SUPPLIER LEDGER (KHATA)

One page per supplier: bills (+), payments and goods sent back (−), baaki

Supplier name _____ **Phone** _____

Address _____ **GSTIN** _____

Shop name _____ **Period** _____

Date	Details (bill no / cheque no / maal wapas)	Bill ₹ (+)	Paid / maal wapas ₹ (−)	Baaki ₹	Cheque date / mode	Cleared / Bounced
	Old baaki (before this book)					
Bills (with old baaki) · Paid and maal wapas (bounc…					**Baaki (to pay)**	

How to fill it

1. First line: the old baaki you owed this supplier before this page. Pay it first.
2. Each bill (maal aaya): date, bill no, amount in Bill (+).
3. Each payment or maal wapas (goods sent back, debit note): amount in Paid (−); for a cheque write its date and number.
4. A bounced cheque is not paid: mark it Bounced, and the baaki goes back up. Write the new cheque on a new line.
5. Baaki = old baaki + bills − payments − maal wapas. Check it before you pay the supplier’s agent.

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