



POWER OF SIMPLICITY

User Manual – Automatic Bank Reconciliation

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Version: User Manual – Automatic Bank Reconciliation/1.0/October 2009

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.

1. Attach the **Auto Bank Reco .TDL** file as Account TDLs

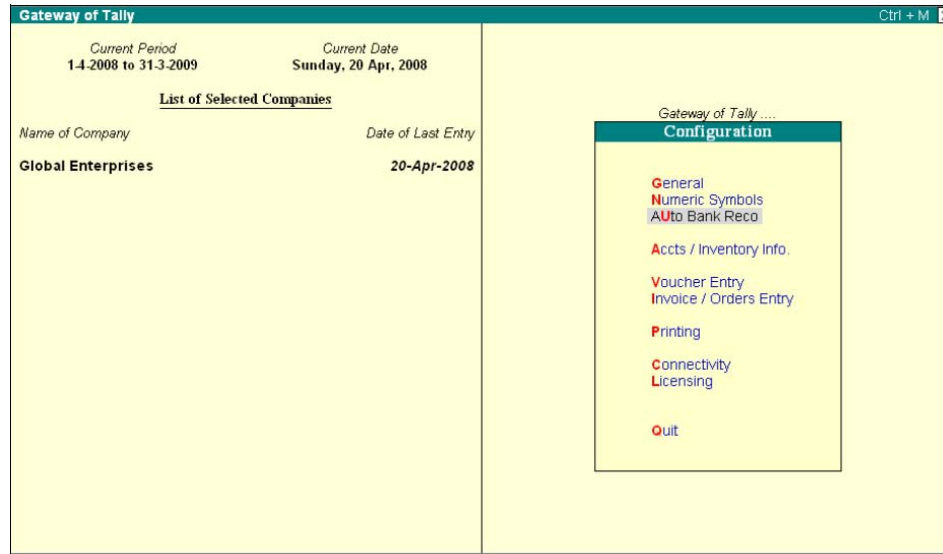
Now **Tally.ERP 9** users can upload the customized TDL programs from the Web Control Centre. To achieve this facility, user need to create a configuration pack and deploy it across sites belonging to an account. Uploading the customised TDL program files is a simple and easy task and the updates are dynamic. Please refer **CBD for Account TDLs** for more details.

Note: *AutoBankReco.TDL is the main TDL file. Please ensure that all included TDL files are also uploaded as Account TDLs. All files are available in the **TDLs** folder.*

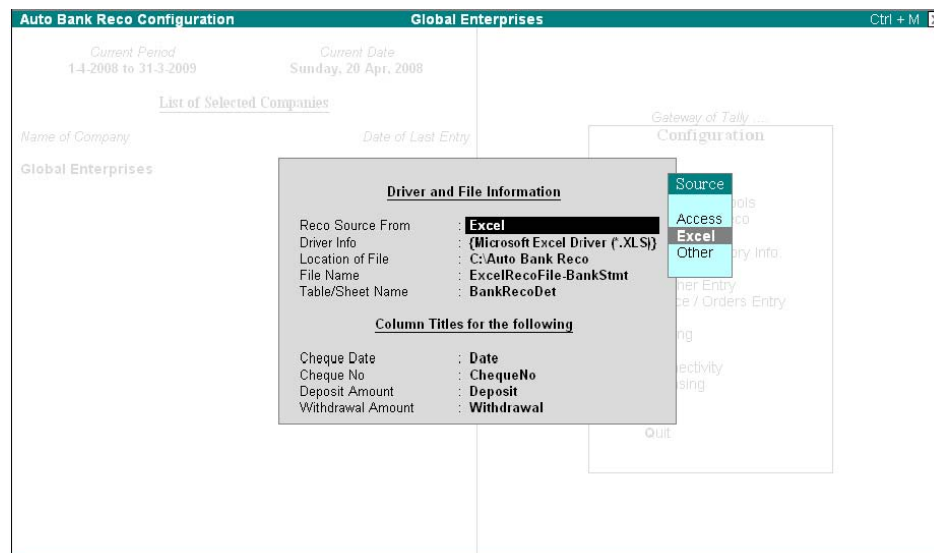
OR

2. Copy the file **TDLs.Zip** and unzip the same to some local Folder.
Let's say, C:
3. A Folder named TDLs gets created in C:\ drive which consists of Main TDL File **Auto Bank Reco.tdl** in it.
4. Enable the above TDL File by adding the same to the Tally.ini.
TDL = C:\ TDLs\Auto Bank Reco.tdl
5. Copy the **Supporting Files.Zip**, Bank Reconciliation File (Excel, Access, etc.), to some local folder.
Let's say, C:\Auto Bank Reco
6. Start Tally and Select your company for which Automatic Bank Reconciliation needs to be done from an external database.
Company Name for example – **Global Enterprises**

7. 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.



8. Press Enter on **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 7 and 8 need not be repeated once this information is set.*

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

| Accounting Voucher Alteration (Secondary) Global Enterprises | | Ctrl + M |
|--|-----------|-----------------------|
| Receipt No. 1 | | 8-Apr-2008 Tuesday |
| Account : Yes Bank Cur Bal: 19,706.00 Dr | | |
| Particulars | Amount | |
| Party 1 Cur Bal: 30,000.00 Dr | 30,800.00 | |
| Ch No. : 1231111 Narration: | | 30,800.00 |
| Ch. No. : 1231111 | | |

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.

10. 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 VouchersGlobal EnterprisesCtrl + M

Ledger: Yes Bank1-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 | |
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11. Click **Reconcile Button** or Press **F5** to **Reconcile** which brings up the following screen.

Tally 9
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TallyGold - Multi-User
SL No.: 783020511

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

Bank Reconciliation
Global Enterprises
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 | | 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

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

F11: Features
F12: Configure
F12: Range

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

- Cheques issued but not presented for Payment and
- 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.

- 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.

Tally 9

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SL No.: 783020511

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P: Print
E: Export
M: E-Mail
Q: 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

| | | | | | | |
|-----------|------------|---------|---------|-----------|-----------|--|
| 9-4-2008 | Supplier 1 | 1234567 | Payment | 10-4-2008 | 12,000.00 | |
| 12-4-2008 | Supplier 2 | 2345678 | Payment | 30-4-2008 | 22,568.00 | |
| 20-4-2008 | Cash | 34567 | Contra | | 5,000.00 | |

Less: Cheques deposited but not cleared

| | | | | | | |
|-----------|---------|---------|---------|-----------|-----------|--|
| 8-4-2008 | Party 1 | 1231111 | Receipt | 12-4-2008 | 30,800.00 | |
| 20-4-2008 | Party 2 | 3333333 | Receipt | 24-4-2008 | 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 : | 12,250.00 | 5,000.00 |

Balance as per Bank : 12,456.00

Calculator
ODBC Server
Ctrl + M

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

12:34:49

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.

13. 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.
- 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. :"