



Bank Statement

To use feature of bank reconciliation, bank statement should be entered in the system of each period. Once the statement is entered in the system, the bank statement can be checked in the system as and when required instead of looking for hard copy or request for the bank.

Bank accounts are treated in system at organization level. Even if one bank account is shared with multiple projects, the whole bank statement for the period should be entered in the system. If project bank account need to be treated separately then dedicated bank account for the project should be opened for the project.

Process for Bank Statement Entry

- Go to [Entry](#) menu
- Click on [Bank Statement](#)

[Bank Statement](#) dialog box will open.



To Add

- Select Bank Account from [Bank Account](#) drop-list.
- Click [Add](#) Button
System will input Bank statement number which cannot be changed.
- Enter statement start and end date in [Statement Date from](#) and [to](#)
- Enter Closing Balance of the statement in [Closing Bal.](#)
- Enter Bank Statement in the table. You can also import bank statement from Excel, refer [Import](#) section below.
- Click [Save](#) Button to save the bank statement.

SNo	Date	Cheque #	Description	AmountDr	Amount
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Note:

1. For the first bank statement Opening balance will be Zero (0), so if there is any opening balance in the first statement then enter one line for opening balance in the statement.
2. The difference between Opening and Closing balance should match total transaction amount. If there is any difference, the difference amount will be shown in [Difference](#).
3. The Difference should be Zero (0) to save the bank statement.

Importing Bank Transaction from Excel

Nowadays most of the bank provide the soft copy of bank statement even in excel format. If your bank is also have this facility then it is recommended to the get facility. As the TrueBook has also features of import bank transaction. The bank statement can be easily import/input with simple copy / paste from Excel without entering each transaction of bank.

To Import

- Make a bank statement in excel in below given template. You can find Bank Statement Template in Program folder which is named as importBankStatement.xls.

Date	Description	Cheque / Ref	Debit (Amt)	Credit (Amt)
2016/05/04	Home Net South Asia.			1,587,786.50
2016/06/05	Krishna Thapa	14886672	50,000.00	
2016/07/17	Prakash KC	0014886674	5,644.00	
2016/07/17	Hotel Refresh	0014886676	41,812.00	
2016/07/29	Shova Shrestha	0014886673	30,000.00	
2016/08/08	Harishova Chettri	14886677	143,020.00	
2016/09/13	Anjana Bajra	0014886678	91,160.00	
2016/09/19	Department Store	14886679	186,408.00	
2016/10/01	Prakash KC	0014886680	56,160.00	
2016/10/04	Training House	14886681	6,000.00	
2016/10/05	Homenet South Asia.			956,650.50
2016/10/24	Juna shrestha	0014886682	90,099.00	
2016/11/21	Anjana Bajra	0014886683	64,020.00	
2016/12/02	Prakash KC	0014886684	30,000.00	

- Once the bank statement prepared in MS Excel.
Select the bank statement transactions (of excel file) and copy it by pressing **Ctrl+C**.
- Go to TrueBook Program
- Click **Import** button. The button is enabled only in Add or Edit mode. **Bank Statement Import** Dialog box will open.

- Click on top left corner of data sheet.
- Past the data by pressing **Ctrl+V**.
- All the copied data will be displayed in the table.
- Click **Add Data to Bank Statement & Close** Button

System will check all the transactions dates whether it is in-line statement start and end date..
All transactions will be added in the statement, if all dates are within set range.

To View

- Select Bank Account from **Bank Account** drop-list.
 - Select Statement number from **Statement No.** drop-list.
- Entered transaction of the statement will be displayed with opening and closing balance.

To Edit

- Select Bank Account from *Bank Account* drop-list.
- Select Statement number from *Statement No.* drop-list.
Edit button will be enabled only for last Bank Statement. Other statement cannot be edited.
- Click *Edit* Button and make necessary changes
- Click *Save* Button to save the changes.

Note:

1. Only *Cheque #* and *Description* can be edited for reconciled transactions.

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