



# **COMPUTERIZED ACCOUNTING**

**semester 6**

**ENTERING VOUCHER**

# Entering Vouchers

## **Vouchers : An Introduction**

Accounting is based on our day-to-day transactions like sales, purchases, receipts, payments etc. These can be entered in Tally in the form of Vouchers. They form the main input for the accounting, both for manual as well as for the Computerized Accounting. The output is in the form of Reports. Tally recognizes a number of vouchers which can be used to enter data.

There are two types of vouchers allowed in tally:

- (a) Accounting Vouchers
- (b) Inventory Vouchers



## Voucher Types

Tally is pre-programmed accounting software with a variety of accounting vouchers, each designed to enter a different class of transaction. The Standard Vouchers which include Inventory Vouchers too are:

- Payment Voucher
- Receipt Voucher
- Contra Voucher
- Sales Voucher
  - Sales Orders
  - Sales Vouchers/Invoices
  - Delivery Notes
  - Rejection In
  - Material Out
- Purchase Voucher
  - Purchase Orders
  - Purchase Vouchers
  - Goods Receipt Notes
  - Rejection Out
  - Material In
- Journal Voucher
  - Credit Notes
  - Debit Notes
  - Journal
  - Job work in order

| Voucher Type          |  |
|-----------------------|--|
| List of Voucher Types |  |
| Attendance            |  |
| Contra                |  |
| Credit Note           |  |
| Debit Note            |  |
| Delivery Note         |  |
| Job Work In Order     |  |
| Job Work Out Order    |  |
| Journal               |  |
| Material In           |  |
| Material Out          |  |
| Memorandum            |  |
| Payment               |  |
| Payroll               |  |
| Physical Stock        |  |
| Purchase              |  |
| Purchase Order        |  |
| Receipt               |  |
| Receipt Note          |  |
| Rejections In         |  |
| Rejections Out        |  |
| Reversing Journal     |  |
| Sales                 |  |
| Sales Order           |  |
| Stock Journal         |  |

## Contra Voucher

Every organisation which has a Bank Account deposits cash into bank and withdraws cash from bank which has no alteration in the monetary position of the organisation but is a mere transfer of cash into/from the Bank Account. There may be even transfers from one Bank Account to another. These transfer in accountancy are known as **Contra**.

On depositing cash in the bank, you debit the Bank Account and credit Cash Account in the Contra Voucher, which can be created by selecting Accounting Voucher from the GOT and selecting **F4: Contra** from the button bar or just pressing F4 in the voucher entry screen.

Here First select the account to be debited eg. State Bank of India in the above case, and in the next field Cash and then enter the amount and accept the voucher to save.

| Accounting Voucher Creation                          |  | Lawpoint Publications 1.4.17 | Ctrl + M               |
|--|--|------------------------------|------------------------|
| <b>Contra</b> No 1                                   |  |                              | 1-Apr-2017<br>Saturday |
| Account: State Bank of India<br>Cur Bal: 9,900.00 Dr |  |                              |                        |
| <b>Particulars</b>                                   |  |                              | <b>Amount</b>          |
| Cash<br>Cur Bal: 15,000.00 Dr                        |  |                              | 10,000.00              |



## Payment /Receipt Voucher

All Payments and Receipts are entered in tally through Payment (F5) or Receipt (F6) Voucher.

| Accounting Voucher Creation                         |  | Lawpoint Publications 1.4.17 | Ctrl + N               |
|---|--|------------------------------|------------------------|
| Payment No 1  |  |                              | 1-Apr-2017<br>Saturday |
| Account : State Bank of India<br>Cur Bal: 100.00 Cr |  |                              |                        |
| Particulars   |  |                              | Amount                 |
| General Expenses<br>Cur Bal: 100.00 Dr              |  |                              | 100.00                 |

| P: Print                                  |        | E: Export  |        | M: E-Mail |  | U: Upload |  | S: TallyShop |  | G: Language  |  | K: Keyboard |  | C: Control Centre |  | H: Support Centre |  | H: Help |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
|---|--------|--|--------|-----------|--|-----------|--|--------------|--|--|--|-------------|--|-------------------|--|-------------------|--|---------|--|----------|------|-----|--------|--------|-------|--------|-----|--|--------|--|--|--|--|-------|--|--|--|--|----------|--|--|--|------|----------|--|--|--|--|--------|
| Accounting Voucher Alteration (Secondary) |        |  |        |           |  |           |  |              |  | Airbound Solutions - (from 1-Apr-2017) - (from 1-Apr-2018) |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
| Sales                                     |        | No. 223  |        |           |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
| Reference no.:                            |        |  |        |           |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
| Party A/c name                            |        | FLIPKART   |        |           |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
| Current balance                           |        | 8,820.13 Dr  |        |           |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
| Sales ledger                              |        | SALES  |        |           |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
| Name of Item                              |        |  |        |           |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
|   |        | <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Quantity</th> <th>Rate</th> <th>per</th> <th>Disc %</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1 PCS</td> <td>150.00</td> <td>PCS</td> <td></td> <td>150.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>80.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>(-)85.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>18 %</td> <td>(-)15.30</td> </tr> <tr> <td colspan="4"></td> <td>129.70</td> </tr> </tbody> </table> |        |           |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  | Quantity | Rate | per | Disc % | Amount | 1 PCS | 150.00 | PCS |  | 150.00 |  |  |  |  | 80.00 |  |  |  |  | (-)85.00 |  |  |  | 18 % | (-)15.30 |  |  |  |  | 129.70 |
| Quantity                                  | Rate   | per  | Disc % | Amount    |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
| 1 PCS                                     | 150.00 | PCS  |        | 150.00    |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
|   |        |  |        | 80.00     |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
|   |        |  |        | (-)85.00  |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
|   |        |  | 18 %   | (-)15.30  |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
|   |        |  |        | 129.70    |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
| LPP MS OFFICE 2013                        |        |  |        |           |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
| COURIER CHARGES                           |        |  |        |           |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
| Flipkart Fees                             |        |  |        |           |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
| GST18%                                    |        |  |        |           |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
| Total                                     |        | 129.70   |        |           |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
| Voucher No.                               |        | 10004  |        |           |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
| Date                                      |        | 1-Aug-2018   |        |           |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
| Day                                       |        | Wednesday  |        |           |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |
| Print                                     |        | Ctrl + M   |        |           |  |           |  |              |  |  |  |             |  |                   |  |                   |  |         |  |          |      |     |        |        |       |        |     |  |        |  |  |  |  |       |  |  |  |  |          |  |  |  |      |          |  |  |  |  |        |

All the sales of the company can be made through the Sales Voucher. These entries would appear in Sales Register. One can enter into the Sales Voucher screen by pressing **F8** or selecting **F8:Sales** from the button bar in the accounting voucher screen. Sales can be of two types : normal sales and point of sales



**Journal Voucher (F7)**  
Journal Vouchers are entered in Tally through Journal Voucher Screen. This can be selected by selecting **F7 Journal** in Accounting Voucher Mode. By default the **By/Dr** would appear in the first field. Hence, we have to first select account to be debited. Thereafter, we can select **Dr/By** to debit further accounts or **Cr/To** to credit accounts. **Dr** can be changed to **Cr** by pressing **C** in the **Dr** field or vice versa.

[illegible]

## Credit Notes

Credit Notes are issued to your Customers for giving credit to them on certain account e.g rate difference, rebate, discount, goods returned, etc. If you set Yes to the option Use Debit/Credit Notes in F11: Features, you can select this voucher upon pressing Ctrl + F8 or selecting F8: Credit Notes from the button bar.

### **Credit Notes are available in two forms - As Invoice and As Voucher**

These options can be switched upon by pressing Ctrl + V or by selecting V - As Invoice or V - As Voucher as the case may be on the button bar                     

## Invoice Mode

| Accounting Voucher: Creation |  | Lawpoint Publications 1.4.17           |        | Ctrl + M             |           |
|------------------------------|--|--|--------|----------------------|-----------|
| Credit Note No. 1            |  | Date                                   |        | 7 Aug 2017<br>Monday |           |
| Original invoice no.         |  |  |        |                      |           |
| Party A/c name               |  | Mr. Ram & Co.                          |        |                      |           |
| Current balance              |  | 7,000.00 Cr Credit Limit: 10,000.00 Dr |        |                      |           |
| Sales ledger                 |  | Sales Returns                          |        |                      |           |
| Name of Item                 |  |  |        |                      |           |
|                              |  | Quantity                               |        | Rate per             | Dec %     |
|                              |  | Actual                                 | Billed |                      | Amount    |
| Led Monitor                  |  | 25 Nos                                 | 25 Nos | 2,500.00 Nos         | 62,500.00 |
| End of List                  |  |  |        |                      |           |



### Original Invoice No. and Date

Enter the Original Invoice and Date for the goods for which the Credit Note being issued.

### Used for

This field would ask your selection for others (Non Vatable Goods) or Vat Taxable Goods. Select the option as per your requirements

### Party Name

In this field select the party to whom you are issuing the Credit Note.

### Receipt /Order/Buyer's Details

In this field enter the Receipt details, Order Details, and the Buyer's Details.

### Sales Ledger

This option is to provide the Sales Ledger which is to be debited for the returns(sales returns in this case).

### Name of Item/Quantity/Rate/Discount

Here select the Item, Quantity and give in the Rate and Discount for the Credit Note.

### Other Charges

You can include Other Charges in the credit notes like Freight, Unloading Charges, etc.

### Narration

Here type the Narration for the Credit Note.

### Credit Notes - As Voucher

| Accounting Voucher - Creation |  | Lawpoint Publications 1.4.17 |  | Ctrl + M X   |  |
|-------------------------------|--|------------------------------|--|--------------|--|
| Credit Note No. 1             |  | 7-Aug-2017                   |  | Monday       |  |
| Original Invoice no. [ ]      |  | Date                         |  |              |  |
| Particulars                   |  | Debit                        |  | Credit       |  |
| To Mr. Ram & Co.              |  |                              |  | 82,500.00    |  |
| Cur Bal: 89,600.00 Cr         |  |                              |  |              |  |
| New Ref: 1                    |  | 30 Days                      |  | 62,500.00 Cr |  |
|                               |  | (5-Sep-2017)                 |  |              |  |
| By Sales Returns              |  |                              |  | 62,500.00    |  |
| Cur Bal: 62,500.00 Dr         |  |                              |  |              |  |
| Lcd Monitor                   |  | 25 Nos 1,000.00              |  | 25,000.00    |  |
| Actuals                       |  | 25 Nos                       |  |              |  |

## Narration

Type the required narration for the Credit Note.

## Debit Note

Debit Note is issued to debit the account of creditors/suppliers. If you activate the option Use Debit Credit Notes for a Company under Company Features, you can select this voucher upon pressing Ctrl + F9 or by selecting F9 - Debit Note in the button bar in the voucher entry screen.

The Debit Notes can be entered in the same way as Credit Notes two ways - As Invoice and As Voucher

These options can be switched upon by pressing Ctrl + V or by selecting V - As Invoice or V - As Voucher as the case may be on the button bar.

## Preparing Journals



## Memorandum Vouchers

This is a Non-accounting voucher and the entries made using it will not affect your accounts. That is, Tally does not post these entries to ledgers but stores them in a separate Memorandum Register.

Some uses for Memo Vouchers Making suspense payments

For example, the company gives an employee cash to buy office supplies, the exact nature and cost of which are unknown. You could enter a voucher for the petty cash advance, a voucher to record the actual expenditure details when they are known and another voucher to record the return of surplus cash.

However, a simpler way is to enter a Memo voucher when the cash is advanced and then turn it into a Payment voucher for the actual amount spent, when known.

Vouchers not verified at the time of entry.

It sometimes happens that you do not understand the details of a voucher you are entering. Enter it as a Memo Voucher and amend it when you get the details.

You will normally only enter completed sales into the books. Suppose items are given on approval. You can track them with a Memo voucher and convert it into a proper Sales Voucher, or delete the Memo Voucher, depending on the outcome.

## Memorandum Voucher Register

View all memorandum vouchers through

Display>Exception Reports

View them from the Day Book as well. You can enter and convert a Memo Voucher into a regular voucher when you decide to bring the entry into your books. Use Scenarios to select the effect of Memo entries on reports and statements.

The following information needs to be filled in the voucher set up screen :

## **How to create a Bill of Material**

You can create a Bill of Material (BoM) for any stock item. Typically, you would like to create a BoM only for those items that are being assembled in-house. For Trading Items, you do not need a BoM. Therefore, we need to specify a BoM at the time of creating a stock item (or altering its master)



Let us create a new stock item and specify its BoM.

For this select the following.

Gateway of Tally > Inv. Info > Stock Items > Create

|                            |                      |                     |
|----------------------------|----------------------|---------------------|
| <b>BoM Name</b>            | :                    | <b>LCD Monitors</b> |
| <b>Components of</b>       | :                    | <b>Pc Monitors</b>  |
| <b>Unit of manufacture</b> | :                    | <b>1,000 Pcs</b>    |
| <b>Item</b>                | <b>Godown</b>        | <b>Quantity</b>     |
| <b>Lcd</b>                 | <b>Main Location</b> | <b>1,000 Pcs</b>    |
| <b>Power Button</b>        | <b>Main Location</b> | <b>1,000 Pcs</b>    |

This screen contains information for Britain/Europe. Some information like Batches, Alt. Units and Intrastate Classification depend upon the company features, Configuration and Invoicing set-up. All these have been discussed in the previous chapters under inventory creation.

The difference for India/Asia would be in the terminology for Tax/Duty:

When you activate Set Components (BoM) by selecting Yes, a pop-up list for the components now needs to be filled in.



**THANK YOU**

**by Madhurima Banerjee**

**sources: lawpoint's book on  
computerized accounting**