



| DATE          | REF / DOC NO. | TRANSACTION DESCRIPTION / ITEM DETAILS | DEBIT (-) PAYMENTS/ADJUSTMENTS | CREDIT (+) INVOICED/LIABILITIES | CUMULATIVE BALANCE | STATUS | NOTES / DISCREPANCY DETAILS |
|---------------|---------------|--|--------------------------------|---------------------------------|--------------------|--------|-----------------------------|
|               |               |  |                                |                                 |                    |        |                             |
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|               |               |  |                                |                                 |                    |        |                             |
|               |               |  |                                |                                 |                    |        |                             |
| <b>TOTALS</b> |               |  |                                |                                 |                    |        |                             |

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**Prepared By: Accounts Payable Clerk**

Date: \_\_\_\_\_

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**Reviewed & Approved By: Finance Manager / Controller**

Date: \_\_\_\_\_