

# General Ledger Entry

**Entry No:** GL2024-00123

**Date:** 2024-06-15

**Description:** Office Supplies Purchase

**Reference:** INV-87234

**Prepared By:** Emily Carter

Account Code	Account Name	Description	Debit	Credit
5100	Office Supplies	Purchased printer ink and paper	350.00	
1000	Cash	Paid from cash on hand		350.00
Total			350.00	350.00

## Important Notes

- Ensure debits equal credits for each entry to maintain balance.
- Provide sufficient description and reference for traceability.
- Only authorized personnel should prepare or approve ledger entries.
- Attach supporting documents (e.g., invoices, receipts) with each entry.
- Regularly review and reconcile entries for accuracy and compliance.