

Monthly Sales Ledger Sheet

Company Name: _____
Month: _____
Prepared By: _____
Date: _____

Date	Invoice No.	Customer Name	Description	Quantity	Unit Price	Total Amount	Received Payment	Balance Due
2024-06-01	INV-001	ABC Traders	Product A	10	100	1,000	500	500
2024-06-03	INV-002	XYZ Ltd.	Product B	5	200	1,000	1,000	0
2024-06-10	INV-003	LMN Enterprises	Product C	7	150	1,050	600	450
Monthly Totals:						3,050	2,100	950

Important Notes

- The sales ledger records all sales transactions and outstanding amounts for the given month.
- Ensure all invoice numbers and customer names are entered accurately for audit purposes.
- Update payment status regularly to maintain current balance dues.
- This document helps track receivables and analyze monthly sales performance.
- Retain signed and approved copies for accounting records and compliance.