

# Standard Journal Entry

Date: **2024-06-12**  
Journal Voucher #: **JRN-2024-00045**  
Description: **Monthly office rent accrual**

## Journal Entry Details

Account Code	Account Title	Description	Debit (USD)	Credit (USD)
6100	Rent Expense	Accrual of June office rent	2,500.00	
2100	Accounts Payable	Accrual of June office rent		2,500.00
Total			2,500.00	2,500.00

**Narration:** Being monthly office rent for the month of June accrued as per lease agreement.

Prepared By

Reviewed By

Approved By

## Important Notes

- Ensure all entries are supported by valid documentation.
- Debits and credits must always be equal in amount.
- Review account codes for accuracy before posting.
- All journal entries should be authorized according to company policy.
- Provide clear descriptions and narrations for audit trail.