

## Lesson no. 9: Transactions & Vouchers

### **About Tally Vouchers**

In accounting terms, a voucher is a document containing the details of a financial transaction. For example, a purchase invoice, a sales receipt, a petty cash docket, a cheque, a bank bank interest statement, and so on. For ever such transaction you use a Tally voucher to enter the details into the ledgers to update the financial position of the company, and this is the feature of tally that you will use most often.

Tally follows the Golden Rule of Accounts:

1. Personal Account: Debit the receiver and Credit the giver.
2. Real Account: Debit what comes in and Credit what goes out.
3. Normal Account: Debit all Expenses / Losses and Credit all incomes / Gains.

### **Accounting vouchers**

**F4: Contra Voucher**

**F5: Payment Voucher**

**F6: Receipt Voucher**

**F7: Journal.** This is split into Journal, Debit Notes and Credit Notes

**F8: Sales**

**F9: Purchase**

**F10: Memos**

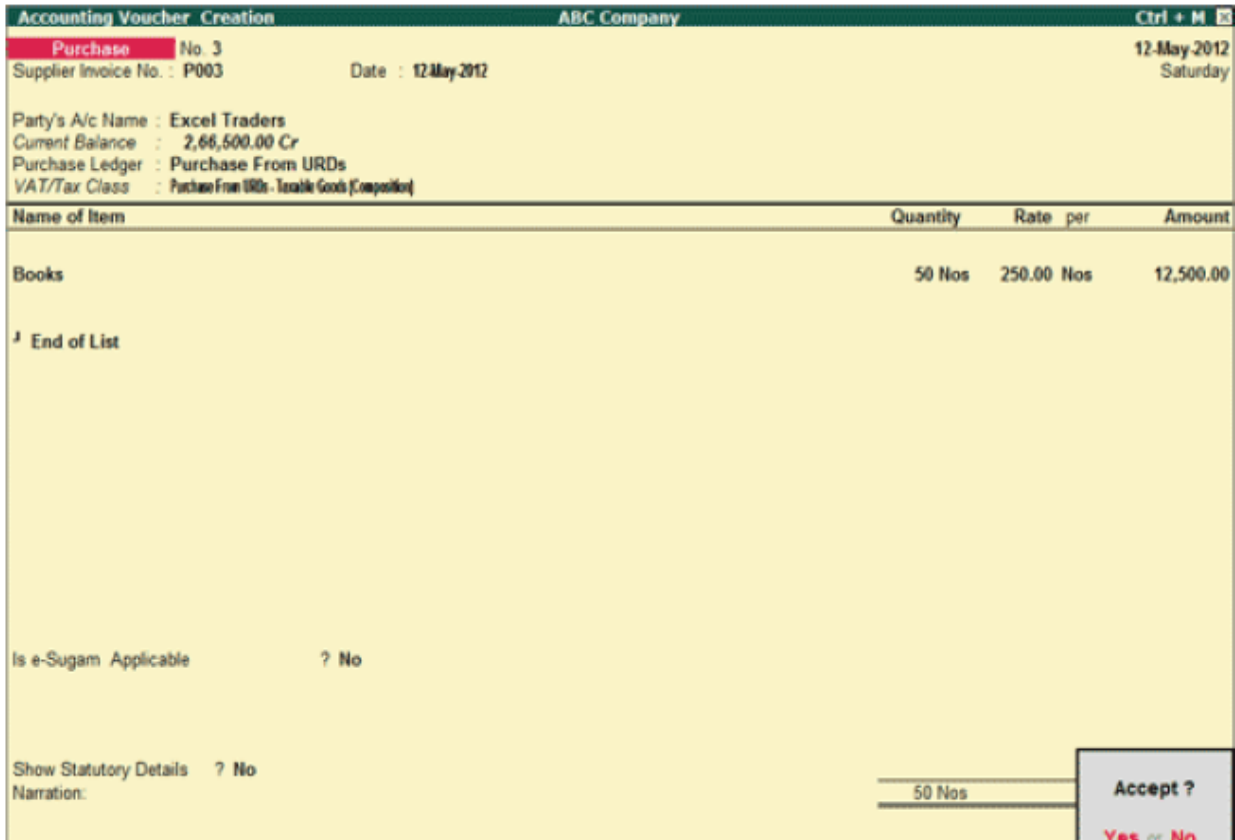
**F7: Stock Journal**

## 9.1. Creating a Purchase Invoice

To create purchase invoice for purchase of taxable goods.

Go to **Gateway of Tally > Accounting Vouchers >> F9: Purchases**

1. Select the **Party's A/c Name** from the list of Ledger Accounts.
2. Select the Purchase Ledger grouped under Purchase Accounts with VAT/Tax class – **Purchase From URDs – Taxable Goods (Composition)**.
3. The VAT/Tax class appears as **Purchase From URDs – Taxable Goods (Composition)**.
4. Select the stock items from the **List of Items**.
5. Enter the **Quantity** and **Rate**. The amount is automatically displayed in the Amount Field.
6. Set the option – **Is e-Sugam Applicable** to **Yes / No** as per requirement.
7. Accept the Purchase invoice.



The screenshot shows the 'Accounting Voucher Creation' window for 'ABC Company'. The voucher type is 'Purchase' (No. 3) dated '12-May-2012'. The supplier invoice number is 'P003'. The party's A/c name is 'Excel Traders' with a current balance of '2,66,500.00 Cr'. The purchase ledger is 'Purchase From URDs' and the VAT/Tax class is 'Purchase From URDs - Taxable Goods (Composition)'. The item list contains one entry: 'Books' with a quantity of '50 Nos' and a rate of '250.00 Nos', resulting in an amount of '12,500.00'. The 'Is e-Sugam Applicable' option is set to 'No'. A 'Show Statutory Details' option is also set to 'No'. A narration '50 Nos' is entered. An 'Accept ?' dialog box is visible at the bottom right.

Name of Item	Quantity	Rate per	Amount
Books	50 Nos	250.00 Nos	12,500.00
End of List			

9.2.

## Creating a Sales Invoice

To create sales invoice for sale of taxable goods,

Go to **Gateway of Tally > Accounting Vouchers > F8:Sales**

1. Select the **Party's A/c Name** from the List of Ledger Accounts.

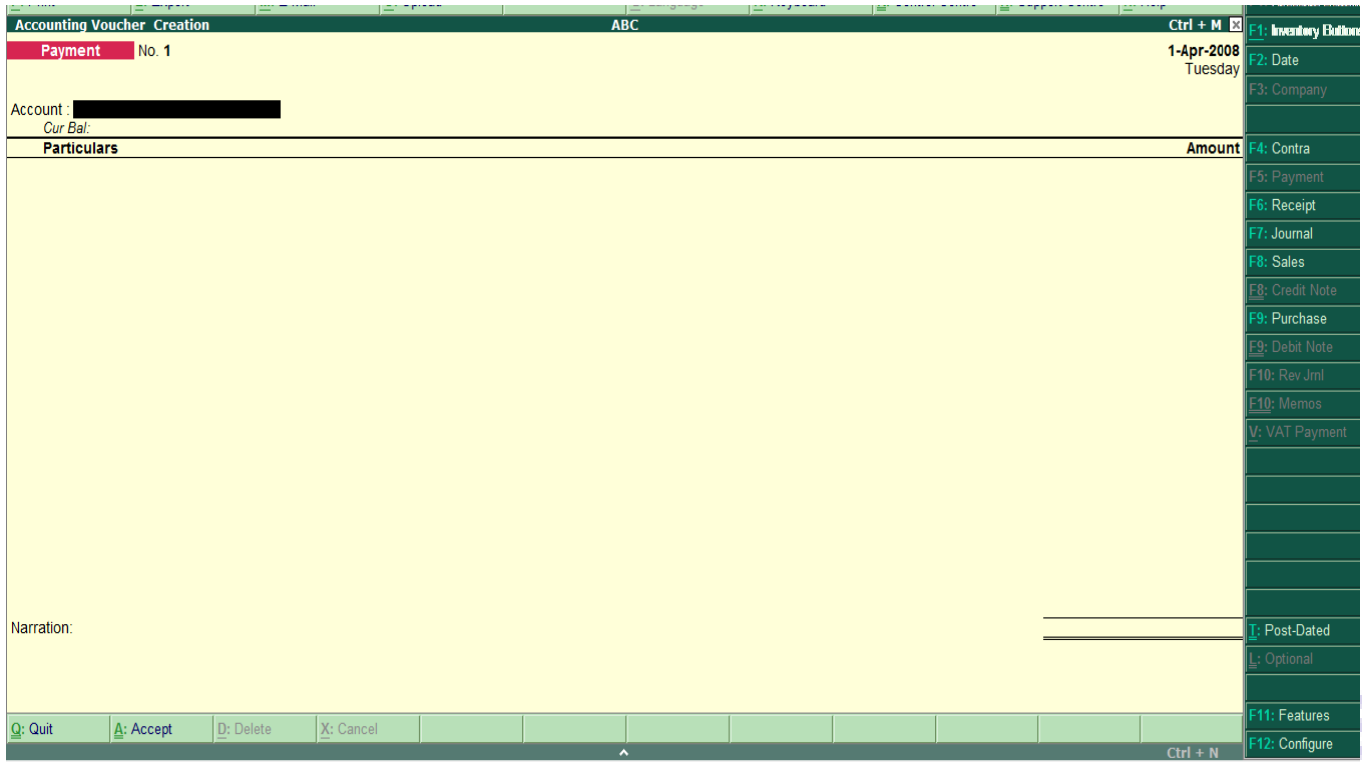
2. Select Sales Ledger grouped under Sales Accounts with VAT/Tax class – **Sales – Composition Tax @ 1%**.
3. The VAT /Tax class appears as **Sales – Composition Tax @ 1%**.
4. Select the stock items from the **List of Items**.
5. Enter the **Quantity** and **Rate**. The amount is automatically displayed in the Amount field.
6. Set **Is e-Sugam Applicable** to **Yes/No** as per requirement.

Accounting Voucher Creation		ABC Company		Ctrl + M
<b>Sales</b> No. 1				14 May 2012
Ref. : S001				Monday
Party's A/c Name : Supreme Traders				
Current Balance :				
Sales Ledger : Sales Composition @ 1%				
VAT/Tax Class : Sales - Composition Tax @ 1%				
Name of Item	Quantity	Rate per	Amount	
Gold Coins	3 Nos	10,000.00 Nos	30,000.00	
^ End of List				
Is e-Sugam Applicable ? No				
Show Statutory Details ? No				
Narration:				
3 Nos				Accept ?
				Yes or No

7. Accept the Sales invoice.

## Simple Voucher Entry

You should set the configuration for voucher entry so that only those features that you require appear when entering vouchers.



Particulars	Amount

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We shall first learn simple vouchers, for accounting and inventor. Extra information would be dealt with under Advanced Usage section.

Hence, in the voucher entry configuration, set all the features to **No**.