

Debit Note for Deduction of Advance Expense

Debit Note No.	DN/2024/001	Date	2024-07-15
Ref. No.	ADV/2024/067	Advance Paid Date	2024-07-01
Party Name	ABC Suppliers Pvt. Ltd.	Party Code	ABC102
Address	24, Market Road, Business City, State, 123456		

Details of Advance Expense Deduction

Sl. No.	Description	Invoice / Voucher No.	Date	Advance Amount	Deducted Amount	Balance Amount
1	Office Supplies	INV/2024/321	2024-07-12	â,125,000	â,118,000	â,17,000
2	Transport Charges	TR/2024/87	2024-07-13	â,110,000	â,18,500	â,11,500

Total Advance Amount	â,135,000
Total Deducted Amount	â,126,500
Total Balance Amount	â,18,500

Narration: The above deduction is made against advance expenses paid to ABC Suppliers Pvt. Ltd. Adjustment as per invoices submitted.

Prepared By

Approved By

Received By

Important Notes:

- Debit Note is issued for recording adjustment of advance expenses against the actual bills submitted.
- Ensure all supporting documents (invoices, receipts) are attached for audit trail.
- The balance advance amount, if any, can be settled in the next transaction or refunded.
- This document should be duly signed by authorized personnel for validity.
- Cross-verify the details before final submission to avoid discrepancies.