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A checkbook register template is a registered one can maintain for business and personal purposes to keep track of incoming and outgoing funds in the bank account through checks, while also recording essential details like the category of inflow/outflow, check issuing parties, category of cash flow, etc. You are free to use this image on your website, templates, etc, Please provide us with an attribution linkArticle Link to be HyperlinkedFor eg:Source: Checkbook Register Template (wallstreetmojo.com) The checkbook register template is a relatively simple template to keep track of incoming and outgoing check transactions. All fields are input fields except the balance, which is calculated as previous balance + deposit/credit - withdrawal/payment. Elements It consists of the following fields: A self-explanatory field where the user will enter the date in the desired format; #2 - Check No.: In this field, the user needs to put in the check number for both incoming and outgoing checks. A check number is a unique identification of every leaf in a checkbook, and the bank keeps a record of which check numbers are issued to which customers. Keeping track of check number is extremely important while maintaining a checkbook register template because, without the unique identity of the check, it will be a little challenging to track the check-in case it is lost, damaged, or stolen. It is also a structured way to track all the checks in one place. The user needs to input the check number from checks received or paid out in the field. #3 - Bank Name This field is irrelevant when the user is putting in details of the checks that he has issued from his account. When the user is putting details of checks received, this field will be populated with the name of the bank that check belongs to. For example, a third party has issued a check from his account in XYZ Bank, while the user has his account in ABC Bank, the user will put XYZ Bank in this column. The user must leave the field blank for outgoing checks. #4 - Issuing Party This field is specifically relevant for incoming checks. The user puts in the name of the issuing party of the check and leaves the field blank, in case he is entering details of outgoing checks. #5 - Transaction Description This field is vital as it elaborates on the nature of transactions happening through the checks. Your description could be sales, expenses, or any other business or personal incomePersonal income refers to the total earnings of the individuals and households of a nation through multiple sources such as salary, wages, business profits, bonus, investment returns, dividends, rental receipts, employer contribution in provident or pension funds, etc.read more or expense. This field has to be populated in case of both incoming as well as outgoing checks. The description should be short and precise and should be explanatory enough for the user to understand the nature of the transaction that took place using the checks. #6 - Category Every cash receiptA cash receipt is a small document that works as evidence that the amount of cash received during a transaction involves transferring cash or cash equivalent. The original copy of this receipt is given to the customer, while the seller keeps the other copy for accounting purposes.read more or payment has a defined category, which is mentioned in this field. The categories can be broad, like sales and expenses, or can be very specific, like sales from a particular city of expense relating to specific business activity. As a business owner, one can define the categories of his businesses based on the size of the business and the nature of transactions the business undertakes. For personal purposes, these categories can also be simple or complex based on the nature and frequency of transactions that one undertakes using checks. #7 Withdrawal/Payment This column has to be populated with the amounts of outgoing funds. It will mainly be amounts of the checks issued by the user. "Cleared" means that the transaction is settled at the bank. "Reconciled" means that the user has verified the account against his records. Fill in whether the transaction is reconciled or cleared. This space has to be filled in for incoming checks and will be a credit in the user's bank account. #10 - Balance It is the balance at each transaction date. The formula used in the field leaves the field blank when there is no input in the withdrawal/payment and deposit/credit field. It also uses the offset functionThe OFFSET function in excel returns the value of a cell or a range (of adjacent cells) which is a particular number of rows and columns from the reference point. read more, which does not let any errors crop up whenever an entire row is deleted. The balance is calculated as beginning balance plus incoming check amounts less outgoing check amounts. One must note that the template will spit out a negative balance if the outgoing cash is higher than the opening balance and incoming cash combined. Disadvantages of Checkbook Register Template Following are a few disadvantages of using a checkbook register template: #1 - Move Towards Digital Mode of Payments and Receipts As information technology has evolved quite significantly in the last three decades, checkbook banking is becoming increasingly redundant. Most of the transactions are happening using the online mode and is extremely easy to access records there, as everything is electronically stored. One can access years of data in click, sort it, analyze it, and do a whole lot of other things, which will be challenging to do in a checkbook template. #2 - Non Entry for Transactions that Take Place Through Other Modes of Similar Characteristics to Checks The checkbook template does not take into account the transactions that happen outside the checkbook route. Though the checkbook spreadsheets do give an ending balance, this can not be considered a final balance and reconciliation with the bankCustomers perform bank reconciliation to tally their records with their respective bank's statements because there may be differences between the customer's books of accounts and those of the bank.read more are always required as discussed in the earlier point; there will be a host of transactions to be added to this spreadsheet to make sense of the overall banking transactions in a given period. Conclusion A checkbook spreadsheet is useful for people or businesses who do almost all their transactions in checks. Or there could be people like retirees who receive checks periodically and need to keep track of their transactions and balances. Those kinds of users will find the template extremely useful. Recommended Articles This article has been a guide to Checkbook Register Template. Here we provide you with a free downloadable checkbook register table that can keep track of the incoming and outgoing transactions. Also, you can download and use this template in Excel, Google Sheets, or in PDF format. You can also take a look at our other useful articles- A simple check book register is very useful for keeping track of your account balances for your home business or personal finances. If you'd like a budget-friendly solution, try our free check register template below. It can also be used as an account register for savings accounts and credit card accounts. You can track multiple accounts by making a copy of the Register worksheet. Advertisement I moved away from relying on the hand-written check register a long time ago, because of debit and credit cards. I don't carry my checkbook with me, and rarely write checks. I have never liked the idea of somebody being able to see all of my transactions if I happen to lose my checkbook. Instead, I keep track of my account balances and transactions using Excel. Excel Checkbook Register Template 1 Excel (xlsx) For: Excel 2010 or later & Excel for iPad 1 Google Sheets See below for the Excel 2003 and OpenOffice versions. License: Private Use (not for distribution or resale) "No installation, no macros - just a simple spreadsheet" Description We've updated the new checkbook register template to make it even easier to work with, especially in Excel for iPad. Here are the new features: Current and Cleared Balances In addition to displaying the current balance of your checking account, we've included a "Cleared" balance total. This is the balance for all transactions marked with an "R" or "c" in the reconcile (R) column. This is useful when balancing your checkbook and comparing it to your latest 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 for the Num field will show you the next 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. A user also requested we add a customizable Payee list, so we've done that as well. You can edit Payees that show up in the drop-down by editing the list in the Settings worksheet. Note: You do not have to use the values in these drop-down lists. They are just for convenience. You can still add a unique value by typing it. You may want to use the Payee drop-down list just for the most common bills. Select "R" for reconciled or "c" for cleared using the in-cell drop-down box. There are many ways to create a running balance for a checkbook spreadsheet, but you'll want something more robust than =previous_cell-payment+deposit. With a simple formula like that, sorting the table and deleting rows can mess things up. The formula we uses displays " - " if you have not entered the Date, and it uses the OFFSET function to prevent the formula from breaking if you delete a row or sort the table. Description This template is a very simple check register spreadsheet for Excel, OpenOffice or Google Docs. It includes a column for recording expense categories, and the formula used for the Balance makes it easy to add and delete rows. If you would prefer something more advanced that will help you manage a budget, try the Money Management Template. When the Excel Checkbook Is Not Enough ... When you want to analyze your expenses by category or create a budget report, that is when you need to make the switch to a more advanced template. There are certainly ways of expanding upon this template, but if you are planning to use Excel to keep track of 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 Register Useful? Answer: When all you need is to keep track of the current balance in one or more accounts. Example: A college department secretary may need to keep track of the current account balance as a professor gradually depletes her grant money. A history of the transactions is needed, along with a report towards the end of the year indicating how much is left to spend. 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 completely compatible with Excel 97/2000/XP. The Checkbook for Excel download provides a fully functional version of program that can be used for 30 days for free. See also

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