

# Journal Entry

Simple Journal Entry Template

Entry No.: \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Account Title	Description	Debit (â‚¹)	Credit (â‚¹)
_____	_____	_____	
_____	_____		_____
Total		_____	_____

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

- Important Notes:
- Each entry must have equal debit and credit amounts.
  - Always specify clear descriptions for transactions.
  - Entries should be signed or approved by authorized personnel.
  - Date and entry numbers are important for audit trails.
  - Maintain supporting documents for all journal entries.