

Simple Ledger Format

Account Name: ABC Traders
Ledger Period: Jan 2024 - Mar 2024
Account No: 002341
Date Printed: 2024-06-01

Date	Description	Ref No.	Debit (â‚¹)	Credit (â‚¹)	Balance (â‚¹)
2024-01-01	Opening Balance	-	10,000.00		10,000.00
2024-01-10	Purchase of Inventory	INV456	5,000.00		15,000.00
2024-01-25	Sales Receipt	SR198		3,500.00	11,500.00
2024-02-05	Utility Payment	UT123	1,200.00		12,700.00
2024-03-03	Customer Payment	CP048		2,000.00	10,700.00

- Simple ledger format helps in tracking all accounting transactions for a particular account.
- Each entry records the date, description, reference number, debit, credit, and running balance.
- Maintaining an up-to-date ledger is crucial for monitoring account activity and financial planning.
- Ensure all entries are supported by vouchers or supporting documents for future reference.