

Trial Balance

Year-end accounting trial balance - debits must equal credits

HOW TO USE

1. Enter your entity name in the blue cell and set the 'As at' date.
2. Enter each account code and name in the blue columns.
3. Enter the debit or credit amount for each account in the appropriate column.
4. Total Debits and Total Credits calculate automatically.
5. The self-check cell shows 'Balanced' when debits equal credits, or shows the difference if not.

CLEARING THE SAMPLE DATA

The blue cells contain example account data. Select them and press Delete to enter your own. The white cells are calculated and update automatically.

REMOVING THE FOOTER CREDIT

A small OpenSheets credit prints in the page footer. You are welcome to keep it, but you can remove it from Page Layout, Page Setup, Header/Footer.

NOTES

Blue cells are your inputs. White cells are calculated and protected. The sheet is protected so only blue cells can be edited. No password is needed to unprotect if you want to change the layout.

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

Professional spreadsheet templates for UK small businesses.

Going digital for Making Tax Digital?

aligned.tax

MTD for Income Tax bridging and compliance for sole traders and landlords.

