

## BANKRECORD ANALYSIS DATA BASE REPORT

SORTED BY CHECKNUMBER

Figure 22

18 FIELDS

## Sample Q&amp;A™ Database

CKNO	PAYEE	DATEW	AMTW	SIGNR	ENDRSR	ENTITY	ACNOFR	BNKFR	TRTYP	MEMO	DEPTOBNK	DEPTOACTNO	DATED	DEPAMT
	BANCO DE PLAYA	7/16/95	\$9,000.00			TAYLOR	3421-875	COREST	WIR			548712		
		7/17/95	\$500.00			TAYLOR	3421-875	COREST	ATM		COREST	3421-875	7/14/95	\$5,000.00
	PATHMARK	7/8/95	\$54.89	BT		3421-875	COREST	ATM						
11345	BELL ATLANTIC	7/2/95	\$45.67	BT	BELL	TAYLOR	3421-875	COREST	CK	JUNE BILL	MIDLAND	9876543		
1347	JONES, C	7/2/95	\$25.00	BT	JONES	TAYLOR	3421-875	COREST	CK	PIANO SUSAN	COREST		7/3/95	
1348	EATON VANCE	7/3/95	\$3,000.00	BT		TAYLOR	3421-875	COREST	CK	INVEST	UNITED	198374		
1350	CHASE MORTG	7/5/95	\$752.45	BT		TAYLOR	3421-875	COREST	CK	JULY MORTG	CHASE	97547231		
1351	DR MORGAN	7/7/95	\$65.00	BT	MORGAN	TAYLOR	3421-875	COREST	CK	SUSAN	SOVRGN			
1682	COMCAST	7/18/95	\$52.76	BT		TAYLOR	3421-875	COREST	CK		NATIONAL			
1843	VISA	7/15/95	\$500.00	BT		TAYLOR	3421-875	COREST	CK		COREST			
9632	TAYLOR	7/3/95			BT	BEAR'S TAVERN	532176	MIDLAND	DEP		COREST	3421-875	7/3/95	\$621.68

Q &amp; A 4.0.™

Spreadsheet Analysis

Bank records can also be analyzed using spreadsheet software such as Lotus 1,2,3™ or Excel™. As mentioned earlier, spreadsheet programs are best used for financial analysis which requires numerous computation or a declining balance. They have the added benefit of including graphic software which allows the completion of bar charts, line graphs, pie charts, and freeform charts (particularly event and commodity flow charts).

The same types of data that are placed into a data base can be put into the columns of a spreadsheet, which is, in effect, an electronic accounting sheet.

Figure 23

## BANK ACCOUNT ANALYSIS SPREADSHEET IN EXCEL™

DATE	CKNO	PAYEE	AMT	SGNR	ENDRSR	ENTITYFR	ACNOFR	BNKFR	TRTYP	MEMO	DEPTOBNK	DEPTOACNO	COMMENTS
7/2/95	1345	BELL ATLANTIC	(\$45.67)	BT	BELL	TAYLOR	3421-875	CORE ST	CHK	JUNE BILL	MIDLAND	9876543	
7/2/95	1347	JONES, C	(\$25.00)	BT	JONES	TAYLOR	3421-875	CORE ST	CHK	PIANO SUS	CORE ST		CASHED
7/3/95	1348	EATON VANCE	(\$400.00)	BT		TAYLOR	3421-875	CORE ST	CHK	INVEST	UNITED	1928374	
7/3/95	98765	TAYLOR, BETH	\$621.68		BT	BEARS TAV	532176	MIDLAND	DEP	PAYROLL	CORE ST	3421-875	
7/5/95	1350	CHASE MORTG	(\$973.24)	BT	CHASE	TAYLOR	3421-875	CORE ST	CHK	JULY MTG	CHASE	97547231	
7/7/95	1351	DR MORGAN	(\$65.00)	BT		TAYLOR	3421-875	CORE ST	CHK	SUSAN	SOVRGN	7765497	
7/8/95			(\$54.89)	BT		TAYLOR	3421-875	CORE ST	ATM	PURCHS			8TH & MARKET

Total: (\$942.12)

This fragment of a spreadsheet shows the bank account information as it might appear in Excel 5.0.

Excel 5.0™