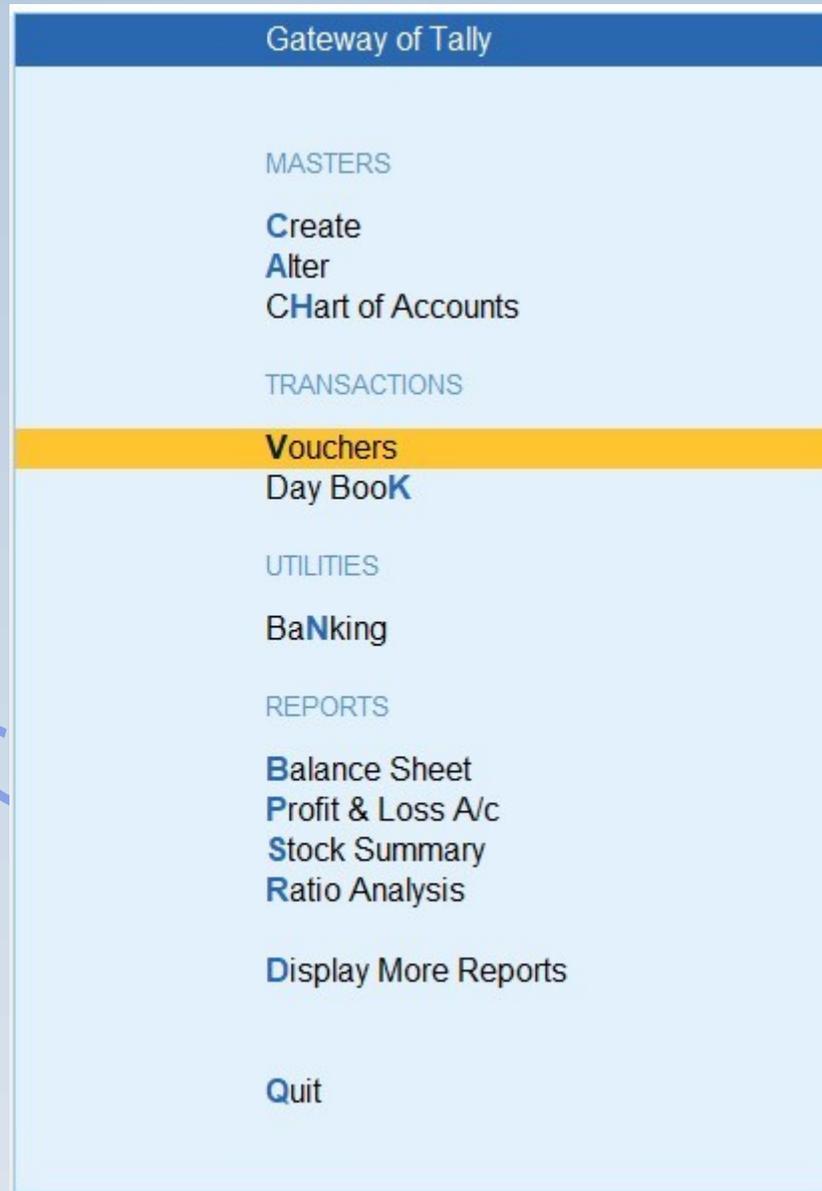


TRANSACTION

How to access the voucher screen in Tally Prime and switch between them?

- Open Tally Prime and select your company to go to the Gateway of Tally.
- Go to the “Vouchers” option and press “Enter”. Alternatively, you can press “V” from the Gateway of Tally.

● Now you are on the payment voucher screen. Here you can switch between the different types of vouchers.



Different types of Vouchers, their uses, and how to access/switch them in Tally Prime:

There are different types of vouchers and voucher categories in tally prime:

1. Accounting Vouchers
2. Inventory Vouchers
3. Payroll Vouchers
4. Order Vouchers etc.

Day Book

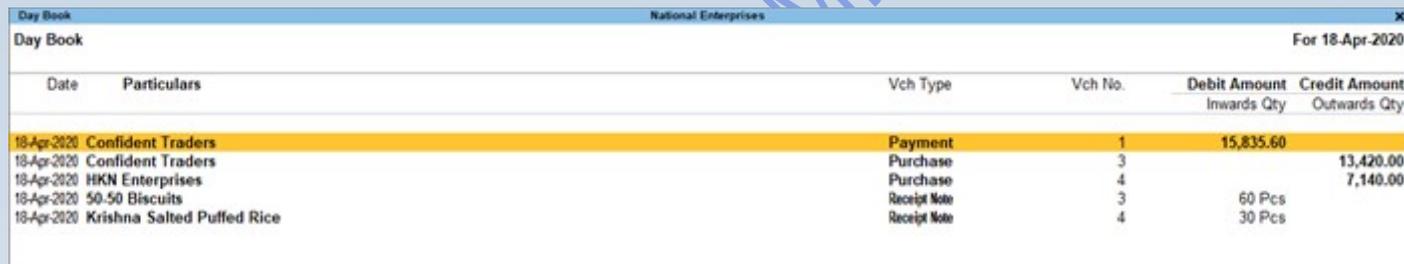
The Day Book is an account book in which a day's entries or transactions are captured. TallyPrime stays true to the traditional Day Book used by businesses for manual book-keeping, while bringing in a host of powerful features.

[View Day Book in TallyPrime](#)

Visit the **Day Book** in TallyPrime to see all your transactions that were recorded on a particular day. By default, this day is set to the **Current Date** displayed in **Gateway of Tally**.

- **Gateway of Tally > Day Book.**

Alternatively, **Alt+G** (Go To) > type or select **Day Book** > press **Enter**.



Date	Particulars	Vch Type	Vch No.	Debit Amount		Credit Amount	
				Inwards Qty	Outwards Qty	Inwards Qty	Outwards Qty
18-Apr-2020	Confident Traders	Payment	1	15,835.60			
18-Apr-2020	Confident Traders	Purchase	3			13,420.00	
18-Apr-2020	HKN Enterprises	Purchase	4			7,140.00	
18-Apr-2020	50-50 Biscuits	Receipt Note	3		60 Pcs		
18-Apr-2020	Krishna Salted Puffed Rice	Receipt Note	4		30 Pcs		

- Press **Alt+F5** (Detailed) for a detailed format of the report. You can see the break-up of the invoice with details such as additional charges, tax components, and so on.

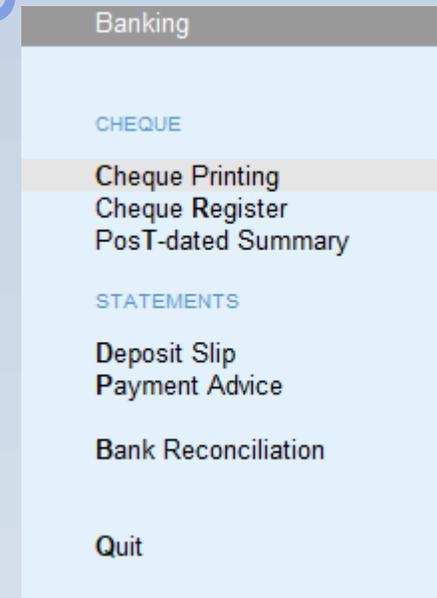
Day Book					
National Enterprises					For 18-Apr-2020
Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
18-Apr-2020	Confident Traders BOB Savings A/c	Payment	1	15,835.60	
18-Apr-2020	Confident Traders Purchase	Purchase	3		13,420.00
18-Apr-2020	HKN Enterprises Purchase	Purchase	4		7,140.00
18-Apr-2020	50-50 Biscuits Confident Traders Bourbon Biscuits Good day Biscuits	Receipt Note	3	60 Pcs	
18-Apr-2020	Krishna Salted Puffed Rice HKN Enterprises Taja Puffed Rice Murmure Puffed Rice	Receipt Note	4	30 Pcs	

If you want to add more details, such as narration and cost centre, you have to enable these options by pressing **F12** (Configure) from the **Day Book**.

Banking utilities in TallyPrime

As a business owner, if you use a specific bank to manage your transactions wrt receiving and making payments, TallyPrime offers you a host of utilities including:

- Auto bank reconciliation
- Cheque management
- E-payments
- Deposit Slip



Reports:

- **Balance Sheet:**

We check the financial position of our business in the balance sheet.

- **Profit&loss Account:**

In the profit & loss account, we can see all the reports about the profit and loss of our business. .

- **Stock Summary:** To check Stock Summary

- **Display:** Display May we get many options like from here we can get Trial Balance, Day Book, Accounts Book, Inventory Books, Statutory Report, Cash/Funds Flow, Receipts

- **Receipts and payments, List of accounts and Exceptions Reports**

- **Quit**

REPORTS

Balance Sheet

Profit & Loss A/c

Ratio Analysis

Display More Reports

Quit