

Bank / Cash / Petty Cash Entry

Entries for bank , cash & petty cash payments / receipts can be done thru this module.

Typical bank entry for receipt from sundry debtor, adjusting the receipt against more than one bill.

Add Record - Bank / Petty Cash / Bash Book Transactions - AT (0809)

Register * **UTI Bank** 8,514.83 Dr. ID

Receipt Payment Date * 02/06/08 Monday Voucher No. Last Voucher No

	Account Name *	R/P *	Amount	Ref. No	Ref. Yr.	Narration
1	Vifor India P Ltd					

10,291.00 Net Amount 0.00

No. Date
 Drawn On
 Branch Slip No 0
 Cleared On Bounce

Document Narration
 Account Narration

Save Cancel Exit

Developed by ARC Software Consultants Tel : 2510 5100 Fax 2510 5252 Email info@arc-india.com 02/06/08

If you wish to adjust a receipt against outstanding bills of a customer, after selecting the customer, press the F7 key

This will pop up a form listing all the outstanding bills of that customer.

Adjustment of Outstanding Bills

Vifor India P Ltd

Amount to be Adjusted 0.00 Auto Adjust Clear Adj Amt

	Bill No	ACYR	Bill Date	OS Amount	Adjustment Amt
1	09/20	0708	19/09/07	437.00	437.00
2	4	0708	26/09/07	-2,644.00	0.00
3	04.03	0809	04/04/08	9,284.00	9,284.00
4	05.18	0809	30/05/08	3,214.00	3,214.00

10,291.00 12,935.00

Replace Details

Go to the cell under Adjustment Amt and hit enter against the bills that you want to adjust. You can also adjust a part of the bill by manually entering the amount to be adjusted a specific bill.

When you are thru selecting the bills, click on the "Replace Details" button.

The bills you have selected in the earlier form will be replaced in the account table with their amounts and reference details.

Add Record - Bank / Petty Cash / Bash Book Transactions - AT (0809)

Register *
 UTI Bank 8,514.83 Dr. ID

Receipt Payment Date * 02/06/08 Monday Voucher No. Last Voucher No

	Account Name *	R/P *	Amount	Ref. No	Ref. Yr.	Narration
1	Vifor India P Ltd	R	437.00	09/20	0708	
2	Vifor India P Ltd	R	9,284.00	04.03	0809	
3	Vifor India P Ltd	R	3,214.00	05.18	0809	

10,291.00 Net Amount 12,935.00

No. 112236 Date 02/06/08
 Drawn On ABN Amro
 Branch A R Street Slip No 0
 Cleared On Bounce

Document Narration
 Account Narration

Save Cancel Exit

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Entry showing accounting of TDS that may be deducted by the customer while making payment.

Edit Record - Bank / Petty Cash / Bash Book Transactions - AI (0506)

Register *
 UTI Bank 155,354.71 Dr. ID 7147

Receipt Payment Date * 09/03/06 Thursday Voucher No. Last Voucher No

	Account Name *	R/P *	Amount	Ref. No	Ref. Yr.	Narration
1	Jayabharat Credit Limited	R	220.00	12/06	0506	
2	Jayabharat Credit Limited	R	22,549.00	12/26	0506	
3	TDS On Contract - JCL	P	1,161.00			
4						

0.00 Net Amount 21,608.00

No. 471684 Date 02/03/06
 Drawn On BOB
 Branch fort Slip No 0
 Cleared On 0306 Bounce

Document Narration
 Account Narration

BRS

Save Cancel Exit

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Bank entry while receiving advance payment – notice that the RefNo field is manually entered. The date is entered along with the word 'adv' so as to make it unique.

Add Record - Bank / Petty Cash / Bash Book Transactions - AE (0809)

Register *
 UTI Bank 35,918.12 Dr. ID

Receipt Payment Date * 01/05/08 Thursday Voucher No. Last Voucher No

	Account Name *	R/P *	Amount	Ref. No	Ref. Yr.	Narration
1	CRL Terminals Pvt. Ltd.	R	50,000.00	adv010508	0809	
2						

0.00 Net Amount 50,000.00

No. 41256 Date 01/05/08
 Drawn On ABN Amro
 Branch Altamount Rd. Slip No 0
 Cleared On Bounce

Document Narration
 Account Narration
 advance received against order

Save Cancel Exit

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A typical petty cash entry where multiple accounts are debited with individual narration for each of them

Edit Record - Bank / Petty Cash / Bash Book Transactions - AI (0809)

Register *
 Petty Cash Book 1,058.06 Cr. ID 12373

Receipt Payment Date * 02/05/08 Friday Voucher No. Last Voucher No

	Account Name *	R/P *	Amount	Ref. No	Ref. Yr.	Narration
1	Conveyance - Shashank Sawant	P	215.00			SS - conveyance for the month of April
2	Telephone Expenses - SS Mobile	P	250.00			Mobile exp for April 08
3	Conveyance - Upendra Sabat	P	135.00			US - conveyance for the month of April
4	Conveyance - Laxman Igawe	P	1,060.00			LI - conveyance for the month of April
5	Conveyance - Deepak Singh	P	1,362.00			DS - conveyance for the month of April
6						

0.00 Net Amount -3,022.00

No. Date
 Drawn On
 Branch Slip No 0
 Cleared On Bounce

Document Narration
 Account Narration

Save Cancel Exit

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Header

- Register – Select the register from the drop down list box – it displays the registers of type Bank, Cash and Petty Cash. New registers can be defined thru Masters -> Register Module. For a detailed explanation refer [RegisterMaster.doc](#)
- Date – this is the date of the entry on which it will be accounted in the system
- Voucher No – the last voucher number is displayed. You can enter a number manually. Though this is not compulsory.

Account Details

- Account – select the account from the drop down list box or start typing the name for auto selection. If the account is new and you wish to add the same in the accounts master, press the "Ins" key while in the field, the accounts master module will pop up for you to add the account and the control will return to the bank entry form once you save the newly added account
- RefNo and RefYr – these fields can be entered manually or can be replaced automatically by using the F7 feature explained above.
- The narration in the accounts detail box is mutually exclusive with the account narration at the bottom. You can enter either of them. If you have entered any narration in the accounts details table, then the account narration is disabled.
- Receipt Details like cheque number , date , drawee bank , branch are optional for receipt entries, but highly recommended for the purpose of generating the bank pay in slip.
- Document narration (if entered) will be printed on the voucher only.

Documents - once an entry is saved, you can print out various documents from the browse grid by right clicking on the record and selecting the required option.

- Vouchers

ARC InfoSolutions					
RECEIPT VOUCHER					
UTI BANK				Date	19/05/08
				Number	
Account	RP	Debit	Credit	Ref.No	AcYr
Entremonde Polycoters Ltd	R		32,747.00	04.03	0809
TDS On Contract - Entremonde	P	675.00			
			<u>32,072.00</u>		
<hr/>					
Rupees Thirty-Two Thousand Seventy-Two Only					
Cheque No	003898	Dated	05/05/08	Drawn on	BANK OF INDIA
				Branch	fort
<hr/>					
Prepared by _____		Authorised By _____		Manager _____	
<div style="text-align: right; border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>					

- Bank pay in slips

UTI Bank
Ghatkopar East

Account **ARC InfoSolutions** Date **03/04/08**
Account No **00201120002414** Slip No **2**

Bank	Branch	Cheque No	From	Amount
BOI	D N Rd	003835	Park Travels Pvt Ltd	8,163.00
SBI	Sakinaka	045236	Maxwell Industries Ltd	10,674.00
Saraswat Co-op	D N Rd	897523	Samir Sanghavi & Associates	36,040.00
ICICI	D N Rd	819991	Samir Sanghavi & Co	39,891.00
Total (4 cheques)				94,768.00

Rupees Ninety-Four Thousand Seven Hundred Sixty-Eight Only

Signature of Depositer _____ Entered _____ Cashier _____ Checked _____ Authorised Signatory _____

- Receipts

ARC InfoSolutions
RECEIPT - UTI Bank

Samir Sanghavi & Associates Date **03/04/08**
301, Valbhav Chambers, Opp Income Tax office,
Bandra Kurla Complex, Bandra E
Mumbai Maharashtra India -400001 Number _____

Received with thanks a sum of Rs. 36,040.00
Rupees **Thirty-Six Thousand Forty Only**
as per details below vide Cheque / DD no. 897523 Dated 29/03/08

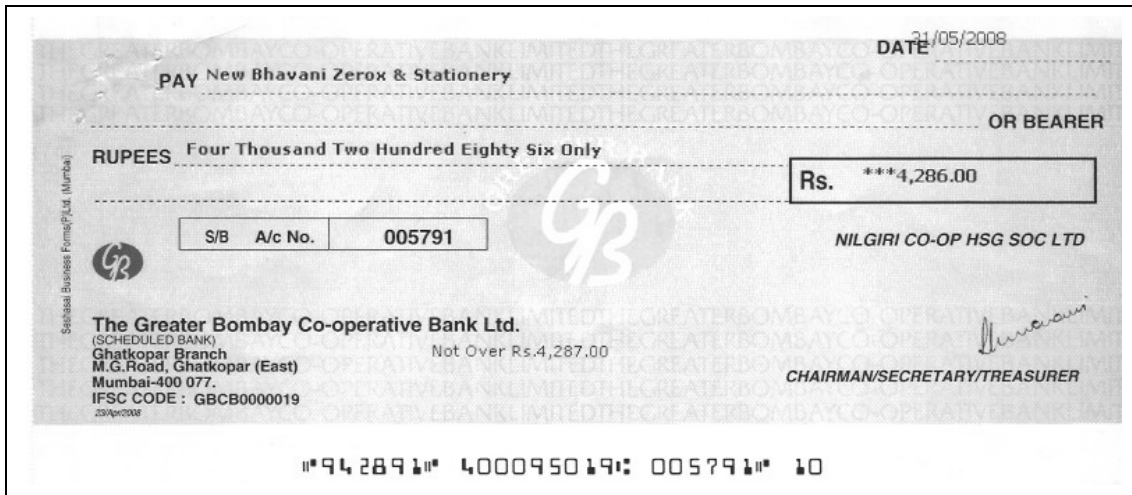
Drawn on **Saraswat Co-op** Branch **D N Rd**

Account Name	RP	Debit	Credit	RefNo	AcYr
Samir Sanghavi & Associates	R		36,040.00	03.09	0708
			36,040.00		

Subject to realisation of Cheque For ARC InfoSolutions

Prepared by _____ Authorised By _____ Manager _____

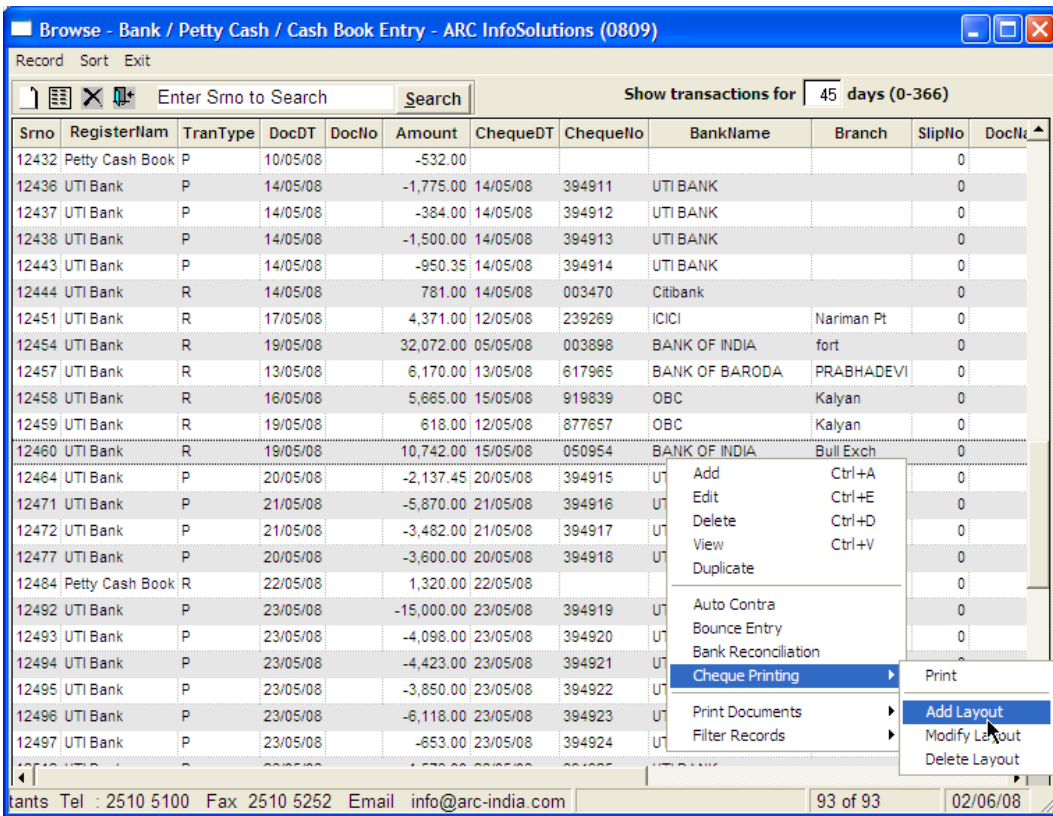
- Cheques



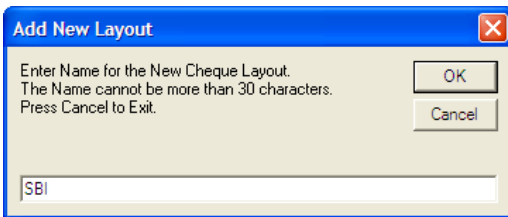
Validations

- If a bank entry is ticked in the BRS, then the date and amount of that entry cannot be altered
-

Cheque Printing – before you can start printing cheques, you first need to define a cheque layout.

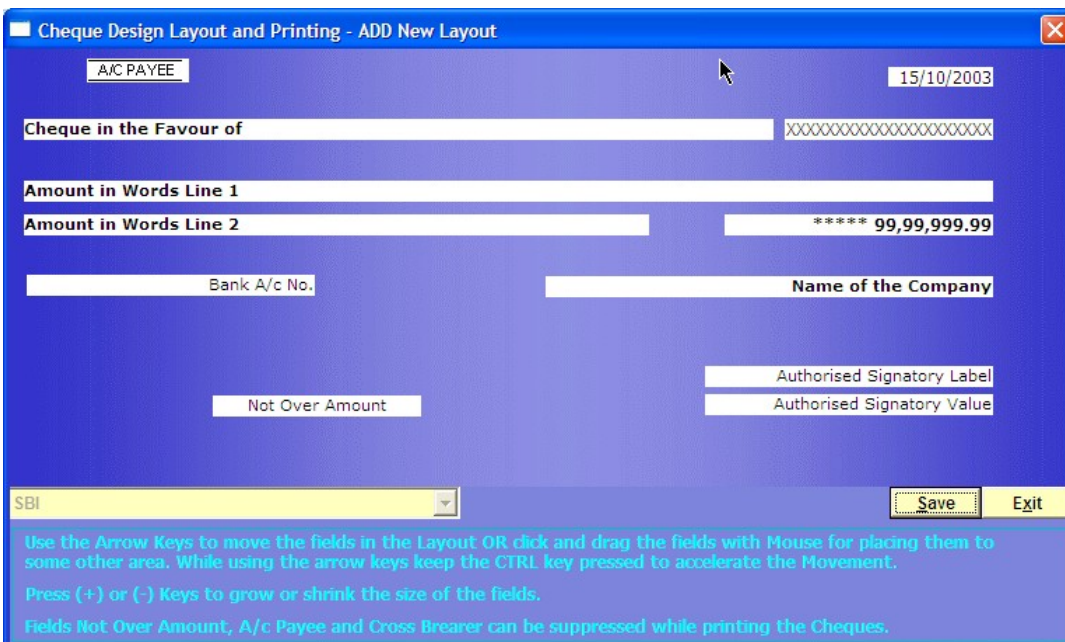


Provide a proper name to the cheque layout

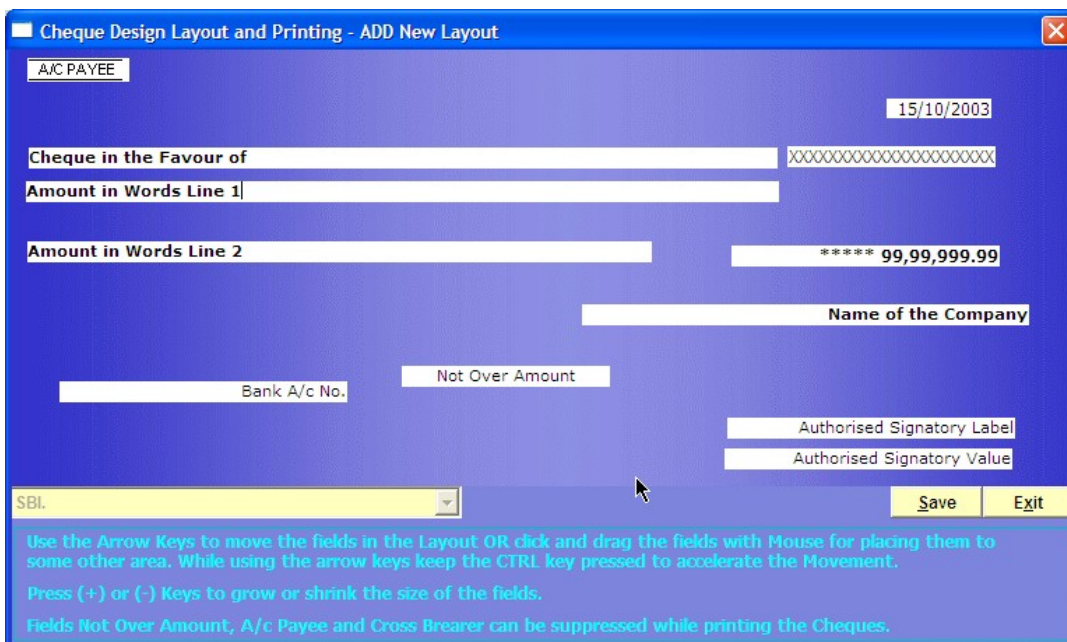


And click on "OK"

The cheque layout form open for you to drag and drop various fields that are printed on the cheque.

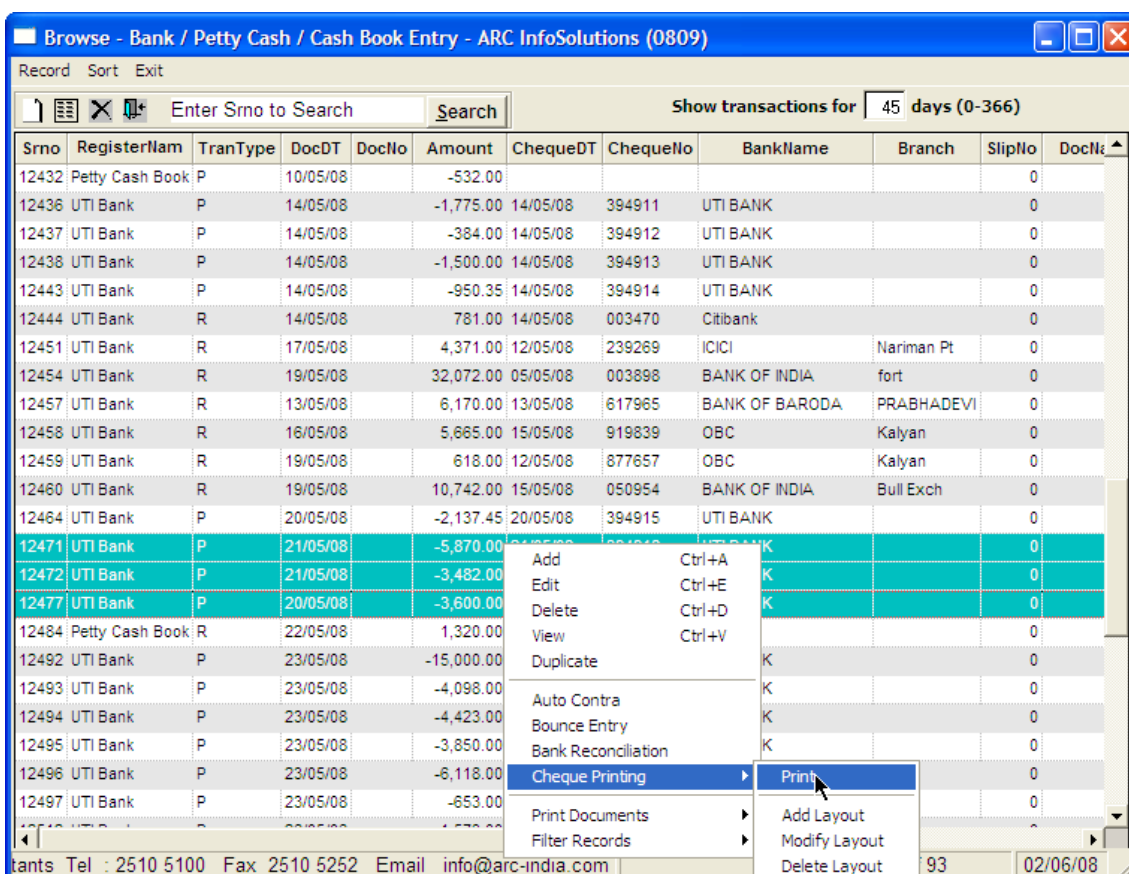


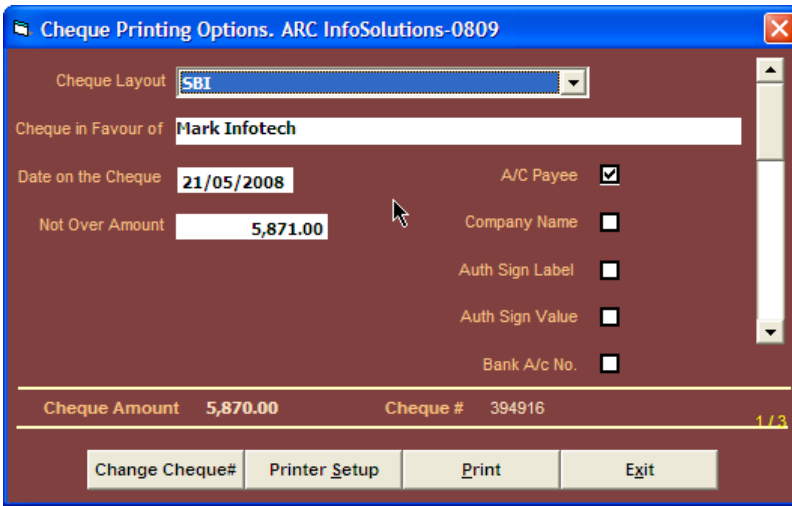
You can also increase or reduce the size of any field by selecting it and then pressing the + or the – key on the numeric keypad. You can define one layout for each of the banks that you have an account in.



Once you have set everything right, save the layout.

For cheque printing, select the payment entries and right click the same



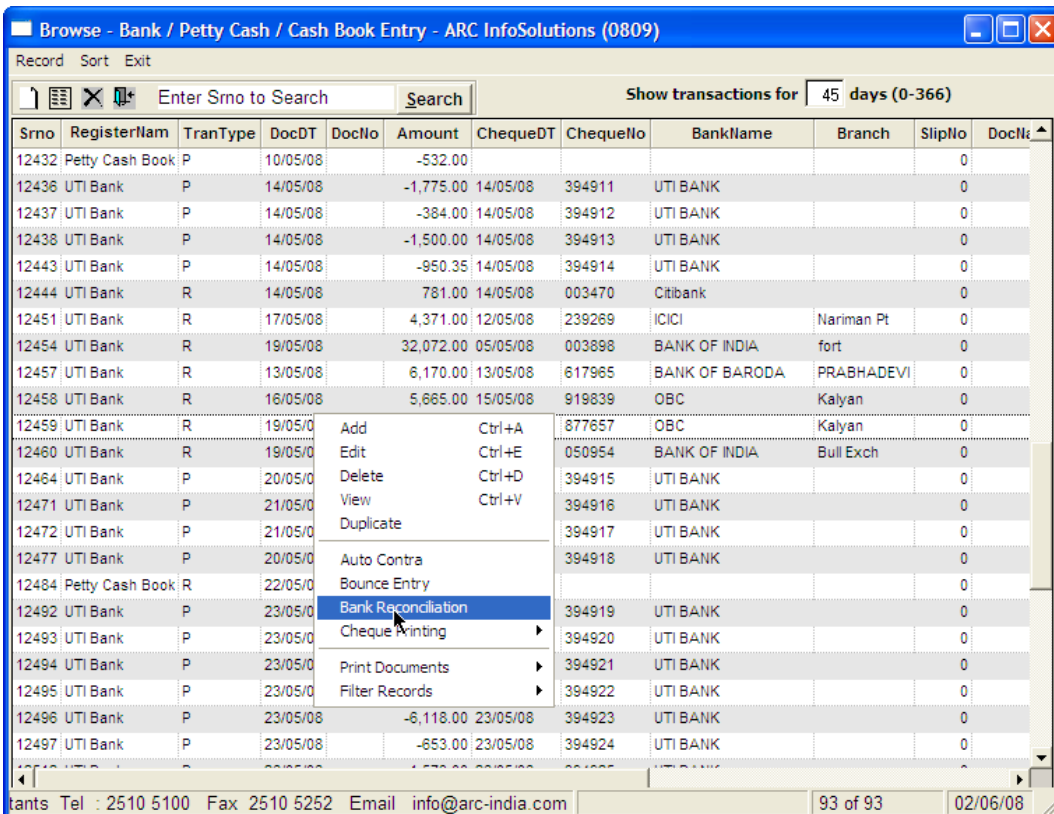


Select the cheque layout file, change the name of the party if required or the date of the cheque. Also you can optionally select the other company details to be printed on the cheque if required by checking the appropriate check box. Once you have selected all the parameters, click on the "Print" button to print the cheque directly on the default printer.

If you have selected multiple entries, on clicking the "Print" button, the cheque is printed and the next cheque details are displayed. The vertical scroll bar on the right side indicates the relative position you are at, if you have selected multiple records.

Bank Reconciliation Statement

Once you receive the bank statement from your bank, you can perform the BRS online



Bank Reconciliation - ARC InfoSolutions (0809)

Bank: **UTI Bank** Balance as per Bank Book: **113,084.94 Dr**

Reco For: **May 2008** Balance as per the Statement: **88,036.74 Dr**

Show Only Pending

Date	SlipNo	Cheque No	Account Name	Receipts	Payment	Cleared	MMYY
21/05/08	0	394916	Mark Infotech		5,870.00	<input type="checkbox"/>	
21/05/08	0	394917	MTNL		3,482.00	<input type="checkbox"/>	
23/05/08	0	394919	Bhavin Asher - Prof Chgs Payable		15,000.00	<input type="checkbox"/>	
23/05/08	0	394920	Laxman Igawe - Sal Pbl		4,098.00	<input type="checkbox"/>	
23/05/08	0	394921	Upendra Sabat - Prof Chrgs Pbl		4,423.00	<input type="checkbox"/>	
23/05/08	0	394922	Prashant Sidam - Prof Chrgs Pbl		3,850.00	<input type="checkbox"/>	
23/05/08	0	394923	Kamlesh Surve - Prof Chrgs Payable		6,118.00	<input type="checkbox"/>	
23/05/08	0	394924	Harihar Sahu - Prof. Charges Payble		653.00	<input type="checkbox"/>	
26/05/08	0	376573	ARC Enterprises - Int	25,000.00		<input type="checkbox"/>	
27/05/08	0	935990	Jayabharat Automobiles Ltd - C. Grn	18,898.00		<input type="checkbox"/>	
28/05/08	0	397963	Mehta Container Carriers	955.00		<input type="checkbox"/>	
28/05/08	0	008535	Mehta Container Carriers	983.00		<input type="checkbox"/>	
28/05/08	0	394925	PC Clinic		1,573.00	<input type="checkbox"/>	
28/05/08	0	394926	Indialinks Web Hosting P. Ltd.		14,740.00	<input type="checkbox"/>	
28/05/08	0	022180	Shepards Global Logistics	3,090.00		<input type="checkbox"/>	
28/05/08	0	150481	Consumer Plastics Pvt. Ltd.	8,083.00		<input type="checkbox"/>	
29/05/08	0	295904	Mody Brothers	8,427.00		<input type="checkbox"/>	
31/05/08	0	582241	Jayabharat Automobiles Ltd - Chembu	8,638.00		<input type="checkbox"/>	
31/05/08	0	919846	Attar & Co.	2,248.00		<input type="checkbox"/>	

Ctrl + S - Search Cheque Nos 190,211.00 165,162.80

Slip Total ON Edit Update Preview Print BRS Lock Exit

All the entries for the selected bank are displayed in a table. Click on the entries you find in the bank statement. Once you are through, click on the "Update" button to save the BRS and then either preview or print it as desired.

You will notice that the Balance as per bank statement keeps on changing when you click on any entry and finally when you are through, this figure will be equal the amount shown as closing balance in your bank statement .

If there are many entries in your list, check the "Show only pending" check box. With this option set, each entry you tick is taken out of the display. This makes it easier to select and tick other entries.

Bank Reconciliation Statement

ARC InfoSolutions (0809)					
Bank Reconciliation for UTI Bank - April 2008					
				Balance as per Bank Book	81,761.74
(+) Cheque Issued but not debited					
Date	Cheque No	Doc No	Account Name	Amount	
30/04/08	362900		PC Clinic	10,759.00	
30/04/08	394902		Contra A/c	7,500.00	
					18,259.00
(-) Cheque Deposited but not credited					
Date	Cheque No	Slip No	Account Name	Amount	
29/04/08	298790		Crescent Moon	130.00	
29/04/08	712675		Ujwal Plastics Industries P Ltd	11,854.00	
					-11,984.00
				Balance as per the Bank Statement	88,036.74

Cheque Bounce entry – if for any reason the cheque received from a party bounces, you can use this option to reverse the receipt entry.

Browse - Bank / Petty Cash / Cash Book Entry - ARC InfoSolutions (0809)

Record Sort Exit

Enter Srno to Search Search

Show transactions for 45 days (0-366)

Srno	RegisterNam	TranType	DocDT	DocNo	Amount	ChequeDT	ChequeNo	BankName	Branch	SlipNo	DocNo
12432	Petty Cash Book	P	10/05/08		-532.00					0	
12436	UTI Bank	P	14/05/08		-1,775.00	14/05/08	394911	UTI BANK		0	
12437	UTI Bank	P	14/05/08		-384.00	14/05/08	394912	UTI BANK		0	
12438	UTI Bank	P	14/05/08		-1,500.00	14/05/08	394913	UTI BANK		0	
12443	UTI Bank	P	14/05/08		-950.35	14/05/08	394914	UTI BANK		0	
12444	UTI Bank	R	14/05/08		781.00	14/05/08	003470	Citibank		0	
12451	UTI Bank	R	17/05/08		4,371.00	12/05/08	239269	ICICI	Nariman Pt	0	
12454	UTI Bank	R	19/05/08		32,000.00			ANK OF INDIA	fort	0	
12457	UTI Bank	R	13/05/08		6,000.00			ANK OF BARODA	PRABHADEVI	0	
12458	UTI Bank	R	16/05/08		5,000.00			BC	Kalyan	0	
12459	UTI Bank	R	19/05/08		10,000.00			BC	Kalyan	0	
12460	UTI Bank	R	19/05/08		10,000.00			ANK OF INDIA	Bull Exch	0	
12464	UTI Bank	P	20/05/08		-2,000.00			TI BANK		0	
12471	UTI Bank	P	21/05/08		-5,000.00			TI BANK		0	
12472	UTI Bank	P	21/05/08		-3,000.00			TI BANK		0	
12477	UTI Bank	P	20/05/08		-3,000.00			TI BANK		0	
12484	Petty Cash Book	R	22/05/08		1,000.00					0	
12492	UTI Bank	P	23/05/08		-15,000.00					0	
12493	UTI Bank	P	23/05/08		-4,000.00	23/05/08	394920	UTI BANK		0	
12494	UTI Bank	P	23/05/08		-4,423.00	23/05/08	394921	UTI BANK		0	
12495	UTI Bank	P	23/05/08		-3,850.00	23/05/08	394922	UTI BANK		0	
12496	UTI Bank	P	23/05/08		-6,118.00	23/05/08	394923	UTI BANK		0	
12497	UTI Bank	P	23/05/08		-653.00	23/05/08	394924	UTI BANK		0	

Bank / Petty Cash / Bash Book Transactions - AI (0809) - Cancel

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Bank / Petty Cash / Bash Book Transactions - AI (0809) - Cancel

Reverse this entry for Cheque No.003898

Yes No

Bounce Entry for Receipt cheque

Re-Deposit Cheque

Date: 19/05/08

Voucher No.:

Last:

Date: 02/06/08

Receipt No.:

Last:

Add Exit

An additional payment entry will be added on the date of original deposit of the cheque.

And if the same cheque is to be re-deposited, check the "Re-Deposit Cheque" check box. In this case one more entry for deposit will be added.

Auto Contra – When ever you withdraw cash, deposit cash or transfer amount from one bank to another, you can use the auto contra feature. For this to work, you should have defined a Contra account in the accounts master and should have updated the same in the company master.

Browse - Bank / Petty Cash / Cash Book Entry - ARC InfoSolutions (0809)

Record Sort Exit

Enter Srno to Search Search Show transactions for 45 days (0-366)

Srno	RegisterNam	TranType	DocDT	DocNo	Amount	ChequeDT	ChequeNo	BankName	Branch	SlipNo	DocNo
12513	UTI Bank	P	28/05/08		-14,740.00	28/05/08	394926	UTI BANK		0	
12515	UTI Bank	R	28/05/08		3,090.00	26/05/08	022180	BANK OF BARODA	Kurla	0	
12516	UTI Bank	R	28/05/08		955.00	26/05/08	397963	BANK OF BARODA	Kurla	0	
12517	UTI Bank	R	28/05/08		983.00	13/02/08	008535	BANK OF BARODA	Kurla	0	
12522	UTI Bank	R	26/05/08		25,000.00	26/05/08	376573	Axis Bank	Ghatkopar (E)	0	
12523	UTI Bank	R	28/05/08		8,083.00	24/05/08	150481	SBI	Sakinaka	0	
12525	UTI Bank	R	27/05/08		18,898.00	15/05/08	935990	IDBI	PRABHADEVI	0	
12526	UTI Bank	R	29/05/08					Central Bank of India	Cuffe Parade	0	
12527	UTI Bank	R	04/06/08					StanChart	M G Rd	0	
12530	UTI Bank	R	31/05/08					IDBI	Chembur	0	
12532	UTI Bank	R	31/05/08					Oriental Bank of Comm.	Kalyan	0	
12533	UTI Bank	P	30/04/08					UTI BANK		0	
12544	Petty Cash Book	P	31/05/08							0	
12552	Petty Cash Book	P	31/05/08							0	
12554	UTI Bank	R	02/06/08					Citibank	N A, mumbai	0	
12563	Petty Cash Book	P	02/06/08							0	
12564	Petty Cash Book	P	02/06/08							0	
12565	Petty Cash Book	P	02/06/08							0	
12566	Petty Cash Book	P	02/06/08		-1,664.00	02/06/08				0	
12567	Petty Cash Book	P	02/06/08		-601.00	02/06/08				0	
12568	Petty Cash Book	P	02/06/08		-694.00	02/06/08				0	
12569	Petty Cash Book	P	02/06/08		-118.00	02/06/08				0	
12570	Petty Cash Book	P	02/06/08		-443.00	02/06/08				0	

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Auto Contra Entry

Auto Contra Entry - Use this option to automatically pass the contra entries in the software, just by entering the information below. The utility will pass two entries in the Bank Module one for with the Register from and other with the Register To with the same amount.

Date * 02/06/08

Transfer From * UTI Bank Voucher No

125,604.94 Dr.

Transfer To * Petty Cash Book Receipt No

1,058.06 Cr.

Cheque No 394927 Amount * 5,000.00

Account Narration
Transfer From UTI Bank To Petty Cash Book

Document Narration
Transfer From UTI Bank To Petty Cash Book

Add Entry Exit

Once you click on the "Add Entry" button, two entries are automatically added, showing payment in the "transfer from" register and receipt in "Transfer to" register.