

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.