

Detailed General Ledger

For the Period: 1 Jan 2024 – 31 Mar 2024

Company Name: Sample Company Ltd.

Account Name: Office Supplies

Account Number: 6200-10

Date	Journal No.	Description	Reference	Debit (USD)	Credit (USD)	Balance (USD)
02/01/2024	JV-001	Opening Balance	-	2,000.00	-	2,000.00
07/01/2024	JV-012	Office Stationery Purchase	INV-471	350.00	-	2,350.00
15/01/2024	JV-027	Printer Toner	INV-489	120.00	-	2,470.00
24/01/2024	JV-035	Returned Supplies	CM-005	-	40.00	2,430.00
12/02/2024	JV-049	Printer Paper	INV-507	75.00	-	2,505.00
26/02/2024	JV-065	Correction	ADJ-002	-	50.00	2,455.00
13/03/2024	JV-088	Coffee & Pantry Supplies	INV-525	63.00	-	2,518.00
27/03/2024	JV-105	Misc. Office Materials	INV-531	39.00	-	2,557.00

Total Debits	2,647.00
Total Credits	90.00
Ending Balance	2,557.00

Important Notes:

- Each ledger entry should reference supporting documentation (invoices, vouchers, etc.) for audit verification.
- Maintain chronological order for all entries to ensure traceability.
- All adjustments and corrections must be clearly indicated with appropriate references.
- Periodic reconciliations are essential to verify the accuracy and completeness of ledger balances.
- This document forms a key part of the audit trail and must be securely retained for statutory periods.