

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.