

	RESOURCE LIBRARY – ACCOUNTING Vendor Reconciliation	<i>CODE:</i> 05.01.030
		<i>EDITION:</i> 1
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PURPOSE 目的

It is important that the overall vendors' payable reconciles to the total in the General Ledger Control, as this will ensure that all payables are properly and accurately recorded in the books.

在总账中供应商对账汇总是十分重要的一个部分，这是确保所有应付账款能够正确记录的前提条件。

POLICY 程序

- Monthly vendors' statement of accounts received must be reconciled to the respective vendor's payable account in the hotel's record. Any deviation must be reconciled immediately and resolve directly with the vendor by the Accounts Payable section.

将每个月收到的供应商账单分别跟酒店所记录的对应的供应商应付账款记录比对。任何的偏差都应该及时调平，在应付账款环节直接跟供应商沟通解决。
- Total aged payable of all vendors added up must tally to the General Ledger's control account.

所有长期未付款的总额应该和总账中的金额相符。
- Ensure that all receiving records are entered correctly into the computer by Accounts Payable or Storekeeper so as to be assured of completeness and should tally to vendor's invoice to purchase order or daily market list.

确保所有接收到的记录都由应付按账款会计或者仓管员正确录入到电脑系统中，确保输入的完整性，保证和供应商提供的发票和采购订单或者日常市场采购清单相符。
- Ensure that there is proper and secure storage for all paid and unpaid invoices

确保有适当和安全的地方保存已付与未付的发票。
- To avoid complication in reconciliation, it is advisable not to partially pay an invoice.

为了避免增加对账及调账的复杂性，建议不要单独分别付一个发票的账款。
- The Director of Finance and Controlling or Chief Accountant will have to sign off the vendor list reconciliation.

财务总监或者总账会计要对供应商对账单签字。