Vendor Statement Reconciliation

haser: Greenfield Organic Foods | Supplier: Sunrise Packaging Co. • Reconciliation at 30 September

Step 1 – the two balances

Balance per vendor statement	**18,742.60**
Balance per our accounts payable ledger	**14,041.85**

Step 2 – items on the vendor statement but not in our ledger

Item	Reference	Amount
Invoice not yet received / posted	SP-40921	1,985.75
Freight surcharge we have not agreed	SP-40930	165.00
Subtotal		**2,150.75**

Step 3 – items in our ledger but not on the vendor statement

Item	Reference	Amount
Payment sent 29 Sep, not yet received by vendor	EFT-2208	(2,400.00)
Debit note for damaged cartons	DN-0331	(150.00)
Subtotal		**(2,550.00)**

Step 4 – reconcile

Adjusted vendor balance (statement − our unrecorded items)	**16,192.60**
Adjusted ledger balance (ledger + vendor-only items)	**16,192.60**
Unreconciled difference	**-**

Result Reconciled ✔

Actions

Post invoice SP-40921 once it is approved.

Query the freight surcharge on SP-40930 with the vendor.

Send the vendor a copy of debit note DN-0331 and the remittance for EFT-2208.

Prepared by (AP clerk)

Reviewed by