

# PROJECT: Automate Your Checking Register

**Learning Target:** In this activity, you will learn how to use an **Electronic Checkbook Register** and **Reconcile** your Checking Account.

Click on the **Unit 3 - PROJECT: Automate Your Checking Register Canvas** (as shown below)



In the **Canvas** module, click on the **Checkbook Register 2020** link.

You should have a spreadsheet open similar to the image shown below.

	A	B	C	D	E	F	G	H	I
1									
3				CLICK HERE AND TYPE YOUR NAME	X				
4	Number	Date		DESCRIPTION OF TRANSACTION	DEBIT (-)		CREDIT (+)		BALANCE
5									\$0.00
6									
7									
8									
9									
10									
11									
12									
13									
14									

- Remember that the main advantage of using an electronic spreadsheet is you do **NOT** want to do the mathematical calculations yourself; **the spreadsheet should do all of the math for you.**
- Each entry in your **BALANCE** column (aside from the starting balance) has a formula that calculates the balance after that row's transaction.
- If you input your debits and credits in the right columns (debits on the left, credits on the right), you should have an accurate balance.

## **Vocabulary:**

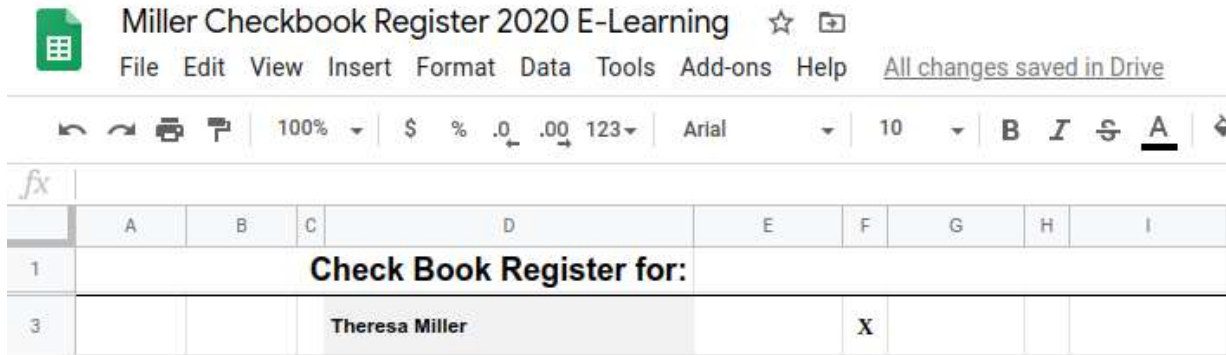
A **debit** is money going out of your checking account.

A **credit** is money going in your checking account.

As long as you input the debits and credits correctly in the required fields, your **balance** should be automatically calculated using this digital checking register.

**Part 1 Directions:**

1. Type your first and last name in cell **D3**.

**Check Your Checkbook Register - See image below****Record these transactions in your Checkbook Register:**

Date	Transaction
May 3, 2020	<b>Deposit</b> your paycheck for <b>\$717.20</b>
May 8, 2020	<b>Debit</b> \$35.24 to National Electric company for your electric bill.
May 9, 2020	<b>Debit</b> \$24.00 to Reader's Service, Inc. for a 12-month subscription to Up-Date Magazine.
May 15, 2020	<b>Debit</b> \$40.00 to Ticket Forum for your concert tickets.
May 15, 2020	<b>Debit</b> \$41.80 to Verizon to pay for your cell phone bill.
May 19, 2020	Your car broke down. <b>Debit</b> \$120.24 to Hilltop Garage for repair service.
May 22, 2020	You're going shopping! <b>Debit</b> \$33.93 to Season's Unlimited for the new shirt you bought.
May 28, 2020	Your car insurance for the next 3 months is due. <b>Debit</b> \$314.12 to KMT Insurance.
May 31, 2020	<b>Deposit</b> your paycheck for \$692.37.
May 31, 2020	<b>Debit</b> \$450 to Colonial Apartment for your next month's rent.

Your Checking Account balance should be **\$350.24** as shown in the image below. **If it is not, go back and double check the accuracy of all debit and credit amounts.**

4	Number	Date	DESCRIPTION OF TRANSACTION	WITHDRAWAL DEBIT (-)	DEPOSIT CREDIT (+)	BALANCE
23		5/35/2020	Colonial Apartments	\$450.00		\$350.24



## Part 2 - Your Bank Statement

### Reconcile your bank statement with your Checkbook Register.

Your bank has been processing your debits and credits throughout the month. They have kept their own record, known as a **bank statement**. They will mail or email you this statement every month. It's your responsibility to make sure that your record (**Checkbook Register**) and their record (**Bank Statement**) matches **EXACTLY**. If it doesn't you need to correct the error.

Below is a copy of **Your Bank Statement**.

Account 123456		Date June 1, 2020	
YOUR BANK STATEMENT			
Beginning Balance	\$0.00		
Deposits/Credits	\$717.20		
Payments/Debits	-276.21		
Ending Balance	\$440.99		
Debits and Credits			
Date	Activity	Amount	
5/3/20	Deposit	\$717.20	
5/10/20	Debit	-\$35.24	
5/15/20	Debit	-\$40.00	
5/19/20	Debit	-\$41.80	
5/19/20	Debit	-\$120.24	
5/22/20	Debit	-\$33.93	
5/31/20	Service Charge	-\$5.00	

### Directions:

1. Match **Your Bank Statement** entries with the entries in your **Checkbook Register**.  
The Bank Statement (image above) indicates that on May 3, 2020, there was a deposit in your account in the amount of **\$717.20**. In your **Checkbook Register** there is an exact match. Insert an **X** as shown below.

1	Check Book Register for:				
3			Theresa Miller	X	
4	Number	Date	DESCRIPTION OF TRANSACTION	WITHDRAWAL DEBIT (-)	DEPOSIT CREDIT (+)
5		5/3/2020	Deposit Paycheck		\$717.20
6					\$717.20

2. The Bank Statement (image on page 3) indicates that on May 10, 2020 you did a **Debit** in the amount of **\$35.24**. In your **Checkbook Register** there should be an exact match. Insert an **X** as shown below if you find the match. *Note: It is OK that the date you entered May 8, 2020 **does not match** the Bank Statement. That is because the bank did not find out about the debit until 2 days after you did it. This is known as **processing time**.*

**Check Your Checkbook Register - See image below**

Miller Checkbook Register 2020 E-Learning ☆

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

100% \$ % .0 .00 123 Arial 10 B I S A

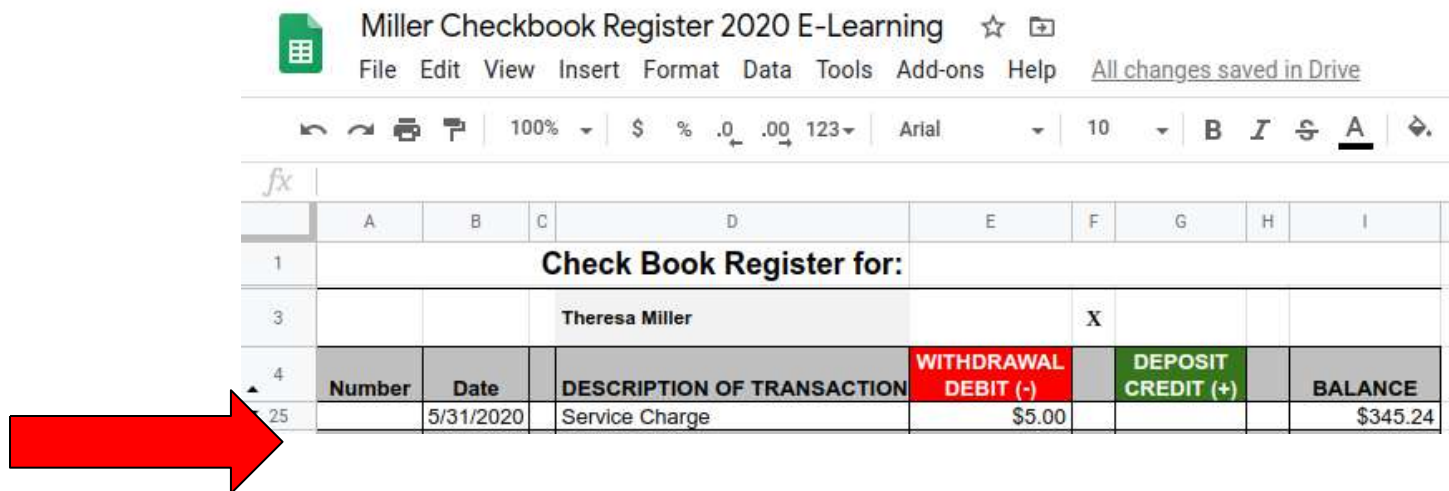
fx	A	B	C	D	E	F	G	H	I	J
1	Check Book Register for:									
3			Theresa Miller			X				
4	Number	Date	DESCRIPTION OF TRANSACTION	WITHDRAWAL DEBIT (-)		DEPOSIT CREDIT (+)				
5		5/3/2020	Deposit Paycheck			X	\$717.20			\$717.20
6										
7		5/8/2020	National Electric	\$35.24	X					\$681.96

3. Continue to **match all** items listed on the **Bank Statement** to your **Checkbook Register**. Place an **X** in the column in your **Checkbook Register** when you match.
4. Are there any items listed on your **Bank Statement** that you do not have listed on your **Checkbook Register**? *Hint: **Service Charge**.*

5/31/20	Service Charge	-\$5.00	
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The bank has charged you (taken your money) \$5.00 for processing all your **Debits** and **Credits** this month and for sending you the Bank Statement. They have performed a Service and this is one way that they make money.

Since you are reconciling (coming to agreement) you must match them. Input this **Debit** into your **Checkbook Register** as shown below. (Note: The service charge is entered at the **BOTTOM** of the spreadsheet - approximately line 25, not on line 5. - See line numbers in image below.)



Miller Checkbook Register 2020 E-Learning

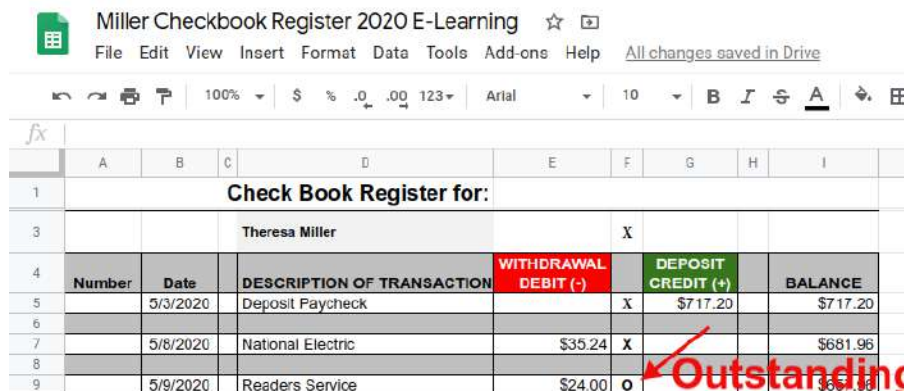
File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

100% \$ % .0 .00 123 Arial 10 B I S A

	A	B	C	D	E	F	G	H	I
1	Check Book Register for:								
3			Theresa Miller			X			
4	Number	Date	DESCRIPTION OF TRANSACTION	WITHDRAWAL DEBIT (-)		DEPOSIT CREDIT (+)			BALANCE
25		5/31/2020	Service Charge	\$5.00					\$345.24

- Do you have missing items on your **Bank Statement** that you have recorded in your **Checkbook Register**? (These items do not have an **X** next to them because you did not see them on the **Bank Statement**. These items are known as **Outstanding**. They are still “out there” somewhere. The bank did not see them for some reason. Let’s record **ALL** these with an **O** in your **Checkbook Register**.

**Check Your Checkbook Register - See image below**



Miller Checkbook Register 2020 E-Learning

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

100% \$ % .0 .00 123 Arial 10 B I S A

	A	B	C	D	E	F	G	H	I
1	Check Book Register for:								
3			Theresa Miller			X			
4	Number	Date	DESCRIPTION OF TRANSACTION	WITHDRAWAL DEBIT (-)		DEPOSIT CREDIT (+)			BALANCE
5		5/3/2020	Deposit Paycheck		X	\$717.20			\$717.20
6									
7		5/8/2020	National Electric	\$35.24	X				\$681.96
8									
9		5/9/2020	Readers Service	\$24.00	O				\$657.96

That’s the first outstanding entry. Continue to insert **O’s** on all **Debits** and **Credits** in your **Checkbook Register** that are not shown on the **Bank Statement**.

- Complete the Reconciliation Form** below by answering the Questions.

Account 123456		Date June 1, 2020	
YOUR BANK STATEMENT			
Beginning Balance	\$0.00		
Deposits/Credits	\$717.20		
Payments/Debits	-276.21		
Ending Balance	\$440.99		

Miller Checkbook Register 2020 E-Learning ☆ 📄									
File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive									
100% \$ % .0 .00 123 Arial 10 B I A									
fx									
	A	B	C	D	E	F	G	H	I
1	Check Book Register for:								
3			Theresa Miller			X			
4	Number	Date	DESCRIPTION OF TRANSACTION	WITHDRAWAL DEBIT (-)	DEPOSIT CREDIT (+)				
25		5/31/2020	Service Charge	\$5.00					\$345.24

Questions	Your Bank Statement	Your Checkbook Register
What is the <b>ending balance</b> ?	<b>\$440.99</b>	<b>\$345.24</b>
Are there any <b>Deposits/Credits</b> that are Outstanding in your <b>Checkbook Register</b> ? If so <b>add</b> this deposit to your Bank's Ending Balance.	+	Nothing
What is the new ending balance for the Bank?	=	Nothing
Are there any Outstanding <b>Debits</b> in your <b>Checkbook Register</b> that are not listed in the Bank Statement? <b>Subtract</b> them all from the Bank Statement because that is what the Bank is going to do when they receive them.	- - -	Nothing
What is the new ending balance for the Bank?	=	<b>\$345.24</b>
Does the new ending balance for the Bank match <b>EXACTLY</b> your ending balance in your Checkbook Register? If so <b>"YOU HAVE RECONCILED"</b> . Congratulations! If not, you need to recheck your numbers. Is anything missing?		

**Upload this document to Canvas along with your checkbook register. Note: You can attach it as a comment.**