

Payment Receipt Ledger

For the Period: 01/01/2024 - 31/12/2024

Prepared For: ABC Corporation
Address: 123 Main Street, Cityville

Prepared By: John Doe
Date Prepared: 10/06/2024

Date	Receipt No.	Payer Name	Payment Method	Description	Amount (USD)	Received By
05/01/2024	RCPT-001	Jane Smith	Bank Transfer	Invoice #345 Payment	1,250.00	Mary Jones
18/01/2024	RCPT-002	XYZ Inc.	Cheque	Part payment on contract	5,000.00	Tom Brown
02/02/2024	RCPT-003	Alex Lee	Cash	Advance Payment	500.00	Mary Jones
15/02/2024	RCPT-004	Global Holdings	Bank Transfer	Project Milestone 1	2,750.00	John Doe
Total					9,500.00	

Authorized Signature: _____

Date: _____

Important Notes:

- All entries must be supported with original payment receipts.
- Any corrections should be countersigned by an authorized person.
- This ledger should be maintained securely for audit purposes.
- Ensure the ledger is updated promptly after every received payment.