

EMPLOYEE RECEIVABLE LEDGER

Company Name: _____

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

LEDGER PERIOD**APPROVED LIMIT**

TERMS / REMARKS

TOTAL RECEIVABLE (DEBITS)	
TOTAL REPAID (CREDITS)	
OUTSTANDING BALANCE	

[illegible]

DATE	REF / DOC NO.	DESCRIPTION / TRANSACTION DETAILS	DEBIT (+ ADVANCE)	CREDIT (- REPAYMENT)	BALANCE