

Sales Order Ledger Template

Company Name:

Acme Corporation

Period:

January 2024

Prepared By:

Jane Doe

Date Prepared:

2024-01-31

Date	Order No.	Customer Name	Product	Qty	Unit Price	Total Amount	Status
2024-01-02	SO-1001	Bright Retailers	Widget A	20	25.00	500.00	Completed
2024-01-03	SO-1002	Global Traders	Widget B	10	40.00	400.00	Completed
2024-01-05	SO-1003	Lumen Supplies	Widget C	15	32.00	480.00	Pending
2024-01-07	SO-1004	Alpha Solutions	Widget A	8	25.00	200.00	Completed
2024-01-10	SO-1005	Bright Retailers	Widget D	30	15.00	450.00	Cancelled

Important Notes:

- All sales orders should be recorded promptly and accurately.
- Order status must be updated in real-time for tracking and reporting.
- Ensure unit price and total calculations are checked for errors before finalizing.
- This ledger serves as an official record for both accounting and inventory management.
- Maintain backup copies of this document for audit and compliance purposes.