



# RJ Bank Controller

## For All Tally Users

**We can help you**

**Speed up your work  
Simplify tasks**

**Do what you could not do before**

### **Business Requirement**

- ❖ With every Payment a company issues a cheque
  - You may wish to ensure that the user enters valid cheque numbers
  - You may wish to find the voucher for which a particular cheque was issued
- ❖ Similarly every bank deposit potentially has a bank slip number
  - ❖ You may wish to refer to the cheque and slip numbers during Bank Reconciliation

### **with Tally As-is**

- ❖ Cheque numbers can be entered in Narration—but there is no way to prevent incorrect entries
- ❖ While you can search for text in Narration the filtering capabilities are limited
- ❖ Bank Reconciliation does not display cheque or slip numbers to facilitate matching the entries in the Bank Statement

### **with RJ Bank Controller**

- ❖ A new field 'Chq/Slip No' is now available. For each Bank Account you can specify the range of numbers from the cheque book you are currently using
- ❖ In all Payments you can enter the cheque number in a custom field; similarly when depositing funds you can enter the Bank Slip Number.
- ❖ The number you enter is validated—that is, it must fall within the range you specified and must not be a duplicate
- ❖ Cheque Number is available as one of the search criteria in Tally's 'Range' feature
- ❖ A custom report displays the Cheques issued, Cheques cancelled, and Cheques unused
- ❖ A simplified Bank Reconciliation form displays the cheque and deposit slip numbers to make it easier to match the entries in the Bank's Statement

For further information please contact:

**RJ Info Matrix (M) Sdn. Bhd.**

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## Bank Accounts

- ❖ For each Bank Account specify the range of cheque numbers to use currently
- ❖ As you begin using a new cheque book enter the new range of numbers to use

## Ledger Alteration

Name : **United Bank**  
(alias) :

Under : **Bank Accounts**  
(Current Assets)

Inventory values are affected ? **No**  
Enter/Alter Cheque limits ? **Yes**

### Enter the cheque limits

| Applicable from | Starting No. | Ending No.    | Used |
|-----------------|--------------|---------------|------|
| 1-Apr-2005      | 732900       | <b>732999</b> | 12   |

| Accounting Voucher Creation |                       | Jaya Enhancements Sdn Bhd | Ctrl + M              |
|-----------------------------|-----------------------|---------------------------|-----------------------|
| <b>Payment</b>              | No. 28                |                           | 2 May 2006<br>Tuesday |
| Account : United Bank       | Cur Bal : 3,762.45 Cr |                           |                       |
| Particulars                 |                       | Amount                    |                       |
| Office Supplies             | Cur Bal : 619.25 Dr   | 250.00                    |                       |
| Cheq/Slip                   | 732916                |                           |                       |
| Narration :                 |                       | 250.00                    |                       |

## Payment & Receipt Vouchers

- ❖ When entering a Payment enter the number of the cheque you are using to make this payment. You will be prevented from entering:
  - A duplicate cheque number
  - A cheque number outside the current range for the Bank Account
- ❖ Similarly, when entering Receipts you can enter the Slip Number for the deposit

## Cheque Control Report

- ❖ A custom report displays information about the cheques used for a particular Bank Account
  - Cheques issued
  - Cheques cancelled
  - Cheques unused

| Analysis of Cheques                 |        |          |         | Jaya Enhancements Sdn Bhd | Ctrl + M                 |
|-------------------------------------|--------|----------|---------|---------------------------|--------------------------|
| Analysis of Cheques for United Bank |        |          |         |                           | 1-Apr-2005 to 1-Jul-2006 |
| Date                                | Pay To | Amount   | Cheq No | Total                     |                          |
| <b>SELECTED RANGE</b>               |        |          |         | 732900 to 732999          | 100                      |
| <b>Issued Cheques</b>               |        |          |         |                           |                          |
| 1-4-2006                            |        | 124.00   | 732900  |                           |                          |
| 1-4-2006                            |        | 165.80   | 732901  |                           |                          |
| 1-4-2006                            |        | 1,289.00 | 732902  |                           |                          |
| 2-4-2006                            |        | 175.00   | 732903  |                           |                          |
| 2-4-2006                            |        | 750.00   | 732904  |                           |                          |
| 2-4-2006                            |        | 75.00    | 732905  |                           |                          |
| 2-4-2006                            |        | 365.40   | 732906  |                           |                          |
| 2-5-2006                            |        | 349.00   | 732914  |                           |                          |
| 2-5-2006                            |        | 19.00    | 732915  |                           |                          |
| 1-6-2006                            |        | 260.00   | 732917  |                           |                          |
| 1-7-2006                            |        | 340.00   | 732918  |                           |                          |
| <b>TOTAL ISSUED</b>                 |        |          |         |                           | 11                       |
| <b>Cancelled Cheques</b>            |        |          |         |                           |                          |
| 2-5-2006                            |        |          | 732916  |                           |                          |
| <b>TOTAL CANCELLED</b>              |        |          |         |                           | 1                        |
| <b>Unused Cheques</b>               |        |          |         |                           |                          |
|                                     |        |          |         | 732907 to 732913          | 7                        |
|                                     |        |          |         | 732919 to 732999          | 81                       |
| <b>TOTAL UNUSED</b>                 |        |          |         |                           | 88                       |
| <b>GRAND TOTAL</b>                  |        |          |         |                           | 100                      |

| Bank Reconciliation                                    |                  |           |           |          | Jaya Enhancements Sdn Bhd | Ctrl + M                  |
|--|------------------|-----------|-----------|----------|---------------------------|---------------------------|
| Ledger - United Bank                                   |                  |           |           |          |                           | 1-Jul-2006 to 31-Jul-2006 |
| Date   | Particulars      | Cheq/Slip | Bank Bal. | Debit    | Credit                    |                           |
| <b>Balance as per Bank Statement as at 31-Jul-2006</b> |                  |           |           |          | 26,000.00                 |                           |
| <b>Add: Uncleared Deposits</b>                         |                  |           |           |          | 1,200.00                  |                           |
| 2-5-2006   | Cash             |           |           | 1,200.00 |                           |                           |
| <b>Less: Unpresented Cheques</b>                       |                  |           |           |          |                           | 4,627.46                  |
| 1-4-2006   | Expenses         | 732900    |           |          | 124.00                    |                           |
| 1-4-2006   | Electricity      | 732901    |           |          | 165.80                    |                           |
| 1-4-2006   | Computers        | 732902    |           |          | 1,289.00                  |                           |
| 2-4-2006   | Repairs - Others | 732903    |           |          | 175.00                    |                           |
| 2-4-2006   | Advertisement    | 732904    |           |          | 750.00                    |                           |
| 2-4-2006   | Office Supplies  | 732905    |           |          | 75.00                     |                           |
| 2-4-2006   | Telephone        | 732906    |           |          | 365.40                    |                           |
| 2-4-2006   | Office Supplies  | 732907    |           |          | 200.26                    |                           |
| 2-4-2006   | Expenses         | 732908    |           |          | 275.00                    |                           |
| 2-5-2006   | Electricity      | 732914    |           |          | 349.00                    |                           |
| 2-5-2006   | Water            | 732915    |           |          | 19.00                     |                           |
| 2-5-2006   | Office Supplies  | 732916    |           |          | 260.00                    |                           |
| 1-6-2006   | Expenses         | 732917    |           |          | 250.00                    |                           |
| 1-7-2006   | Electricity      | 732918    |           |          | 340.00                    |                           |
| <b>Balance as per Bank Book as at 31-Jul-2006</b>      |                  |           |           |          | 21,672.56                 |                           |

## Bank Reconciliation

- ❖ Cheque and Deposit Slip Numbers are displayed in a simple-to-use Bank Reconciliation form
- ❖ Use the Cheque & Slip Numbers to match the cleared cheques & deposits shown in the Bank Statement

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