

# Supplier Purchase Ledger

**Supplier Name:** XYZ Supplies Co.

**Ledger Period:** 01 January 2024 - 31 March 2024

Date	Invoice No.	Description	Purchase Amount	Payment Made	Balance	Remarks
2024-01-05	INV-2024-001	Office stationery	1,200.00	0.00	1,200.00	
2024-01-10	INV-2024-002	Printer cartridges	900.00	0.00	2,100.00	
2024-01-17	PAY-2024-001	Payment received	0.00	1,700.00	400.00	Bank Transfer
2024-02-05	INV-2024-003	Cleaning supplies	850.00	0.00	1,250.00	
2024-02-15	PAY-2024-002	Payment received	0.00	1,000.00	250.00	Cheque
2024-03-08	INV-2024-004	Computer peripherals	500.00	0.00	750.00	
2024-03-20	PAY-2024-003	Payment received	0.00	750.00	0.00	Bank Transfer

## Ledger Summary

Total Purchases 3,450.00

Total Payments 3,450.00

Closing Balance 0.00

Important Notes:

- This ledger tracks all purchases and payments between the company and the supplier.
- Entries must be updated regularly to maintain accurate outstanding balances.
- Ensure all invoices and payments are supported by valid documentation.
- Periodic reconciliation with supplier statements is advised.
- Customize ledger format as required for reporting or audit purposes.