Harbour Trading Ltd - Trial Balance

Resource OF-XLS-FIN-004 - Version 1.0

Purpose

Check that the books balance at the end of a period. List every account with its debit balance or its credit balance, add both colun totals agree. If they do not agree, the difference figure shows how far out the books are and the check line flags the imbalance.

How to use

1. Start on the Setup sheet: enter your company name, currency, and the trial balance date.

2. Enter each account on the Trial Balance sheet with its balance in either the Debit column or the Credit column, never both.

3. Read the totals row: total debits must equal total credits. The difference and the check line confirm it.

4. If the check flags an imbalance, look for a missing entry, an amount entered in the wrong column, or a figure typed twice.

Example figures

All figures in this workbook are examples for a fictional company, Harbour Trading Ltd. They are illustrative only. Overwrite th your own figures. Grey cells are formulas: do not type over them.

Assumptions

- Each account appears once, with its balance on one side only.

- The example balances are the closing balances from the General Ledger example for the same fictional company, so the two wo

- A balanced trial balance shows the books add up. It does not prove every entry is correct: an entry posted to the wrong account

What this workbook is NOT

- Not a profit and loss statement or a balance sheet. Use those for the period result and the financial position.

- Not a substitute for reviewing the ledger entries themselves.

Notes

- Add extra rows inside the table if you need more accounts, and copy the check formulas down.

- Keep this trial balance with the ledger and the bank reconciliation for the same period.

Setup - lists and settings

Workbook settings

Company name	Harbour Trading Ltd	Shown on the Trial Balance sheet. Replace with your own company name.
Currency label	USD	Shown in column headings. Change to your currency (for example, PKR, EUR, GBP).
Trial balance date	30 Nov 2026	The date the balances are struck at.

Trial Balance

Company: Harbour Trading Ltd - As at: 30 Nov 2026

Account code	Account	Debit (USD)	Credit (USD)	Check	Notes
1000	Cash in hand	21,900.00			
1010	Bank - current account	147,700.00			
1100	Accounts receivable	54,600.00			
1200	Office equipment	60,000.00			
1210	Delivery vehicle	240,000.00			
1300	Inventory	91,300.00			
2000	Accounts payable		37,800.00		
2100	Loan payable		150,000.00		
3000	Owner capital		300,000.00		
3100	Retained earnings		145,000.00		
4000	Sales income		22,000.00		
4100	Service income		4,800.00		
5000	Rent expense	6,000.00			
5100	Salaries and wages	35,000.00			
5200	Utilities	1,850.00			
5300	Office supplies	1,250.00			
5400	Marketing and advertising				
5500	Depreciation expense				
Totals		**659,600.00**	**659,600.00**		
Difference (debits less credits)		**0.00**			
Check		**Balanced: total debits equal total credits.**			

Prepared by

Date

Checked by

Date

Summary

All amounts in the currency shown on Setup.

Trial balance result

Total debits	659,600.00
Total credits	659,600.00
Difference (debits less credits)	**0.00**
Check	**Balanced: total debits equal total credits.**

What to do if it does not balance

Accounts with a balance on both sides	0
Accounts listed	18