

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.

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Statement Matching

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Click on Statement Reconciliation

Please enter two fields below.

At least one of the following, Invoice Number, Payment Reference Number or Voucher Number, are required.

PO Number:

Supplier Number:

Voucher Number:

Invoice Number:

Invoice Date:

DAY ▼ MONTH ▼ YEAR ▼

Invoice Amount:

Payment Reference Number:

Payment Amount:

Payment Date:

DAY ▼ MONTH ▼ YEAR ▼

Sort Report by

▼ Ascending ▼

Search

Reset

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Division of Finance

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Statement Reconciliation Instructions



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Paste or attach a statement

Enter and confirm your email address

Enter your "Company Name" Vendor ID*

If you attach a statement, it must be in xlsx, xls, txt or csv format and 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

Click "Submit Statement"

Select the correct format of the invoice date from the drop-down menu

You will receive an email with the statement match results (see image on page 4) after submitting a statement.

Statement Matching

Please Fill Out the Information Below

Your email address:

Confirm email address:

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:

File Name.xlsx

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

Enter date format: D/M/Y or D-M-Y or D.M.Y or DD-MMM-YY

☒ I'm not a robot

Statement Reconciliation

Thank you for your statement reconciliation submission.

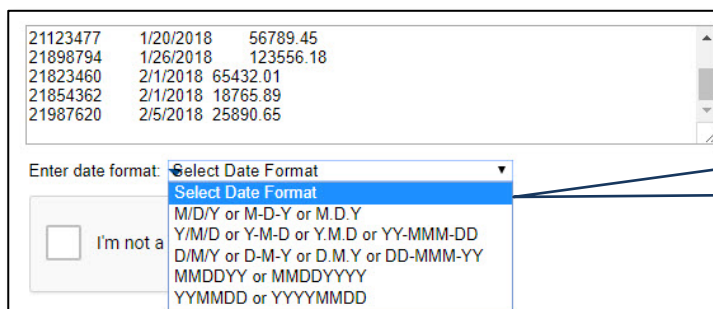
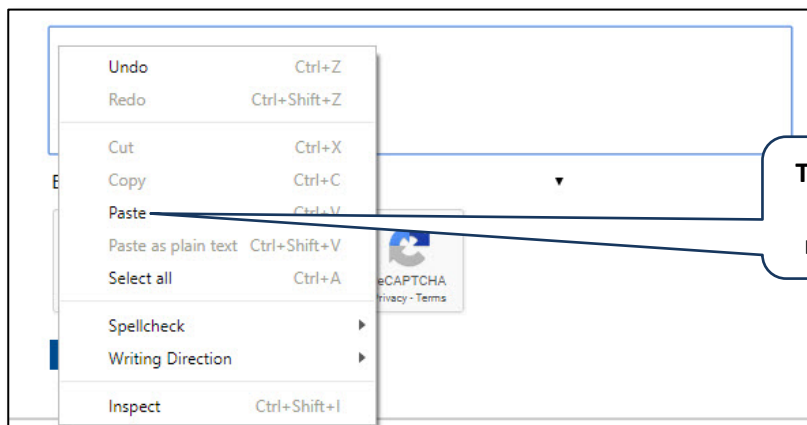
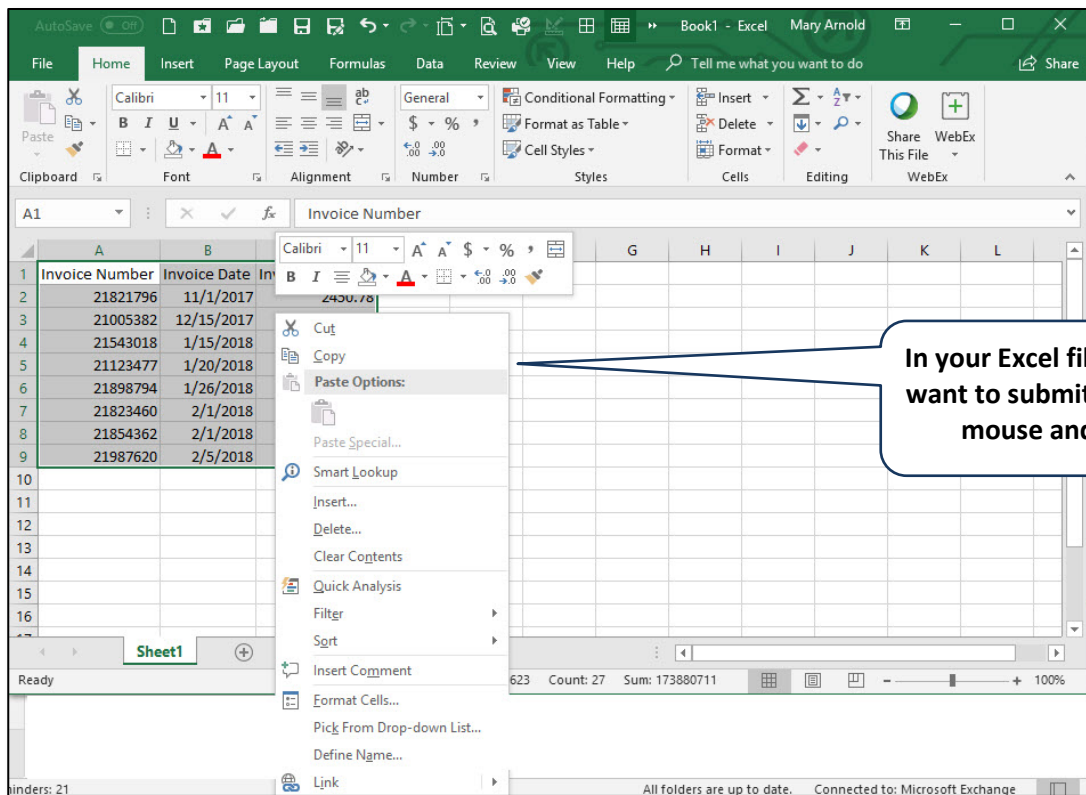
Invoice Search

Emory Suppliers Information

After clicking on "Submit Statement" you'll receive an on-screen confirmation of your submission

*If you do not know your vendor ID, it will display in the Vendor ID field when you make a valid inquiry on the portal.

Instructions to Copy and Paste from Excel Instructions



Statement Reconciliation Email



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Once your statement has been submitted, you will receive an email with Statement Reconciliation Results.

The screenshot shows an email client window with the title bar 'Statement Match Results - First Solar (597481) - Message (...)'. The ribbon includes 'File', 'Message', 'Help', 'ADOBE PDF', and 'Attachments'. The 'Message' tab is active, showing options like 'Delete', 'Archive', 'Reply', 'Reply All', 'Forward', 'Move', 'Assign Policy', 'Mark Unread', 'Categorize', 'Follow Up', 'Translate', 'Read Aloud', 'Zoom', and 'View'. The email header shows 'NR' (No Reply), 'Statement Reconciliation Results', and 'Sat 5/19'. The body of the email contains the following text:

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

Two callout boxes highlight key features:

- The statement reconciliation results are sent as an attachment.** (Points to the CSV attachment: 597481_3003445_20180423_162650_Test1.xlsx_output_255.csv, 3 KB)
- The summary of the results will be in the body of the email.** (Points to the 'With the following results:' section)

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	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
4	3003445	21005382	12/15/2017	1575	NO Match													0	0
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
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
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
12	3003445	21823460	2/1/2018	65432.01	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
14	3003445	21854362	1/18/2018	18765.89	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
16	3003445	21987620	5-Feb-18	25890.65	Match - Vendor, InvNumber, Date, Amount	3003445	4800040359	21987620	25890.65	USD	PAID	Paid	5-Feb-18	19-Mar-18	15-Mar-18	ACH CCD	20030874	25890.65	25890.65

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.

597481_3003445_20180423_162650_