

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.