

Department Expense Ledger

Department Name: _____

Date	Voucher No.	Particulars	Account Head	Paid To / Received From	Debit (Expense)	Credit (Refund/Adjustment)	Balance	Remarks
2024-06-01	V1234	Stationery Purchase	Office Supplies	ABC Stationers	150.00		150.00	Bill #202
2024-06-04	V1235	Travel Reimbursement	Travel	John Doe	320.00		470.00	Approved by Manager
2024-06-10	V1236	Refund of Excess Advance	Adjustments	Mary Smith		50.00	420.00	
2024-06-15	V1237	Catering for Meeting	Hospitality	Cafe Delight	180.00		600.00	Invoice #567

Total Expenses (Debit): 650.00

Total Credits: 50.00

Closing Balance: 600.00

Important Notes:

- Record all expenses with accurate date, voucher number, and supporting details for transparency.
- Keep supporting invoices, bills, or receipts for each entry.
- Reconcile ledger balance periodically with bank or cash balance.
- Ensure entries are authorized and approved as per department policy.
- Maintain regular backups to prevent data loss.