

Recording Payment 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

Payment Voucher in Tally

All the functions of a payment transaction are available in Tally. You can have all the necessary details like instrument number, Bank name, balance available, etc. After passing the entry in the payment voucher, you can also print the cheque. You can look at the list of cheques that need to be printed by going to Banking and clicking on Cheque Printing. Tally.ERP 9 supports around 500 banks from both India and foreign countries. After the payment is made, you can generate and share the payment receipt with your supplier and keep them updated regarding payments.

A **Payment Voucher** in Tally ERP 9 is used to record transactions related to payments made by the company. This could be payments for expenses, suppliers, or any other kind of outgoing payment. The payment voucher essentially reduces the cash or bank balance and increases the expense or liability account.

Types of Payment Vouchers:

1. **Single Entry Mode:** Used for simple payments where only one debit and one credit entry is involved.
2. **Double Entry Mode:** Used for complex transactions that involve multiple debits and credits.

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Detailed Steps:

Step 1: Accessing the Payment Voucher

- From the Gateway of Tally, select **Accounting Vouchers**.
- Press **F5** or click on **F5: Payment** to open the Payment Voucher screen.

Step 2: Configuring the Payment Voucher

- **Voucher Type:** Ensure the voucher type is set to 'Payment'.
- **Voucher Number:** Enter the voucher number if manual numbering is enabled.
- **Date:** Enter the date of the transaction.

Step 3: Entering the Details

- **Party Account:** Select the bank or cash account from which the payment is being made.
- **Debit Account:** Select the account to which the payment is being made (e.g., Supplier's account, Expense account).
- **Amount:** Enter the amount of the payment.
- **Narration:** Provide a narration for the transaction to explain the nature of the payment.

Solved Example

Example 1: Single Entry Payment

1. **Date:** 01-08-2023
2. **Bank/Cash:** Cash Account
3. **To Account:** Rent Expense
4. **Amount:** Rs. 20,000
5. **Narration:** "Payment of office rent for August 2023"

Steps in Tally:

- In the **Party Account** field, select **Cash Account**.
- In the **Debit Account** field, select **Rent Expense**.
- Enter the **Amount** as Rs. 20,000.
- Provide the **Narration:** "Payment of office rent for August 2023".

Example 2: Multiple Entries Payment

1. **Date:** 05-08-2023
2. **Bank:** HDFC Bank
3. **To Account:** ABC Supplies (Rs. 15,000)
4. **To Account:** Stationery Expenses (Rs. 5,000)
5. **Total Amount:** Rs. 20,000
6. **Narration:** "Payment to ABC Supplies and Stationery expenses"

Steps in Tally:

- In the **Party Account** field, select **HDFC Bank**.

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- In the **Debit Account** field, select **ABC Supplies** and enter the amount Rs. 15,000.
- Add another **Debit Account** as **Stationery Expenses** and enter the amount Rs. 5,000.
- Provide the **Narration**: "Payment to ABC Supplies and Stationery expenses".

Practical Use Cases:

Example 1: Paying an Electricity Bill

1. **Date:** 10-09-2023
2. **Bank/Cash:** Bank of Baroda
3. **To Account:** Electricity Expense
4. **Amount:** Rs. 5,000
5. **Narration:** "Payment of electricity bill for September 2023"

Example 2: Paying a Supplier

1. **Date:** 12-09-2023
2. **Bank:** ICICI Bank
3. **To Account:** Supplier Account (XYZ Traders)
4. **Amount:** Rs. 30,000
5. **Narration:** "Payment to XYZ Traders for invoice no. 123"

Example 3: Paying Rent

1. **Date:** 15-09-2023
2. **Cash:** Cash Account
3. **To Account:** Rent Expense
4. **Amount:** Rs. 25,000
5. **Narration:** "Office rent for September 2023"

Key Points to Remember:

- Ensure that the correct accounts are selected to avoid discrepancies.
- Provide clear and concise narrations for future reference.
- Cross-check the amounts before saving the voucher.
- Use the appropriate date for accurate accounting periods.

Practical Questions on Payment Vouchers in Tally ERP 9

Question 1:

ABC Ltd. needs to make several payments in the month of October 2023. Record the following transactions using the Payment Voucher in Tally ERP 9:

1. **Date:** 01-10-2023
 - o Cash Account

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- To Account: Wages Expense
- Amount: Rs. 10,000
- Narration: Payment of wages for the month of September 2023
- 2. Date: 10-10-2023
- HDFC Bank
- To Account: XYZ Suppliers
- Amount: Rs. 50,000
- Narration: Payment to XYZ Suppliers for invoice no. 456
- 3. Date: 15-10-2023
- ICICI Bank
- To Account: Rent Expense
- Amount: Rs. 20,000
- Narration: Payment of office rent for October 2023

Question 2:

DEF Enterprises has the following payments to make in November 2023. Use the Payment Voucher in Tally ERP 9 to record these transactions:

- 1. Date: 05-11-2023
- Cash Account
- To Account: Telephone Expense
- Amount: Rs. 2,500
- Narration: Payment of telephone bill for October 2023
- 2. Date: 12-11-2023
- SBI Bank
- To Account: ABC Traders
- Amount: Rs. 25,000
- Narration: Payment to ABC Traders for purchase of raw materials
- 3. Date: 20-11-2023
- Axis Bank
- To Account: Maintenance Expense
- Amount: Rs. 5,000
- Narration: Payment for office maintenance charges

Question 3:

GHI Corporation needs to make the following payments in December 2023. Record these transactions using the Payment Voucher in Tally ERP 9:

- 1. Date: 01-12-2023
- Cash Account
- To Account: Stationery Expense
- Amount: Rs. 1,500
- Narration: Payment for office stationery
- 2. Date: 10-12-2023
- HDFC Bank
- To Account: DEF Suppliers



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- Amount: Rs. 35,000
- Narration: Payment to DEF Suppliers for invoice no. 789
- 3. Date: 18-12-2023
- ICICI Bank
- To Account: Electricity Expense
- Amount: Rs. 4,000
- Narration: Payment of electricity bill for November 2023

