



*Tally*

POWER OF SIMPLICITY

# Banking

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

 TallyPrime

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?



1

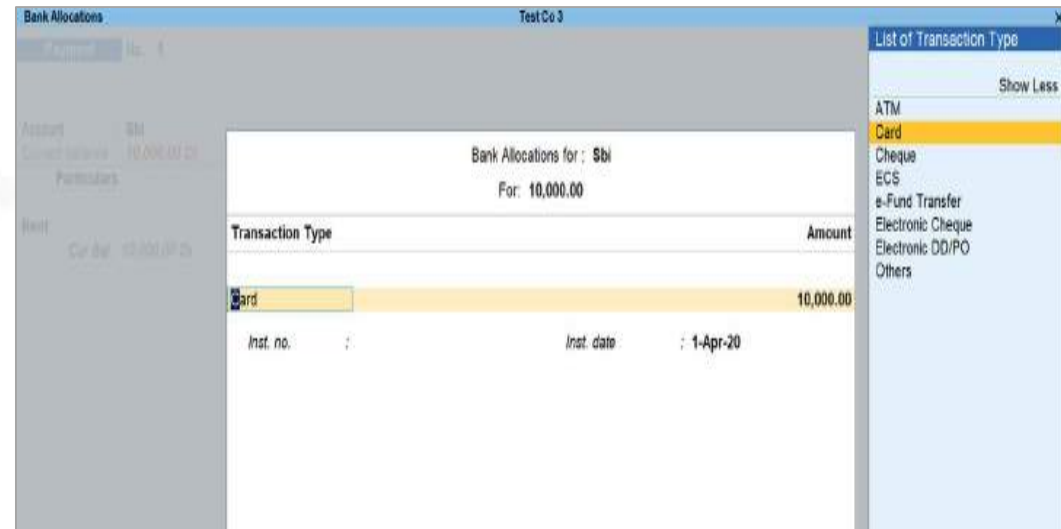
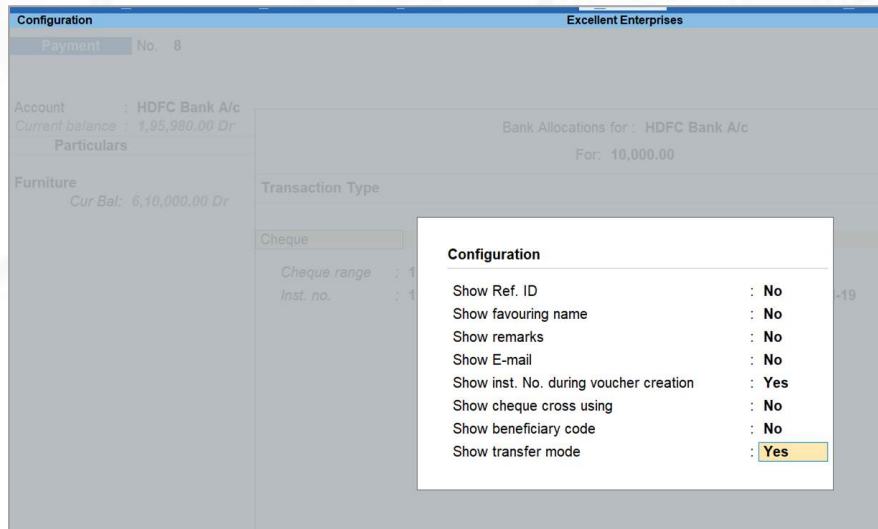
ENABLE

Enable during voucher entry only

2

RECORD

Record the transaction with Banking allocations



**Bank Allocations**

Account: HDFC Bank A/c

Current balance: 2,03,910.00 Dr

Particulars

Vidhi Enterprises

Cur Bal: 1,20,000.00 Dr

Agst Ref: 1

Agst Ref: 2

Narration

Bank Allocations for : **HDFC Bank A/c**

For: **17,500.00**

Ledger Name	Transaction Type	Amount
<b>Vidhi Enterprises</b>	<b>e-Fund Transfer</b>	<b>17,500.00</b>
<i>Inst. no.</i>	: UTR123110234	<i>Inst. date</i> : 1-Jul-19
<i>Bank</i>	: State Bank of India (India)	

**List of Transaction Type**

Show Less

- ATM
- Card
- Cash
- Cheque/DD
- ECS
- e-Fund Transfer
- Electronic Cheque
- Electronic DD/PO
- Others

F5: Condensed

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 ( [out of period](#) ), 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 [Bank Ledger](#) 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

1

## CONFIGURE

In TallyPrime, from GOT, we can get all Banking utilities

2

## RECORD

Record the transactions in the data

3

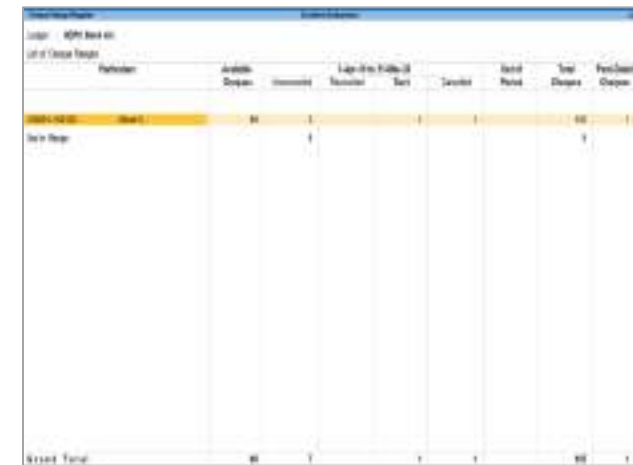
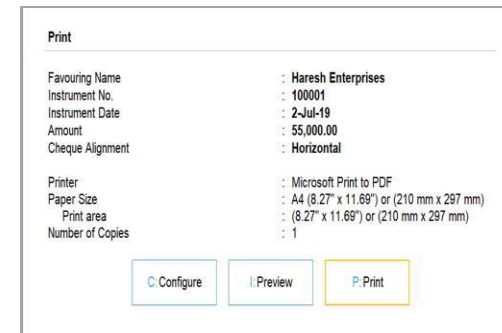
## PRINT

Print Cheques together or after every transaction

4

## VIEW

View the Cheque register and cheque printing report





# Cancelled Cheque

Instrument Wise							
Excellent Enterprises							
Ledger	HDFC Bank A/c		(Cancelled Cheque)			1-Jul-19 to 31-Jul-19	
Cheque Range	100001-100100						
Cheque No.	Status	Date	Particulars	Vch Type	Vch No.	Inst.Date	Amount
100002	Cancelled Cheque	31-Jul-19					

Instrument Wise							
1-Jul-19 to 31-Jul-19							
Page 1							
Ledger	HDFC Bank A/c		(Cancelled Cheque)			1-Jul-19 to 31-Jul-19	
Cheque Range	100001-100100						
Cheque No.	Status	Date	Particulars	Vch Type	Vch No.	Inst.Date	Amount
100002	Cancelled Cheque	31-Jul-19					
<b>Grand Total</b>							



# Blank Cheque

TallyPrime **SILVER** MANAGE  
 K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Accounting Voucher Alteration Excellent Enterprises

**Payment** No. 8 1-Jul-19 Wednesday

Status : *Blank Cheque*

Account : **HDFC Bank A/c**  
 Current balance : 2,05,980.00 Dr

Particulars	Amount
<b>Samsung India Pvt Ltd.</b> Cur Bal: 5,78,200.00 Cr	

Narration:

F2: Period  
 F3: Select Company  
 F4  
 F5: Debit Note  
 F6: Credit Note  
 F7: Stock Journal  
 F8: Delivery Note  
 F9: Receipt Note  
 F10  
 F: Autofill  
 H: Change Mode  
 I: More Details  
 L: Regular  
 T: Post-Dated  
 J: Stat Adjustment  
 F12

# Cheque Register

Particulars		Available Cheques	1-Apr-19 to 2-Sep-19			Out of Period	Total Cheques	Post-Dated Cheques
			Unreconciled	Reconciled	Blank	Cancelled		
100001-100100	(Book1)	96	2		1	1	100	1
<i>Not in Range</i>			5				5	
<b>Grand Total</b>		<b>96</b>	<b>7</b>		<b>1</b>	<b>1</b>	<b>105</b>	<b>1</b>

- F2: Period
- F3: Select Company
- F4
- F5
- F6
- F7
- F8
- F9
- F10
- B: Basis of Values
- H: Change View
- J: Exception Reports
- B: Alter Chq Book
- Q: Quick Search
- R: Reconcile
- F12

# Cheque Printing

TallyPrime MANAGE  
**SILVER** K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Cheque Printing Excellent Enterprises X  
 Ledger: **HDFC Bank A/c** 1-Jul-19 to 31-Jul-19

(Cheque Printing - Pending Cheques)

Date	Particulars	Instrument No.	Instrument Date	Printed ?	Amount
2-Jul-19	Haresh Enterprises	100001	2-Jul-19	No	55,000.00
2-Jul-19	Sanjay Distributors	243551	2-Jul-19	No	15,000.00
31-Jul-19	Samsung India Pvt Ltd.	100003	31-Jul-19	No	
<b>Selected Total</b>					
<b>Grand Total</b>					<b>70,000.00</b>

F2: Period  
 F3: Select Company  
 F4  
 F5  
 F6  
 F7  
 F8  
 F9  
 F10  
 B: Basis of Values  
 H: Change View  
 J: Exception Reports  
 B: Alter Ledger  
 H: Alter Chq Details  
 F12: Range

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 while 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!!

# Cash and Cheque Deposit Slip in TallyPrime

Discover Yourself!!

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



# To implement Transaction Types in Tally...

1

RECORD

Record the Cheque Receipt transaction or the Cash deposit entry (contra)

2

VIEW

View the Cheque or cash deposit slip report

3

PRINT

Print the cash or cheque deposit slip

HDFC Bank A/c		
Denominations For: 10,000.00		
Denominations		Amount
2000 X	3	6,000.00
1000 X		
500 X	8	4,000.00
200 X		
100 X		
50 X		
20 X		
10 X		
5 X		
2 X		
1 X		
Others		
<b>Total</b>		<b>10,000.00</b>
Difference		

HDFC Bank A/c			
Den	Behan	Amount	Rate
2000 X		6000.00	
500 X		4000.00	
<b>Total</b>		<b>10000.00</b>	

HDFC Bank A/c		Date
Denominations	Amount	
2000 X	3	6,000.00
1000 X		
500 X	8	4,000.00
200 X		
100 X		
50 X		
20 X		
10 X		
5 X		
2 X		
1 X		
Others		
<b>Total</b>		<b>10,000.00</b>

Amount (in words) : INR Ten Thousand Only

Deposited by: \_\_\_\_\_ Received by: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

# Cash Deposit Slip

TallyPrime MANAGE

**SILVER** K: Company Y: Data

**Cash Denominations**

Account: HDFC Bank A/c

Cash: ₹ 10,000.00

*(Banker's Copy)*

**Cash Deposit Slip/Pay-in Slip**

Bank name : **HDFC Bank A/c** Date : **4-Mar-2020**

Branch name :

Account no. : **0006211140012685**

Account holder name : **Excellent Enterprises**

Denominations	Amount
2000 X 3	6,000.00
1000 X	
500 X 8	4,000.00
200 X	
100 X	
50 X	
20 X	
10 X	
5 X	
2 X	
1 X	
Others	
<b>Total</b>	<b>₹ 10,000.00</b>

Amount (in words) : **INR Ten Thousand Only**

Deposited by \_\_\_\_\_ Received by \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

P: Print F1: Help

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TallyPrime MANAGE

**SILVER** K: Company Y: Data

**Cash Denominations**

Account: HDFC Bank A/c

Cash: ₹ 10,000.00

*(Customer's Copy)*

**Cash Deposit Slip/Pay-in Slip**

Bank name : **HDFC Bank A/c** Date : **4-Mar-2020**

Branch name :

Account no. : **0006211140012685**

Account holder name : **Excellent Enterprises**

Denominations	Amount
2000 X 3	6,000.00
1000 X	
500 X 8	4,000.00
200 X	
100 X	
50 X	
20 X	
10 X	
5 X	
2 X	
1 X	
Others	
<b>Total</b>	<b>₹ 10,000.00</b>

Amount (in words) : **INR Ten Thousand Only**

Deposited by \_\_\_\_\_ Received by \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

P: Print F1: Help

# Cheque Deposit Slip

(Banker's Copy)  
Cheque Deposit Slip/Pay-In Slip

Bank name: **HDFC Bank A/c**      Date: **20-Oct-20**  
 Branch name: **000211145012685**  
 Account no: **000211145012685**  
 Account holder name: **Excellent Enterprises**

Sl.No	Cheque / DD No.	Cheque/DD Date	Bank Name	Branch	Amount
1	112248	1-Jul-19	HDFC Bank India		₹ 1,50,000.00
<b>Total</b>					<b>₹ 1,50,000.00</b>

Amount (in words): **INR One Lakh Fifty Thousand Only**

Deposited by: \_\_\_\_\_      Received by: \_\_\_\_\_  
 Signature: \_\_\_\_\_      Signature: \_\_\_\_\_

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(Customer's Copy)  
Cheque Deposit Slip/Pay-In Slip

Bank name: **HDFC Bank A/c**      Date: **20-Oct-20**  
 Branch name: **000211145012685**  
 Account no: **000211145012685**  
 Account holder name: **Excellent Enterprises**

Sl.No	Cheque / DD No.	Cheque/DD Date	Bank Name	Branch	Amount
1	112248	1-Jul-19	HDFC Bank India		₹ 1,50,000.00
<b>Total</b>					<b>₹ 1,50,000.00</b>

Amount (in words): **INR One Lakh Fifty Thousand Only**

Deposited by: \_\_\_\_\_      Received by: \_\_\_\_\_  
 Signature: \_\_\_\_\_      Signature: \_\_\_\_\_

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

**Discover Yourself!!**

# Post-dated Cheques in TallyPrime



# Post dated Cheque receipt

Bank Allocations for : **Notional Bank**  
 For: **25,000.00**

Ledger Name	Transaction Type	Amount
<b>Vinayak Enterprises</b>	<b>Cheque/DD</b>	<b>25,000.00</b>
<i>Inst. no. : 456734</i>		<i>Inst. date : 1-Sep-19</i>
<i>Bank : State Bank of India (India)</i>		
<i>PDC receipt date : 3-May-19</i>		
<i>PDC note : PDC Received</i>		

Narration:

# Post dated cheque issue

2-Sep-19  
Monday

Account: HDFC Bank A/c  
Current balance: 2,05,900.00 Dr.

Particulars

Anupam Stationery  
Cur Bal: 14,000.00 Cr  
Agst Ref: 9

Bank Allocations for : **HDFC Bank A/c**  
For: 30,000.00

Ledger Name	Transaction Type	Amount
Anupam Stationery	Cheque	30,000.00

*Cheque range* : 100001-100100  
*Inst. no.* : 100004 *Inst. date* : 2-Sep-19  
*PDC issue date* : 3-May-19  
*PDC note* : PDC Issued Due to Expected Expenses

Amount: 30,000.00

F5: Condensed

F12

# Cheque Register

Post-Dated Transactions		Excellent Enterprises							1-Sep-19 to 30-Sep-19	
Date	Type	Particulars	Bank	Instrument no.	Instrument date	Status	Amount			
1-Sep-19	Received	Vinayak 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			
<b>Selected Total</b>										
<b>Grand Total</b>								5,000.00 Cr		

- F2: Period <
- F3: Select Company <
- F4 <
- F5: Detailed <
- F6 <
- F7 <
- F8 <
- F9 <
- F10 <
- B: Basis of Values <
- H: Change View <
- J: Exception Reports <
- B: Alter Bank <
- H: Alter Date <
- Q: Quick Search <
- R: Enter Note <
- 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 post-dated 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

- 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.

- 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**.



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

Sl.No.	Narration	Chq./Ref.No	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 Pvt 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...

1

VIEW

View the BRS report under 'Banking'

2

RECONCILE

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

Bank Reconciliation		Excelent Enterprises		1-Apr-19 to 2-Sep-19			
Ledger: HDFC Bank A/c							
Date	Particulars	Vch Type	Transaction Type	Instrument No.	Bank Date	Debit	Credit
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
1-May-19	Sanjay Distributors	Payment	Cheque		1-May-19		95,000.00
1-May-19	Hareesh Enterprises	Payment	Cheque		1-May-19		60,000.00
1-May-19	Vishwakarma Traders	Receipt	Cheque/DD		1-May-19	2,00,000.00	
31-May-19	Samsung India Pvt Ltd.	Payment	Cheque		31-May-19		6,49,000.00
31-May-19	LG Electronics India	Payment	Cheque		31-May-19		8,02,000.00
1-Jul-19	Vidhi Enterprises	Receipt	Cheque/DD		1-Jul-19	2,83,200.00	
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	112345	1-Jul-19	1,50,000.00	
2-Jul-19	Hareesh Enterprises	Payment	Cheque	100001	2-Jul-19		55,000.00
2-Jul-19	Sanjay Distributors	Payment	Cheque	243551	2-Jul-19		15,000.00
2-Jul-19	Cash	Contra	Cash		2-Jul-19	10,000.00	
2-Sep-19	Anupam Stationery	Payment	Cheque	100004	2-Sep-19		30,000.00
Balance as per company books:						1,75,980.00	
Amounts not reflected in bank:						16,77,860.00	19,01,880.00
Amounts not reflected in Company Books:							
Balance as per bank:						16,00,000.00	
Balance as per Imported Bank Statement:							
Difference:							

Bank Reconciliation		Excelent Enterprises		1-Apr-19 to 2-Sep-19			
Ledger: HDFC Bank A/c							
Date	Particulars	Vch Type	Transaction Type	Instrument No.	Bank Date	Debit	Credit
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
1-May-19	Sanjay Distributors	Payment	Cheque		1-May-19		95,000.00
1-May-19	Hareesh Enterprises	Payment	Cheque		1-May-19		60,000.00
1-May-19	Vishwakarma Traders	Receipt	Cheque/DD		1-May-19	2,00,000.00	
31-May-19	Samsung India Pvt Ltd.	Payment	Cheque		31-May-19		6,49,000.00
31-May-19	LG Electronics India	Payment	Cheque		31-May-19		8,02,000.00
1-Jul-19	Vidhi Enterprises	Receipt	Cheque/DD		1-Jul-19	2,83,200.00	
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	112345	1-Jul-19	1,50,000.00	
2-Jul-19	Hareesh Enterprises	Payment	Cheque	100001	2-Jul-19		55,000.00
2-Jul-19	Sanjay Distributors	Payment	Cheque	243551	2-Jul-19		15,000.00
2-Jul-19	Cash	Contra	Cash		2-Jul-19	10,000.00	
2-Sep-19	Anupam Stationery	Payment	Cheque	100004	2-Sep-19		30,000.00
Balance as per company books:						1,75,980.00	
Amounts not reflected in bank:						8,07,660.00	16,77,880.00
Amounts not reflected in Company Books:							
Balance as per bank:						9,40,000.00	Accept ?
Balance as per Imported Bank Statement:							
Difference:							Yes or No

# Manual Bank Reconciliation

 Ledger: **HDFC Bank A/c**

1-Apr-19 to 2-Sep-19

(Reconciliation)

Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit
2-Apr-19	Vidhi Enterprises	Receipt	Cheque/DD		2-Apr-19	2-Apr-19	60,000.00	
2-Apr-19	Total Printing Systems	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	
31-May-19	Samsung India Pvt Ltd.	Payment	Cheque		31-May-19			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	
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	
2-Sep-19	Anupam Stationery	Payment	Cheque	100004	2-Sep-19	4-Sep-19		30,000.00
Balance as per company books:							1,75,980.00	
Amounts not reflected in bank:							8,07,060.00	15,71,040.00
Amounts not reflected in Company Books :								Accept ?
<b>Balance as per bank:</b>							<b>9,40,000.00</b>	
<b>Balance as per Imported Bank Statement :</b>								
Difference :								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!!





# Auto-Bank Reconciliation

TallyPrime MANAGE									F2: Period
GOLD K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help									F3: Select Company
Bank Reconciliation Excellent Enterprises									F4
Ledger: HDFC Bank A/c									F5
(Reconciliation)									F6
1-Apr-19 to 2-Sep-19									F7
Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit	F8
2-Apr-19	Vidhi Enterprises	Receipt	Cheque/DD		2-Apr-19		60,000.00		F9
2-Apr-19	Total Printing Systems	Payment	NEFT		2-Apr-19			1,05,000.00	F10
1-May-19	Sanjay Distributors	Payment	Cheque		1-May-19			95,000.00	B: Basis of Values
1-May-19	Haresh Enterprises	Payment	Cheque		1-May-19			60,000.00	H: Change View
1-May-19	Vishwakarma Traders	Receipt	Cheque/DD		1-May-19		2,00,000.00		J: Exception Reports
31-May-19	Samsung India Pvt Ltd.	Payment	Cheque		31-May-19			6,49,000.00	H: Opening BRS
31-May-19	LG Electronics India	Payment	Cheque		31-May-19			8,92,080.00	J: Create Voucher
1-Jul-19	Vidhi Enterprises	Receipt	Cheque/DD		1-Jul-19		2,83,200.00		Q: Reconcile Unlinked
1-Jul-19	Vinayak Enterprises	Receipt	Cheque/DD		1-Jul-19		3,56,360.00		R: Reconcile All Unlinked
1-Jul-19	Vidhi Enterprises	Receipt	NEFT	UTR123110234	1-Jul-19		17,500.00		S: Set Bank Date
1-Jul-19	Vinayak Enterprises	Receipt	Cheque/DD	112343	1-Jul-19	2-Jul-19	1,50,000.00		V: Delete Unlinked
2-Jul-19	Haresh Enterprises	Payment	Cheque	100001	2-Jul-19	4-Jul-19		55,000.00	W: Delete All Unlinked
2-Jul-19	Sanjay Distributors	Payment	Cheque	243551	2-Jul-19	5-Jul-19		15,000.00	F12: Range
2-Jul-19	Cash	Contra	Cash		2-Jul-19		10,000.00		
2-Sep-19	Anupam Stationery	Payment	Cheque	100004	2-Sep-19			30,000.00	
<b>Amounts not reflected in company books</b>									
	Total Printing Systems		Withdrawal	778823	4-Apr-19	4-Apr-19		1,05,000.00	
	Haresh Enterprises		Withdrawal	000004	2-May-19	2-May-19		60,000.00	
Balance as per company books:							1,75,980.00		
Amounts not reflected in bank:							9,27,060.00	18,31,080.00	
Amounts not reflected in Company Books :							8,67,060.00	18,01,380.00	
Balance as per bank:							1,45,680.00		
Balance as per Imported Bank Statement :							9,99,700.00		
Difference :								11,45,380.00	

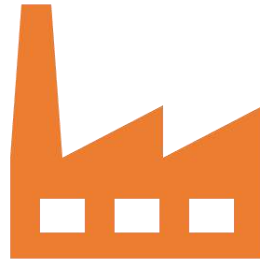


M/s Sriram Distributors is into the distribution of FMCG goods, and he has 15 field executives who daily collect 30-40 cheques and close to 2-3 lakhs cash every day. Accountant records all this cheque/cash details on bank's deposit slips. Accountant takes half a day to complete this activity. Later, 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.**



Trading  
Industry ✓



Manufacturing  
Industry ✓



Service  
Industry ✓



# Quiz

Banking

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

B) Specify bank date – Manual Bank Reconciliation

C) Buy Tally shop Add on

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 ?

A) Not available

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 – F11 (Accounting features) must be enabled ?

A) Use Reversing Journals and Optional vouchers

B) Enable zero-valued transactions

C) Both A and B

D) Set/alter banking features



# Answers

Banking



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 ?

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

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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

B) Enable zero-valued transactions

C) Both A and B

D) Set/alter banking features



## RECAP

1. Ease of doing **Manual and Auto Bank Reconciliation**
1. Printing cheques with **pre-defined cheque formats**
1. Managing cheque books and easily **search cheques issued to supplier**
1. Handling the complexity of post-dated cheques
1. Generating **payment advices** against cheques issued to suppliers



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Thank you !

**VANDANA V. DODHIA & Co.**  
**Chartered Accountants**  
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