

# Simple Sales Ledger Excel Format

Date	Invoice No.	Customer Name	Description	Quantity	Rate	Total Amount	Amount Received	Balance
2024-06-01	INV0241	ABC Traders	Product A	10	150	1,500	1,000	500
2024-06-03	INV0242	XYZ Corp	Product B	5	220	1,100	1,100	0
2024-06-05	INV0243	LMN Ltd.	Product C	7	310	2,170	1,170	1,000
2024-06-08	INV0244	OPQ Stores	Product D	2	500	1,000	500	500
<strong>Total</strong>						<strong>5,770</strong>	<strong>3,770</strong>	<strong>2,000</strong>

- All sales entries should be updated regularly for accurate records.
- Always cross-verify invoice numbers to avoid duplication.
- Keep track of outstanding balances for timely follow-ups.
- This simple ledger helps in quickly viewing sales, received payments, and pending amounts.
- Regular reconciliation with bank statements is recommended.