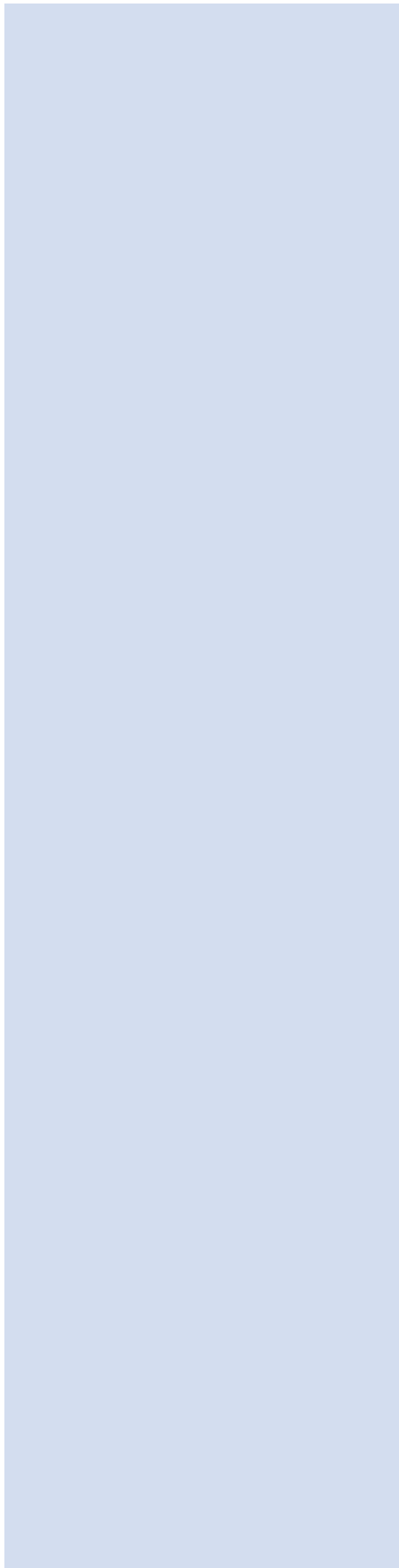


Categories	Payees	Date
[Balance]	** <i>edit this list in the Settings tab</i>	Thu 11/20/14
[Transfer]	[Transfer to/from Savings]	Wed 11/19/14
***** INCOME *****	[Transfer to/from Credit Card]	Tue 11/18/14
Wages & Tips	Direct Deposit from Employer	Mon 11/17/14
Interest Income	Target	Sun 11/16/14
Dividends	Costco	Sat 11/15/14
Gifts Received	Wal-Mart	Fri 11/14/14
Refunds/Reimbursements	Joe's Food Mart	Thu 11/13/14
Financial Aid		Wed 11/12/14
Rental Income		Tue 11/11/14
INCOME-Other		Mon 11/10/14
***** SAVINGS *****		Sun 11/9/14
Emergency Fund		Sat 11/8/14
Retirement Fund		Fri 11/7/14
Investments		Thu 11/6/14
College Fund		
Taxes		
Vacation Fund		
SAVINGS -Other		
***** CHARITY / GIFTS *****		
Tithing		
Charitable Donations		
Religious Donations		
Gifts		
Christmas		
CHARITY - Other		
***** HOUSING *****		
Mortgage/Rent		
Home/Rental Insurance		
Real Estate Taxes		
Furnishings/Appliances		
Lawn/Garden		
Maintenance/Supplies		
Improvements		
HOUSING - Other		
***** UTILITIES *****		
Electricity		
Gas/Oil		
Water/Sewer/Trash		
Phone		
Cable/Satellite		
Internet		
UTILITIES - Other		
***** FOOD *****		
Groceries		
Dining/Eating Out		
Pet Food		

FOOD - Other
***** TRANSPORTATION *****
Vehicle Payments
Auto Insurance
Fuel
Bus/Taxi/Train Fare
Repairs/Tires
Registration/License
TRANSPORTATION - Other
***** HEALTH *****
Health Insurance
Disability Insurance
Doctor/Dentist/Optometrlist
Medicine/Drugs
Health Club Dues
Life Insurance
Veterinarian/Pet Care
HEALTH - Other
***** DAILY LIVING *****
Education
Clothing
Personal Supplies
Cleaning Services
Laundry / Dry Cleaning
Salon/Barber
DAILY LIVING - Other
***** CHILDREN *****
Children:Clothing
Medical
Music Lessons
School Tuition
School Lunch
School Supplies
Babysitting/Child Care
Toys/Games
CHILDREN - Other
***** OBLIGATIONS *****
Student Loan
Other Loan
Credit Card #1
Credit Card #2
Credit Card #3
Alimony/Child Support
Federal Taxes
State/Local Taxes
Legal Fees
OBLIGATIONS - Other
***** BUSINESS EXPENSE *****
Deductible Expenses



Non-Deductible Expenses

BUSINESS - Other

***** ENTERTAINMENT *****

Vacation/Travel

Videos/DVDs

Music

Games

Rentals

Movies/Theater

Concerts/Plays

Books

Hobbies

Film/Photos

Sports

Outdoor Recreation

Toys/Gadgets

ENTERTAINMENT - Other

***** SUBSCRIPTIONS *****

Newspaper

Magazines

Dues/Memberships

SUBSCRIPTIONS - Other

***** MISCELLANEOUS *****

Bank Fees

Postage

MISC - Other

R

R c

These lists are used to populate the drop-down boxes within the Register worksheet.

You can edit these list as needed.

The list for the Num column is included in the Register worksheet to the right of the table.

Getting Started

1. Clear the sample data in the table, but do not clear the Balance column.
2. Enter the name of your account at the top of the worksheet (e.g. "Ted's Checking")
3. Enter your starting balance as a Deposit in the first row of the register.

When adding, deleting, inserting, copying, or pasting transactions in the Register, you will have fewer errors or problems if you delete/insert/copy/paste the entire row. This is done by first right-clicking on the Row number.

Note: The Balance formula will not work if you leave a blank row between transactions.

Customize the List of Categories

Edit the Category list in the Settings worksheet if you want to customize the categories that appear in the drop-down box within the Register table.

The current list of categories comes from the Vertex42 Money Management Template (see the link in the references section below).

Deleting a Transaction

To delete a transaction, right-click on the Row number and select "Delete Row". If you select the Row number and press the Delete key, it will only clear the contents of the row, instead of removing the entire row.

Example Entries in the NUM Field

2032 (check number)
EFT (electronic funds transfer)
DEP (deposit)
TXFR (transfer to/from other account)
CARD (debit/check card)
FEE (bank fees)

You can change the options that appear in the drop-down list for the Num column by editing the list in the M column of the Register worksheet (this allows you to have a custom list for each copy of the worksheet).

Daily Reconciliation, "C" is for "Cleared"

When you see that charges have been processed or "cleared" by your bank, enter a "c" in the Reconcile (R) column for that transaction.

Balancing Your Check Book, "R" is for "Reconcile"

When balancing your check book, add an "R" or "r" in the Reconcile (R) column to indicate that the transaction is correct and reconciled with your bank statement.

Cleared Balance

This is the balance that includes all transactions marked "R", "r", "C", or "c". This is the amount that you can use to compare to your bank statement.

Current Balance

This is the amount that you will want to monitor closely from day to day.

Checkbook Register



By Vertex42.com

<http://www.vertex42.com/ExcelTemplates/excel-checkbook.html>

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Do not delete this worksheet. If necessary, you may hide it by right-clicking on the tab and selecting Hide.