



# Topic

## **Tally** **Accounting Vouchers**

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# (INTRODUCTION)

- Receipt Voucher in Tally with GST
- After you have sold something, **when you get the money**, receipt voucher is used in tally to record that.
- **For GST purposes**, there are 2 different options in receipt vouchers in tally. They are:
- **Advance Receipt** – this is used if you have received an advance for the work you are going to do.
- **Refund of Advance Payment** – if you have received an advance but for some reason, you have refund the advance.
- Both of the above options are used specifically for the GST so that it reflects in [GSTR -1 in tally.](#)
- Once you create a receipt voucher for a sales you have made, your sales cycle gets complete as you have sold the goods and received the money.
- You can use cost centres in receipt voucher in tally to **divide the receipts** as per the place or different persons who received the money.

# Payment Voucher in Tally with GST

- As the name suggests, [payment vouchers in tally](#) are used when you make a payment to someone.
- When you have purchased something and you have to make a payment for that purchase, payment voucher is the one which is used for that in tally.
- Even, **if you have to deposit a certain amount in advance**, payment voucher is used in tally for that.
- You can also use [post dated voucher](#) and optional payment voucher in tally.
- If any other person is making a payment on behalf of your company or firm, you can track that in tally by his or her name using cost centres.
- GST, TDS and TCS payments can easily be done using payment voucher with the option of statutory payment in tally.
- Check out [TDS entries in tally](#) and [TCS entries in tally](#).
- All the expenses entries in tally are done using payment voucher in tally.

# Purchase Voucher in Tally with GST

- Whenever you purchase something for your business, a [purchase voucher in tally](#) is used to record that transaction.
- Similar to sales voucher, you can easily enter all the information including **order details, supplier details, receipt details etc.**
- You can also use the purchase voucher as accounting voucher or as accounting invoice in tally.
- If you have enabled [cost centres in tally](#), they can also be used in a purchase voucher in tally along with GST.
- You can use cost centres to in purchase vouchers to record purchases for **different places or departments as cost centres.**
- If you are maintaining stock in tally, whenever you purchase something like a [stock item in tally](#), the quantity will be increased automatically.

# Contra Voucher in Tally ERP 9

- This is the only voucher in tally, where the **screen colour in tally turns white**.
- This is because, in [contra voucher in tally](#), we transfer money from cash to bank account and vice versa.
- **One unknown contra entry** in tally is about transfer of funds from one bank account to another bank account.
- That can also be done using contra voucher in tally.
- [Contra entries in tally](#) are very simple. You can use it for one of the following transactions in tally.
- Deposit cash in a bank account
- Withdraw cash from your bank account – **ATM** or from bank directly
- Transfer money from one bank account to another bank account – SBI to Axis bank
- If someone from your employees went to the bank for depositing cash, you can track that using cost centres in tally.

# Journal Voucher in Tally with GST

- Journal voucher in tally is specifically used for GST adjustment, TDS collection and TDS deduction.
- There are many types of GST adjustments in tally which are done using a journal voucher.
- They are:
  - Decrease of GST tax liability
  - Increase of GST tax liability
  - Increase of input tax credit in GST
  - Reversal of input tax credit in GST
  - Entering opening balance of GST in tally
  - GST refund adjustment in tally
  - Reversal of GST tax liability



THANK  
YOU