

# Credit Debit Worksheet Form

## General Details

Date: \_\_\_\_\_

Form Reference Number: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Approved By: \_\_\_\_\_

## Account Information

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Account (Check applicable):

- Debit
- Credit

## Transaction Details

- Transaction ID: \_\_\_\_\_
- Date of Transaction: \_\_\_\_\_
- Description of Transaction: \_\_\_\_\_
- Amount (in USD): \_\_\_\_\_

## Table of Entries

Entry No.	Description	Debit	Credit	Balance
1				
2				
3				
4				

5				
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**Reason for Adjustment**

**Debit Adjustment**

**Credit Adjustment**

**Details of Adjustment:** \_\_\_\_\_

**Approval Section**

**Signature of Approver:** \_\_\_\_\_

**Date:** \_\_\_\_\_