

**VIVEKANANDA COLLEGE
THAKURPUKUR
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NAAC ACCREDITED 'A' GRADE



Topic: Voucher Entries in Tally

Course Title: B. Com

Paper: CA&EF

Unit: 1

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Name of the Department: Commerce

Voucher Entries in Tally ERP 9.0

[Source: IT Point, Haltu]

The next list of steps gives a snapshot of important Voucher entries in Tally that can be done easily. The final output shows up the P/L Account and the Balance Sheet of the company.

GOT stands for Gateway of Tally in all the steps outlined below.

Voucher Entries:

In tally, entries can be made in both the single entry mode and double entry mode for payment, receipt and contra vouchers. In order to pass entries the single entry mode, from GOT press F12>Voucher Entry>Make the option “Use Single Entry Mode for Payment/Receipt/Contra” YES>Ctrl+A. Alternatively, to pass entries in double entry mode, from GOT press F12>Voucher Entry>Make the option “Use Single Entry Mode for Payment/Receipt/Contra” NO>Ctrl+A.

a) When money gets transferred between Cash balance and Bank account of a company, Contra entries are made. In order to pass **Contra Entries** in Tally:

Contra Voucher : GOT>Accounting Voucher (V)>F4>F2 (Date)>Give the date>Select/Create online (Alt+C) the account to be credited>Give the amount in the credit column>Press “Enter” twice>Select/Create online (Alt+C) the account to be debited>Give the amount in the debit column>Press “Enter”>Give the narration>Ctrl+A.

b) When items are purchased, payments are made by a company. In order to create **Payment Vouchers** in Tally:

Payment Voucher : GOT>Accounting Voucher (V)>F5>F2 (Date)>Give the date>Select/Create online (Alt+C) the account to be debited>Give the amount in the debit column>Press “Enter” twice>Select/Create online (Alt+C) the account to be credited>Give the amount in the credit column>Press “Enter”>Give the narration>Ctrl+A.

c) When items are purchased, payments are made by a company. In order to create **Payment Vouchers** in Tally:

Receipt Voucher : GOT>Accounting Voucher (V)>F6>F2 (Date)>Give the date>Select/Create online (Alt+C) the account to be credited>Give the amount in the credit column>Press “Enter” twice>Select/Create online (Alt+C) the account to be debited>Give the amount in the debit column>Press “Enter”>Give the narration>Ctrl+A.

d) In order to create/pass any other **Vouchers** in Tally:

Journal Voucher : GOT>Accounting Voucher (V)>F7>F2 (Date)>Give the date>Select/Create online (Alt+C) the account to be debited>Give the amount in the debit column>Press “Enter” twice>Select/Create online (Alt+C) the account to be credited>Give the amount in the credit column>Press “Enter”>Give the narration>Ctrl+A.

