

How to Reconcile Vendor Statement

1. Review statement for invoices greater than 30 days and outstanding credits
2. Verify invoice/credit is in Oracle
 - 1) If invoice is in Oracle and paid, contact vendor discuss findings.
 - 2) If invoice is not in Oracle, request a copy be sent to acctpayable@dallasisd.org and cc yourself.
 - 3) If credit is not in Oracle, request a refund to be sent to the following:

Dallas Independent School District
9400 North Central Expressway #27
Dallas, TX 75231
3. If the invoice is in the system and it's on QTY REC hold, request a proof of delivery on invoices greater than 30 days. Have them send you the proof of delivery and send to assigned Specialist. Send copy of invoice and proof of delivery to organization for receiving. Please follow up until this is resolved. CC: Manager

II. The following information should be noted on the vendor spreadsheet when reviewing:

1. If the invoice was short paid due to tax, send vendor a copy of the tax exemption on the vendor.
2. If the invoice was paid, please provide the payment number (check or EFT).
3. If a credit was applied to the payment, contact vendor to discuss.
4. Note the date and person name that you spoke to about the invoices/vendor statement.

III. Create a spreadsheet in excel to track statements:

- Create a tab for each statement
- Date of statement
- Invoice number
- Invoice date
- Invoice amount
- Notes
- Person contacted and number
- File the original statement in alphabetical order