

For Instructions {alt} H

Date	Check Number
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Sheet1

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Date

Check
Number

Date

Check
Number

Reconciliation

Ending Book Balance:

Bank Charges and/or Credits:

Adjusted Book Balance:

Outstanding Checks:

Deposits in Transit:

Adjustments to Bank Balance:

Bank Balance:

Instructions

- 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 CKBKBAL 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

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Page 4

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

	\$0.00
	0.00
	0.00
	0.00

	\$0.00

Sheet1

Sheet 5.1

Sheet1

```
{goto}f12~/fccn
ENDBAL~{?}{goto}
a66~/fccnSTILLOUT~
{?}{HOME}
```

```
\H /rnchere~~
{goto}help~
{?}{goto}here~
/rndhere~
```

\P /ppra9.j95
~ag

\R /ppra91.
e95~ag

OS
Checks

Deposits
in Transit

[illegible]

0	0
0	0
0	0
0	0
0	0

OS
Checks

Deposits
in Transit

Checks?

1

OS
Checks

Deposits
in Transit