CHEQUE REGISTER: SUPPLIER BILLS & PAYMENTS

Bills from wholesalers and companies, and the cheques you gave for them

Shop name _____ **Month / year** _____ **Page no.** _____

Date	Bill no	Company name	Bill amount ₹	Cheque date	Cheque no	Bank name	Cheque amount ₹	Cleared / Bounced
Page total								

How to fill it

1. One line per bill. A second cheque for the same bill goes on the next line: write the bill no and company again and leave the bill amount empty.
2. Paid by cash, UPI or bank transfer? Write CASH, UPI or NEFT in the cheque no column, and Cleared.
3. Post-dated cheque: write the date on the cheque, not today's date. Keep that much money in the bank before the date.
4. Mark Cleared when it shows in your bank statement. A bounced cheque is not paid: write the new cheque on a new line.
5. Balance of a company = its bill amounts − its cheque amounts (leave out bounced cheques).

Free cheque register format from tapandbill.in · Tap & Bill keeps supplier bills and cheques, lists cheques due in the next 7 days and shows the balance per company