RW PRESCOTT | BEGINNER BOOKKEEPING IN EXCEL

Portfolio sample | November 2026 | Fictional service business

Task: Record incoming and outgoing transactions in Excel, categorize each item, calculate a running cash balance, and summarize the month.

1 | Sample transaction register

Date	Transaction	Category	In	Out	Balance
11/02/2026	Client payment	Service income	$3,200	—	$4,700
11/03/2026	Office supplies	Office supplies	—	$95	$4,605
11/05/2026	Software subscription	Software	—	$65	$4,540
11/09/2026	Client payment	Service income	$850	—	$5,390
11/12/2026	Internet bill	Utilities	—	$125	$5,265
11/16/2026	Advertising charge	Marketing	—	$180	$5,085
11/20/2026	Client payment	Service income	$1,200	—	$6,285
11/24/2026	Equipment maintenance	Repairs	—	$240	$6,045

2 | Month-end summary

Opening cash	Total deposits	Total payments	Closing cash
$1,500.00	**$5,250.00**	**$705.00**	**$6,045.00**

3 | Excel formulas used

Running balance (F5): = I5+D5-E5 **Next row (F6):** = F5+D6-E6

Total deposits (I6): = SUM(D5:D12) **Total payments (I7):** = SUM(E5:E12)

Closing cash (I8): = I5+I6-I7

4 | Entry-level review checklist

Confirm transaction dates and amounts, assign consistent categories, check for duplicate or missing entries, then compare the calculated ending cash balance with the bank statement. Investigate any differences.

Scope note: This demonstrates cash tracking and basic reconciliation preparation, not a full set of financial statements. Cash movement is not necessarily profit. All examples and amounts are fictional.