

- (iv) Additions of the subsidiary books, and ledger accounts to be checked up.
- (vi) Posting from subsidiary books to the ledger to be checked up.
- (vii) Opening balance of all account whether brought forward correctly or not to be checked up.
- (viii) Even if the trial balance does not agree upto this level checking should be started again from the journal and book of original entry using tick mark (✓).

AT A GLANCE

Trial Balance as at / as on		
Heads of Accounts	Side of Trial Balance	Reasons
Cash in hand	Debit	Assets
Cash at Bank	Debit	Assets
Cash at Bank (overdrawn)	Credit	Liability
Bank Overdraft	Credit	Liability
Capital	Credit	Liability
Opening stock	Debit	Assets
Wages	Debit	Expenses
Purchase	Debit	Expense/Increase in stock
Carriage Inwards	Debit	Expenses
Freight	Debit	Expenses
Royalty on production	Debit	Expenses
Gas, Water, Fuel	Debit	Expenses
Motive Power	Debit	Expenses
Import Duty	Debit	Expenses
Sales	Credit	Income/Decrease in stock
Discount Allowed	Debit	Losses
Discount Received	Credit	Gains
Bad Debts	Debit	Losses
Reserve /Provision for		
Bad & Doubtful Debt (Opening)	Credit	Gains (Part of Retained Earnings)
Commission Received	Credit	Incomes
Salaries	Debit	Expenses
Commission paid	Debit	Expenses
Rent, rates, and taxes	Debit	Expenses
Repairs and maintenance	Debit	Expenses
Insurance	Debit	Expenses
Carriage outward	Debit	Expenses
Trade charges	Debit	Expenses