

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

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

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

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

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.