

Sales Ledger (Excel Format)

Date	Invoice No.	Customer Name	Description	Quantity	Unit Price	Total Amount	Amount Received	Outstanding	Remarks
2024-03-12	INV-0101	ABC Traders	Product A	10	25.00	250.00	250.00	0.00	Paid in full
2024-03-14	INV-0102	XYZ Supplies	Product B	5	40.00	200.00	120.00	80.00	Partial payment
2024-03-17	INV-0103	Global Ventures	Product C	8	15.00	120.00	0.00	120.00	Awaiting payment

Important Notes:

- Ensure that all invoice details are accurately entered for proper tracking.
- Update the ledger regularly to monitor outstanding amounts and received payments.
- Use this ledger for monthly or quarterly sales reconciliation and reporting.
- Maintain backup copies to avoid data loss and ensure compliance with audit requirements.