



DATASHEET · UNDERSTAND · AUDIT CENTER

Spot checks miss the one bad invoice? Now every finding comes with its proof.

After reading a document, AI-DMS Ultra checks it across twelve control areas. The Audit Center collects the findings with severity, quote and recommendation. For accounting, internal audit and anyone who wants to be sure before paying.

AT A GLANCE

Every finding with a severity from 1 to 10, a verbatim quote, the page and a recommendation. Above your threshold the document goes into quarantine until a person releases it.

01 · WHAT IT IS ABOUT

Lots of receipts, little time. Now every document gets checked.

Manual review means spot checks. An invoice with a new bank account or a wrong total slips through easily. With AI-DMS Ultra every document is checked. Anything unusual appears as a finding with proof in the Audit Center. Your people make the call.

INPUT

Every document processed with AI-DMS Ultra

RESULT

Findings with severity 1–10, quote, page and recommendation

PROTECTION

Quarantine from a threshold of 1 to 10 that you set (default 7)

PROOF

Report per document as a PDF in 21 languages, finding list as CSV


Twelve control areas

Math, tax, fraud patterns, country data, data consistency, mandatory fields, timelines, payment risks, authenticity, regulations, sensitive data and threats.

Findings with proof

Every finding names the page and quotes the text verbatim. A calculation error shows the math, for example $410.00 + 77.90 \neq 497.90$.

Severity levels

A scale from 1 to 10, shown in the Audit Center as low, medium, high and critical. From severity 4, a finding is flagged for review.

Quarantine

Above your threshold, download, export, move, rename and delete stay locked until someone releases the document in the **Audit** tab.

People decide

Mark as reviewed records who reviewed it and when. With **Create task**, any finding becomes a task for your team.

Report and list

An audit report per document as a PDF, with **PDF incl. original** including the original document. Export the filtered finding list as CSV.

02 · HOW IT WORKS

Check, rate, decide.

The check runs on its own as soon as a document is processed with AI-DMS Ultra. You see the result in the Audit Center and in the document's **Audit** tab.

1

Process with Ultra

Select documents and choose the Ultra level under **Actions › Agents & workflows › AI-DMS**. The check runs after reading.

2

Review the findings

Analytics AI › Audit Center lists documents with findings, sorted by severity, with filters for category and review status.

3

Read the proof

The **Audit** tab shows finding, quote, page and recommendation. Then **Mark as reviewed** or **Create task**.

4

Release and report

Release a quarantined document with **Release from quarantine**. Download the report as a PDF.

TECHNICAL DATA

FEATURE	DETAILS
What is checked	Every document processed with AI-DMS Ultra, across twelve control areas
Finding	Category, severity 1–10, finding text, recommendation, verbatim quote, page number
Quarantine	On or off, threshold 1–10 (default 7) under Organization Settings › Document Audit Quarantine
Export	PDF report per document (optionally with the original), finding list as CSV
Change history	For all documents: field, old and new value, user and timestamp
API and MCP	REST analytics/audit-center · MCP po_analytics_audit_center_get, po_documents_audit_report_pdf
Plan	The Audit Center is part of Analytics AI, included in the Corporate plan

03 · IN PRACTICE

Where findings save money and trouble.

Invoice with a new account

A supplier asks you to pay to a different account from now on. The check reports a fraud risk of severity 7 or higher and the document goes into quarantine. Payment waits for a call-back.

Calculation error

Net plus tax does not add up to the gross amount. The finding shows the math: $410.00 + 77.90 \neq 497.90$. The team marks it as reviewed or creates a follow-up as a task.

Proof for the auditors

Internal audit asks about an unusual receipt. You download the audit report as a PDF with the original and pass on the finding list as CSV.

FREQUENTLY ASKED QUESTIONS

Do I have to set up the Audit Center?

The check runs on every document processed with AI-DMS Ultra. Under **Organization Settings > Document Audit Quarantine** you decide whether quarantine applies and from which severity.

What is locked while a document is in quarantine?

Download, export, move, copy, rename and delete stay locked. Reviewing findings, notes and tasks continue. The PDF report can be created at any time.

Who decides about a finding?

Always a person. The AI finds and rates. Your team reads the proof, marks the finding as reviewed, creates a task or releases a quarantined document.

Is there an API?

Yes. Findings, change history and the PDF report are available via the REST API, and in Claude and Cursor as MCP tools such as `po_analytics_audit_center_get`.

GET STARTED

Check your next invoice with Ultra.

Sign in to the app, select a document and choose the Ultra level under **Actions > Agents & workflows > AI-DMS**. The findings then appear in the **Audit** tab.

paperoffice.ai/en/ai-audit-center-compliance-logging



MORE ABOUT THE MODULE

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PRICING

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