Voucher Types	**Shortcut Keys**
Payment	F5
Receipt	F6
Contra (This type is used only for cash And bank related entries i.e. Cash deposited into bank, cash withdrawn from bank or amount transferred from bank to another bank)	F4
Journal (This type is used for non-cash and non-Bank related entries, adjustment entries)	F7
Purchase	F9
Purchase Return (Debit Note)	CTRL + F9
Sale	F8
Sale Return (Credit Note)	CTRL + F8

Date – F2

Period – Alt + F2

Name of Ledgers	**Account Group**
1. Any capital	Capital Account
2. Any bank	Bank Account
3. Any supplier	Sundry Creditors
4. Any customer	Sundry Debtors
5. Any P/L expense	Indirect Expenses
6. Any Trading expense	Direct Expenses
7. Loan taken	Loans (Liability)
8. Loan given	Loans & Advances
9. Purchase account	Purchase Accounts
10. Sales account	Sales Account
11. Any investment	Investments
12. Any reserve	Reserve and Surplus
13. Any outstanding expense	Current liabililities
14. Any fixed asset	Fixed Assets
15. Any prepaid expense	Current Assets
16. Any tax	Duties and Taxes