

Recording Purchase 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



Purchase Vouchers in Tally

Whenever you purchase a product or service, you record the purchase entry. In tally, this is recorded through the purchase voucher. It is also one of the most widely used vouchers in tally. There are two modes for accounting in purchase vouchers- Invoice mode and Voucher mode, as mentioned in the sales voucher. You can use either as you see fit. You can print the copy of your invoice to the party in Invoice mode. Whereas in Voucher mode, you can record the transaction for statutory purposes, and you don't need to print the invoice document. You can also change the mode of transaction like in the sales voucher in Tally.

Definition of Purchase Voucher in Tally ERP 9

A **Purchase Voucher** in Tally ERP 9 is a document used to record transactions related to the purchase of goods and services. It helps in keeping track of all purchases made by the business, ensuring accurate bookkeeping and inventory management.

Explanation of Purchase Voucher in Tally ERP 9

Purpose

The main purpose of a purchase voucher is to record details of goods or services purchased, the amount paid or payable, the suppliers involved, and any

 **CBSE**
 **ICSE**
 **NTSE**
 **Banking & Insurance**
 **Central Govt. Service**
 **State Govt. Services**
 **LAW Entrance**
 **MBA Entrance**
 **Railways & Metro Services**
...many more
abhyasonline.in

**Course
&
Test Series**

Computerised Accounting - Module 8





applicable taxes. This ensures that all purchase transactions are systematically recorded for accounting, reporting, and inventory management purposes.

Components of a Purchase Voucher

1. **Voucher Number:** A unique identifier for the voucher.
2. **Date:** The date on which the purchase transaction took place.
3. **Supplier Details:** Information about the supplier, such as name, address, and contact details.
4. **Item Details:** Description of the items purchased, including quantity, rate, and amount.
5. **Ledger Accounts:** The accounting heads affected by the transaction, typically involving Purchase Accounts and Creditors.
6. **Tax Details:** Any applicable taxes such as GST, VAT, etc.
7. **Terms of Purchase:** Details about payment terms, delivery terms, etc.
8. **Additional Costs:** Any other expenses related to the purchase, such as freight, handling charges, etc.

Use the step by step process to create the purchase 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 → 'Purchase': Click on the button or press F9, if Tally is not already in 'Purchase Voucher' mode.
	Step 3: Field → 'Supplier's Invoice Number': Enter the invoice number. The invoice no can be found on the invoice, which is given by the supplier.
	Step 4: Field → 'Date': Specify the date of the supplier's invoice.

-  **Banking & Insurance**
-  **Central Govt. Service**
-  **State Govt. Services**
-  **LAW Entrance**
-  **MBA Entrance**
-  **Railways & Metro Services**
- ...many more**

abhyasonline.in

**Course
&
Test Series**

Computerised Accounting - Module 8

-  **CBSE**
-  **ICSE**
-  **NTSE**
-  **Banking & Insurance**
-  **Central Govt. Service**
-  **State Govt. Services**
-  **LAW Entrance**
-  **MBA Entrance**
-  **Railways & Metro Services**
- ...many more**

	Step 5: Field → 'Name of Party Account': Choose the relevant vendor name from whom purchases have been made.
	Step 6: Field → 'Purchase Ledger': Under the list, choose a purchase account.
	Step 7: Field → 'Name of Item': Choose the stock item that has been purchased.
	Step 8: Field → 'Quantity': Specify the quality of the purchased stock items.
	Step 9: Field → 'Rate': Specify the price of per unit at which the stock item was purchased.
	Step 10: Field → 'per': Specify the UOM relevant to this stock item. The UOM was selected when creating this stock item 'master'. Note that Tally proposes the UOM.
	Step 11: Field → 'Amount': Tally multiplies the rate fields and quantity and proposes the amount automatically.
	Step 12: Field → 'Name of Item': If we have purchased more than one stock item from the vendor in the same invoice, choose another stock item. Else, choose 'End of List'.
	Step 13: Field → 'Name of Item': If another set of items need to be entered in a different purchase ledger, choose another purchase ledger. Else, choose 'End of List'.
	Step 14: Field → 'Narration': Specify a narration if needed.
	Step 15: 'Accept' or 'Reject' the entered data so far.

abhyasonline.in

**Course
&
Test Series**

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking &
Insurance**

 **Central Govt.
Service**

 **State Govt.
Services**

 **LAW
Entrance**

 **MBA
Entrance**

 **Railways & Metro
Services**

...many more

abhyasonline.in

Computerised Accounting - Module 8

Screen:	Gateway of Tally
Path:	Tally Main → Gateway of Tally
	Step 16: Choose the menu item 'Display' to see the impact of the voucher entry on the relevant ledgers.
Path:	Gateway of Tally → Display Menu
	Step 17: Choose the menu item 'Account Books'.
Path:	Gateway of Tally → Display Menu → Account Books
	Step 18: Choose the menu item 'Ledger'.
Screen:	Select Item
Path:	Gateway of Tally → Display Menu → Account Books → Select Item
	Step 19: Field → 'Name of Ledger': Choose the relevant account, and that ledger will be displayed.
Screen:	Ledger Vouchers
Path:	Gateway of Tally → Display Menu → Account Books → Ledger Vouchers
	Step 20: Now, we can see that the ledger of the vendor has been credited because of the purchased voucher. In the purchased account, the corresponding debit entry can be found.
Screen:	Select Item
Path:	Gateway of Tally → Display Menu → Account Books → Select Item
	Step 21: Choose the relevant purchase account.

**Course
&
Test Series**



CBSE



ICSE



NTSE



**Banking &
Insurance**



**Central Govt.
Service**



**State Govt.
Services**



**LAW
Entrance**



**MBA
Entrance**



**Railways & Metro
Services**

...many more

abhyasonline.in

Computerised Accounting - Module 8

	Step 22: Using the account, the purchase account has been debited.
Screen:	Gateway of Tally
Path:	Gateway of Tally → Display Menu
	Step 23: Select 'Trial Balance' from 'Display Menu' to see the impact on the 'Trial Balance'.
	Step 24: Button → ' Debited ': The trial balance is displayed condensed mode by default. In condensed mode, only the account groups are displayed. Click on the button named 'Detailed' or press 'Alt+F1' to see the details.

Importance of Purchase Vouchers

- 1. Accurate Financial Records:** Ensures that all purchase transactions are recorded accurately.
- 2. Inventory Management:** Helps in maintaining and tracking inventory levels.
- 3. Tax Compliance:** Facilitates accurate tax calculations and compliance.
- 4. Audit Trail:** Provides a clear audit trail for all purchases made by the business.
- 5. Vendor Management:** Keeps track of transactions with different suppliers, aiding in vendor management.

Practical Questions on Purchase Vouchers

Question 1

Scenario: ABC Traders purchased the following items from XYZ Suppliers on 1st August 2023:

- Item 1: 50 units of Product A at Rs. 100 per unit
- Item 2: 30 units of Product B at Rs. 150 per unit

Requirements:

- Create a purchase voucher for the above transaction.
- Enter the details including supplier information, items purchased, quantity, and rate.
- Calculate the total amount payable.



- Save the voucher in Tally ERP 9.

Question 2

Scenario: On 10th September 2023, DEF Industries purchased 200 units of raw material from MNO Suppliers at Rs. 75 per unit. The transaction also included the following additional charges:

- Freight Charges: Rs. 1,000
- Insurance Charges: Rs. 500

Requirements:

- Create a purchase voucher for the above transaction in Tally ERP 9.
- Enter the supplier details, item details, and additional charges.
- Calculate the total amount payable including freight and insurance charges.
- Save the voucher.

Question 3

Scenario: GHI Enterprises purchased office supplies from PQR Suppliers on 15th October 2023. The details of the purchase are as follows:

- Item 1: 100 units of Office Paper at Rs. 25 per unit
- Item 2: 50 units of Ink Cartridges at Rs. 200 per unit
- Item 3: 10 units of Desk Organizers at Rs. 300 per unit

Requirements:

- Create a purchase voucher for the above transaction.
- Enter the supplier information and details of each item including quantity and rate.
- Calculate the total amount payable for the transaction.
- Save the voucher in Tally ERP 9.



CBSE



ICSE



NTSE



Banking &
Insurance



Central Govt.
Service



State Govt.
Services



LAW
Entrance



MBA
Entrance



Railways & Metro
Services

...many more

abhyasonline.in

