Efficient Automation for Seamless Expense Control

# Folio3 SmartExpense Copilot:
## Instant, Compliance-Driven Expense Management

folio3 DYNAMICS

# ++ Overview

## Step1

### Folio3 SmartExpense Copilot

Folio3 SmartExpense Copilot streamlines expense management with instant processing and compliance-driven automation, enhancing accuracy, efficiency, and control for businesses of all sizes.z

## Step2

### AI-powered Expense Submission in Teams & Outlook

SmartExpense Copilot leverages AI to streamline and automate expense submissions directly within Teams and Outlook, ensuring instant processing and compliance with company policies.

## Step3

### Built by Folio3 — Azure AI • Microsoft Copilot

Folio3 SmartExpense Copilot uses Azure AI and Microsoft Copilot to deliver instant, compliance-driven expense management, enhancing accuracy and efficiency for seamless financial control. Built by Folio3.

# Current Challenges in Expense Management

### Hours Lost to Manual Entry & Communication

Employees spend excessive hours on manual expense entry and follow-up communications, leading to productivity loss and delays in reimbursement, hindering efficient expense management processes.

### Late Policy Checks Causing Rework & Risk

Late policy checks delay issue identification, leading to costly rework, increased compliance risks, and inefficient expense processing, ultimately impacting financial accuracy and operational productivity.

### Slow Approvals and Fragmented Evidence

Lengthy approval processes and scattered receipt documentation cause delays and compliance risks, hindering efficient and accurate expense management for organizations.

# ++ Few Benefits By Copilot
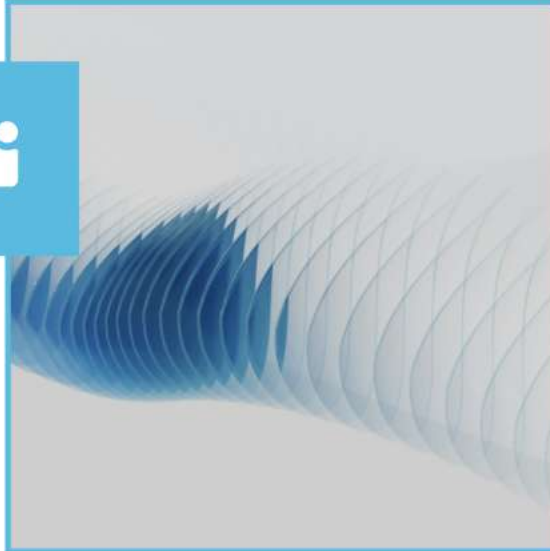
## Embedded Chat-first Experience

SmartExpense Copilot integrates an embedded chat-first experience, enabling users to manage expenses instantly through natural language interaction, enhancing compliance and streamlining workflows seamlessly within existing platforms.

## Eliminates Manual Data Entry

SmartExpense Copilot automates expense tracking by eliminating manual data entry, ensuring faster processing, reducing errors, and enhancing compliance for efficient, accurate expense management.
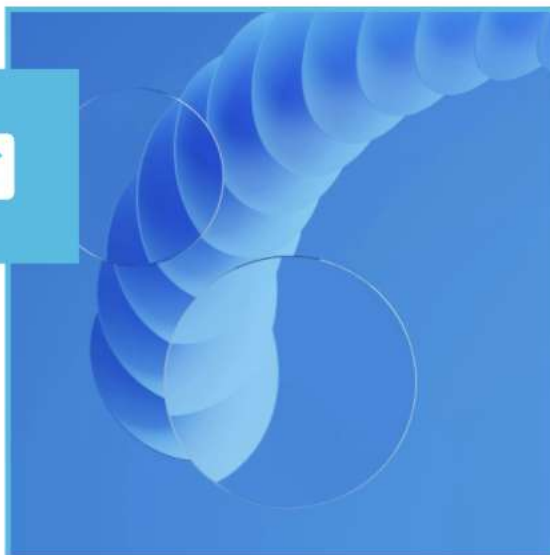
## Speeds Up Reimbursements with Policy Enforcement

SmartExpense Copilot accelerates reimbursements by automating policy enforcement, ensuring compliance while reducing manual approvals and errors for faster, reliable expense processing.

# ++ Vision with SmartExpense Copilot
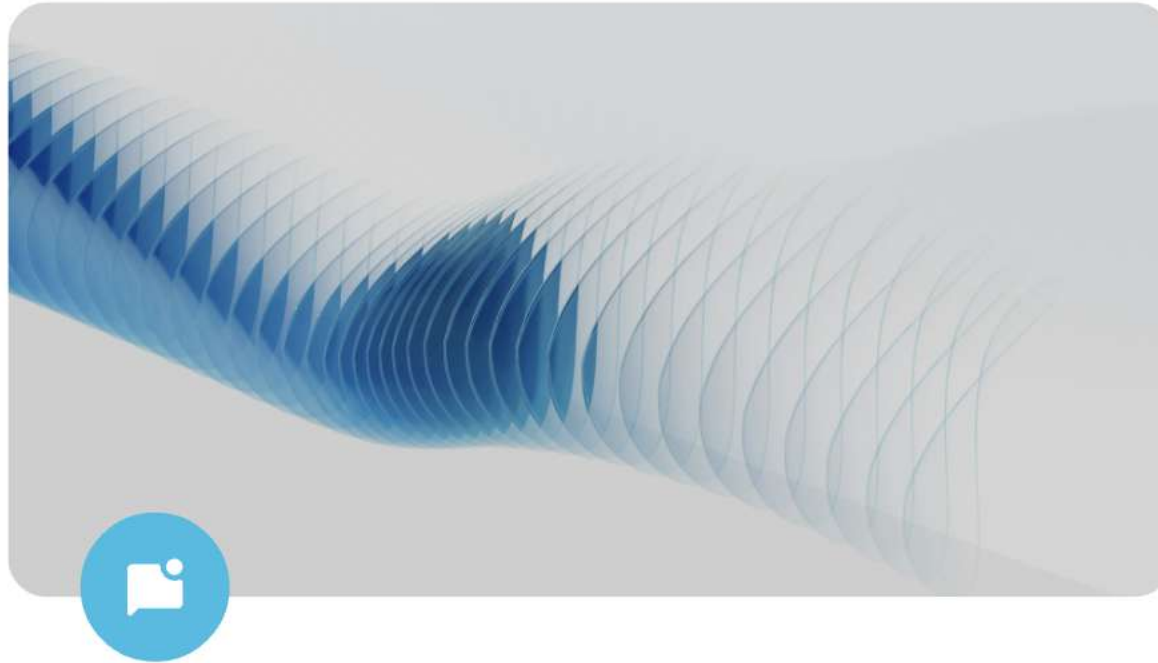


## Zero-training experience

Snap, paste, send. Employees file expenses in-chat in seconds, boosting submission rates and accuracy across on-site and mobile teams.
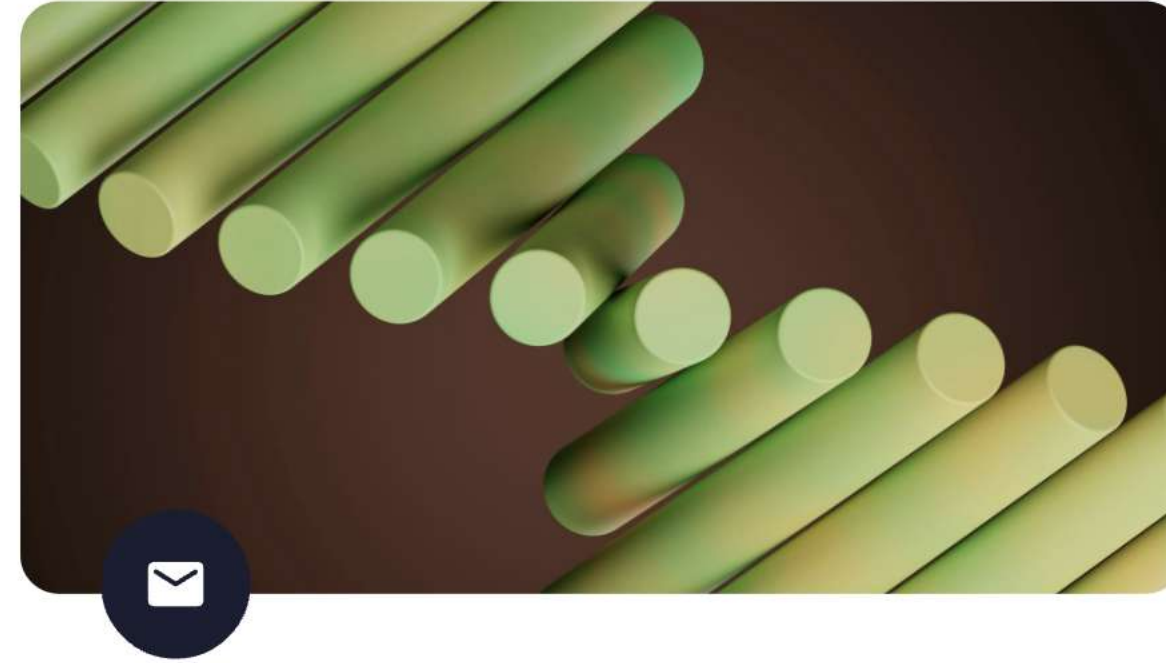


## AI OCR Auto-extraction of Key Fields

AI OCR auto-extracts key fields from expense receipts instantly, enhancing accuracy, reducing manual entry errors, and ensuring compliance with company policies for seamless, efficient expense management.
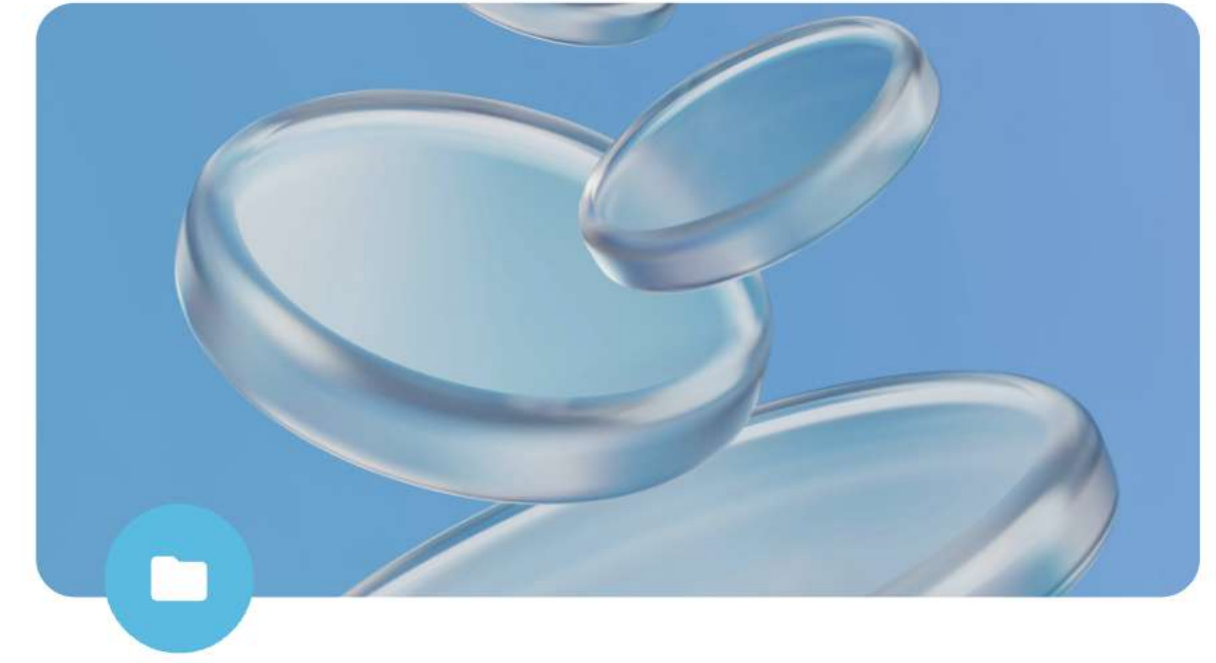


## Real-time Policy Validation & One-click Approvals

Enables real-time policy validation to prevent compliance breaches and streamlines approvals with one-click functionality, ensuring faster, accurate expense processing and enhanced user experience.

# ++ Validation and Categorization

## Real-time Policy Engine Flagging Limits and Dates

The real-time policy engine automatically flags expenses exceeding limits or falling outside allowed dates, ensuring instant compliance and accurate categorization during the validation process.

## Automatic Mapping to GL Codes & Categories

SmartExpense automatically maps expenses to appropriate GL codes and categories using AI-driven analysis, ensuring accurate classification and streamlined compliance for faster, error-free accounting processes.

# ++ Approval and Post-processing

## Manager One-click Approvals via Email or Teams Card

Managers can approve expenses instantly with a single click directly through email or Teams cards, streamlining the approval process and ensuring swift, compliance-driven expense management.

## Posting to ERP/AP Systems with Audit Trail

SmartExpense seamlessly posts approved expenses to ERP/AP systems, ensuring accurate data integration with a complete, automated audit trail for compliance and transparent financial reporting.

## Feature Badges: Multilingual, Chat-native UI, Audit-ready Logs

Seamless approvals with multilingual support, intuitive chat-native UI for easy interaction, and comprehensive audit-ready logs ensure transparent, compliant post-processing and streamlined expense management.

# Operational and Financial Benefits

## ✉ Focus on Exception Reviews, Not Every Line

Automates routine expense validations, enabling teams to concentrate on exception reviews, improving efficiency, accuracy, and compliance while reducing processing time and operational costs.

## ☑ Consistent Policy Enforcement, Fewer Reversals

Ensures consistent policy enforcement, reducing compliance risks and audit issues. Minimizes expense reversals through automated validations, enhancing accuracy and streamlining financial operations for better cost control.

## 🚩 Cleaner Month-end Close with Auto GL Coding

Automated GL coding reduces manual errors and accelerates transaction categorization, enabling a cleaner, faster month-end close that improves financial accuracy and operational efficiency.

## 🗇 Faster Reimbursements and Increased Employee Satisfaction

Accelerated reimbursements reduce wait times, enhancing employee satisfaction and productivity. Automated compliance minimizes errors, ensuring financial accuracy and operational efficiency for smarter expense management.

Thanks