

# Simple Purchase Ledger

For Small Businesses

## Business Information

Business Name	Sample Business Co.
Owner Name	Jane Doe
Period Covered	June 2024

## Purchase Ledger

Date	Supplier Name	Invoice No.	Description	Qty	Unit Price	Total Amount	Payment Status
2024-06-01	ABC Supplies	INV001	Printer Paper	10	\$5.00	\$50.00	Paid
2024-06-03	XYZ Traders	INV045	Ink Cartridges	4	\$15.00	\$60.00	Unpaid
2024-06-10	Stationery Mart	INV112	Notebooks	20	\$2.00	\$40.00	Paid

## Important Notes

- Ensure all purchases are entered as soon as transactions occur.
- Keep original invoices safely for auditing and reference.
- Update payment status regularly to manage liabilities.
- Review ledger monthly to stay on top of business expenses.
- Customize this format to suit your specific business needs.