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.

ACHEL

Gateway of Tally

MASTERS

Create Alter CHart of Accounts

TRANSACTIONS

Vouchers Day Book

UTILITIES

BaNking

REPORTS

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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.

ay Book Date Particulars Vch Type Vch No. Debit Amount Inwards Qty Credit Amount Outwards Qty 34pr2020 Confident Traders Payment 1 15,835.60 34pr2020 Confident Traders Purchase 3 13,420. 34pr2020 Confident Traders Purchase 3 60 Pcs 34pr2020 Stop Stop Biscuits Breeigt Mete 3 60 Pcs 34pr2020 Krishna Salted Puffed Rice 3 90 Pcs 30 Pcs	ay Book	National Enterprises X
Date Particulars Vch Type Vch No. Debit Amount Credit Amount Inwards Qty Outwards Qty Outwards Qty Outwards Qty Outwards Qty (p:202) Confident Traders Payment 1 15,835.60 (p:202) Confident Traders Purchase 3 13,420. (p:202) HKN Enterprises Purchase 4 7,140. (p:202) Krishna Salted Puffed Rice 3 60 Pcs	y Book	For 18-Apr-2020
Apr/2020 Confident Traders Payment 1 15,835.60 Apr/2020 Confident Traders Purchase 3 13,420. Apr/2020 HKN Enterprises Purchase 4 7,140. Apr/2020 50.50 Biscuits Broeigt Note 3 60 Pcs Apr/2020 Krishna Salted Puffed Rice 4 30 Pcs	Date Particulars	Vch Type Vch No. Debit Amount Credit Amount Inwards Qty Outwards Qty
34pr2020 Confident Traders Purchase 3 13,420. 54pr2020 KKN Enterprises Purchase 4 7,140. 54pr2020 KKishna Salted Puffed Rice 3 60 Pcs	8Apr-2120 Confident Traders	Payment 1 15,835.60
Apr2020 HKN Enterprises 4 7,140J Apr2020 50-50 Biscuits 8 Apr2020 Krishna Salted Puffed Rice 3 60 Pcs Receipt Note 4 30 Pcs	Apr-2020 Confident Traders	Purchase 3 13,420.00
3.4gr-2020 Store 3 60 Pes 3.4gr-2020 Krishna Salted Puffed Rice 4 30 Pes	Apr-2020 HKN Enterprises	Purchase 4 7,140.00
3Apr2020 Krishna Salted Puffed Rice 4 30 Pcs	3-Apr-2020 50-50 Biscuits	Receipt Note 3 60 Pcs
BHO	Apr-2020 Krishna Salted Puffed Rice	Receipt Note 4 30 Pcs
	40	

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	nal Enterprises		
Day Book					For 18-Apr-2020
Date Particulars		Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
18-Apr-2020 Confident Traders		Payment	1	15,835.60	
BOB Savings A/c	15,835.60 Cr				
18-Apr-2020 Confident Traders	12 420 00 0-	Purchase	3		13,420.00
Purchase	13,420.00 DF				
18-Apr-2120 HKN Enterprises Purchase	7.140.00 Dr	Purchase	4		7,140.00
18-Apr-2020 50-50 Biscuits Confident Traders		Receipt Note	3	60 Pcs	
Bourbon Biscuits	100 Pcs				
Good day Biscuits	150 Pcs				
18-Apr-2020 Krishna Salted Puffed Rice HKN Enterprises		Receipt Note	4	30 Pcs	
Taja Puffed Rice	30 Pcs				
Murmure Puffed Rice	60 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

If you use bank for receiving and making payments against your sales or purchase transactions, TallyPrime facilities you with a host of banking utilities. From creating a bank ledger, providing banking details in party ledger, configuring the ledgers and vouchers to meet your business practices and billing preferences and more, you can use the banking capabilities in TallyPrime.

Banking Utilities– If you use bank for receiving and making payments against your sales or purchase transactions, TallyPrime facilities you with a host of banking utilities. From creating a bank ledger, providing banking details in party ledger, configuring the ledgers and vouchers to meet your business practices and billing preferences and more, you can use the banking capabilities in TallyPrime.

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:

Banking

CHEQUE

Cheque Printing Cheque Register PosT-dated Summary

STATEMENTS

Deposit Slip Payment Advice

Quit

Bank Reconciliation

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

<u>Reports:</u>

• 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

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