



Suhas Bhairav

AI Invoice Review Workflow

A practical, step-by-step AI workflow for finance teams.

Automate invoice data capture, validate vendors/POs, and route decisions with auditable rigor.

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suhasbhairav.com

Automate Invoice Data Capture

Begin with a lightweight data capture pipeline: extract structured fields from invoices and feed them into the validation layer. Establish data schema and storage to support audits.

Key move Pilot with 50–100 invoices; measure defects and time savings.

PRACTICAL CHECKLIST

- 01** Define data schema: invoice_no, date, vendor_id, po_number, currency, total_amount, tax, line_items.
- 02** Tools: OCR for capture, AI parser for structure, RPA for workflow orchestration.
- 03** Data validation rules: mandatory fields, format checks, date ranges.
- 04** Vendor master and PO validation: ensure vendor exists and PO matches.
- 05** Human-in-the-loop reviews: auto-approve within thresholds; escalate discrepancies.
- 06** Auditable logs: track decisions and reason codes.
- 07** Adoption plan: Week 1 pilot data extraction; Week 2 PO matching; Week 3 vendor validation; Week 4 full routing.

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Vendor & PO Validation

Ensure vendor identity and PO linkage before payment. Use AI to flag anomalies and route to humans when needed.

Key move Define clear reason codes for every decision.

PRACTICAL CHECKLIST

- 01** Vendor master normalization: map vendor names to a canonical ID.
- 02** Approved vendor check: compare with master list; flag new or inactive vendors.
- 03** PO linkage: verify invoice PO numbers and line items against the PO system.
- 04** Duplicate invoice detection: identify repeated invoices from same vendor.
- 05** Amount validation: compare total and tax against PO total and rules.
- 06** Anomaly thresholds: auto-approve within tolerance; escalate beyond thresholds.
- 07** Decision logging: capture reason codes for each auto or manual decision.

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Routing, Approvals, & Metrics

Route validated invoices to the correct approver based on amount, vendor risk, and department. Record outcomes for audit and improvement.

Key move Assign ownership and publish quarterly review metrics.

PRACTICAL CHECKLIST

01 Routing rules: auto-approve up to thresholds; require review beyond.

02 Escalation path: defined chain when approver unavailable.

03 Ownership: assign workflow owner and monthly review cadence.

04 Audit trail: immutable log of data, decisions, and timestamps.

05 Data storage: link records to ERP/finance system; protect PII.

06 KPIs: cycle time, processing cost, error rate, savings.

07 Guardrails: keep human-in-the-loop and compliance checks.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

WEBSITE

suhasbhairav.com

EMAIL

suhasbhairav@gmail.com