

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.