

## Course Code – COM (H) 211

### Lecture 10



# Purchase 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 the menu bar, the main window is titled 'Gateway of Tally' and contains the following information:

Current Period: 1-4-2014 to 31-3-2015  
 Current Date: Tuesday, 1 Apr, 2014

**List of Selected Companies**

Name of Company	Date of Last Entry
Shoolini Pvt Ltd.	1-Apr-2014

On the right side, a smaller 'Gateway of Tally' window is open, showing a menu of options:

- Masters
  - Accounts Info.
  - Inventory Info.
- Transactions
  - Accounting Vouchers
  - Inventory Vouchers
- Import
  - Import of Data
- Reports
  - Trial Balance
  - Stock Summary
  - Final Accounts
  - Display
  - Multi Account Printing
  - Quit

At the bottom of the main window, there is a status bar with the following information:

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 1.1 Edition Users	Serial Number: 101010101 Account ID: nitingupta@shooliniuniversity.com	Stat: 82 Proxy: None Server Port: 9000 Running as: ODBC Server	Ctrl + N

The Windows taskbar at the bottom shows the system tray with the date and time: Thu, 17 Sep, 2015, 11:23:04 AM, 9/17/2015.

Process: Gateway of Tally > Accounting Vouchers

# Purchase Voucher

The screenshot shows 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." with a "Ctrl + M" shortcut. The voucher type is "Purchase" (No. 1) and the date is "1-Apr-2014 Tuesday". The "Particulars" table is empty, with a "Cr" entry in the first column. The "Narration" field is empty. The right-hand side of the window contains a list of function keys: F1: Accounts Buttons, F1: Inventory Buttons, F2: Date, F3: Company, F4: Contra, F5: Payment, F6: Receipt, F7: Journal, F8: Sales, F8: Credit Note, F9: Purchase, F9: Debit Note, F10: Rev Jml, F10: Memos, I: Acct Invoice, V: As Invoice, I: Post-Dated, L: Optional, F11: Features, F12: Configure. The bottom status bar shows "Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation", "(c) Tally Solutions Pvt. Ltd., 1988-2009", "Tue, 13 Oct, 2015", and "00:08:39". The Windows taskbar at the bottom shows the system clock as "12:08 AM 10/13/2015".

Particulars	Debit	Credit
Cr		

Narration:

Process: Gateway of Tally > Accounting Vouchers > Purchase Voucher



# Purchase Voucher

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

**Purchase** No. 2 1-Apr-2014  
 Ref. : Tuesday

Particulars	Debit	Credit
Cr <b>Bank Account</b> <i>Cur Bal: 12,400.00 Dr</i>		1,000.00
Dr <b>Land &amp; Building</b> <i>Cur Bal: 62,000.00 Dr</i>	1,000.00	
		1,000.00

Narration: \_\_\_\_\_  
 Ch. No. : \_\_\_\_\_

**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    Tue, 13 Oct, 2015    00:16:39

Process: Gateway of Tally > Accounting Vouchers > Purchase Voucher

Thank You