

Outstanding Receivables Sales Ledger

Company Name: ABC Enterprises Ltd.
Reporting Date: 30 June 2024

Invoice No.	Customer Name	Invoice Date	Due Date	Invoice Amount	Amount Received	Outstanding	Aging (Days)	Remarks
INV2024-0010	Global Tech Solutions	2024-05-15	2024-06-15	5,200.00	2,000.00	3,200.00	15	Partial payment
INV2024-0012	Quantum Traders	2024-06-01	2024-07-01	7,900.00	0.00	7,900.00	0	New invoice
INV2024-0013	Alpha Retail Ltd.	2024-05-20	2024-06-20	4,550.00	1,550.00	3,000.00	10	Follow up sent
INV2024-0015	Urban Supershop	2024-05-28	2024-06-28	9,350.00	9,350.00	0.00	2	Paid in full
INV2024-0016	Venus Imports	2024-05-10	2024-06-10	3,670.00	0.00	3,670.00	20	Reminder sent

Total Receivables Outstanding: 17,770.00

- This ledger provides a summary of all outstanding receivables as of the reporting date.
- Amounts are listed per customer per invoice for tracking and follow up purposes.
- Aging shows the number of days the amount is overdue or still within the credit period.
- Ensure regular reconciliation to maintain the accuracy of receivable records.
- Use this document for internal reviews and communication with customers regarding overdue amounts.