Purchase Ledger Report (CSV File Sample)
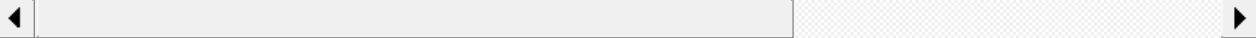
Sample CSV Data

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Date, Invoice Number, Supplier Name, Supplier Code, Description, Net Amount, Tax Amoun

2024-06-01, INV-10045, ACME Ltd, SUP-001, Raw Materials, 1200.00, 144.00, 1344.00, USD

2024-06-03, INV-10047, Beta Traders, SUP-002, Office Supplies, 250.00, 30.00, 280.00,

2024-06-05, INV-10048, Gamma Services, SUP-003, Equipment Repair, 500.00, 60.00, 560.0

2024-06-08, INV-10051, Delta Inc., SUP-004, Computer Hardware, 900.00, 108.00, 1008.00
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Tabular Preview

Date	Invoice Number	Supplier Name	Supplier Code	Description	Net Amount	Tax Amount	Total Amount	Currency	Payment Status
2024-06-01	INV-10045	ACME Ltd	SUP-001	Raw Materials	1200.00	144.00	1344.00	USD	Paid
2024-06-03	INV-10047	Beta Traders	SUP-002	Office Supplies	250.00	30.00	280.00	USD	Unpaid
2024-06-05	INV-10048	Gamma Services	SUP-003	Equipment Repair	500.00	60.00	560.00	USD	Paid
2024-06-08	INV-10051	Delta Inc.	SUP-004	Computer Hardware	900.00	108.00	1008.00	USD	Unpaid

Important Notes

- Purchase Ledger Reports track all supplier invoices, amounts, and payment status for accounting purposes.
- Ensure columns in your CSV match your accounting or ERP system's required format.
- All transaction dates should be accurate to support audits and reconciliations.
- Totals (Net, Tax, Total Amount) should be double-checked for calculation errors.
- Regular review can help identify overdue payments and manage cash flow.