

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 (â,')	Credit (â,')
2024-06-11	Cash Account	Transferred to Bank	10,000.00	
2024-06-11	Bank Account	Received from Cash		10,000.00
Total			10,000.00	10,000.00

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.