

# 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
<b>Total</b>			<b>2,500.00</b>	<b>2,500.00</b>

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

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Prepared By

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Reviewed By

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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.