

# Manual Sales Ledger Book

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Financial Year: \_\_\_\_\_

Date	Invoice No.	Customer Name	Description	Qty	Rate	Amount	Received	Balance	Remarks
01-04-2024	INV001	ABC Traders	Product A	10	200	2000	1000	1000	Partial payment
02-04-2024	INV002	XYZ Enterprise	Product B	5	400	2000	2000	0	Paid in full
05-04-2024	INV003	LMN Co.	Product C	3	500	1500	0	1500	To be received

## Important Notes:

- Entries should be made promptly and accurately after each sale transaction.
- Ledger helps track balances receivable from customers and payment history.
- Regularly reconcile the manual ledger with invoices and receipts for accuracy.
- Maintain this register as part of your official accounting records for audits or tax purposes.
- Keep backup copies of your ledger to avoid data loss due to physical damage.