

# Compound Journal Entry Format Guide

## Sample Format

Date: YYYY-MM-DD

Journal Entry No: \_\_\_\_\_

Account Title	Description	Debit (â‚¹)	Credit (â‚¹)
Account 1	Brief description	Amount 1	
Account 2	Brief description	Amount 2	
Account 3	Brief description		Amount 3
Account 4	Brief description		Amount 4
		Total	Total Dr    Total Cr

Narration: Being payment/receipt/transaction details.

Prepared By: \_\_\_\_\_

Checked By: \_\_\_\_\_

Approved By: \_\_\_\_\_

## Important Notes

- A compound journal entry involves more than two accounts in a single entry.
- Total debits must always equal total credits.
- Provide clear narration describing the nature of the transaction.
- Ensure all supporting documents are properly attached and referenced.
- Get necessary reviews and approvals before posting to the ledger.