**Summary of the manual bookkeeping process**

**TRANSACTIONS**

Recorded by category

**BOOKS OF PRIME ENTRY**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEBIT =** | **CREDIT =** |  | Using double  entry bookkeeping |
| **EXPENSE** | **LIABILITY** |  |
| **ASSET** | **INCOME** |  |  |
| **DRAWINGS** | **CAPITAL** | **LEDGER ACCOUNTS** | |

**EXTRACT A TRIAL BALANCE**