

Simple General Ledger

Company Name: Acme Widgets Ltd.
Account Name: Cash
Account Number: 1010
Period: January 1, 2024 – January 31, 2024

Date	Description	Ref	Debit	Credit	Balance
2024-01-02	Opening Balance	-	5,000.00	-	5,000.00
2024-01-04	Sale Invoice #A101	A101	2,250.00	-	7,250.00
2024-01-07	Office Supplies	EXP-03	-	350.00	6,900.00
2024-01-16	Rent Payment	PAY-12	-	1,200.00	5,700.00
2024-01-28	Service Revenue	SR-07	820.00	-	6,520.00

Important Notes

- Each ledger account should maintain its own running balance after every transaction.
- Ensure references (Ref) are traceable to source documents for audit purposes.
- Regular reconciliation with bank statements and supporting papers is recommended.
- Ledger accuracy is crucial for preparing financial statements.