

General Ledger

Sample Company Ltd.

For the period: 01/01/2024 – 31/01/2024

Account Name: Cash at Bank

Account Code: 1001

Currency: USD

Date	Reference	Description	Debit	Credit	Balance
01/01/2024	OB	Opening Balance	10,000.00		10,000.00
03/01/2024	JV-0001	Sales Receipt	2,500.00		12,500.00
07/01/2024	BP-0023	Office Supplies Purchase		400.00	12,100.00
12/01/2024	JV-0004	Client Payment	1,200.00		13,300.00
21/01/2024	BP-0030	Utility Payment		650.00	12,650.00
29/01/2024	JV-0010	Interest Received	90.00		12,740.00
Period Totals			13,790.00	1,050.00	12,740.00

- This general ledger records all transactions posted to a specific account for the selected period.
- Ensure reference numbers and descriptions are accurate for audit and reconciliation purposes.
- Opening balances must be correctly carried forward from previous periods.
- This document should be retained as part of official accounting records.
- Contact your finance department for clarification on any discrepancies.