

Vertical Trial Balance

Date: 30 June 2024
Prepared By: Jane Doe
Company: Sample Co. Ltd.

Account	Account Code	Debit (USD)	Credit (USD)
Cash	1001	15,000	
Accounts Receivable	1020	8,200	
Office Supplies	1040	720	
Equipment	1060	12,500	
Accounts Payable	2002		9,400
Bank Loan	2010		15,000
Capital	3001		10,000
Service Revenue	4001		13,500
Rent Expense	5002	2,600	
Salaries Expense	5005	6,880	
Utilities Expense	5010	1,100	
Totals		47,000	47,900

Important Notes:

- The vertical trial balance lists account titles in a single column with separate columns for debit and credit balances.
- It ensures that the total of debits matches the total of credits as a check for recording accuracy.
- Any discrepancy between totals indicates an error in the bookkeeping process that requires investigation.
- This format is typically prepared before the finalization of financial statements.
- It does not reflect adjustments for accruals or corrections unless posted prior to the balance extraction date.