

Four-Column Ledger Account Format

Date	Particulars	Debit (â,¹)	Credit (â,¹)	Balance (â,¹)
2024-01-01	To Cash (Opening Balance)	50,000		50,000 Dr
2024-01-03	By Sales		8,000	42,000 Dr
2024-01-10	To Bank	6,000		48,000 Dr
2024-01-12	By Rent		2,000	46,000 Dr
2024-01-15	To Accounts Receivable	3,000		49,000 Dr
Total		59,000	10,000	49,000 Dr

- The four-column ledger format records date, particulars, debit, credit, and running balance.
- It helps track the balance after each transaction, increasing accuracy in account monitoring.
- Running balances specify whether the amount is debit (Dr) or credit (Cr) after each entry.
- This format is commonly used for cash/bank and personal accounts to maintain real-time balances.
- Ensure all entries are posted accurately to avoid imbalances in the account.