

## Course Code – COM (H) 211

### Lecture 8



# Receipt Voucher

The screenshot displays the Tally.ERP 9 Gateway of Tally interface. At the top, there is a menu bar with options: P: Print, E: Export, M: E-Mail, O: Upload, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, and H: Help. Below this, the 'Gateway of Tally' header is visible, along with the current period (1.4.2014 to 31.3.2015) and current date (Tuesday, 1 Apr, 2014). The main area is divided into two panes. The left pane shows a 'List of Selected Companies' with 'Shoolini Pvt Ltd.' and a 'Date of Last Entry' of '1-Apr-2014'. The right pane displays a menu with categories: Masters (Accounts Info, Inventory Info), Transactions (Accounting Vouchers, Inventory Vouchers), Import (Import of Data), and Reports (TRial Balance, Stock Summary, Final Accounts, Display, Multi Account Printing, Quit). A bottom status bar provides product details (Tally.ERP 9, Series A, Release 1.1, Gold Unlimited), license information (Serial Number 101010101, Account ID nitingupta@shooliniuniversity.com), configuration (Stat 82, Proxy None, Server Port 9000, Running as ODBC Server), and system information (Tally MAIN --> Gateway of Tally, (c) Tally Solutions Pvt. Ltd., 1988-2009, Thu, 17 Sep, 2015, 11:23:04). The Windows taskbar at the bottom shows the Start button and several application icons, including Tally.ERP 9.

Process: Gateway of Tally > Accounting Vouchers

# Receipt Voucher

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation Shoolini Pvt Ltd. Ctrl + M

Receipt No. 2 1-Apr-2014 Tuesday

Particulars	Debit	Credit
Cr		

Narration:

Q: Quit A: Accept D: Delete X: Cancel Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2009 Thu, 17 Sep, 2015 11:52:53

11:52 AM 9/17/2015

Process: Gateway of Tally > Accounting Vouchers > F6

# Receipt Voucher

**Voucher Configuration**  
Receipt No. 2  
1-Apr-2014  
Tuesday

**Receipt Configuration**

Skip Date field in Create Mode (faster entry!)	? No
Use Single Entry mode for Pymt/Rcpt/Contra	? No
Use Receipt as Contra	? No
Use Cr/Dr instead of To/By during entry	? Yes
Warn on Negative Cash Balance	? Yes
Pre-Allocate Bills for Payment/Receipt	? No
Show Inventory Details	? No
Show Table of Bill Details for Selection	? No
Show Bill-wise Details	? No
Show Ledger Current Balances	? <b>Yes</b>
Show Balances as on Voucher Date	? Yes

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Voucher Configuration  
(c) Tally Solutions Pvt. Ltd., 1988-2009 Thu, 17 Sep, 2015 11:54:20

Process: Gateway of Tally > Accounting Vouchers > F6 > F12 (Configure)

# Receipt Voucher

The screenshot displays the Tally ERP 9 Accounting Voucher Creation window. The window title is "Tally.ERP 9". The menu bar includes: P: Print, E: Export, M: E-Mail, O: Upload, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The window title bar shows "Accounting Voucher Creation" and "Shoolini Pvt Ltd.". The voucher type is "Receipt" and the number is "No. 2". The date is "1-Apr-2014" (Tuesday). The voucher is dated "1-Apr-2014" and is a "Receipt" type. The voucher is for "Challenger Systems" with a current balance of "1,09,000.00 Cr". The voucher amount is "1,00,000.00". The voucher is dated "1-Apr-2014" and is a "Receipt" type. The voucher is for "Challenger Systems" with a current balance of "1,09,000.00 Cr". The voucher amount is "1,00,000.00".

Particulars	Debit	Credit
Cr Challenger Systems Cur Bal: 1,09,000.00 Cr		1,00,000.00
		1,00,000.00

Narration:

Quit, Accept, Delete, Cancel, Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2009 Thu, 17 Sep, 2015 11:56:33

Windows taskbar: 11:56 AM 9/17/2015

Process: Gateway of Tally > Accounting Vouchers > F6 > F12 (Configure)

# Receipt Voucher

**Bill-wise Details**  
Shoolini Pvt Ltd.

Receipt No. 2  
1-Apr-2014  
Tuesday

Particulars

Bill-wise Details for : Challenger Systems		Debit	Credit	
Upto: Rs. 1,00,000.00 Cr			1,00,000.00	
Type of Ref	Name	Due Date, or Credit Days	Amount	Dr/ Cr
Agst Ref	Method of Adj.	(Ref. 1-4-2014)	1,00,000.00	Cr
	Advance			
	Agst Ref			
	New Ref			
	On Account			
			1,00,000.00	Cr

Q: Quit    A: Accept    Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Bill-wise Details    (c) Tally Solutions Pvt. Ltd., 1988-2009    Thu, 17 Sep, 2015    11:58:24

Process: Gateway of Tally > Accounting Vouchers > F6 > F12 (Configure)

# Receipt Voucher

**Tally.ERP 9**

P: Print   E: Export   M: E-Mail   O: Upload   G: Language   K: Keyboard   K: Control Centre   H: Support Centre   H: Help

**Accounting Voucher Creation**   **Shoolini Pvt Ltd.**   **Ctrl + M**

**Receipt**   No. 2   1-Apr-2014  
Tuesday

Particulars	Debit	Credit
Cr <b>Challenger Systems</b> Cur Bal: 1,09,000.00 Cr		1,00,000.00
Dr <b>Cash</b> Cur Bal: 1,00,000.00 Dr	1,00,000.00	
		1,00,000.00

Narration:

**Accept ?**  
Yes or No

Q: Quit   A: Accept   D: Delete   X: Cancel   Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation   (c) Tally Solutions Pvt. Ltd., 1988-2009   Thu, 17 Sep, 2015   11:59:31

Process: Gateway of Tally > Accounting Vouchers > F6 > F12 (Configure) > Journal Entry

Thank You