



In this session, you will learn how BANKING can help to any organization to HANDLE THEIR BANKING RELATED REQUIREMENTS





## 28/01/2023 Saturday 10 a.m. to 6 p.m.

PHYSICAL CPE Seminar on Deep Dive in Tally Prime

ORGANISED BY WIRC of ICAI







At the end of this session, you should be able to:

1. Record Bank Payments and receipts with different modes

2. Configure cheques for printing and print them

3. Record post dated cheques

4. View the Cheque register and identify the available, cancelled, blank and post-dated cheques

5. Generate cheque and cash deposit slips

6. Reconcile Bank Statements manually and automatically

7. Send Payment advice to Creditors



# What are the different banking transactions?





Payments using Bank A/c can be done through various methods like Cheque, Card, ECS, Electronic Cheques, Electronic DD, E-fund transfer (like NEFT, RTGS, IMPS) etc.

Payments can be made using all these modes in Tally.

	Bank Allocations		Test Co 3		×
					List of Transaction Type
		-	Bank Allocations for . Shi		Show Less ATM Card Cheque
			For: 10,000.00		ECS e-Fund Transfer
		Transaction Type		Amour	t Electronic Cheque Electronic DD/PO
		Bard		10,000.0	Others 0
		Inst. no. :	Inst. date	: 1-Apr-20	
1					

#### TallyPrime To implement Transaction Types in Tally POWER OF SIMPLICITY 2 RECORD ENABLE Record the transaction Enable during voucher entry with Banking only allocations







## Bank Allocations – Transaction Types



Bank Allocations		Excellen	t Enterprises			List of Transaction Trans	6
						Show Less	
Particulars		Bank Allocations For:	for : HDFC Bank A/c 17,500.00			Card Cash Cheque/DD ECS	F5: Condensed
	Ledger Name	Transaction Type			Amount	e-Fund Transfer Electronic Cheque	
	Vidhi Enterprises Inst. no. Bank	<ul> <li>Fund Transfer</li> <li>UTR123110234</li> <li>State Bank of India (India)</li> </ul>	Inst. date	: 1 <b>-Jul-1</b> 9	17,500.00	Others	







- 1. Excellent Enterprises wants to print cheques as and when payments are made from their HDFC Bank A/c
- 2. Excellent Enterprises issued a cancelled cheque for proof to the Bank.
- 3. Also, they issued a blank cheque to Samsung India Pvt Ltd.
- 4. They issued a post-dated cheque to Vidhi Enterprises for Rs. 15,000 agst ref 'S1'

## **Discover Yourself!!**



# Cheque Management







- 1. Cheques, one of the preferred payment instrument across businesses.
- 2. Easy management of this form of payment adds significant value in day to day operations Cheque Management system essential.
- 3. You can view and search for the details of your cheques, along with setting cheque ranges and tracking cheque statuses all from the **Cheque Register** report.
- 4. Also, find details of post-dated cheques and cheques issued in a different period (<u>out of period</u>), as per your business needs.
- 5. TallyPrime provides effective cheque management systems by allowing creation of multiple cheque books with unique ranges for every bank in <u>Bank</u> <u>Ledger</u> creation and Cheque Register.
- 6. It also allows use to keep track of post-dated management.



HDFC Bank A/c details of Excellent Enterprises:

Account no. 223450000012

IFSC : HDFC0000261

Branch : Jayanagar

1 Cheque book was configured – Accounts : Cheques ranging from 100001 to 100100

The following payment transactions occurred in the business:

Sl.No.	Date	Particulars
1	2-July-2019	Paid Haresh Enterprises Rs.55000 against Ref 3 through Cheque no. 100001 from the HDFC Bank A/c.
2	2-July-2019	Paid Rs. 15,000 to Sanjay Distributors through cheque against Ref 4, through Cheque no. 243551 from their HDFC Bank A/c.



The following payment transactions occurred in the business:

Sl.No.	Date	Particulars
1	31-July-2019	Issued a cancelled cheque – 100002 (of HDFC Bank) on account of EMI formalities
2	31-July-2019	Issued 100003 as a Blank cheque to Samsung India Pvt. Ltd.
3	31-July-2019	They issued a post-dated cheque to Vidhi Enterprises for Rs. 15,000 agst ref 'S1'

## **Discover Yourself!!**





## Cheque Management in TallyPrime

- 1. No separate Enablement is required for banking, as in TallyPrime, every banking utilities are available in GOT only.
- 2. Set the Cheque books and cheque printing configuration for the Bank A/c
- 3. Record the given transactions in TallyPrime
- 4. Print the Cheque
- 5. View the Cheque Register and Cheque printing report

#### To implement Transaction Types in Tally...







## Selecting Cheque Format





## Cancelled Cheque



Instrument Wise			-	Excellent Enterprises			X
	HDFC Bank	: A/c 100		(Cancelled Cheque)			
			Particulars				
	Cancelled Cheque	3140449	un teedaa teedaa tee	nadaantoo laantaa daarta	n haataa haadaa daa daa da	u la company	nd .
			1	Instrument Wise -Jul-19 to 31-Jul-19			
						Page 1	
	Ledger	: HDFC Bank	A/c	(Cancelled Che	eque)	1-Jul-19 to 31-Jul-19	
	Cheque Range	e : 100001-1001	100 Date Particulars	Vch Type Vch	No Inst Date	Amount	
	100002 C Grand To	Cancelled Cheque 31-J	ul-19	ven type ven			





TallyPrime	MANAGE										
SILVER	K:Company	Y:Data	Z:Exchange		G: Go To	O: Import	E:Export	M:E-mail	P:Print	F1:Help	
Accounting You	icher Alteration			Exce	llent Enterprises				×	F2: Period	
Payment	No. 8			1275					E1-Jul-19 Wednesday	F3:Select Company	
ccount	: HDFC Bank A/c			Status	; Blank Cheque					F4	
Particul	lars								Amount	F5: Debit Note	
Service and										F6: Credit Note	
Cur E	la PVI Ltd. Bal: 5.78,200.00 Cr									F7: Stock Journ	al
										F8: Delivery Not	e
										F9: Receipt Not	e
										F10	
										EsAutofil	
										H: Change Mod	6
										I: More Details	
										L:Regular	
										T:Post-Dated	
										J: Stat Adjustme	ant
irration:											
										F12	

## Cheque Register



TallyPrime	MANAGE										
SILVER	K: Company	Y:Data	2: Exchange	G	Go To		O:Import	E: Export	M:E-mail	P: Print	F1:Help
Cheque Range Re	egister			Excelle	nt Enterprises					×	F2:Period
Ledger : HDF	C Bank A/c										F3: Select Company
cost of offedite i	Particulars		Available	22	1-Apr-19 to	2-Sep-19		Out of	Total	Post-Dated	F4
			Cheques	Unreconciled	Reconciled	Blank	Cancelled	Period	Cheques	Cheques	
											F5
100001-100100	(Bool	k1)	96	2		1	1		100	1	F6
Vot in Range				5					5	8	F7
											F8
											P9
											F10
											B:Basis of Values
											H: Change View
											J: Exception Reports
											B: Alter Chq Book
											Q: Quick Search
											R: Reconcile
Grand Tot	tal		96	7		1	1		105	1	F12





allyPrime	MANAGE			and the second					
ILVER	K:Company	Y:Data	Z: Exchange	G:Go To	Q:Import	E:Export	M-E-mail	P:Print	F1:Help
eque Printing				Excellent Enterprises		- 251		×	F2: Period
dger: HDF	C Bank A/c						1-Ju	I-19 to 31-Jul-19	F3: Select
Derte.	P. Market		(Chec	ue Printing - Pending Cheques)	100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100		B-1-1-10		Company
Date	Particulars			Instrument P	io. Instrume	Int Date	Printed 7	Amount	F4
2-Jul-19	Haresh Enterpris	ies		100001	2	2-Jul-19	No	55,000.00	and a second
2-Jul-19	Sanjay Distribute	ors		243551	2	2-Jul-19	No	15,000.00	ec.
31-Jul-19	Samsung India P	vt Ltd.		100003	31	1-Jul-19	No	0.20170.0000	P0
									F6
									F7
									FB
									F9
									F10
									B: Basis of Valu
									H: Change View
									J: Exception Reports
									B: Alter Ledger
									H: Alter Chq Details
Selecte	d Total								
Grand	Total							70,000.00	F12: Range



Case Study



Mr. Ranbir sends a peon to deposit cash and cheque to the bank.

Ranbir was wondering if on recording transactions in Tally the cheque and cash deposit slip can get printed. This would help them eliminate any manual errors that can occur white writing the cash / cheque deposit slips



# Cash & Cheque Deposit Slip







- A deposit slip is a small paper form that a bank customer includes when depositing funds into a bank account. It can be cash or cheque.
- A deposit slip, by definition, contains the date, the name of the depositor, the depositor's account number, and the amounts being deposited.
- The completed deposit slip is bundled with the cheques, or cash itemized on the form and presented to the cashier at the bank.
- The cashier or the concerned bank person processes the deposit and matches the total processed to the total stated on the deposit slip to ensure that they match.





The following transactions took place in the business:

Sl.No.	Date	Particulars
1	2-July-2019	Deposited Rs.10,000 Cash in the HDFC Bank A/c (Denominations : 2000 x 3, 500 x 8)
2	2-July-2019	Received Rs. 1,10,000 from Vinayak Enterprises through cheque no. 523452 (SBI Bank) against Ref 7, and deposited in their HDFC Bank A/c.

The cash and cheque deposit slip for these transactions needs to be printed.

## **Discover Yourself!!**



1.

1.

1.



## Cash and Cheque Deposit Slip in TallyPrime

Discover Yourself!!

- Record the Cheque Receipt transaction or the Cash deposit entry (contra)
  - View the Cheque or cash deposit slip report
- Print the cash or cheque deposit slip

#### To implement Transaction Types in Tally...

**TallyPrime** 

20 X

10 X

5 X 2 X 1 X

10.000.00

Behatel Tata Kronk Tetel

Others

Total

Difference



HDFC Bank A/c

006211140012685

Amount 6,000.00 4,000.00

¥ 10,000.00

Signature

15.06.00 To Repr

20-Oct-20

Signature



## Cash Deposit Slip



SILVER K: Company X:Date	(Bankers Cash Deposit Si	ip/Pay-in-Slip	
SILVER K:Company ViDate			
Cash Denominations	Bank name HDFC Bank A/c Branch name : Account no. : 0006211140012685 Account holder name : Excellent Enterprises	Date : 4-Mar-2020	al <u>P</u> :Print F1:Help X 2-Juli/10 Tuesday
Assessed HDFC Bank Arc Correct Support Particulars	2000 x         3         0,000.00           1000 x		2 montest
Cash Cordial 2.58,525,59 (n Trans	0 A           1 X           Others           T ot a I           € 10,000.00   Amount (in words) : INR Ten Thousand Only		10.000.00
Centr	Deposited by	Received by	
B.O.	(Custome Cash Deposit Si	rs Copy) ip/Pay-in-Slip	
	Bank name HDFC Bank A/c Branch name 2006211140012685 Account holder name Excellent Enterprises	Date : 4-Mar-2020	
	Denominations         Amount           2000 ×         3         6,000.00           1000 ×	Received by	





Bark nut		-	EC Back 6.00	Date	20.0420
Branchn	arre-				
Account	holder nav	ne Ex	ellent Enterprises		
51.No	Cheque	Cheque/00	Bark Name	Branch	Amount
1 1	12545	1-34-19	CICI Bank (India)	-	1.50,000
	-		- 200 H.	Total	\$ 1,50,000
Amount(	(in workle) :	INR One Lak	h Filty Thousand Only		
Dep-cs fa	aud by				Received by
Ganatur					Size at re
					S.4.79 (5.1161).
3			Guston	ner's Coovi	
5			(Custon Chergae Depos	ner's Copyf at Silg Pay in Silg	
Bark nar	me	140	(Custon <u>Cheque Depot</u> IFC Bank A/c	ner's Copyf ut SilgePayin-Silge Date	: 20-0 at-20
Bark nar Branch n Account Account	me tame nc. holder næ	HE OD	(Guaton <u>Chergae Depoi</u> IFC Bank A/o K211140012583 pillent Enterprises	nar's Copy/ at Silip/Paytev Silip Date	: 20-0 et 20
Bark nar Branch n Account Account St No.	me tame no. holder ne Cheque	HC Chegue/00	(Custon <u>Chergae Depot</u> IFC Bank A/c 9211145012553 sellent Enterprises Bank Name	nar's Copy at Stip/Pay in Stip Date Branch	: 20-Oct-20 A mount
Bark nar Branch n Account St.No	me name no. holder na Cheque	HIC tris Ex Cheque/D0 Oute 1-34519	(Custon Chergae Deposi FC Bank A/n \$211145012555 collent Enterprises Bank Name Elict Bank (mdia)	Branch	: 20-Oct-20 A mount
Bark nar Branch n Account SIN0 1	me name no. holder na Cheque 100 No. 12240	HIC oot Oate 1-34-119	(Guaton Chergae Deposition IFC Bank A/o K211146012585 otilient Enterprises Bank Name Elici Bank (India)	nar's Copyf at Silip Payton Silip Date Branch Total	: 20-0-et-20 A mount # 130,000





Vinayak Enterprises, issues post-dated cheques on 3<sup>rd</sup> May 2019 to Excellent Enterprises. Excellent Enterprises currently does not know which Bank the cheque will be deposited into.

Can this be handled in Tally ?





# Post dated Cheque Management







 A post-dated cheque is one that the recipient can encash on a future date. Such cheques are not payable until the date written on the face of the cheque. In the accounting books of both the issuer and the recipient, the transaction will not be recorded until the date provided on the cheque.







Vinayak Enterprises, issues post-dated cheques on 3<sup>rd</sup> May 2019 to Excellent Enterprises. Excellent Enterprises currently does not know which Bank the cheque will be deposited into.

Cheque No. 456734 Rs. 25000 of SBI Bank dated 1st Sept 2019

Also, Excellent Enterprises issues a post-dated cheque (dt: 2<sup>nd</sup> Sept 2019) worth Rs. 30,000 to Anupam Stationery







## Post-dated Cheques in TallyPrime

TallyPrime

## Post dated Cheque receipt



ank Allocations		Excelle	nt Enterprises			
			Pros-Darva			
		Bank Allocations	for : Notional Bank			
		For:	25,000.00			
	Ledger Name	Transaction Type			Amount	
	Vinayak Enterprises	Cheque/DD			25,000.00	
	Inst. no. :	456734	Inst. date	: 1-Sep-19		
	Bank :	State Bank of India (India)				
	PDC receipt date :	3-May-19				
	PDC note :	PDC Received				
	54.011.010.000 000000					
					1	
	10				22	

TallyPrime

## Post dated cheque issue



Bank Allocations for : HDFC Bank A/c For: 30,000.00					F5: Condensed
Ledger Name	Transaction Type			Amount	
Anupam Stationery	Deque			30,000.00	
Cheque range : Inst. no. : PDC issue date : PDC note :	100001-100100 100004 3-May-19 PDC Issued Due to Expected	Inst. date	: 2-Sep-19		







Post-Dated 1	rensections		Excellent Enterprises				×	F2:Period
Ledger : ·	All Items			1-Sep-19 to 30-Sep-1				
Date	Type	Particulars	Bank	lostrument no	instrument date	Status	Amount	Company
Date	1),00	1 di dediario	(1990)	the state of the	The second second	Change		F4
1-Seo-19	Received	Vinavak Enterprises	Notional Bank	456734	1-Sep-19	Unlinked	25.000.00 Dr	
2-Sep-19	Issued	Anupam Stationery	HDFC Bank A/c	100004	2-Sep-19	Pending	30,000.00 Cr	F5:Detailed
								F6
							F7	
					F8			
								FB
				F10				
							B:Gasis of Values	
								H: Change View
								J: Exception Reports
								B:Alter Bank
					H:Alter Date			
								Q: Quick Search
								R:Enter Note
Selecte Grand	ed Total Total						5.000.00 Cr	F12:Range





- TallyPrime facilitates smooth management of post-dated cheques and the underlying transactions:
- a. You can mark an entry as post-dated and specify the date on which the cheque was received/issued.
- b. The transaction will automatically affect the accounting books on the date of the post-dates cheque.
- c. You can obtain a comprehensive summary of all transactions involving postdated cheques, using the **Post-dated Summary** report.
- d. You can include post-dated transactions in other accounting reports such as Ledger Vouchers, Group Summary, Outstandings reports, and so on.





The accountant of Excellent Enterprises has been spending a lot of time in Reconciling their bank statements with their books.

They want to know if there is any way in which the time spent on it can be reduced.





## **Bank Reconciliation Statement**





#### Bank Reconciliation



- A bank reconciliation statement is a report that explains the difference on a specified date between the bank balance shown in an organization's bank statement, as supplied by the bank and the corresponding amount shown in the organization's own accounting records
- Such differences may occur due to:
  - 1. Cheques issued by the organization have not been presented to the bank
  - 1. Credit received, or a charge made by the bank, has not yet been recorded in the organization's books
  - 1. Either the bank or the organization itself has made an error.
- It is **necessary to go through and match every transaction** in **both sets of records** since the last reconciliation, and see what transactions remain **unmatched**. The necessary adjustments should then be made in the **bank book** to correct differences.



BRS in Tally



- In Tally, you can reconcile in 2 ways:
  - 1. Manual Reconciliation Accountant manually compares Bank Statement and transactions in the companies Books. To reconcile, the Bank date is manually entered, and missing transactions are recorded.
  - 1. Auto Bank Reconciliation The Bank Statement (given by the bank in Excel, CSV, Text format) can be imported to Tally. The records are matched, and Bank Date is captured automatically.



Case Study



The Following was the Bank Statement of Excellent Enterprises from April to Sept 2019.

		Chq./Ref.No			
Sl.No.	Narration	•	Value Dt	Withdrawal Amt.	Deposit Amt.
1	Vidhi Enterprises	000063	4-Apr-2019		60,000.00
2	Total Printing Systems	778823	4-Apr-2019	1,05,000.00	
3	Haresh Enterprises	000004	2-May-2019	60,000.00	
4	Sanjay Distributors	000009	3-May-2019	95,000.00	
5	Vishwakarma Traders	000019	3-May-2019		2,00,000.00
6	Samsung India P∨t Ltd.	000018	1-Jun-2019	6,49,000.00	
7	LG Electronics India	000020	2-Jun-2019	8,92,080.00	
8	Vinayak Enterprises	112343	2-Jul-2019		1,50,000.00
9	Vidhi Enterprises	000025	3-Jul-2019		2,83,200.00
10	Vidhi Enterprises	UTR123110234	3-Jul-2019		17,500.00
11	Vinayak Enterprises	000026	4-Jul-2019		3,56,360.00
12	Haresh Enterprises	100001	4-Jul-2019	55,000.00	
13	Sanjay Distributors	243551	5-Jul-2019	15,000.00	
14	Cash	2345678	5-Jul-2019		10,000.00
15	Bank Charges	123456	31-Jul-2019	300.00	





## Manual Bank Reconciliation in TallyPrime

- 1. Go to the Bank Reconciliation report
- 2. To reconcile, specify the Bank date against the transaction in the 'Bank Date' field.

#### To implement Manual BRS in Tally...



#### VIEW View the BRS report under 'Banking'

TallyPrime



#### RECONCILE

To reconcile each transaction, specify the bank date based on the bank statement

Dare Recommedon				Example 2						
Langer HDPC	Bank Alc						1-Apr	-19 to 2-8ep-19		
				(Reconclusion)						
Case	Particulare	Vin Type	Transaction Type	instrument No.	Instrument Oate	Raw Date	Debit	Credit		
2-Apr-19 V	All Enterprises	Receipt	Cheque/CD		3-Apr-197	1	60.000.00			
DAMEST T	fotal Printing Systems	Payment	HEFT		2-401-10			1,05,000,00		
1-Map-10-5	Lanjay Distributors	Payment	Cheque		1-May-10			95,000.00		
3-blay-19-8	taresh Enterprises	Payment	Chaque		1-May-10			60,965.00		
1-May-19 ¥	Ashwakarma Traders	Receipt	Cheque CD		6-May-18		2,03,000.00			
31.4dep.19 8	Sermiong India Pivt Ltd.	Payment	Cleave		\$1-May-19		240.0000000	6.49.000.00		
21-May-10 L	G Electronics India	Permant	Chesue		31-May-10			8,92,000.00		
1-34-19 %	Adhi Enterprises	Receipt	Oteque/OD		1-Jul-10		2,83,260.00	0.0000000000000000000000000000000000000		
1-36-19 \$	Anarean Enterprises	Receipt	ChequeICD		1-Jul-19		3.56.360.00			
1.46.18 %	Adhi Enterarises	Receipt	NEFT	UTR123110234	1-348-19		17,500.00			
1-36-18 V	Anayak Enterprises	Receipt	Cheeve/CD	112343	1-Jul-10		1,50,000.00			
2-35-10 4	Latesh Enterprises	Payment	Chaque	100001	2-344-10		200000000	55,000.00		
2-Jai-19 8	Sanian Distributors	Payment	Cheque	243551	2-34410			15,998.00		
3. Mitk 6	Cesh	Contra	Cath		2.64.19		10.000.00			
2-849-16	keupan Stationery	Payment	Cheque	100004	2-8ep-19			30,000.00		
				ÂTX	Balance as per compa Amounta not reflects sunts not reflected in Company	ry books. Id in bank. In Books	1,75,960.00	15,01,880.00		
					Belance as	per bank	10.00.000.00			

Balance on per imported Bank Statement

CI Poressi

and Recording				EDGHW/#CE/RPGKARE				3
edger: HDFC	Bank Arc						1-Apr	-19 to 2-8ep-19
				(Reconcidation)				1996-1998 A.
Data	Particulars	Voh Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit
2-Apr-18 V	Adhi Enterprises	Receipt	Checore CD		2-Apr-10	2-4,0-19	60,000.00	
2-Apr-19-T	otal Printing Systems	Payment	NEFT		2-Apr-19	2-45-19		1,05,000.00
1-htsy-19-5	anjay Distributors	Payment	Cheque		1-Maj-19	7-May-19		95,000.00
1-May-10 H	larosh Enterprises	Payment	Cheque		1-May-10	3-Aday-19		60,000.00
1-May-19 V	Shwakarma Traders	Receipt	Cheque/0D		1-Map-19	3-Map.19	2.00.000.00	
31-May-18 8	lamoung India Pvt Ltd.	Payment	Chergan		31-Map-19			6,49,000.00
31-May-18 L	G Electronics India	Payment	Chetter		81-May-19			8,92,080.00
1-A4-18 V	Schil Enterprises	Receipt	Cherges/DD		1-Jal-10		2.83,200.00	
1-Joh 10 W	Innyak Enterprises	Receipt	Cheque/DD		1-Jal-10		3,56,360.00	
1-34-19 W	fidhi Enterprises	Receipt	NEFT	UTR123110234	1-Jul-19		17,500.00	
1-Jul-19 V	Inayak Enterprises	Receipt	Citeque/GD	112343	5-Jul-19		1.50.000.00	22722-242
2-34-19 H	laresh Enterprises	Payment	Chelsie	100001	2-Jul-19	3-34-19		55,000.00
2-34-18-5	anjay Distributors	Permant	Chespe	243651	2-54-10	6-AJ-10		15,000.00
2-34-19 0	inti	Contra	Cash		2-Jel-10	7-3.4-19	10.000.00	1000000
2-5ep-10 A	magam Stationery	Payment.	Charges	100004	2-5ep-10	4-Sep-19		38,098.00
					Balance as per cor	reary books	175 680.00	

Balance as per company books:	1,75,980.00	
Amounts not reflected in bank:	8.07.060.00	45.24 (988
Amounts not reflected in Company Books :	이야가 안가?	Accept ?
Balance as per bank:	9.40.000.00	
Batance as par imported Bank Statement :		
Ofference :		Tas or He

TallyPrime

#### Manual Bank Reconciliation



				(Reconciliation)			V.0.574	0.0000000000000000000000000000000000000
Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credi
2-Apr-19	Vidhi Enterprises	Receipt	Cheque/DD		2-Apr-19	2-Apr-19	60,000.00	
2-Apr-19	<b>Total Printing Systems</b>	Payment	NEFT		2-Apr-19	2-Apr-19		1,05,000.00
1-May-19	Sanjay Distributors	Payment	Cheque		1-May-19	1-May-19		95,000.00
1-May-19	Haresh Enterprises	Payment	Cheque		1-May-19	2-May-19		60,000.00
1-May-19	Vishwakarma Traders	Receipt	Cheque/DD		1-May-19	3-May-19	2,00,000.00	0000000000000
31-May-19	Samsung India Pvt Ltd.	Payment	Cheque		31-May-19		52 55	6,49,000.00
31-May-19	LG Electronics India	Payment	Cheque		31-May-19			8,92,080.00
1-Jul-19	Vidhi Enterprises	Receipt	Cheque/DD		1-Jul-19		2,83,200.00	514v63,0014v33958
1-Jul-19	Vinayak Enterprises	Receipt	Cheque/DD		1-Jul-19		3,56,360.00	
1-Jul-19	Vidhi Enterprises	Receipt	NEFT	UTR123110234	1-Jul-19		17,500.00	
1-Jul-19	Vinayak Enterprises	Receipt	Cheque/DD	112343	1-Jul-19		1,50,000.00	
2-Jul-19	Haresh Enterprises	Payment	Cheque	100001	2-Jul-19	5-Jul-19		55,000.00
2-Jul-19	Sanjay Distributors	Payment	Cheque	243551	2-Jul-19	6-Jul-19		15,000.00
2-Jul-19	Cash	Contra	Cash		2-Jul-19	7-Jul-19	10,000.00	0.0000000000000000000000000000000000000
2-Sep-19	Anupam Stationery	Payment	Cheque	100004	2-Sep-19	4-Sep-19		30,000.00
					Balance as per con	npany books:	1,75,980.00	45 74 090 0
				Amounts not reflected in Dank: 8,0 Amounts not reflected in Company Books				Accept 2
				Balanc	Balance e as per Imported Bank	as per bank: Statement :	9,40,000.00	Accept 1
						Difference -	5	Yes or No





## Auto Bank Reconciliation in TallyPrime

- 1. Enable auto BRS in the Bank Ledger Master
- 2. Go to the Bank Reconciliation report
- 3. Import the Bank Statement
- 4. Handle exceptions link unlinked transactions, create new etc.





## Bank Reconciliation using TallyPrime

Discover Yourself!!

TallyPrime

**Bank Configuration** 

Alter cheque book

Enable cheque printing

Enable auto reconciliation Set/alter auto BRS configuration

Alter cheque printing configuration

No

Yes

: No

Tes

**Tax Registration Details** 

GSTIN/UIN

#### To implement Auto BRS in Tally...





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#### Auto-Bank Reconciliation



TallyPrime	MANAGE								- 0	
GOLD	K:Company Y:	Data	Z: Exchange	G:Go To	O:Import	E:Export	M:E-mail	P: Print	F1: Help	
Bank Reconcili	ation			Excellent Enterprises				×	E2: Period	L.
Ledger: HDF	C Bank A/c			(Reconciliation)			1-Apr	-19 to 2-Sep-19	F3: Select Company	i
Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit	F4	
2-Apr-19	Vidhi Enterprises	Receipt	Cheque/DD		2-Apr-19		60.000.00			
2-Apr-19	Total Printing Systems	Payment	NEFT		2-Apr-19			1.05.000.00	F5	
1-May-19	Saniav Distributors	Payment	Cheque		1-May-19			95,000,00	P6	
1-May-19	Haresh Enterprises	Payment	Cheque		1-May-19			60,000.00	F7	
1-May-19	Vishwakarma Traders	Receipt	Cheque/DD		1-May-19		2.00.000.00		E.0.	
31-May-19	Samsung India Pvt Ltd	Payment	Cheque		31-May-19			6.49.000.00	10	
31-May-19	LG Electronics India	Payment	Cheque		31-May-19			8,92,080.00	FB	
1-Jul-19	Vidhi Enterprises	Receipt	Cheque/DD		1-Jul-19		2,83,200.00	1.181.081.010.0	F10	
1-Jul-19	Vinayak Enterprises	Receipt	Cheque/DD		1-Jul-19		3,56,360.00			
1-Jul-19	Vidhi Enterprises	Receipt	NEFT	UTR123110234	1-Jul-19		17,500.00		B: Basis of Values	5 1
1-Jul-19	Vinayak Enterprises	Receipt	Cheque/DD	112343	1-Jul-19	2-Jul-19	1,50,000.00		H: Change View	
2-Jul-19	Haresh Enterprises	Payment	Cheque	100001	2-Jul-19	4-Jul-19		55,000.00	Exception	
2-Jul-19	Sanjay Distributors	Payment	Cheque	243551	2-Jul-19	5-Jul-19		15,000.00	Reports	
2-Jul-19	Cash	Contra	Cash		2-Jul-19		10,000.00	1434.000.000.000	1000	
2-Sep-19	Anupam Stationery	Payment	Cheque	100004	2-Sep-19			30,000.00	H: Opening PDC	
1446464.000	2010/07/02/02/07/07/07/07/07/07/07/07/07/07/07/07/07/	JERGANNES:							I Conste Veuebou	
Amounts n	ot reflected in company b	ooks							or Greate Voucher	
	Total Printing Systems		Withdrawal	778823	4-Apr-19	4. Anr. 10		1 05 000 00	Q:Reconcile Unlinked	
	Harosh Enternrises		Withdrawal	000004	2-May-19	2-May-19		60 000 00	D. Decensile All	
	rialean Civerprises		With Group and	00004	2-110)-10	2-may-10		00,000.00	Unlinked	
					Balance as per com	nany hooks:	1 75 980 00		S:Set Bank Date	
					Amounts not refle	ted in bank:	9,27,060,00	18 31 080 00	V: Delete Unlinked	4
				Amo	unts not reflected in Comp	any Books :	8 67 060 00	18 01 380 00	W Delate All	
				1 tride	Balance a	s per bank:	1.45.680.00		Unlinked	
				Baland	ce as per imported Bank	Statement :	9,99,700.00			
					10.011.011-11.00100.00000.000000	Difference :		11,45,380,00	F12:Range	6





M/s Sriram Distributors is into the distribution of FMCG goods, and he has 15 field executives who daily collects 30–40 cheques and close to 2–3 lakhs cash every day. Accountant records all this cheque/cash details on bank's deposit slips. Accountant takes half a day to complete this activity. Later, he gives it to their office boy, who deposits it into the bank account on daily basis.

How can you help this Accountant to complete this activity within shorter duration, so that he can focus on other business operations.

















Excellent Enterprises is not sure which Bank they will be depositing a post-dated cheque received from one of their suppliers. Which Bank A/c should they choose in the post-dated receipt transaction ?

A) Cannot record post dated transactions

B) Any existing Bank A/c

C) Notional Bank A/c

D) Record Blank Cheque





#### Which is the fastest way to reconcile Bank Statements in Tally?

#### A) Not possible

#### C) Buy Tally shop Add on

B) Specify bank date – Manual Bank Reconciliation

D) Import Bank Statement – Auto Bank Reconciliation





The accountant wants to view how many cheque leaves are available, cancelled cheques and post-dated cheques issued. Which report can be referred to ?



B) Cheque Printing

C) Cheque Register

D) Payment Advice





To record a cancelled cheque or a blank cheque which of the following options in F11 – F1 (Accounting features) must be enabled ?

A) Use Reversing Journals and Optional vouchers

#### C) Both A and B

B) Enable zero-valued transactions

D) Set/alter banking features











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Thank you !

#### VANDANA V. DODHIA & Co. Chartered Accountants vandana.dodhia@gmail.com