

Yearly Summary Sales Ledger

Company Name: Sample Enterprise Ltd.

Year: 2023

Prepared By: John Doe

Sales Summary

Date	Invoice No.	Customer Name	Description	Subtotal	Tax	Total Amount	Amount Received	Balance
2023-01-10	INV-1001	Alpha Corp	Product Sale - A100	5,000	500	5,500	5,500	0
2023-03-05	INV-1023	Beta Traders	Service-Consultation	3,000	300	3,300	2,000	1,300
2023-07-18	INV-1087	Gamma Ltd.	Annual Subscription	8,000	800	8,800	8,800	0
2023-10-30	INV-1150	Omega Inc	Hardware Sales	4,500	450	4,950	1,500	3,450
Totals				20,500	2,050	22,550	17,800	4,750

Important Notes

- The sales ledger records all sales transactions during the fiscal year.
- Ensure all invoices and receipts are accurately entered and cross-referenced.
- Regular reconciliation with payments received helps minimize outstanding balances.
- This document is essential for audits and annual tax declarations.
- Store securely and update promptly to reflect real-time financial status.