

Standard Purchase Ledger

Company Name: Acme Supplies Ltd.

Date: 2024-06-01

Ledger Period: 2024-05-01 to 2024-05-31

Prepared By: John Doe

Purchase Transactions

#	Date	Invoice No	Supplier Name	Description	Amount	Tax	Total	Status
1	05/05/2024	INV-1012	BrightPaper Co.	Office Stationery	850.00	42.50	892.50	Paid
2	12/05/2024	INV-1020	QuickElectrics	Printer Supplies	490.00	24.50	514.50	Pending
3	23/05/2024	INV-1041	Clean & Green	Cleaning Materials	360.00	18.00	378.00	Paid

Summary

Total Amount (Excl. Tax)	1,700.00
Total Tax	85.00
Grand Total	1,785.00

Important Notes

- All purchases must be supported by corresponding invoices or bills from suppliers.
- This ledger serves as a key record for accounting and tax reporting purposes.
- Regular reconciliation with supplier statements is recommended to ensure accuracy.
- Ensure timely updates to maintain up-to-date records for audit trails.