

Statement Reconciliation Instructions

Emory's Statement Reconciliation feature provides vendors with an automated way for a vendor to compare their open accounts receivable as shown on their statement with Emory's accounts payable history as shown in Emory's Vendor Self-Service Portal.

Please follow the instructions below for uploading your statement and receiving statement reconciliation results.

EMORY

Welcome to Emory's Invoice Status and Statement Reconciliation Portal

Invoice Search

Statement Reconciliation 1

How to Use

Contact Us

Please enter data into two of the fields below to perform a search.

At least one of the following fields are required: Supplier Invoice Number, Emory Voucher Number, Payment Advice Reference Number, Emory Payment Reference Number, or Supplier Number.

Once you have successfully found one invoice and locked in the vendor number, you will be able to perform date range searches.

Search by Invoice

PO Number:

Supplier Number:

Emory Voucher Number:

Supplier Invoice Number:

Invoice Amount:

Invoice Date:

Search by Payment Received

Emory Payment Reference Number:

Payment Advice Reference Number:

Payment Amount:

Payment Date:

Sort Report by Ascending

Steps	Actions
1.	Access the website via https://emory.invoiceinfo.com/ and click on Statement Reconciliation

EMORY

Statement Reconciliation

Statement Reconciliation
Instructions

Statement Reconciliation

Invoice Search

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Please Fill Out the Information Below

- 2 Your email address:
- Confirm email address:
- 3 Vendor ID: Only one Vendor ID per file

To submit a statement, you must attach a file OR paste data

Invoice number required in column #1

Invoice date required in column #2

Invoice amount required in column #3

Attach file here:

Select xlsx, xls, txt or csv file only

4

or

Paste data here - Example: 12345678,1/2/2017,204.95 - Data may be comma, tab, pipe delimited or copied directly from an excel spreadsheet.

5

Enter date format: 

I'm not a robot



reCAPTCHA
Privacy - Terms

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Steps	Actions
2.	Enter and confirm your email address.
3.	Enter your 10 alphanumeric vendor ID (supplier number). If you do not know your 10 digit vendor ID, you can look it up by performing a successful invoice search with a prior invoice that has been processed already.
4.	Submit your statement either by attaching a file or directly pasting the statement in the text box provided. <ul style="list-style-type: none"> If you attach a file, it must be in xlsx, xls, txt, or csv format. Column 1 must contain the invoice number, column 2 must contain the invoice date, and column 3 must contain the invoice amount. If you paste a statement, column 1 must contain the invoice number, column 2 must contain the invoice date, and column 3 must contain the invoice amount.
5.	Select the correct date format of the invoice date from the drop-down menu.
6.	Complete the Captcha and click Submit Statement and you will receive an on-screen confirmation of your submission.

Statement Reconciliation Email

NR | No Reply | 1 | Sat 5/19

Statement Reconciliation Results

597481_3003445_20180423_162650_Test1.xlsx_output_255.csv
3 KB

Statement Reconciliation Result File Attached

Your reconciliation file was submitted on 2018-05-19 15:38:49

With the following results:

- Records submitted = 8
- Records matched = 4
- Records unmatched = 1

Data Parameters: Invoice = 1, InvDate = 2(m-d-y), InvAmt = 3

If you have questions about your results, Please click on the following link:
<https://1234567.invoiceinfo.com/contact.html>

PLEASE DO NOT REPLY TO THIS EMAIL

To request a rematch of this file, click on the link below:
https://1234567.invoiceinfo.com/match.php?rq=2018-05-21_23:05:35&s=21256

Steps	Actions
7.	You will receive an email with the statement match results. The statement reconciliation results are sent as an attachment.
8.	The summary of the results will be in the body of the email.

Statement Reconciliation Results

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
	Query Vendor	Query Invoice	Query InvDate	Query InvAmt	9 Match Status	VENDORID	PO_NUMBER	VENDOR INVOICE NUMBER	TOTAL INVOICE AMOUNT	DOC CURRENCY	STATUS OF PAYMENT	STATUS OF INVOICE	VENDOR INVOICE DATE	VENDOR INVOICE DUE_DATE	CHECK PAYMENT DATE	METHOD OF PYMT	CHECK PAYMENT NUMBER	CHECK PAYMENT AMOUNT	INVOICE AMOUNT PAID	
1	3003445	21821796	11/1/2017	2450.78	ALL Match - Vendor, InvNumber, Date, Amount	3003445	4800040496	21821796	2450.78	USD	PAID	Paid	1-Nov-17	4-Feb-18	2-Feb-18	ACH CCD	30032340	2450.78	1450.78	
2																				
3																				
4	3003445	21005382	12/15/2017	1576	NO Match														0	0
5																				
6	3003445	21543018	1/15/2018	183456	PARTIAL Match - Vendor, InvNumber, Date	3003445	4800040269	21543018	183456	USD	PAID	Paid	15-Jan-18	10-Mar-18	7-Mar-18	ACH CCD	30032580	183456	183456	
7																				
8	3003445	21123477	1/20/2018	56789.45	PARTIAL Match - Vendor, InvNumber, Date	3003445	4800040269	21123477	56789.45	USD	PAID	Paid	20-Jan-18	12-Mar-18	15-Mar-18	ACH CCD	30032661	56789.45	56789.45	
9																				
10	3003445	21898794	1/26/2018	123556.18	PARTIAL Match - Vendor, InvNumber, Date	3003445	4800040269	21898794	123556.18	USD	PAID	Paid	26-Jan-18	16-Mar-18	14-Mar-18	ACH CCD	30032644	123556.18	123556.18	
11																				
12	3003445	21823460	2/1/2018	65432.01	ALL Match - Vendor, InvNumber, Date, Amount	3003445	4800040362	21823460	65432.01	USD	PAID	Paid	1-Feb-18	17-Mar-18	9-Apr-18	ACH CCD	20031060	65432.01	43987.97	
13																				
14	3003445	21854362	2/1/2018	18765.89	ALL Match - Vendor, InvNumber, Date, Amount	3003445	4800040362	21854362	18765.89	USD	PAID	Paid	1-Feb-18	17-Mar-18	14-Mar-18	ACH CCD	20030858	18765.89	18765.89	
15																				
16	3003445	21987620	2/5/2018	25890.65	ALL Match - Vendor, InvNumber, Date, Amount	3003445	4800040459	21987620	25890.65	USD	PAID	Paid	5-Feb-18	19-Mar-18	15-Mar-18	ACH CCD	20030874	25890.65	25890.65	
17																				
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Steps	Actions
9.	The "Match Status" column will indicate if there is an "All Match," "Partial Match" or "No Match." If there is a match, the fields that matched will be indicated.