INVOICE RECONCILIATION SYSTEM USER GUIDE

Overview

This automated system processes 500+ monthly invoice and payment transactions, automatically matching payments to invoices and identifying discrepancies.
The system reduces reconciliation time from 3 hours to 5 minutes

System Components

Dashboard - Main control panel with KPIs and refresh button
Invoice - All invoice records with automated matching formulas
Payment - All payment records
Vendor Master - Vendor reference information
Reconciliation Report - Summary of unmatched/problem invoices
User Guide - This document

SYSTEM MANUAL

STEP 1: Import New Data
- Open your invoice CSV file
- Copy invoice data (Invoice_ID, Vendor, Date, Amount, Due Date)
- Go to Invoice sheet
- Paste data below existing records
- Repeat for Payment data in Payment sheet

STEP 2: Refresh Calculations
- Go to Dashboard sheet
- Click the "Refresh Data" button
- Wait 1-2 seconds while formulas recalculate
- Check Dashboard KPIs to verify data updated
- "Last Updated" timestamp shows current date/time

STEP 3: Generate Reconciliation Report (When Needed)
- Go to Invoice sheet
- Click Data > Filter
- Filter Column G (Match Status) to show only "UNMATCHED"
- Select and copy visible unmatched records
- Go to Reconciliation Report sheet
- Delete old data (keep headers)
- Paste new unmatched records starting at Row 2
- Turn off filter in Invoice sheet

STEP 4: Export Report (Optional)
- Go to Reconciliation Report sheet
- Click File > Save As
- Change file type to PDF
- Save as: Reconciliation_Report_[DATE].pdf

UNDERSTANDING THE DATA

Match Status:
• MATCHED = Payment received and amount matches invoice
• UNMATCHED = No payment received yet

Variance:
• $0 = Perfect match
• Positive number (e.g., $50) = Underpaid by $50
• Negative number (e.g., -$20) = Overpaid by $20

Days Outstanding:
• Shows how many days an unmatched invoice has been unpaid
• Higher numbers = more urgent collection needed

Priority Levels:
• HIGH = 100+ days overdue or high amount
• MEDIUM = 90-45 days overdue
• LOW = Less than 70 days overdue

DASHBOARD METRICS
• Total Invoices: Count of all invoices in system
• Total Payments: Count of all payments recorded
• Matched: Number of invoices with corresponding payments
• Unmatched: Number of invoices still awaiting payment
• Total Invoice Amount: Sum of all invoice values

TROUBLESHOOTING
Problem: Dashboard numbers don't update after adding data
Solution: Click the "Refresh Data" button on Dashboard

Problem: New invoice shows MATCHED but no payment exists
Solution: Check if Invoice_ID in Payment sheet exactly matches (no extra spaces)

Problem: Variance showing wrong number
Solution: Ensure Invoice Amount and Payment Amount are formatted as Currency

Problem: Days Outstanding shows very high number (200+)
Solution: Check that Invoice Date is in correct format (MM/DD/YYYY) and year is 2025

Problem: Reconciliation Report is empty
Solution: Make sure you filtered for UNMATCHED invoices and copied the data

BEST PRACTICES
• Always click "Refresh Data" after importing new transactions
• Update Reconciliation Report before sending to management
• Save backup copies before making major changes

• Check for duplicate Invoice_IDs before importing
• Verify vendor names match exactly (case-sensitive)
• Review high-priority unmatched invoices weekly

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