

EMPLOYEE RECEIVABLE SUBLEDGER

Individual Employee Account Record

Employee Name:

Employee ID:

Department:

Account Number:

Fiscal Year:

Limit Approved:

BEGINNING BALANCE

TOTAL DEBITS (ADVANCES)

TOTAL CREDITS (REPAYMENTS)

ENDING BALANCE DUE

[illegible]

Prepared By (Finance Officer)

Reviewed & Approved By (Authorized Signatory)