

Supplier Payment Ledger

Period: Jan 1, 2024 – Mar 31, 2024

Supplier Name: ABC Industrial Supplies **Account No:** SU-00245
Contact: John Doe **Currency:** USD

Date	Description	Invoice No.	Debit (Purchase)	Credit (Payment)	Balance
2024-01-05	Purchase - Tools	INV-1101	2,000.00		2,000.00
2024-01-20	Payment Received	PAY-001		1,200.00	800.00
2024-02-12	Purchase - Safety Gear	INV-1123	1,150.00		1,950.00
2024-02-25	Payment Received	PAY-002		700.00	1,250.00
2024-03-08	Purchase - Electrical	INV-1158	2,500.00		3,750.00
2024-03-20	Payment Received	PAY-003		1,750.00	2,000.00
Totals:			5,650.00	3,650.00	2,000.00

Important Notes:

- Ensure all invoices and payments are accurately recorded with reference numbers and dates.
- Regularly update the ledger to avoid discrepancies in supplier balances.
- Review outstanding balances each period to maintain good supplier relationships.
- Maintain this document securely and back it up regularly for accounting purposes.