

Invoice Error Lab checklist

Try the same documents across invoice preparation, arithmetic, coding, quantity matching and clarification. Record the result and review effort for each step.

What the pack contains

Six arithmetic scenarios, an image-only invoice variant, a four-page mixed-vendor bundle, two client-coding bills, one PO-backed invoice with purchase/receipt evidence, and one email-clarification bill.

Before you start

Keep the sample files unchanged. Agree on the destination accounting system and required controls. Use the answer key to compare the expected and actual results.

Observe	Record	Useful question
Preparation	Splits, page repair, renaming, operator minutes	Does the original combined file work?
Extraction and math	Incorrect fields, unresolved discrepancies, repairs	Do lines, tax and totals agree with the source?
Client coding	Applied treatment and reviewer changes	Was the correct client context used?
Matching	Running quantities, receipt corrections, owned holds	Does prior billing consume available receipts?
Clarification	Participant channel, invoice history, next state	Does the reply return to the original bill?
Accounting outcome	Approved payload, returned bill ID, owned error	What actually reached the accounting system?

Keep the comparison useful

Include failed, corrected and reopened inputs. Separate hands-on effort from waiting time. Expected answers do not establish tax policy, approval, accounting acceptance or a vendor-wide performance percentage.

Use expected-results.csv for your own observations. Updated 8 October 2026.
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