

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.