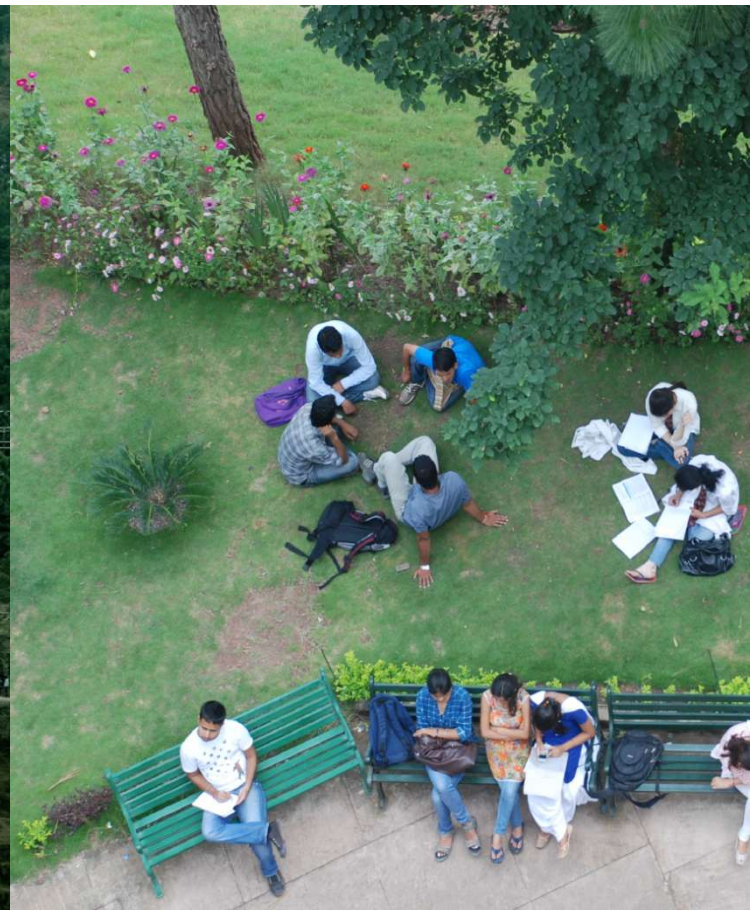# Course Code – COM (H) 211

Lecture 32

Payment Voucher using Voucher Class

Step 1: Create Payment Voucher Class

Let us now create a voucher class for Payment Voucher type.

Go to **Gateway of Tally > Accounts Info. > Voucher Types > Alter > Payment**.

1.   Specify Class name as **Payment Voucher Class**.

2.   Press **Enter** and the P**ayment Voucher Class** screen appears.

3.   Enter the details as shown below:

4.   Accept the **Voucher Class** and the **Voucher Type** screen by pressing **Enter**.

Payment Voucher using Voucher Class

Step 2: Create Payment Entry using Voucher Class

On 2-5-09, make a payment entry for freight charges (create the ledger freight charges under indirect expenses if not present) of Rs. 4,500.

The Payment Voucher screen looks similar to Payment Voucher in Single Entry Mode. Make a payment of **Rs. 4,500** towards **Freight charges.**

The **Payment voucher** screen with Voucher Class appears as shown below :

Press **Y** or **Enter** to accept the screen.

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Thank You