Computerised Accounting Practical

Model # J002   Project No:

Title : **Bank Reconciliation Statement-2**

Question

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

Opening Balance in ICIC Bank Account (1.1.2016) - ₹ 35,000

01.01.2016	Deposited into ICICI Bank Account - ₹ 10,000
04.01.2016	Purchased goods and Paid by Cheque (No.323)- ₹ 5,000
12.01.2016	Paid Wage by Cheque (No. 324) - ₹ 2,000
18.01.2016	Paid Rent by Cheque (No. 325) - ₹ 4,000
24.01.2016	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 02-02-2016, 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 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 vouchers, go to the Reconciliation menu.

Master → Bank Reconciliation Statement

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

Step-7 :   Set 01/01/2016 as **From Date** and 31/01/2016 as **To Date**. Then click View Button to view all uncleared transactions.

Step-8 :   Against all entries, in 'Clearece 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

Bank Reconciliation Statement of : **ICIC Bank** Period : **01-01-2016** to **31-01-2016**	
RECONCILIATION STATEMENT	AMOUNT
Balance as per our book (Debit) on 31-01-2016	34150.00
Add: Cheques issued but not presented	11000.00
	45150.00
Less: Cheques deposited but not cleared	0.00
Balance as per Bank (Credit)	45150.00