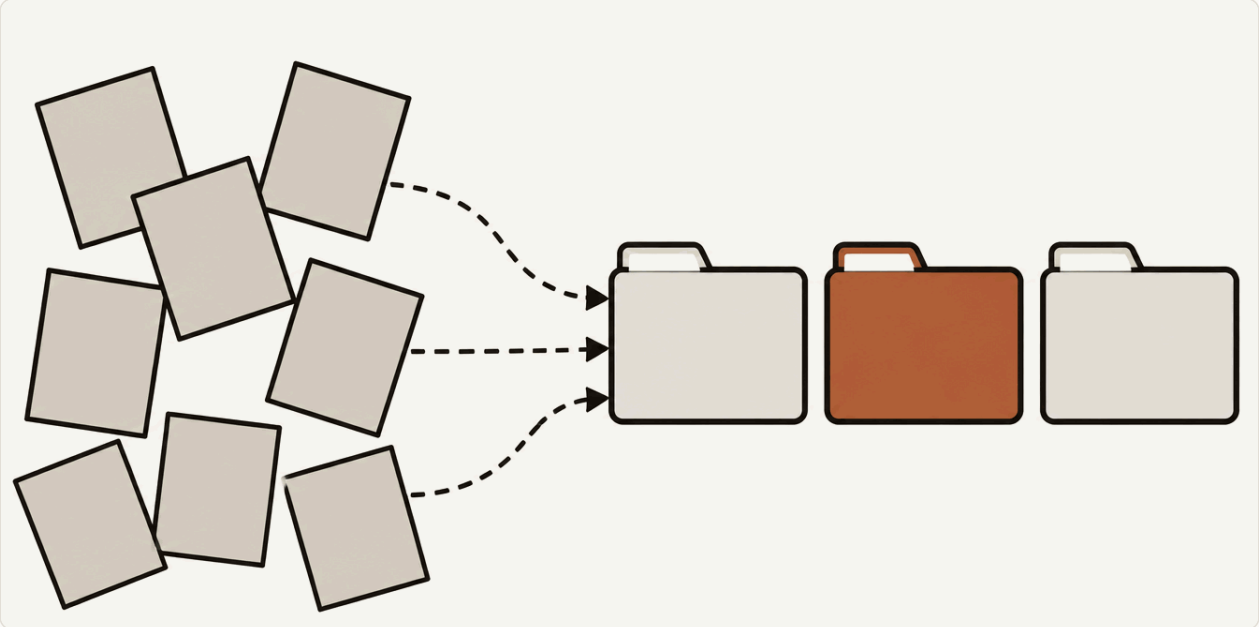
Tools change. AI products update often. If a screen looks different from the one described, the method still applies; owners get free updated versions in their library.

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CHAPTER 01

From chore to script

Every month the same files arrive with the same useless names, and the same exports refuse to line up. You know exactly what to do with them; it just takes too long, so it waits. This guide has Claude Code write short scripts that do the chore for you, in seconds, the same way every month.



YOU'LL HAVE	A go or no-go for your own chore, and the route the rest of the guide follows
TIME	15 minutes

Copying data by hand goes wrong quietly

Moving data from one file into another looks harmless, and that's the problem. When a researcher opens a list of gene names in Excel, Excel quietly turns some of them into dates. In 2016 a team scanning genetics journals found the damage in about one in five papers that shipped gene lists as Excel files. Five years later, with better software, the same team found it in **30.9% of them** (PLOS Computational Biology, 2021). Nobody saw an error message.

The best-known case is public. In autumn 2020, England left **15,841 positive Covid tests** out of its daily figures (Public Health England). The test results arrived as plain data files and were loaded into an old Excel format that had run out of rows. That's the same chore this guide automates: exports from one system, copied into another.

What a script is, in plain words

A script is a short text file of instructions that the computer follows exactly. **Claude Code writes it; you check what it does.** From then on the script does the chore without any AI: offline, in seconds, the same way every time, and without using your Claude plan.

That last part matters for your files. While you build, Claude only sees a **practice copy** of one month (chapter 2). When the scripts work, they run on your real files on your own computer, and nothing from the real month is sent anywhere.

ANTHROPIC'S OWN NON-DEVELOPERS

Anthropic's report on its own teams (2025) describes finance staff "with no coding experience" who wrote down the steps of a data workflow in a plain text file and had Claude Code carry out the whole thing. Their advice runs through this guide: write the steps down first, work one step at a time, and check every result.

15 min
ad-copy work in growth marketing, down from 2 hours

1 file
the plain-text description finance staff worked from

Source: How Anthropic teams use Claude Code, full report (PDF), 2025

Is a script the right tool for this one?

IF THE JOB IS…	USE…	WHY
A one-off: sort this folder once, summarise these files	Claude chat, or Claude Cowork	No tool to keep
Different every time and needs judgement	Claude Cowork	The AI reads each file afresh
Web apps passing data to each other (a form, a spreadsheet, an email)	Zapier or Make: see Guide 2 of this series	Built for apps that talk online
One app's own actions, such as resizing photos	Shortcuts on a Mac, Power Automate on Windows	Already on your computer
The same file chore every month, with fixed rules	**A script written by Claude Code: this guide**	Offline, the same result every time, no usage spent

Cowork can also run a task on a schedule. When that task uses a folder on your computer, Anthropic's help page says it "runs only while your computer is awake and Claude Desktop is open" (Anthropic, scheduled tasks), and the AI does the work afresh each time. For a chore with fixed rules, a script is quicker, cheaper to run and easier to check.

Not sure which row your chore belongs in? Ask before you build anything.

PROMPT 1.1 · IS THIS CHORE A GOOD FIRST AUTOMATION? COPY · PASTE · FILL THE MARKED PARTS

```
I'm thinking of automating a chore with Claude Code. Here's what I do: the chore in your own words, e.g. every month I rename and file about 30 supplier invoices that arrive as PDFs, and I combine two timesheet exports and a job list into one hours report in Excel. why it hurts, e.g. It takes me too long and I keep putting it off. Tell me in plain words: is this a good job for a script that Claude Code writes once, or would Claude Cowork, a tool like Zapier, or the software I already have do it better? What could go wrong, and what would you need from me to build it safely?
```

Ours answered in 30 seconds, in a fresh session, and didn't simply say yes:

- **The hours report:** a good fit for a script. It also mentioned Excel's Power Query as a no-code option if you're at home in Excel.
- **The invoices:** check first whether your accounting software already reads invoices sent to a special email address. A script fits when the PDFs contain real text and come from the same suppliers each month; if most are scans, an AI reader copes better.
- **The biggest risk:** invoices filed silently under the wrong name. Every safeguard in this guide answers that one.

The best first automation has **fixed rules, files on your own computer, and a result you can check**: renaming and filing, cleaning exports, merging them into a report. That's this guide's build.

The route



Fig 1.1 The six steps of this guide. Each one ends with something you can check

WHAT NEXT

Get the full guide

You've read the first chapter. The full guide takes you through all 7 chapters of the build, step by step, with every prompt ready to copy and a checklist to work from.

02 **Set up safely**
Privacy setting, the app, a practice folder with one month's files, and house rules for scripts that touch files.

03 **Time it, then map the chore**
Your chore in plain English, every trap in your files found, and ten examples the scripts must match.

04 **Script 1: rename and file invoices by their content**
A plan you approve, a dry run you check, a real run that never deletes, and an undo that works.

05 **Scripts 2 and 3: clean the exports, then merge the report**
Messy exports made clean with every change listed, then one report that proves nothing was lost.

06 **One click, every month**
A double-click file for Mac and Windows, a safety review, and a month the scripts have never seen.

07 **Troubleshooting**
The snags we hit, and the ones you're most likely to hit.

SEE THE FULL GUIDE

neurova-ai.com/guides/claude-code-for-non-developers/automations/