

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	₹15,000	₹15,000	₹0	Paid on 05-06-2024
12-06-2024	INV10093	Printer Cartridge	₹4,200	₹0	₹4,200	Payment pending
21-06-2024	INV10130	Stationery	₹8,500	₹8,500	₹0	Paid on 25-06-2024
28-06-2024	INV10145	Desk Chairs	₹16,800	₹10,000	₹6,800	Partial payment
Total			₹44,500	₹33,500	₹11,000	

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.