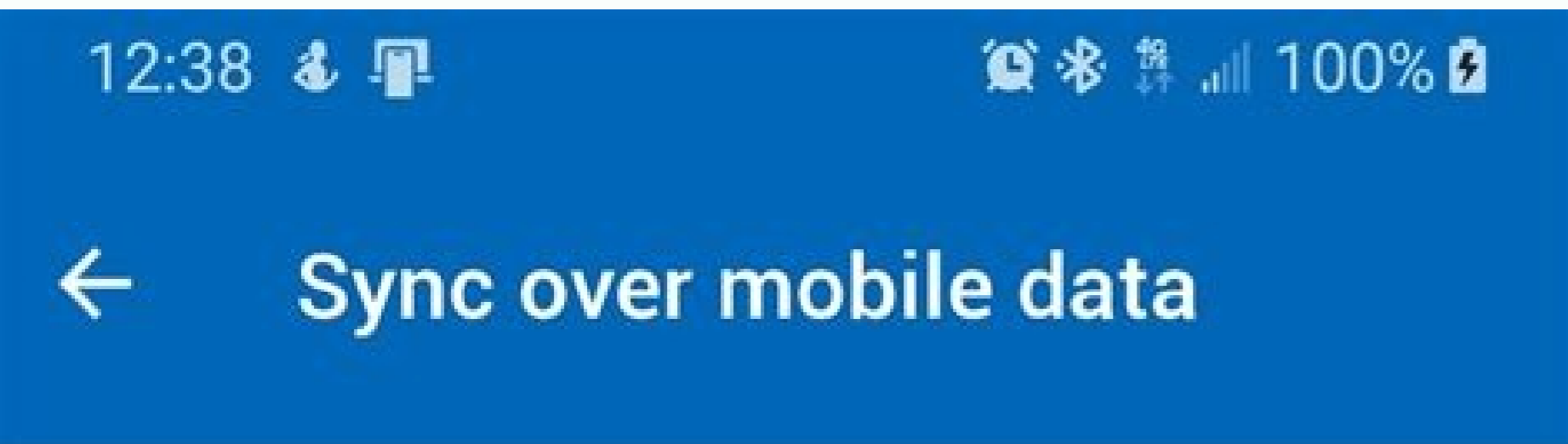I'm not robot

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The total of all the debits in the trial balance should equal the total of all the credits; if not, there was an error in the entry of the original transactions that must be researched and corrected.Step 2. In the sixth step, a bookkeeper makes adjustments. Keep in mind that accrual accounting requires the matching of revenues with expenses so both must be booked at the time of sale. It also helps to ensure consistency, accuracy, and efficient financial performance analysis. After the company makes all adjusting entries, it then generates its financial statements in the seventh step. This allows accountants to program cycle dates and receive automated reports. The ledger used to be the gold standard for recording transactions but now that almost all accounting is done electronically, the ledger is less of an active concern as all transactions are automatically logged. Beyond sales, there are also expenses that can come in many varieties. This information is automatically compiled from the general ledger by the accounting software.Close the period Some disadvantages are that the information may be biased, can be estimated to a degree, can be manipulated, and that the units used to measure business performance, namely cash, change in value. It breaks down the entire process of a bookkeeper's responsibilities into eight basic steps. Accounting cycle periods will vary by reporting needs. Once a transaction is recorded as a journal entry, it should post to an account in the general ledger. The purpose of this step is to ensure that the total credit balance and total debit balance are equal. Modifications for accrual accounting versus cash accounting are usually one major concern. Finally, a company ends the accounting cycle in the eighth step by closing its books at the end of the day on the specified closing date. A worksheet is created and used to ensure that debits and credits are equal. If there are discrepancies then adjustments will need to be made. Adjustments are recorded as journal entries where necessary. The unadjusted trial balance is then carried forward to the fifth step for testing and analysis. The closing statements provide a report for analysis of performance over the period. Record the TransactionEnter the transaction in the accounting system. This stage can catch a lot of mistakes if those numbers do not match up. The accounting cycle is a process designed to make the financial accounting of business activities easier for business owners.There are usually eight steps to follow in an accounting cycle.The closing of the accounting cycle provides business owners with comprehensive financial performance reporting that is used to analyze the business.The eight steps of the accounting cycle are as follows: identifying transactions, recording transactions in a journal, posting, the unadjusted trial balance, the worksheet, adjusting journal entries, financial statements, and closing the books.Although almost all accounting is done electronically, it still must be thoroughly checked. Once an accounting cycle closes, a new cycle begins, restarting the eight-step accounting process all over again. Doing so prevents current-period transactions from being inadvertently entered into the prior accounting period. This is done either with a journal entry or an on-line standard transaction form (such as is used to record cash receipts against open accounts receivable). The first recorded name in human history, Kushim, belonged to an accountant. Prepare the Adjusted Trial BalanceThis is the original trial balance, plus or minus all adjustments subsequently made.Step 4. Prepare the Trial BalanceThe trial balance is a listing of the ending balances in every account. In the latter case, the transaction forms record information in a predetermined set of accounts (which can be overridden).These four steps are the part of the accounting process used to record individual business transactions in the accounting records.Period-End ProcessingThe remaining steps in the accounting process are used to aggregate all of the information created in the preceding steps, and present it in the format of financial statements. However, knowing and using the steps manually can be essential for small business accountants working on the books with minimal technical support. The steps are noted below.Step 1. Each one needs to be properly recorded on the company's books. The second step in the cycle is the creation of journal entries for each transaction. One of the most commonly referenced accounts in the general ledger is the cash account which details how much cash is available. Thus, staying organized throughout the process's time frame can be a key element that helps to maintain overall efficiency. Double-entry bookkeeping calls for recording two entries with each transaction in order to manage a thoroughly developed balance sheet along with an income statement and cash flow statement. The general ledger provides a breakdown of all accounting activities by account. Typically, bookkeeping will involve some technical support, but a bookkeeper may be required to intervene in the accounting cycle at various points. A trial balance tells the company its unadjusted balances in each account. Identify the Relevant AccountsEvery business transaction is recorded in an account in the accounting database, such as a revenue, expense, asset, liability, or stockholders' equity account. Closing is usually a good time to file paperwork, plan for the next reporting period, and review a calendar of future events and tasks. After closing, the accounting cycle starts over again from the beginning with a new reporting period. Most companies seek to analyze their performance on a monthly basis, though some may focus more heavily on quarterly or annual results. For most companies, these statements will include an income statement, balance sheet, and cash flow statement. Examples are buying goods from suppliers, selling products to customers, paying employees, and recording the receipt of cash from customers.Step 2. Close the PeriodThis involves shifting the balances in the revenue and expense accounts into the retained earnings account, leaving them empty and ready to receive transactions for the next accounting period.Step 6. The budget cycle is an estimation of revenue and expenses over a specified period of time in the future and has not yet occurred. This allows a bookkeeper to monitor financial positions and statuses by account. The main difference between the accounting cycle and the budget cycle is the accounting cycle compiles and evaluates transactions after they have occurred. A budget cycle can use past accounting statements to help forecast revenues and expenses. Point of sale technology can help to combine steps one and two, but companies must also track their expenses. Regardless, most bookkeepers will have an awareness of the company's financial position from day to day. Companies may also choose between single-entry accounting versus double-entry accounting. Cash accounting requires transactions to be recorded when cash is either received or paid. Many companies will use point of sale technology linked with their books to record sales transactions. It provides a clear guide for the recording, analysis, and final reporting of a business's financial activities. Many of these steps are often automated through accounting software and technology programs. It can help to take the guesswork out of how to handle accounting activities. The main purpose of the accounting cycle is to ensure the accuracy and conformity of financial statements. Adjust the Trial BalanceIt may be necessary to adjust the trial balance, either to correct errors or to create allowances of various kinds, or to accrue for revenues or expenses in the period.Step 3. With double-entry accounting, each transaction has a debit and a credit equal to each other. Instead, the steps used in a computerized environment are likely to be:Prepare financial statements. The eight-step accounting cycle is important to know for all types of bookkeepers. Many companies use accounting software to automate the accounting cycle. Depending on each company's system, more or less technical automation may be utilized. At the end of the accounting period, a trial balance is calculated as the fourth step in the accounting cycle. The steps required for individual transactions in the accounting process are noted below.Step 1. The accounting cycle is a basic, eight-step process for completing a company's bookkeeping tasks. The eight-step accounting cycle process makes accounting easier for bookkeepers and busy entrepreneurs. The eight-step accounting cycle starts with recording every company transaction individually and ends with a comprehensive report of the company's activities for the designated cycle timeframe. The accounting cycle is used comprehensively through one full reporting period. Every individual company will usually need to modify the eight-step accounting cycle in certain ways in order to fit with their company's business model and accounting procedures. Identify the TransactionFirst, determine what kind of transaction it may be. Double-entry accounting is required for companies to build out all three major financial statements: the income statement, balance sheet, and cash flow statement. The eight steps of the accounting cycle include the following: The first step in the accounting cycle is identifying transactions. Recordkeeping is essential for recording all types of transactions. The accounting staff closes the accounting period that has just been completed, and opens the new accounting period. The asset, liability, and shareholders' equity line items form the balance sheet, while the revenue expense line items form the income statement.Step 5. In a multi-division company, it may be necessary to complete this period closing step in the software for each subsidiary.Terms Similar to Steps in the Accounting ProcessThe accounting process is also known as the accounting cycle. Prepare a Post-Closing Trial BalanceThis version of the trial balance should have zero account balances for all revenue and expense accounts.In reality, any accounting software package will automatically create all versions of the trial balance and the financial statements, so the actual steps in the accounting process may be considerably reduced. Companies will have many transactions throughout the accounting cycle. This is the first step that takes place once the accounting period has ended and all transactions have been identified, recorded, and posted to the ledger (this is usually done electronically and automatically, but not always). The steps in the accounting cycle are identifying transactions, recording transactions in a journal, posting the transactions, preparing the unadjusted trial balance, analyzing the worksheet, adjusting journal entry discrepancies, preparing a financial statement, and closing the books. The choice between accrual and cash accounting will dictate when transactions are officially recorded. It gives a report of balances but does not require multiple entries. Although most accounting is done electronically, it is still important to ensure everything is correct since errors can compound over time. Some advantages of accounting are that it provides help in taxation, decision making, business valuation, and provides information to important parties like investors and law enforcement. In addition to identifying any errors, adjusting entries may be needed for revenue and expense matching when using accrual accounting. Overall, determining the amount of time for each accounting cycle is important because it sets specific dates for opening and closing. Analyzing a worksheet and identifying adjusting entries make up the fifth step in the cycle. Prepare a DocumentThere is frequently a business document to be prepared or recognized to initiate the transaction, such as an invoice to a customer or an invoice from a supplier.Step 3. Single-entry accounting is comparable to managing a checkbook. Prepare Financial StatementsCreate the financial statements from the adjusted trial balance. Identify which accounts are to be used to record the transaction.Step 4.

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