

# Monthly General Ledger Report

Company:ABC Corporation

Month:June 2024

Prepared by:Jane Doe

Date of Preparation:30 June 2024

## Summary

Account Code	Account Name	Opening Balance	Debit	Credit	Closing Balance
1010	Cash	12,000.00	8,500.00	6,000.00	14,500.00
1200	Accounts Receivable	6,200.00	2,300.00	1,100.00	7,400.00
2100	Accounts Payable	3,000.00	1,200.00	2,800.00	1,400.00
4000	Revenue	0.00	0.00	9,200.00	(9,200.00)
5000	Salaries Expense	0.00	3,200.00	0.00	3,200.00
Total		21,200.00	15,200.00	19,100.00	17,300.00

## Important Notes

- This report summarizes monthly transactions for all ledger accounts.
- Ensure all entries are properly supported by source documents.
- Reconcile balances against subsidiary ledgers and bank statements.
- Closing balances roll over as opening balances for the next period.
- Report should be checked and approved by authorized personnel.