

EXFLOW FOR D365FO

Vendor Statement reconciliation

Change History

Date	Author	Description
2024-01-11	ED	Creation of document
2024-02-01	MA	Update of document
2024-02-13	MA	Update of document
2024-06-07	MA	Update Reconciliation report details
2024-09-10	MA	Update for new features

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1 Vendor statement

1.1 Purpose

The purpose of the product is to automate the process of checking a statement from a vendor for a period against transactions in D365FO and to make sure that the vendor and customer agree on which trade has occurred during the period.

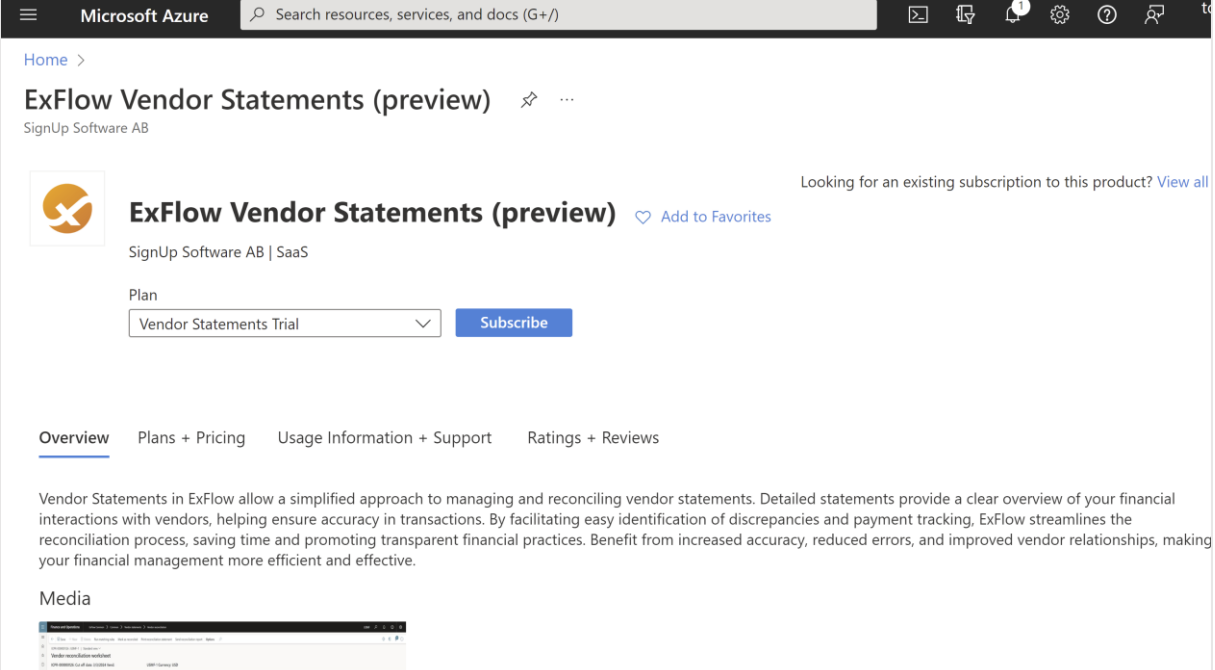
1.2 Prerequisites for Vendor statement

- Requires ExFlow version 2.15.2 or later.
- A subscription to a Marketplace offer must be set up to be able to use the Vendor statement.
- Activation and onboarding.
- Import method for vendor statement if using ExFlow data capture.
- Vendor statement parameters configuration.

1.2.1 Subscription from Marketplace

A subscription to a Marketplace offer must be set up to be able to use the Vendor statement.


The Vendor statement functionality is included in the ExFlow module. You subscribe to the solution via Microsoft Marketplace and can choose the plan that best suits your needs.



Microsoft Azure Search resources, services, and docs (G+/)

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Vendor Statements in ExFlow allow a simplified approach to managing and reconciling vendor statements. Detailed statements provide a clear overview of your financial interactions with vendors, helping ensure accuracy in transactions. By facilitating easy identification of discrepancies and payment tracking, ExFlow streamlines the reconciliation process, saving time and promoting transparent financial practices. Benefit from increased accuracy, reduced errors, and improved vendor relationships, making your financial management more efficient and effective.

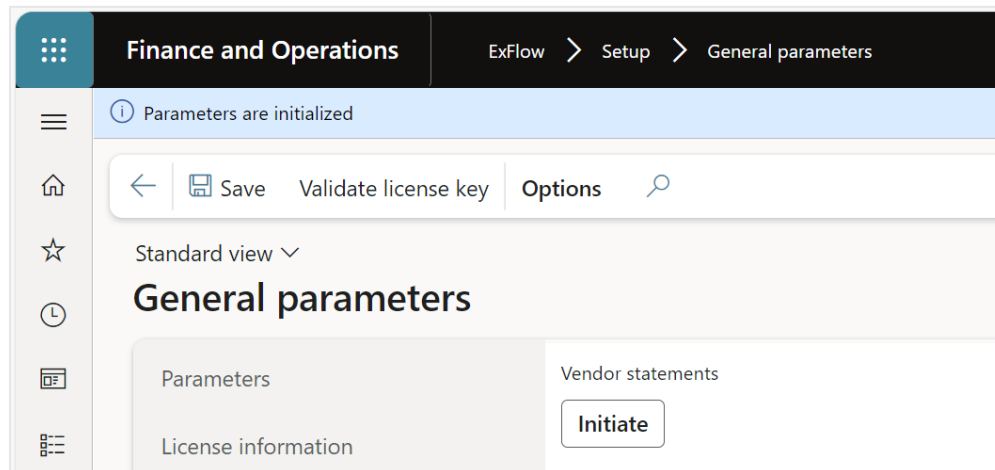
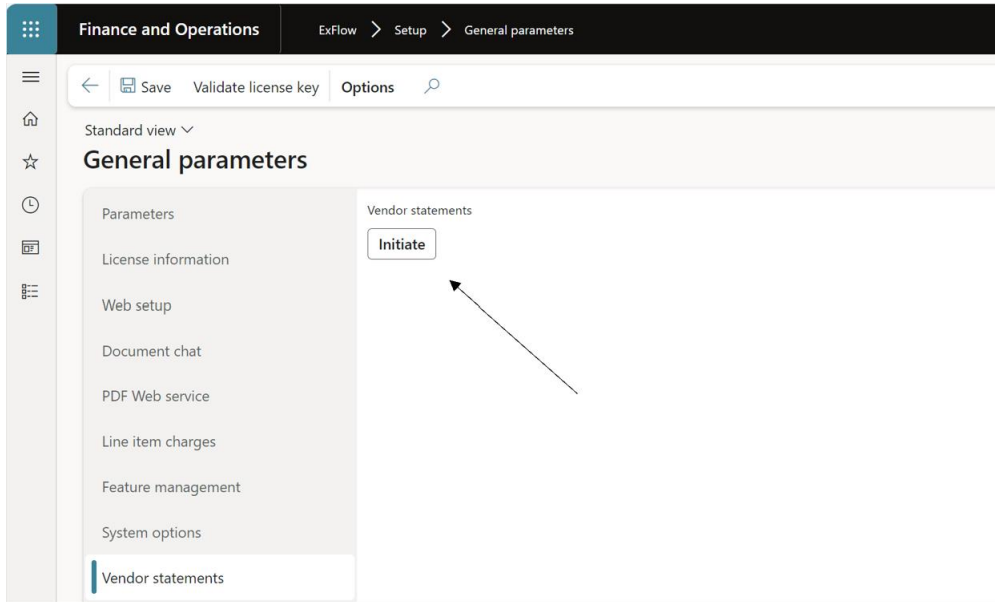
Media



1.2.2 Activation – Initiate onboarding

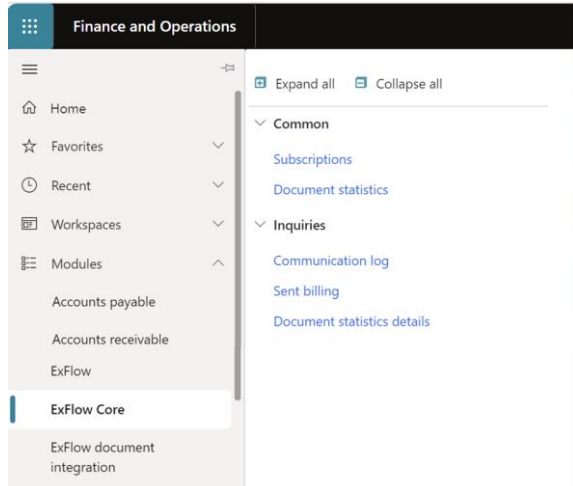
ExFlow | Setup | General parameters | Tab; Vendor statement

- Select Initiate, done when you get info message that parameters are initialized.



1.2.3 Menu for ExFlow Core

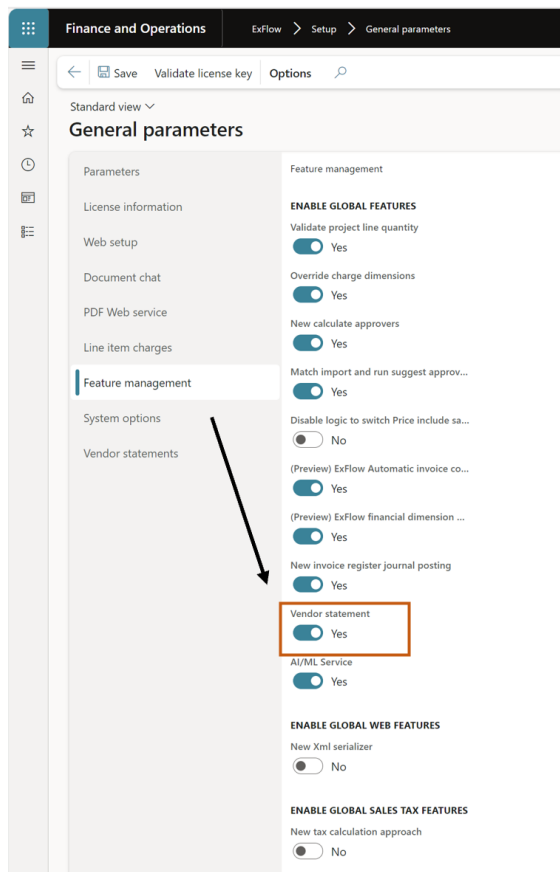
When installing the new version of ExFlow, a new menu exit “ExFlow core” is added. The ExFlow Core menu is used to handle the subscription. (This is where you sign up and pay for the new functionality via Microsoft Marketplace).



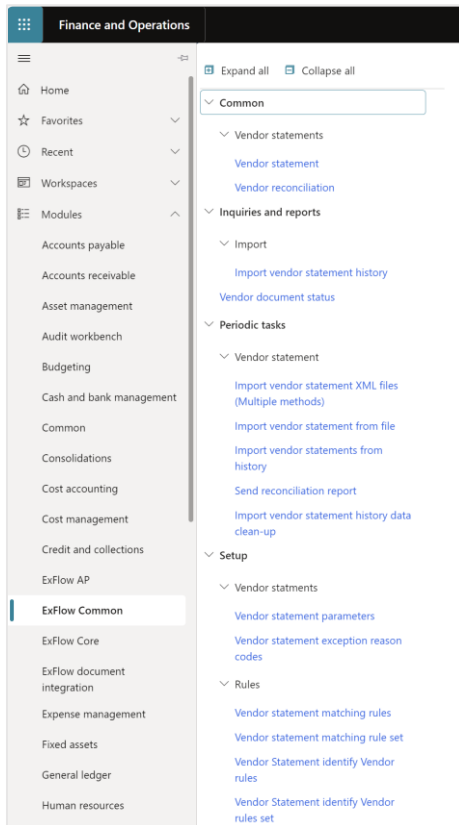
1.2.4 Enable Vendor statements

ExFlow | Setup | General parameters | Tab; Feature management

- Enable Vendor statement, after activation a new menu exit for “ExFlow common” will be visible.



- The ExFlow Common menu is used to the Vendor statement functionality.



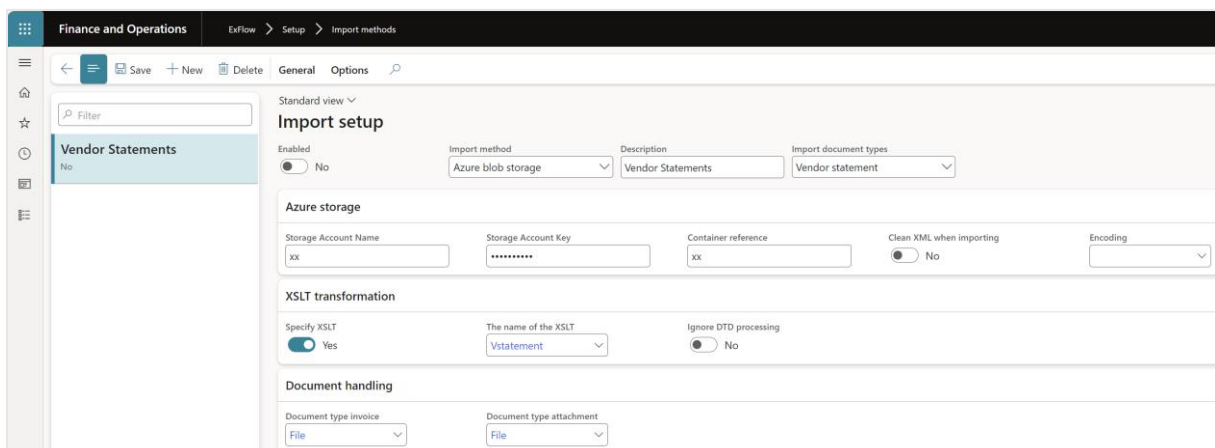
1.2.5 Setup import method for Vendor statement

If you are using ExFlow Data Capture to scan and verify the incoming statements, you need to.

1. Inform Signup Data Capture team to add a separate profile for Vendor statements.
2. Setup the Import method in ExFlow for Vendor statement by choosing the Import document type “Vendor statement”, with a specific XSLT provided from Signup.
See more information in the document platform of how-to setup different methods.

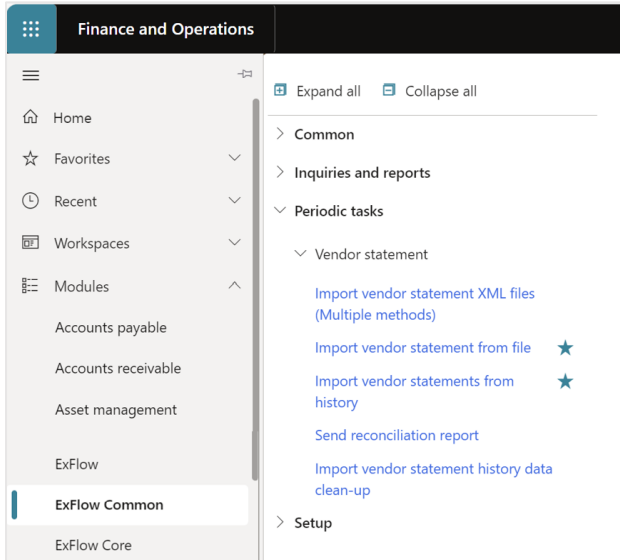
URL: <https://docs.exflow.cloud/finance-operations/docs/user-manual/import-methods/import-methods-overview>

ExFlow | Setup | Import methods



3. Setup batch jobs for the created import method.
ExFlow Common | Periodic tasks | Vendor statement |

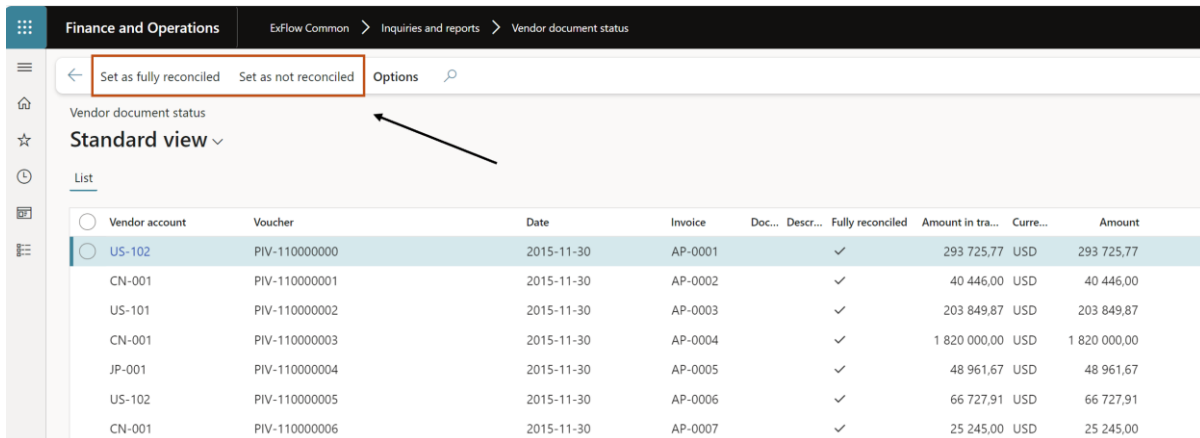
- Import vendor statement XML files (Multiple methods).
- Import vendor statement from history.



1.2.6 Set old transactions as “Fully reconciled”

ExFlow Common | Inquiries and reports | Vendor document status

The “Vendor document status” form shows transactions from the data source for vendor and payments. The users can manually set the older transactions as “set as fully reconciled” or “set as not reconciled”.



Button	Description
Set as fully reconciled	Set the selected vendor transactions and payments for the specific period as fully reconciled, transactions will then not come up in the reconciliation form as open transactions to match against.
Set as not fully reconciled	Set the selected vendor transactions and payments for the specific period as NOT fully reconciled, transactions will come up in the reconciliation form as open transactions to match against.

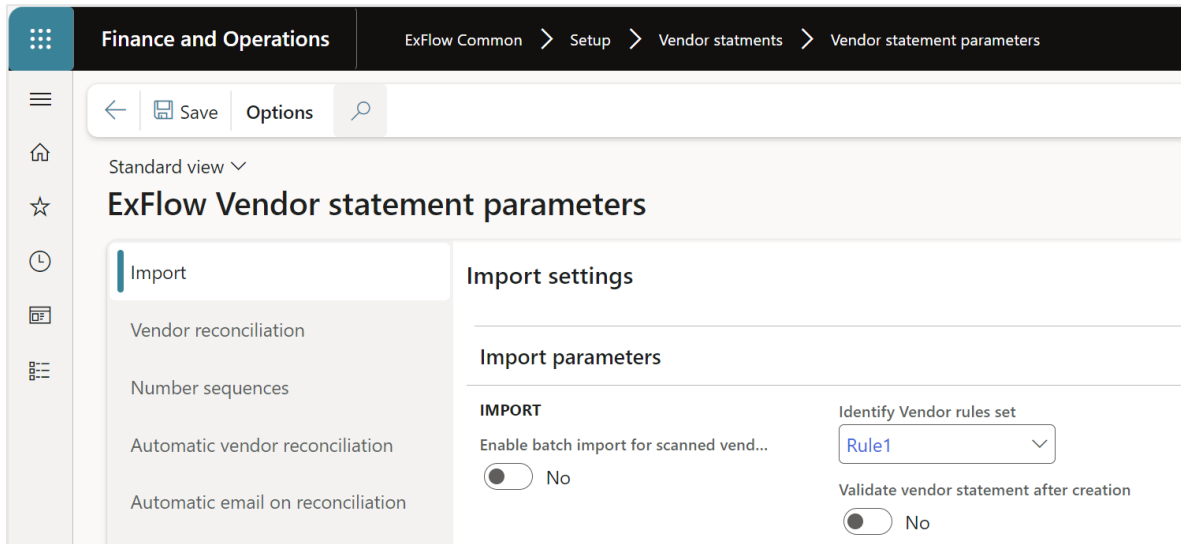
1.3 Setup parameters

1.3.1 Vendor statement parameters – global settings

ExFlow Common | Setup | Vendor statements | Vendor statement parameters

- Set the parameters that suit your company and installation.

Import



Field	Description
Enable batch import for scanned vendor statements	Scanned vendor statements from EDC will be imported by batch job setup.
Identify vendor rules set	Rules can be selected which are created in Vendor Statement identify Vendor rules form in ExFlow Common – Setup – Rules Vendor statement identify Vendor rules, when rules are created it can be selected in import setting.
Validate vendor statement after creation	when checked ExFlow will validate statement after creation and import.

Vendor reconciliation

Field	Description
Require workflow approval	If workflow is required for posting of statements.
Reconciliation email template id	Id for the email template setup for notifications.
Automatically send reconciliation report	If enabled, reconciliation report will be sent automatically to vendor.

Number sequences

Create the number sequence for Vendor statements by using the number sequence wizard.

- Organization administration – Number sequences – Number sequences.
- Navigate to Exflow Common – Setup – Vendor Statements – Vendor statement parameters.

Field	Description
Vendor statement number	The reference is used in ExFlow when unique Vendor statement numbers are generated.
Vendor reconciliation voucher number	The reference is used in ExFlow when unique Vendor reconciliation voucher numbers are generated.
Vendor reconciliation ID	The reference is used in ExFlow when unique Vendor reconciliation numbers are generated.

Automatic vendor reconciliation parameters

The screenshot shows the 'Automatic vendor reconciliation settings' interface. It includes a left sidebar with navigation options like 'Import', 'Vendor reconciliation', and 'Automatic vendor reconciliation'. The main area features a table with columns for 'Account code', 'Account relation', and 'Matching rule set'. A single row is visible with 'Table' as the account code, 'US-110' as the account relation, and 'Rule1' as the matching rule set. There are '+ Add line' and 'Remove' buttons above the table.

Field	Description
Add line	Add new line
Remove	Remove the marked line
Account code	For automatic vendor reconciliation select Table for specific vendor, group for vendor group or all vendors.
Account relation	Select the vendor or vendor group to apply.
Matching rule set	Select the rule to apply for the automatic reconciliation.

Automatic email on reconciliation settings

Select account code and account relation to automatically send out e-mail to vendor with the reconciliation report.

The screenshot shows the 'Automatic email on reconciliation settings' interface. It features a table with columns for 'Account code' and 'Account relation'. A row is highlighted with 'Table' as the account code and 'US-110' as the account relation. Below this, there is a 'Group' field with the value '20' and an 'All' option. '+ Add line' and 'Remove' buttons are present above the table.

Field	Description
Add line	Add new line
Remove	Remove the marked line
Account code	For automatic email sending, select Table for specific vendor, group for vendor group or all vendors.
Account relation	Select the vendor or vendor group to apply

1.3.2 Vendor statement exception reason codes

ExFlow Common | Setup | Vendor Statements | Vendor Statement exception reason codes

Reasons codes available for the vendor statement exception report, like customer reason codes. The Reason codes support translations for multiple languages.

Reason code	Default comment
LATE	Invoice late
LOST	Invoice/paym lost in mail
Error	Correction of data entry error

Field	Description
Save	Save the settings
New	Add new line
Delete	Delete the marked line
Translations	Translations for multiple languages
Reason code	Add reason code
Default comment	Description of the reason code

1.3.3 Vendor statement matching rules

ExFlow common | Setup | Rules | Vendor Statement matching rules

Allows you to define the matching rules that shall be used as well as setting up multiple rules set for different matching scenarios.

Basic criteria's

- “Match amount” including allowed amount difference.
- “Match open balance” includes allowed amount difference.
- “Match posting date” includes allows date difference.
- “Match invoice date” includes allowed date difference.

Additional criteria

Allows to add criteria which are not included in basic criteria.

(optional) Select the statement lines to run matching rules against

+ Add Remove

	Field	Operator	Value
<input type="radio"/>	Currency	=	USD
<input type="radio"/>	Reason code	Contains	LOST

Vendor statement matching rules

Matching rule	Name	Action	Active
invoice number	invoice number	Match vendor statement	Yes

Define the matching rule

Search match: Yes

BASIC CRITERIA

- Match amount: Allowed amount difference: 0,00
- Match open balance: Allowed amount difference: 0,00
- Match posting date: Allowed date difference: 0
- Match invoice date: Allowed date difference: 0
- Match invoice number

ADDITIONAL CRITERIA

+ Add - Remove

Vendor trans field	Operator	Value	Statement field
We didn't find anything to show here.			

(optional) Select the statement lines to run matching rules against

+ Add - Remove

Field	Operator	Value
-------	----------	-------

1.3.4 Vendor statement matching rules set

ExFlow Common | Setup | Rules | Vendor Statement matching rule set

Allow you the setup in what order rules should be triggered as well as setting up multiple rules set for different matching scenarios.

Vendor statement matching rule set

Matching rule set	Name
Rule1	Vendor match rules

Matching rules

+ Add - Remove ↑ Up ↓ Down

Active	Matching rule	Name
<input checked="" type="checkbox"/>	invoice number	invoice number
<input checked="" type="checkbox"/>	Rule 2	Rule 2 Match amount
<input checked="" type="checkbox"/>	Rule 3	Rule 3 Match open balance
<input checked="" type="checkbox"/>	Rule 4	Rule 4 posting date
<input checked="" type="checkbox"/>	Rule1	Rule

1.3.5 Vendor Statement identify Vendor rules

ExFlow Common | Setup | Rules | Vendor Statement identify Vendor rules

The purpose is to find the correct vendor for the statement record based on data in the statement file.

Vendors statement identify Vendor rules are used to make vendor rules on which statements can be matched. "Match Org number", "Match VAT number", "Match name" and "Match Email address" are in the basic criteria.

Additional criteria

The additional criteria can be customized with vendors fields (vendtable), values and Statement fields.

If using ExFlow data capture below vendor fields is capture in import statement fields;

Vendor account = Identifier 1

Account number = identifier 2

ADDITIONAL CRITERIA				
...				
<input type="radio"/>	Vendor fields	Operator	Value	Statement fields
<input type="radio"/>	Vendor account	=		Identifier1

Finance and Operations
ExFlow Common > Setup > Rules > Vendor Statement identify Vendor rules

+ New
Delete
Deactivate
Activate
Options

Filter

Rule 2

Rule 3

Rule 4

Rule1

Standard view

Vendor Statement identify Vendor rules

Matching rule	Name	Action	Active
Rule 2	Rule2	Match vendor	Yes

Define the matching rule

Search match Yes

BASIC CRITERIA

Match Org number

Match Vat number

Match Name

Match Email address

ADDITIONAL CRITERIA

...

<input type="radio"/>	Vendor fields	Operator	Value	Statement fields
<input type="radio"/>	Bank account	=		Identifier2
<input type="radio"/>	Vendor account	=		Identifier1

1.3.6 Vendor statement identify Vendor rules set

ExFlow Common | Setup | Rules | Vendor Statement identify Vendor rules set

Allows to setup multiple rules set for different vendor matching scenarios and in what order rules should be triggered.

The screenshot shows the 'Vendor Statement identify Vendor rules set' configuration page in the ExFlow software. The breadcrumb trail is 'Finance and Operations > ExFlow Common > Setup > Rules > Vendor Statement identify Vendor rules set'. The page title is 'Vendor Statement identify Vendor rules set'. Below the title, there are two input fields for 'Matching rule set' and 'Name', both containing 'Rule1'. A 'Matching rules' section contains a table with one row: 'Rule1' is active (checked checkbox) and is the matching rule. The table has columns for 'Active', 'Matching rule', and 'Name'. Navigation buttons include '+ Add', 'Remove', 'Up', and 'Down'. A left sidebar shows a list of rules: 'Rule1' and 'Rule2'.

1.4 Description of the functionality

1.4.1 Vendor statement form

ExFlow Common | Common | Vendor statements | Vendor statement

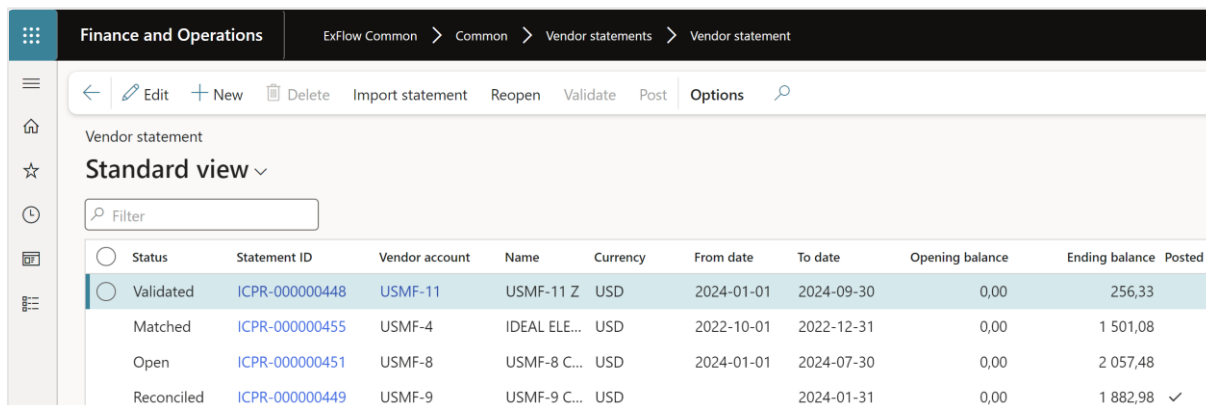
Vendor statement form has four statuses: Open, Validated, Reconciled and posted.

Allows users to view details of vendor statements including date period, vendor, and Statement ID which when clicked gives more information about statement.

Please note that in this process “**from-date**” is optional since the vendor should send all open items regardless of age but some vendor will send with from date and the **end date/Cut-off date** need to be unique per vendor.

When the statement is created, if it comes from the staging table the “original” file should be attached using the document handler.

The main idea is to have the statement being created by the batch job. But users can also use “import statement” function to import statements manually.



Status	Statement ID	Vendor account	Name	Currency	From date	To date	Opening balance	Ending balance	Posted
Validated	ICPR-00000448	USMF-11	USMF-11 Z	USD	2024-01-01	2024-09-30	0,00	256,33	
Matched	ICPR-00000455	USMF-4	IDEAL ELE...	USD	2022-10-01	2022-12-31	0,00	1 501,08	
Open	ICPR-00000451	USMF-8	USMF-8 C...	USD	2024-01-01	2024-07-30	0,00	2 057,48	
Reconciled	ICPR-00000449	USMF-9	USMF-9 C...	USD		2024-01-31	0,00	1 882,98	✓

Field	Description
Edit	To edit the statement lines
Save	Save the settings
New	Add new line
Delete	Delete the marked line
Import statement	Manually import statement file
Reopen	Reopens statements in status validated, posted statements cannot be reopened
Validate	Before a statement can be reconciled it must be validated. Validates that the account matches a vendor in the legal entity, currency, from date and to date and the rules from vendor rules set. To/end date needs to be unique per statement and vendor.
Post	The statement needs to be reconciled to be posted. If vendor transaction is fully paid the posting sets the transactions as fully reconciled. When statement is posted buttons for reopen and validate is greyed out.
Status	Shows the settlement matching status
Statement ID	Statement Id
Vendor account	Vendor account
Name	Vendor name
Currency	Currency of the statement
From date	Statement from date
To date	Statement cut-off date, needs to be unique per vendor account
Opening balance	Opening balance per vendor
Ending balance	Ending balance per vendor
Posted	Ticked if statement is posted

Finance and Operations | ExFlow Common > Common > Vendor statements > Vendor statement

Vendor statement | Standard view

USMF-8

Lines Header

Vendor statement

Vendor account: USMF-8 | Status: Open | PERIOD: From date: 2024-01-01 | To date: 2024-07-30 | BALANCES: Opening balance: 0,00 | Ending balance: 2 057,48 | NET: Net amount: 2 057,48 | Total lines: 6 | Currency: USD

Vendor statement lines

Invoice date	Invoice number	Amount	Paid amount	Amount due	Currency	Due d...	Description	Reconciled
2024-01-01	Opening balance	1 676,38	0,00	1 676,38	USD		Difference	<input type="checkbox"/>
2024-01-30	No Value	-685,66	685,66	990,72	USD		Payment on Invoice	
2024-01-30	No Value	-609,62	609,62	381,10	USD		Payment on Invoice	
2024-01-31	9122053	609,62	0,00	990,72	USD		Mike Gladm...	
2024-01-31	9122054	685,66	0,00	1 676,38	USD		Rob Hopkin...	
2024-01-31	9122055	381,10	0,00	2 057,48	USD		Jonathan H...	

Field	Description
From date	Statements from date
To date	Statements to date
Opening balance	Calculated from previous statements closing balance, if difference from imported amount for opening balance a new statement line is created for the difference amount. If the opening balance is empty from file - previous statements closing balance is set.
Ending balance	If closing balance amount from file - the amount from file is set. If blank from file – calculates opening + NET amount = Ending/closing balance.
Net amount	Calculated from statement lines, includes the difference for opening balance.

1.4.2 Vendor reconciliation form

ExFlow Common | Common | Vendor statements | Vendor reconciliation

Shows the reconciliations connected to the statement. It can be filtered and show: Open statements, Reconciliated statements or All. Only one vendor account can be selected.

Vendor acco...	Reconcile ID	Descrip...	Currency	Statement ID	Cut-off date	Last statement ID	Ending balance	Total amount	Reconciled	In use	Status
USMF-5	ICPR-000000243	Leeds...	USD	ICPR-000000242	2024-03-20	ICPR-000000242	73 490,56	18 274,19	✓		Draft
USMF-5	ICPR-000000226	Leeds...	USD	ICPR-000000225	2024-03-15	ICPR-000000225	55 216,37	535,82	✓		Draft
USMF-1	ICPR-000000221	NZ Sa...	USD	ICPR-000000220	2024-03-12	ICPR-000000220	2 311,09	556,09	✓		Draft
USMF-5	ICPR-000000223	Leeds...	USD	ICPR-000000222	2024-03-10	ICPR-000000222	54 680,55	21 546,88	✓		Draft
USMF-1	ICPR-000000219	NZ Sa...	USD	ICPR-000000218	2024-03-10	ICPR-000000218	1 755,00	1 755,00	✓		Draft
USMF-5	ICPR-000000217	Leeds...	USD	ICPR-000000216	2024-03-07	ICPR-000000216	33 133,67	18 975,22	✓		Draft
USMF-4	ICPR-000000251	IDEAL...	USD	ICPR-000000250	2024-02-15	ICPR-000000250	2 995,36	754,24	✓		Draft
USMF-4	ICPR-000000246	IDEAL...	USD	ICPR-000000245	2024-02-12	ICPR-000000245	2 241,12	2 241,12	✓		Draft
USMF-5	ICPR-000000215	Leeds...	USD	ICPR-000000214	2024-02-07	ICPR-000000214	14 158,45	14 158,45	✓		Draft

ICPR-000000219: USMF-1 | Standard view

ICPR-000000219: Cut off date: 2024-03-10 Vend: NZ USMF-1 Currency: USD

Unmatched transactions						
Invoice date	Amount	Paid amount	Amount due	Invoice number	Statement ID	Reason code
We didn't find anything to show here.						

Matched transactions						
Invoice date	Amount	Paid amount	Amount due	Invoice number	Statement ID	Reason code
2024-02-01	903,11	0,00	903,11	5467918	ICPR-000000218	Error
2024-02-01	434,86	0,00	434,86	5468922	ICPR-000000218	
2024-02-01	18,40	0,00	18,40	5475575	ICPR-000000218	LOST
2024-02-01	344,49	0,00	344,49	5477853	ICPR-000000218	
2024-02-01	54,14	0,00	54,14	5480390	ICPR-000000218	

Fields – Reconciliation form	Description
Edit	To manually pick up a statement to reconcile
Save	Save the manual changes
New	Add new line to manually create reconciliation worksheet and connect the statement
Delete	Delete the marked line
Worksheet	Reconciliation worksheet, to reconcile statement lines against vendor transactions
Mark as reconciled	To mark the reconciliation as reconciled and done
Print reconciliation	To print the exception report for the reconciliation
Send reconciliation report	Creates an email to the email defined on the statement or the vendors primary email if no email is defined on the vendor statement.
Show statement file	Shows the statement image that is imported and attached to the Xml file.

Fields – Worksheet	Description
Vendor statement transactions	Imported vendor statement lines.
Vendor transactions	Open vendor transactions
Matched transactions	Statements lines that are match against the open vendor transactions.
Vendor transactions	If you mark the match transaction on the left side the right side shows the vendor transaction that is match against the statement line.
Match	Manually match the transactions
Unmatch	Unmatch the marked transaction
Unmatch all	Unmatch all the transactions
Change view of matched transactions	Change the order of matched transactions views.

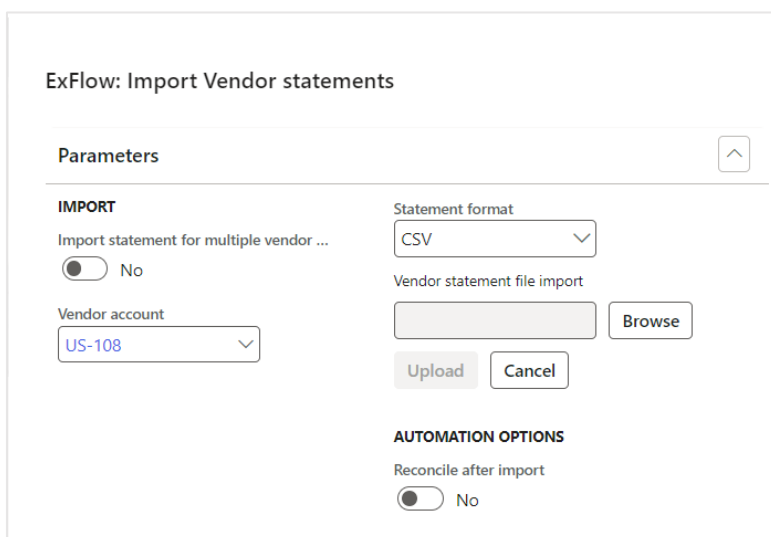
1.5 Step by Step process

1.5.1 Import Vendor statement methods

- Scan and verify the statement in Exflow Data Capture or manually upload the xml or csv file, see below step 2.
 - Mandatory fields
 - Invoice number – If blank from EDC, Edc is adding “no value” in the xslt.
 - Amount – Needs to be higher than 0.
 - To date - need to be unique per vendor.
 - Run the batch jobs for Import vendor statement XML files and then the job for Import vendor statement from history.
 - Go to the Vendor statement form and make sure that the statement is imported and matchings rules are run.

When **automation option is enabled**, statement will end up in the “Vendor statement” form. *ExFlow – Common – Vendor statements – Vendor statement.*

- If you manually import statement files, navigate to ExFlow Common – Periodic tasks – Import vendor statement from file.



- Dialog allows to select “**Statement format**” select CSV or XML.
Import statement for multiple vendor accounts: allows to import from multiple vendor accounts.
Vendor account: drop-down list to select a specific vendor account.
Vendor statement file import: to upload vendors statement from file.

Automation options: “Reconcile after import” enable or disable allows system to validate vendor statements and create a new vendor reconciliation and worksheet automatically, runs matching rules and validation when statement is uploaded.

- b. **Select Vendor statement** file to import, press upload and OK.
- c. Notification that Operation is completed.
- d. If **automation option is disabled** statement will be in the “Import vendor statement history” form. And you need to import it manually and after import validate the statement.

ExFlow Common – Inquiries and reports – Import – Import vendor statement history.

When **automation option is enabled**, statement will end up in the “Vendor statement” form.
ExFlow – Common – Vendor statements – Vendor statement.

Note: Same dialog can be reached in Vendor statement form, by clicking Import statement.

1.5.2 Reconciliation of the Statement

- a. Navigate to ExFlow Common – Common – Vendor statement – Vendor reconciliation.

If you selected the automation “**option reconciled after import**”, the statement will be created and validated and end up in the “Vendor statement” form. (*ExFlow – Common – Vendor statements – Vendor statement*). And the reconciliation form will be automatically created and the matching rules will be run (*ExFlow – Common – Vendor statements – Vendor Reconciliation.*) Continue from below step f.

- b. If you manually imported the statement, you need to create a reconciliation line and pick up the statement; select “New”, and follow below steps c - e.
- c. Select the “Vendor account” on the line.
- d. Press “Save”.
- e. “Last statement ID” will be picked up automatically on the line.
- f. On the action panel select “Worksheet”. Worksheet is where reconciliation happens.
- g. In the Worksheet press “Run matching rules” to run matching rules, dialog will open to run the batch job. Notification with number of statement lines will be displayed which were matched according to matching rules.

If you have imported the opening balance

Opening balance is calculated from previous statements closing balance, if difference from imported amount for opening balance **a new statement line is created for the difference amount**. This line **cannot be automatically** matched and needs to be manually handled to find the right vendor transactions to match against.

If the opening balance is empty from file - previous statements closing balance is set.

The screenshot shows the 'Vendor reconciliation worksheet' for ICPR-00000256. The interface includes a top navigation bar with 'Run matching rules' highlighted. Below this, there are sections for 'Unmatched transactions' and 'Matched transactions'. The 'Unmatched transactions' section contains two tables: 'VENDOR STATEMENT TRANSACTIONS' and 'VENDOR TRANSACTIONS'. The 'VENDOR STATEMENT TRANSACTIONS' table has columns for Invoice date, Amount, Paid amount, Amount due, Invoice number, Statement ID, and Reason code. The 'VENDOR TRANSACTIONS' table has columns for Date, Amount in transaction currency, Currency, Invoice, and Document date. The 'Matched transactions' section is currently empty, displaying a message: 'We didn't find anything to show here.'

This screenshot shows the same 'Vendor reconciliation worksheet' after a matching process. A blue notification banner at the top states: '0 statement lines have been matched according to matching rule Rule 3.' The 'Run matching rules' button is now disabled. The 'Unmatched transactions' section is visible at the bottom of the screen.

- h. When the matching is run, and the statement lines are matched against the vendor transactions, select "Mark as reconciled" to close the reconciliation.

If some of the lines are not matched, you can manually match the lines to vendor transactions by manually marking them as matched. Or if not, a vendor transaction is found the unmatched statement line will appear in the reconciliation statement report for exceptions.

If needed, you can Unmatch the transactions by marking the records and select the "Unmatch" button.

0 statement lines have been matched according to matching rule Rule 3

Save + New Delete Run matching rules **Mark as reconciled** Print reconciliation statement Send reconciliation report Show statement file Options

ICPR-00000256: USMF-2 | Standard view

Vendor reconciliation worksheet

ICPR-00000256: Cut off date: 2024-02-13 Vendor: NZ Ltd. USMF-2 Currency: USD

Unmatched transactions

Match

VENDOR STATEMENT TRANSACTIONS
Total amount: 1 934,85 | Matched amount: 1 934,85 | Unmatched amount: 0,00

Invoice date	Amount	Paid amount	Amount due	Invoice number	Statement ID	Reason code
We didn't find anything to show here.						

VENDOR TRANSACTIONS
Total amount: 412 687,93 | Matched amount: 1 934,85 | Unmatched amount: 410 753,08

Date	Amount in transaction currency	Currency	Invoice	Document date
2024-02-01	426,87	USD	SI01890993	
2024-02-01	2 643,70	USD	SI01880000	
2024-02-01	1 363,72	USD	SI01880871	
2024-02-01	199 499,60	USD	PI00321564	
2024-02-01	199 499,60	USD	PI00321565	
2024-02-05	513,15	USD	SI01882385	2024-02-05
Total				
11 rows				

Matched transactions

Unmatch Unmatch all Change view of matched transactions

VENDOR STATEMENT TRANSACTIONS

Invoice date	Amount	Paid amount	Amount due	Invoice number	Statement ID	Reason code
2024-02-09	644,94	644,94	0,00	SI01884473	ICPR-00000255	
2024-02-09	644,95	644,95	0,00	SI01884474	ICPR-00000255	
2024-02-01	644,96	0,00	644,96	SI01884475	ICPR-00000255	

VENDOR TRANSACTIONS

Date	Amount in transaction currency	Currency	Invoice	Document date
2024-02-09	644,94	USD	SI01884473	2024-02-01
Total				
1 rows				

- i. When the reconciliation is marked as reconciled, the status will be changed and column "Reconciled" will be ticked.

Finance and Operations ExFlow Common > Common > Vendor statements > Vendor reconciliation

Edit + New Delete Worksheet **Mark as reconciled** Print reconciliation statement Send reconciliation report Options

Vendor reconciliation

Standard view

Show Vendor account

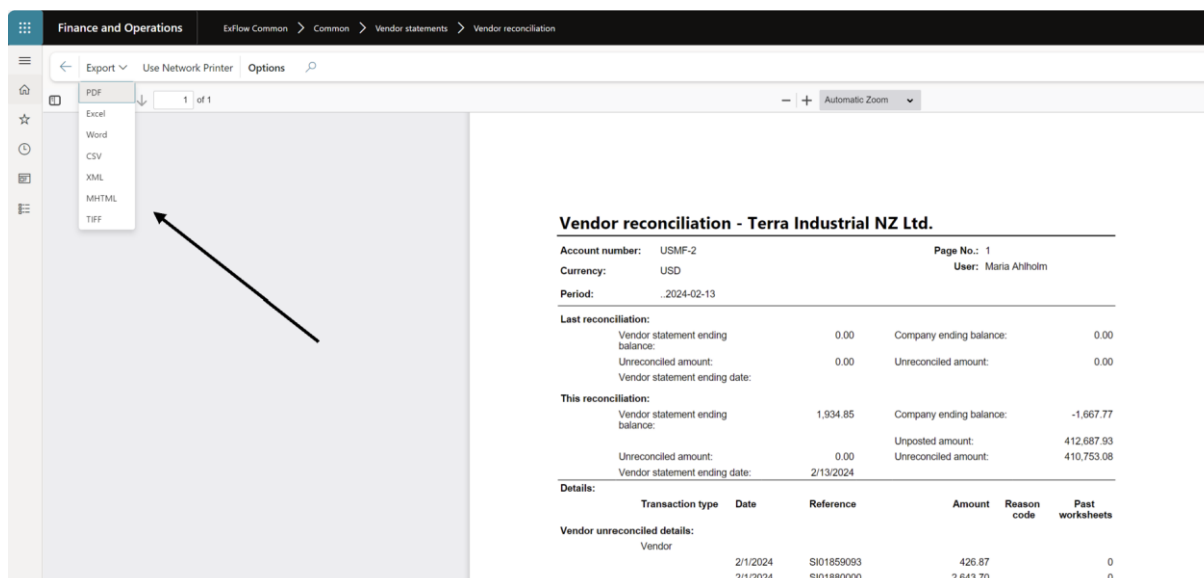
Open

Overview General Blocking History

Vendor acco...	Reconcile ID	Descrip...	Currency	Statement ID	Cut-off date	Last statement ID	Ending balance	Total amount	Reconciled	In use	Status
USMF-2	ICPR-00000256	Terra I...	USD	ICPR-00000255	2024-02-13	ICPR-00000255	1 934,85	1 934,85	✓		Draft

1.5.3 Print the Vendor reconciliation report

When the reconciliation is marked as reconciled, the reconciliation report showing the exceptions is ready to be sent back to the vendor. In the Vendor reconciliation form, in the action panel select the “Print reconciliation statement”, the reconciliation report will be generated and from here you can manually print the report or export it in formats as PDF, Excel, word, CSV, XML, HTML or TIFF.



Last reconciliation	Description
Vendor statement ending balance	Ending balance from the previous reconciled statement
Unreconciled amount	Total amount of unmatched transactions from previous reconciled statement.
Vendor statement ending date	End date on the previous reconciled statement.
Company ending balance	Ending balance, open transactions for the vendor.
Unreconciled amount	Total amount of unmatched transactions for the vendor.

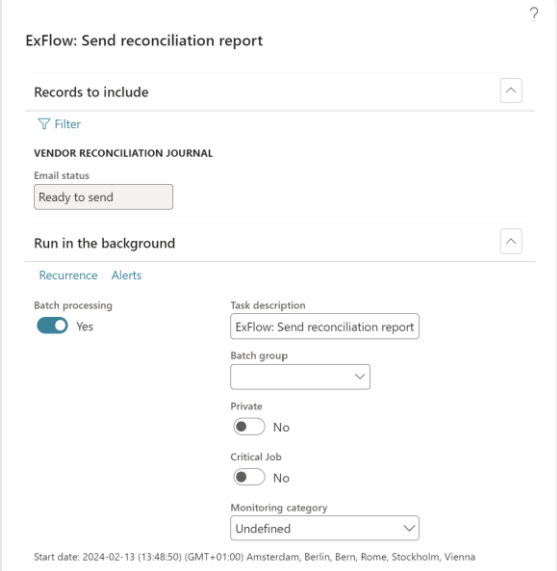
This reconciliation	Description
Vendor statement ending balance	Ending balance for the actual statement.
Unreconciled amount	Total amount of unmatched transactions for the statement.
Vendor statement ending date	Cut-off date for the statement.
Company ending balance	New ending balance, open transactions for the vendor.
Unposted amount	Total amount of unposted transactions for the vendor. Amount is changed when statement is posted.
Unreconciled amount	Total amount of unmatched transactions for the vendor.

Details	Description
Vendor unreconciled details	Specification of the vendor transactions that is not yet matched against any statement.

1.5.3.1 Send the reconciliation report as email

Reconciliation report can be sent via e-mail, select button “Send reconciliation report” in Vendor reconciliation form. You can also be setup and run as batch job from *ExFlow common – Periodic tasks – Vendor statement – Send reconciliation report*.

The functionality creates an email, addressed to the email defined on the statement or the vendors primary email address if no email is defined on the vendor statement.



The screenshot shows the configuration window for "ExFlow: Send reconciliation report". It includes sections for "Records to include" with a filter set to "VENDOR RECONCILIATION JOURNAL" and an email status of "Ready to send". The "Run in the background" section has "Batch processing" set to "Yes", "Task description" as "ExFlow: Send reconciliation report", "Batch group" as an empty dropdown, "Private" and "Critical Job" both set to "No", and "Monitoring category" as "Undefined". A start date of "2024-02-13 (13:48:50)" is shown at the bottom.

1.5.4 Post the statement

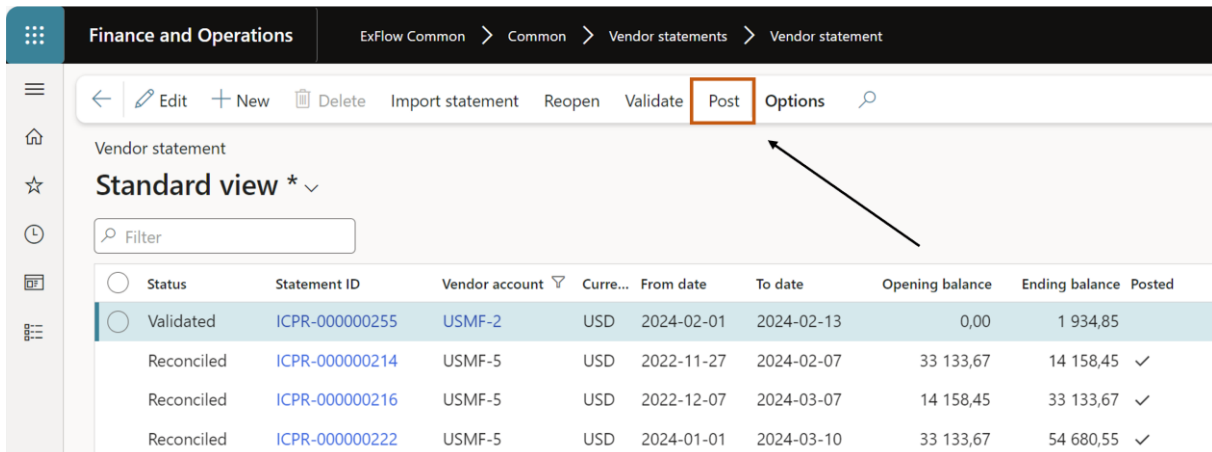
ExFlow Common | Common | Vendor Statements | Vendor statement

To close the reconciliation work for the statement and end the process, you need to after reconciliation is done go back to the statement and post it.

When a statement is posted, will the vendor transactions that are part of the reconciliation of the statement and fully paid (0 amount remaining) be marked as reconciled using the new tag in vendtrans, tab settlement.

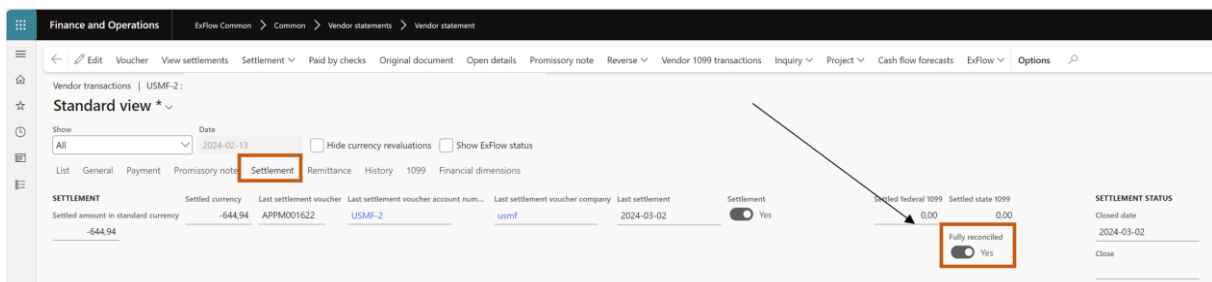
1. Navigate to the Vendor statement.
2. Mark the statement you want to post, select "Post". The statement will now be ticked as posted in the column for "Posted". And buttons for Reopen and Validate will be greyed out.

The process is now complete and the vendor transaction if it is **fully paid** will be marked as "Fully reconciled". If the vendor transaction is **not paid** it will be open for matching for the next statement for vendor until the transaction is paid.



The screenshot shows the 'Vendor statement' page in ExFlow. The top navigation bar includes 'Finance and Operations' and a breadcrumb trail: 'ExFlow Common > Common > Vendor statements > Vendor statement'. Below the navigation bar, there are several action buttons: 'Edit', 'New', 'Delete', 'Import statement', 'Reopen', 'Validate', 'Post', and 'Options'. The 'Post' button is highlighted with a red box and an arrow pointing to it. Below the buttons, there is a 'Vendor statement' section with a 'Standard view' dropdown and a search filter. A table below shows a list of statements with columns: Status, Statement ID, Vendor account, Currency, From date, To date, Opening balance, Ending balance, and Posted. The first row is 'Validated' with a 'Posted' checkbox that is unchecked. The other three rows are 'Reconciled' and have their 'Posted' checkboxes checked.

Status	Statement ID	Vendor account	Curre...	From date	To date	Opening balance	Ending balance	Posted
Validated	ICPR-00000255	USMF-2	USD	2024-02-01	2024-02-13	0,00	1 934,85	<input type="checkbox"/>
Reconciled	ICPR-00000214	USMF-5	USD	2022-11-27	2024-02-07	33 133,67	14 158,45	<input checked="" type="checkbox"/>
Reconciled	ICPR-00000216	USMF-5	USD	2022-12-07	2024-03-07	14 158,45	33 133,67	<input checked="" type="checkbox"/>
Reconciled	ICPR-00000222	USMF-5	USD	2024-01-01	2024-03-10	33 133,67	54 680,55	<input checked="" type="checkbox"/>



The screenshot shows the 'Vendor transactions' page in ExFlow. The top navigation bar includes 'Finance and Operations' and a breadcrumb trail: 'ExFlow Common > Common > Vendor statements > Vendor statement'. Below the navigation bar, there are several action buttons: 'Edit', 'Voucher', 'View settlements', 'Settlement', 'Paid by checks', 'Original document', 'Open details', 'Promissory note', 'Reverse', 'Vendor 1099 transactions', 'Inquiry', 'Project', 'Cash flow forecasts', 'ExFlow', and 'Options'. The 'Settlement' button is highlighted with a red box and an arrow pointing to it. Below the buttons, there is a 'Vendor transactions | USMF-2' section with a 'Standard view' dropdown and a search filter. Below the search filter, there are several tabs: 'List', 'General', 'Payment', 'Promissory note', 'Settlement', 'Remittance', 'History', '1099', and 'Financial dimensions'. The 'Settlement' tab is selected. Below the tabs, there is a 'SETTLEMENT' section with a table showing settlement details. The 'Fully reconciled' status is highlighted with a red box and an arrow pointing to it.

Settled amount in standard currency	Settled currency	Last settlement voucher	Last settlement voucher account num...	Last settlement voucher company	Last settlement	Settlement	Settled federal 1099	Settled state 1099	SETTLEMENT STATUS
-644,94	-644,94	APPM001622	USMF-2	usmf	2024-03-02	<input checked="" type="checkbox"/>	0,00	0,00	Closed date 2024-03-02 Close