

Accounting Cycle

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1. Identification of Transactions

- Start of the accounting cycle with the identification of financial transactions that need to be recorded.

2. Journalizing

- Transactions are recorded in the general journal, showing the date, accounts involved, and amounts.

3. Posting to the Ledger

- Transfer the journal entries to the corresponding accounts in the general ledger.

4. Trial Balance

- Prepare a trial balance to ensure debits equal credits and to detect any errors in the ledger accounts.

5. Adjusting Entries

- Make adjusting entries for accrued revenues, expenses, depreciation, and other items to ensure accurate financial statements.

6. Adjusted Trial Balance

- After adjusting entries, prepare an adjusted trial balance to ensure the accounts are up to date.

7. Financial Statements

- Prepare financial statements including the income statement, balance sheet, and cash flow statement based on the adjusted trial balance.

8. Closing Entries

- Close temporary accounts (revenues, expenses, dividends) to retained earnings to start the next accounting period fresh.

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9. Post-Closing Trial Balance

- Prepare a post-closing trial balance to ensure that all temporary accounts have been closed properly.

10. Reversing Entries (Optional)

- Reverse certain adjusting entries in the new accounting period to simplify the process for the next cycle.

11. Audit and Review

- Conduct an audit and review the financial statements to ensure accuracy and compliance with accounting standards.

12. Repeat the Cycle

- The accounting cycle is a continuous process that repeats for each accounting period to provide accurate financial information for decision-making.