

Spreadsheet Guide

Step-by-Step Instructions

Problem 11-6 Reconciling the Bank Statement

Complete the Spreadsheet

- Step 1** Read the instructions for Problem 11-6 in your textbook. This problem involves reconciling a bank statement for Outback Guide Service.
- Step 2** Launch the Spreadsheet Problem.

PROBLEM 11-6			
RECONCILING THE BANK STATEMENT			
(name)			
(date)			
OUTBACK GUIDE SERVICE			
BANK RECONCILIATION			
OCTOBER 30, 20--			
Balance on bank statement		AMOUNT	
Deposits in transit:			
	30-Oct	AMOUNT	
TOTAL DEPOSITS			0.00
Outstanding checks:			
	Check #872	AMOUNT	
	Check #881	AMOUNT	
	Check #883	AMOUNT	
	Check #887	AMOUNT	
TOTAL OUTSTANDING CHECKS			0.00
ADJUSTED BANK BALANCE			0.00
Balance in checkbook		AMOUNT	
Additions:			
	Interest earned	AMOUNT	
TOTAL ADDITIONS			0.00
Deductions:			
	Bank service charge	AMOUNT	
	NSF check	AMOUNT	
TOTAL DEDUCTIONS			0.00
ADJUSTED CHECKBOOK BALANCE			0.00

- Step 3** Type your name and today's date in the cells containing the *(name)* and *(date)* placeholders.
- Step 4** The balance shown on the bank statement is \$2,272.36. Move the cell pointer to cell E12 and type the bank statement balance: **2272.36**. (Remember, it is not necessary to include a comma as part of the entry.)
- Step 5** A deposit was not reflected on the bank statement. Move the cell pointer to cell D15 and type the amount of the deposit.

Name

Date

Class

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- Step 6** Beginning in cell D19, type the amounts for the outstanding checks. The spreadsheet template will automatically calculate the adjusted bank balance.
- Step 7** Move the cell pointer to cell E26 and type the checkbook balance.
- Step 8** No interest was earned for the period, so there are no additions to the checkbook balance. Move the cell pointer to cell D29 and type **0** as the amount of interest earned.
- Step 9** Move the cell pointer to cell D33 and type the amount of the bank service charge.
- Step 10** Move the cell pointer to cell D34 and type the amount of the NSF check. The spreadsheet template will automatically calculate the adjusted checkbook balance.
- Step 11** The adjusted bank balance and adjusted checkbook balance should be equal. If they are not equal, find the error(s) and make the necessary corrections.
- Step 12** Save the spreadsheet using the **Save** option from the **File** menu. You should accept the default location for the save, as this is handled by the Accounting Management System.
- Step 13** Print the completed spreadsheet.
- Step 14** Exit the spreadsheet program.
- Step 15** In the Close Options window, select the location where you would like to save your work.
- Step 16** Complete the Analyze activity from your textbook for this problem.