



# 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.**

**Unit 5, First Floor, 23 Lebuh Pantai, 10300 Pulau Pinang  
Phone: 604-261 2831, 604-262 5546—Fax: 604-261 3573  
EMail: rjim@ramjaya.com—web-site: www.ramjaya.com**

## 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	732999	12

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

## 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	Total
Date	Pay To	Amount	Cheq No		
SELECTED RANGE				732900 to 732999	100
Issued Cheques					
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		
TOTAL ISSUED					11
Cancelled Cheques					
2-5-2006			732916		
TOTAL CANCELLED					1
Unused Cheques					
				732907 to 732913	7
				732919 to 732999	81
TOTAL UNUSED					88
GRAND TOTAL					100

Bank Reconciliation					Jaya Enhancements Sdn Bhd	Ctrl + M
Ledger - United Bank					(Reconciliation)	1-Jul-2006 to 31-Jul-2006
Date	Particulars	Cheq/Slip	Bank Bal.	Debit	Credit	
Balance as per Bank Statement as at 31-Jul-2006						26,000.00
Add: Uncleared Deposits						1,200.00
2-5-2006	Cash				1,200.00	
Less: Unpresented Cheques						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			200.28	
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	
Balance as per Bank Book as at 31-Jul-2006						21,672.54

## 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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