

Excel Ledger Book Format

Daily Financial Entries

Date	Description	Voucher No.	Account Name	Debit (₹)	Credit (₹)	Balance (₹)	Remarks
2024-06-14	Cash Sales	001	Sales Account	5,000	-	5,000	
2024-06-15	Purchase of office supplies	002	Stationery Account	-	1,200	3,800	Invoice #1234
2024-06-16	Bank Deposit	003	Bank Account	2,000	-	5,800	Deposited Cash
2024-06-17	Utility Payment	004	Utilities Expense	-	800	5,000	Electricity

- Maintain accurate and timely entries for each financial transaction.
- Ensure voucher numbers are unique and sequential to avoid confusion.
- Regularly reconcile balances to detect discrepancies early.
- Keep supporting documents (invoices, receipts) attached or referenced for verification.
- Update the ledger daily to maintain real-time financial visibility.