

Recording Sales Vouchers 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
- Ctrl + F10: Memo Voucher
- Ctrl + F8: Credit Note Voucher
- Ctrl + F9: Debit Note Voucher
- Ctrl + F6 : Rejection IN
- Alt + F6: Rejection Out
- Alt + F7: Stock Journal
- Alt + F8: Delivery Note
- Alt + F9: Receipt Note



Sales Voucher in Tally

Whenever you sell a product or service, you record sales entries. In tally, the sales are recorded through the sales voucher. It is one of the most widely used accounting vouchers in tally. There are two modes for accounting in sales vouchers- Invoice mode and Voucher mode. You can use either of them. You can print the copy of your invoice to the party in Invoice mode. In Voucher mode, you can record the transaction for statutory purposes where you don't need to print the invoice document.

If you want to change the mode of your transaction, you can do so with the help of the Toggle button, and your screen will be adjusted with the relevant data making it user-friendly. You can mention the complete details of all the items you sell along with units, quantity and rate.

Definition:

A Sales Voucher in Tally ERP 9 is used to record all sales transactions made by a business. This includes cash sales, credit sales, and sales returns. It is a crucial document for tracking revenue and managing inventory.

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Purpose:

- **Recording Sales:** Accurately records the sale of goods or services.
- **Inventory Management:** Updates inventory levels automatically.
- **Financial Tracking:** Helps in tracking the revenue generated from sales.
- **Tax Compliance:** Facilitates tax calculations and compliance.

Types of Sales Vouchers:

1. **Cash Sales Voucher:** Used when goods or services are sold and payment is received immediately in cash.
2. **Credit Sales Voucher:** Used when goods or services are sold on credit, meaning the payment is to be received at a later date.
3. **Sales Return Voucher:** Used to record returns of sold goods by customers.

Use the Step by Step process to create sales voucher in Tally.

1. **Navigate to Vouchers:** From the Gateway of Tally, go to Accounting Vouchers.
2. **Select Sales Voucher:** Press F8 or click the F8: Sales button on the right-hand panel.
3. **Switch to Voucher Mode:**
 - a. Press **Ctrl+V** or click the As Voucher button on the button bar.
 - b. Note: You can verify you are in this mode if the screen displays "Particulars" and columns for "Debit" and "Credit" (or To/By) instead of "Name of Item".
4. **Enter Transaction Details:**
 - a. **Date:** Press F2 to set the transaction date.
 - b. **Reference Number:** Enter the invoice or reference number if applicable.
 - c. **Debit (Dr/By):** Select the Party A/c Name (for credit sales) or Cash/Bank (for cash sales) and enter the total amount.
 - d. **Credit (Cr/To):** Select the Sales Ledger. If inventory is enabled, a sub-screen for "Inventory Allocations" will appear where you specify the item, quantity, and rate.
5. **Add Narration:** Enter a brief description of the transaction in the Narration field at the bottom.
6. **Save the Voucher:** Press **Ctrl+A** or press **Enter** until the "Accept?" prompt appears, then press **Y** or **Enter** to save.

Useful Shortcuts and Settings

- **Toggle Dr/Cr:** If you see "To/By" but prefer "Dr/Cr," press F12 (Configure) and set Use Cr/Dr instead of To/By during voucher entry to Yes.
- **Quick Switch:** Use **Ctrl+V** at any time while in the Sales voucher to toggle between "As Invoice" and "As Voucher" modes.



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Examples:

1. Cash Sale of Goods

When a customer pays immediately with cash, check, or a bank transfer.

Debit: Cash/Bank Account - 5,000

Credit: Sales Account - 5,000

Narration: Being goods sold for cash.

2. Credit Sale with Trade Discount

A trade discount is a reduction in the list price offered at the time of sale. The entry is recorded net of the discount.

(Assume goods listed at 12,000, trade discount of 10% (1,200). Sale recorded at 10,800)

Debit: XYZ Co (Sundry Debtors) - 10,800

Credit: Sales Account - 10,800

Narration: Being goods sold to XYZ Co on credit at a 10% trade discount.

3. Collection from Debtor with Cash Discount Allowed

When a customer pays their balance within a specified time period and is offered a cash discount for early payment (note that the original sale was already recorded).

(Assume a debtor owes 10,000 and pays 9,800 to clear the balance, receiving a 200 discount)

Debit: Bank Account - 9,800

Debit: Discount Allowed Account - 200

Credit: ABC Traders (Sundry Debtors) - 10,000

Narration: Being cash received from ABC Traders in full settlement of account, allowing a cash discount.



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