



[1] Num:

Check number, DEP for "Deposit", TXFR for "Transfer", etc. This column is just for including extra information about the transaction.

[2] Reconciled (R) or Cleared (c) or Virtual (v):

Use this column to help you track which transactions show up in your bank account ("c" for "cleared") and which have been reconciled with your bank statement ("R" for "reconciled"), and which are transfers between your virtual sub-accounts ("v" for virtual). The word "virtual" refers to the fact that these transfers are only occurring in your spreadsheet and not in your actual bank account.

All transactions where this column is NOT BLANK will be included in the "Cleared Balance."

[3] Money LEAVING the account.

[4] Money ENTERING the account.

[5] Account Balance:

This column provides a running total for the account listed in column A. It is not based on date.

[6] Total Balance:

This column provides a running total for the entire register (sum of deposits minus sum of payments). It is not based on date.