

Vendor Statement Reconciliation

Finance & Accounting

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Reconciles a vendor statement against your ledger and surfaces differences — missing credits, missing invoices, timing and amount mismatches — with credits to claim. Use it to recover credits vendors owe you. For unapplied credits in your own books, use the Unapplied Credit / Debit-Note Recovery tool.

Purpose of this tool & output

Compare a vendor statement against your ledger and surface missing credits

How the output is used

Use it to compare a vendor statement against your ledger and surface missing credits, open items and mismatches.

Who should vet it

Your accountant, to confirm the differences before you take up missing credits with the vendor.

Important cautions

Confirm each item with supporting documents before adjusting.

Companion documents

- AP / Profit-Recovery Audit
- Duplicate Payment Detector
- Missed Early-Payment Discount Finder
- Rebate & Volume-Discount Recovery
- Overbilling & Pricing-Error Audit
- Duplicate Vendor-Master Cleanup

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.