**📄 Project Title:**  
**Supplier Transaction Record Template Design**

**📌 Project Overview**

Dear Mr. Awesome Emmanuel,

Greetings from **MacTouch Global Enterprise**, a manufacturing firm located in Abuja, Nigeria.

We currently partner with multiple suppliers for the procurement of raw materials essential to our operations. For several years, we’ve managed these supplier transactions manually—recording credits (payments to suppliers) and debits (value of goods supplied).

To enhance our efficiency and accuracy, we are seeking an **automated Excel-based template** that will help us seamlessly track and manage these transactions.

**📊 Required Data Tables**

We would like the template to include **two main tables**:

**1. Debit Transactions Table**

(For recording deductions related to goods supplied)  
**Fields:**

* **Posting Date** – Date of transaction
* **Supplier** – Name of the supplier
* **Procurement Officer** – Name of the officer who handled the purchase
* **Item** – Description of goods supplied
* **Quantity (Qty)** – Number of items supplied
* **Price/Qty** – Unit price
* **Amount** – Total cost of goods supplied

**2. Credit Transactions Table**

(For tracking payments made to suppliers)  
**Fields:**

* **Payment Date** – Date the payment was made
* **Supplier** – Name of the supplier
* **Amount** – Payment amount
* **Payment Method** – Mode of payment (e.g., bank transfer, cash)
* **Payment Officer** – Name of the officer who processed the payment

**⚙️ Project Requirements**

1. **Automated Excel Template**
   * Capable of capturing and recording both credit and debit transactions
   * Easy-to-use, with minimal manual input required
2. **Dashboard Summary**
   * A dynamic dashboard that provides a summary of supplier accounts, including total debits, credits, and balances

We appreciate your expertise and look forward to your innovative solution to help us streamline our supplier transaction records.

Please find the attached Excel sheet — we trust it will be useful for your design work

Warm regards,  
**MacTouch Global Enterprise**