



Practice Transaction Register

■ AD-Automatic Deposit ■ AP-Automatic Payment ■ ATM-Teller Machine ■ DC-Debit Card ■ T-Tax Deductible ■ TT-Telephone Transfer											
NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT	✓	FEE	DEPOSIT AMOUNT	\$ 200.00				
			\$			\$					

You opened a checking account with \$200. Enter your transactions:

1. 9/25/14 – Your employer (Pick & Save) direct-deposited \$185.05
2. 9/25/14 – You withdrew \$20 from an ATM machine on 4th Street
3. 9/25/14 – You wrote a check (#5828) to Verizon for \$60.10
4. 9/26/14 – You bought \$35 worth of gas using your debit card

STEP 1

In your checkbook, make a checkmark in the appropriate box for each check returned or noted on your statement. Also mark all ATM or other electronic transactions, and all deposits.

STEP 2

In your transaction register, add any transactions listed on your bank statement that were not previously recorded. This may include ATM or debit transactions, bank fees, etc.

STEP 3

The back of your bank statement will usually have a checking reconciliation form (see sample below). Use this form to reconcile your checking account by following these steps:

- A.** Write the ending balance shown on your bank statement.
- B.** Add the total amount of deposits made that were after the ending date of the bank statement (outstanding), and therefore do not appear on the statement. The reconciliation form usually has a place where you can list and total these deposits.
- C.** Subtract the total of any checks still outstanding (checks that you have written that do not show up on your bank statement). The reconciliation form should have a place where you can list and total all outstanding checks.

This amount should then equal the amount listed in your check register or checkbook. If not, you will need to check each of your transactions and your math.

KEEPING YOUR ACCOUNT BALANCED

Every time you record a check or make a transaction, record it in your check register and keep a running balance. That way, you will always be sure of your account balance.

Items Outstanding		
Number	Amount	
TOTAL		

A. ENTER The New Balance shown on your statement	\$ _____
B. ADD Any deposits or transfers listed in your register that are not shown on your statement	\$ _____ \$ _____ \$ _____
CALCULATE THE SUBTOTAL	\$ _____
C. SUBTRACT Your total outstanding checks and withdrawals	- \$ _____
CALCULATE THE ENDING BALANCE This amount should be the same as the current balance in your check register	\$ _____