

Purchase Ledger Book for Suppliers

Company Name: ABC Enterprises Pvt. Ltd.

Address: 123 Market Lane, Business City, 12345

Financial Year: 2023-2024

Prepared By: Accounts Department

Date: 30 June 2024

Purchase Ledger Book

Date	Supplier Name	Invoice No.	Invoice Date	Items Purchased	Total Amount	Payment Made	Balance	Remarks
01-05-2024	Sunrise Traders	SR-4521	01-05-2024	Office Supplies	₹12,000	₹7,000	₹5,000	Partial Payment
11-05-2024	Global Equipments	GE-1210	09-05-2024	Machinery Parts	₹25,300	₹25,300	₹0	Paid in Full
20-05-2024	Paper World	PW-907	20-05-2024	Stationery	₹3,400	₹0	₹3,400	Pending
29-05-2024	Sunrise Traders	SR-4534	28-05-2024	Furniture	₹18,500	₹10,000	₹8,500	Part Payment

Important Notes

- The purchase ledger book must be updated regularly to ensure accuracy of supplier balances.
- All entries should be supported by original invoices and payment proofs.
- This document helps track dues and avoid missed or duplicate payments to suppliers.
- Periodic reconciliation with supplier statements is recommended.
- Ensure compliance with auditing and statutory requirements.