INVOICE CHECKING TOOL / ILLUSTRATIVE CASE

Which energy bills deserve a closer look?

The management decision

Start with a discrepancy finance can verify against the readings and contract. Each flag should show what changed, why it deserves attention and who decides whether to query the supplier.

A supplier bill can seem reasonable at a glance while applying the wrong rate to part of the billing period or charging for a different quantity than you recorded. Staff need an efficient way to decide what to query. A purpose-built checker applies the agreed rules and gives a reviewer the source figures for each exception.

Worked example

An invoice charges for 10,500 kWh while accepted readings total 10,000 kWh. The difference is 500 kWh, or 5% of the accepted quantity. A reviewer must check the contract and timing before assigning a cash value.

Example figure	What it represents
10,500 kWh	Billed
10,000 kWh	Accepted meter use
500 kWh	Difference to investigate

What changes the answer

If an accepted timing difference explains 300 kWh, only 200 kWh remains under review. Apply the agreed rate to the confirmed unexplained quantity.

Invoice checking tool

What to commission

Build checks for one invoice format and agreed quantity and rate rules, including one valid billing exception.

We define what the tool can verify and how to show timing differences, missing information and accepted exceptions. Test cases cover known problems and bills that should pass so the reviewer can see how the tool behaves.

How to judge the result

The reviewer can trace a flag to the bill and the accepted reading and explain why a known timing difference is handled correctly.

Track confirmed adjustments and review effort separately from the total value of flagged lines. Use only differences the reviewer can substantiate in a supplier discussion.

Decision worksheet

Project detail	Starting point for your team
Decision owner	Accounts payable or facilities lead. Name the person who will approve the next step.
Records to gather	Sample invoice types, available meter records and the billing rules you want checked.
Agreed output	A working invoice checker, a list of flagged differences and tests for the agreed rules.
Decision date	Record the deadline, any unresolved assumption and who will confirm it.

Discuss this case

Describe the invoices you want to check, the rule or charge that most often needs review, and who handles it now. Tell us how often bills arrive and whether you have a deadline for the first check. A summary is enough before agreeing how to share invoices.

Email info@oxetc.co.uk and mention DEV-02. All figures in the worked example are illustrative.