

# Manual Purchase Ledger Book

Business/Firm Name: \_\_\_\_\_  
Ledger Period: \_\_\_\_\_ to \_\_\_\_\_

Date	Invoice No.	Supplier Name	Particulars / Description	Quantity	Rate	Amount	Tax (%)	Tax Amount	Total	Remarks
2024-06-01	INV-1001	ABC Traders	Cement Bags	50	300	15,000	18	2,700	17,700	Paid
2024-06-03	INV-1002	XYZ Steel	Steel Rods	120	450	54,000	18	9,720	63,720	Credit
2024-06-04	INV-1003	Global Supplies	Bricks	500	7	3,500	5	175	3,675	Paid

Total: \_\_\_\_\_

## Important Notes:

- Ensure that all purchase entries are made chronologically and accurately.
- Keep supporting documents (invoices, receipts) attached with the ledger for reference.
- Review and reconcile ledger totals with supplier statements regularly.
- Use the 'Remarks' column for noting payment status or issues.
- Maintain the ledger in accordance with your company's accounting policies.