FINANCE
INTELLIGENCE

INVOICE / REVIEW CHECKLIST

Different reference. Same invoice?

Step-by-step checks and a copyable AI prompt

A practical guide for finance professionals



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Finance. Tax. What matters for UAE businesses.

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01 / PREPARE THE INPUT

Build a review list. Keep the originals.

01 Use a controlled copy

Start with approved or synthetic data. Preserve the source invoice, ledger row and payment reference.

02 Include the identifying fields

Supplier ID, invoice reference, date, currency, gross amount, document type, purchase order and service period.

03 Separate evidence from assumptions

A blank payment field means unknown. It does not prove that no payment was made.

04 Agree the output

Ask for candidate pairs and reasons, not deletions, payment blocks or automatic accounting entries.

START SMALL: test one reviewed sample before using a larger list.

02 / THE WORKED EXAMPLE

One changed reference. One pair to investigate.

FIELD	ROW R001	ROW R002
Supplier ID	S001	S001
Invoice reference	INV-1048	INV1048
Invoice date	05 Sep 2026	05 Sep 2026
Currency / gross	AED 5,250	AED 5,250
Purchase order	PO-300	PO-300
Payment evidence	Paid: 08 Sep	Not supplied

SYNTHETIC EXAMPLE

Removing the hyphen makes the references match. That supports a review flag. Open both documents and confirm the supply and payment before taking action.

03 / EXCLUDE FALSE POSITIVES

Same amount does not mean duplicate.

CASE	REVIEW DECISION
Credit note for the invoice	Link and investigate; do not treat as a second positive invoice
Monthly service, same fee	Check the service period; July and August may be separate supplies
Different supplier ID	Confirm identity; matching amounts and references alone are insufficient
Part-payment or instalment	Check the contract and allocation; several payments can be legitimate
Supplier name changed	Check the master record and history; do not merge identities on a guess

Keep a reason for each rejected flag as well as each accepted one.

04 / COPYABLE PROMPT

Ask for candidates with traceable evidence.

Review only this approved invoice register for possible duplicates. Do not modify the file or take any payment or accounting action.

Keep the original row IDs and references. Compare supplier identity, currency, gross amount, invoice date, similar references, purchase order and service period. Use a separate normalised-reference field; do not overwrite the original.

Return one row per candidate pair: row IDs, matching fields, conflicting fields, reason for the flag, missing evidence and recommended human check. Separate credit notes, recurring charges and instalments for review.

Do not treat missing payment data as unpaid. Do not invent supplier identity, payment status or a probability score. If evidence is insufficient, mark UNKNOWN.

Explain the comparison rules used and list their limitations. Flagging a pair is not confirmation that it is a duplicate.

Works as a review brief for Claude or ChatGPT.
Tool access and company approval must be checked first.

05 / HUMAN REVIEW

Open the documents. Then decide.

01 Confirm the same supply

Compare supplier identity, PO, delivery evidence, invoice lines and service period.

02 Check document relationships

Inspect credit notes, revised invoices, instalments and any cancellation or replacement trail.

03 Trace actual settlement

Check the ledger allocation and payment evidence. A “paid” note alone is not enough.

04 Record and route the conclusion

Use confirmed duplicate, legitimate separate item or unresolved. Action follows normal approval controls.

When evidence conflicts, keep the item unresolved and assign an owner.

06 / DECISION REGISTER

Leave a review trail that another person can follow.

FIELD	EXAMPLE
Pair	R001 / R002
Flag reason	Same supplier, value, date and normalised reference
Evidence still required	Both invoice files and settlement allocation
Status	UNRESOLVED until evidence is checked
Reviewer / date	Assigned reviewer / actual review date
Decision and basis	Record the conclusion and evidence links
Authorised action	Approval reference, if an action is required

Do not measure success by the number of flags alone.
Track reviewed flags, confirmed cases and false positives.

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07 / READY-TO-USE CHECKLIST

Before you rely on the result.

01 Input completeness

Source rows, dates, currencies and document types are present; the file is an approved working copy.

02 Output quality

Every candidate has source IDs and an explanation. Missing information is visible, not invented.

03 Human decision

Supply, document relationships and settlement have been checked by the reviewer.

04 Action control

Nothing is deleted, posted or blocked automatically. Any action follows the organisation’s approval process.

TOOL REFERENCES · CHECKED 20 SEP 2026

ChatGPT: working with uploaded data

Claude: working with spreadsheets

Examples and procedures are educational and synthetic.