



## Job #5 Checkbook Balance



**Directions:** American Bank says that the company’s checking account was overdrawn in the month of January. Mr. Boss tells you that the checkbook balance on January 1<sup>st</sup> is correct. He said the company’s records match up with the bank’s records on that date. Mr. Boss is giving you the checkbook balance on that date and all transactions that occurred during the month.

You will need to open up a blank document in *Excel* and type out the date, check numbers, the amount of the check and the balance after each check is written. There is a sample spreadsheet from December that should help you get things set up. The beginning balance on January 1<sup>st</sup> is **\$115,968.71**. The ending balance (according to the bank) should be a positive balance of **\$10,000**. If your balance is the same as the bank’s you need to type in “**YES**” at the bottom, if not type “**NO**.” Make sure the document fits to one page and add a header to the top.

**Hints:**

- Start with the “DATE” in cell A1 (line everything up like the sample on back)
- Type the Word “Deposit” under the check number column every time there is a deposit
- You will have four columns:
  - Date
  - Check Number
  - Amount
  - Balance
- Check amounts need to be in negative numbers! (deposits are positive)
- Formula for Balance Column:
  - = Balance Above + Check Amount
  - If you set it up the same as the sample; you should be typing: = **D2 + C3**
- Make sure you answer **YES or NO** at the bottom of the sheet.

**Beginning Balance: \$115,968.71**

**Bank’s Ending Balance: \$10,000.00**

<b>Date</b>	<b>Check Number</b>	<b>Amount</b>	<b>Balance</b>
1/3/11	1058	-\$6,749.50	
1/5/11	1059	-\$87.90	
1/6/11	1060	-\$545.22	
1/6/11	1061	-\$3,450.00	
1/10/11	Deposit	\$50,000.00	
1/11/11	1062	-\$5,600.00	
1/12/11	1063	-\$25,000.00	
1/13/11	1064	-\$30,000.00	
1/15/11	1065	-\$75,000.00	
1/17/11	1066	-\$15,000.00	
1/20/11	1067	-\$5,000.00	
1/22/11	Deposit	\$10,463.91	

Microsoft Excel ribbon showing the Home tab. The ribbon includes the following groups and options:

- Clipboard:** Paste, Cut, Copy, Format Painter.
- Font:** Calibri, 11, Bold (B), Italic (I), Underline (U), Font Color, Background Color.
- Alignment:** Text Alignment (Left, Center, Right, Justify), Paragraph Spacing (Increase, Decrease), Orientation (Horizontal, Vertical), Merge & Center, Wrap Text.

Formula bar: A19, fx, YES

	A	B	C	D	E	F	G
1	<b>Date</b>	<b>Check Number</b>	<b>Amount</b>	<b>Balance</b>			
2				\$ 225,680.23			
3	12/1/2010	1045	\$ (150,000.00)	\$ 75,680.23			
4	12/5/2010	1046	\$ (5,238.54)	\$ 70,441.69			
5	12/6/2010	1047	\$ (165.00)	\$ 70,276.69			
6	12/7/2010	Deposit	\$ 75,000.00	\$145,276.69			
7	12/7/2010	1048	\$ (85.68)	\$145,191.01			
8	12/10/2010	1049	\$ (147.56)	\$145,043.45			
9	12/13/2010	1050	\$ (2,563.47)	\$142,479.98			
10	12/14/2010	1051	\$ (85,000.00)	\$ 57,479.98			
11	12/15/2010	1052	\$ (12,547.63)	\$ 44,932.35			
12	12/16/2010	1053	\$ (263.60)	\$ 44,668.75			
13	12/20/2010	1054	\$ (784.55)	\$ 43,884.20			
14	12/22/2010	Deposit	\$ 100,000.00	\$143,884.20			
15	12/22/2010	1055	\$ (55.23)	\$143,828.97			
16	12/29/2010	1056	\$ (470.00)	\$143,358.97			
17	12/30/2010	1057	\$ (27,390.26)	\$115,968.71			
18							
19	YES						
20							
21							