

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.**

The screenshot shows the TallyPrime Accounting Voucher Creation interface. The window title is 'TallyPrime' and the company name is 'EDU'. The voucher type is 'Payment' with number '1'. The date is '1-Apr-21 Thursday'. The account field is empty. The 'Particulars' table is empty. The 'Narration' field is empty. The right-hand side of the screen displays a list of function keys (F1-F12) with their corresponding actions: F2: Date, F3: Company, F4: Contra, F5: Payment, F6: Receipt, F7: Journal, F8: Sales, F9: Purchase, F10: Other Vouchers, F11: Optional, F12: Post-Dated, F12: Stat Adjustment, and F12: Configure.

Particulars	Amount
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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.**

The screenshot shows the Tally Prime Accounting Voucher Creation window. The window title is "TallyPrime" and the company name is "EDU". The window is titled "Accounting Voucher Creation" and the company name is "Max Electronics". The voucher type is "Receipt" and the number is "No. 1". The date is "1-Apr-21" and the day is "Thursday". The account field is empty. The current balance is 0. The window has a menu bar with options: K: Company, Y: Data, Z: Exchange, G: Go To, O: Import, E: Export, M: E-mail, P: Print, F1: Help. The window has a toolbar with options: F2: Date, F3: Company, F4: Contra, F5: Payment, F6: Receipt, F7: Journal, F8: Sales, F9: Purchase, F10: Other Vouchers, E: Autofill, H: Change Mode, I: More Details, Q: Related Reports, L: Optional, T: Post-Dated, J: Stat Adjustment, F12: Configure. The window has a table with columns "Particulars" and "Amount". The window has a "Narration:" field.

Particulars	Amount
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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.**

The screenshot shows the TallyPrime Accounting Voucher Creation window. The window title is "TallyPrime MANAGE EDU" and the company name is "Max Electronics". The voucher type is "Contra" and the number is "1". The date is "1-Apr-21 Thursday". The account field is empty. The current balance is also empty. The table has two columns: "Particulars" and "Amount". The narration field is empty. The right-hand side of the window contains a list of function keys: F2: Date, F3: Company, F4: Contra, F5: Payment, F6: Receipt, F7: Journal, F8: Sales, F9: Purchase, F10: Other Vouchers, E: Autofill, H: Change Mode, I: More Details, Q: Related Reports, L: Optional, T: Post-Dated, and F12: Configure.

Particulars	Amount
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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.**

The screenshot shows the TallyPrime Accounting Voucher Creation window for a Purchase Voucher. The window title is "TallyPrime MANAGE" and the company name is "EDU". The voucher type is "Purchase" with number "1" and date "1-Apr-21 Thursday". The supplier invoice number is blank and the date is blank. The party A/c name is blank. The purchase ledger is blank. The current balance is blank. The narration is blank. The table has columns for Name of Item, Quantity, Rate per, and Amount. The right-hand side of the window contains a list of function keys: F1: Help, F2: Date, F3: Company, F4: Contra, F5: Payment, F6: Receipt, F7: Journal, F8: Sales, F9: Purchase, F10: Other Vouchers, F11: Autofill, F12: Change Mode, F13: More Details, F14: Related Reports, F15: Optional, F16: Post-Dated, and F17: Configure.

Name of Item	Quantity	Rate per	Amount
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Narration:

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.**

The screenshot shows the TallyPrime Accounting Voucher Creation interface. The window title is 'TallyPrime MANAGE' and the company name is 'EDU'. The menu bar includes 'K: Company', 'Y: Data', 'Z: Exchange', 'G: Go To', 'O: Import', 'E: Export', 'M: E-mail', 'P: Print', and 'F1: Help'. The main area is divided into three sections: a light green section for voucher details, a light blue section for 'List of Ledger Accounts', and a vertical list of function keys on the right.

Accounting Voucher Creation
Max Electronics

Sales No. 1

Party A/c name :

Current balance :

Sales ledger :

Current balance :

Name of Item

Narration:

List of Ledger Accounts

Create

Cash

Function Key List:

- F2: Date
- F3: Company
- F4: Contra
- F5: Payment
- F6: Receipt
- F7: Journal
- F8: Sales
- F9: Purchase
- F10: Other Vouchers
- E: Autofill
- H: Change Mode
- I: More Details
- Q: Related Reports
- L: Optional
- I: Post-Dated
- F12: Configure

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**.

The screenshot displays the TallyPrime interface for creating a Debit Note voucher. The window title is "TallyPrime" and the company name is "EDU". The voucher type is "Debit Note" and the number is "1". The screen is divided into several sections:

- Top Menu Bar:** Includes options like "Go To", "Import", "Export", "E-mail", "Print", and "Help".
- Left Section:** Contains fields for "Party A/c name", "Current balance", "Ledger account", and "Name of Item".
- Right Section:** Titled "List of Ledger Accounts", it features a "Create" button and a list of accounts, with "Cash" selected.
- Bottom Section:** Labeled "Narration", it is currently empty.

Additional details visible in the interface include the company name "Max Electronics" and a list of function keys (F2: Date, F3: Company, F4: Contra, F5: Payment, F6: Receipt, F7: Journal, F8: Sales, F9: Purchase, F10: Other Vouchers, F11: Autofill, F12: Change Mode, F13: More Details, F14: Related Reports, F15: Optional, F16: Post-Dated, F17: Configure) on the far right.

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.

The screenshot displays the TallyPrime interface for creating a Credit Note. The window title is "TallyPrime" and the company name is "EDU". The top menu bar includes options like "MANAGE", "G: Go To", "O: Import", "E: Export", "M: E-mail", "P: Print", and "F1: Help". The main area is titled "Accounting Voucher Creation" and shows "Credit Note No. 1". The left sidebar contains fields for "Party A/c name", "Current balance", "Ledger account", and "Current balance", along with a "Name of Item" section. The right sidebar is titled "List of Ledger Accounts" and shows "Cash" selected. The bottom right corner contains a list of function keys: F2: Date, F3: Company, F4: Contra, F5: Payment, F6: Receipt, F7: Journal, F8: Sales, F9: Purchase, F10: Other Vouchers, E: Autofill, H: Change Mode, I: More Details, O: Related Reports, L: Optional, T: Post-Dated, and F12: Configure.

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.**

The screenshot shows the TallyPrime Accounting Voucher Creation window for a Journal voucher. The window title is "TallyPrime" and the company name is "EDU". The voucher type is "Journal" and the number is "1". The voucher is for "Max Electronics". The "Particulars" section is empty, with a "By" field containing a single dot. The "Narration" field is also empty. On the right side, there is a "List of Ledger Accounts" window with a search bar and a list of accounts: "Local Taxes", "Profit & Loss A/c", and "Sales". The "Local Taxes" account is highlighted. Below the list of ledger accounts, there is a "Create" button and a "Show More" button. On the far right, there is a vertical menu with various function keys: F2: Date, F3: Company, F4: Contra, F5: Payment, F6: Receipt, F7: Journal, F8: Sales, F9: Purchase, F10: Other Vouchers, E: Autofill, H: Change Mode, I: More Details, Q: Related Reports, L: Optional, T: Post-Dated, J: Stat Adjustment, and F12: Configure.