

Expense Ledger Report - Department

ERP Reference: EXP-LED-002345
Date Generated: 2024-06-22

Department:

Finance

Ledger Period:

01-Jun-2024 to 21-Jun-2024

Prepared By:

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Reviewed By:

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Date	Expense ID	Description	Account Head	Vendor	Reference	Debit (â‚¹)	Credit (â‚¹)	Balance (â‚¹)
01-Jun-2024	EX-100234	Office Supplies Purchase	Office Expenses	Global Stationery	INV-4587	10,000.00		10,000.00
05-Jun-2024	EX-100236	Team Lunch	Entertainment	Foodies Hub	RCPT-205	4,300.00		14,300.00
10-Jun-2024	EX-100240	Vendor Refund	Office Expenses	Global Stationery	REF-108		1,200.00	13,100.00
14-Jun-2024	EX-100244	Internet Bill	Utilities	ConnectFast	INV-3211	3,000.00		16,100.00
18-Jun-2024	EX-100248	Travel Reimbursement	Travel Allowance	Ram Kumar	EXP-0188	6,500.00		22,600.00
21-Jun-2024	EX-100253	Printer Cartridge	Office Expenses	PrintWorld	INV-7922	2,800.00		25,400.00
Total						26,600.00	1,200.00	25,400.00

- Important Notes:
- This ledger is generated by the ERP system and reflects data up to the stated period only.
 - All entries should be supported by valid invoices or receipts; discrepancies must be investigated promptly.
 - This document is for internal departmental use and should not be shared externally without authorization.
 - Proper account coding and timely entry ensure accurate expense tracking and reporting.
 - Contact Finance Department for reconciliation or clarification of ledger entries.