

Recording Receipt Voucher in Tally

Various Shortcuts for Creating and Altering Vouchers:

- F4: Contra Voucher
- F5: Payment Voucher
- F6: Receipt Voucher
- F7: Journal Voucher
- F8: Sales Voucher
- F9: Purchase Voucher
- F10: Reversing Journal Voucher
- F10 (A): Memo Voucher
- Ctrl + F4: Credit Note Voucher
- Ctrl + F5: Debit Note Voucher
- Ctrl + F6: Challan/Delivery Note Voucher
- Ctrl + F7: Stock Journal Voucher
- Ctrl + F8: Sales Order Voucher
- Ctrl + F9: Purchase Order Voucher
- Ctrl + F10: Physical Stock Voucher

Receipt Voucher in Tally

When you receive payment, you can record that transaction in the receipt voucher. You will even get a prompt for the pending payments from your customers. You can record transactions when you receive the payment and select the correct mode to receive the payment- cash, cheque or other modes- and mention the relevant instrument number. With receipt vouchers, now you can maintain transparency of your sales with your clients effectively.

Receipt Voucher in Tally ERP 9

A **Receipt Voucher** in Tally ERP 9 is used to record all receipts made by a business. This could include receipts from customers against sales invoices, receipts for loans, advances, or other types of payments received.

Key Features

1. **Recording Receipts:** Receipt Vouchers help in accurately recording the cash inflow into the business.
2. **Multiple Modes:** You can record receipts made via cash, bank, or other modes.
3. **Bank Reconciliation:** It aids in the reconciliation of bank statements with the company's books.

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4. **Tracking Advances:** Useful for tracking advances received from customers or others.


Use the following steps to create a receipt voucher in Tally.


Screen	Ledger Creation
Path	Gateway of Tally → Account Info Ledgers → Ledger Creation
	Step 1: To apply the entry on receipt, there should be a bank account in which money is received. Thus we will create a bank ledger. Under the group named 'bank accounts', specify the name to the ledger and classify it.
Screen	Gateway of Tally
Path	Tally Main → Gateway of Tally
	Step 2: To specify the voucher creation screen, select the menu option 'Accounting Vouchers'.
Screen	Accounting Voucher Creation
Path	Gateway of Tally → Accounting Voucher Creation
	Step 3: Button → 'Receipt': Click on the 'Receipt' button or press 'F6', if Tally ERP is not already in 'Receipt Voucher' mode.
	Step 4: Tally ERP is in 'Receipt Voucher' mode after clicking the 'Receipt' button.
	Step 5: Field → 'Account': Choose the relevant bank account name in which money is received.
	Step 6: Field → 'Particulars': Choose the customer name from whom money is being received. Tally displays the current amount.
	Step 7:


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	Field → 'Amount': Under the customer, specify the received amount.
Screen	Bill-wise Details
Path	Gateway of Tally → Accounting Voucher → Creation Bill-wise Details
	<p>Step 8: Field → 'Type of Ref': Since 'maintain balances bill-by-bill' has been enabled for this customer, Tally asks for a reference like an existing invoice/ another document against which receipt is to be booked. This amount is received for an existing invoice, select the option 'Agst Ref'.</p>
	<p>Step 9: Field → 'Name': In the previous step, we selected 'Agst Ref'. The tally shows an open documents list against which receipt can be applied.</p>
	<p>Step 10: Field → 'Amount': Tally automatically prompts the amount.</p>
	<p>Step 11: Field → 'Dr/ Cr': Tally prompts the default accounting treatment.</p>
Screen	Accounting Voucher Creation
Path	Gateway of Tally → Accounting Voucher Creation
	<p>Step 12: Field → 'Particulars': If we want to record receipt from many customers in one receipt voucher, specify the name of another customer. Note that only one voucher will be used to record receipts from one customer.</p>
Screen	Bank Allocations
Path	Gateway of Tally → Accounting Voucher Creation → Bank Allocations
	<p>Step 13: Field → 'Transaction Type': Here, choose the mode of payment. Field → 'Inst. No.': Here, specify the instrument number like cheque number Field → 'Inst. Date': Specify the date which is mention on the payment instrument. Field → 'Bank': Specify the name of the payer's bank.</p>

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	Field → 'Branch': Specify the name of the player's bank branch.
Screen	Accounting Voucher Creation
Path	Gateway of Tally → Accounting Voucher Creation
	Step 14: Field → 'Narration': Specify a narration, if we needed. 'Accept' or 'Reject' the entered data in the voucher so far. If the entered data is 'rejected', the voucher will not be saved, and all entered data so far will be lost.
Screen	Gateway of Tally
Path	Gateway of Tally → Display Menu Accounts Books
	Step 15: To select the relevant ledger, select the menu item 'Ledger'. Using this, we can see the impact of the voucher entry on the relevant ledger accounts.
Screen	Gateway of Tally
Path	Gateway of Tally → Display Menu Accounts Books Select Item
	Step 16: To see the impact of the receipt voucher, select the relevant ledger. In this case, first, we select the ledger of the customer.
Screen	Ledger Vouchers
Path	Gateway of Tally → Display Menu Accounts Books Ledger Vouchers
	Step 17: Now, the ledger of the customer also shows the credit entry. This can reduce the balance in the ledger to nil.

NOTE:
For example, if your company receives money from a customer for an earlier transaction say sales, and the same is passed through a Receipt Voucher:

- Credit the customer account and debit the Cash account, if you receive cash or
- Debit the Bank account where you need to deposit the money, if you receive Cheques.

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Special Keys for Voucher Narration Field

- ALT+R: Recalls the Last narration saved for the first ledger in the voucher, irrespective of the voucher type.
- CTRL+R: Recalls the Last narration saved for a specific voucher type, irrespective of the ledger.

Features and Benefits

- **Multiple Currencies:** Can handle receipts in multiple currencies.
- **Bank Reconciliation:** Facilitates easy bank reconciliation.
- **Security:** Transactions are recorded securely with user access controls.
- **Reporting:** Detailed receipt reports can be generated for analysis.

Use Cases

1. **Customer Payments:** Record payments received from customers against invoices.
2. **Loan Receipts:** Record the receipt of loan amounts from financial institutions.
3. **Advance Payments:** Record advance payments received for future sales or services.
4. **Other Receipts:** Record any other types of receipts like rent, interest, etc.

Tips for Using Receipt Vouchers

- **Verify Details:** Always verify the details before saving the voucher to ensure accuracy.
- **Narration:** Use clear and descriptive narrations for future reference.
- **Reconciliation:** Regularly reconcile bank receipts with bank statements to ensure accuracy.

Practical Questions on Receipt Vouchers

Question 1:

Scenario:

ABC Trading received a payment of Rs. 75,000 from a customer, XYZ Enterprises, via bank transfer on 15th March 2024 for the sale of goods.

Requirements:

1. Create a receipt voucher in Tally ERP 9 for the payment received.
2. Ensure the bank ledger is updated correctly.
3. Provide an appropriate narration.

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Question 2

Scenario:

PQR Services received an advance payment of Rs. 1,00,000 from DEF Ltd. on 25th June 2024 for a project that will commence next month.

Requirements:

1. Record the advance payment using a receipt voucher in Tally ERP 9.
2. Ensure the advance is recorded in the correct account.
3. Provide an appropriate narration.

Question 3

Scenario:

LMN Corporation received a payment of Rs. 50,000 in cash from a customer, QRS Ltd., on 5th May 2024 for services rendered.

Requirements:

1. Record the cash receipt using a receipt voucher in Tally ERP 9.
2. Ensure the cash ledger is updated.
3. Provide an appropriate narration.



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