

Monthly Purchase Ledger Report

ABC Company Ltd.
Reporting Period: June 2024
Prepared On: 01 July 2024

Date	Invoice No.	Supplier Name	Item Description	Qty	Unit Price	Total Amount	Tax (%)	Total (with Tax)
03/06/2024	INV-1023	XYZ Traders	Printer Paper A4 (Box)	10	25.00	250.00	5	262.50
10/06/2024	INV-1028	Office Mart	Ink Cartridges	5	45.00	225.00	5	236.25
15/06/2024	INV-1032	Best Supplies	Staplers	12	8.00	96.00	5	100.80
24/06/2024	INV-1040	XYZ Traders	Desk Chairs	4	120.00	480.00	5	504.00
MONTHLY TOTAL						1,051.00		1,103.55

Important Notes:

- This ledger records all purchases made in the specified month, as per supplier invoices.
- All amounts are recorded exclusive and inclusive of tax for transparency.
- Cross-check each entry with original invoices before finalizing the report.
- The document serves as an internal financial record and may support statutory reports.
- Any discrepancies or missing entries should be reported to the accounts department immediately.