

Multi-Entry Payment Voucher Ledger

Voucher No.	PV/2024/0052	Date	2024-06-20
Prepared By	John Doe	Approved By	Jane Smith
Payee Name	ABC Suppliers Pvt. Ltd.	Account No.	1122334455
Mode of Payment	Bank Transfer	Bank/Branch	XYZ Bank, Downtown

S. No.	Particulars/Description	Account Code	Debit (â‚¹)	Credit (â‚¹)	Remarks
1	Purchase of Office Supplies	50201	5,000.00		Invoice #985
2	Payment for Electricity Charges	60309	2,300.00		May 2024 Bill
3	Stationery Purchase	50202	900.00		Invoice #991
4	Bank Account	10003		8,200.00	Payment Disbursed
Total			8,200.00	8,200.00	

Important Notes:

- Ensure all supporting documents and invoices are attached to the voucher for reference.
- Verify the accuracy of account codes and amounts before approval.
- Each entry should clearly indicate the nature and purpose of the payment.
- This format is used for making multiple payments under a single voucher.
- All vouchers must be duly prepared, checked, and authorized by designated personnel.