

Adobe
Invoice Status and Statement Reconciliation Portal
How-to Guide



How do I perform a Statement Reconciliation?

1. Click on Statement Reconciliation in the left-hand menu.

Adobe

Welcome to Adobe's Invoice Status and Statement Reconciliation Portal

The data is updated daily and reflects the activity over the last 12 months.
Please enter data into two of the fields below.
Once you have successfully found one invoice and locked in the vendor number, you will be able to perform date range searches.

Search by Invoice

Invoice Number:

Vendor Number:

PO Number:

Invoice Amount:

Invoice Date:

Search by Payment Received

Payment Reference:

Payment Date:

Sort Report by ▼ Ascending ▼

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Paste or attach a statement

Enter and confirm your email address

Enter your vendor ID
***Don't know your vendor ID? See page 6 below.**

If you paste 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.

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

Click "Submit Statement"

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

If you have any questions, please contact AP@adobe.com

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

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

Statement Reconciliation

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:

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.

Enter date format: MMDDYY or MMDDYYYY

☒ I'm not a robot

Statement Reconciliation

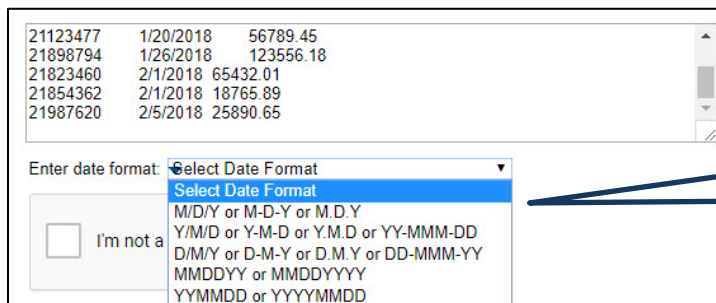
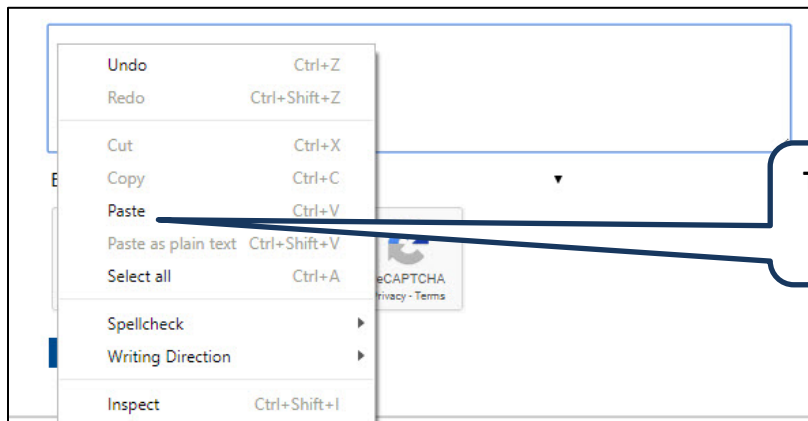
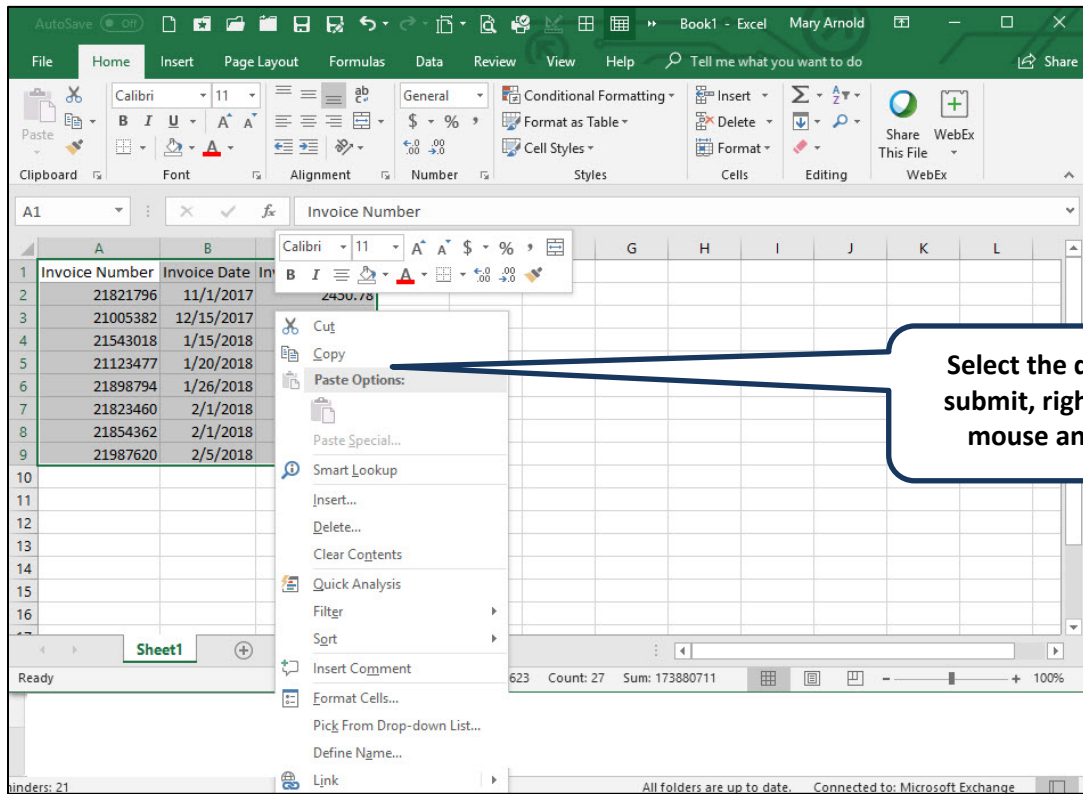
Thank you for your statement submission.
Please allow one hour for our response.

Invoice Payment Information
How to Use this Portal

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Instructions to Copy and Paste



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How-to Guide



Statement Reconciliation Results Email

Statement Reconciliation Results

597481_3003445_20180423_162650_Test1.xlsx_output_255.csv
3 KB

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://627489.invoiceinfo.com/contact.html>

PLEASE DO NOT REPLY TO THIS EMAIL

To request a rematch of this file, click on the link below:
<https://627489.invoiceinfo.com/match.php?rq=2018-05-19 15:38:49&s=999999>

The statement reconciliation results are sent as an attachment.

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

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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
2	3003445	21005382	12/15/2017	1576	NO Match													0	0
3	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
4	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
5	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
6	3003445	21823460	2/1/2018	65432.01	ALL 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
7	3003445	21854362	2/1/2018	18765.89	ALL 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
8	3003445	21987620	2/1/2018	25890.65	ALL Match - Vendor, InvNumber, Date, Amount	3003445	4800040459	21987620	25890.65	USD	PAID	Paid	5-Feb-18	19-Mar-18	15-Mar-18	ACH CCD	20030874	25890.65	25890.65
9																			
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The "Match Status" column will indicate if there is an "All Match," "Partial Match" or "No Match."

The fields that match will be indicated.

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***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

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Invoice Date:

Search by Payment Received

Payment Reference:

Payment Date:

Sort Report by Ascending

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Welcome to Adobe's Invoice Status and Statement Reconciliation Portal

Below are all the invoices received by Adobe. If the invoice you are looking for is not in the list, please contact us at ap@adobe.com.

Search by Invoice

Invoice Number:

Vendor Number: **Vendor Number Displays**

PO Number:

Invoice Amount:

Invoice Date: TO

Search by Payment Received

Payment Reference:

Payment Date: TO

Sort Report by Ascending

[Download Results in CSV Format](#)

Invoice Number	Invoice Date	Invoice Amount	Invoice Currency	Invoice Status	Posting Date	Terms	Net Due Date	Payment Date	Adobe Clearing Number	Check/Wire/ACH Number	PO Number	Supplier Number
1234567890	06-JAN-2019	3675.61	HKD	Free for payment	07-JAN-2019	Net 30 days	07-FEB-2019	07-FEB-2019	1233344987	1233344987	3455578614	0000967876

[Download Results in CSV Format](#)