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# Introduction

Welcome to the Statement-Matching.com Supplier Portal. Using the Portal you will be able to view invoices and statements that you have sent to your customer, plus view payments and the invoices the payment has cleared. You can upload new statements which will be automatically matched by the system to check that the customer has received all your invoices. The results of the statement match are available to view after the upload with options to message the customer about specific invoices.

# **1. User Details**

Your email address is your user id and your password is set the first time you login to the system. You can reset your password and your colour preferences from the user menu by your user name in the top right of the web page, see below. If you have forgotten your password this can be reset from the login screen.



# 2. How to view your Invoices which have been processed by the Customer

From the menu select 'My Invoices'. Use the dropdowns to view your invoices with different customers, the payment status of the invoice (paid or not paid), the document status of the invoice at the customer or search for a specific document. An example of the 'My Invoices' page is shown below with the dropdown selections highlighted in red.



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	My Statements	Select	Customer:		Cogent	•	Document Status:	-Show	v All			•		
	My Messages	Paymer	nt Status:		-Show All-	•	Invoice Number / Payment Document:	Enter D	ocument Number				Search	
 	Send Invoices	ß	Ø											
R	Send Statement													
0	Support c	Manage	Displayed Colum	ins										
			Messages	Number	Supplier Number	Document Date	Document Number	Amount	Invoice/Credit	Paid Date	Currency	Paid Document	Due Date	Description
		View	•	1700503818	104725	16/07/15	578424DR	1,933.80	Invoice		USD			Posted
		View	•	1700503820	104725	16/07/15	579682DR	2,118.79	Invoice		USD			Posted
		View	•	1094648	63115820	05/05/15	73394	29.92	Invoice		USD			Posted
		View	•	1221813	63115820	04/04/15	72564	12.60	Invoice		USD			Posted

# 3. How to view Payments and your Invoices Cleared by the Payment

From the menu select 'My Invoices' and then 'Payments'. The screen will display the most recent payments, and by selecting the 'Select' in the payment document row, the list of invoices paid will appear at the bottom of the payment list, see below. A dropdown is provided to select the customer payment and a search is available to find a specific payment document.

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### 4. How to view your Statements

From the menu select 'My Statements'. The initial screen lists your statements processed by Statement-Matching.com. A dropdown to select the customer you wish to view and there a search box to find the statements that contain a specific invoice. Statements and the invoice lines matched can be viewed when selecting 'View' at the end of a statement document line in the listing.



STATEMENT MATCHING						lan
My Customers	HOME // MANAGE // MY STATE	MENTS				
My Details						
J My Invoices	MANAGE > My Invoices	My Statements Sen	nd Invoices My Messag	jes Send Statement		
My Statements	1					
My Messages	My Statements					63115820 〇
Send Invoices	Select Customer:	Cogent	• Invoice Number:	Enter ERP Document Number	Search	
Send Statement						
Support						
	Customer	Supplier Number	Statement Date	Statement Status	Total Value	
	T		T	T	T	
	Cogent	63115820	04/01/2016	Unpaid items missing on statement	159.38	View
	Cogent	63115820	17/11/2015	Fully Matched with Data Mismatches	672.56	View

The statement detail view lists, in rows, your invoices and credit notes. The left half of the list is the data from your statement, with the customers accounting system information on the right, split by the Statement-Matching.com Line Status.

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My Customera	# HOME	// MANAGE // M	/Y STATEMENTS /	/ STATEMENT D	ETAIL								
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My Messages	Staten	nent Informat	on										~ 11.
Send Invoices	Statemen	t Date: 03/11/15											
Send Statement	Filter by	/ Status:		-Show	All-		•						
Support C			9	itatement Data					In	voice Data			
		Document Date	Document Number	Invoice / Credit	Amount	Status	ERP Document Date	Document Number	Invoice / Credit	Amount	ERP Status	Paid Date	ERP Doc. Number
	۲	04/04/15	72564	Inv	12.60 USD	🖋 Matched	04/04/15	72564	Inv	12.60USD	Posted		1221813
	۲	05/01/15	72693	Inv	375.84 USD	🖌 Matched	05/01/15	72693	Inv	375.84USD	Posted Blocked		1191872
	۲	04/04/15	72718	Inv	34.08 USD	🖌 Matched	04/04/15	72718	Inv	34.08USD	Posted Blocked		1191858
	۲	05/03/15	73108	Inv	7.36 USD	🖌 Matched	05/03/15	73108	Inv	7.36USD	On Workflow		1263881
	۲	03/03/15	73135	Cr	7.36 USD	🐓 Matched	03/03/15	73135	Cr	7.36USD	On Workflow		1269963
	۲	01/02/15	73136	Inv	7.36 USD	🖋 Matched	01/02/15	73136	Inv	7.36USD	Posted		1269965
	۲	04/02/15	73192	Inv	212.76 USD	🖌 Matched	04/02/15	73192	Inv	212.76USD	Posted		1094647
	۲	05/05/15	73394	Inv	29.92 USD	🖌 Matched	05/05/15	73394	Inv	29.92USD	Posted		1094648

# 5. How to upload your Statement of account for a Customer

To upload a statement you are required to have your statement information in an Excel spreadsheet for the invoices and credit notes for the customer. Note: The first row of the spreadsheet must contain the column headings for the mapping process. The statement information required is:-

- Invoice/Voucher Number
- Invoice Date
- Invoice Amount
- Currency (option as this can be defaulted)

From the menu select 'Send Statement'. Then select the customer the statement is for from the dropdown (1.) then select the Customer's Company whom the statement is for (2.). Then select the 'Choose File' button (3.) and select the Excel spreadsheet containing the statement information from the pop-up. Then select 'Next' (4.).



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My Invoices		
III My Statements		a 📐
My Messages	Send Statement	1005.
M Send Invoices		
Send Statement	information	
Support	Statements can be uploaded using Excel 2007-2013 files (.xisx only). The information you need included in the Excel file in order to create a new Statement are:	
	Invacion Number / Reference     Ocument Date     Ocument     Ocument Date     OcumentDate     Ocument Date     Ocument D	
	1. Select Customer: Cogent .	
	2. Select Company: Cogent (invoices@a-ip.com)	•
	Use pre-defined template: No Template	Ŧ
	Upload Statement: 3 Choose File Cogent.xisx	
	Canal	4. Next -

The statement information is uploaded to Statement-Matching.com. The next screen maps the columns from the Excel spreadsheet to the data columns in Statement-Matching.com.

To complete the import you must select the following columns:-

- 1. Document Number
- 2. Document Amount
- 3. Document Date
- 4. Document Date format from the dropdown opposite the Document Date selection
- 5. Currency or select a Currency from the dropdown
- 6. Then select 'Start import'

STATEMENT MATCHING				lan 🕻
My Customers				
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My Invoices (	Statements can be uploaded using Excel 2007-20 The information you need included in the Excel fil	113 files ( <i>.xlsx only</i> ). le in order to create a new Statement are:		
III My Statements	Invoice Number / Reference			
My Messages	Document Date     Document Amount			
Send Invoices	Document Currency			
Send Statement	Negative Amounts will be treated as Credits. Select your predefined template to upload the day	ta or create one to for your data which can then be re-used f	or future Statement uploads.	
Support <	Select the file to be uploaded and then press 'Ne:	<pre>ct" to move to the import screen.</pre>		
	Map Columns for Cogent-08-0 Statement Date: 08/01/16 Sheet: Sheet1 •	11-201611-31-10.xlsx		
	Document Number:	1. Invoice Number	•	
	Document Amount:	2. Amount	•	
	Document Date:	3. Invoice Date	•]	DD/MM/YYYY <b>4.</b> •
	Currency:	5. Currency	•]	Select an Option
	Back			6. Start Import



The imported statement information is now matched using the mapped columns to the accounting data of the customer. The screen will display an import notification. Select the 'View Statements' button or from the menu 'My Statements' to view your uploaded statement.

Notification
Import for file [Cogent_SM-11-01-201611-26-57.xlsx] has been started in the background. You can now import another file. Document Reference: SupplierDoc63115820_11-Jan-2016
View Statements
Upload Another Statement

# 6. How to view and send Messages

Through Statement-Matching.com it is possible to send messages to customers for any invoices you have sent them, for example querying payment of the invoice. The customer can respond to these messages. All messages relate to documents, so these messages are visible and can be created or viewed in the menu options for 'My Invoices', 'My Payments' or 'My Statements'. The clear message icon in the document list means there is no message for this document but a coloured icon indicates there is a message, see below.

	Messages	Number	Supplier Number	Document Date	Document Number
Select	*	2000286966	900834	15/12/15	
Select	*	2000286839	900834	08/12/15	

To view all messages you have received from your customers select from the menu 'My Messages'. A dropdown is available to show the messages by customer. The list of messages will show all messages sent or received whether they have been answered or not, or sent by yourself or a colleague.

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III My Statements								
My Messages	My Messages						63115820	
Send Invoices	Select Customer: Coge	ent	Show All Messages      Show My Messages			All		•
Send Statement								
Support (	Drag a column header and drop it here to group by that colu	umn					₽ Refresh	<b>1</b>
	Message From	Date	Message	Document Number	Document Date	Amount Due Pays	ment e Currency	
			T	T	T			
	🔹 🗣 ian.mcbeath@archive-any.com	08/01/16	OK will do	72693	05/01/2015	375.84	USD V	/iew
	📁 🐁 🕤 lan	08/01/16	Can you send proof of delivery as we have record of goods receipt?	72693	05/01/2015	375.84	USD V	liew



# 7. How to send an Invoice missing from the Statement

Any invoices or credit notes that have been identified as missing on your statement can be sent to the customer using the menu option 'Send Invoices'. The 'Send Invoices' option will email invoices attachments to the customers chosen email address to receive invoices.

To send an invoice you must:-

- 1. Select the customer the invoice is for from the dropdown
- 2. Select the company of the customer the invoice is for
- 3. Enter the Subject, e.g. Missing Invoices
- 4. Enter an email message
- 5. Select the invoice images using the 'Choose Files' icon
- 6. Select 'Send Email'

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	My Messages	Send Invoices	
*7	Send Invoices	Please note that all fields marked with "*" are rec	ured.
X	Send Statement	Select Customer: 1	Cogent , 633115820
0	Support	Select Company: <b>7</b>	Connet Bousicae (Busicae am)
			oogen (moncoge ip.com)
		To: *	invoices@a-ip.com
		Subject: *3.	Missing Credit Note
		Email Message: ' <b>4.</b>	Dear Cogent, Please find attached the credit note missing from the statement we have just uploaded. Kind Regards Attachments: * 5. Choose Files to file chosen
	6	Send Email Cancel	5. Choose Files   * Life chosen

#### 8. Log a Support Request

To log a support request from the menu select 'Support' then 'ZenDesk Support' which will open another window to the Statement-Matching.com support site. To log, select 'Submit a request' and complete the request form adding details as an attachment. To view your existing requests select the dropdown for your user id and select 'My activities'.

Johnson Matthey automates statement

reconciliation with Statement-Matching com



RECENT ACTIVITY

4	Statement Matching.com	Submit a request IanUSDemo
		My activities Edit my profile
	Q Search	Sign out
ANNOU	NCEMENTS	
Supplier	r Self-Service Under Development	
Stateme Expo	ent-Matching.com attend Florida	Community Community

Additional resources are available via the 'Community' and 'Announcements' sections.