

Compliance Readiness Agent

Solution Overview

Compliance Readiness Agent automates the maintenance of Treasury's quarterly compliance metrics by extracting balance data from emailed PDF bank statements and compiling it into an audit-ready Excel file. Manual copy-paste work is replaced with a quiet, end-to-end process from inbox to Excel, with analyst oversight only.

Business Use Case

Treasury is responsible for maintaining accurate quarterly metrics with our custodian bank balances for compliance and audit purposes. These metrics are built from daily balance data that arrives via email as PDF bank statements. To meet compliance requirements, analysts must consolidate this information into structured Excel trackers that can be reviewed, retained, and provided during audits. The manual nature of this process means open 90 emails, click through 90 PDFs, 90x copy and pastes every quarter.

Benefits

- **Reduces manual effort** by automating a repetitive reconciliation process that previously required reviewing ~90 emails and attachments each quarter
- **Lowers risk of human error** by removing copy-paste and manual transcription of financial data
- **Improves reliability and confidence** in reconciliation outcomes through consistent, automated execution
- **Demonstrates a repeatable finance automation pattern** common across investment operations and financial services

Key Results

8 hours

Annual time savings

100%

Risk Reduction

Technology

- Copilot Studio
- Power Automate
- Office
- O365 Excel
- VBA
- Macros

Time taken

Launched in 1 month