

# Standard Financial Ledger Report

For the Period: 01-Jan-2024 to 31-Jan-2024

Company Name:

Prepared By:

XYZ Corporation Ltd.  
John Doe, Accountant

Report Date:

Account No.:

05-Feb-2024  
101-200-300

## Ledger Entries

Date	Reference No.	Description	Debit (USD)	Credit (USD)	Balance (USD)
01-Jan-2024	JV-0001	Opening Balance	10,000.00		10,000.00
05-Jan-2024	INV-0245	Sales Income	5,000.00		15,000.00
10-Jan-2024	EXP-0110	Office Supply Purchase		400.00	14,600.00
15-Jan-2024	PAY-0024	Salaries Paid		2,000.00	12,600.00
20-Jan-2024	REC-0045	Customer Payment	1,500.00		14,100.00
29-Jan-2024	EXP-0122	Utilities Expense		300.00	13,800.00

Total Debits

Total Credits

Closing Balance

16,500.00

2,700.00

13,800.00

## Important Notes

- This report serves as an official record of all ledger transactions for the specified period.
- Entries should be supported by valid documents such as invoices and receipts.
- Ensure all transactions are recorded chronologically and without omission.
- Periodic reconciliation with bank and sub-ledgers is recommended.
- Review and approval by an authorized personnel is required for compliance.