

Recording Contra 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
- 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

**Contra Voucher in Tally**

Contra Voucher is used when either side of the entry has cash, bank or multiple banks involved. Generally, any cash deposit, withdrawal, transfer amongst different accounts are recorded in a contra voucher. You can also generate a cash deposit slip and mention the denominations of the currency involved in such a transaction.

A Contra Voucher in Tally ERP 9 is used to record transactions involving the transfer of funds from one cash account to another or from a cash account to a bank account (or vice versa). This type of voucher is essential for recording internal transactions within the organization. Here's a detailed explanation of the Contra Voucher in Tally ERP 9:

**Key Features of Contra Voucher**

- **Internal Transfers:** Used for internal fund transfers, not involving external parties.
- **Cash Withdrawal/Deposit:** Records cash withdrawals from or deposits into bank accounts.
- **Bank-to-Bank Transfer:** Records transfers between different bank accounts.
- **Cash-to-Cash Transfer:** Records transfers between different cash accounts.

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When to Use Contra Voucher

1. **Cash Withdrawal from Bank:** When cash is withdrawn from a bank account.
2. **Cash Deposit into Bank:** When cash is deposited into a bank account.
3. **Bank-to-Bank Transfer:** When funds are transferred from one bank account to another.
4. **Cash Transfer Between Cash Accounts:** When cash is transferred between different cash accounts within the organization.

Creating a Contra Voucher in Tally ERP 9

Step-by-Step Process:

1. **Gateway of Tally:**
  - Navigate to the Gateway of Tally.
2. **Accounting Vouchers:**
  - Select Accounting Vouchers from the Gateway of Tally menu.
3. **Contra Voucher:**
  - Press F4 or select F4: Contra from the button bar to open the Contra Voucher entry screen.
4. **Date:**
  - Enter the date of the transaction.
5. **Account Selection:**
  - **Account to be Debited:** Select the account from which the funds are being transferred.
  - **Account to be Credited:** Select the account to which the funds are being transferred.
6. **Amount:**
  - Enter the amount being transferred.
7. **Narration:**
  - Enter a suitable narration describing the transaction.
8. **Save the Voucher:**
  - Press Ctrl + A to save the voucher.

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Practical Question on Contra Vouchers

Question 1:

**Scenario:** ABC Pvt. Ltd. needs to withdraw cash from their HDFC Bank account to manage daily office expenses.

- **Date:** 15th August 2023
- **Transaction:** Withdraw Rs. 25,000 from HDFC Bank for daily office expenses.
- **Required Entries:**
  - Debit the Cash Account
  - Credit the HDFC Bank Account
  - Enter the amount and a suitable narration.

Question 2:

**Scenario:** XYZ Enterprises deposits cash into their ICICI Bank account to maintain a minimum balance for upcoming transactions.

- **Date:** 20th September 2023
- **Transaction:** Deposit Rs. 40,000 into ICICI Bank.
- **Required Entries:**
  - Debit the ICICI Bank Account
  - Credit the Cash Account
  - Enter the amount and a suitable narration.

Question 3:

**Scenario:** DEF Ltd. needs to transfer funds from their Axis Bank account to their SBI Bank account for an online payment.

- **Date:** 5th October 2023
- **Transaction:** Transfer Rs. 60,000 from Axis Bank to SBI Bank.
- **Required Entries:**
  - Debit the SBI Bank Account
  - Credit the Axis Bank Account
  - Enter the amount and a suitable narration.

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