[Company name]

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Journal Voucher

Recording a journal entry that moves amounts between accounts: debit and credit lines, narration, and approval.

Voucher details

Voucher number: _____

Date: _____

Reference: _____

Department: _____

Journal entries

Enter one line per account. Total debits must equal total credits.

(1) Account: _____ **Debit:** _____ **Credit:** _____

(2) Account: _____ **Debit:** _____ **Credit:** _____

(3) Account: _____ **Debit:** _____ **Credit:** _____

(4) Account: _____ **Debit:** _____ **Credit:** _____

(5) Account: _____ **Debit:** _____ **Credit:** _____

(6) Account: _____ **Debit:** _____ **Credit:** _____

Total: Debit: _____ **Credit:** _____

Narration

Narration: _____

Authorisation

Prepared by: _____

Signature and date: _____

Checked by: _____

Signature and date: _____

Approved by: _____

Signature and date: _____

Checklist

[ ] Every entry has an account, and each line is entered as a debit or a credit, not both.

[ ] Total debits equal total credits before the voucher is approved.

[ ] The narration explains why the entry is needed, and the voucher is filed with the ledger for the same period.