

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- Cash withdrawn from bank.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.
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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.
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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.
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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.
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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