

# Computerised Accounting Practical

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Model # J001

Project No:

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Title : **Bank Reconciliation Statement-1**

## Question

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Enter the following transactions in appropriate accounting vouchers and prepare the Bank Reconciliation Statement as on 31/01/2017 for M/s Royal Stores

01/01/2017 Commenced business with cash ₹.100000

01/01/2017 Opened a bank Account with PNB ₹.50000

02/01/2017 Purchased goods by cheque (No. 10051 ₹.12000)

02/01/2017 Received Cheque (No. 20101 from Alvin traders ₹.15000)

02/01/2017 Issued a Cheque (No. 10052 to bibin and Co. ₹.4000)

02/01/2017 Withdraw from bank for office use ₹.16000

On comparison of cash book with the passbook the following details were obtained

a) Cheque No. 10051 was cashed on 02/01/2017.

b) Cheque No. 10052 was cashed on 02/02/2017.

c) Cheque received from Alvin Traders (Cheque No. 20101 was collected on 02/02/2017)

## Procedure

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Step-1 : Open GNUKhata Accounting Software (Application→ Office→ GNUKhata)

Step-2 : Create a Company in the Name 'Royal Stores' with necessary details.

### **Menu Bar→ Create Organisation**

Step-3 : Analyse the transactions and create necessary Ledger Accounts

### **Master → Create Accounts**

Step-4 : Enter the transactions through appropriate vouchers

Step-5 : After entering all voucher go to the Reconciliation menu.

### **Master → Bank Reconciliation Statement**

Step-6 : In Bank Reconciliation window Select 'PNB Bank' under Account Name

Step-7 : Set 01/01/2017 as **From Date** and 31/01/2017 as **To Date**. Then click View Button to view all uncleared transactions.

Step-8 : Against all entries, in 'Clearence Date' column, enter the Date on which that transaction is recorded in the Bank. Press **Enter Key** after each entry. If nothing is mentioned in the question, enter the date of treansaction as Clearence Date

Step-9 : After finishing entry of 'Clearence Dates', click on '**View Statement**' Button located below the screen to get the '**Bank Reconciliation Statement**'

### **Output**

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RECONCILIATION STATEMENT	AMOUNT
Balance as per our book (Debit) on 31-01-2017	33000.00
Add: Cheques issued but not presented	4000.00
	37000.00
Less: Cheques deposited but not cleared	15000.00
Balance as per Bank (Credit)	22000.00