

EXCEL CHECKBOOK WORKSHEET INSTRUCTIONS

notes: (Save a copy of a blank spreadsheet so you may start a new month more easily. This spreadsheet is set for manual calculations, so that more than one check or deposit can be entered at one sitting.)

1. Enter Opening Balance in box for opening balance in Cell Ge
2. Enter Date of first check in Cell A7.
3. Enter Check number in Cell C7.
4. Enter the name to whom the check is written in Cell D7.
5. Enter the amount of the Check in E7.
6. If it is a check, enter the amount in G7.

RECONCILIATION

1. Enter a "1" Column F to show that each particular check has cleared the bank. Of course, if it has not cleared, then don't put a "1" there.
2. Enter a "1" Column H to show that each particular deposit has cleared the bank. Of course, if it has not cleared, then don't put a "1" there.
3. Enter any bank credits (interest, etc.) which might have occurred in Cell G29.
4. Enter any bank charges which might have occurred in Cell G30.
5. In Cell G33, enter the balance which is shown on your statement when you get it.
6. Once all these steps are done, press Command/= to recalculate. If the Total Variance is anything other than \$0.00, then there has been a mistake in your entering process somewhere. It's time to take a check by check - line by line look at your statement. However, if everything was right and your variance is \$0.00, then you are finished and on the way to setting up next month.

If you like this and use it I would appreciate a donation of \$2. You can send it to D. Wier
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