

# Simple Contra Voucher

Ledger Entry Template

**Voucher No.:** CV/2024/0015

**Date:** 2024-06-11

**Prepared By:** John Doe

**Branch:** Central Office

**Reference:** Bank Transfer-001

Date	Account Ledger	Particulars	Debit (₹)	Credit (₹)
2024-06-11	Cash Account	Transferred to Bank	10,000.00	
2024-06-11	Bank Account	Received from Cash		10,000.00
		<b>Total</b>	<b>10,000.00</b>	<b>10,000.00</b>

**Remarks:** Transfer of Rs. 10,000 from Cash to Bank Account.

Prepared By

Approved By

Received By

## Important Notes:

- Contra vouchers are used for transferring funds between cash and bank accounts or between different banks.
- No external party is involved in contra transactions; both accounts belong to the same entity.
- Always verify the ledger accounts for accurate entry and tracking.
- Proper authorization is required before processing contra entries.
- Maintain supporting documents for audit purposes.