



SHORT GUIDE • RISK • DATA MANIPULATION

One amount changed, and nobody notices?

Now PaperOffice checks what lies beneath the page.

Amounts, dates and bank details can be changed in a PDF without leaving a visible mark on the page. This short guide shows where such changes leave traces and how Trust Agent and AI-DMS Ultra report them on the document. For accounts payable, purchasing and audit.

WHAT YOU TAKE AWAY

A change rarely shows in the printout, but often in the file: text under an opaque area, a second IBAN in the text layer, a total stored differently from how it looks.

01 · THE PROBLEM

The PDF looks the same as always. What is stored is different.

A PDF holds more than what the screen shows: a text layer, drawn areas, embedded files and sometimes several saved versions. Anyone who wants to change an invoice places a white box over the old IBAN and writes the new one on top. Printed, it looks clean.

WHY IT HAPPENS

Editing has become easy

With common PDF programs, numbers, dates and bank details can be changed in a few steps. It takes neither expertise nor a print shop.

People check what they see

In daily work, an invoice is read on screen or on paper. What sits in the text layer or under an opaque area stays out of sight.

Changes target the money

The edits hit the places that steer a payment: amount, due date, IBAN. A single changed line is enough, and the money goes to someone else's account.

HOW YOU NOTICE IT

- An invoice from a known supplier suddenly shows different bank details.
- Copying from the PDF produces a different amount than the one on the page.
- When you select a line, there is text underneath that the page leaves out.
- Net, tax and gross do not add up.
- A supplier suddenly sends invoices created with an online or layout tool.

02 · THE WAY WITH PAPEROFFICE

Check the file, not just the page.

PaperOffice checks incoming PDFs on three levels: the structure of the file, the comparison of text layer and visible page and, with AI-DMS Ultra, the content in context. Every finding is attached to the document with page and text excerpt.

1

Check the file structure

Trust Agent finds text under opaque areas, very light, tiny or hidden text, embedded files, scripts, optional layers and incremental saving.

[MODULE: TRUST AGENT](#)

2

Text layer against page image

From Premium, the check compares the stored text layer with the visible page, including IBANs and totals. If the file holds a different IBAN than the page, it is reported.

[MODULE: TRUST AGENT](#)

3

Content in context

With AI-DMS Ultra, the AI audit checks every document in twelve control areas, such as calculations and fraud. A request to pay to a new account is a finding from severity 7.

[MODULE: AUDIT CENTER](#)

4

Hold until released

From your threshold, the document goes into quarantine. Download, export, move and delete stay locked until someone releases it in the **Audit** tab.

[MODULE: AUDIT CENTER](#)

5

Keep the evidence

The trust certificate stays on the document. From Premium, an evidence PDF marks the findings, and Ultra adds an audit report. Save both in the Workspace.

[MODULE: TRUST AGENT](#)

03 · IN THE APP

Check one by one or every incoming file.

Check single PDFs with a Trust Agent and entire inboxes with AI-DMS Ultra. There, the integrity check runs after the audit, and the profile follows the detected document type. The same checks are available via REST API and MCP.

1

Create a Trust Agent

Under **Document AI › Trust Agent › Create Trust Agent**, choose a profile such as Invoice and the scope Basic, Premium or Ultra. With **Highlight findings in the document**, the check marks findings from Premium.

2

Select PDFs and check them

Select the PDFs in the document list, then **Actions › Agents & workflows › Trust** and **Check with Trust Agent**. The check runs on the server for every document.

3

Read the result

View certificate shows risk score, assessment and findings with page and text excerpt. Download the evidence PDF or save it in the Workspace.

4

Check incoming files with Ultra

Select documents and choose the Ultra tier under **Actions › Agents & workflows › AI-DMS**, or set the Workspace to Ultra. The findings then appear in the **Audit** tab.

5

Set up quarantine

Under **Organization Settings › Document Audit Quarantine**, switch on quarantine and choose a threshold from 1 to 10. The default is 7.

TIP FROM PRACTICE

Choose at least Premium for invoices The comparison of text layer and visible page, which reveals a second IBAN or a differing total, runs from Premium. For incoming invoices, Premium or Ultra with the Invoice profile is therefore worth it.

04 · AN EXAMPLE

A wholesaler and a covered IBAN.



An electrical wholesaler with 60 employees receives supplier invoices as PDFs by email. Two people in accounts payable read them on screen and release them for payment. One day, an invoice from a regular supplier shows a new IBAN, with a white box hiding the old one underneath.

BEFORE

- Invoices are read on screen and checked against memory.
- What sits in the text layer stays out of sight.
- Changed bank details only come to light when the supplier sends a reminder.
- Whether and how anything was checked is recorded nowhere.

WITH PAPEROFFICE

- Every supplier invoice runs through AI-DMS Ultra, and the check starts on its own.
- The covered IBAN appears as a finding with page and text excerpt on the document.
- The invoice stays in quarantine until someone releases it after calling the supplier back.
- Who reviewed the finding and when is recorded on the document.

A made-up example for illustration. Check for your business which tier your incoming documents go through, which threshold fits and who may release a quarantine.

05 · CHECKLIST

Ten points for your invoice intake.

Go through the points with everyone who checks and releases invoices. Each point can be answered with yes or no.

- | | |
|---|--|
| ☐ We know which invoices arrive as PDFs by email and who opens them. | ☐ Supplier invoices run through an AI-DMS tier that matches their risk. |
| ☐ A Trust Agent with the Invoice profile is set up for invoices. | ☐ Quarantine is switched on, and the threshold is a deliberate choice. |
| ☐ It is clear who may release a document from quarantine. | ☐ New bank details are confirmed by calling a known phone number. |
| ☐ Findings are read before an invoice goes to payment. | ☐ Evidence PDFs or audit reports of flagged invoices are stored in the Workspace. |
| ☐ Checked invoices are locked with WORM retention where you want that. | ☐ The team knows that repeated saving is often harmless and only counts in context. |

06 · FREQUENTLY ASKED QUESTIONS

Frequently asked questions about manipulation checks.

Does the check detect every manipulation?

It finds the traces that typical edits leave behind: covered or hidden text, differences between text layer and page, embedded files and saved versions. These produce a risk score and findings, and a person decides.

Do we need templates for each supplier?

The structure check works with any PDF, without templates. A profile such as Invoice, Bank statement or Payslip adds further checks for the document type from Premium.

Is repeated saving proof of tampering?

Incremental saving is often harmless, for example after a form was filled in. It therefore counts only slightly toward the risk score and is documented as context.

What does the risk score tell me?

It sums up the number and severity of findings on a scale from 0 to 100. This leads to an assessment in four levels, from

No anomaly to Critical.

What about scans and photos?

Trust Agent checks PDF files. AI-DMS reads scans and photos with AI-OCR, and with Ultra the AI audit checks their content, for example for mismatched templates, pasted areas and contradictions.

Is there an API?

Yes. Start Trust Agent via REST API with POST /documents/trust-agent-run, or via MCP with po_documents_trust_agent_run. po_analytics_audit_center_get returns the audit findings.

07 · HOW TO START

Check the next suspicious PDF yourself

Create an account at app.paperoffice.ai, save a Trust Agent with the Invoice profile under [Document AI › Trust Agent › Create Trust Agent](#) and check an invoice. Billing is based on usage and depends on the tier.

Check one PDF

Start with a real supplier invoice and look at the risk score, findings and evidence PDF.

Set up the inbox

Choose AI-DMS Ultra for the Workspace of incoming invoices and set the quarantine threshold.

Agree on releases

Decide who reads findings, who releases documents and how new bank details are confirmed.

DATASHEETS ON THIS TOPIC

Trust Agent

paperoffice.ai/downloads/paperoffice-ai-datasheet-document-integrity-check.pdf

Audit Center

paperoffice.ai/downloads/paperoffice-ai-datasheet-audit-center.pdf

Workspaces

paperoffice.ai/downloads/paperoffice-ai-datasheet-workspaces.pdf

AI-OCR

paperoffice.ai/downloads/paperoffice-ai-datasheet-ocr.pdf

MORE ON THIS TOPIC

Data manipulation

paperoffice.ai/en/solutions/risk/ai-data-manipulation-detection-document-forensics



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