**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

**Libilities** - 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**- Commison 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.