

Two-Column Debit and Credit Journal Entry Form

Journal Details

Date	Description	Reference	Debit	Credit
	Account/Explanation	Ref. No.		
	Account/Explanation	Ref. No.		
	Account/Explanation	Ref. No.		
Total				

- Each transaction must include equal debit and credit amounts (double-entry principle).
- Provide clear and concise descriptions for each entry to ensure accurate record-keeping.
- Always verify account codes or references before submission.
- Entries should be recorded chronologically by date of transaction.
- Review totals to confirm that debits and credits are always balanced.