

# Credit Note Ledger

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Date: 2024-06-14

Company Name	ABC Pvt. Ltd.	GSTIN	22ABCDE1234F1Z5
Address	123 Main Road, Sector 45, Cityname, ZIP 123456	Contact	info@abc.com   +91 98765 43210
Customer Name	XYZ Corporation	Customer GSTIN	27XYZAB1234E1Z8

## Credit Note Summary

Date	Reference Invoice No.	Particulars	Original Amount	Credit Amount	Balance Amount	Remarks
2024-06-10	INV-2024-011	Return of Goods	₹15,000.00	₹3,000.00	₹12,000.00	Goods damaged
2024-06-12	INV-2024-012	Service Charges Correction	₹5,000.00	₹500.00	₹4,500.00	Overcharged

Total Credit Amount	₹3,500.00
Total Balance Amount	₹16,500.00

## Important Notes

- Credit Notes must reference original invoices to ensure accurate ledger accounting.
- Ensure all particulars and GSTIN numbers are correct for compliance and audit purposes.
- Credit notes adjust the balance due or receivable in customer accounts.
- This document should be signed and authorized by respective finance personnel.
- Always store credit note ledgers securely for statutory record-keeping.