

Personal Account Ledger

Account Name:

John Doe

Account No.:

123456789

Period:

01/01/2024 – 31/03/2024

Date	Description	Voucher Ref	Debit (â‚¹)	Credit (â‚¹)	Balance (â‚¹)
01/01/2024	Opening Balance	-			10,000.00
03/01/2024	Purchase at ABC Store	PV234	2,500.00		7,500.00
10/01/2024	Salary Received	CR101		15,000.00	22,500.00
22/01/2024	ATM Withdrawal	DR092	5,000.00		17,500.00
05/02/2024	Utility Bill Payment	BP753	2,200.00		15,300.00
18/02/2024	Cheque Deposit	CD008		8,000.00	23,300.00
15/03/2024	Grocery Shopping	PV287	1,900.00		21,400.00
Closing Balance as on 31/03/2024					â‚¹21,400.00

Important Notes:

- Verify all entries with supporting documents for accuracy.
- Regularly reconcile your ledger with bank statements.
- Record both debit and credit transactions promptly to avoid discrepancies.
- The closing balance should be carried forward as the opening balance for the next period.