How to Use Your Transaction Register Activity (Instructor Copy)

Instructor note:
Photocopy the activity handout on the following page. Then, lead a discussion about the parts of the transaction register.

Here is a sample transaction register.

YEAR/AÑO _____
Transfer = T Direct Deposit = DD Debit Card = DC Teller Machine = ATM Automatic Payment = AP Loan Payment = LP Expense = E Tax Deductible = TD

DATE FECHA	NUMBER NUMERO	TRANSACTION DESCRIPTION DESCRIPCION DE LA TRANSACCION	CODE CODIGO	✓ T	(–) PAYMENT WITHDRAWL CANTIDAD DEL PAGO O RETIRO	(+) DEPOSIT CANTIDAD DEL DEPOSITO	BALANCE
							$345 00
8/03	101	ABC Electric Co. (D) Bill for July (G)			42 00		303 00
8/06		ATM			40 00		263 00
8/13		Coffee			3 50		259 50
8/15		Paycheck Direct Deposit				557 24	816 74
8/16		Automatic Transfer to Savings			40 00		776 74
(C)	(B)			(E)	(F)	(H)	(A)

Transferencia = T Depósito Directo = DD Tarjeta de Débito = TD Cajero Automático = CA Pago Automático = PA Pago dé Préstamo = PP Gasto = G Deducible de Impuestos = DI

A. This column is used to calculate the current balance in the account by adding each deposit and subtracting each withdrawal.

B. This is the number of the check.

C. This column is used to record the date the check was written or the transaction was.

D. This is the name of the payee, that is the person or company who was paid.

E. Once a month, you'll use this column to check off each transaction that appears on your monthly account statement. This will help you to ensure that your records and the bank's records match.

F. This is the amount of the check or transaction

G. Use this line to briefly describe the transaction. This can be a helpful reminder of what you purchased or why you received funds.

H. This is the amount of your deposit.

Tip!

Don't forget to record all of your transactions, not just checks. Be sure to include:

- Deposits
- ATM withdrawals
- Debit card purchases
- Electronic funds transfers
- Interest payments
- Bank fees

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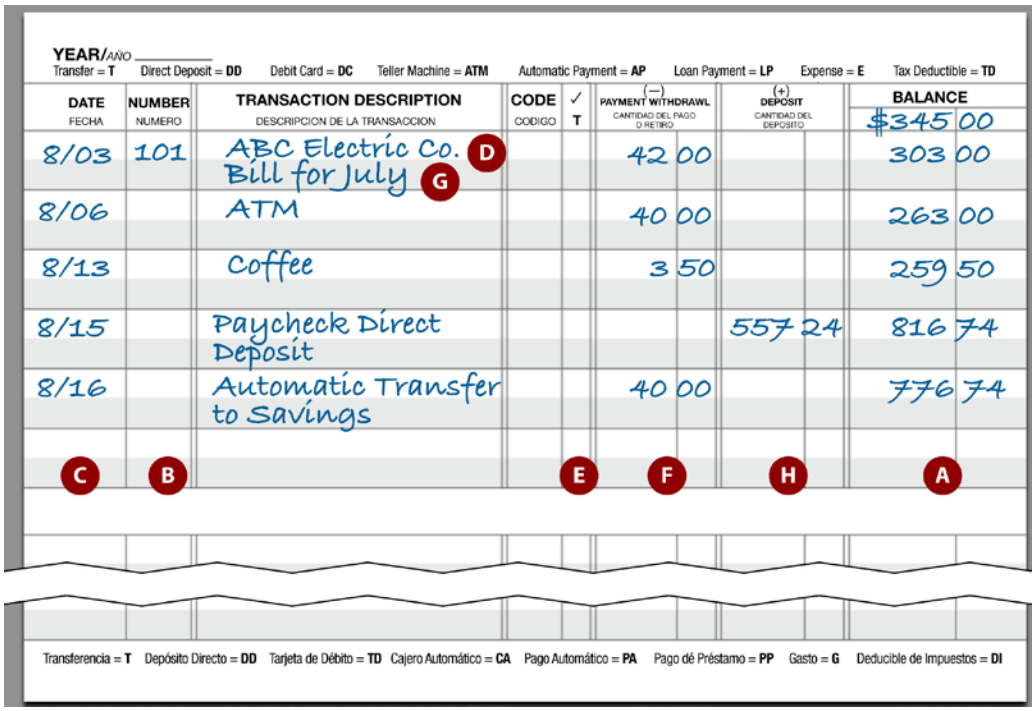

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Transaction Register Practice Activity (Instructor Copy)

Instructor note:
Photocopy the activity handout on the following page. Instruct your participants to fill out the transaction register using the provided information. Then, lead a discussion using the key points below.

Instructions:

Have participants fill in this sample transaction register using this information:

- Starting balance: $345.00.
- On August 3, you wrote check #101 for $42.00 to ABC Electric Company
- On August 6, you made a withdrawal of $40.00 at the ATM.
- On August 13, you spent $3.50 on coffee.
- On August 15, your paycheck of $557.24 was direct deposited.
- On August 16, $40.00 was automatically transferred to your savings account.

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Key Points:

- To record a check you've written, fill in the check number and date. Fill in the payee and, on the line below, what the payment is for, like rent or clothing. Then subtract the amount of the check from your current balance.
- Now enter a check deposit. Fill in the date and the amount of the deposit, the name of the person or business that wrote the check, and, on the line below, what it was for. Then add the check amount to your balance.
- To record a direct deposit of a paycheck, just enter the date of the direct deposit, and the amount, and add it to your balance.
- When you record a withdrawal made at an ATM, record the date and the amount of the withdrawal. Be sure to double-check the date and amount on the receipt you saved.
- To record a debit card withdrawal, follow the same steps as you would for an ATM withdrawal. Make a habit of writing your debit card purchases in your register right away so you don't forget.

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