Approval Flows

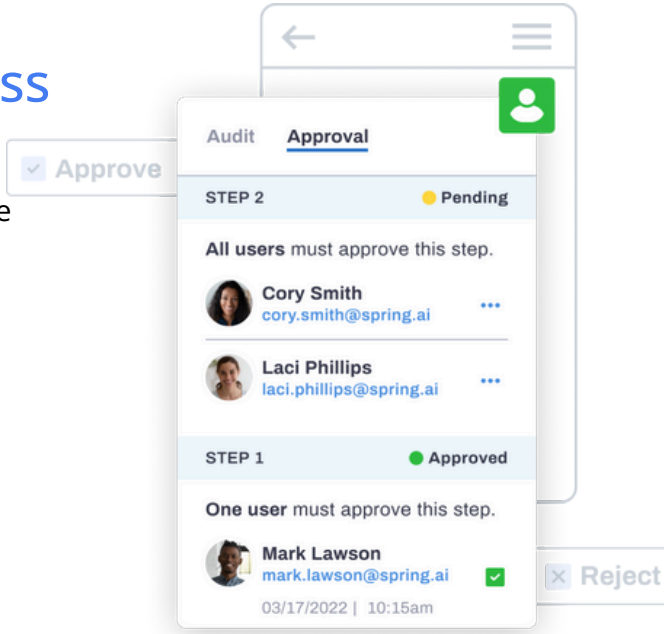
Speed up approvals and keep control using AI

Dynamic, roles-based approval flows with real-time tracking and customizable controls—empowering your team to manage approvals up to 88% faster, with less effort and complete transparency.

Vic.ai's Approval Flows is a core component of the Vic.ai platform, designed to automate and optimize the entire accounts payable (AP) invoice management process with an AI-first approach. It eliminates the need for manual intervention by learning and adapting to your unique invoice workflows, resulting in higher productivity and fewer errors.

Stay on track with automated and transparent approval process

- **Flexible approval flows**
  Set up workflows for specific people or roles, allowing the system to adjust automatically as your team evolves.
- **Accelerated payment cycles**
  Reduce approval times by up to 88%, ensuring faster payments and capturing early-payment discounts.
- **Error reduction and compliance**
  Maintain detailed audit trails and enforce approval guardrails to reduce mistakes and stay compliant.



Our complicated invoice approvals process was impeding everyone in AP. Routing approvals is now an easy process. Our AP team is no longer struggling to get invoices approved on time and leadership loves being able to compare previous bills on the go with the mobile app.

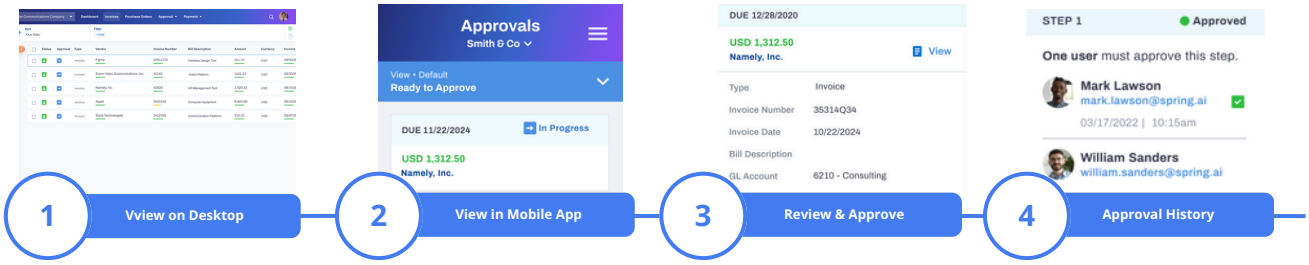
- Rachel Knapp, VP, Financial & Accounting Systems

Improve approval coordination and reduce delays

- **Automated approval routing:** Route invoices and expenses based on custom rules like vendor, amount, GL account, or cost center, ensuring the right approvers are involved every time.
- **Simple PO mismatch settings:** Set up intelligent rules for PO mismatch handling, including triggers for tolerance levels and automatic routing for discrepancies, reducing manual intervention.
- **Customizable workflows:** Design approval workflows tailored to your organization's needs, with options for role-based or individual-based approvals that adapt as your team changes.
- **Out-of-office handling:** Seamlessly redirect approvals to alternate approvers when the primary approver is unavailable, keeping your workflows efficient and uninterrupted.
- **Approver permission guardrails:** Define specific parameters for approval limits and control who can edit what—headers, line items, or both—maintaining control without sacrificing flexibility.
- **AutoPilot approvals:** Enable AutoPilot to handle routine approvals autonomously when Vic.ai AI's confidence scores meet the threshold, allowing your team to focus on exceptions and high-value tasks.
- **Collaborative review:** Track changes and approval steps by user, and use comments directly within the approval interface, simplifying communication and speeding up decision-making.
- **Comprehensive audit trail:** Maintain compliance with a detailed log of every action, comment, and decision made during the approval process, ensuring transparency and accountability.
- **Custom notifications and alerts:** Stay informed with configurable notifications for key approval milestones, such as invoices ready for review or urgent approvals needed.
- **Mobile approvals:** Approve or review invoices from anywhere with the Vic.ai mobile app, ensuring timely decisions even when on the go.
- **Real-time insights and reporting:** Gain full visibility into approval status, bottlenecks, and processing times with customizable dashboards and reports that provide actionable insights.

How Vic.ai Approval Flows work

Our AI learns from every invoice and every interaction, continuously improving its ability to process and route approvals with greater speed and accuracy. From initial ingestion to final payment, Vic.ai takes the complexity out of approvals, enabling your team to operate more efficiently and focus on higher-value work.



Save AP team time with AI-managed approval flows

Vic.ai is initially set to route all invoices to a human for final approval, but as the AI learns, it indicates when it is able to complete specific approval steps. The ultimate decision remains with the organization—AI is ready to assist, but the AP team maintains full control.

- **Adaptive intelligence:** Learns from your organization's unique patterns, improving accuracy and speed over time.
- **Autonomous decision-making:** Enable AutoPilot for hands-free approvals and reduce the need for dedicated human oversight.
- **Deep insights and transparency:** Vic.ai's platform offers real-time visibility and analytics, providing actionable insights into your approval processes.

Seamless integration with your tech stack

Vic.ai integrates with all major HRIS and procurement systems, offering built-in connections with leading ERPs like Oracle, SAP, and Microsoft Dynamics. This ensures a smooth, unified experience across your financial operations.

ORACLE NETSUITE · sage Intacct · coupa · ORACLE · Acumatica The Cloud ERP · EPICOR · SAP S/4HANA

intuit quickbooks · infor · workday · Microsoft Dynamics 365 Business Central · Microsoft Dynamics 365 Finance & Operations · Vista

See how Vic.ai can elevate your AP operations with AI-driven accuracy and seamless automation.

Contact sales to learn more