

# Monthly Vendor Payment Statement Form (Sample in Excel Format)

The **monthly vendor payment statement form** sample in Excel provides a structured and efficient way to track payments made to vendors each month. This template helps businesses maintain accurate financial records and streamline their payment processes. Using Excel ensures easy customization and automatic calculations for improved accuracy.

Date	Vendor Name	Invoice Number	Description	Invoice Amount	Payment Date	Payment Amount	Balance	Payment Method	Remarks
2024-06-01	ABC Supplies Co.	INV-1001	Office Chairs	\$1,200.00	2024-06-05	\$1,200.00	\$0.00	Bank Transfer	Paid in full
2024-06-10	XYZ Printing	INV-2022	Printing Services	\$750.00	2024-06-15	\$500.00	\$250.00	Cheque	Partial payment
2024-06-18	Global Logistics	INV-3088	Delivery Charges	\$300.00	2024-06-20	\$300.00	\$0.00	Cash	Paid in full

**Note:** This is a sample format. To use this form in Excel, simply create a table using the fields above and add formulas for automatic balance calculations.