

Vendor Payment Reconciliation Statement

Vendor Name:ABC Suppliers Pvt. Ltd.

Statement Date:30-June-2024

Vendor Code:VND12345

Period Covered:01-June-2024 to 30-June-2024

Prepared By:John Doe

Contact:accounts@yourcompany.com

Reconciliation Details

Date	Invoice No.	Description	Invoice Amount	Payment Amount	Balance	Remarks
03-06-2024	INV10056	Office Supplies	â,115,000	â,115,000	â,10	Paid on 05-06-2024
12-06-2024	INV10093	Printer Cartridge	â,14,200	â,10	â,14,200	Payment pending
21-06-2024	INV10130	Stationery	â,18,500	â,18,500	â,10	Paid on 25-06-2024
28-06-2024	INV10145	Desk Chairs	â,116,800	â,110,000	â,16,800	Partial payment
Total			â,144,500	â,133,500	â,111,000	

Vendor Signature

Name: _____
Date: _____ For Your Company

Name: _____
Date: _____

Important Notes

- Ensure all invoices and payments are accurately recorded and correspond to actual transactions.
- Discrepancies, if any, should be communicated and clarified with the vendor promptly.
- Proper reconciliation helps prevent disputes and maintains transparency in accounts.
- This statement should be reviewed and signed by both parties as confirmation.
- Keep copies of all supporting documents attached for audit purposes.