Simple Sales Bill Ledger Sheet

Customer Name: John Doe
Ledger Period: 01-June-2024 to 30-June-2024
Business Name: ABC Traders

DATE	BILL NO.	DESCRIPTION	QTY	RATE	AMOUNT	PAYMENT RECEIVED	BALANCE
01-Jun-2024	SB1001	Product A	5	400	2,000	—	2,000
05-Jun-2024	SB1002	Product B	2	850	1,700	—	3,700
10-Jun-2024	—	Payment Received	—	—	—	2,000	1,700
17-Jun-2024	SB1003	Product C	1	1,200	1,200	—	2,900
25-Jun-2024	—	Payment Received	—	—	—	1,500	1,400
30-Jun-2024	SB1004	Product D	3	500	1,500	—	2,900

Total Sales Amount: 6,400
Total Payments Received: 3,500
Closing Balance: 2,900

Important Notes:

- This ledger records both sales (bills) and payments on a running balance basis.
- Always cross-check bill numbers and payment entries for accuracy.
- Keep supporting documents (actual bills and payment receipts) for reconciliation.
- Balances carry forward to the next period until fully settled.
- For errors or adjustments, make clear, dated entries in the sheet.