

Ledger Payment Receipt

Excel Template Sample

Receipt Information

Receipt No.	LR-2024-0156	Date	2024-06-16
Received From	ABC Supplies Ltd.	Account No.	101255
Address	456 Elm Street, Central City, State, ZIP1234		
Payment Method	Bank Transfer	Reference	INV-88947

Ledger Payment Entries

Date	Particulars	Debit (Dr)	Credit (Cr)	Balance
2024-06-14	Opening Balance			2,100.00
2024-06-16	Payment Received - INV-88947	1,200.00		900.00
2024-06-16	Bank Charges		20.00	880.00

Summary

Total Received	1,200.00
Total Charges	20.00
New Balance	880.00

Important Notes

- This document serves as a formal record of payment received and ledger update.
- Always verify payment references and account details before recording any transaction.
- Any corrections or disputes should be reported within 7 days from the receipt date.
- Keep copies of payment receipts for auditing and reconciliation purposes.