Basic Journal Entry Format

Student Name: _____

Date:

_____

Topic/Title:

_____

Details of Entry:

Sl. No.	Date	Description	Debit (â,¹)	Credit (â,¹)
1				
2				
3				

Narration (Brief Explanation):

_____

Signature: _____
Date: _____

Important Notes:
- Each transaction should have a clear and concise description.
- Debit and credit amounts must always be equal for each entry.
- Use one line per transaction in the Details of Entry table.
- Always include a narration explaining the purpose of the entry.
- Date and sign the journal entry to validate authenticity.