



SHORT GUIDE • RISK • CALCULATION ERRORS

Miscalculated, and paid anyway? Now the difference shows on the document before you pay.

Many wrong invoices are not forgeries, they are simply miscalculated: a line, a tax amount, a total. This short guide shows where PaperOffice checks the math and matches documents. For accounts payable, purchasing and site management.

WHAT YOU TAKE AWAY

PaperOffice checks the math in several places: in the AI audit of AI-DMS Ultra, against the core rules of EN 16931 for e-invoices, and in the match with purchase order and delivery note.

01 · THE PROBLEM

The total is printed in bold. Nobody did the math.

An invoice has many places where numbers can shift: quantity times unit price, the sum of the line items, discounts, tax per rate, the final amount. In daily work, people read the final amount and compare it with their gut feeling. An error in a single line rarely stands out, and what gets paid is the bottom line.

WHY IT HAPPENS

Invoices are often made by hand

Many suppliers write invoices in spreadsheets or text templates. A copied line, a wrong formula or a forgotten discount easily stays in place.

Checking the math takes time

Anyone who releases many invoices checks samples or the final amount. An error in a single line or in the tax amount is least likely to stand out there.

Order and invoice are kept apart

Purchase order, delivery note and invoice arrive at different times and land with different people. Whether quantity and price match the order is then often checked by nobody.

HOW YOU NOTICE IT

- Net plus tax gives a different amount than the stated gross amount.
- The line items add up to a different subtotal than the one on the invoice.
- The invoice charges a larger quantity than the delivery note shows as delivered.
- The unit price on the invoice differs from the price in the purchase order.
- Questions about amounts only come up after payment, from the supplier or from accounting.

02 · THE WAY WITH PAPEROFFICE

Check and match before anything is released.

PaperOffice reads amounts and line items from the invoice and checks them in several places. Every difference is attached to the document, with figures, page or line item. Whoever releases the invoice sees the disputed spot instead of searching for it.

1

Read line items and totals

AI-DMS reads net, tax, gross, currency and due date, and with Ultra the line items as well. An IDP Agent reads tables row by row, every value with its location.

[MODULE: IDP AGENT](#)

2

Check the math

With AI-DMS Ultra, the AI audit checks line sums, net, tax and gross. A calculation error shows the math, for example $410.00 + 77.90 \neq 497.90$, with page and quote.

[MODULE: AUDIT CENTER](#)

3

E-invoices by fixed rules

For XRechnung, ZUGFeRD and Factur-X, PaperOffice checks the core rules of EN 16931: line total, net after allowances and charges, net plus tax equals gross.

4

With order and delivery note

When invoice, purchase order and delivery note carry the same order reference, PaperOffice matches them in the Workspace: header amount, quantities, unit prices and delivered quantity.

5

Hold and clarify

From your threshold, the invoice goes into quarantine. The finding becomes a task for your team in one click, and who reviewed it is recorded on the document.

[MODULE: AUDIT CENTER](#)

03 · IN THE APP

Where to find the difference in the app.

The check results for an invoice are in the document's **Audit** tab: findings of the AI audit, the **E-invoice protocol** and the match with the purchase order. The Audit Center shows all findings across documents.

1

Process with Ultra

Select invoices and choose the Ultra tier under **Actions > Agents & workflows > AI-DMS**, or set the invoice Workspace to Ultra. The check runs after reading.

2

Read the finding

The **Audit** tab shows finding, quote, page and recommendation. Then **Mark as reviewed**, or use **Create task** to pass a follow-up to your team.

3

Check an e-invoice

For XML invoices, the **E-invoice protocol** in the same tab shows whether the core rules are met and lists every failed rule.

4

Match a case

In the document list, choose **Group by > Purchase order reference (PO)**. The **3-way match** shows header amounts, line items and the result of each check for every case.

5

See all findings

Analytics AI > Audit Center lists documents with findings by severity, with filters for category and review status, and exports the list as CSV. Included in the Corporate plan.

TIP FROM PRACTICE

Choose the quarantine threshold to fit The default of 7 holds serious findings such as a payment diversion. In a test, a calculation error received severity 5. If you want to hold such invoices too, choose a lower threshold under **Organization Settings > Document Audit Quarantine**.

04 · AN EXAMPLE

A construction firm, one line item too many.



A construction company with 50 employees orders material for several sites. Purchase orders, delivery notes and invoices arrive by email and post, and the site manager signs off on the invoices. One invoice charges for more mesh panels than were delivered, and the tax amount is off as well.

BEFORE

- The site manager rechecks invoices with a calculator when there is time.
- Delivery notes stay in the site office, invoices in the main office.
- Whether quantity and price match the order is usually checked by nobody.
- Errors come to light when someone happens to ask.

WITH PAPEROFFICE

- Purchase order, delivery note and invoice land in the same Workspace with AI-DMS Ultra.
- The match shows: the quantity charged is larger than the quantity delivered.
- The AI audit reports the wrong tax amount as a finding with page and quote.
- Accounting creates a task from the finding and clears up the invoice with the supplier.

A made-up example for illustration. Check for yourself whether your documents carry a purchase order reference, which tier they go through and who clears up differences.

05 · CHECKLIST

Ten points for your invoice checks.

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

- | | |
|---|--|
| ☐ We know which suppliers write invoices by hand or from spreadsheets. | ☐ Supplier invoices run through an AI-DMS tier that checks the math. |
| ☐ Our purchase orders carry a number that suppliers copy onto invoice and delivery note. | ☐ Purchase order, delivery note and invoice of one case land in the same Workspace. |
| ☐ The quarantine threshold is set so that calculation errors stand out. | ☐ Findings in the Audit tab are read before release. |
| ☐ There is a named person for follow-up questions to suppliers. | ☐ Suppliers using e-invoicing send XRechnung, ZUGFeRD or Factur-X. |
| ☐ Failed rules in the e-invoice protocol are cleared up with the supplier. | ☐ There is an internal rule for handling rounding differences of a few cents. |

06 · FREQUENTLY ASKED QUESTIONS

Frequently asked questions about checking the math.

Where does PaperOffice check the math?

With AI-DMS Ultra, the AI audit checks every invoice for line sums, net, tax and gross. PaperOffice checks e-invoices against fixed EN 16931 rules. From Premium, Trust Agent with the Invoice profile checks net plus VAT against gross.

What about rounding differences?

For e-invoices, a small fixed tolerance applies so that cent amounts from rounding do not break a rule. The AI audit reports real calculation errors, and different thousands and decimal separators count as correct.

What happens to a faulty invoice?

The finding appears in the **Audit** tab with figures and page. Your team marks it as reviewed or creates a task. From your threshold, the invoice stays in quarantine until someone releases it.

Do I need a template for each supplier?

The check works without templates per supplier. AI-DMS reads the document by its content, and you describe the fields of an IDP Agent in your own words.

Can invoices be checked against our purchase order?

Yes, if invoice, purchase order and delivery note carry the same purchase order reference and sit in the same Workspace. The match compares quantities and unit prices once the line items are read, for example with AI-DMS Ultra.

How do the values get into our accounting?

Export the fields of an IDP Agent as JSON, CSV or Excel, or fetch them via REST API. Bookkeeping happens in your accounting software.

07 · HOW TO START

Have the next invoice checked

Create an account at app.paperoffice.ai, upload a supplier invoice and process it with the Ultra tier under [Actions › Agents & workflows › AI-DMS](#). The findings then appear in the [Audit](#) tab. Billing is based on usage.

Check one invoice

Start with an invoice whose error you know, and look at the finding in the [Audit](#) tab.

Bring a case together

Put the purchase order, delivery note and invoice of one case into a Workspace and look at the match.

Agree on releases

Set the quarantine threshold and decide who reads findings and who asks suppliers follow-up questions.

DATASHEETS ON THIS TOPIC

Audit Centerpaperoffice.ai/downloads/paperoffice-ai-datasheet-audit-center.pdf**IDP Agent**paperoffice.ai/downloads/paperoffice-ai-datasheet-idp-intelligent-document-processing.pdf**Trust Agent**paperoffice.ai/downloads/paperoffice-ai-datasheet-document-integrity-check.pdf**Workspaces**paperoffice.ai/downloads/paperoffice-ai-datasheet-workspaces.pdf

MORE ON THIS TOPIC

Calculation errorspaperoffice.ai/en/solutions/risk/ai-calculation-error-detection-invoice-validation

MORE ON THIS TOPIC

paperoffice.ai/en/solutions/risk/ai-calculation-error-detection-invoice-validation

PRICING

paperoffice.ai/en/pricing

CONTACT

paperoffice.ai/en/contact