

Monthly Sales Ledger Sheet

Customer Sales Record for the Month of June 2024

Customer Name: John Doe Enterprises

Customer ID: CUST-00123

Contact: jdoe@enterprise.com

Prepared By: Jane Smith

Month: June 2024

Date Generated: 2024-06-30

Date	Invoice No.	Description	Quantity	Unit Price	Total Amount	Payment Received	Balance
2024-06-02	INV-1001	Widget A	20	50	1,000	500	500
2024-06-05	INV-1002	Widget B	10	75	750	0	750
2024-06-15	INV-1003	Gadget X	15	120	1,800	1,000	800
2024-06-25	INV-1004	Service Y	1	600	600	600	0
Total					4,150	2,100	2,050

Important Notes:

- This ledger provides a summary of all sales and payments for the specified month for each customer.
- Please verify that all entries match the actual invoices and payment records for accuracy.
- Outstanding balances must be reconciled monthly to avoid discrepancies.
- Keep a signed hard copy or secured digital version for accounting and auditing purposes.