

# Journal Entry

Journal No.: JE-2024-105  
Date: 2024-06-21  
Prepared By: Jane Doe  
Reference: INV-9245

Account	Description	Debit (â‚¹)	Credit (â‚¹)
Rent Expense	Office rent for June 2024	15,000.00	
Cash	Payment of rent		15,000.00
Total		15,000.00	15,000.00

Notes / Remarks: Monthly rent payment recorded as per lease agreement.

## Important Notes

- Each journal entry must be balanced (total debit equals total credit).
- Provide clear and concise descriptions for transparency and audit trail.
- Reference numbers connect entries to supporting documents.
- Ensure approval and review according to your organization's accounting policies.