

Standard General Ledger Format

Company Name: ABC Corporation

Reporting Period: January 1, 2024 - January 31, 2024

Date	Account Code	Account Name	Description	Reference	Debit (USD)	Credit (USD)	Balance (USD)
2024-01-01	1001	Cash	Initial Capital	JV-2024-001	50,000.00		50,000.00
2024-01-05	4001	Service Revenue	Consulting Income	INV-2024-101		12,000.00	12,000.00
2024-01-10	2001	Accounts Payable	Purchase from Supplier	PO-2024-15		3,000.00	9,000.00
2024-01-15	5002	Office Supplies Expense	Stationery Purchase	EXP-2024-023	350.00		9,350.00
2024-01-22	1001	Cash	Withdrawal Owner	WD-2024-002		2,000.00	7,350.00
2024-01-28	6003	Utilities Expense	Electricity Bill	UTIL-2024-08	180.00		7,530.00

Important Notes:

- The General Ledger records all financial transactions, categorized by account.
- All entries should be supported by proper documentation and references.
- Debit and credit columns must always balance for each transaction entry.
- Regular review ensures accuracy for reporting and auditing purposes.
- Customize account codes and names according to your chart of accounts.