

Only for internal use of Miracle Accounting Software.

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Points Covered In Bank Reconciliation

- Following topics are covered in this document:
 - > Explanation of bank reconciliation.
 - How bank reconciliation is done in Miracle
 - Basic
 - Cross year (financial year) reconciliation
 - Reconciliation effective date
 - > Facility of printing the statement with different formats.



Bank Reconciliation Explanation

- Bank reconciliation is the process of matching or verifying the balances in entity's accounting records for a bank account in books to the corresponding information on a bank statement.
- It is very normal to see minor differences due to timing, including cheque that haven't yet cleared at the bank or possibly not deposited to the bank.
- Bank reconciliation is a statement that is prepared for reconciling the difference between Book balance and Bank balance on a given date.
 - Book balance: A book balance is a bank a/c. balance in a company's accounting records. The term is most commonly applied to the balance in a company's checking account at the end of an accounting period.
 - Bank balance: A bank balance is an ending balance appearing on the bank statement for a bank account.
- Miracle makes it effortless for all customers who need to maintain the record of both the balance as per Books or Bank.
- We will adjust the bank balance and book balance using the reconciliation process in Miracle.



Report \rightarrow Account Books \rightarrow Bank Book









Balance Sheet Stock Report

₹@

A/c. Ledger

6

HDFC Bank

Report -> Account Books -> Bank Book	
Bank Account Name	Closing Amount
Axis Bank	10,000.00 DB
HDFC Bank	20,000.00 DB
Select Bank.	
In our case, we are	
selecting HDFC Bank.	
Click on Reconcile bu	itton or
press F6 key.	
Add Edit Delete Reconcile Q	Quarterly Bal Print

	nacion					
IDFC Bank ((All) (Vou. Datewi	ise)			From 01/04/2020 To	31/03/2021
				Opening Book Balance - 25,000.00 DB O	pening Bank Balance -	25,000.00 0
Date	Bank Date Cl	hq. No.	Party Name		Withdrawal	Deposi
12/04/2020	66	54760	K.J Internatinal		5000.00	
12/04/2020	26	55432	Kiwi Cotton Craft			10000.0
15/04/2020	66	54761	Amul Industries Ltd		5000.00	
15/04/2020	66	54762	M.A Transport		10000.00	
15/04/2020	52	26441	Amul Industries Ltd			30000.0
	Reconcile	ed or t	to be reconcileo re shown here.			
	Bool	k bala y's act	nce shows count balance.	Bank Bala according to b	ance shows bank statemer	nt.
	Bool	k bala y's act	nce shows count balance.	Bank Bala according to k	ance shows bank statemer	nt.

3ank Reconcili	ation				
HDFC Bank (All) (Vou. Datewise)		F	rom 01/04/2020 To	31/03/2021
			Opening Book Balance - 25,000.00 DB Openin	g Bank Balance -	25,000.00 DE
Date	Bank Date Chq. No.	Party Name		Withdrawal	Deposit
12/04/2020	664760	K.J Internatinal		5000.00	
12/04/2020	265432	Kiwi Cotton Craft			10000.00
15/04/2020	664761	Amul Industries Ltd		5000.00	
15/04/2020	664762	M.A Transport		10000.00	
15/04/2020	526441	Amul Industries Ltd			30000.00
	Image: Constraint of the sector of		Here, we can see that the Book Balance		
			and Bank Balance do not match.		
			So we have to reconcile the transactions		
			to match both balances.		
· · ·	K	New Edit Delete Date	Clear Date Deposit Pending Bank Datewise Audit Detail Interest Report Auto Bank Reconcilation Print		
Book Balance	- 45 000 00 DB			Bank Balance -	25 000 00 08

3ank Reconcili	ation				×
HDFC Bank (#	All) (Vou. Datewise)		From	01/04/2020 To	31/03/2021
			Opening Book Balance - 25,000.00 DB Opening E	3ank Balance -	25,000.00 DB
Date	Bank Date Chg. No.	Party Name		Withdrawal	Deposit
12/04/2020	13/04/2020 664760	K.J Internatinal		5000.00	
12/04/2020	265432	Kiwi Cotton Craft			10000.00
15/04/2020	664761	Amul Industries Ltd		5000.00	
15/04/2020	664762	M.A Transport		10000.00	
15/04/2020	26441	Amul Industries Ltd			30000.00
(M/a age addition		Note: Here, onter the date as nor on		
	we can adjus	st book and 🛛 📖	<u>Note</u> : Here, enter the date as per on		
	le a vel e la cala de se	less the elevative end	the bank statement on which day the		
	bank balance	by inserting	the bank statement on which day the		
	Devel: D		transaction took offect on our bank		
	Bank L	Jate. –			
	<u></u>		account		
			Then press Tab .		
					-
	N	Iew Edit Delete Date Cl	ear Date Deposit Pending Bank Datewise Audit Detail Interest Report Auto Bank Reconcilation Print		
look Balance	- 45 000 00 09			Bank Balanco -	25 000 00 00
Sook Buildince	10,000.00 00			Same Dulunce	20,000.00 00

Bank Reconcilia	ation						X
HDEC Bank (A	II) (You, Dati	owico)				From 01/04/2020	[n 31/03/2021
	in) (700. Dut	cmsc)		Opening Book Balance		Opening Bank Balance	25 000 00 00
				Opening Book Balance -	25,000.00 DB	Opening Bank Balance -	23,000.00 DE
Date	Bank Date	Chq. No.	Party Name			Withdrawal	Deposit
12/04/2020	13/04/2020	265422	K.J Internatinal Kiwi Cottop Croft			5000.00	10000.00
15/04/2020		664761	Amul Industries Ltd			5000.00	10000.00
15/04/2020		664762	M.A Transport			10000.00	
15/04/2020		526441	Amul Industries Ltd				30000.00
) —
						After inserting bank date, we can see	that 📙
						the paid amount of Ps 5000 to the p	arty
						the paid amount of KS.5000 to the p	
						(K.J International) is reconciled with E	ank 🔤
						Balance ($RS.25,000-5000 = RS.20,000$)	and
						has been undated here	
			New Edit Delete Date	Clear Date Deposit Pendina	Bank Datewise Au	dit Detail Interest Report Auto Bank Reconcilation Print	
Book Balanco	45 000	00 00		,,,,,,		0 apk 0 alappo	20 000 00 00
Sook Balance -	43,000.	00 06					207000.00 DB

11

Bank Reconcili	ation										×
HDFC Bank (A	ll) (Vou. Date	ewise)							From	01/04/2020 To	31/03/2021
					Opening Book Balance -	25,000.00 DB			Opening B	3ank Balance -	25,000.00 DB
Date	Bank Date	Chq. No.	Party Name	•						Withdrawal	Deposit
12/04/2020	13/04/2020	664760	K.J Internatir	nal						5000.00	
12/04/2020	13/04/2020	265432	Kiwi Cotton (Craft							10000.00
15/04/2020		664761	Amul Industri	ies Ltd						5000.00	
15/04/2020		664762	M.A Transpo	rt						10000.00	
15/04/2020		526441	Amul Industri	ies Ltd							30000.00
	``	<u> </u>									
	Insert	ing Bank	Date								
	moere	ing Dam	Dute								
	for	other pa	rtv.								
		Ne	w Edit De	alete) [Date] [Clear Date Deposit Pending	Bank Datewise Au	dit Detail Interest Re	ere, we have red party (Kiwi Cot inserting bar alance(Rs.20,00 has been upc	ceived F ton Cra hk date, 00+10,00 lated ac	Rs.10,000 Ift). So aft the Bank 00=Rs.30, cordingly	from ter ,000)
Book Balance -	45,000.	.00 DB								Bank Balance -	30,000.00 DB

12_

Bank Reconcilia	ation			×
HDFC Bank (A	ll) (Vou. Datewise)	From	01/04/2020 To	31/03/2021
		Opening Book Balance - 25,000.00 DB Opening Book Balance - 25,000.00 DB	ank Balance -	25,000.00 DB
Date	Bank Date Chq. No.	Party Name	Withdrawal	Deposit
12/04/2020	13/04/2020 664760	K.J Internatinal	5000.00	
12/04/2020	13/04/2020 265432	Kiwi Cotton Craft		10000.00
15/04/2020	16/04/2020 664761	Amul Industries Ltd	5000.00	
15/04/2020	16/04/2020 664762	M.A Transport	10000.00	
15/04/2020	17/04/2020 526441	Amul Industries Ltd		30000.00
		We can see that the book balance		
		We can see that the book balance		
		and bank balance are matched now. Hence, the bank		
		after inserting Bank Date reconciliation is done		
		alter inserting balk bate.		
		New Edit Delete Date Clear Date Deposit Pending Bank Datewise Audit Detail Interest Report Auto Bank Reconcilation Print		
Book Balanco -	45 000 00 08		ank Balance -	45 000 00 00
Book Bulance -	13,000.00 00			10,000.00 DB



Cross year(financial year) Reconciliation

Sometimes our payment is deposited on the last day(suppose, 31/03/2020) of the financial year but not received yet. For this reason, we may not able to adjust balance on the last day. At that time we need to reconcile amounts in the next year(2020-2021).

So, let's understand with an example.

New financial year



Report \rightarrow Account Books \rightarrow Bank Book

<u>M</u> aster	<u>T</u> ransaction	<u>G</u> ST	<u>R</u> eport <u>U</u> tility	<u>S</u> etup	o <u>E</u> xit <u>W</u> indows
ie)	u 🛛 🧃	1	Account Books	•	Ledger Voucher List
			<u>R</u> egister	•	Day Book
		6	<u>B</u> alance sheet A <u>n</u> alysis Report	• •	<u>C</u> ash Book <u>B</u> ank Book
	Purc. Invoice	Car	<u>S</u> tock Report	•	
		Quic	Ot <u>h</u> er Reports	•	Go to Bank Book .



Sheet











Year 2019-2020

Bank Reconciliation			Here, we can see 2019- 2020 .		×
HDFC Bank (All) (You. Datewise)				From 01/04/2019 T	° 31/03/2020
		Opening Book Balance -	50,000.00 DB	Opening Bank Balance -	50,000.00 DB
Date Bank Date Chq. No	o. Party Name			Withdrawal	Deposit
20/03/2020 21/03/2020 879654	Akshay Traders			25000.00	
22/03/2020 23/03/2020 823564	Amul Industries Ltd				30000.00
31/03/2020 879655	Magic Steel Pvt. Ltd.			8000.00	1
31/03/2020 145623	Desai Computer				15000.00
31/03/2020 45/896	Bita Sales & Service				10000.00
We have rece payments o day(31/03/20 financial	eived these n the last D20) of the I year.	So we need t the ne Let's move o	o reconcile these entries in ext year(2020-2021). n to next year(2020-2021). Bank Datewise Audit Detail Interest Report Auto Bank Reconcilation (1	Print Bank Balance -	55,000.00 DB

Year 2020-2021

Bank Reconcilia	ation					_		×
HDFC Bank (A	All) (Vou. Datewise)				Look at the years: 2019	Fr	om 01/04/2019 To	31/03/2021
			Opening Book Balance -	72,000.00 DB	to 2021	Openin	g Bank Balance -	55,000.00 DB
Date	Bank Date Chg. No.	Party Name			10 2021.	}	Withdrawal	Deposit
31/03/2020	879655	Magic Steel Pvt. Ltd.					8000.00	
31/03/2020	145623	Desai Computer						15000.00
31/03/2020	457896	Bita Sales & Service						10000.00
12/04/2020	1 2020 664760	K.J Internatinal					5000.00	
12/04/2020	1 2020 265432	Kiwi Cotton Craft						10000.00
15/04/2020	1 020 526441	Amul Industries Ltd						30000.00
15/04/2020	20 664761	Amul Industries Ltd					5000.00	
15/04/2020	0 664762	M.A Transport					10000.00	
· · ·								
H	ere, we can so	ee last						
vea	ar's (2019-20)	entries.						
		New Edit Delete Date	Clear Date Deposit Pending	Bank Datewise	Audit Detail Interest Report Auto Bank Recon	cilation Print		
Book Balance -	- 92 000 00 DB						Bank Balance -	75 000 00 DB
Book Bulunce	92,000.00 00						Bank Balance	70,000.00 08

Year 2020-2021

Bank Reconc	iliation									×
HDFC Bank	(All) (Vou. Date	ewise)						From	n 01/04/2019 To	31/03/2021
				Opening Book Balance -	72.000.00 DB			Openina	Bank Balance -	55.000.00 DB
Date	Bank Date	Cha No	Darty Name						Withdrawal	Denosit
31/03/2020	02/04/2020	879655	Magic Steel Pvt. Ltd.						8000.00	Deposit
31/03/2020	102/01/2020	145623	Desai Computer							15000.00
31/03/2020		457896	Bita Sales & Service							10000.00
12/04/2020	13/04 20	664760	K.J Internatinal						5000.00	
12/04/2020	13/0 20	265432	Kiwi Cotton Craft							10000.00
15/04/2020	17 20	526441	Amul Industries Ltd							30000.00
15/04/2020	1 10	664761	Amul Industries Ltd						5000.00	-
15/04/2020		664762	🗛 Transport						10000.00	-
	As we e	enter th	e							
	Bank	Date								
	Dann									
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							(
								Bank balan	ce will be	
								updated and affe	ected on la	ast 🔤
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								vear's bank	balance.	
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	<u> </u>									
			vew Edit Delete Date	Clear Date Deposit Pending	Bank Datewise Audi	It Detail Inter	erest Report Auto	O BANK RECONCILATION Print		
Book Balance	e - 92,000.0	DO DB							Bank Balance -	67,000.00 DB
										1000

Year 2020-2021

3ank Reconcili	ation						Ď
HDFC Bank (All) (Vou. Datewise)					From 01/04/2019 To	31/03/2021
			Opening Book Balance -	72,000.00 DB	(Opening Bank Balance -	55,000.00 DI
Date	Bank Date Chq. No.	Party Name				Withdrawal	Deposit
31/03/2020	02/04/2020 879655	Magic Steel Pvt. Ltd.				8000.00	
31/03/2020	03/04/2020 145623	Desai Computer					15000.00
31/03/2020	03/04/2020 457896	Bita Sales & Service					10000.00
12/04/2020	13/04/20 664760	K.J Internatinal				5000.00	
12/04/2020	13/04/20 265432	Kiwi Cotton Craft					10000.00
15/04/2020	17/04/20 26441	Amul Industries Ltd					30000.00
15/04/2020	16/04/20 761	Amul Industries Ltd		last vear	's closing balance is [5000.00	
15/04/2020	16/04/2	M.A Transport		2000 year		10000.00	
				shown a	s opening balance.		
			~	5110 111 0	s opening balance.		
	(F F		
		مشماه بالمرمط المحش					
	🕆 vve ve insei	rted bank date					
5	1	a sector de la face					
	in other of	entries also.					
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	Let's move	e to previous					
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	y cur(2						
	(11 - 11 - 11 - 11 - 11					
	[New Edit Delete Date	Clear Date Deposit Pending	Bank Datewise Audit Detail Intere	st Report Auto Bank Reconcilation Print	t	

21_

Year 2019-2020

ank Reconcili	iation			
HDFC Bank (a	All) (Vou. Datewise)		From 01/04/2019	To 31/03/2020
		Opening Book Balance - 50,000.00 DB	Opening Bank Balance -	50,000.00 DE
Date	Bank Date Chq. No.	Party Name	Withdrawal	Deposit
20/03/2020	21/03/2020 879654	Akshay Traders	25000.00	
22/03/2020	23/03/2020 823564	Amul Industries Ltd		30000.00
31/03/2020	02/04/2020 879655	Magic Steel Pvt. Ltd.	8000.00	
31/03/2020	03/04/2020 145623	Desai Computer		15000.00
31/03/2020	03/04/2020 45	Bita Sales & Service		10000.00
	We ca	an see here, the Bank		
		Hence, the bank		
	Date h	as automatically been in the surface of the second se		
		reconciliation is done.		
		updated.		
	Also	notice this closing		
	balan	ce(72,000) which is		
	showr	i as opening balance		
	· · ·			
	(II	i the new year.		
· · ·		w Edit Doloto Dato Claar Dato Deporit Bonding Bank Datowice Audit Datail Interact De		1
look Balance	- 72,000.00 DB		Bank Balance -	55,000.00 DE



Sometimes, a user just wants to ignore the previous years' all transactions while bank reconciling and want to start doing bank reconciliation from the current financial year.

How can that be done? Let's understand with an example.

Report \rightarrow Account Books \rightarrow Bank Book



Setup \rightarrow Company Setup

Report -> Account Books -> Bank Book	×
Bank Account Name	Closing Amount 🔺
Axis Bank	10,000.00 DB
HDFC Bank	1,00,000.00 DB
Select bank.	
Click on Reconcile button or press F6 key	
Add Edit Delete Reconcile Quarterly	/ Bal Print

Bank Reconciliation 2019-2020

Bank Reconcili	ation				×
HDFC Bank (A	All) (Vou. Date	ewise)		From 01/04/2019 T(0 31/03/2020
			Opening Reak Palance - 50,000,00 PP	ving Dank Dalanco -	50 000 00 DB
					30,000.00 DB
Date	Bank Date	Chq. No.	Party Name	Withdrawal	Deposit
12/01/2020	15/01/2020	823504 /	Amui Industries Lta Akchav Tradera	25000.00	30000.00
20/02/2020	21/02/2020	664761 k	AKSINAY TIAUEIS	23000.00	40000.00
11/03/2020	16/03/2020	145623			15000.00
20/03/2020	10/03/2020	879656	Saai Engineering	2000.00	13000.00
31/03/2020		879655 N	Magic Steel Pyt. Ltd.	8000.00	
01,00,2020					
			We have entries pending		
			to reconcile in the financial		
			year(2019-2020).		
		New	/ Edit Delete Date Clear Date Deposit Pending Bank Datewise Audit Detail Interest Report Auto Bank Reconcilation Print		
Book Balance -	- 1.00.000	.00 DB		Bank Balance -	1.10.000.00.08
	1,00,000.			Dank Balance	

27

Move on 2020-2021



Customer ID : MS-0 Version : 9.0 Rel (5.0) Build : 65

ank Reconcili	ation		
HDFC Bank (/	All) (Vou. Datewise)		From 01/04/2019 To 31/03/2
		Opening Book Balance - 1,20,000.00 DB	Openin Sank Balance - 1,20,000.0
Date	Bank Date Chq. No.	Party Name	vithdrawal Dep
29/03/2020	879656	Saai Engineering	
31/03/2020	879655	Magic Steel Pvt. Ltd.	
12/04/2020	13/04/2020 664760	K.J Internatinal	Here, it shows the years From
12/04/2020	13/04/2020 265432	Kiwi Cotton Craft	1000
15/04/2020	17/04/2020 526441	Amul Industries Ltd	2019 to 2021 cause we still 3000
15/04/2020	16/04/2020 664761	Amul Industries Ltd	
15/04/2020	16/04/2020 664762	M.A Transport	haven't reconciled the entries
			from previous year.
			Detail Interact Penart Auto Bank Reconcilation Brint
ook Balance	- 1,40,000.00 DB		Bank Balance - 1,40,000.0

Bank Reconciliation 2020-2021

nk Reconcilia	ation												
IDFC Bank (A	ll) (Vou. Date	wise)									Fro	m 01/04/2019 T	0 31/03/2021
					Opening	Book Balance -	1,20,000.00	ов			Opening	Bank Balance -	1,20,000.00 0
Date	Bank Date	Chq. No.	Party Name									Withdrawal	Deposi
29/03/2020		879656	Saai Engineering									2000.00	
31/03/2020		879655	Magic Steel Pvt.	Ltd.								8000.00	
12/04/2020	13/04/202	664760	K.J Internatinal									5000.00	
12/04/2020	13/04/207	55432	Kiwi Cotton Craf	t									10000.0
15/04/2020	17/04/2	441	Amul Industries	Ltd									30000.0
15/04/2020	16/04/7	4	Amul Industries	Ltd								5000.00	
15/04/2020	16/04		M.A Transport									10000.00	
		<u> </u>											
— (ц	oro w		a thaca	ontrior	$- \mathbf{f} $			if wo d	lon't nood	those optric			
□	ere, we	e can se	e those e	entries				, n we u	ion t need	these entrie	25		
	tho n	roviou	c voar ca	ico of	-			numara	thonwo	have to cot			
	uie p	neviou	s year cat	126 01			d	пушоге,	, then we	nave to set			
	rocon	ciliptio	n offoctiv	o data	. –		roc	onciliatio	on offoctiv	o data in the			
	recon	cillatio	II EIIECUV	e uale	-			Jincinatic					
		01/0	1/2020				Ban		int in Acco	unt Master			
		01/0	4/2020.					R ALLUU		unt master	••)		
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							Let s	set kecc	onciliation	i Effective da	ατе 📖		
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)		
	1			Date	lear Date	Denosit Pending	Bank Datewise	Audit Detail	Interest Report	Auto Bank Reconcilation	Print	1	

30

Master \rightarrow Account









HDFC Bank

laster -> Account -> Account Master			🖉 🙋
Account Name	City	Group Name	Opening Balance
HDFC Bank	Rajkot	Bank Accounts (Banks)	1,20,000.00 DB
Integrated Tax A/c. (I/P)		Duties & Taxes	
Integrated Tax A/c. (O/P)		Duties & Taxes	
Interest Expense A/c.(Default)		Expense Account	
K.J Internatinal		Sundry Creditors	40,000.00 CF
Kasar A/c. Click on HDFC Bank.		Expense Account	
Kiwi Cotton Craft		Sundry Creditors	
Late Fee Expense A/c.(Default)		Expense Account	
M.A Transport		Sundry Creditors	
Magic Steel Pvt. Ltd.	Surat	Sundry Creditors	8,000.00 DE
Mahavir Marketing	Porbandar	Sundry Creditors	
Other Expense A/c.(Default)		Expense Account	
Penalty Expense A/c.(Default)		Expense Account	
Profit & Loss A/c		Profit & Loss A/c	
Purchase A/c. (Composite)		Purchase Account	
Purchase A/c. (GST)		Purchase Account	
Purchase A/c. (IGST)		Purchase Account	
Purchase A/c. (URD-RCM)		Purchase Account	
Saai Engineering		Sundry Creditors	2,000.00 DI
Sales A/c. (GST)		Sales Account	
Sales A/c. (IGST)		Sales Account	
State/UT Tax A/c. (I/P)		Duties & Taxes	
State/UT Tax A/c. (O/P)		Duties & Taxes	
Stock In Hand		Stock-in-hand	
Trading A/c.		Trading Account	
		Dn Balance Havala Export	door Undate CST Dota

	– Main Details -			Party Deta	il	
	Name	HDFC Bank		City	Rajkot	
				Pincode		
	Alias			Area		
	Group Name	Bank Accounts	; (Banks)	State	Guiarat	
					Gujarat	
ien the	e popup will a	ippear 📂	Bank Balance	TT PAN NO.		
to set t	he Reconcilia	ation	Opening Balance	120	0000.00	
Eff	ective Date.	.]	Credit/Debit	Debit		
			Reconciliation Effective	Date 01/04/202	:0	
			Note: Leave Date em in update balar	pty to take effec Ice	t of previo	
				ОК	0.00	
	Deleves Meth	od				
	🗧 🗖 Balance Meth					
	Balance Method	Balance Only				
	Balance Method	Balance Only				
	Balance Method	Balance Only 120000	0.00 Insert op	pening book	< balance	
	Balance Method Opening Balance	Balance Only	0.00 Insert op or here	pening bool it'll show p	k balance previous	

	Edit Account Details - HDFC Bank	(×	1
	Main Details		Party Detai	il		
	Name HDFC Bank		City	Rajkot		
			Pincode			
Note: Inser	t opening balance		Area			
for Ba	ank Balance.	(Banks)	State	Gujarat		
It'll be sh	nown in header	Dank Dalance	PAN No.			
during bar	Balance Method Balance Method Balance Method Balance Only Opening Balance 120000 F4-Address Detail Bank Deta	Bank Balance Opening Balance Credit/Debit Reconciliation Effective D Note: Leave Date empt in update balance OK	120 Debit ate 01/04/2020 y to take effect	000.00	Insert the reconci effective Date from want to reconcile of Here, we are inse 01/04/2020	liation which we our data. erting

- Main Details -		Parl	ty Detail	I	
Name	HDFC Bank	City		Rajkot	
Alias Group Name	Bank Accounts (Banks)	Pinc Area Stat	ode a	Guiarat	
		PAN Aad GST	No. har No. IN No.		
		Cred Cred	dit Limit lit Limit lit Days	0.00	
- Balance Meth Balance Method	Balance Only	Click on O & go to t	K to s he ba	ave the changes nk book to see	
opening balanci	≠ 120000.00 Debit ▼		the e	errect.	

Bank Reconciliation		
HDFC Bank (All) (Vou. Datewise)		From 01/04/2020 To 31/03/2021
Opening Effective Date - 01/04/2020 Opening Book Balance -	1,20,000.00 DB Op	ening Bank Balance - 1,20,000.00 DB
Date Bank Date Chq. No. ty Name		Withdrawal Deposit
12/04/2020 13/04/2020 664760		5000.00
12/04/2020 13/04/2020 265432		10000.00
15/04/2020 16/04/2020 66476 Here, we'll see Reconciliation	Inserted opening bank	5000.00
conciliation From 01/04/2020 Tot teffective Date = 01/04/2020 Opening Book Balance - 1,20,000.00 DB Opening Book Balance - 1,20,000.00 DB 2000 130/4/2020 Opening Book Balance - 1,20,000.00 DB Withdrawell 2000 130/4/2020 Mithad Stotn.00 2001 130/4/2020 Stotn.00 Stotn.00 2002 130/4/2020 Stotn.00 Stotn.00 2003 130/4/2020 Stotn.00 Stotn.00 2004 150/0/2020 Stotn.00 Stotn.00 2005 150/0/2020 Stotn.00 Stotn.00 2006 150/0/2020 Get/76 Here, we'll see Reconciliation Effective date. Notice that we can't see the entries before 01/04/2020 due to inserted So in these ways, bank reconciliation is done in Reconciliation Effective date in Bank Account. Miracle. Miracle. New Edit Delete Date Clier Date Deposit Period Bank Datewise, Audit Datal Interest Report Auto Bank Reconciliation Print	10000.00	
Effective date.	balance can be seen here.	
Notice that we can't see the entries		
before 01/01/2020 due to incerted	So in these ways, bank	
before 01/04/2020 due to inserted		
Reconciliation Effective date in Bank	reconciliation is done in	
	N dive also	
Account.		
New Edit Delete Date Clear Date Deposit Pending	Bank Datewise Audit Detail Interest Report Auto Bank Reconcilation Print	1
Book Balance - 1,40,000.00 DB		Bank Balance - 1,40,000.00 DB

Print The Statement With Different Formats

Report \rightarrow Account Books \rightarrow Bank Book

Report -> Account Books -> Bank Book	
Bank Account Name	Closing Amount
Axis Bank	10,000.00 DB
HDFC Bank	1,28,000.00 DB
Select the bank and press Enter .	
Add Edit Delete Reconcile Quarterly	y Bal Print

Bank Book

eport -> Acco	unt Boo	iks -> Bank Book					X
edger HDFCE	Bank (Ra	ajkot)				From 01/04/202	20 To 31/03/2021
roup Bank A	ccounts	(Banks)				Account Audi	t
Date	Type	Cheque No	Account Name		Withdrawal	Deposit	Closing Balance
				Opening Balance		1,20,000.00	1,20,000.00 D
12/04/2020	BPmt	664760	K.J Internatinal		5,000.00		1,15,000.00 DI
12/04/2020	BRct	265432	Kiwi Cotton Craft			10,000.00	1,25,000.00 D
15/04/2020	BPmt	664761	Amul Industries Ltd		5,000.00		1,20,000.00 D
15/04/2020	BRct	526441	Amul Industries Ltd			30,000.00	1,50,000.00 D
15/04/2020	BPmt	664762	M.A Transport		10,000.00		1,40,000.00 D
22/04/2020	BPmt	664763	Bita Sales & Service		8,000.00		1,32,000.00 D
28/04/2020	BRct	889951	Magic Steel Pvt. Ltd.			3,500.00	1,35,500.00 D
29/04/2020	BPmt	664764	Desai Computer		2,500.00		1,33,000.00 D
02/05/2020	BRct	602749	Mahavir Marketing			4,000.00	1,37,000.00 D
07/05/2020	BPmt	664765	Saai Engineering		9,000.00		1,28,000.00 D
			Here, we have few reconciled and few pending entries.				
			Now, click on the Print button <i>or</i> press "Ctrl + P".	Total	39,500.00	1,67,500.00	
sile Bal. :1,	40,000.	00 DB		Closing Balance			1,28,000.00

39

Format: Consiled Bank Book

	rint
	Format Advance
	Report Type Horizontal 💌 🗖 PAN & GSTIN No. Language English 💌
Here, it shows a list of different formats.	Format Report On Screen Setup Base Bankbook Copies Consiled Bank Book Copies Pending Entries 1: With Cheque Detail First of all we will see Daily Summary First of all we will see Cover Page Printing Consiled Bank Book format. Click on OK and see the Click on OK and see the
	statement. Start Page Start Page Printer Canon LBP2900 Windows Mode

40

Consiled Bank Book Statement

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			Bank Bosons	ilistion				
			Dalik Recolle	mation.				
	Consile Bar	k Book For HDFC Bank ((Rajkot)					
	From 01/04	4/2020 To 31/03/2021		with down at	Decesit.	Page : 1		
		Particulars	Opening Balance :	withdrawai	120000.00	1.20.000.00 DB		
	12/04/2020	K.J Internatinal		5000.00		1,15,000.00 DB		
		13/04/2020 BDrot						
		Cheque No 664760						
	12/04/2020	Kiwi Cotton Craft			10000.00	1,25,000.00 DB		
		13/04/2020 BRct						
		Cheque No 265432						
	15/04/2020	Amul Industries Ltd		5000.00		1,20,000.00 DB		
		16/04/2020 BPmt						
		Cheque No 664761						
	15/04/2020	Amul Industries Ltd			30000.00	1,50,000.00 DB		
		BRct						
		Cheque No 526441						
	15/04/2020	M.A Transport 16/04/2020		10000.00		1,40,000.00 DB		
		BPmt						
		Cheque No 664762	Tatal	20000.00	160000.00			
			Total.	20000.00 Clo	sing Balance :	1.40.000.00 DB		
					-	-,,		
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			Closing P	Balance.				
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Format: Pending Entries

Print							
Format		Advance					
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Daily Summary							
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Pending Entries Statement

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			Desensiliation			
		Bank	Reconciliation.			
		Bank Reconciliation StatementForHDFC Bank(R	ajkot)		. .	
		From 01/04/2020 To 31/03/2021	Cheque No.	Withdrawal	Page : 1	
			Cheque No	withdrawai	Deposit	
		22/04/2020 Bita Sales & Service	664763	8000.00		
		29/04/2020 Desai Computer	664764	2500.00		
		07/05/2020 Saai Engineering	664765	9000.00		
		Amount Of Cheques Deposited But Not Cleared	880051		3500.00	
		02/05/2020 Mahavir Marketing	602749		4000.00	
			Total :	19500.00	7500.00	
			Book Balance :	1 28 0		
		Amount Of Che	ques Drawn But Not Presented :	19,5	00.00 DB	
		Amount Of Cheq	ues Deposited But Not Cleared :	7,5	500.00 CR	
			Bank Balance :	1,40,0	100.00 DB	
		Here it sh	nows all the pen	ding		
		entries wi	th Cheque No.,	ROOK		
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hank you.

Only for internal use of Miracle Accounting Software.

Prepared By: RKIT Software Pvt. Ltd., Rajkot