Using a Transaction (Check) Register

Your transaction (checkbook register) is the place where you keep a record of the money in your account. Many people now use an online banking check register.

The purpose of the transaction register is to record all DEPOSITS (money you put into your our account) and all Payments (money you take out of your account). Keeping track of deposits and payments helps you keep a BALANCED checking account and avoid overdrawing (spending more money than you have).

- Start by entering your current checking balance at the top of your check register in the **BALANCE** column**.**
- **NUMBER** column is for check numbers. If you choose to by check, enter check number here.
- **DATE** column is the place to add the date of the transaction or deposit
- **DESCRIPTION of TRANSACTION**: describe payment, such as Electric Bill, Cell Phone Bill, etc.
- **DEBIT (-)**: record ANY transactions by debit card, check or cash withdrawal here and subtract from your balance.
- **DEPOSIT (+)**: record any ADDITIONS/DEPOSITS of money to your account here. ADD this amount to current balance.
- **BALANCE** column: Use this column to keep a running balance with update additions and subtractions of funds in your account, so that you always know how much money you have.

Number	Date	Description of Transaction	C	Debit (-)	Deposit (+)	Balance
						1,650.00
328	4/1/20	Electric Bill		$100.00		1,550.00
	4/3/20	Groceries		$235.00		1,315.00
	4/17/20	Car Payment		$450.00		865.00
	4/26/20	Work Bonus Check			$100.00	965.00