Statement Reconciliation

invoiceinfo

3. Paste or attach a statement

1. Enter and confirm your email

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Statement Matching

Please Fill Out the Information Below

How to Use This
Tips for Successful B
Invoice Payment Informati
Upload Invoice
Statement Reconciliation Instructions
Statement Reconciliation
Contact Us

Your email address: msmith@email.com
Confirm email address: msmith@email.com
Vendor ID: 123456

2. Enter your vendor ID

*Don't know your vendor ID? See page 5 below.

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:

[Browse Files] Select xlsx, xls, txt or csv file only

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.

3a. If you attach a statement, it must be in xlsx, xls, txt or csv format. Column 1 must contain the invoice number, column 2 the invoice date, and column 3 the invoice amount.

3b. If you paste a statement, put invoice numbers in column 1, invoice dates in column 2 and invoice amounts in column 3.

Enter date format: Select Date Format: [▾]

✓ I'm not a robot   reCAPTCHA
Privacy - Terms

[Submit Statement]   [Reset]

5. Click "Submit Statement"

4. From the drop-down menu, select the invoice date format.

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Statement Matching

How to Use This Portal
Tips for Successful Billing

Thank you for your statement submission. Please allow one hour for our response.

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

7. You will receive an email with the statement reconciliation results (see image on page 3) after submitting a statement.
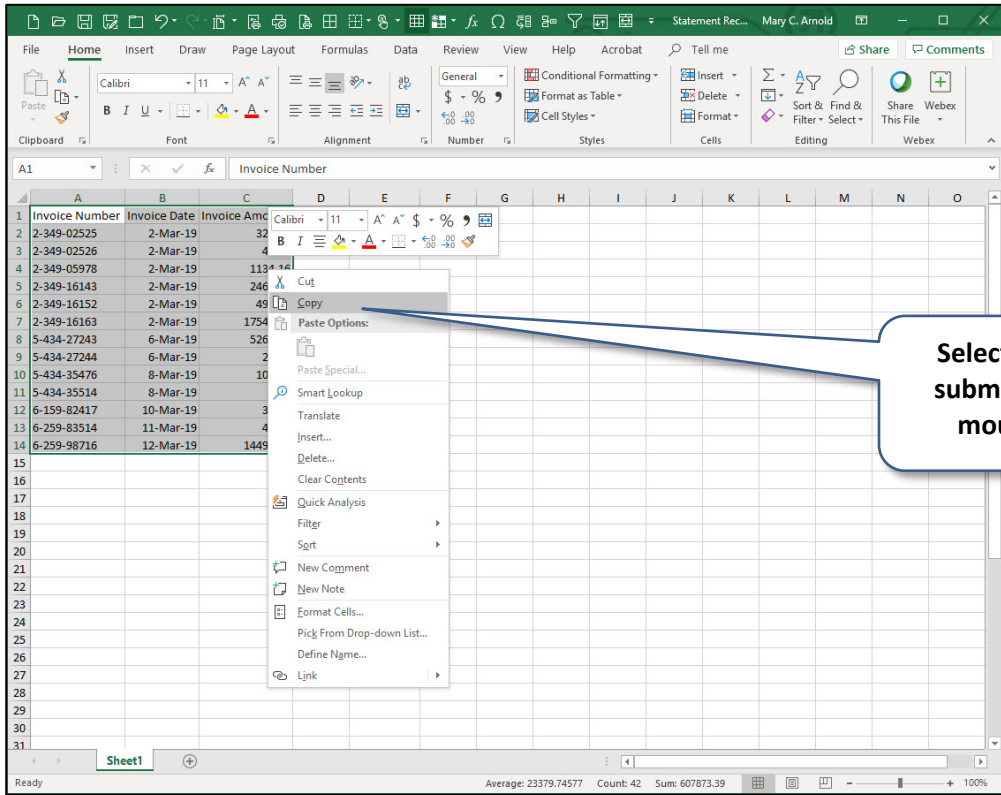
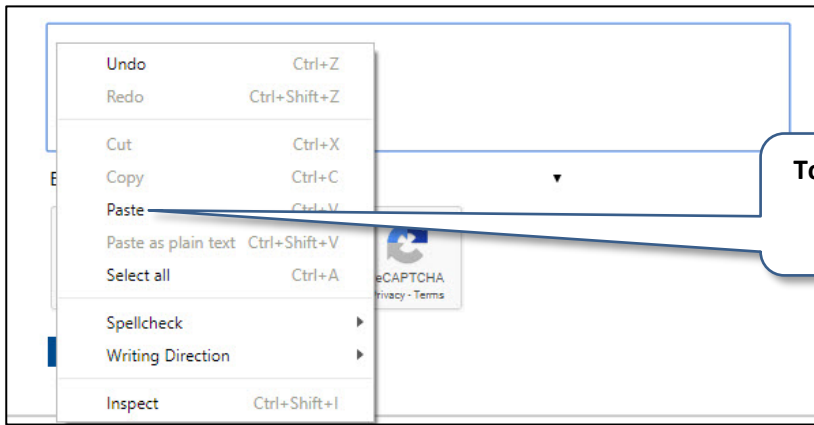**If you have any questions, please contact apcustomerservice@invoiceinfo.com.**
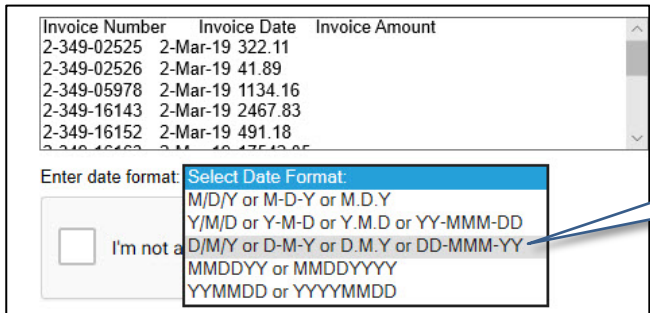
Instructions to Copy and Paste

Select the data you want to submit, right-click with your mouse and click "Copy."

To paste the data, click in the box, right-click with your mouse and click "Paste."

After pasting the data, click the down arrow and select the date format.

Statement Reconciliation Results Email

The statement reconciliation results are sent as an attachment.

The summary of the results will be in the body of the email.

Email contents:

Thu 5/16/2019 3:30 PM

NR

noreply@invoiceinfo.com

Statement Match Results - InvoiceInfo (999777)

To   Mary C. Arnold

839272_45808_20190516_152614.txt_output_727.csv
2 KB

Statement Match Result File Attached

Your match file was submitted on 2019-05-16 15:26:14

With the following results:
Records submitted = 5
Records matched = 3
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://999777.invoiceinfo.com/contact.html

PLEASE DO NOT REPLY TO THIS EMAIL

To request a rematch of this file, click on the link below:
https://839272.invoiceinfo.com/match.php?rq=2019-05-16_15:26:14&s=21727

Statement Reconciliation Results

	Query Vendor	Query Invoice	Query InvDate	Query InvAmt	Match Status	VendorID	Invoice	Invoice Date	Invoice Amount	Currency	Amount Paid	Currency Paid	Remit Number	Scheduled Check Date	Check Date	Check Clear Date	Payment Method	PO	Date Received	Check Status	Invoice Status	Reject Reason
2	12345	V17789111	2/2/2019	97.64	ALL MATCH - Vendor, InvNumber, Date, Amount	12345	V17789111	2-Feb-19	97.64	USD	97.64	USD	920123	1-Mar-19	28-Feb-19		CHK	19-1048987		Paid	M	
4	12345	V17789112	2/2/2019	663.39	ALL MATCH - Vendor, InvNumber, Date, Amount	12345	V17789112	2-Feb-19	663.39	USD	663.39	USD	920123	1-Mar-19	28-Feb-19		CHK	19-1047654		Paid	M	
6	12345	V17774234	2/6/2019	345	ALL MATCH - Vendor, InvNumber, Date, Amount	12345	V17774234	6-Feb-19	345	USD	345	USD	920123	1-Mar-19	28-Feb-19		CHK	19-1045645		Paid	M	
8	12345	V17778675	2/6/2019	728.41	PARTIAL MATCH - Vendor, InvAmount, Date	12345	V17778675	6-Feb-19	728.41	USD	728.41	USD	920123	1-Mar-19	28-Feb-19		CHK	19-1049876		Paid	M	
10	12345	V17778766	2/3/2019	345.61	NO MATCH				0		0											

The fields that match will be indicated.

The "Match Status" column will indicate if there is an "All Match," "Partial Match" or "No Match."

*Don't know your vendor ID? Find it with a simple inquiry.	A simple inquiry occurs only when you need to look up a single invoice inquiry. 1. Enter two of the available fields under "Search by Invoice" 2. Click "Search" 3. Vendor number displays