User Manual – Automatic Bank Reconciliation

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Version: User Manual – Automatic Bank Reconciliation/2.0/November 2010

Automatic Bank Reconciliation

This TDL is used to enable the Automatic Bank Reconciliation in Tally.ERP 9.The Bank Statement received from Bank in Excel Format needs to be validated with Bank Books as per company records entered in Tally. The validation needs to be done for different conditions. The default Bank Reconciliation Report in Tally displays a list of unreconciled vouchers and allows the user to input a field **Bank Date** on which the corresponding entry has been effected by the Bank.

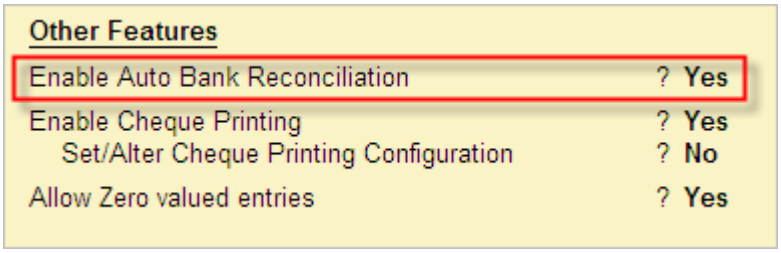
To achieve this feature we have to do the following steps:

1. Attach the file **Auto Bank Reco.tdl** to Tally.ERP 9 and execute Tally.ERP 9 and select the required Company.

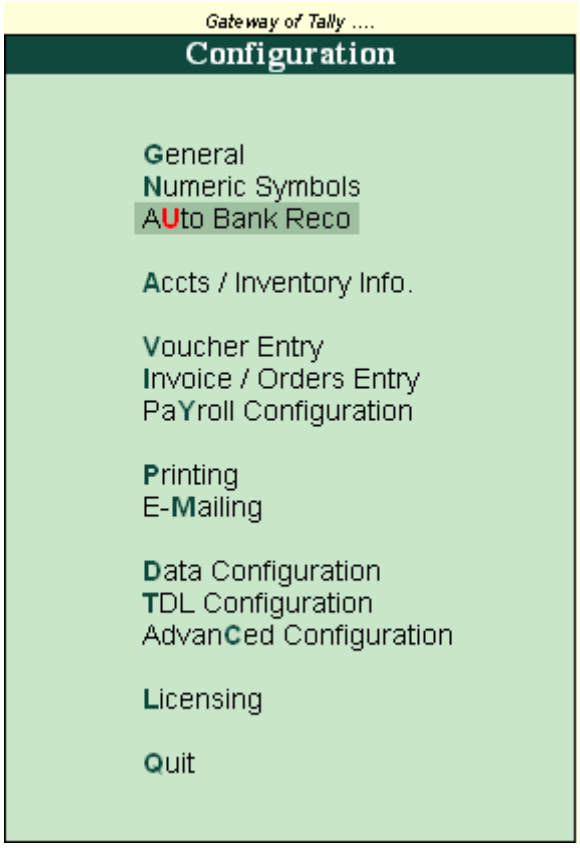
Note: *For further information on downloading and attaching TDL to Tally.ERP9, please refer the document* ***Steps to enable TDL*** *in the same section/page at the beginning.*

2. Copy the **Supporting Files.Zip**, Bank Reconciliation File (Excel, Access, etc.), to some local folder. *Let's say,* ***C:\Auto Bank Reco***

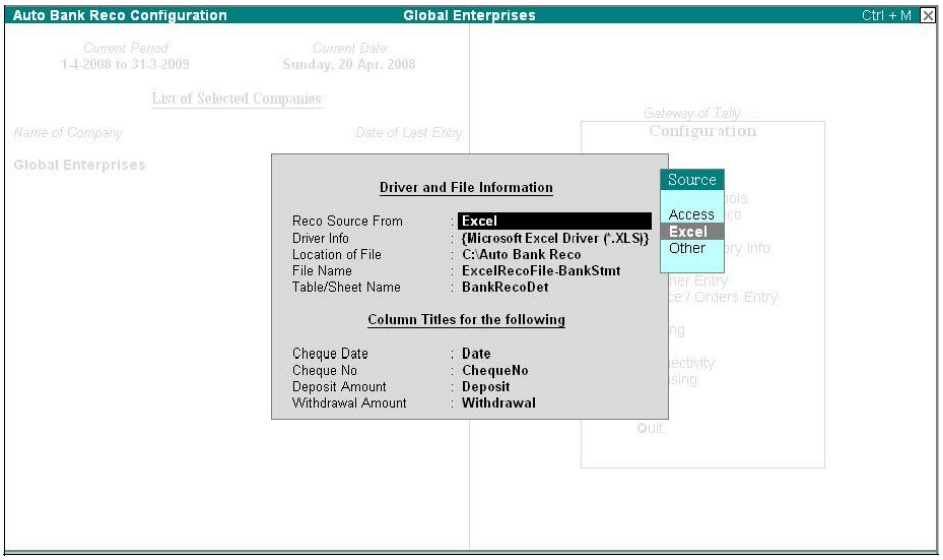
3. To enable Auto Bank Reco option in the configuration menu Go to **F11:Features >Accounting Features** and set **Yes** to the option **Enable Auto Bank Reconciliation.**



4. To begin with Auto Bank Reco for the first time, we need to specify the Driver, File and Column Information with respect to the external file. To do this, go to **Configuration (F12)** from **Gateway of Tally** Menu to see the following screen.



5. Select the option **Auto Bank Reco** to see the following screen wherein all the Auto Bank Reco related information like Driver Details, File Path, Name, etc. needs to be filled in.

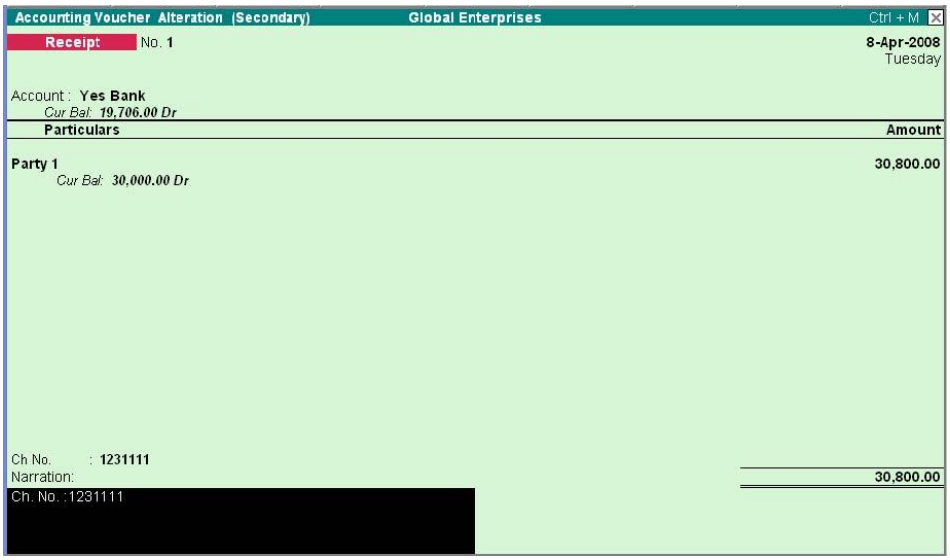


Please observe here that the first input **Reco Source From** displays a Table bearing Items **Access**, **Excel** and **Other.** If **Access/ Excel** is selected**,** relevant driver info is updated automatically and the cursor skips the driver info field. If **Other** is selected, Excel Driver Details is automatically set in the field **Driver Info** and user can alter the same.

The Source Information like Driver Details, Location of File, File Name and the Table Name needs to be given appropriately. Also the Table Headings which corresponds to Cheque No, Cheque Date, Deposit and Withdrawal Amount must be given.

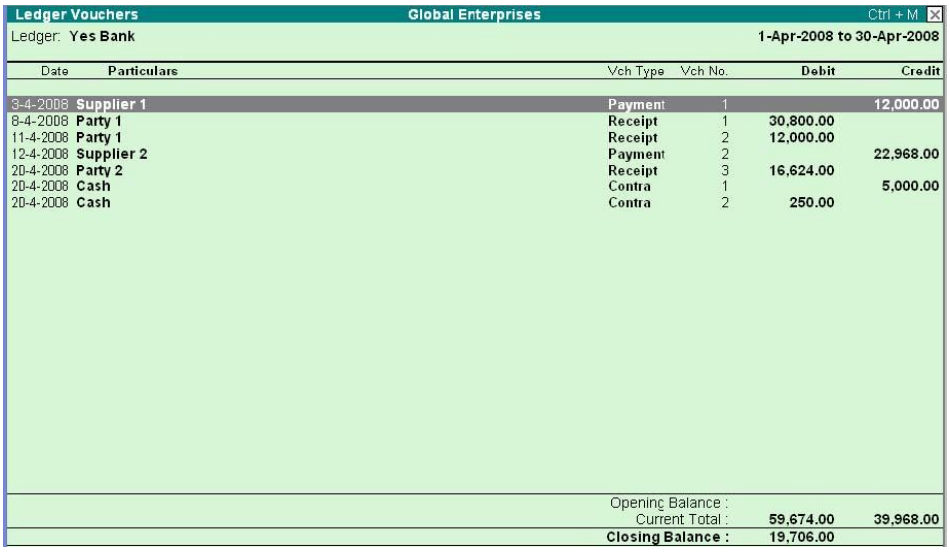
Note: ***Steps 3 and 4*** *need not be repeated once this information is set*.

6. The Cheque Number Field has been added prior to Narration in every Receipt and Payment entry consisting of Bank Ledger.



Please observe that the above Receipt Entry has an additional input Field **Ch.No** on selecting Bank Ledger. The Cheque Number entered in this Field gets copied to the Narration Field.

7. Now go to **Display > Account Books > Cash/Bank Books > Select an appropriate Bank Ledger** and Drill down to open Bank Vouchers. Let's say, **Yes Bank**

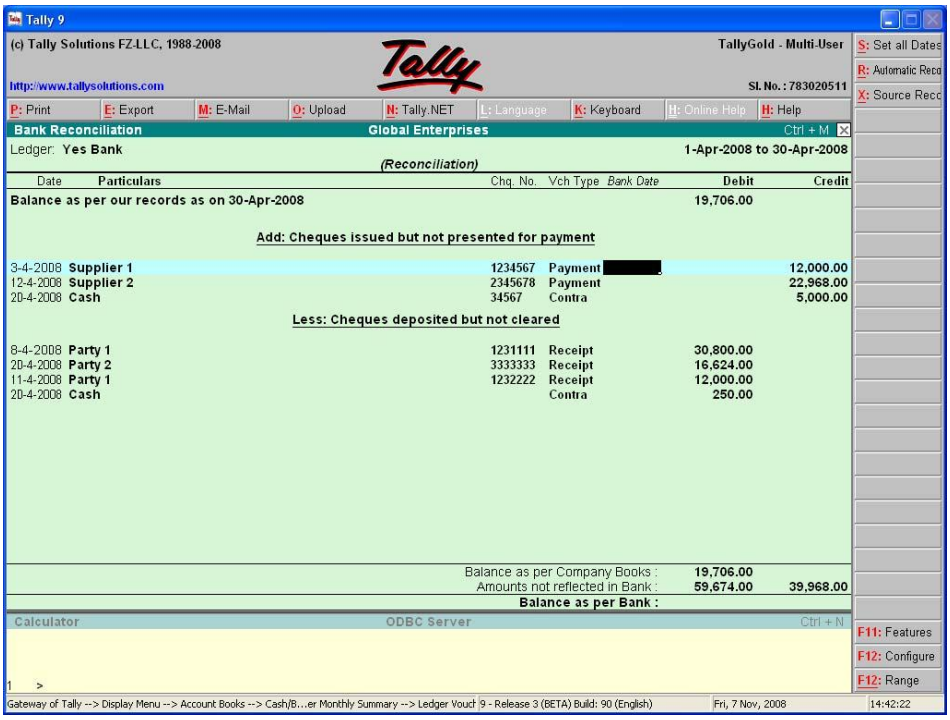


Ledger Vouchers — Global Enterprises — Ctrl + M

Ledger: Yes Bank — 1-Apr-2008 to 30-Apr-2008

Date	Particulars	Vch Type	Vch No.	Debit	Credit
3-4-2008	Supplier 1	Payment	1		12,000.00
8-4-2008	Party 1	Receipt	1	30,800.00	
11-4-2008	Party 1	Receipt	2	12,000.00	
12-4-2008	Supplier 2	Payment	2		22,968.00
20-4-2008	Party 2	Receipt	3	16,624.00	
20-4-2008	Cash	Contra	1		5,000.00
20-4-2008	Cash	Contra	2	250.00	
		Opening Balance :			
		Current Total :		59,674.00	39,968.00
		Closing Balance :		19,706.00	

8. Click **Reconcile Button** or Press **F5** to reconcile which brings up the following screen.



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P: Print | E: Export | M: E-Mail | O: Upload | N: Tally.NET | L: Language | K: Keyboard | H: Online Help | H: Help

Bank Reconciliation — Global Enterprises — Ctrl + M

Ledger: Yes Bank — 1-Apr-2008 to 30-Apr-2008

(Reconciliation)

Date	Particulars	Chq. No.	Vch Type	Bank Date	Debit	Credit
Balance as per our records as on 30-Apr-2008					19,706.00	
	Add: Cheques issued but not presented for payment					
3-4-2008	Supplier 1	1234567	Payment	[redacted]		12,000.00
12-4-2008	Supplier 2	2345678	Payment			22,968.00
20-4-2008	Cash	34567	Contra			5,000.00
	Less: Cheques deposited but not cleared					
8-4-2008	Party 1	1231111	Receipt		30,800.00	
20-4-2008	Party 2	3333333	Receipt		16,624.00	
11-4-2008	Party 1	1232222	Receipt		12,000.00	
20-4-2008	Cash		Contra		250.00	
			Balance as per Company Books :		19,706.00	
			Amounts not reflected in Bank :		59,674.00	39,968.00
			Balance as per Bank :			

Calculator — ODBC Server — Ctrl + N

S: Set all Dates | R: Automatic Reco | X: Source Recc | F11: Features | F12: Configure | F12: Range

Gateway of Tally --> Display Menu --> Account Books --> Cash/B...er Monthly Summary --> Ledger Vouch | 9 - Release 3 (BETA) Build: 90 (English) | Fri, 7 Nov, 2008 | 14:42:22

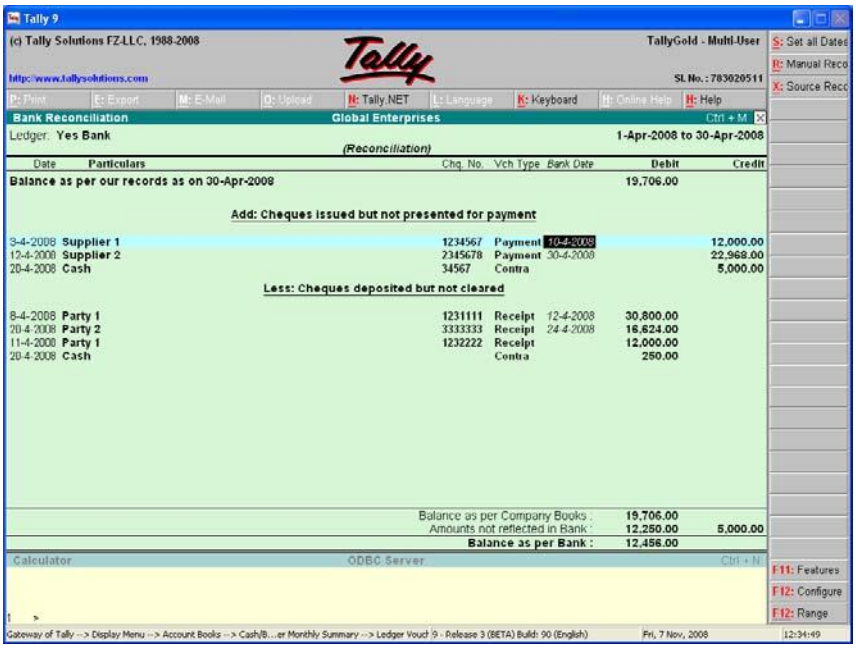
Please observe here that the entries have been grouped into 2 viz.,

a) Cheques issued but not presented for Payment and

b) Cheques deposited but not yet cleared.

Also a new line on the top has been added to start with the Company Balance as on date.

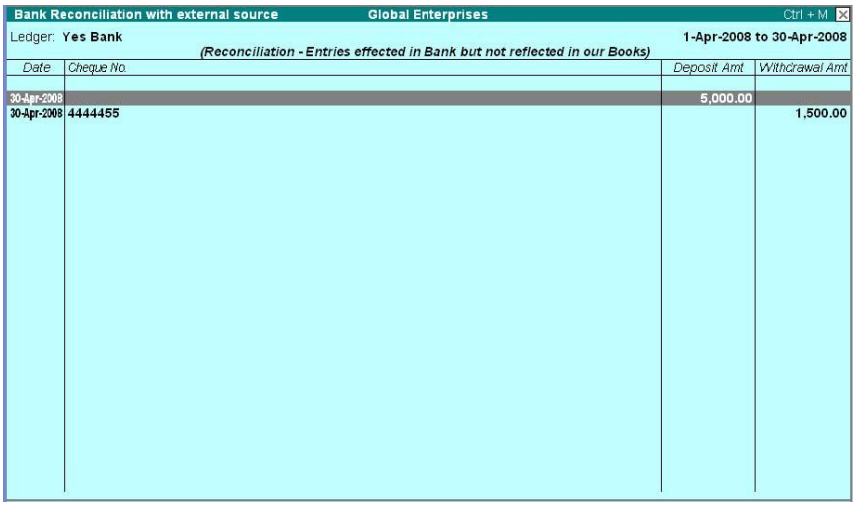
9. On the right hand top, there is a button labeled **Automatic Reco** clicking which all the **Bank Dates** are automatically filled from the external source information given in the Configuration. Also note that Button Automatic Reco has toggled to Manual Reco which means that if Manual Reco needs to be done, this Button has to be activated again.



Note: *That Cheque No. is being displayed along every voucher to validate the same*.

Saving the above Bank Reconciliation screen by pressing **Ctrl + A** will suffice. Now if the Balance as per Bank does not match with Balance as per External Records (Excel in this case), then we can see **Source Reco** Button on the right to find the difference by way of Entries reflected in Bank not updated in our books.

10. Clicking on the **Source Reco** will display the following Unreconciled Excel Vouchers with Tally.



Bank Reconciliation with external source — Global Enterprises — Ctrl + M

Ledger: Yes Bank — 1-Apr-2008 to 30-Apr-2008

(Reconciliation - Entries effected in Bank but not reflected in our Books)

Date	Cheque No.	Deposit Amt	Withdrawal Amt
30-Apr-2008		5,000.00	
30-Apr-2008	4444455		1,500.00

Note:

- *The Excel File should start with the Column Headings on the First Row and all the subsequent data items should follow without any empty spaces.*
- *Both the Amount Column either Withdrawal or Deposit must contain 0 for empty values*
- *The Companies for which Data Splitting has happened, previous unreconciled vouchers have to be reconciled manually.*
- *Cheque Number if not entered in additional input field provided will be taken from the Narration immediately after "Ch. No. :"*