
Computerised Accounting Practical Model

Question, Procedure and Output

Title : Bank Reconciliation Statement

Question

From the following information Prepare Bank Reconciliation Statement of Premier Books as on 31-01-2016

- Opening Balance in ICICI Bank Account (1.1.2016) - ₹ 35,000
- 01.01.2016 Deposited into ICICI Bank Account - ₹.10,000
- 01.01.2016 Purchased goods and Paid by Cheque (No.323)- ₹ 5,000
- 02.01.2016 Paid Wage by Cheque (No. 324) - ₹ 2,000
- 02.01.2016 Paid Rent by Cheque (No. 325) - ₹ 4,000
- 31.01.2016 interest credited in the pass book - ₹ 300
- 31.01.2016 Bank Charges debited in the pass book - ₹ 150

Cheque No.323 presented in the Bank on 02-01-2016, cheque No. 324 were presented on 05-02-2016 and cheque No.325 is not yet presented in the bank. All other transactions recorded in the Pass Book on the same day

Procedure

- Step-1 : Open Tally Accounting Software
- Step-2 : Create the company named Premier Books
Gateway of Tally → Company Info → Create Company
- Step-3 : Create necessary ledger accounts under appropriate groups. Enter Opening Balance for ICICI Bank A/c
Gateway of Tally → Accounts Info → Ledgers → Create
- Step-4 : Enter the transactions through appropriate vouchers
Gateway of Tally → Accounting Vouchers
- Step-5 : Display ICICI Bank Account for the month of January 2016
Gateway of Tally → Display → Account Books → Cash/Bank Book(s) → ICICI Bank Account → Select the month January
- Step-6 : While viewing the Bank Account, Press **F5** to change it into **Reconciliation mode**
- Step-7 : Enter the Bank Dates of each entry in **Bank Date** column. If a transaction is not yet recorded in Bank, leave Bank Date column as blank.

Output

Bank Reconciliation		Premier Books		Ctrl + M	
Ledger: ICICI Bank Account				1-Jan-2016 to 31-Jan-2016	
		(Reconciliation)			
Date	Particulars	Vch Type	Bank Date	Debit	Credit
1-1-2016	Cash	Contra	1-1-2016	10,000.00	
1-1-2016	Purchases	Purchase	2-1-2016		5,000.00
2-1-2016	Wages	Payment	5-2-2016		2,000.00
2-1-2016	Rent	Payment			4,000.00
31-1-2016	Interest	Receipt	31-1-2016	300.00	
31-1-2016	Bank Charges	Payment	31-1-2016		150.00
				Balance as per Company Books :	34,150.00
				Amounts not reflected in Bank :	6,000.00
				Balance as per Bank :	40,150.00