

Manual Journal Voucher

Document No: MJ001-2024

Date: 2024-06-10

Prepared By: John Doe

Department: Finance

Reviewed By: Jane Smith

Approved By: Mary Brown

Reference No: INV-123456

Period: 2024-06

Journal Entries

Account Code	Account Name	Description	Debit	Credit
5010	Office Supplies	Purchase of stationery items	1,200.00	
2101	Accounts Payable	Office supplies payment due		1,200.00
Total			1,200.00	1,200.00

Narration: Being the purchase of office supplies for June 2024 as per invoice INV-123456.

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Jane Smith
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Mary Brown
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Important Notes

- Manual journal vouchers must be properly authorized before posting.
- Supporting documentation should be attached for each entry.
- Ensure debit and credit totals are balanced.
- Descriptions must clearly state the transaction purpose.
- All alterations must be initialed by the preparer and approver.