

**Manor House Toys  
Checkbook Register**

<b>Date</b>	<b>Check #</b>	<b>Description of transaction</b>	<b>Payment/Debit -</b>	<b>Deposit/Credit +</b>	<b>Balance</b>
4/1		Beginning balance			\$5,550.00
4/2	1110	Elliott's Office Supply	\$1,725.31		
4/2	1111	Randolph Utilities	\$420.93		
4/2	1112	Williams' Office Equipment Co	\$635.24		
4/3		Deposit		\$12,125.00	
4/3	1113	Randolph Federal and Trust	\$7,500.00		
4/4	1114	Southeastern Telephone	\$175.89		
4/4	1115	Southpark Landscaping	\$995.45		
4/4		Deposit		\$14,970.00	
4/4	1116	Tyson Motors	\$860.76		
4/4	1117	Murray Wholesale Toys	\$5,300.34		
4/5	1118	Torrie Manufacturing	\$6,125.71		
4/5	1119	Brown's A-1 Painting	\$172.69		
4/5		Deposit		\$13,978.00	
4/6	1120	Weber and Muller Graphics	\$221.82		
4/6	1121	Providence Insurance Co.	\$372.65		

**Directions:** You must open a new Microsoft Excel Spreadsheet document and enter the above information into a new spreadsheet.  
 In column F, you must create formulas to complete the calculation for each entry.  
 Don't forget to format the cells in columns D, E, and F for currency. Format column A for date.  
 Save the Spreadsheet as Manor House Toys Check Register.