

# Accruals Journal Voucher

Document No.:

JV-ACR-2024-0025

Date:

2024-06-20

Prepared By:

Jane Doe

Department:

Finance

Description:

Accruals for monthly utilities and office expenses

Account Code	Account Name	Description	Debit (USD)	Credit (USD)
5210	Utilities Expense	Electricity and water June 2024	1,500.00	
5225	Office Supplies Expense	Accrual of June 2024 supplies	700.00	
2101	Accrued Expenses	Utilities & Supplies accrual		2,200.00
Total			2,200.00	2,200.00

Prepared By:

Date:

Checked By:

Date:

Approved By:

Date:

Important Notes:

- Accruals Journal Voucher is used to record expenses or revenues recognized before cash is paid or received.
- Ensure all supporting documents are attached for audit purposes.
- Review entries for accuracy and completeness before approval.
- This document must be authorized according to the company's financial policy.
- Reversing entries should be processed in the subsequent period, if applicable.