

# Excel Supplier Statement Form Sample

Download our **Excel supplier statement form sample** with built-in calculations to streamline your financial tracking. This template ensures accurate recording of transactions and balances for efficient supplier management. Perfect for businesses seeking clear and organized payment reconciliation.

## Supplier Statement

Date	Description	Invoice No.	Debit (Purchase)	Credit (Payment)	Balance
2024-06-01	Opening Balance	-	-	-	=1000.00
2024-06-03	Purchase Invoice	INV-1050	=500.00	-	= (previous balance) + (debit)
2024-06-05	Payment	-	-	=400.00	= (previous balance) - (credit)
2024-06-10	Purchase Invoice	INV-1060	=250.00	-	= (previous balance) + (debit)
2024-06-12	Payment	-	-	=600.00	= (previous balance) - (credit)
Closing Balance					= (Opening + Total Debit - Total Credit)

### Sample Excel Calculation Formulas

- **Debit, Credit:** Enter transaction values as required for each row.
- **Balance (Row 2):** =PreviousBalance + Debit - Credit  
For example, in cell F3 (second row of transactions): =F2+D3-E3 (where F2 is previous balance, D3 is debit, E3 is credit)
- **Closing Balance:** =Opening Balance + SUM(D3:D7) - SUM(E3:E7)

**Note:** To use this template in Excel, enter your transaction data under each relevant column. The **Balance** column should use a running formula as shown above. Adjust the range as per your number of transactions.