

VENDOR RECONCILIATION STATEMENT

Statement Date:

Recon Period:

OUR COMPANY DETAILS

Company Name: _____

Ledger Account No: _____

Contact Person: _____

VENDOR DETAILS

Vendor Name: _____

Vendor Account No: _____

Contact Person: _____

RECONCILIATION SUMMARY

Description	Amount
Balance as per Our Ledger (A)	
Add: Transactions in Vendor Statement, not in Our Ledger	
Less: Transactions in Our Ledger, not in Vendor Statement	
Other Adjustments / Timing Differences	
Reconciled / Adjusted Balance	
Balance as per Vendor Statement (B)	
Unreconciled Difference (A - B)	

DETAILED RECONCILING ITEMS (DISCREPANCIES / OUTSTANDING ITEMS)

Date	Ref / Doc No.	Description / Nature of Difference	Our Books	Vendor Statement	Variance

Date	Ref / Doc No.	Description / Nature of Difference	Our Books	Vendor Statement	Variance

PREPARED BY

Name: _____

Title: _____

Date: _____

REVIEWED & APPROVED BY

Name: _____

Title: _____

Date: _____
