

# Remittance Advice

A payment notification sent to suppliers confirming which invoices are being paid.

## How to use

1. Fill in your business details in the blue footer cells at the bottom of the Remittance Advice sheet.
2. Enter the supplier details in the blue TO (SUPPLIER) card on the left.
3. Complete the remittance number, date, payment method and payment date on the right.
4. Add each invoice being paid in the blue columns. Amount Paid calculates automatically.
5. The colour band updates with the remittance number, date, payment method and total paid.

## Clearing the sample data

Select rows 19 to 30 on the Remittance Advice sheet, then press Delete to clear the sample data. The totals and colour band will reset automatically.

## Removing the footer credit

The footer credit ('OpenSheets.co.uk · free templates for UK small businesses · MTD-ready tools at aligned.tax') appears on printed pages only. To remove it, go to Page Layout > Print Titles > Header/Footer tab and delete the footer.

## Notes

Blue cells are your inputs. White cells contain formulas that calculate automatically — do not overwrite them.

The sheet is protected to prevent accidental formula deletion. No password is set — click Review > Unprotect Sheet if you need to make structural changes.

## [OpenSheets.co.uk](https://www.opensheets.co.uk)

Free Excel templates for UK small businesses

## [aligned.tax](https://aligned.tax)

MTD-ready bookkeeping tools for sole traders and small businesses

# Remittance Advice

Add your logo here

## TO (SUPPLIER)

Sample Co Ltd
12 High Street
London
Greater London
EC1A 1BB
020 7946 0000
info@sampleco.co.uk

Remittance No	RM-2024-001
Date	25/06/2026
Payment Method	BACS
Our Ref	PAY-OCT-001
Payment Date	28/06/2026

REMITTANCE NO	DATE	PAYMENT METHOD	TOTAL PAID
<b>RM-2024-001</b>	<b>25/06/2026</b>	<b>BACS</b>	<b>£1,632.00</b>

Invoice / Credit No	Invoice Date	Invoice Amount	Deduction	Amount Paid
INV-2024-056	15/09/2024	£480.00		£480.00
INV-2024-061	22/09/2024	£960.00		£960.00
INV-2024-067	01/10/2024	£240.00	£48.00	£192.00

Total Invoices	£1,680.00
Total Deductions	£48.00
<b>TOTAL PAID</b>	<b>£1,632.00</b>

## Notes

Please contact us if you have any queries about this payment.

## Authorised by / Signature:

Your business name

Your address, town, county and postcode

Telephone, email, VAT number