Simple Daily Ledger Book

Business Name: _____

Date: _____

Date	Description	Reference / Doc. No.	Cash In (Debit)	Cash Out (Credit)	Balance
2024-07-01	Opening Balance	---	1000.00	---	1000.00
2024-07-01	Sales Income	INV-101	200.00	---	1200.00
2024-07-01	Office Supplies	EXP-77	---	50.00	1150.00
2024-07-01	Transport Expense	EXP-78	---	30.00	1120.00
2024-07-01	Customer Payment	RCPT-65	320.00	---	1440.00

Important Notes:

- Keep all records updated daily to maintain accurate financial data.
- Each transaction should be supported with a valid reference or document number.
- Regularly reconcile your ledger book with your cash and bank statements.
- Store all receipts and payment documents securely for future reference and auditing.
- Use this format as a simple record; consult a professional accountant for detailed financial management.