

School of Tally
(A Self-Study Paryas for simplified Education)

Tally 107

Payment Voucher Creation

The said voucher is used for

Any type of Cash or Bank Payment

(A) -For Cash Payments



Gateway of tally (GOT)



Press 'F5' Payment



Account: Cash



Particulars: Payment Accounting Head

(Like salary, wages, cash expenses and payment to creditors)

(B)-For Bank Payments



Gateway of tally (GOT)



Press 'F5' Payment



Account: Name of the Bank



Particulars: Payment Accounting Head

(Like salary, wages, expenses and payment to creditors through cheque or Bank Transfer, Bank Charges or Bank Interest Paid)

Payment Voucher Creation -Example

(Already created company named M/s SMD Marketing Co.)

Problem

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- | |
|--|
| 1. He purchased computer worth Rs.75000/- for office by paying a cheque no 550501. –ICICI Bank |
| 2. He paid Rs.550/- in cash for old clothes for dusting |
| 3. He paid Rs.70/- in cash for tea to customers. |

Solutions:

In the above three problems new ledger accounts are

Computer A/c under Fixed Assets

Old clothes for dusting a/c” or Miscellaneous Expenses under Indirect Expenses

Entertainment Expenses under Indirect Expenses

For Voucher Creation press ‘V’ at GOT (Gateway of Tally) and ‘F5’ for payment voucher.

Solution to Problem 1

Account: ICICI Bank

Particulars: Computer a/c

The view shall be as under:

Solution to Problem 2

Account: Cash

Particulars: Miscellaneous Expenses A/c

The view shall be as under:

