



Accounting Vouchers

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Regular Vouchers in tally

- **Contra Voucher** (F4)
- **Payment Voucher** (F5)
- **Receipt Voucher** (F6)
- **Journal Voucher** (F7)

- **Sales Voucher** (F8)
- **Credit Note Voucher** (Ctrl+F8)
- **Purchase Voucher** (F9)
- **Debit Note Voucher** (Ctrl + F9)

Contra Vouchers



- To record transfer of fund between Cash and Bank Accounts.
- Different contra voucher entry will indicate transfer of fund between:
 - Cash Account to Bank Account
 - Bank Account to Cash Account
 - Bank Account to Bank Account
- Dr/Cr both will be cash account (cash or bank)
- For example:
 - Deposit of cash in your bank
 - Withdrawal of amount from bank

Payment Vouchers



- To record payments of money
- Payment will be through bank account or cash as per your needs.
- Cr will be cash accounts (Cash or Bank Accounts)
- Dr will be some other account
- For example,
 - Payment of **salary** to someone working for you
 - **Payment for an expense** such as maintenance expenses, you have to pass a payment entry.

Receipt Vouchers

- It is the exact opposite of a payment entry.
- It is passed when you receive cash or an amount in your bank account.
- Dr will be cash accounts (cash/bank account)
- Cr will be some other account
- For example:
 - Receipt of **cash for selling things**
 - Receipt of service charges in your bank account for working for someone

Journal Entry



- It is an accounting entry which is required to be created when there is no cash or bank account involved.
- So, basically it is an entry for transactions such as **outstanding payments or receipts, accounting adjustments** or it can be **closing entries** at the end of the accounting year.
- In simple words, whenever there is no cash account or bank account involved it is a journal entry.