

## GUIDE TO ►

# TRIAL BALANCE

### WHAT IS A TRIAL BALANCE?



A trial balance is a statement that lists all the accounts and their balances at a particular point in time. It is used to check the accuracy of the accounting records.

### PURPOSE OF TRIAL BALANCE

- ✓ To check the accuracy of the accounting records.
- ✓ To identify any errors or discrepancies in the records.
- ✓ To ensure that the total debits equal the total credits.

#### SAMPLE COMPANY

Balance Sheet  
March 31, 2024

Account Name	Account Type	Unadjusted Trial Balance (Debit)	Unadjusted Trial Balance (Credit)	Adjusted Trial Balance (Debit)	Adjusted Trial Balance (Credit)
Cash	Asset	1,200		1,200	
Accounts Receivable	Asset	4,500		4,500	
Inventory	Asset	3,000		3,000	
Office Supplies	Asset	1,500		1,500	
Prepaid Insurance	Asset	2,000		2,000	
Equipment	Asset	10,000		10,000	
Accumulated Depreciation - Equipment	Contra Asset		2,000		2,000
Accounts Payable	Liability		5,000		5,000
Notes Payable	Liability		3,000		3,000
Common Stock	Equity		20,000		20,000
Retained Earnings	Equity		15,000		15,000
Dividends	Equity	1,000		1,000	
Salaries Expense	Expense	5,000		5,000	
Utilities Expense	Expense	1,000		1,000	
Insurance Expense	Expense	500		500	
Depreciation Expense	Expense	1,000		1,000	
Income Tax Expense	Expense	1,000		1,000	
Net Income	Equity				1,000
<b>Total</b>		<b>24,200</b>	<b>24,200</b>	<b>24,200</b>	<b>24,200</b>

### UNADJUSTED TRIAL BALANCE

- ✓ Lists all accounts and their balances.
- ✓ Used to check the accuracy of the accounting records.
- ✓ Identifies any errors or discrepancies.

### ADJUSTED TRIAL BALANCE

- ✓ Lists all accounts and their balances after adjustments.
- ✓ Used to check the accuracy of the accounting records.
- ✓ Identifies any errors or discrepancies.

### POST CLOSING TRIAL BALANCE

- ✓ Lists all accounts and their balances after closing entries.
- ✓ Used to check the accuracy of the accounting records.
- ✓ Identifies any errors or discrepancies.

#### SAMPLE COMPANY

Balance Sheet  
March 31, 2024

Account Name	Account Type	Debit	Credit
Cash	Asset	1,200	
Accounts Receivable	Asset	4,500	
Inventory	Asset	3,000	
Office Supplies	Asset	1,500	
Prepaid Insurance	Asset	2,000	
Equipment	Asset	10,000	
Accumulated Depreciation - Equipment	Contra Asset		2,000
Accounts Payable	Liability		5,000
Notes Payable	Liability		3,000
Common Stock	Equity		20,000
Retained Earnings	Equity		15,000
Dividends	Equity	1,000	
Salaries Expense	Expense	5,000	
Utilities Expense	Expense	1,000	
Insurance Expense	Expense	500	
Depreciation Expense	Expense	1,000	
Income Tax Expense	Expense	1,000	
<b>Total</b>		<b>24,200</b>	<b>24,200</b>

### POSSIBLE ERRORS/MESSAGES IN RECORDING

Errors often lead to debit or credit imbalance in trial balance

- ✓ **Transposition Error**: A common error where digits are reversed (e.g., 1234 recorded as 4321).
- ✓ **Slide Error**: A common error where a digit is shifted one place (e.g., 1234 recorded as 12340).
- ✓ **Debit/Credit Error**: A common error where a debit is recorded as a credit or vice versa.
- ✓ **Double-Entry Error**: A common error where a transaction is recorded twice.
- ✓ **Posting Error**: A common error where a transaction is not posted to the correct account.
- ✓ **Calculation Error**: A common error where the total debits or credits are miscalculated.

Errors often lead to debit or credit imbalance in trial balance

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## GUIDE TO ►

# STATEMENT OF FINANCIAL POSITION

### WHAT IS THE STATEMENT OF FINANCIAL POSITION (SFP)?

The Statement of Financial Position (SFP) is a financial statement that shows the company's assets, liabilities, and equity at a specific point in time.

It is used to assess the company's financial health and solvency.

It is also used to determine the company's ability to pay its debts and obligations.

### FINANCIAL POSITION

The financial position of a company is determined by its assets, liabilities, and equity.

Assets represent the resources owned by the company, while liabilities represent the obligations owed to others.

Equity represents the ownership interest in the company.

The SFP is a snapshot of the company's financial position at a specific point in time.

It is used to assess the company's financial health and solvency.

It is also used to determine the company's ability to pay its debts and obligations.

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It is also used to determine the company's ability to pay its debts and obligations.

### USEFUL FINANCIAL POSITION METRICS

**CURRENT RATIO**  
Measures the company's ability to pay its short-term liabilities with its current assets.

**DEBT-TO-EQUITY RATIO**  
Measures the company's financial leverage, or the proportion of debt to equity.

**WORKING CAPITAL**  
Measures the company's short-term financial health and liquidity.

**RETURN ON EQUITY (ROE)**  
Measures the company's profitability and the return on the investment in equity.

**RETURN ON ASSETS (ROA)**  
Measures the company's profitability and the return on the investment in assets.

**RETURN ON INVESTMENT (ROI)**  
Measures the company's profitability and the return on the investment in the company.

**RETURN ON CAPITAL EMPLOYED (ROCE)**  
Measures the company's profitability and the return on the investment in capital.

**RETURN ON INVESTMENT IN CAPITAL (ROIC)**  
Measures the company's profitability and the return on the investment in capital.

**RETURN ON INVESTMENT IN EQUITY (ROIE)**  
Measures the company's profitability and the return on the investment in equity.

**RETURN ON INVESTMENT IN DEBT (ROID)**  
Measures the company's profitability and the return on the investment in debt.

**RETURN ON INVESTMENT IN ASSETS (ROIA)**  
Measures the company's profitability and the return on the investment in assets.

**RETURN ON INVESTMENT IN LIABILITIES (ROL)**  
Measures the company's profitability and the return on the investment in liabilities.

**RETURN ON INVESTMENT IN EQUITY AND DEBT (ROED)**  
Measures the company's profitability and the return on the investment in equity and debt.

**RETURN ON INVESTMENT IN EQUITY AND ASSETS (ROEA)**  
Measures the company's profitability and the return on the investment in equity and assets.

**RETURN ON INVESTMENT IN EQUITY AND LIABILITIES (ROEL)**  
Measures the company's profitability and the return on the investment in equity and liabilities.

**RETURN ON INVESTMENT IN EQUITY AND ASSETS AND LIABILITIES (ROEAL)**  
Measures the company's profitability and the return on the investment in equity, assets, and liabilities.

**RETURN ON INVESTMENT IN EQUITY AND ASSETS AND DEBT (ROEAD)**  
Measures the company's profitability and the return on the investment in equity, assets, and debt.

**RETURN ON INVESTMENT IN EQUITY AND ASSETS AND LIABILITIES AND DEBT (ROEALD)**  
Measures the company's profitability and the return on the investment in equity, assets, liabilities, and debt.

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Measures the company's profitability and the return on the investment in equity, assets, liabilities, debt, equity, and assets.

**RETURN ON INVESTMENT IN EQUITY AND ASSETS AND LIABILITIES AND DEBT AND EQUITY AND ASSETS AND LIABILITIES (ROEALDEAL)**  
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Measures the company's profitability and the return on the investment in equity, assets, liabilities, debt, equity, assets, liabilities, and debt.

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# Government Payroll Accounting Study Guide

**Elliot Spencer**



## **Government Payroll Accounting Study Guide:**

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**Manual to Study Guide and Working Papers for College Accounting** John Ellis Price, M. David Haddock, Horace R. Brock, 1999-04      *Business Terminology (Speedy Study Guides)* Speedy Publishing, 2015-01-29 A business terminology study guide can assist one by ensuring he or she has the basics of the subject memorized. It's not enough to simply have a solid grasp of the methodology used in a business course. One needs to use a study guide in order to fully master the technical language used within it.

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