

In **Tally Prime**, vouchers are used to record different types of business transactions. Each type of transaction is entered using a specific **voucher type**. Below are the **main vouchers in Tally Prime** explained in detail:

---

## 1. Contra Voucher (F4)

**Purpose:** Used for transactions between cash and bank accounts.

**Examples:**

- Cash deposited into bank.
- Cash withdrawn from bank.
- Transfer of funds between bank accounts.

**Effect:** Affects both cash and bank ledgers.

---

## 2. Payment Voucher (F5)

**Purpose:** Used to record all payments made.

**Examples:**

- Payment to suppliers.
- Salary payments.
- Rent paid.

**Effect:** Reduces the cash/bank balance and records the expense or liability settlement.

---

## 3. Receipt Voucher (F6)

**Purpose:** Used to record all receipts.

**Examples:**

- Cash received from customers.
- Capital introduced.
- Loan received.

**Effect:** Increases the cash/bank balance and reduces debtor balances or records income/funding.

---

## **4. Journal Voucher (F7)**

**Purpose:** Used for non-cash transactions and adjustments.

**Examples:**

- Depreciation.
- Interest accrual.
- Transfer entries.

**Effect:** No involvement of cash/bank accounts.

---

## **5. Sales Voucher (F8)**

**Purpose:** Used to record sales of goods or services.

**Examples:**

- Cash sale to customer.
- Credit sale to customer.

**Modes:**

- **Item Invoice Mode:** For trading businesses (with inventory).
  - **Accounting Invoice Mode:** For service-oriented businesses.
- 

## **6. Purchase Voucher (F9)**

**Purpose:** Used to record purchase of goods or services.

**Examples:**

- Purchase from supplier on credit.
- Cash purchase.

**Modes:**

- **Item Invoice Mode:** Inventory-based purchases.
  - **Accounting Invoice Mode:** Expenses or services.
- 

## **7. Credit Note Voucher (Ctrl+F8)**

**Purpose:** Used for recording sales returns or reductions in sales value.

**Examples:**

- Customer returned goods.
- Discount allowed post-sale.

**Note:** Linked to a Sales Voucher.

---

## **8. Debit Note Voucher (Ctrl+F9)**

**Purpose:** Used for recording purchase returns or reductions in purchase value.

**Examples:**

- Goods returned to supplier.
- Discount received post-purchase.

**Note:** Linked to a Purchase Voucher.

---

## **9. Delivery Note Voucher (Alt+F8)**

**Purpose:** Used to record the delivery of goods to customers before invoicing.

**Use case:** Part of **inventory management** process.

---

## **10. Receipt Note Voucher (Alt+F9)**

**Purpose:** Used to record receipt of goods from a supplier before purchase is invoiced.

**Use case:** Helps track incoming inventory.

---

## **11. Sales Order / Purchase Order Vouchers**

**Purpose:** Used for placing or receiving orders before actual transactions.

- **Sales Order (Alt+F5)** – When customer places an order.
  - **Purchase Order (Alt+F4)** – When you place an order with a supplier.
- 

## **12. Reversing Journal (F10)**

**Purpose:** Temporary adjustments that automatically get reversed after a specific period.

**Usage:** Mostly for internal auditing or period-end adjustments.

---

### 13. Memorandum Voucher (Ctrl+F10)

**Purpose:** A non-accounting voucher used for provisional or reminder entries.

**Examples:**

- Reminder for a future payment.
  - Temporary record of a transaction.
- 

### 14. Optional Voucher

**Purpose:** Draft vouchers not affecting accounts unless made regular.

**Use case:** Used to prepare vouchers that need approval or confirmation.

---

### Summary Table

Voucher Type	Shortcut	Main Use
Contra	F4	Cash/Bank internal transfers
Payment	F5	All types of outgoing payments
Receipt	F6	All types of income/receipts
Journal	F7	Adjustments without cash/bank
Sales	F8	Sale of goods/services
Purchase	F9	Purchase of goods/services
Credit Note	Ctrl+F8	Sales returns
Debit Note	Ctrl+F9	Purchase returns
Delivery Note	Alt+F8	Outward inventory without invoicing
Receipt Note	Alt+F9	Inward inventory without invoicing
Sales Order	Alt+F5	Customer order
Purchase Order	Alt+F4	Supplier order
Reversing Journal	F10	Temporary journal entries
Memorandum	Ctrl+F10	Provisional entries
Optional Voucher	N/A	Draft entries not affecting books