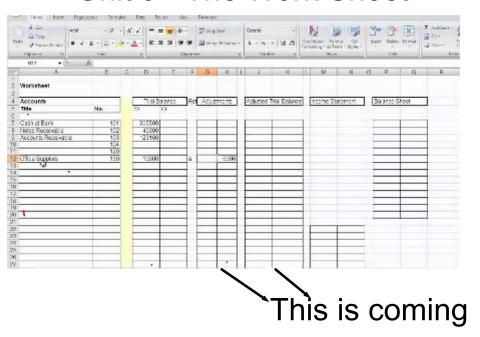
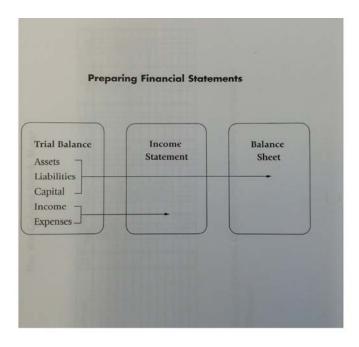
Unit 9 - The Work Sheet





ACCOUNT TITLE	AUG.	THAT FALANCE		INCOME STATEMENT		BALANCE SHEET	
		DEDIT	CREDIT:	DESCR	CHIECT	DEBIT	CHREAT
Asses		5 X X )				SAX	
	-	S X X S				- 5 X X	
Lightilities		5 X N J	sxx ]			5 X N	SXX
THOMAS			SXX				5 X X
100000000000000000000000000000000000000			SXX				5.88
Owner's Equity			sxx ]				SXX
			SXX				S X X
Bearing			5 X X ]		SNX		
			SXX		SXX		500
Digwines		SNX )		5 X X			
		sxx )		5 8 8			
The work sheet: A de financial statements.		t organize	es inforn	nation u	sed to pre	epare the	

## Steps in Preparing a Work Sheet

- Step 1: Write the Heading
- Step 2: Record the Trial Balance
- Step 3: Transfer the Balance Sheet Items
- Step 4: Transfers the Income Statement Items
- Step 5: Complete the Income Statement Section
- Step 6: Complete the Balance Sheet Section
- Step 7: Rule the Work Sheet

## Recording a Net Loss on a Work Sheet

- Obtain the amount of the loss by subtracting the smaller total (revenue) for the larger (expenses)
- Write net loss in the account title section on the same line as the loss
- Enter the loss in the balance sheet section column
- Rule double lines

