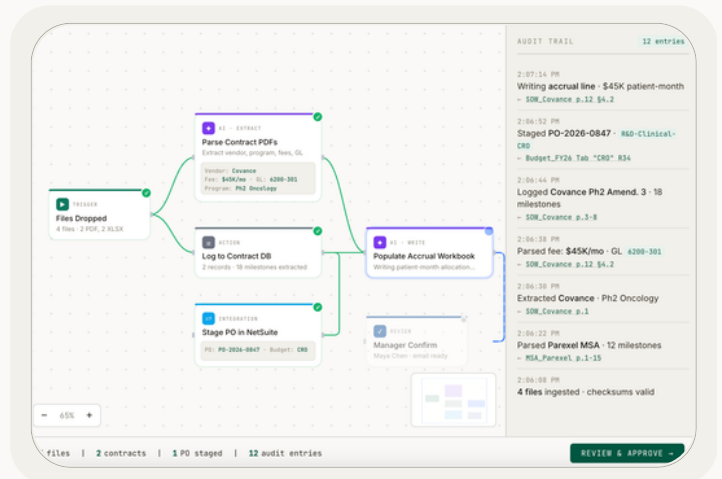


Cut *procure-to-pay* from four files to one trigger

COMPANY	ERP	MASTER	WORKFLOWS
Series B, Clinical-stg	Quickbooks	Excel, PDFs	Contract Log, Budget
✓ 2-3 hours/wk → 0 Time back to the manager; the least fun part of the close ----- PREVIOUSLY MANUAL • NOW ORCHESTRATED		✓ 4 files → 1 trigger One trigger updates contract log, PO, budget, and accrual workbook in sync ----- REPLACING MANUAL STITCHING	✓ Full Audit Log Every AI step traced, what was read, decided, written ----- AUDIT-READY • TRACEABLE

“*Contracts used to live on my desk for days; read, log, budget, accrual, four files, all by hand. Now one trigger updates everything. I review the deltas.*”

— ACCOUNTING & FINANCE MANAGER, CLINICAL-STAGE BIOTECH



• § 01 — THE CHALLENGE

50+ contracts, all by hand

The contract process; open the PDF, read the fee structure, log the vendor and program into the contract database, set up the PO, find the right line in the budget file, then copy everything into the accrual workbook. Four files, four chances to miss a detail. 2-3 hours a week of pure stitching. the longest, least fun part of the close.

• § 02 — THE SOLUTION

One trigger, four files, batched

Process Orchestration

Drop executed contracts in a folder, ping Billow agent on Teams, walk away. The agent reads each PDF, extracts vendor, program, department, fee structure, GL coding, and dates; logs the contract, stages the PO, finds the budget line, and populates the accrual workbook. Fields it can't determine are flagged TBD for human review.

Audit-Ready Output

Every step the agent takes is logged; what was read, what was decided, what was written, where it landed. The auditor opens the log, traces any line back to source, done. Re-runs match. Manager-in-the-loop on every batch.