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Checkbook register excel template

Checkbook Register Template is a ready-to-use template in Excel, Google Sheets, and OpenOffice Calc to track and reconcile your personal or business bank accounts. In addition, this template helps you keep an eagle eye on your banking finances and avoid unnecessary charges in the form of interest or penalties.

What is a checkbook record? A checkbook record is a very useful document for tracking your bank balances for personal and business accounts. In simple terms, it records all deposits and withdrawals from a given checking account and is used to perform bank reconciliation. The Check Registry is a crucial document to stay on top of your finances. It helps you see where the money is going/coming from and how much is left with you. Purpose of keeping a check record Many times, it happens that bank officials make some mistakes. If you keep Checkbook Register, you can identify those errors and fix them. In addition, you can also avoid rebounding controls due to unavailability of balance. Therefore, avoid unnecessary charges charged to your account. Checkbook Registration Template We have created an easy-to-use checkbook Excel template with predefined formulas. Simply insert your bank transaction daily and easily reconcile at the end of each month. This template can be useful for individuals, accounting professionals and students. You can use this template to track all your income and expenses. Excel Office Open Office Calc Spreadsheets Click here to download all Excel accounting templates for Rs 199. Important note: To edit and customize Google Sheet, save the file to Your Google Drive using the Make a copy option in the File menu. In addition, you can download other accounting templates such as Vendor Template with Expiration, Aging Customer Template, and Cash Flow Template. Checkbook Record Template Contents This template consists of 2 worksheets: Datasheet and Check Posting The datasheet consists of transaction type lists. This list is used to create the drop-down menu in the checkbook record template. Checkbook record At the top, there is the sheet header. Enter the following account information: Type: Account type such as Check, Current, Savings, Personal, etc. Number: Number for the respective accounts. From: Start date. The formula indicated here is A15, the first date column in the data entry section. To: End date. The Formula indicated here is MAX (A15:A41), the last entry date in the date column. Insert the opening and closing balances in the balance information section on the right side. Opening: Opening Bank balance and cash according to records. Closure: Bank closing balance and cash according to records. In addition to the above, it consists of the summary section. Displays all balances automatically because it contains predefined formulas. Therefore, you do not need to enter any data. Opening balance: opening: reflect the opening balance in the Balance section. Deposits: Total Deposits column in the Data Entry section. Withdrawal: Total withdrawals column in the data entry section. Closing balance: This will reflect the closing balance in the Balance section. If the closing balance does not match the closing balance in the data entry section, it will display an Incorrect Balance observation next to this column. Reconciliation amount: This will reflect the opening balance in the Balance section. To easily reconcile the entries it is necessary to put R next to the entries. If you reconcile any pending en entry, this section will display it in the pending column. Current balance: This cell will display the final account balance based on the data entered by the user. Difference: This cell shows the difference if it exists. If there is a difference, then it will display a Check Declaration message next to the quantity. Otherwise, it will show Balanced next to the cell. Checkbook entry section In this section, the user must enter the transaction details when they occur during the period. It contains the following column headers: Date: Transaction date Transaction type: Contains transaction types such as issued deposit checks, receipt of checks, ATM, NEFT, etc. You can select the transaction type from the drop-down menu. Reference: You can place any reference or check numbers in this column. Description: Payment description or withdrawal receipt: All withdrawal entries must be entered in this column. Deposits: All deposit entries must be entered in this column. Balance: The balance will show you the balance after each transaction by adding or deducting deposits and withdrawals. Reconciliation: In this section, you must enter R if you find the entries on the bank statement. Balance and Pending: No entries must be made. These cells are provided with predefined formulas. The balance column displays the final balance, and the Pending column displays the un reconciled entries. Printable Check Registration Click here to download the printable version of the Check Registry. Let's discuss the contents of the template in detail. How to balance a checkbook record? Find the current balances. Record all input and outbound transactions. Define the transaction type and add a description to each transaction. Reconcile and match transactions with your bank statements weekly, fortnightly, fortnightly, or monthly. We thank our readers for liking, sharing and following us on different social media platforms, especially Facebook. If you have any questions or concerns, share them in the comments below. I'll be more than happy to help you. Frequently Asked Questions When you balance a checkbook, it means that all transactions on your bank statement and checkbook record match each other. It is usually advisable to balance the checkbook each month. The balance of the checkbook depends on the frequency of the transactions. Transactions, you can do it weekly, fortnightly, or monthly as per your requirement. When you don't balance your checkbook regularly, it increases the bank's risk of unnecessary penalties and charges. It also exposes the risk of being overdrawn while your account has sufficient funds. A bank charges service charges and provides interest depending on your account policy. Therefore, you can post these charges at the time of reconciliation of your checkbook record. You can save an editable copy of the Excel checkbook resistance template to your computer or laptop storage to make an error-free Excel checkbook record. The template allows you to make an electronic checkbook record in MS Excel to record your checking account activities and account balance. It could be a convenient resource for you to keep an adequate track of activities and transactions made through a personal or professional bank account. Checkbook register is a handful accounting tool that allows a user to have a complete summary of all account transactions and entries in an organized manner for record-keeping purposes. Excel Checkbook Record Templates Features: An Excel checkbook record user only needs to post all withdrawals, deposits, and other account entries to the checkbook and the current available balance will be calculated automatically due to the formulas added in the template. Checkbook register offers its users a variety of different benefits and advantages. For example, as a user of the Excel checkbook record, you can customize your checkbook record to classify personal expenses and other household expenses so you can track where your money is going and how you can save your money by eliminating unproductive expenses and costs. Employers and employers use check records to count transactions posted with the bank-issued statement at the end of the month. MS Excel is a famous spreadsheet-based computer program that always helps process numerical data and information in order to make different business documents and reports. You can also make a checkbook record through MS Excel. Here we have a free Excel checkbook registration template that is suitable for personal and official use. After you make an Excel checkbook record through the Excel checkbook registration template, you can conveniently track your balances from different accounts, such as credit card, personal account, company account or savings account, etc. Download Free Excel Checkbook Register Templates Here Checkbook Register Excel Template Checkbook Register Sample Checkbook Register Editable Free Check Register For Personal Account Check book Register Check Register Printable Free MS Excel Checkbook Register Free Template link to 9+ Expense Report Templates link to 8+ Personal Financial Statement Templates A simple check record is very useful for tracking your account balances for your home business or personal finance. If you want an economic solution, try our register the template below. It can also be used as an account record for savings accounts and credit card accounts. You can track multiple accounts by making a copy of the Post worksheet. Announcement I walked away from relying on handwritten check registration a long time ago, due to debit and credit cards. I don't take my checkbook with me, and I rarely write checks. I've never liked the idea that anyone can see all my transactions if I lose my checkbook. Instead, I highlight my account balances and transactions using Excel. Excel check registration template ↓ Excel (.xlsx) To: Excel 2010 or later & Excel for iPad ↓ Google Sheets See below for Excel 2003 and OpenOffice versions. License: Private use (not for distribution or resale) No installation, no macros - just a simple spreadsheet Description We have updated the new checkbook registration template to make it even easier to work with, especially in Excel for iPad. These are the new features: Current and deleted balances In addition to showing the current balance of your checking account, we have included a total Deleted balance. This is the balance for all transactions marked with an R or c in the Reconcile (R) column. This is useful when balancing the checkbook and comparing it to the last statement. Select the current date To make entering transactions faster, we have created an Excel drop-down list for the Date column so that you can select the current date. The drop-down list in the Num field will show you the following check number and other options. You can customize this list in the new Settings worksheet. We have included a list of categories from our money management template that you can edit within the Settings worksheet. One user also asked us to add a customizable beneficiary list, so we've done so, too. You can edit the beneficiaries that appear in the drop-down menu by editing the list in the Settings worksheet. Note: You do not have to use the values in these drop-down lists. They're just for convenience. You can still add a unique value by typing it. You may want to use the Payee drop-down list only for the most common invoices. Select R for Reconciled or c to delete with the drop-down box in the cell. There are many ways to create an execution balance for a checkbook spreadsheet, but you'll want something more robust than previous. cell+deposit payment. With a simple formula like that, sorting the table and deleting rows can mess things up. The formula we use shows - if you have not entered the Date, and uses the OFFSET function to prevent the formula from breaking if you delete a row or sort the table. Description This template is a record spreadsheet of Very simple for Excel, OpenOffice or Google Docs. Includes a column to record expense categories, and the formula used for Balance makes it easy to add and delete rows. If you prefer something more advanced to help you manage a budget, try Money Money Template. When the Excel checkbook is not enough ... When you want to analyze your expenses by category or create a budget report, that's when you need to switch to a more advanced template. There are certainly ways to expand this template, but if you are planning to use Excel to track your personal finances, I would consider using our new Money Management spreadsheet. If you want the ability to import transactions downloaded from a bank and other more advanced features, you may want to try software like Quicken or YNAB. When is this Excel check record useful? Answer: When all you need is to track the current balance in one or more accounts. Example: A college secretary may need to track the current account balance as a teacher gradually exhausts their scholarship money. A transaction history is needed, along with a report towards the end of the year that indicates how much remains to be spent. Excel Checkbook Add-in Checkbook for Excel - www.djicomputer.com - Checkbook for Excel is a full-featured software application written for Microsoft Excel and is fully compatible with Excel 97/2000/XP. The checkbook for Excel download provides a fully functional version of the program that can be used for 30 days for free. Related content