

Lesson no. 1: Advance Tally ERP 9

Voucher Entry in Tally ERP 9

In accounting terms, a voucher is a document containing the details of a financial transaction. For example, a purchases invoice, a sales receipt, a petty cash docket, a bank interest statement, and so on. For every such transaction made, a voucher is used to enter the details into the ledgers to update the financial position of the company. This feature of Tally ERP 9 will be used most often.

Tally ERP 9 follows the Golden Rule of Accounting:

	Real Accounts	Personal Accounts	Nominal Accounts
Debit	What comes in	The Receiver	Expenses and Losses
Credit	What goes out	The Giver	Incomes and Gains

Accounting Vouchers

Tally ERP 9 is pre-programmed with a variety of accounting vouchers, each designed to perform a different job. The standard Accounting Vouchers are:

1. Contra Voucher(F4)
2. Payment Voucher (F5)
3. Receipt Voucher (F6)
4. Journal Voucher (F7)
5. Sales Voucher / Invoice (F8)
6. Credit Note Voucher (CTRL + F8)
7. Purchase Voucher (F9)
8. Debit Note Voucher (CTRL+F9)
9. Reversing Journals (F10)
10. Memo Voucher (CTRL + F10)

1. Contra Voucher (F4)

We can use Contra Voucher for withdrawing money from the bank for petty cash.

For Example:

Contra Voucher

Description Records funds transfer between cash and bank accounts

	Account	Amount	Amount
Voucher Entry	State Bank of India (Bank Accounts)		Credit
	Petty Cash (Cash-in-hand)	Debit	

Use a Contra Voucher to record the entry in Tally ERP 9

Go to **Gateway of Tall** → **Accounting Voucher** → **F4: Contra**.

2. Payment Voucher (F5)

We can use Payment Voucher to settles a creditor's bill by cheque.

For Example:

Payment Voucher

Description Records all bank and cash payments.

	Account	Amount	Amount
Voucher Entry	Ram Traders (Sundry Creditors)	Debit	
	State Bank of India (Bank Account)		Credit

Use a Contra Voucher to record the entry in Tally.ERP 9

Go to **Gateway of Tall** → **Accounting Voucher** → **F5: Payment**.

3. Receipt Voucher (F6)

We can use Receipt Voucher to receive a bank advice that the interest has been credited to its deposit account.

For Example:

Receipt Voucher

Description	Records all receipts into bank or cash accounts.		
	Account	Amount	Amount
Voucher Entry	Ram Traders (Sundry Creditors)	Credit	
	State Bank of India (Bank Account)		Debit

Use a Contra Voucher to record the entry in Tally.ERP 9

Go to **Gateway of Tall → Accounting Voucher → F6: Receipt.**

4. Journal Voucher (F7)

The company has entered some expenditure on advertising as general office costs, rather than recording the transaction in the separate ledger for advertising.

For Example:

Journal Voucher

Description	Records adjustments between ledger accounts.		
	Account	Amount	Amount
Voucher Entry	Advertising (Indirect Expenses)	Debit	
	Office Costs (Indirect Expenses)		Credit

Use the Journal Voucher to adjust the two accounts.

Go to the **Gateway of Tally → Accounting Vouchers → F7: Journal.**

5. Sales Voucher (F8)

We can use Sales Voucher to Sales all items and services on credit.

For Example:

Sales Voucher

Description	Records all sales		
	Account	Amount	Amount
Voucher Entry	Buyer's Ledger account ABC Co. Ltd. (Sundry Debtors)	Debit	
	Sales Accounts (Local Sales)		Credit

Use a Sales Voucher for making this entry.

Go to the **Gateway of Tally → Accounting Vouchers → F8: Sales.**

6. Credit Note Voucher (CTRL + F8)

This voucher type is made available when the option **Use Debit/Credit Note** is set to **YES** in the **F11: Features (F11: Accounting Features)**.

A customer returns stock that was incorrectly supplied.

For Example:

Credit Note Voucher

Description	Records credit note entry for sales returns or Customer over-charging.		
	Account	Amount	Amount
Voucher Entry	Buyer's Ledger account Makemytrip.com (Sundry Debtors)		Credit
	Sales Accounts (Local Sales)	Debit	

Use a Credit note to record this entry.

Go to the **Gateway of Tally → Accounting Vouchers → F8: Credit Note.**

7. Purchase Voucher (F9)

A company buys all purchase entry on credit.

Purchase Voucher

Description	Records all purchases.		
	Account	Amount	Amount
Voucher Entry	Supplier's ledger account Ram Traders (Sundry Creditor)		Credit
	Purchase Accounts (Local Purchases)	Debit	

Use a Purchase Voucher to record this entry.

Go to the **Gateway of Tally → Accounting Vouchers → F9: Purchase.**

8. Debit Note Voucher (CTRL+F9)

This voucher type is made available when the **option Use Debit/Credit Notes** is set to **YES** in the **F11: Features (F11: Accounting Features)**.

A company returns damaged goods to a supplier.

For Example:

Debit Note Voucher

Description	Records debit note entry for purchase returns or over-charging by a supplier		
	Account	Amount	Amount
Voucher Entry	Supplier's is ledger account Kaltronic Pvt. Ltd. (Sundry Creditor)	Debit	
	Purchase Accounts (Local Purchases)		Credit

Go to the **Gateway of Tally → Accounting Vouchers → F9: Debit Note.**

9. Reversing Journal Voucher (F10)

Reversing Journals are special journals that are automatically reversed after the date of the journal. They exist only for a day and are effective on the date of the reversing journal. This voucher type is available only if the feature **Use Reversing Journals & Optional Vouchers** is set to **YES** in the **F11: Features (F11: Accounting Features)**.

For Example:

Reversing Journal Voucher

Description Records the voucher entries in a Reversing Journal Register. Without affecting the ledger accounts and financial statements.

	Account	Amount	Amount
Voucher Entry	Ledger account	Debit	
	Ledger account		Credit

Go to the **Gateway of Tally** → **Accounting Vouchers** → **F10: Reversing Journal**.

10. Memo Voucher (CTRL + F10)

Memo Voucher is a non-accounting voucher and the entries made using it will not affect your accounts. In other words, Tally.ERP 9 does not post these entries to ledgers but stores them in a separate **Memo Register**. You can alter and convert a Memo voucher into a regular voucher when you decide to bring the entry into your books.

For Example:

Memo Voucher

Description Records the voucher entries in a memo register, without affecting the ledger accounts and financial statements.

	Account	Amount	Amount
Voucher Entry	Ledger account	Debit	
	Ledger account		Credit

Ledger Creation in Tally ERP 9

There is a practice exercise to Ledger creation in Tally ERP 9. We can use these ledgers in Tally ERP 9 to work process like as:

Sl. No.	Ledger Name	Nature of Ledger	Group Head
1.	Capital A/c.	Liabilities	Capital Account
2.	Ram Traders A/c.	Current Liabilities	Sundry Creditor
3.	Kaltronic Pvt. Ltd.	Current Liabilities	Sundry Creditor
4.	Mohan & Sons	Current Liabilities	Sundry Creditor
5.	Apex India Pvt. Ltd.	Current Liabilities	Sundry Creditor
6.	Local Purchase A/c.	Expenses	Purchase Account
7.	Purchase Return A/c.	Expenses	Purchase Account
8.	Building A/c.	Assets	Fixed Assets
9.	Wages A/c.	Expenses	Direct Expenses
10.	Local Sales A/c.	Income	Sales Accounts
11.	Sales Return A/c.	Income	Sales Accounts
12.	Drawing A/c.	Liabilities	Capital Account
13.	Furniture A/c.	Assets	Fixed Assets
14.	Ashok & Sons A/c.	Liabilities	Loan (Liabilities)
15.	Rent A/c.	Expenses	Indirect Expenses
16.	SBI Bank A/c.	Current Assets	Bank Account
17.	PNB Bank A/c.	Current Assets	Bank Account
18.	Ravi & Sons A/c.	Current Assets	Sundry Debtors

19.	ABC Co. Ltd.	Current Assets	Sundry Debtors
20.	Mywebservice.com	Current Assets	Sundry Debtors
21.	MakemyTrip.com	Current Assets	Sundry Debtors
22.	Commission a/c.	Expenses	Indirect Expenses
23.	Suresh	Current Assets	Loans & Advance A/c.
24.	Interest A/c.	Income	Indirect Income

Tally Transactions Voucher Entry

There is a practice exercise to Tally Transactions Voucher Entry in Tally ERP 9. We can use these Transactions to understand voucher entry in Tally ERP 9 to work process like as:

Sl. No.	Entry Type	Voucher Type	Account Type	Debit	Credit
1.	Investment by Company Owner to run company	Receipt Voucher (F6)	Capital A/c. Cash A/c.	200000	200000
2.	Good Purchased from Ram Traders in credit	Purchase Voucher (F9)	Purchases A/c. Ram Traders A/c.	10000	10000
3.	Purchased Good in Cash.	Purchase Voucher (F9)	Purchase A/c. Cash A/c.	5000	5000
4.	Purchased Good in Cash.	Purchase Voucher (F9)	Purchase A/c. Cash A/c.	7000	7000

5.	Factory building rent in cash.	Payment Vouchers (F5)	Building A/c. Cash A/c.	100000 100000
6.	Wages payment in cash	Payment Vouchers (F5)	Wages A/c. Cash A/c.	200 200
7.	Sales Goods in Cash.	Sales Voucher (F8)	Cash A/c. Sales A/c.	20000 20000
8.	Draw the amount by Owner in cash	Payment Vouchers (F5)	Drawing A/c. Cash A/c.	5000 5000
9.	Sales Goods in Cash.	Sales Voucher (F8)	Cash A/c. Sales A/c.	7000 7000
10.	Bought furniture for office in cash	Payment Vouchers (F5)	Furniture A/c. Cash A/c.	6000 6000
11.	Paid Salary in cash	Payment Vouchers (F5)	Salary A/c. Cash A/c.	65000 65000
12.	Received loan from Ashok & Sons in Cash.	Receipt Voucher (F6)	Cash A/c. Ashok & Sons.	50000 50000

Sl. No.	Entry Type	Voucher Type	Account Type	Debit	Credit
13.	Return loan to Ashok & Sons in Cash.	Payment Vouchers (F5)	Ashok & Sons. Cash A/c.	50000	50000
14.	Paid Office Rent in Cash.	Payment Vouchers (F5)	Rent A/c. Cash A/c.	10000	10000
15.	Opened an Account in Bank & Deposit Cash.	Contra Vouchers (F4)	Bank Ac/. Cash A/c.	10000	10000
16.	Withdraw cash from Bank	Contra Vouchers (F4)	Cash A/c. Bank A/c.	5000	5000
17.	Purchases goods from Manoj Traders	Purchase Voucher (F9)	Purchase A/c. Manoj Traders.	5000	5000
18.	Made payment to Manoj Traders by Cheque.	Payment Vouchers (F5)	Manoj Traders. Bank A/c.	5000	5000
19.	Sold Goods to Ravi & Sons.	Sales Voucher (F8)	Ravi & Sons Sales A/c.	6000	6000

20.	Received cheque from Ravi & Sons	Receipt Voucher (F6)	Bank A/c. Ravi & Sons.	6000 6000
21.	Paid Commission	Payment Vouchers (F5)	Commission A/c. Cash A/c.	2000 2000
22.	Gave Loan to Suresh in Interest	Payment Vouchers (F5)	Suresh A/c. Cash A/c.	5000 5000
23.	Received Cheque of Interest from Suresh	Receipt Voucher (F6)	Bank A/c. Interest A/c.	500 500
24.	Purchased goods from Ram Traders	Purchase Voucher (F9)	Purchases A/c. Ram Traders	10000 10000
24.	Return goods to Ram Traders	Debit Note Voucher (CTRL + F9)	Ram Trader Purchased Return A/c.	2500 2500



Sl. No.	Entry Type	Voucher Type	Account Type	Debit	Credit
25.	Discount for defected goods.	Debit Note Voucher (CTRL + F9)	Ram Traders Discount on Purchased Return A/c.	1000	1000
26.	Sold Goods to Ravi & Sons.	Sales Voucher (F8)	Ravi & Sons Sales A/c.	10000	10000
27.	Return goods to Ravi & Sons.	Credit Note Voucher (CTRL + F8)	Ravi & Sons. Sales Return A/c.	2500	2500
28.	Discount for defected goods.	Credit Note Voucher (CTRL + F8)	Ravi & Sons. Sales Return A/c.	1500	1500

Inventory Vouchers

Tally ERP 9 inventory vouchers perform the same function in the inventory system as accounting vouchers do. They are the means by which you enter transactions relating to the inventory. The vouchers record transactions relating to the issue and receipt of stock, the transfer of stock between godowns, and physical stock adjustments. The following inventory vouchers are available in Tally ERP 9.

- Purchase Order (Alt+F4)
- Sales Order (Alt+F5)
- Rejections out (Alt+F6)
- Rejection in (Ctrl+F6)
- Stock Journal (Alt+F7)
- Delivery Note (Alt+F8)
- Receipt Note (Alt+F9)
- Physical Stock (Alt+F10)

Purchase Order: A Purchase order entry has to be made in the books of the company to assist them in checking whether the goods have been received or not. The Purchase order number can be used as a reference.

For Example: The Company wishes to place an order with the supplier for some goods.

Sales Order: A Sales order entry has to be made to record this. The Sales order number can be used as a reference.

For Example: A customer places an order with the company for purchasing some goods.

Rejection Out: A Rejection out entry is passed to record the rejected goods. This is a pure inventory voucher.

For Example: We have purchased some goods and have rejected a part of it.

Rejections In: A Rejection in entry is passed to record the rejected goods. The rejections in entry are a pure inventory voucher.

For Example: A customer has rejected goods that were sold earlier.

Stock Journal: To record the consumption of goods there is no need for entries on both sides of the voucher. Such entries can be entered in a stock journal voucher.

For Example: The Company transfers items of stock from the warehouse to the shop.

Delivery Note: Goods that are being delivered to a customer are recorded in a Delivery Note voucher.

Receipt Note: Goods that are received from the supplier are recorded in a Receipt Note (Goods Receipt Note – GRN) voucher.

Physical Stock Voucher: Tally ERP 9 considers the stock available based on the entry made in a physical stock voucher.

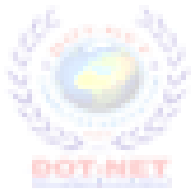
For Example: On conducting a stock-check, the company finds a discrepancy between the actual stock and the recorded stock figure.

Invoicing

Tally ERP 9 has an in-built system to create and print sales invoices. You will now record sales and purchase invoice details, adjust accounting and inventory balances.

To enable the option of invoicing, set **YES** to **Allow Invoicing, Enter Purchases in Invoice Format and Separate Discount Column in invoices** in **F11: Features (Accounting Features/ Inventory Features)**.

- Ensure that the **Inventory values are affected?** Is set to **YES** in Purchases Ledger.
- Ensure that the **Inventory values are affected?** Is set to **YES** in Parts Sales, Software Sales and Computer Sales.



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