

# 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
<b>Total</b>		<b>15,000.00</b>	<b>15,000.00</b>

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.