

Vendors Subsidiary Ledger

Document No: VSL-00123
Date: 2024-06-18
Company: ABC Corporation
Vendor Account: SUP-90832 (Best Supplies Ltd.)

Transactions

Date	Reference	Particulars	Debit (DR)	Credit (CR)	Balance
2024-06-01	INV-5201	Purchase of office supplies	5,000.00		5,000.00
2024-06-05	PAY-2103	Partial payment		2,000.00	3,000.00
2024-06-10	INV-5230	Purchase of printer cartridges	1,800.00		4,800.00
2024-06-15	PAY-2114	Payment received		3,000.00	1,800.00
Outstanding Balance					1,800.00

Important Notes

- This Subsidiary Ledger records detailed transactions for individual vendors.
- Maintain this ledger updated to reconcile with the general ledger control account.
- Regular review aids in timely payment processing and dispute resolution with vendors.
- Attach supporting documents (invoices, receipts) for proper verification and audit trail.