

## Ledgers

b/d means brought down from previous month)

Ledger Account Number

Ledger Name

Bank

1001

| Date   | Description     | Ref | Debit  | Date  | Description           | Ref | Credit |
|--------|-----------------|-----|--------|-------|-----------------------|-----|--------|
| 1-Jun  | Opening balance | b/d | 0.00   | 2-Jun | Purchases : Gen Store | J1  | 25.00  |
| 1-Jun  | Sales: Mr Smith | J1  | 100.00 |       |                       |     |        |
| 30-Jun | Closing Balance | c/f | 75.00  |       |                       |     |        |

Journal Page Number

c/f means carried forward (to the next month)

## Sales

4001

| Date  | Description     | Ref | Debit | Date   | Description      | Ref | Credit |
|-------|-----------------|-----|-------|--------|------------------|-----|--------|
| 1-Jun | Opening balance |     | 0.00  | 2-Jun  | Mr Smith : Inv 1 | J1  | 100.00 |
|       |                 |     |       |        |                  |     |        |
|       |                 |     |       | 30-Jun | Closing Balance  | c/f | 100.00 |

## Purchases

5009

| Date   | Description     | Ref | Debit | Date | Description | Ref | Credit |
|--------|-----------------|-----|-------|------|-------------|-----|--------|
| 1-Jun  | Opening balance |     | 0.00  |      |             |     |        |
| 2-Jun  | Gen. Store      | J1  | 25.00 |      |             |     |        |
| 30-Jun | Closing Balance |     | 25.00 |      |             |     |        |

# General Ledger Manual Sample

**M Woodhall**



## General Ledger Manual Sample:

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