

Have you paid the same invoice twice?

A 15-minute check to find out

Export one report, run six checks, and know which red flags to chase, before the year closes.

Foxpedite does this automatically

This checklist is the manual, after-the-fact version. In Foxpedite, the same checks are part of how an invoice gets paid:

- ✓ **No export, no sorting:** every invoice in Foxpedite is already tied to a vendor record, an approved PO and a receipt.
- ✓ **The six checks run before payment, not after:** an invoice pays only when PO + receipt + invoice match, so a second invoice for a fully billed PO has nothing to match and is held.
- ✓ **One vendor record per supplier,** onboarded through the supplier portal, so name variants don't multiply.
- ✓ **Approved bills sync to QuickBooks Online** (Advanced plan), with the PO and approval behind each one.

Try it free for 14 days: foxpedite.com/register →

15 minutes · one person · one coffee

QuickBooks Online steps included

For owners & controllers

WHY BOTHER

One SAP Concur analysis of SMB invoices found **1.29%** flagged as duplicates, averaging about **\$2,034** each (SAP Concur, 2015–16 data). An AP-audit vendor's review of \$500M of invoices found **8.5%** were duplicates received (OpenEnvoy; vendor data skewed to logistics). Treat it as a range, not a forecast.

EXAMPLE SCENARIO (ILLUSTRATIVE)

A three-location restaurant group pays a produce vendor by check. The vendor emails a "reminder" PDF of the same invoice; the second location's manager pays it by card. Different payment methods, same invoice. Nobody notices for three months.

Minutes 0–4 · Export the data from QuickBooks Online

- ☐ **Open the report.** Reports → Standard reports → search *Transaction List by Vendor* (or *Bill Payment List* and *Expenses by Vendor Summary*).
Report names can differ by plan and region; search in the Reports page.
- ☐ **Set the date range** to the last 6–12 months. Customize → add columns *Num, Amount, Payment method / Transaction type, Memo*.
- ☐ **Export.** Export/Print ▼ → *Export to Excel*.^[1] Also export your vendor list (Expenses → Vendors → export icon).

Minutes 4–11 · Run six checks in the spreadsheet

FOXPEDITE AUTOMATES THIS checks 1–3 happen at the invoice: no open PO and receipt to match, no payment.

- ☐ **Same vendor + same amount within 60 days.** Sort by vendor, then amount. Scan for pairs.
Formula in a helper column: `=COUNTIFS(Vendor,Vendor2,Amount,Amount2)>1`
- ☐ **Same invoice number, any vendor.** Sort by *Num*. Look for repeats, and for "near" repeats: 10452 vs 010452 vs INV-10452.
Normalize first: `=UPPER(SUBSTITUTE(SUBSTITUTE(Num,"-","")," ",""))` and strip leading zeros.
- ☐ **Same amount, different payment method.** Filter the paired amounts from check 1: one by check/ACH and one by card or expense? Highest-risk pattern.

- ☐ **Vendor name variants.** Sort your vendor list alphabetically: "ABC Supply", "ABC Supply Co.", "A.B.C. Supply". Each variant is a door for a duplicate.

FOXPEDITE AUTOMATES THIS one owned vendor record per supplier, onboarded through the supplier portal.

- ☐ **Round-number or repeated monthly amounts** from vendors that don't bill monthly.
- ☐ **Credits never used.** Open vendor credits older than 90 days are often the shadow of an earlier overpayment.

Minutes 11–15 · Red flags and what to do next

Red flag	Do this
Pair with same vendor, amount and invoice #	Pull both payment records; email the vendor for a statement of account and request a refund or credit.
Paid by card <i>and</i> by check/ACH	Decide one payment channel per vendor. Write it in the vendor record's notes.
Invoices with no PO or approver	Start a "no PO, no pay" rule for anything over your threshold. Foxpedite enforces this: no approved PO, no match, no payment.
Vendor name duplicates	Merge vendor records in QuickBooks; make one person own new-vendor setup.
Bill numbers re-entered	Turn on the duplicate bill-number warning: Settings ⚙️ → Account and settings → Advanced → Other preferences. ^[2] It checks the same vendor only.

Score yourself

- ☐ 0 suspicious pairs found.
- ☐ One payment channel per vendor.
- ☐ Every bill over \$[threshold] has a PO.
- ☐ One person owns the vendor list.

Prevention in one line

Duplicates are caught cheaply **before** payment by matching each invoice to **one PO and one receipt**. Once a PO is fully invoiced, a second invoice against it has nothing to match, so it stops.

At average organizations 22% of invoices are flagged as exceptions vs 9% at top performers (Ardent Partners 2025).^[5]

Sources (accessed Oct 18, 2026): [1] Intuit, Export reports, lists and more: <https://quickbooks.intuit.com/learn-support/en-us/exporting-reports/export-reports-lists-and-more/00/187949> · [2] QuickBooks Community (Intuit staff reply): <https://quickbooks.intuit.com/community/reports-and-accounting-5/how-can-i-avoid-accidentally-paying-invoices-twice-56358> · [3] SAP Concur, duplicate invoice analysis (Concur Invoice records Sep 2015–Aug 2016; vendor data): <https://concur.com/newsroom/article/how-much-money-is-your-business-throwing-away-in-duplicate-invoice> · [4] OpenEnvoy study via Resourceful Finance Pro (vendor data): <https://www.resourcefulfinancepro.com/news/invoices-double-paid> · [5] Ardent Partners 2025 via Thomson Reuters: <https://europe.thomsonreuters.com/blog/3-ap-metrics-that-matter>. Stats describe the industry, not Foxpedite customers. QuickBooks is a trademark of Intuit Inc.