Sale and Purchase 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)**

Sales/Purchase Entry

These four ledgers required:

- **Sales Ledger –** A Ledger for recording sales. It can even be used for differentiating sales like domestic or international.

- **Purchase Ledger –** A ledger for recording purchases. Again, it can be used for differentiating purchases such as domestic or international

- **Sundry Debtor –** The person to whom you are selling.

- **Sundry Creditor –** The person from whom you are purchasing.

Sales/Purchase Entry

- For Sales of any services or item, a entry is made that results in

- Dr to Customer Account

- Cr to Sales Ledger

- For Purchase of any services or item, a entry is made that results in

- Dr to Purchase Ledger

- Cr to Supplier Ledger

Sales/Purchase Entry Modes

Sales/Purchase may be entered either as Voucher or Invoice

- Voucher Mode:

- Invoice Mode: Two invoice Modes…

    - Accounting Invoice: Only ledger may be selected and no stock item during voucher entry

    - Item Invoice: Stock item may be selected and its movement may be recorded

Entry of other details

Sale Voucher Entry

- Dispatch Details, Order Details, Export Details
- Party Details (Buyer, Consigner)
- eWay Bill Details

Purchase Voucher Entry

- Receipt Details, Order Details, Import Details
- Party Details (Buyer, Consigner)

Invoice Sharing

- Invoice Printing

- Invoice Emailing

- Invoice Export

Invoice Configuration

- Voucher Details
- Statutory Details
- Header Information
- Company Details
- Party Details
- Order and Dispatch Details
- Footer Information
- Printer Settings

Debit and Credit Notes

- Debit Note voucher is used specially for purchases return entry

- Credit note voucher is used specially for sales return entries

- Note: These two voucher needs to enabled before use.

Credit/Debit Note Entry

For Credit Note (Sales Return)

- Cr to Customer Account
- Dr to Sales Ledger

For Debit Note (Purchase Return)

- Cr to Purchase Ledger
- Dr to Supplier Ledger