

XYZ Enterprises
212 Palm Street, City Name
GSTIN: 12ABCDE3456F7Z8
Contact: +91-9876543210

Purchase Ledger

For the Month: June 2024
Ledger Date: 30-06-2024

S. No.	Date	Invoice No.	Supplier Name	Description	Quantity	Unit Price	Total Amount	GST (%)	GST Amount	Grand Total	Payment Status
1	03-06-2024	INV453	ABC Suppliers	Printer Paper	10	250	2,500	18	450	2,950	Paid
2	10-06-2024	INV469	Office Mart	Desk Chairs	5	1,700	8,500	18	1,530	10,030	Unpaid
3	18-06-2024	INV510	Blue Stationery	Staplers	15	120	1,800	18	324	2,124	Paid
4	25-06-2024	INV520	ABC Suppliers	Ink Cartridges	6	400	2,400	18	432	2,832	Unpaid
Totals:							15,200		2,736	17,936	

Important Notes

- Ensure all purchase entries are supported by valid invoices and GST details.
- Regularly update payment status to maintain accurate records.
- Cross-check supplier information and invoice numbers for consistency.
- Total and GST columns help with accurate tax reporting and compliance.
- Keep the ledger updated to track outstanding dues and manage cash flow efficiently.