

## Accounting Voucher In Tally (As Invoice Format)

### Intra-State Purchase (Local Purchase) :

Intra State supply of goods or services is when the location of the supplier & the place of supply i.e. location of the buyer are in the same state. In Intrastate transactions a seller has to collect both CGST & SGST from the buyer.

**Transaction No.1 :** Purchase Goods From Videocon India Ltd, Nasik on Showroom Invoice No.

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/04/20	19" LED-V	85030010	28%	5	4,200	Nos	26,880

### 1) Gateway of Tally > Vouchers > Press **F9** : Purchase

2) Press **F12** : Show more configuration to "Yes"

3) Select Common Ledger A/c for Item Allocation to "Yes"

Date	01/04/2020
Supplier Invoice No	VL/01
Date	Press Enter
Party A/c Name	Videocon India Ltd
Receipt Details	Press Ctrl+A
Party Details	Press Ctrl+A
Purchase Ledger	Purchase A/c
Name of Item	19" LED-V
Godown	Showroom
Quantity	5 Nos
Rate	Press Enter
Amount	Press Enter
CGST	Press Enter
SGST	Press Enter

### 2) Press **Ctrl+O** > Select **GST- Tax Analysis (Alt + A)** > Enter > **Alt+F1** : Details

Accounting Voucher Creation			
M/s. Shriram Electronics			
<b>Purchase</b> No. 1			1-Apr-20
Supplier Invoice No. : VL/01	Date :	1-Apr-20	Wednesday
Party A/c name : Videocon India Ltd			
Current balance : 3,70,997.00 Cr			
Purchase ledger : Purchases A/c			
Current balance : 21,000.00 Dr			
Name of Item	Quantity	Rate per	Amount
19" LED-V	5 Nos	4,200.00 Nos	21,000.00
CGST			2,940.00
SGST			2,940.00
Narration:	5 Nos		26,880.00

- 4) Press **Enter** and **Accept** the Screen
- 5) Press **Esc** & Return to **Gateway of Tally**

**Intra-State Sales (Local Sales) :**

Process for recording **Sales Transaction** :

- 1) **Gateway of Tally > Vouchers > Press F8 : Sales >**
- 2) Press **F12** : Show more Configurations to '**Yes**'
- 3) Provide Reference No. and Date to '**Yes**

4) Press **Ctrl+A** to **Accept** the Screen

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/04/20	36" LED-LG	85121000	18%	2	4,665	Nos	11,009.40

Date	01/04/2020
Reference No	JE/01
Party A/c Name	Jain Electronics
Dispatch Details	Press Ctrl+A
Party Details	Press Ctrl+A
Sales Ledger	Sales A/c
Name of Item	36" LED-LG
Godown	Warehouse
Quantity	2 Nos
Rate	Press Enter
Amount	Press Enter
CGST	Press Enter
SGST	Press Enter

- 1) Press **Ctrl+O** > Select **GST- Tax Analysis** > Enter > **Alt+F1 : Details**
- 2) Select **Jain Electronics** as Ledger Name

Sales Voucher		M/s. Shreeam Electronics		
GST - Tax Analysis				
Particulars		Taxable Value	Tax rate	Duty/Tax Value
Sales Taxable		9,330.00		1,679.40
36" LED-LG (85121000)		9,330.00		1,679.40
Item Value ( Sales Value 9,330.00 )	9,330.00			
Central Tax			9%	839.70
State Tax			9%	839.70
			Total	1,679.40

Accounting Voucher Creation		M/s. Shreeam Electronics	
Sales	No. 1		
Reference No	JE01	Date	1-Apr-20
Party A/c name	Jain Electronics		1 Apr 20
Current balance	4,740.00 Dr		Wednesday
Sales ledger	Sales A/c		
Current balance			
Name of Item	Quantity	Rate per	Amount
36" LED LG	2 Nos	4,665.00 Nos	9,330.00
CGST			839.70
SGST			839.70
Narration	2 Nos		11,009.40

- 3) Press **Enter** and **Accept** the Screen to Save Sales Entry

**Payment Transaction :****03 Transaction :** Paid Cash Rs. 75,000 To LG India Ltd. on Account

Date	Account	Particulars	Amount
01/04/20	Cash	LG India Ltd	75,000

1) Gateway of Tally > Vouchers > Press **F5 : Payment**

Accounting Voucher Creation M/s. Shriram Electronics

**Payment** No. 1 1-Apr-20 Wednesday

Account : Cash  
Current balance : 81,548.00 Dr

Particulars	Amount
LG India Ltd.	75,000.00
Cur Bal: 23,29,500.00 Cr	
On Account 75,000.00 Dr	
Narration:	75,000.00

2) In Bill-wise details Select on **Account**3) Press **Enter** and **Accept** the Screen**Receipt Transaction****Transaction :** Received Cheque from Jain Electronics of Rs. 10,000 and deposited in SBI Bank Ch. No. 111102 on Account

Date	Account	Particulars	Amount
01/04/20	State Bank of India	Jain Electronics	10,000

1) Gateway of Tally > Vouchers > Press **F6 : Receipt**2) In Bill-wise details Select on **Account**

Accounting Voucher Alteration (Secondary) M/s. Shriram Electronics

**Receipt** No. 1 1-Apr-20 Wednesday

Account : State Bank of India  
Current balance : 1,70,478.00 Dr

Particulars	Amount
Jain Electronics	10,000.00
Cur Bal: 1,68,064.50 Dr	
On Account 10,000.00 Cr	
Narration:	10,000.00

Bank Allocations for : SBI  
For: 10,000.00

Transaction Type	Amount
Cheque/DD	10,000.00
Inst. no. : 111102 Inst. date : 1-Apr-20	
Bank : State Bank of India	

3) Press **Enter** and **Accept** the Screen & Return to **Gateway of Tally**

## 4) Check Whether you have entered it correctly

## 5) Gateway of Tally &gt; Display More Reports &gt; Trial Balance &gt; Total Rs. 78,50,154.00

**Exercise :** Enter the Following Journal Entries with all Voucher Types

1) Sold Goods By Cash On Warehouse

Date	F8	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/04/20	Sales voucher	24"LCD-V	85030010	28%	2	11,590	Nos	29,670.40

2) Purchase Goods From Videocon India Ltd, Nashik on Showroom Invoice No. VL/02

Date	F9	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/04/20	Purchase voucher	24"LCD-V	85030010	28%	7	10,590	Nos	94,886.40

3) Paid Shop Rent Exp. Rs. 1,500 by Cash

Date	F5	Account	Particulars	Amount
01/04/20	Payment Voucher	Cash	Shop Rent Exp.	1,500

4) Paid Office Exp. Of Rs. 100 by Cash

Date	F5	Account	Particulars	Amount
01/04/20	Payment Voucher	Cash	Office Exp.	100

5) Paid Advertisement Exp. Of Rs. 1,000 by Cash

Date	F5	Account	Particulars	Amount
01/04/20	Payment Voucher	Cash	Advertisement Exp.	1,000

6) Cash Rs. 10,000 Deposited In SBI Bank

Date	F4	Account	Particulars	Amount
01/04/20	Contra Voucher	State Bank of India	Cash	10,000

7) Cash Rs. 5,000 Withdrawal From SBI Bank Chq. No. 065432

Date	F4	Account	Particulars	Amount
01/04/20	Contra Voucher	Cash	State Bank of India	5,000

8) Received Cash Rs. 5,000 From Jain Electronics on Account

Date	F6	Account	Particulars	Amount
01/04/20	Receipt Voucher	Cash	Jain Electronics	5,000

9) Purchase Goods From LG India Ltd. Pune on Showroom Invoice No. LG/01

Date	F9	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/04/20	Purchase voucher	36"LED-LG	85121000	18%	10	3,665	Nos	43,247