

# EDI 885 Retail Account Balance Invoice

**Invoice Number:**

INV-885-2024001

**Invoice Date:**

2024-06-01

**Account Number:**

987654321

**Statement Period:**

2024-05-01 to 2024-05-31

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## Bill To

**Company Name:**

Sample Retailer Inc.

**Contact:**

Jane Smith

**Address:**

123 Main Street, Suite 100  
Springfield, ST 12345

**Phone:**

(555) 123-4567

**Email:**

accounting@retailer.com

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## Remit To

**Company Name:**

Wholesale Supplier LLC

**Contact:**

Accounts Receivable

**Address:**

789 Commerce Rd.  
Centerville, ST 67890

**Phone:**

(555) 876-5432

**Email:**

ar@supplier.com

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## Account Balance Summary

Description	Amount (USD)
Previous Balance	5,000.00
Payments Received	(1,500.00)
Credits	(200.00)
Debits / Purchases	3,750.00
Adjustments	50.00

Total Account Balance Due	7,100.00
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### Account Activity Detail

Date	Reference	Description	Debit (USD)	Credit (USD)	Balance (USD)
2024-05-01	BALFWD	Balance Forward	–	–	5,000.00
2024-05-10	PAY1234	Payment Received	–	1,500.00	3,500.00
2024-05-12	CRD5678	Credit Memo	–	200.00	3,300.00
2024-05-18	INV2345	Merchandise Purchase	2,400.00	–	5,700.00
2024-05-22	INV2367	Merchandise Purchase	1,350.00	–	7,050.00
2024-05-25	ADJ9966	Adjustment	50.00	–	7,100.00

### Important Notes

- EDI 885 is used for reporting retail account balances and invoice details between trading partners.
- This format supports summary and detailed information of the account activity over a specified period.
- Ensure remittance details match invoice references for accurate payment processing.
- Document is typically used in reconciliation and monthly closing processes for retail accounts.
- Contact your trading partner for questions regarding missing payments, credits, or disputes.