

Microsoft® **Excel for Accounting**

Chapter 5: Bank Reconciliation



Learning Objectives

- After studying this chapter, you will be able to:
 - ▲ Create a bank reconciliation
 - ▲ Create headers and footers in a worksheet
 - ▲ Use Format Painter
 - ▲ Apply Quick Styles and conditional formatting
 - ▲ Import data from multiple sources

Accounting Refresher: Bank Reconciliations

- A bank reconciliation is completed to ensure that the business has accounted for all cash.
- The reconciliation contains a bank side and a book (company) side.
- Reconciling items are either added to or subtracted from the cash balance on either side.
- The result is adjusted balances (one on each side) that should be equal.

Reconciling Items

- Common reconciling items on the bank side:
 - ▲ Deposits in transit
 - ▲ Outstanding checks
- Common reconciling items on the book side:
 - ▲ Notes receivable collected by the bank
 - ▲ NSF checks
 - ▲ Bank charges
- Errors can appear on either side of the reconciliation, depending on which party made the error.

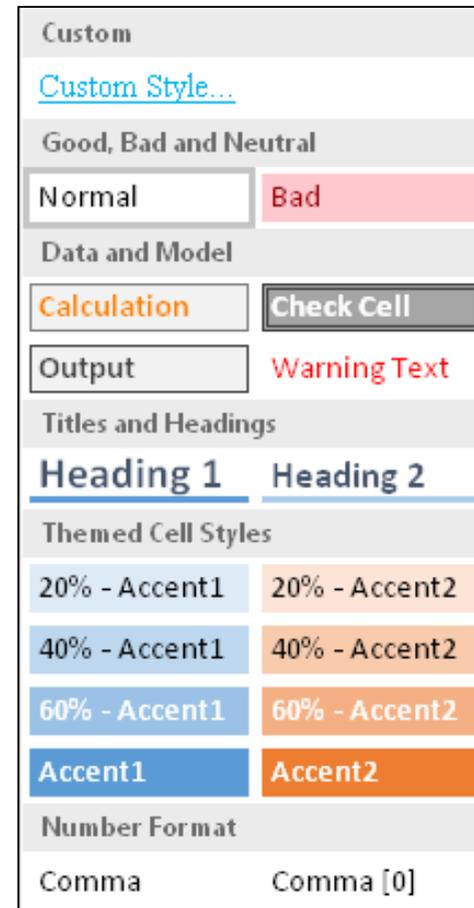


Importing External Data

- Data can be imported into Excel using multiple methods:
 - ▲ Copy and paste
 - ▲ Drag and drop
 - ▲ Import a text file

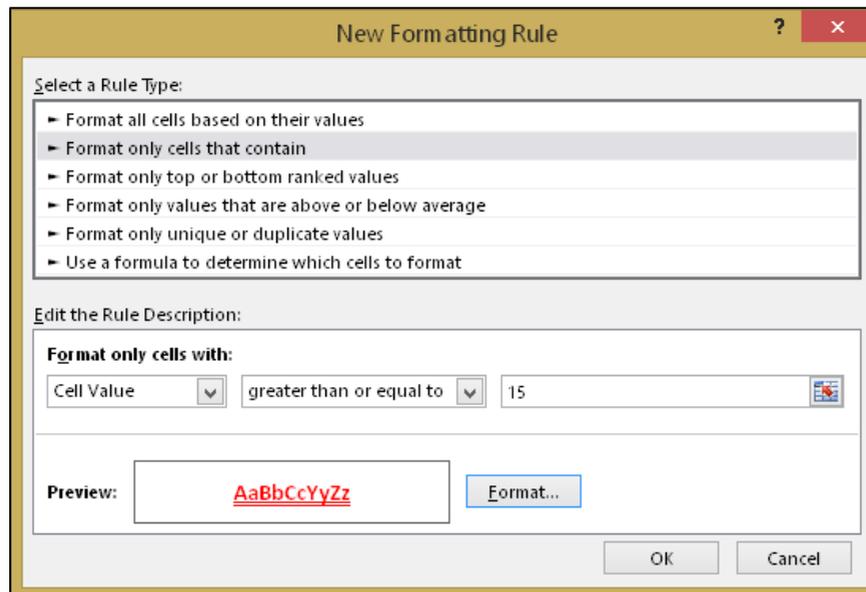
Using Format Painter and Quick Styles

- The Format Painter allows formatting to be copied from one cell to another.
- Quick Styles (shown to the right) are styles built into Excel that can be easily applied to a cell or range of cells.



Using Preset and Customized Conditional Formatting

- Conditional formatting can use criteria such as Greater Than, Less Than, Above Average, or the Top 10 Items.
- The New Formatting Rule dialog box allows for the application of the desired rules



Creating and Formatting Headers and Footers

- Headers appear at the top of a printed spreadsheet.
- Footers appear at the bottom of a printed spreadsheet.
- They can be viewed from Page Layout view or from within the Print Preview.
- Shown here, headers (as well as footers) have three sections:

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