

General Ledger Sheet

Account Name: Cash
Account Code: 1010
Period: Jan 1, 2024 - Jan 31, 2024
Currency: USD

Date	Reference	Description	Debit	Credit	Balance
2024-01-01	JV1001	Opening Balance	5,000.00		5,000.00
2024-01-03	RC1031	Customer Payment	1,500.00		6,500.00
2024-01-07	PV1093	Office Supplies		250.00	6,250.00
2024-01-15	PV1102	Utilities Payment		400.00	5,850.00
2024-01-20	RC1046	Interest Income	50.00		5,900.00
Total			6,550.00	650.00	5,900.00

- The general ledger records all transactions for each account, showing running balances.
- Entries should be supported by references (e.g., voucher numbers, journal entries).
- Ensure debits and credits are correctly entered for accurate balances.
- Regular reconciliations are essential to maintain ledger accuracy.
- This document serves as an audit trail for all financial movements in the account.