REVIEW OF VENDOR'S STATEMENT OF ACCOUNTS

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1. INTRODUCTION

A statement of account (SOA) is an overview of all open transactions occurred over a period of time with a customer/supplier. This document is used to check for long outstanding invoices not received.

The current process of reviewing SOA is tedious and time consuming. For major vendors, staff may require an hour to eyeball the transactions as the number of invoices can range from hundreds to thousands of transactions.
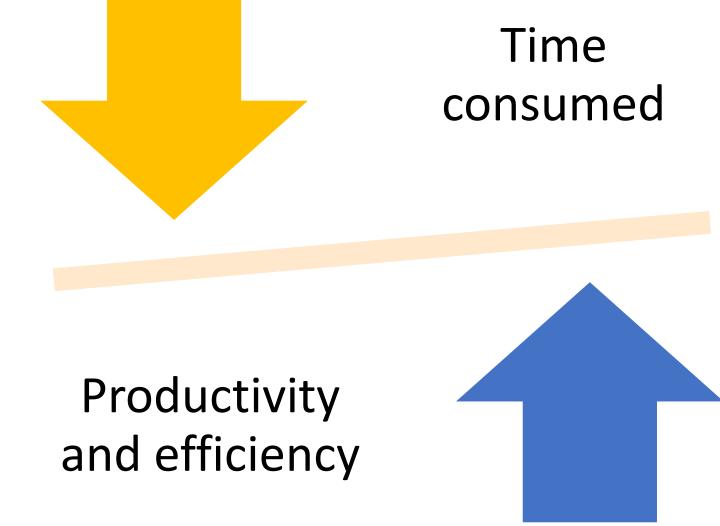
2. OBJECTIVES

➢ Develop an excel report capable of performing crosscheck of transactions comparing SOA against existing data from SAP system.
➢ Provide clear and concise view of the outstanding.
➢ Identify and differentiate resolved or disputed transactions.
➢ Reduce the possibility of human error.

3. METHODOLOGY

Input
Reconcile
Results

In designing this report, extensive use of excel formulas and macro formulas will need to be built in order for the report to identify and categorize invoices with various status:

- **Invoice not received**
- **Invoice in dispute**
- **Invoice processed but unpaid**
- **Invoice paid but still remain in SOA**
- **Invoice posted but not reflected in SOA**

With the above categorization, FSS-AP will be able to take appropriate action with the relevant party.

4. RESULTS

Time consumed

Productivity and efficiency

➢ Reduction of 30 to 50 minutes of time saved in review of each major vendor. ✔
➢ Time saved can be channeled to resolve disputed invoices. ✔
➢ Manual matching eliminated. ✔

5. CONCLUSION

By leveraging on technology to design the report, this automation process have improved efficiency by removing tedious process from traditional method of manual matching invoices against the SOA.

This report is able to categorize and identify the issues for each transaction and improve the reliability with minimum effort. Staff is able to better use their time in a more productive manner and lead to improvement in performance which help to reduce operating costs.