



Invoice Review

Card Integrity offers an Invoice Review service to identify potential duplicates in your ERP invoices and optimize processes to reduce manual entry and maximize credit card rebates. While ERP systems prevent exact duplicate payments, we go further by identifying near-duplicates both within your ERP and between ERP records and employee credit card data that we gather with our expense monitoring service. The invoice review service is designed to work in conjunction with the expense monitoring service.

How It Works

Card Integrity uses advanced software to detect potential duplicate invoices, assigning each one a letter grade (A to F) based on the similarity of key fields:

- Vendor
- Invoice number
- Invoice date
- Invoice amount
- Line-level descriptions

Our forensic experts review and refine these results, filtering out irrelevant matches like voids or reversals. This ensures you only receive reports highlighting actionable items.

Reporting and Follow-up

Each month, we provide your Accounts Payable team with a detailed report of potential duplicates, ranked by grade. This allows the AP team to make final decisions and reach out to vendors for refunds when needed. Additionally, we provide pattern reports identifying:

- Vendors with repeat duplicate issues
- Entry clerks with recurring errors
- High spend categories & suppliers
- Suggested payment optimization to increase rebates

Why It Matters

Duplicate payments are costly mistakes that directly impact your bottom line. With thousands of invoices processed monthly, even one double payment can represent a significant loss. Our service ensures that such errors are caught early, protecting your profitability. Also, fine tuning how vendors are paid (credit card vs virtual card vs ERP) generates significant entry time savings and increased credit and rebate.

Setup Status

Most organizations provide us with ERP data monthly, including a copy of the vendor master file. This allows us to identify duplicate vendors and paid invoices effectively. We offer templates for seamless data extraction, including templates for systems like SAP, Oracle, Workday and others.