

Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	12/20/04	Previous balance			\$435.99	\$435.99
1033	12/21/04	Groceries		\$123.78		\$312.21
	12/22/04	Deposit, sweepstakes winnings			\$10,000.00	\$10,312.21
1034	1/3/05	Dry cleaner		\$10.75		\$10,301.46
	1/4/05	DEPOSIT, DONATION STUDENT			\$56.00	\$10,357.46
1040	10/2/10	PAYMENT TO MODEL UN CONFERENCE		\$550.00		\$9,807.46

Note It's important that you enter your transactions in the spreadsheet sequentially. If you skip lines, the function that keeps track of your balance won't work correctly.

When you're finished using these instructions, delete this text box by clicking on the border and pressing DELETE.

