# Vendor Payment Tracker

**Purpose:** This document is designed to help businesses systematically track vendor invoices and corresponding payments made. It ensures clear financial records, aids in managing account payables, and supports budgeting and auditing processes.

## General Information

**Business Name:** {businessName}

**Tracking Period:** {trackingPeriod}

**Prepared By:** {preparedBy}

**Date Prepared:** {datePrepared}

## Vendor Summary

{#vendors}

* **Vendor Name:** {vendorName}
* **Contact Person:** {contactPerson}
* **Email:** {email}
* **Total Outstanding:** {totalOutstanding}

{/vendors}

## Invoice & Payment Details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vendor Name** | **Invoice Number** | **Invoice Date** | **Due Date** | **Invoice Amount** | **Amount Paid** | **Payment Date** | **Status** |
| {#payments}{vendorName} | {invoiceNumber} | {invoiceDate} | {dueDate} | {invoiceAmount} | {amountPaid} | {paymentDate} | {status}{/payments} |

## Notes

{notes}

{#hasOverdue}

**Overdue Payments:**

* {overdueSummary}

{/hasOverdue}

{^hasOverdue}

**No overdue payments.**

{/hasOverdue}