

The Six-Column Work Sheet

Objectives:

1. Explain the purpose of a worksheet
2. Describe the parts of a six-column work sheet
3. Prepare a six-column work sheet
4. Calculate net income and net loss
5. Define the accounting terms introduced in this chapter

Accounting Terms

1. Work Sheet
2. Ruling
3. Matching principle
4. Net Income
5. Net Loss

Section 1: Preparing the Work Sheet

- The work sheet organizes general ledger accounting information for the financial statements
 - The work sheet is a tool to complete the final steps of the accounting cycle
- A. The **Sixth Step** of the Accounting cycle: **The Work Sheet**
1. Work Sheet – a working paper used to collect information from the ledger accounts in one place
- B. The Work Sheet Sections
1. The work sheet has five sections
 - a. Heading
 - b. Account Name Section
 - c. Trial Balance Section
 - d. Income Statement Section
 - e. Balance Sheet Section