

Payment PDF Matcher

Quick-start user guide for the offline browser edition

Private and portable: No installation or administrator rights are required. The program runs in Microsoft Edge or Google Chrome and processes selected files locally.

Before you begin

You need	Important
Microsoft Edge or Google Chrome An .xlsx workbook A folder containing text-based PDFs	Extract the ZIP before opening the HTML file. Keep long payment numbers and leading zeros formatted as Text in Excel.

Quick start

1. Extract the ZIP	Right-click the ZIP, choose Extract All , and open the extracted folder. Do not run the HTML directly from inside the ZIP.
2. Open the tool	Double-click Payment PDF Matcher - Browser.html . If Windows asks which application to use, choose Microsoft Edge or Google Chrome.
3. Prepare or select Excel	Use your existing .xlsx workbook, or select Download blank Excel template inside the tool. Paste payment numbers into the Payment Number column, then save and close the workbook in Excel.
4. Choose the workbook	Select the .xlsx file. Confirm the worksheet, header row, and payment-number column shown in the tool.
5. Choose the PDF folder	Select the folder containing the payment PDFs. PDFs in its subfolders are included automatically. Enter a common PDF password only when required.
6. Run the match	Select Find and highlight . Keep the browser tab open until the status reaches Complete or Complete with scan warnings.
7. Download the results	Select Download results ZIP . Extract that ZIP before opening the PDFs and workbook copy.

What the results ZIP contains

The tool produces one ZIP so the browser does not need permission for hundreds of separate downloads.

```
Matched PDFs/  
  1234.pdf  
  2345.pdf  
Workbook name - with matched sheet.xlsx  
match_report.csv  
scan_errors.csv  
README.txt
```

- Each payment PDF contains only the matching source pages and highlights every occurrence in yellow.
- The workbook copy keeps the original worksheet unchanged and adds a separate highlighted review sheet that may be deleted after checking.
- match_report.csv lists the payment, source PDF, source page, occurrences, and output page.
- scan_errors.csv lists skipped Excel values, OCR-required pages, password problems, unreadable PDFs, and export problems.

Understanding the statuses

Status	Meaning	Action
Matched	The exact payment number was found and its output PDF was created.	Review the highlighted PDF and copied Excel sheet.
Not found	Every selected text page was searchable, but the exact number was not found.	Check the Excel value and selected PDF folder.
Not confirmed	One or more PDFs or pages could not be searched, so absence cannot be confirmed.	Review scan_errors.csv and fix OCR or password issues before rerunning.
Partial export	The number was found, but one or more matched pages could not be written to the output PDF.	Review scan_errors.csv; decrypt problematic PDFs first.

Troubleshooting

The workbook shows no valid numbers

Confirm the selected worksheet, header row, and payment-number column. Payment IDs must contain digits only. Format long IDs and values with leading zeros as Text.

A payment is not confirmed

Open scan_errors.csv. Scanned image pages need OCR before matching. Password-protected files may need to be decrypted first.

A nearby number was ignored

This is expected. Matching is exact: 1234 will not match 91234, 12345, ABC1234X, a decimal component, or a thousands-grouped value.

The browser becomes slow

The browser holds source and result files in memory. Split very large workbooks or PDF folders into smaller batches. An unfinished result is lost if the browser closes or runs out of memory.

Company security blocks the file

The HTML does not bypass company policy. Ask IT to review and approve the package hash, or host the HTML on an approved internal HTTPS site.

Privacy, security, and licences

- Selected workbooks and PDFs are processed locally in browser memory. The application makes no network requests and includes no analytics or telemetry.
- The HTML includes a restrictive Content Security Policy, the PDF and workbook-processing code, the blank workbook template, instructions, and required third-party licence notices.
- The tool needs no installation or administrator rights, but it cannot guarantee approval under company browser, DLP, AppLocker, or allow-list rules.
- The HTML is not an Authenticode-signed executable. IT can approve the exact SHA-256 value listed in FILE HASHES.txt inside this package.

For the complete licence text and the latest built-in instructions, open the Privacy, security, and third-party licences section at the bottom of the HTML tool.