Foresight

AI for Admin & Accounts

An inbox that sorts and drafts itself, documents that read themselves and minutes that write themselves — the admin engine of the business, supercharged.

A TYPICAL DAY

- ✓ **Triage the shared inbox** and draft replies for approval.
- ✓ **Process documents** — read, extract and file with AI, no manual keying.
- ✓ **Take meeting minutes** automatically and circulate actions.
- ✓ **Raise and match purchase orders** to invoices.
- ✓ **Handle routine customer and supplier queries** with human oversight.

EVERY MONTH

- ✓ Compile reports from across the business
- ✓ Reconcile supplier statements
- ✓ Keep records and filing in order
- ✓ Process and categorise expenses

EVERY YEAR

- ✓ Archive and manage records retention
- ✓ Gather documents for audit
- ✓ Review and tidy admin processes

STOP OUTSOURCING — DO IT IN-HOUSE

USUALLY OUTSOURCED	NOW IN-HOUSE WITH AI
Virtual assistant services	**AI admin agents for scheduling and inbox**
Data-entry outsourcing	**AI document reading and extraction**
Transcription services	**AI notetakers and minutes**

How: it starts with our AI Readiness Audit — a "day in the life" of your team to find the handful of tasks AI saves the most time on — then Microsoft Copilot and custom AI agents, set up securely with governance built in.

Book a free, no-obligation AI review

0161 738 1399 · hello@foresightuk.com · foresightuk.com/day-in-the-life-admin-accounts