



# Checking Account

Name: \_\_\_\_\_ Hour: 1 2 3 4 5

You have been the assistant manager for about nine months now and you have been swamped with work. Because your restaurant is on the BSU campus and is super busy (especially when there is a home sports game) you have four shift supervisors that help things run smoothly. You spend a lot of time in the office doing paperwork (ordering food, supplies, reviewing the schedule) and interviewing possible new employees and doing half of the employee reviews.

The restaurant has several checking accounts. Only the manager has access to the checking account for employee paychecks, but you can write checks to pay the monthly building expenses, as well as pay the bills for the food and other supplies (cups, napkins, etc).

One day you are working on Saturday afternoon and Mr. Larson walks in the door. The employees recognize him from his photo on the wall, and are nervous since he has not been here for a long time (you know he was on a 6 month cruise around the world). He wanders around a bit and talks to a couple customers, and then goes to the counter and orders a Larson Burger (no pickles or tomatoes), fries, and a caramel raspberry shake. The new employee at the cash register is not quite sure if she is supposed to charge him, or, give it to him for free since he owns the place, and then looks at you. You smile, and tell her to charge him double! Mr. Larson laughs, and hands the employee a \$20 bill and says, "keep the change".



Mr. Larson sits down, eats his lunch, and then comes to talk to you in the office. He asks you how you like the software you use to keep track of the checking accounts. You nicely tell him that it really sucks! He tells you that in three months he is canceling the contract and wants it all done in Excel from now on and that he wants you to design a spreadsheet that can be saved on the corporate network so all the stores can use it as a template. After asking how your grades are doing, and goes over some of your restaurants statistics, he leaves to go check on the other restaurants in Boise.

Since things are kind of slow today, you sit down at the computer in the office and go to work. You fill the spreadsheet with last January's transactions to test it and make sure it works correctly.

~~Draw a line through each sentence~~ or use **highlighter pen** to ensure that you do not skip a step. You may also need the direction sheet from the previous assignment to remind you how to do some of the steps.

1. Open your workbook called "HHH Building Finances" and go to Sheet 2.
2. Notice that Mr. Larson entered quite a bit of the information into the spreadsheet for you. Stretch each column out so everything fits. Don't worry if the things in row 3 are not stacked on top of each other right now.
3. Name sheet 2 "Building Checkbook". Change the color of the sheet tab to red.
4. Turn on "Landscape" so the paper prints sideways. Turn on the normal Row and Column headings and the Gridlines on this project.
5. Change the margins to .25" on the left and right. Change the top and bottom margins to 1". Change the Header and Footer margins to .5". You may center this Vertically and Horizontally if you would like.



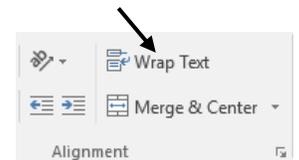
Put this in your portfolio

## 6. Header and Footers

- A. The header should “BSU Location” in the upper left corner. On the right it should say “Happy Hamburger Hut”. All of the headers should be in Bradley Hand ITC size 18.
- B. The footer should have “Page ‘Page Number’ of ‘Number of Pages’” on the left. On the right, it should have “Prepared by Your Name”. All of the footer should be in Bradley Hand ITC size 14.

7. Select **\*all\*** of the cells, choose Trebuchet MS size 10. Select A1 through G1, change the size to 22 and center the title across the cells.
8. Select Row 1. Go to HOME – CELLS – FORMAT – ROW HEIGHT and set it to 30 pixels tall. Follow the same steps on row 3. You can also right click on the row and choose “Row Height” from the dialog box.
9. Select Column A and go to HOME – CELLS – FORMAT – COLUMN WIDTH and set it to 11 pixels wide. Set column B to 11 wide, C to 30 wide, D to 40 wide, and E, F, and G should be 11 wide. You can also right click on the column and choose “Column Width” from the dialog box.

10. Click in cell A3 and go to HOME – ALIGNMENT – WRAP TEXT. This will now stack the text so it will take two rows in the cell. You also want this to be in bold and in the center of the cell. It should now look like cell C3 on the back of this handout.

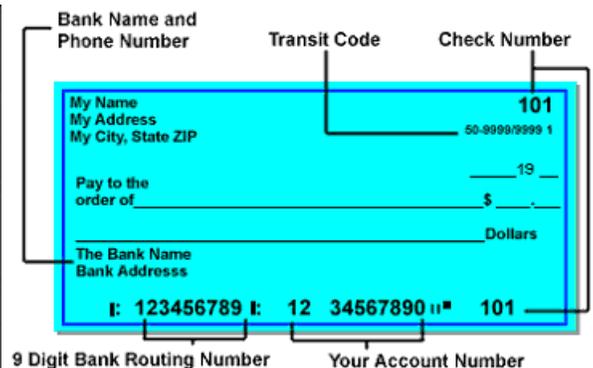
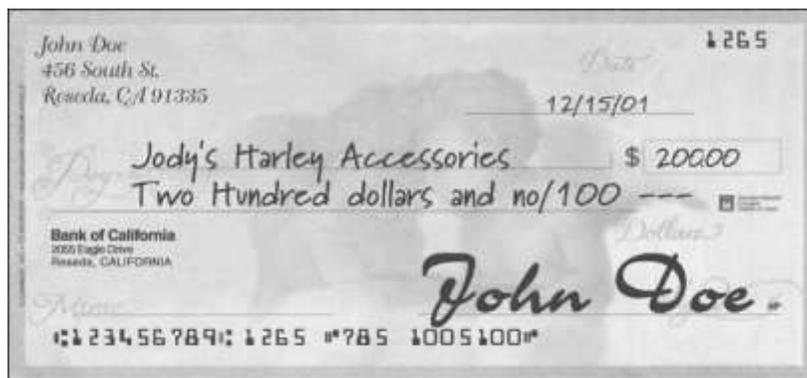


11. You now want all the rest of the text in row 3 to be wrapped and centered in their cells as well.
12. Select Column B and go to HOME – NUMBER – EXPAND, and go to the Date category. In this category there are multiple choices to pick from, choose the 4<sup>th</sup> one in the list that looks like “3/14/12”.
13. Concerning the dates in column B. When entering in the date, all you have to type is “11-1” and press enter and the computer will change it to “11/01/17” automatically. Enter in all the dates.
14. Select columns E, F and G and turn currency format on.
15. In column E and F you left out some of the information pertaining to what amount of money a check or deposit should be. Look on your “Building Budget” assignment handout to get the dollar amount that goes in the appropriate cell. Fill in all the dollar amounts.
16. In cell G5 you want to transfer the amount of money you deposited to the bank from cell F5. Use the new formula we learned on the previous assignment to do this.
17. In cell G6 you want to use a formula that takes the “Balance in the Bank” from the cell above, subtract the cell two cells to the left of where you are at which has the “Purchase Amount” and then adds the cell one to the left of where you are at which contains a “Deposit Amount” if you made one. This will now tell you how much money you have in the bank after spending money or giving the bank some money.
18. Now, go down column G and fill in all the formulas and find out how much money is left in the checking account using the same basic formula (=cell above–2 cells left+1 cell left) to find out how much money is left in the bank account after you pay all the bills.
19. If you are at school, Mr. Larson will explain what to do next. If you are not at school, skip the next two directions and go the one after them.

20. Select cells G7 through G27 and delete all the answers.
21. Mr. Larson is going to teach you another trick you can use on formulas. You may not throw rotten fruit and vegetables at Mr. Larson after he teaches you this trick though 😊. Be aware though, that this new trick will NOT work on all formulas and could give you the wrong answer on every answer!
22. Use the trick to put the formulas back in column G. If Mr. Larson is nice, he will tell you what the last answer is supposed to be so you can make sure you put in all your dollar amounts correct, as well as have the right formulas in all your cells.
23. Insert a small clipart that is somehow related to checking accounts in column D where it will fit in an empty area. It should not extend into column E at all and it cannot cover up any of the text in column D either.
24. Spellcheck your work. Show Mr. Larson your formulas and print your paper.
25. Write a paragraph on the bottom of your assignment explaining how often you think you should enter your checks you write, debit card purchases you make or deposits you make into your spreadsheet? Explain what could happen if you entered the wrong amount of money for something you spent money on? Also, explain what would happen if you entered the amount of a deposit incorrectly. Do you think it is a good idea to use your Debit Card on the internet to buy things?
26. Fill out your 6 checks and staple them to the bottom of your project and turn it in.



## Sample Check and Debit Cards



# Building Expenses Checkbook

Transaction Type	Transaction Date	Payee	Description of Expense or Deposit	Purchase Amount	Deposit Amount	Balance in the Bank Account
Deposit	1/1/18	Deposit	Initial Deposit			?
Online	1/2/18	United Electric	Electricity	\$819.22	\$16,000.00	?
3000	1/2/18	McKenna's Uniform's	Uniform rent\cleaning	From Budget		?
Online	1/6/18	Hruza Insurance	Insurance	From Budget		?
3001	1/6/18	Premier Lawn Service	December snow plowing bill	\$300.00		?
3002	1/10/18	Minidoka County	Property tax	From Budget		?
Deposit	1/10/18	Deposit	State tax refund from last year		\$614.38	?
3003	1/15/18	First Federal Bank	Restaurant payment	From Budget		?
3004	1/15/18	Waters Plumbing	Replace toilet in men's bathroom	\$362.86		?
Debit Card	1/16/18	Rupert Post Office	100 stamps	\$49.00		?
Debit Card	1/16/18	Merrill Fire Inspectors	Inspect the fire alarm system in the kitchen	\$375.00		?
3005	1/17/18	Mr. Sweep Cleaning Company	Weekend cleaning crew	From Budget		?
Online	1/19/18	Intermountain Gas	Natural gas bill	\$786.12		?
Deposit	1/19/18	Deposit	Light bulb rebate		\$35.00	?
3006	1/19/18	Waters Plumbing	Install ice maker water line and drain	\$634.18		?
3007	1/22/18	Ramsey's Heating and Electric	Furnace cleaning and checkup	\$286.48		?
Online	1/23/18	Project Mutual Telephone	Telephone bill	From Budget		?
3008	1/24/18	Waters Plumbing	Unclogged the grease trap	\$256.10		?
Online	1/24/18	Safelink	Internet	From Budget		?
3009	1/26/18	City of Rupert	Water and sewer	\$382.18		?
Online	1/26/18	Western Waste Service	Garbage	\$82.95		?
3010	1/27/18	Rupert Glass	Replace broken window in drive through	\$221.18		?
3011	1/28/18	Greener Valley Computer	Install new cash register software	\$225.00		?