

Osborne Books very much regrets that because of a manufacturing error, page 442 of *Foundation Accounting Tutorial* was omitted in the printing process for some copies of this title and page 422 was instead repeated on page 442.

The correct page 442 is reproduced below.

22 Using the trial balance

this chapter covers . . .

This chapter links together the books of prime entry, the double-entry accounts system and the trial balance.

It shows how the accounting system operates and illustrates this by means of two fully-worked Case Studies, one for credit purchases (page 448) and one for credit sales (page 456).

NVQ PERFORMANCE CRITERIA COVERED

unit 3: PREPARING LEDGER BALANCES AND AN INITIAL TRIAL BALANCE

element 3.3

draft an initial trial balance

- A prepare the draft initial trial balance in line with the organisation's policies and procedures*
- B identify discrepancies in the balancing process*
- C identify reasons for imbalance and rectify them*
- D balance the trial balance*