

## Accounting Vouchers

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**Accounting Vouchers** are used to record all accounts related transactions in Tally.ERP 9. You can selectively set the configuration for entry to allow only those features, which you require while entering vouchers.

Go to **Gateway of Tally > F12: Configure > Voucher Entry**

<u>Voucher Entry Configuration</u>			
<u>Accounts</u>		<u>Inventory</u>	
Skip Date field in Create Mode (faster entry!)	? <b>Yes</b>	Use Ref. Number in Stock Journal	? <b>No</b>
Use Single Entry mode for Pymt/Rcpt/Contra	? <b>Yes</b>	Warn on Negative Stock Balance	? <b>Yes</b>
Use Payment/Receipt as Contra	? <b>No</b>	Honor Expiry Dates usage for Batches	? <b>Yes</b>
Use Cr/Dr instead of To/By during entry	? <b>No</b>	Show Balances as on Voucher Date	? <b>No</b>
Warn on Negative Cash Balance	? <b>Yes</b>	Show Godown-wise Details	? <b>Yes</b>
Pre-Allocate Bills for Payment/Receipt	? <b>No</b>	Show Batch-wise Details	? <b>Yes</b>
Allow Cash Accounts in Journals	? <b>No</b>		
Allow Expenses/Fixed Assets in Purchase Vouchers	? <b>No</b>		
Allow Income Accounts in Sales Vouchers	? <b>No</b>		
Show Inventory Details	? <b>Yes</b>		
Show Table of Bill Details for Selection	? <b>Yes</b>		
Show Bill-wise Details	? <b>Yes</b>		
Expand into multiple lines	? <b>Yes</b>		
Show Ledger Current Balances	? <b>Yes</b>		
Show Balances as on Voucher Date	? <b>No</b>		

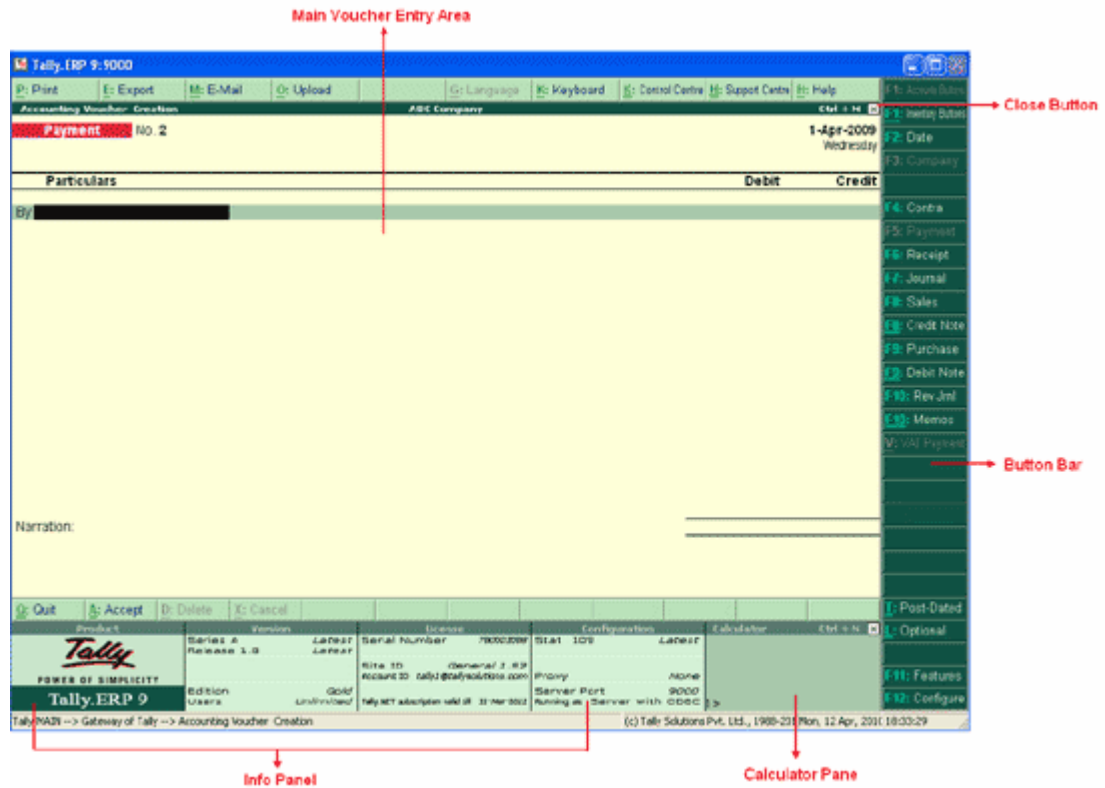
For more information refer **F12: Configurations** for voucher entry.

## Predefined Vouchers in Tally.ERP 9

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Tally comprises of the following predefined Vouchers, to suit different business requirements for recording various transactions. Tally also allows you to create user-defined Vouchers (Voucher Types) as per your requirements.

- Contra Voucher f4
- Payment Voucher f5
- Receipt Voucher f6
- Journal voucher f7
- Sales Voucher / Invoice f8
- Debit Note Voucher
- Credit Note Voucher
- Purchase Voucher / Invoice f9



## Contra Entry

As per the Accounting Principles, a Contra entry is a transaction involving transfer of cash between one Cash A/c to another or one **Cash A/c** to another **Bank A/c** i.e., is a transaction indicating transfer of funds from:

- Cash account to Cash account
- Cash account to Bank account
- Bank account to Cash account
- Bank account to Bank account

To view the **Contra Voucher Entry** Screen:

Go to **Gateway of Tally > Accounting Vouchers**

- Select **F4: Contra** from the Button Bar or press **F4**

## Creating Contra Entry in Single Entry Mode

The **Contra Voucher** can be recorded using **Single entry mode** or **Double Entry mode**. To toggle between Single Entry and Double Entry mode, we need to change the setting **Use Single Entry mode for Pymt/Rcpt/Contra** to **Yes/No** in **F12: Configure**.

<u>Contra Configuration</u>	
Skip Date field in Create Mode (faster entry!)	? Yes
Use Single Entry mode for Pymt/Rcpt/Contra	? <b>Yes</b>
Use Cr/Dr instead of To/By during entry	? No
Warn on Negative Cash Balance	? Yes
Show Ledger Current Balances	? Yes
Show Balances as on Voucher Date	? No
Confirm each Cheque before Print	? Yes
Use Default for Bank Allocations	? No
Use Auto Cheque Numbering	? Yes
Allow Selection of Cheque Range	? Yes
Show Remarks in Bank Allocation Details	? No
Show Cash Denomination Details	? Yes

Refer to [F12: Configuration in Tally.ERP 9](#) for more details.

To view **Contra Voucher** creation screen in **Single Entry mode**:

Go to **Gateway of Tally > Accounting Vouchers > Select F4: Contra**

For example, to transfer funds from Cash Account to Bank Account:

1. Debit the Bank Account
2. Credit the Cash Account

The entry will be displayed as shown.

Accounting Voucher Creation		ABC Company	Ctrl + M
<b>Contra</b> No. 1		2-Apr-2012 Monday	
Account : <b>HDFC Bank</b> Cur Bal: 15,000.00 Dr			
Particulars	Amount		
<b>Cash</b>	10,000.00		
Cur Bal: 90,000.00 Dr			
<b>Petty Cash</b>	5,000.00		
Cur Bal: 45,000.00 Dr			
Narration:			15,000.00

## Use Payment / Receipt Voucher as Contra

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The **Contra Voucher** is used to indicate transfer of funds from

- Bank account to Cash account
- Bank account to Bank account
- Cash account to Bank account.
- Cash account to Cash account.

When you are passing a Payment voucher, you do not get the Cash and Bank Ledgers for selection in the list of Ledger Accounts on the Debit side and when you are passing a Receipt voucher, you do not get the Cash and Bank Ledgers for selection on the credit side.

However, for users who wish to use the Payment and Receipt vouchers for this nature of transaction, Tally.ERP 9 has the flexibility of defining Payment and Receipt behaviour as per Contra voucher.

Go to **Gateway of Tally > Accounting Vouchers**

1. Select **F5: Payment** from the Button Bar or press **F5**.
2. Set the option **Use Payment as Contra** to **Yes** in **F12: Configuration** screen.

## Payment Entry

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**Payment voucher** is used to account all the payments made by the company by way of Cash/Bank. .

Payment voucher can be passed using **Single Entry** or **Double Entry mode** by configuring the setting **Use Single Entry mode for Pymt/Rcpt/Contra** in **F12 configuration**.

3.

<b>Payment Configuration</b>	
Skip Date field in Create Mode (faster entry!)	? <b>Yes</b>
Use Single Entry mode for Pymt/Rcpt/Contra	? <b>No</b>
Use Payment as Contra	? <b>Yes</b>
Use Cr/Dr instead of To/By during entry	? <b>No</b>
Warn on Negative Cash Balance	? <b>Yes</b>
Pre-Allocate Bills for Payment/Receipt	? <b>No</b>
Show Inventory Details	? <b>Yes</b>
Show Table of Bill Details for Selection	? <b>Yes</b>
Show Bill-wise Details	? <b>Yes</b>
Expand into multiple lines	? <b>Yes</b>
Show Ledger Current Balances	? <b>Yes</b>
Show Balances as on Voucher Date	? <b>No</b>

3. Click **Accept** to save.

Refer to [F12: Configuration in Tally.ERP 9](#) for more details.

If the option **Use Payment as Contra** is set to **Yes** in the **F12: Configure** screen, the cash and bank accounts will be displayed for selection.

## Creating a Payment Entry

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**Payment Voucher** is used to record all bank and cash payments, For example: company settles a creditor's bill by cheque.

To view the **Payment Voucher** entry screen:

Go to **Gateway of Tally > Accounting Vouchers**

- Select **F5: Payment** from the Button Bar or press **F5**.

**Payment voucher** can be passed using **Single Entry** or **Double Entry mode** by configuring the setting **Use Single Entry mode for Pymt/Rcpt/Contra** in **F12 configuration**.

For example: the company settles expenses of Conveyance, Staff Welfare, Postage and Stationery through Cash in one voucher. This entry can be passed in single entry mode where you will be crediting the Cash Ledger only once and the entry appears as shown below.

Accounting Voucher Creation		ABC Company	Ctrl + M
<b>Payment</b> No. 1		1-Apr-2008 Tuesday	
Account : <b>Cash - Location A</b> Cur Bal: 14,000.00 Dr			
Particulars	Amount		
<b>Conveyance</b> Cur Bal: 150.00 Dr	150.00		
<b>Postage</b> Cur Bal: 250.00 Dr	250.00		
<b>Staff Welfare</b> Cur Bal: 200.00 Dr	200.00		
<b>Stationery</b> Cur Bal: 400.00 Dr	400.00		
Narration: Payment towards Conveyance, Postage, Staff Welfare and Stationery		1,000.00	
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Accept ?</b>  Yes or No </div>	

Accounting Voucher Creation		ABC Company	Ctrl + M
<b>Payment</b> No. 1		List of Ledger Accounts	
Particulars	Advertising <b>Cash - Location A</b> Cash - Location B Computer Conveyance Courier Charges Customer A Debtor A Debtor B Debtor C Interest Receivable Labour Charges LMN & Company Local Bank Local Duty Local Purchase Local Sales Postage PQR Debtors Professional Income Professional Services Purchase Sales Staff Welfare Stationery Supplier A XYZ Couriers		
By			
Narration:			

If the option **Use Payment as Contra** is set to **No** in the **F12: Configure** screen, the cash and bank accounts will not be displayed.

Accounting Voucher Creation		ABC Company	Ctrl + M
<b>Payment</b> No. 1		List of Ledger Accounts	
<b>Particulars</b>		<b>Advertising</b>	
By		Computer	
		Conveyance	
		Courier Charges	
		Customer A	
		Debtor A	
		Debtor B	
		Debtor C	
		Interest Receivable	
		Labour Charges	
		LMN & Company	
		Local Duty	
		Local Purchase	
		Local Sales	
		Postage	
		PQR Debtors	
		Professional Income	
		Professional Services	
		Purchase	
		Sales	
		Staff Welfare	
		Stationery	
		Supplier A	
		XYZ Couriers	
Narration:			

Accounting Voucher Creation		ABC Company	Ctrl + M
<b>Receipt</b> No. 1		1-Apr-2008 Tuesday	
<b>Particulars</b>		<b>Debit</b>	<b>Credit</b>
To PQR Debtors			10,000.00
<i>Cur Bal: 40,000.00 Dr</i>			
Agst Ref Sales01		10,000.00 Cr	
By Cash - Location B		10,000.00	
<i>Cur Bal: 35,000.00 Dr</i>			
Name on Receipt : PQR Debtors			
Narration:			
Received cash from PQR Debtors.		10,000.00	10,000.00
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Accept ?</b>            Yes or No         </div>	

## Purchase Entry

**Purchase voucher** is used to record the Purchase transactions of the company. The entry can be passed using the Voucher mode or the Invoice mode where the calculations can be automated and the user can experience the ease of feeding the transactions into the system.

Accounting Voucher Creation		ABC Company	Ctrl + M
<b>Purchase</b> No. 1		1-Apr-2008	
Ref.: 001		Tuesday	
Particulars	Debit	Credit	
To <b>Supplier A</b>		1,00,000.00	
<i>Cur Bal: 1,00,000.00 Cr</i>			
New Ref 001	1,00,000.00 Cr		
By <b>Computer</b>		1,00,000.00	
<i>Cur Bal: 1,00,000.00 Dr</i>			
Narration:		1,00,000.00	1,00,000.00
Purchase of Computer from Supplier A.			
		Accept?	
		Yes or No	

## Creating a Sales Entry

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When a company sells goods on credit or cash, **Sales voucher** is used to record all the Sales transactions of the company.

To pass a **Sales Voucher**:

Go to **Gateway of Tally > Accounting Vouchers**

- Click on **F8:Sales** on the Button Bar or press **F8**.

For example, if you are selling goods to Debtor A for a value of Rs. 10000/-

- Debit **Customer's Account**
- Credit **Sales Account**



Accounting Voucher Creation		ABC Company		Ctrl + M
<b>Sales</b> No. 1				1-Apr-2008
Ref.: 0001				Tuesday
Particulars		Debit	Credit	
By Debtor A		10,000.00		
<i>Cur Bal: 10,000.00 Dr</i>				
New Ref 0001	10,000.00 Dr			
To Local Sales			10,000.00	
<i>Cur Bal: 10,000.00 Cr</i>				
Narration:				
Sale to Debtor A.		10,000.00	10,000.00	
		Accept ?		
		Yes or No		

## Creating a Journal Entry

Journal entries are usually used for finalization of accounts.

To pass a **Journal Voucher**,

Go to **Gateway of Tally > Accounting Vouchers**

- Click on **F7: Journal** on the Button Bar or press **F7**.

For example, there may be entries made for interest accrued or interest due. If you have to receive Interest from a party, the same can be entered using Journal Voucher.

1. Debit the **Party**
2. Credit the **Interest Receivable Account**

The Journal entry is displayed as shown:

Accounting Voucher Creation		ABC Company	Ctrl + M
<b>Journal</b> No. 1		1-Apr-2008 Tuesday	
Particulars	Debit	Credit	
By Debtor A Cur Bal: 1,000.00 Dr New Ref 1	1,000.00 Dr	1,000.00	
To Interest Receivable Cur Bal: 1,000.00 Cr			1,000.00
Narration: Interest receivable from Debtor A.		1,000.00	1,000.00

Accept?  
Yes or No

**Special Keys for Voucher Narration Field:**

- **ALT+R:** Recalls the Last narration saved for the first ledger in the voucher, irrespective of the voucher type.
- **CTRL+R:** Recalls the Last narration saved for a specific voucher type, irrespective of the ledger.