

Payment Receipt

Ledger Format

Receipt No.: PR-2024-00125

Date:

2024-06-16

Received From:

John Doe

Payment Method:

Bank Transfer

Reference:

Invoice #INV-0325

Account:

Accounts Receivable

Date	Particulars	Debit (₹)	Credit (₹)	Balance (₹)
2024-06-01	Outstanding Balance	-	-	15,000.00
2024-06-10	Payment Received	10,000.00	-	5,000.00
2024-06-16	Payment Received	5,000.00	-	0.00

Amount in Words: Five Thousand Rupees Only.

Received By

Authorised Signatory

- This payment receipt serves as official proof for recorded transactions in the ledger.
- Ensure details such as Receipt No., Date, and Amount are accurately entered.
- Ledger format helps in tracking outstanding and settled payments for transparency.
- Retain a copy of this document for audit and future reference.