

Tally vouchers

1. **Contra (F4)** :- only cash and bank transaction done.
2. **Payment (F5)**:- pay by cash and bank
3. **Receipt(F6)**:- receive amount in cash and bank
4. **Journal (F7)**:- Non cash and bank transaction is allow and credit adjustment
5. **Sale(F8)**:- Sale on cash or credit
6. **Sale Return(Credit Note)Ctrl+F8**:- to return sale goods reason of defect, loss etc.
7. **Purchase(F9)**:- Purchase by cash or on credit
8. **Purchase Return(Debit Note) Ctrl+F9**:- to return purchase goods reason of defect, loss etc.

Tally Ledger Grouping

Plant,Building, plant etc - Fixed Asset

Cash - cash-in-hand

Bank- Bank Accounts

Bill Receivable -Current Asset

Liabilities - current Liabilites

Loan -Loan(Liabilites)

Bill Payable-Current Liabilites

Security Deposit - Deposit(Asset)

Invest - Investment

Taxes- Duties & Taxes

Debtor- Sundry Debtors

Creditor - Sundry Creditors

Branch -Branch & Division

Purchase - Purchase Account

Sales - Sales Account

Purchase Return- Purchase Account

Sales Return - Sales Account

capital - capital a\c

Drawing - Capital a\c

Expenses - Direct Ex. ,Indirect Ex.

Indirect Expenses- Rent ,Salaryetc

Direct Expenses- Wages, Carriage Inward etc - (Manufacturing & Trading expenses)

Indirect Income- Commision Received, Rent Received etc

Direct Income- Sales of income (non Trade income account that effect Gross Profit means all trade income account)

Suspense - Suspense account

provision - Provisions

stock -stock-in-hand

Reserve - Reserve & Surplus (capital)

Note :- cash and profit & Loss a/c is already created in tally by default.