

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
- 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



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.

Screen:	Gateway of Tally
Path:	Tally Main → Gateway of Tally
	Step 1: To enter the voucher creation screen, select the menu option 'Accounting Vouchers'.
Screen:	Accounting Voucher Creation
Path:	Gateway of Tally → Accounting Voucher Creation
	Step 2: Button → 'Sales': Click on the button named 'Sales' or press 'F8', if Tally ERP 9 is not already in 'Sales Voucher' mode.
	Step 3: Field → 'Reference No': Specify the reference number like the customer's PO number.
	Step 4: Field → 'Party's A/c Name': Choose the relevant customer name to whom sales have been made.
	Step 5: Field → 'Sales Ledger': Under the list, choose a sales account. Tally can process only those ledgers which have been created under the account group 'Sales Accounts'.

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	Step 6: Field → 'Name of Item': Choose the stock item that has been sold.
	Step 7: Specify the sold quantity of the stock item.
	Step 8: Field → 'Rate': Specify the price of per unit at which the stock item was sold.
	Step 9: Field → 'per': Tally ERP proposes the UOM. This UOM was selected when we create this stock item 'master'.
	Step 10: Field → 'Amount': Tally multiplies the rate fields and quantity. It automatically proposes the amount. In Tally, there is no need to modify the amount.
	Step 11: Field → 'Name of Item': In the same invoice, if we have sold more than 1 stock item to the customer, select another stock item. Else, we will select 'End of List'.
	Step 12: Filed → 'Name of Item': Choose another ledger. This ledger needs to be included in the invoice.
	Step 13: Field → 'Narration': Specify a narration if we needed.
Screen:	Gateway of Tally
Path:	Tally Main → Gateway of Tally
	Step 14: Select the menu item 'Display' to see the impact of voucher entry on the relevant ledgers.
Path:	Gateway of Tally → Display Menu
	Step 15: Choose the option 'Account Books'.



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Path:	Gateway of Tally → Display Menu → Account Books
	Step 16: Choose the option 'Ledger'.
Screen:	Select Item
Path:	Gateway of Tally → Display Menu → Account Books → Select Item
	Step 17: Field → 'Name of ledger': Choose the sales account, and that ledger will be displayed.
Screen:	Ledger Voucher
Path:	Gateway of Tally → Display Menu → Account Books → Ledger Vouchers
	Step 18: Using the sales voucher, we can see that the sales ledger has been credited. In the customer account, the corresponding debit entry can be found.
	Step 19: Similarly, display the account of the customer. We can see that the account of the customer has been debited.
Screen:	Gateway of Tally
Path:	Tally Main → Gateway of Tally
	Step 20: Select 'Profit & Loss A/c' from the Display menu to see the impact on the 'Profit & Loss A/c'.
Screen:	Profit & Loss A/c
Path:	Gateway of Tally → Profit & Loss A/c
	Step 21: The 'Profit & Loss A/c' is used to show the profit numbers and sales amount.
	Step 22: Button → 'Detailed': In condensed mode, profit & loss are displayed. In

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	condensed mode, only the account groups are displayed. Click on the button named 'Debited' or press 'Alt'+F1' to see the details.
Screen:	Gateway of Tally
Path:	Tally Main → Gateway of Tally
	Step 23: Select 'Balance Sheet' from the Gateway of Tally to see the impact of the sales entry on the Balance sheet.
Screen:	Balance Sheet
Path:	Gateway of Tally → Balance Sheet
	Step 24: At the group level, the balance sheet is shown. Under 'Current Assets', customer accounts are included.
	Step 25: Button → 'Detailed': Click on the button named 'Detailed' or press 'Alt'+F1' to see the details.
Screen:	Gateway of Tally
	Tally Main → Gateway of Tally
	Step 26: Select the menu item 'stock summary' to see the impact on the inventory of company records.
Screen:	Stock Summary
Path:	Gateway of Tally
	Step 27: After the sales entry stock summary shows the on-hand inventory, which is the inventory left.
	Step 28: Button → 'Detailed': To see the details like quantity and rate, click on button named 'Detailed' or press 'Alt'+F1'.
	Step 29:



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	Button → 'Show Profit': At the level of stock item, Tally ERP can show the gross profit earned. To see the same, click on button named 'Show Profit' or press 'F7'.
Screen:	Accounting Voucher Alteration (Secondary)
Path:	Gateway of Tally → Display Menu → Day Book → Accounting Voucher Alteration
	Step 30: Button → 'Print': Click on the button named 'Print' or press 'Alt'+ 'p' to print an invoice to be sent to a customer.
Screen:	Voucher Printing
	Step 31: Tally is used to allow the different ways to change the printing parameters, and as per our preference, we will generate an invoice. To print the invoice, click 'Yes'.
	Step 32: It provides a specimen of the invoice as it would look when printing has been given for the readers benefit.
	Step 33: Now, we will provide a quick look of the printing invoice as it relates to the sales voucher has been given for the readers benefit.

Practical Questions on Sales Vouchers

Question 1:

Company: XYZ Electronics

Date: 01-Apr-2023

Invoice Number: INV1001

Customer: ABC Traders

Items Sold:

- **Item:** Laptop
- **Quantity:** 5
- **Rate:** Rs 50,000 each

Sales Ledger: Sales

Narration: Sold 5 laptops to ABC Traders.

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Record this transaction in Tally ERP 9.

Question 2:

Company: FreshMart Grocery
Date: 02-Apr-2023
Invoice Number: INV1002
Customer: Quick Buy Supermarket
Items Sold:

- Item: Rice 10kg bag
 - Quantity: 20
 - Rate: Rs 500 each
- Item: Sugar 5kg bag
 - Quantity: 30
 - Rate: Rs 300 each

Sales Ledger: Sales
Narration: Sold rice and sugar bags to Quick Buy Supermarket.

Record this transaction in Tally ERP 9.

Question 3:

Company: Speedy Solutions
Date: 03-Apr-2023
Invoice Number: INV1003
Customer: Ace Enterprises
Items Sold:

- Item: Printer
 - Quantity: 3
 - Rate: Rs 15,000 each

Sales Ledger: Sales
Narration: Sold 3 printers to Ace Enterprises.

Record this transaction in Tally ERP 9.

Question 4:

Company: Fashion Hub
Date: 04-Apr-2023
Invoice Number: INV1004



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Customer: Elegant Dresses
Items Sold:

- Item: Silk Saree
 - Quantity: 10
 - Rate: Rs 2,500 each
- Item: Cotton Saree
 - Quantity: 20
 - Rate: Rs 1,500 each

Sales Ledger: Sales
Narration: Sold silk and cotton sarees to Elegant Dresses.

Record this transaction in Tally ERP 9.

Question 5:

Company: TechWorld
Date: 05-Apr-2023
Invoice Number: INV1005
Customer: Digital Solutions
Items Sold:

- Item: Desktop Computer
 - Quantity: 10
 - Rate: Rs 40,000 each

Sales Ledger: Sales
Narration: Sold 10 desktop computers to Digital Solutions.

Record this transaction in Tally ERP 9.



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