

# Detailed Purchase Ledger

Period: January 2024

Date	Invoice No.	Supplier Name	Supplier Code	Item Description	Quantity	Unit Price	Total Amount	Tax (%)	Tax Amount	Grand Total	Payment Status	Remarks
2024-01-03	INV-1201	Acme Supplies Ltd.	SUP001	Printer Paper A4	10	4.00	40.00	10	4.00	44.00	Paid	
2024-01-05	INV-1202	Beta Office Mart	SUP002	Ink Cartridge Black	3	18.50	55.50	10	5.55	61.05	Pending	Expected payment by 10 Jan
2024-01-12	INV-1203	Global Tech Gear	SUP003	USB Drives 32GB	5	11.20	56.00	0	0.00	56.00	Paid	
2024-01-15	INV-1204	Acme Supplies Ltd.	SUP001	Office Chairs	2	79.90	159.80	10	15.98	175.78	Paid	Delivered 17 Jan

## Important Notes:

- Ensure all purchase entries are supported by valid invoices and receipts.
- Double-check tax calculations and corresponding amounts for accuracy.
- Update payment statuses promptly to reflect current liabilities.
- This ledger assists in supplier reconciliation and statutory compliance.
- Keep the ledger regularly updated for effective expense monitoring and audits.