

Overbilling & Pricing-Error Audit

Finance & Accounting

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Audits your purchase orders against vendor invoices to flag price and quantity overbilling (billed rate above PO, quantity billed above received, tax errors) with the overcharge and recovery steps. Use it to catch invoice overcharges. For freight/utility bills, use the Freight & Utility Bill Audit.

Purpose of this tool & output

Flag PO-vs-invoice price and quantity mismatches that overcharged you

How the output is used

Use it to flag PO-versus-invoice price and quantity mismatches that overcharged you, and the recoverable value.

Who should vet it

Your AP team, to confirm each mismatch against the PO and receipt before you claim a refund.

Important cautions

Confirm goods-receipt and contract price before raising claims.

Companion documents

- AP / Profit-Recovery Audit
- Duplicate Payment Detector
- Vendor Statement Reconciliation
- Missed Early-Payment Discount Finder
- Rebate & Volume-Discount Recovery
- Duplicate Vendor-Master Cleanup

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.