



- The accounts having debit-balance is written on the debit column and those having credit-balance are written on the credit column.

The sum total of both the balances must be equal, for “Every debit has its corresponding and equal credit”.

1.18.3 Purpose of a Trial Balance

It serves the following purposes :

- To check the arithmetical accuracy of the recorded transactions.
- To ascertain the balance of any Ledger Account.
- To serve as an evidence of fact that the double entry has been completed in respect of every transaction.
- To facilitate the preparation of final accounts promptly.

1.18.4 Is Trial Balance indispensable?

It is a mere statement prepared by the accountants for his own convenience and if it agrees, it is assumed that at least arithmetical accuracy has been done although there may be a lot of errors.

Trial Balance is not a process of accounts, but its preparation helps us to finalise the accounts. Since it is prepared on a particular date, as at / as on is stated.

1.18.5 Forms of a Trial Balance

A trial balance may be prepared in two forms, they are –

- Journal Form
- Ledger Form

The trial balance must tally irrespective of the form of a trial balance.

- Journal Form :** This form of a Trial Balance will have a format of Journal Folio. It will have a column for serial number, name of the account, ledger folio, debit amount and credit amount columns in this journal form.

The ledger folio will show the page number on which such account appears in the ledger.

Specimen of Journal Form of Trial Balance :

Trial Balance as on

Sl. No.	Name of the Account	L.F.	Debit Balance ₹	Credit Balance ₹

- Ledger Form :** This form of a trial balance have two sides i.e. debit side and credit side. In fact, the ledger form of a trial balance is prepared in the form of an account. Each side of the trial balance will have particulars (name of the account) column, folio column and the amount column.

Specimen of ledger form of Trial Balance

Dr.			Trial Balance as on			Cr.		
Name of the Account	L.F.	Amount ₹	Name of the Account	L.F.	Amount ₹	Name of the Account	L.F.	Amount ₹