

VENDOR LEDGER

Accounts Payable Record

Vendor Name:

Vendor ID:

Contact Person:

Phone/Email:

Ledger Period:

Account Number:

Payment Terms:

Currency:

OPENING BALANCE

TOTAL PURCHASES (+)

TOTAL PAYMENTS (-)

OUTSTANDING BALANCE

DATE	REFERENCE NO.	DESCRIPTION / PARTICULARS	DEBIT (-) Payments / Returns	CREDIT (+) Invoices / Charges	BALANCE
		Opening Balance			

DATE	REFERENCE NO.	DESCRIPTION / PARTICULARS	DEBIT (-) Payments / Returns	CREDIT (+) Invoices / Charges	BALANCE
TOTAL CARRIED FORWARD					

PREPARED BY

REVIEWED BY

AUTHORIZED SIGNATURE