





## New cashbook cum bank book entry details

1. New cashbook cum bank book format is actually a modified version for TR7 cashbook currently in use. The new format just uses two columns for recording bank transactions and Cash transactions instead of multiple entries in TR7 like Pay, Allowances etc .
2. In the current TR7 format all cash and bank transactions are recorded in the same column. But in the revised format they are recorded in two separate columns.
3. There are columns provided to record the voucher type and number in the receipt side and payment side.
4. In the receipt side each transaction is **Debited** in the Bank column or Cash column and corresponding ledger head/transaction is to be **Credited**.  
Similarly in the payment side each transaction is **Credited** in the Bank column or Cash column and corresponding ledger head/transaction is to be **Debited**.  
So the '**Particulars**' column in the Receipts side is marked as 'Cr.' and that of the Payment side as 'Dr.'  
This will help the accountant to avoid the confusion of which ledger head to be debited or credited.
5. All receipts will have only one entry in the Receipts side except 'cash withdrawal' from bank A/c.
6. All Payments will have only one entry in the Payment side except 'cash remittance' to the bank A/c.
7. But contra type entries like 'cash withdrawal' or 'cash remittance' from/to bank a/c will have two entries on 'Receipts' side and 'Payment' side. Please refer contra entries 47 & 48 in the example attached.
8. Note that 'Bank interest', 'Bank charges' etc. has only one entry in Receipt/Payment side.(ref. Example)
9. Use of revised cashbook cum bank book format is very much suitable for entry into the Tally.ERP9.
10. You can see the cashbook cum bank book entries exactly similar in Tally.ERP9 using the following method.

Please navigate to '*Gateway of Tally*' → *Reports* → *Multi Account printing*. Now select *Accounts* within the *printing* menu. Select '*Multi Column Cash/bank*' within *account books* menu.

Now you will get final print option with default settings. Select 'NO' to change default settings to suit your requirements. Now select the following options as follows.

- i) from : (here enter the date of transaction)
- ii) To : (here enter the date of transaction, same as above)
- iii) Cash/Bank a/c for 1<sup>st</sup> column : Bank account(SB)  
for 2<sup>nd</sup> column : Cash  
for 3<sup>rd</sup> column : not applicable

Select 'print preview' option in the button bar in right most panel to view cashbook before printing.

Leave other option as default shown and finally select 'Yes' to Print. Click on 'zoom' button to view the output displayed as full screen. For more than one bank account, use 3<sup>rd</sup> column as the second bank account to view its details.

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