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

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

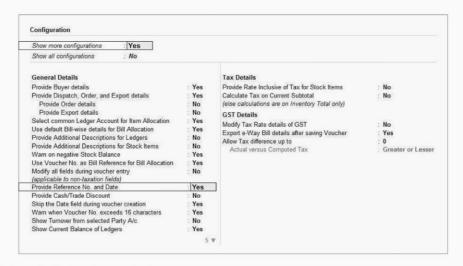
Purchase No. 1 Supplier Invoice No.: VL/01 : 1-Apr-20 Wednesday Party A/c name : Videocon India Ltd 3,70,997.00 Cr Purchase ledger : Purchases A/c 21,000.00 Dr Name of Item Rate per Quantity Amount 19" LED-V 5 Nos 4,200.00 Nos 21,000.00 CGST 2.940.00 SGST 2,940.00 Narration: 5 Nos 26,880.00



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

02 Transaction : Sold Goods To Jain Electronics, Nasik on Warehouse on Account

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 Detalis	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





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



- 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
 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





- 3) Press Enter and Accept the Screen & Return to Gateway of Tally
- 4) Check Whether you have entered it correctly
- 5) Gateway of Tally > Display More Reports > Trial Balance > 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	Pate F5 Accord		Account Particulars	
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