

Sheet1

For Instructions {alt} H

Date	Check Number
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Sheet1

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Date	Check Number
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Date	Check Number
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Reconciliation

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Ending Book Balance:  
Bank Charges and/or Credits:

Adjusted Book Balance:

Outstanding Checks:  
Deposits in Transit:  
Adjustments to Bank Balance:

Bank Balance:

Instructions

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- 1) After retrieving this overlay the first time go to H1 and name the autoexecute macro \0. Once this is done each month's file should be saved under its own name. To do the next month's checkbook retrieve the file CKKBAL and the macro will begin. You will be prompted to give the filename from which to combine the ranges. This will be the last month's file (i.e. for Feb. work use Jan. file).
- 2) ENTER Check Data Goto A13
- 3) At end of month, CODE Outstanding Checks and Deposits by using a 1 for the outstanding items in column G or H.
- 4) Recalculation is Automatic
- 5) Any BANK CHARGES etc. must be posted INDIVIDUALLY TO THE RECONCILIATION
- 6) SAVE by typing /FS{new filename}<return>
- 7) PRINT entire model by typing: {alt}P
- 8) PRINT only Reconciliation by typing: {alt}R



Sheet1

	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
End of Period Book Balance	\$0.00

Previous Outstanding Checks

Description	Check Amount	Deposit	Running --->Outsta nding Balance Checks?	Deposits?
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Current Outstanding Checks

Description	Check Amount	Deposit	Running --->Outsta nding Balance Checks?	Deposits?
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Sheet 4.1

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\$0.00
0.00
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\$0.00
0.00
0.00
0.00
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\$0.00

Sheet1

Sheet 5.1

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0	0
0	0
0	0
0	0
0	0

OS  
Checks  
-----

Deposits  
in Transit  
-----

Checks?  
-----  
1

OS  
Checks

Deposits  
in Transit