Types of Accounting Vouchers in Tally

Payment voucher:

Payment voucher in accounting vouchers in tally records all business transactions related to Payment. Any payment made by the company through cash, cheque, online payment or any other mode comes under this voucher type. To record transactions, click **Gateway of tally> Transaction> Vouchers> Press F5.**

Receipt Voucher:

The Receipt voucher under accounting vouchers in tally records all money transactions received by the company. The amount received could be in the form of cash, cheque or online. When an accountant makes a receipt voucher in Tally Prime, all the invoices with pending payments pop up as a reminder. To record this transaction, go to **Gateway of tally> Transaction> Vouchers>** Press F6.

Contra Voucher:

In contra voucher, all the company's transactions include deposits or money withdrawal from its bank account. The entry is made in this voucher if the amount is transferred from bank to bank or cash to cash. To record such transactions, go to **Gateway of tally> Transaction> Vouchers>** Press F4.

Purchase Voucher:

In this voucher, all the transaction related to company purchases is recorded. The purchase can be made in cash or borrowed or in the form of goods and services. To record the transaction, go to **Gateway of tally> Transaction> Vouchers>** Press F9.

Sales Voucher:

It is one of the most used accounting vouchers in tally. Accountants can create two different formats, such as invoice and voucher in this type. Sales voucher records all sales transactions of the company in credit or cash. In vouchers, one can store transactional records electronically and print them for customers. To record this transaction, go to **Gateway of tally> Transaction> Vouchers>** Press F8.

Debit Note

When a company returns the purchased commodity, it is recorded in these accounting vouchers in Tally. An accountant can also record interest calculations in this voucher. To record such transactions, go to **Gateway of tally> Transaction> Vouchers>** Press Alt+ F5.

Credit Note

When a company returns the sold commodity, it is recorded in these accounting vouchers in Tally. An accountant can also record Transactions related to sales returns and interest calculations in this voucher. To record such transactions, go to **Gateway of tally> Transaction> Vouchers>** Press Alt+F6.

Journal

In Tally's inventory and accounting vouchers, users can use it as an optional voucher in Tally to make sales and purchases. **All non-cash transactions entries.** An accountant can also use it to adjust or transfer stock from one warehouse to the other and for tax calculations and tax adjustment entries. To open this voucher, go to **Gateway of tally> Transaction> Vouchers>**Press F7.