

Practicals 2022-2023



GNUKhata v4.25



BANK RECONCILIATION STATEMENT

Enter the following transactions in appropriate vouchers of Premier Associates and prepare Bank Reconciliation Statement on 31.10.2022

01.10.2022	Commenced business with cash	Rs.1,00,000
03.10.2022	Open a Bank A/c with SBI	Rs.50,000
05.10.2022	Purchased goods by Cheque (No.1012)	Rs.12,000
18.10.2022	Received Cheque (No.7551) from Alvin Traders	Rs.15,000
23.10.2022	Issued a Cheque (No.1013) to Vipin & Co.	Rs.4,000
30.10.2022	Withdrew from Bank	Rs.16,000

On verification of Cash book with Passbook, the following were observed :

- Cheque No.1012 was cashed on 07.10.2022
- Cheque No.1013 was cashed on 02.11.2022
- Cheque received from Alvin Traders (No.7551) was collected on 02.11.2022

AIM

To prepare Bank Reconciliation Statement of Premier Associates from the given transactions.

PROCEDURE



Step 1 : Start GNUKhata Accounting package

Applications → Office → GNUKhata

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Step 2 : Create Organisation

Click on Create Organisation Tab and enter details as given below :

Organisation Name : **Premier Associates**

Case : **As-is**

Organisation Type : **Profit making**

Financial year : **01.04.2022 to 31.03.2023**

Ensure that **ACCOUNTS ONLY** option is selected

Click on Proceed button



Step 3 : Create Admin

Create Admin user with the following details

Username : a

Password : a

Confirm Password : a

Security Question : a

Answer to Security Question : a



Click on **Create & Login**. Now the organisation is successfully created.



Step 4 : Ledger Creation

Master → Create Account

Create and Save the following Ledger accounts separately under appropriate Group

Sl. No.	Group	Sub Group	Account
1	Capital	None	Capital
2	Current Assets	Cash	Cash
3	Current Assets	Bank	SBI
4	Direct Expense	None	Purchases
5	Current Assets	Sundry Debtors	Alvin Traders
6	Current Liabilities	Sundry Creditors for purchase	Vipin & Co.

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Step 5: Voucher Entry

Voucher → Select appropriate voucher

- ★ Analyse each transaction and select appropriate voucher type for voucher entry.
- ★ Enter Voucher No., Voucher Date, Accounts to be debited and credited, Amount.
- ★ Save each voucher details separately.

Voucher Type	Function Key	Voucher Type No.	Voucher Date	Account Name	Dr / Cr	Amount
Receipt	F4	1	01.10.2022	Cash Capital	Dr Cr	100000 100000
Contra	F8	1	03.10.2022	SBI Cash	Dr Cr	50000 50000
Purchases	F7	1	05.10.2022	Purchases SBI	Dr Cr	12000 12000
Receipt	F4	2	18.10.2022	SBI Alvin Traders	Dr Cr	15000 15000
Payment	F5	1	23.10.2022	Vipin & Co. SBI	Dr Cr	4000 4000
Contra	F8	2	30.10.2022	Cash SBI	Dr Cr	16000 16000



Step 6: Reconciliation

Master → Bank Reconciliation Statement
Select Account Name → SBI

Set From Date as **01.10.2022** and To Date as **31.10.2022** and Click on **View**.

Uncleared transaction details of the Bank A/c with a **Clearance Date** field will be displayed. In the **Clearance Date** field, enter the date on which the displayed transactions are effected in the Bank books. Nothing to enter in the **Memo** field. Press **ENTER** key after each Clearance Date entry.



Step 7: View Reconciled Statement

After entering Clearance Date for transactions, Click on **View Statement** at the bottom of the Window to get Reconciled Statement.

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OUTPUT

Bank Reconciliation Statement of : SBI
Period : 01-10-2022 to 31-10-2022

RECONCILIATION STATEMENT	AMOUNT
Balance as per our book (Debit) on 31-10-2022	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

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