

Vendor Payment Summary

Date: 2024-07-23

Vendor Name: ABC Supplies Ltd.

Vendor Code: VND-1023

Contact Person: Jane Doe

Period Covered: 01 June 2024 - 30 June 2024

Prepared By: Finance Team

Reference No.: PS-20240630-02

Invoice No.	Invoice Date	Description	Invoice Amount	Paid Amount	Payment Date	Balance
INV-0524-110	2024-06-05	Office Supplies	1,200.00	1,200.00	2024-06-10	0.00
INV-0524-122	2024-06-17	Printer Cartridges	800.00	500.00	2024-06-20	300.00
INV-0624-012	2024-06-25	Paper Supplies	600.00	0.00	-	600.00
Totals			2,600.00	1,700.00		900.00

Important Notes:

- This summary reflects invoice and payment transactions for the indicated period only.
- Please verify the details and report discrepancies within 7 days of receipt.
- Balances shown are as of the report date; subsequent payments may not be included.
- Supporting documents (invoices, receipts) are attached where applicable.
- Contact the finance department for any queries regarding this summary.