



Finance Document Register

Invoice and receipt log for reference number, transaction date, approver, and storage location tracking.

HashMicro style register Updated 2026-08-21

Document Log									
No.	Document Type	Reference Number	Transaction Date	Approver	Storage Location	Status	Department	Amount	Notes
1	Invoice	INV-2026-001	2026-08-01	Maria Santos	Shared Drive / Finance	Approved	Accounts Payable	12.850,00	Vendor payment
2	Receipt	RCT-2026-014	2026-08-02	John Reyes	ERP Attachments / Re	Logged	Cashier	2.450,00	Office supplies
3	Invoice	INV-2026-004	2026-08-05	Andrea Cruz	Finance Vault / Invoice	Pending	Procurement	34.200,00	Awaiting sign-off
4	Receipt	RCT-2026-019	2026-08-06	Paolo Lim	Shared Drive / Finance	Approved	Operations	980,00	Delivery expense
5	Invoice	INV-2026-011	2026-08-08	Nina Torres	ERP / Accounting / Su	Approved	Accounting	76.500,00	Monthly services
6	Receipt	RCT-2026-021	2026-08-10	Mark Dela Cruz	Finance Archive / Scal	Logged	Admin	1.520,00	Transport reimbursement
7	Invoice	INV-2026-017	2026-08-12	Liza Garcia	Shared Drive / AP / Ve	Review	Finance	21.840,00	Needs attachment check
8	Receipt	RCT-2026-028	2026-08-15	Kevin Ramos	ERP Attachments / Ce	Approved	Treasury	4.100,00	Customer collection

Use this register to keep invoice and receipt records traceable, searchable, and organized by approver and storage location.