

# PURCHASE & SALES ORDER PROCESSING STEPS AND ASSIGNMENTS

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## ORDER PROCESSING

Order Processing is linked with Inventories. With the help of Order Processing you can track Stock Item.

**Note:** Order does not effect Financial records nor do they update Inventories.

You place Purchase Order with your Suppliers for Supply of Goods. Similarly you receive Sales Orders from your Customers

### Activation of Order Processing

• **Gateway of Tally > F11: Inventory Features > Set Following Options to 'Yes'**

• **Allow Purchase Order Processing**

• **Allow Sales Order Processing**

• Press **Esc** & return to **Gateway of Tally**

• **Gateway of Tally > F12: Configuration > Invoice/Order Entry > Enter**

• **Set Complete Accounting Allocation In Order / Delivery Note ? to "YES"**

• Press **Esc** & return to **Gateway of Tally**

### Alter The Following Ledger

**Gateway of Tally > Accounts Info. > Ledger > Alter (Single)**

| Ledger Name      | Under        | INV Values Are Affected | Cost Centers Are Applicable | Use in VAT Return | Vat/Tax Class  |
|------------------|--------------|-------------------------|-----------------------------|-------------------|----------------|
| Sales @12.5%     | Sales A/c    | Yes                     | No                          | Yes               | Sales @12.5%   |
| Sales @ 4%       | Sales A/c    | Yes                     | No                          | Yes               | Sales @ 4%     |
| Purchase @ 12.5% | Purchase A/c | Yes                     | No                          | Yes               | Purchase@12.5% |
| Purchase @ 4%    | Purchase A/c | Yes                     | No                          | Yes               | Purchase@4%    |

### Creating the Purchase Order

• **Gateway of Tally > Inventory Vouchers > F4 > Purchase Order**

**ON 01/09/2008** A Purchase Order No.001 is Raised To Videocon India LTD for 1 Nos Semi Automatic W/M - V @ Rs.9500 + Vat @ 4 % for ShowRoom and the Due Date is 1/10/2008.

|                    |                          |
|--------------------|--------------------------|
| F2 : Date          | 01/09/2008               |
| Party's A/c Name   | Videocon India LTD       |
| Order No.          | 001                      |
| Name of Item       | Semi - Automatic W/M - V |
| Due On             | 01/10/2008               |
| Godown             | ShowRoom                 |
| Quantity           | 1 Nos                    |
| Rate Per           | Enter                    |
| Amount             | Enter                    |
| Purchase Ledger    | Purchase @ 4%            |
| Amount             | Enter                    |
| VAT Ledger         | Input Vat @ 4%           |
| Amount             | Enter                    |
| Accept ? Yes or No | Yes                      |

**Purchase Order** No. 1

**1-Sep-2008**  
Monday

Party's A/c Name : **Videocon India Ltd**  
Current Balance : **4,86,239.40 Cr**

Order No. : 001

| Name of Item             | Quantity | Rate     | per Disc. % | Amount   |
|--------------------------|----------|----------|-------------|----------|
| Semi - Automatic W/M - V | 1 Nos    | 9,500.00 | Nos         | 9,500.00 |
| Input Vat @ 4%           |          | 4 %      |             | 380.00   |

Item Allocations for: **Semi - Automatic W/M - V**  
For Order Number: **001**

| Codown            | Quantity | Rate     | per | Disc. % | Amount   |          |
|-------------------|----------|----------|-----|---------|----------|----------|
| Due on 1-Oct-2008 |          |          |     |         | 1 Nos    | 9,880.00 |
| Show Room         | 1 nos    | 9,500.00 | nos |         | 9,500.00 |          |

● **Exercise :** Enter the following Purchase Order Voucher

- Purchase Order (Goods Not Received)

- |     |                      |                                                                                                                                                                   |
|-----|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <b>ON 01/09/2008</b> | A Purchase Order No.002 is Raised To BPL India LTD for 5 Nos<br>Semi Automatic W/M -B @ Rs.10500 + Vat @12.5% for ShowRoom and the Due Date <b>1/10/2008</b>      |
| 2.  | <b>ON 01/09/2008</b> | A Purchase Order No.003 is Raised To Baren International for 1 Nos<br>AC Automatic - V @ Rs. 22000 + Vat @ 4% for WareHouse and the Due Date <b>1/10/2008</b> .   |
| 3.  | <b>ON 01/09/2008</b> | A Purchase Order No.004 is Raised To Kitchen Appliances for 3 Nos<br>14" B/W TV-B @ Rs.3665 + Vat @ 12.5 % for ShowRoom and the Due Date <b>1/10/2008</b> .       |
| 4.  | <b>ON 01/09/2008</b> | A Purchase Order No.005 is Raised To Meena Agencies for 2 Nos<br>14" CTV - V @ Rs.9000 + Vat @ 4% for WareHouse and the Due Date <b>1/10/2008</b> .               |
| 5.  | <b>ON 01/09/2008</b> | A Purchase Order No.006 is Raised To Nirmal Enterprises for 6 Nos<br>165 Liter Ref - B @ Rs.7540 + Vat @ 12.5% for ShowRoom and the Due Date <b>1/10/2008</b> .   |
| 6.  | <b>ON 01/09/2008</b> | A Purchase Order No.007 is Raised To Sharp Electronics for 5 Nos<br>Audio Speed King -B @ Rs.684 + Vat @ 12.5% for WareHouse and the Due Date <b>1/10/2008</b> .  |
| 7.  | <b>ON 01/09/2008</b> | A Purchase Order No.008 is Raised To Shilpa Electronics for 1 Nos<br>14" CTV - R - V @ Rs.10590 + Vat @ 4 % for ShowRoom and the Due Date <b>1/10/2008</b> .      |
| 8.  | <b>ON 01/09/2008</b> | A Purchase Order No.009 is Raised To Shri Balaji Ltd for 7 Nos<br>Fully - Automatic- W/M - V @Rs.10000 + Vat @ 4% for WareHouse and the Due Date <b>1/10/2008</b> |
| 9.  | <b>ON 01/09/2008</b> | A Purchase Order No.010 is Raised To Sindhu Distributors for 4 Nos<br>14" CTV - B @ Rs.9000 + Vat @ 12.5% for ShowRoom and the Due Date <b>1/10/2008</b> .        |
| 10. | <b>ON 01/09/2008</b> | A Purchase Order No.011 is Raised To Sunny Enterprises for 2 Nos<br>24" CTV - V @ Rs. 12000 + Vat @ 4 % for WareHouse and the Due Date <b>1/10/2008</b> .         |
| 11. | <b>ON 01/09/2008</b> | A Purchase Order No.012 is Raised To Suresh Agencies for 1 Nos<br>14" B/W TV - B @ Rs.3665 + Vat @ 12.5 % for ShowRoom and the Due Date <b>1/10/2008</b> .        |

12. **ON 01/09/2008** A Purchase Order No.013 is Raised To Unique Agencies for 1 Nos  
Semi Automatic-W/M - V @ Rs.9500 + Vat @ 4% for WareHouse and The Due Date **1/10/2008**
13. **ON 01/09/2008** A Purchase Order No.014 is Raised To BPL India LTD for 10 Nos  
Fully Automatic-W/M- B @ Rs.11500 + Vat @12.5% for ShowRoom and The Due Date **1/10/2008**
14. **ON 01/09/2008** A Purchase Order No.015 is Raised To Kitchen Appliances for 5 Nos  
210 Liter Ref.- B@ Rs.10890 + Vat @ 12.5% for ShowRoom and The Due Date **1/10/2008**.
15. **ON 01/09/2008** A Purchase Order No.016 is Raised To Shilpa Electronics for 3 Nos  
14" B/W TV - V @ Rs. 4200 + Vat @ 4% for WareHouse and The Due Date **1/10/2008**.
16. **ON 01/09/2008** A Purchase Order No.017 is Raised To BPL India LTD for 5 Nos  
14"CTV - R - B @ Rs.9590 + Vat @ 12.5 % for ShowRoom and The Due Date **1/10/2008**.
17. **ON 01/09/2008** A Purchase Order No.018 is Raised To Nirmal Enterprises for 3 Nos  
24" CTV -V @ Rs.12000 + Vat @ 4 % for ShowRoom and The Due Date **1/10/2008**.
18. **ON 01/09/2008** A Purchase Order No.019 is Raised To Meena Agencies for 1 Nos 165 Liter  
Ref - B @ Rs.7540 + Vat @ 12.5% for WareHouse and The Due Date **1/10/2008**.
19. **ON 01/09/2008** A Purchase Order No.020 is Raised To Videocon India LTD for 5 Nos  
Fully Automatic W/M - V @ Rs.10000 + Vat @ 4 % for ShowRoom and The Due Date **1/10/2008**.
20. **ON 01/09/2008** A Purchase Order No.021 is Raised To BPL India LTD for 5 Nos  
Audio Speed King - B @ Rs.684 + Vat @ 12.5 % for WareHouse and The Due Date **1/10/2008**.
21. **ON 01/09/2008** A Purchase Order No.022 is Raised To Baren International for 1 Nos  
Semi Automatic W/M-B @ Rs.10500 + Vat @ 12.5% for ShowRoom and The Due Date **1/10/2008**.

## Creating the Sales Order

- Gateway of Tally > Inventory Vouchers > F5 > Sales Order

**ON 02/09/2008** A Sales Order No.AG -001 is raised to **Aditi Agencies** for 10 Nos  
**AudioSpeedking-B** @Rs.780 + Vat 12.5% for ShowRoom and the Due Date **2/10/2008**.

|                    |                      |
|--------------------|----------------------|
| F2 : Date          | 02/09/2008           |
| Party's A/c Name   | Aditi Agencies       |
| Order No.          | AG - 001             |
| Name of Item       | Audio Speed King - B |
| Due On             | 02/10/2008           |
| Godown             | ShowRoom             |
| Quantity           | 10 Nos               |
| Rate Per           | Enter                |
| Amount             | Enter                |
| Sales Ledger       | Sales @ 12.5%        |
| Amount             | Enter                |
| VAT Ledger         | Output Vat @ 12.5%   |
| Amount             | Enter                |
| Accept ? Yes or No | Yes                  |

|                                                                                      |                 |                              |               |
|--------------------------------------------------------------------------------------|-----------------|------------------------------|---------------|
| <b>Sales Order</b> No. 1                                                             |                 | <b>2-Sep-2008</b><br>Tuesday |               |
| Party's A/c Name : <b>Aditi Agencies</b><br>Current Balance : <b>2,71,577.03 Dr</b>  |                 | Order No. : <b>AG -001</b>   |               |
| <b>Name of Item</b>                                                                  | <b>Quantity</b> | <b>Rate per</b>              | <b>Amount</b> |
| Audio Speedking-B                                                                    | 10 nos          | 780.00 nos                   | 7,800.00      |
| Out Put Vat @ 12.5%                                                                  |                 | 12.50 %                      | 975.00        |
| Item Allocations for : <b>Audio Speedking-B</b><br>For Order Number : <b>AG -001</b> |                 |                              |               |
| Godown                                                                               | <b>Quantity</b> | <b>Rate per</b>              | <b>Amount</b> |
| Due on 2-Oct-2008                                                                    |                 | 10 nos                       | 8,775.00      |
| Show Room                                                                            | 10 nos          | 780.00 nos                   | 7,800.00      |

• **Exercise : - Enter the following Sales Order Voucher**

○ Sales Order (Goods Not Delivered)

1. **ON 02/09/2008** A Sales Order No.SE - 002 is Raised to **Sony Electronics** for 1 Nos  
**14" B/W TV - B** @ Rs. 4665 + Vat @ 12.5 % for Warehouse and the Due Date **2/10/2008**.
2. **ON 02/09/2008** A Sales Order No.AC - 003 is Raised to **Amol TV Center** for 4 Nos  
**AC Automatic - V** @ Rs.23000 + Vat @ 4 % for Warehouse and the Due Date **2/10/2008**.
3. **ON 02/09/2008** A Sales Order No.HA-004 is Raised to **Hitesh Agencies** for 2 Nos  
**14" CTV - V** @ Rs.10000 + Vat @ 4 % for ShowRoom and the Due Date **2/10/2008**.
4. **ON 02/09/2008** A Sales Order No. JC-005 is Raised to **Jalaram TV Center** for 8 Nos  
**14"CTV-R-V** @ Rs.11590 + Vat @ 4 % for Warehouse and the Due Date **2/10/2008**.
5. **ON 02/09/2008** A Sales Order No.LA-006 is Raised to **Laxmi Agencies** for 2 Nos  
**AC Automatic-V**@ Rs.23000 + Vat @ 4 % for ShowRoom and the Due Date **2/10/2008**.
6. **ON 02/09/2008** A Sales Order No.JE - 007 is Raised to **Jitendra Electronics** for 1 Nos  
**Iron - B** @ Rs.350 + Vat @ 12.5 % for Warehouse and the Due Date **2/10/2008**.
7. **ON 02/09/2008** A Sales Order No.SE - 008 is Raised to **Shakti Electronics** for 2 Nos  
**Audio Speed king-B** @ Rs.780 + Vat @12.5 % for ShowRoom and the Due Date **2/10/2008**.

|     |                                                                                                                                                                                                |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.  | ON 02/09/2008 A Sales Order No.AE - 009 is Raised to <b>A.I.Electronics</b> for 2 Nos<br><b>14" B/W TV - V</b> @ Rs.5000 + Vat @ 4% for Warehouse and the Due Date <b>2/10/2008</b> .          |
| 9.  | ON 02/09/2008 A Sales Order No.PR - 010 is Raised to <b>Pardeshi Radio</b> for 9 Nos<br><b>AudioSpeedking-B</b> @Rs.780 +Vat@12.5% for ShowRoom and the Due Date <b>2/10/2008</b> .            |
| 10. | ON 02/09/2008 A Sales Order No.TDS - 011 is Raised to <b>Tulsi Dept. Stores</b> for 3 Nos<br><b>14" B/W - TV - B</b> @ Rs.4665 + Vat @ 12.5% for Warehouse and the Due Date <b>2/10/2008</b> . |
| 11. | ON 02/09/2008 A Sales Order No. SA - 012 is Raised to <b>Shri Agencies</b> for 5 Nos<br><b>Iron-B</b> @ Rs.350 + Vat @ 12.5 % for ShowRoom and the Due Date <b>2/10/2008</b> .                 |
| 12. | ON 02/09/2008 A Sales Order No.LE - 013 is Raised to <b>Laxmi Agen</b> for 6 Nos<br><b>14" CTV-R-B</b> @ Rs.10590 + Vat@12.5% for ShowRoom and the Due Date <b>2/10/2008</b> .                 |
| 13. | ON 02/09/2008 A Sales Order No.VE - 014 is Raised to <b>Vishal Electricals</b> for 2 Nos<br><b>14"CTV-V</b> @ Rs.10000 + Vat @ 4 % for Warehouse and the Due Date <b>2/10/2008</b> .           |
| 14. | ON 02/09/2008 A Sales Order No.VE - 015 is Raised to <b>Vikas Electronics</b> for 5 Nos<br><b>Audio Speedking-B</b> @ Rs.780/- +Vat@12.5% for ShowRoom and the Due Date <b>2/10/2008</b> .     |
| 15. | ON 02/09/2008 A Sales Order No.SE- 016 is Raised to <b>Shakti Elect</b> for 4 Nos<br><b>Iron-b</b> @ Rs.350 + Vat @ 12.5 % for Warehouse and the Due Date <b>2/10/2008</b> .                   |
| 16. | ON 02/09/2008 A Sales Order No.JE - 017 is Raised to <b>Jawahar Electrtonics</b> for 4 Nos<br><b>ACAAutomatic-V</b> @ Rs.23000 + Vat@4% for ShowRoom and the Due Date <b>2/10/2008</b> .       |
| 17. | ON 02/09/2008 A Sales Order No.MT- 018 is Raised to <b>Mahavir TV Center</b> for 2 Nos<br><b>165Liter Ref-V</b> @ Rs.8240 + Vat @4 % for Warehouse and the Due Date <b>2/10/2008</b> .         |
| 18. | ON 02/09/2008 A Sales Order No.SE- 019 is Raised to <b>Sagar Enterprises</b> for 1 Nos<br><b>AC-Automatic-V</b> @ Rs.23000 + Vat@4% for Warehouse and the Due Date <b>2/10/2008</b> .          |
| 19. | ON 02/09/2008 A Sales Order No.PA- 020 is Raised to <b>Poojara Agencies</b> for 8 Nos<br><b>Audio Speedking-B</b> @ Rs.780 + Vat @ 12.5 % for ShowRoom and the Due Date <b>2/10/2008</b> .     |
| 20. | ON 02/09/2008 A Sales Order No. SF - 021 is Raised to <b>Saibaba Furniture</b> for 4 Nos<br><b>Iron-B</b> @ Rs.350 + Vat @12.5 % for Warehouse and the Due Date <b>2/10/2008</b> .             |
| 21. | ON 02/09/2008 A Sales Order No. JT- 022 is Raised to <b>Jalaram TV Center</b> for 4 Nos<br><b>AC Automatic -V</b> @ Rs.23000 +Vat@4% for ShowRoom and the Due Date <b>2/10/2008</b> .          |
| 22. | ON 02/09/2008 A Sales Order No.MA- 023 is Raised to <b>Mamta Electronics</b> for 2 Nos<br><b>165 Liter Ref-V</b> @ Rs.8240 + Vat @ 4 % for ShowRoom and the Due Date <b>2/10/2008</b> .        |
| 23. | ON 02/09/2008 A Sales Order No.SA- 024 is Raised to <b>Sarika Elect</b> for 1 Nos<br><b>Ac Automatic -V</b> @ Rs.23000 + Vat @ 4 % for warehouse and the Due Date <b>2/10/2008</b> .           |
| 24. | ON 02/09/2008 A Sales Order No.ME- 025 is Raised to <b>Manish Electricals</b> for 3 Nos<br><b>Audio Speedking-B</b> @ Rs.780 + Vat @ 12.5 % for ShowRoom and the Due Date <b>2/10/2008</b> .   |
| 25. | ON 02/09/2008 A Sales Order No. JT - 026 is Raised to <b>Jalaram TV Center</b> for 4 Nos<br><b>AC Automatic -V</b> @ Rs.23000 +Vat@4% for ShowRoom and the Due Date <b>2/10/2008</b> .         |
| 26. | ON 02/09/2008 A Sales Order No.MA- 027 is Raised to <b>Mamta Elect</b> for 2 Nos<br><b>165 Liter Ref-V</b> @ Rs.8240 + Vat @ 4 % for ShowRoom and the Due Date <b>2/10/2008</b> .              |
| 27. | ON 02/09/2008 A Sales Order No.SA- 028 is Raised to <b>Sarika Agencies</b> for 1 Nos<br><b>Ac Automatic -V</b> @ Rs.23000 + Vat @ 4 % for warehouse and the Due Date <b>2/10/2008</b> .        |
| 28. | ON 02/09/2008 A Sales Order No.DA - 029 is Raised to <b>Darshan Agencies</b> for 1 Nos<br><b>Audio Speedking-B</b> @ Rs.780 + Vat @ 12.5 % for ShowRoom and the Due Date <b>2/10/2008</b> .    |
| 29. | ON 02/09/2008 A Sales Order No.TE- 030 is Raised to <b>Tirupati Electricals</b> for 2 Nos<br><b>Audio Speedking-B</b> @ Rs.780 + Vat @ 12.5 % for ShowRoom and the Due Date <b>2/10/2008</b> . |

- Press **Esc** & return to **Gateway of Tally**

To Check Whether you have entered Correctly - **Gateway of Tally > Display > Trial Balance**

| Particulars            | M/s. SHRIRAM ELECTRONICS |                       |
|------------------------|--------------------------|-----------------------|
|                        | 1-Apr-2008 to 2-Sep-2008 |                       |
|                        | Closing Balance          |                       |
|                        | Debit                    | Credit                |
| <b>Capital Account</b> |                          | <b>6,18,476.20</b>    |
| Loans (Liability)      |                          | <b>13,32,619.40</b>   |
| Current Liabilities    | <b>1,11,113.70</b>       | <b>61,60,869.72</b>   |
| Fixed Assets           | <b>2,74,649.00</b>       |                       |
| Investments            | <b>1,75,500.00</b>       |                       |
| Current Assets         | <b>83,14,830.62</b>      |                       |
| Sales Accounts         |                          | <b>23,72,727.00</b>   |
| Purchase Accounts      | <b>15,76,879.00</b>      |                       |
| Direct Expenses        | <b>4,859.00</b>          |                       |
| Indirect Expenses      | <b>26,061.00</b>         |                       |
| <b>Grand Total</b>     | <b>1,04,84,692.32</b>    | <b>1,04,84,692.32</b> |

- Press **Esc** & return to **Gateway of Tally**

To Check Whether you have entered Correctly - **Gateway of Tally > Stock Summary**

| Particulars              | M/s. SHRIRAM ELECTRONICS |                 |                     |
|--------------------------|--------------------------|-----------------|---------------------|
|                          | 1-Apr-2008 to 2-Sep-2008 |                 |                     |
|                          | Closing Balance          |                 |                     |
|                          | Quantity                 | Rate            | Value               |
| <b>Bpl</b>               | <b>244 Nos</b>           | <b>7,325.73</b> | <b>17,87,478.00</b> |
| 14" B/w Tv - B           | 48 Nos                   | 3,665.00        | 1,75,920.00         |
| 14"CTV - B               | 48 Nos                   | 9,000.00        | 4,32,000.00         |
| 14"CTV - R - B           | 15 Nos                   | 9,590.00        | 1,43,850.00         |
| 165 Liter-Ref-D          | 24 Nos                   | 7,540.00        | 1,80,960.00         |
| 210 Liter-Ref-L          | 4 Nos                    | 10,550.00       | 42,200.00           |
| Audio (Speedking-I)      | 12 Nos                   | 1,814.17        | 21,770.04           |
| Fully-Automatic W/m-H    | 33 Nos                   | 11,515.15       | 3,80,000.00         |
| Iron- B                  | 1 Nos                    | 300.00          | 300.00              |
| Semi-Automatic W/m-B     | 39 Nos                   | 10,500.00       | 4,09,500.00         |
| <b>Videocon</b>          | <b>265 Nos</b>           | <b>9,584.26</b> | <b>25,34,530.00</b> |
| 14" B/W Tv V             | 48 Nos                   | 4,200.00        | 2,01,600.00         |
| 14"CTV-R-V               | 43 Nos                   | 10,590.00       | 4,55,370.00         |
| 14" CTV - V              | 43 Nos                   | 9,000.00        | 3,87,000.00         |
| 105 Liter-Ref-V          | 29 Nos                   | 7,710.00        | 2,24,100.00         |
| 24"CTV - V               | 10 Nos                   | 12,000.00       | 1,20,000.00         |
| Ac-Automatic-V           | 10 Nos                   | 22,000.00       | 2,20,000.00         |
| Fully-Automatic W/m-V    | 40 Nos                   | 10,500.00       | 4,20,000.00         |
| Ham. - Automatic W/M - V | 22 Nos                   | 9,518.18        | 2,09,400.00         |
| <b>Grand Total</b>       | <b>509 Nos</b>           |                 | <b>43,22,008.00</b> |

- Press **Esc** & return to **Gateway of Tally**

## INVENTORY VOUCHERS & TRACKING NUMBERS

Inventory vouchers are related with stock item only when this voucher are entered affecting the Decrease or Increase in Stock. In this, the vouchers record the Receipt & Issue of Stock, Transfer of Stock between locations & Physical stock adjustments.

- In **F11: Accounting Features** Set option **Integrate Accounts & Inventory.** to 'Yes'

### Type of Inventory Vouchers

1. Receipt Note (F9)
2. Delivery Note (F8)
3. Rejections In (F6)
4. Rejections Out (F6)
5. Stock Journal (F7)
6. Physical Stock (F10)

### Activation of Inventory Voucher & Tracking Number

- Gateway of Tally > **F11: Accounting Features** > Set following options to 'Yes'
  - Use Tracking Number
  - Use Rejection Inword/Outward Notes
- Gateway of Tally > Press F12 : Configuration > Invoices/Orders > Set following option to 'No'
  - Complete Acctg Allocations in Order/Dely. Note ?

| Voucher Type  | Details                                                                                                               |
|---------------|-----------------------------------------------------------------------------------------------------------------------|
| Receipt Note  | Used for recording goods received from suppliers.                                                                     |
| Delivery Note | Used for recording the goods delivered to a customer.                                                                 |
| Rejection In  | Used for recording the goods returned by the customer.                                                                |
| Rejection Out | Used for recording the goods returned to the supplier.                                                                |
| Stock Journal | Used for recording the stock transfers from one location to another Forex. Transfer of Items from godown to the shop. |

### Tracking Number

(Tracking Number is the important link between accounting and inventory details when goods do not accompany invoice. If Tracking No. is not activated, the Inventory details you give in Accounting Vouchers like Sales, Purchase, Debit or Credit Notes affects stock immediately (in addition to affecting accounts) as the software treats that goods moved in/out along with the Accounts Vouchers)

When Tracking No. is activated, the software presumes that movement of goods are not accompanied with invoice (Which will follow later). So, if you require separate Challan and Bill (Invoice) to be entered/printed, you must Set **Use Tracking Numbers** under **Inventory Info** in **F11 Feature** to **Yes** which will make available Delivery Note (F8) and Receipt Note (F9)

### Following Example will explain the actual functionality of Tracking Number

Suppose you are selling 10 Nos. of Maxell CD @ 110/- to Krishna Computers on 30.4 and you want a Delivery Challan to accompany the goods. You should make the entry in Delivery Note (under F8: Sales), which will reflect stock out (but will not effect accounts, i.e., neither Krishna Computers account will be debited nor Sales account will be credited) and give a new Tracking Number at the Tracking No. field (say K/144). Next day, you want Sales Bill for the above (which will effect accounts only), Enter it in Sales Voucher (or Invoice) under F8: Sales Under Tracking No., select the Tracking Number of Delivery Challan date 30.4 (K/144) that update accounts only but not stock (which already took effect on 30.4). If instead of selecting the earlier Tracking No. (K/144 in this instance), you select Not Applicable, Tally will once again update the stock, i.e., double stock-out will be shown, once on 30.4 when you entered in Delivery Note and again on 1.5 when you entered Invoice with Tracking No. as Not Applicable.

However, if Tracking No. is activated, but you just Invoice (and no Challan), yet affecting both accounts & stock simultaneously, enter Voucher/Invoice and at Tracking No. select Not Applicable, which will update stock and accounts simultaneously without the need of entering separate Inventory voucher.

### Example showing recording of Pure Inventory Transactions.

#### Enter the following Transaction In Inventory Voucher

• Gateway of Tally > Inventory Voucher

#### Receipt Note

When you purchase goods, you have to pass a purchase voucher but if you have not received a bill then you can simply pass a **Receipt Note** which updates the stock of that item without affecting the financial accounts. When you receive the bill you can adjust it against this Receipt Note. By pressing **Alt + F9** Key.

| Date     | Transactions                                                                                                                |
|----------|-----------------------------------------------------------------------------------------------------------------------------|
| 2/5/2008 | Goods Received 14" CTV- V @ Rs. 9000 + Vat 4% X 7 Nos<br>from Videocon India Ltd <b>Tracking No. RN/TR/001</b> On Warehouse |

• Gateway of Tally > Inventory Voucher > Press Alt + F9 Receipt Note Enter the Following Detail

|                       |                        |
|-----------------------|------------------------|
| F2 : Date             | 02/05/2008             |
| Ref                   | Enter                  |
| Party A/c Name        | Videocon India Ltd     |
| Name of Item          | 14" CTV - V            |
| Select New Number     | Type <b>RN/TR/001</b>  |
| Godown                | WareHouse              |
| Quantity              | 7 Nos                  |
| Rate Per              | Enter                  |
| Amount                | Enter                  |
| Purchase Ledger field | Purchase @ 4%          |
| Amount                | Enter                  |
| in Ledger field       | Input VAT @ 4%         |
| Amount                | Enter                  |
| Narration             | as per our requirement |
| Accept ? Yes or No    | Yes                    |

|                                      |                 |                             |                 |
|--------------------------------------|-----------------|-----------------------------|-----------------|
| <b>Receipt Note</b> No. 1            |                 | <b>2-May-2008</b><br>Friday |                 |
| Ref.: RN/TR/001                      |                 |                             |                 |
| Party's A/c Name: Videocon India Ltd |                 |                             |                 |
| Current Balance: 4,30,070.80 Cr      |                 |                             |                 |
| <b>Name of Item</b>                  | <b>Quantity</b> | <b>Rate per</b>             | <b>Amount</b>   |
| 14" CTV - V                          | 7 Nos           | 9,000.00 Nos                | 63,000.00       |
| Input Vat @ 4%                       |                 | 4 %                         | 2,520.00        |
| Show Statutory Details ? No          |                 |                             |                 |
| Narrator:                            |                 |                             | 7 Nos 65,520.00 |

\* Press **Enter** & Accept the Screen

• **Exercise :- Enter the following Receipt Note Transaction**

| Date     | Transactions                                                                                                                               |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 2/5/2008 | Goods Received 14" CTV- B @ Rs.9000 + Vat 12.5% X 7 Nos from BPL India Ltd<br><b>Tracking No. RN/TR/002</b> On Warehouse                   |
| 2/5/2008 | Goods Received Audio Speed King - B @ Rs. 684 + Vat 12.5% X 7 Nos from<br>Shilpa Electronics <b>Tracking No. RN/TR/003</b> On Warehouse    |
| 2/5/2008 | Goods Received Fully Automatic W/M - V @ Rs. 10000 + Vat 4% X 2 Nos from<br>Kitchen Appliances. <b>Tracking No. RN/TR/004</b> On Warehouse |

○ To Display the Purchase Bill Pending Voucher

• **Gateway Of Tally > Display > Statement Of Inventory > Purchase Bills Pending**

| Purchase Bills Pending                   |                 |                                                          | 1-Apr-2008 to 2-May-2008 |               |                    |
|------------------------------------------|-----------------|----------------------------------------------------------|--------------------------|---------------|--------------------|
| Date                                     | Tracking Number | Name of Item                                             | Pending Quantity         | Rate (Disc %) | Value              |
| <b>Goods Recd. but Bills not Recd. :</b> |                 |                                                          |                          |               |                    |
| 2-May-2008                               | RN/TR/001       | 14" CTV - V<br><i>From: Videocon India Ltd</i>           | 7 Nos                    | 9,000.00      | 63,000.00          |
| 2-May-2008                               | RN/TR/002       | 14"CTV - B<br><i>From: BPL India Ltd</i>                 | 7 Nos                    | 9,000.00      | 63,000.00          |
| 2-May-2008                               | RN/TR/003       | Audio Speedking-B<br><i>From: Shilpa Electronics</i>     | 7 Nos                    | 684.00        | 4,788.00           |
| 2-May-2008                               | RN/TR/004       | Fully Automatic W/m-V<br><i>From: Kitchen Appliances</i> | 2 Nos                    | 10,000.00     | 20,000.00          |
|                                          |                 |                                                          | <b>23 Nos</b>            |               | <b>1,50,788.00</b> |

• Press **Esc** & return to **Gateway of Tally**

## Delivery Note

When you sell goods to a customer you have to prepare an invoice. Sometimes you send goods out with Delivery Note and later prepare an invoice against this Delivery Note. By pressing **Alt + F8** Key.

| Date     | Transactions                                                                                                                  |
|----------|-------------------------------------------------------------------------------------------------------------------------------|
| 2/5/2008 | Goods Delivered 210 Lit Ref - B @ Rs.11890 + Vat 12.5% X 2 Nos To Amol T.V Center. <b>Tracking No. DN/TR/001</b> On ShowRoom. |

• **Gateway of Tally > Inventory Voucher > Press Alt+F8 Delivery Note Enter the Following Detail**

|                    |                              |
|--------------------|------------------------------|
| F2 : Date          | 02/05/2008                   |
| Ref                | Enter                        |
| Party A/c Name     | Amol TV Center               |
| Customers Order    | Ctrl + A & accept the screen |
| Name Of Item       | 210 Liter Ref - B            |
| Tracking No        | DN/TR/001                    |
| Godown             | ShowRoom                     |
| Quantity           | 2 Nos                        |
| Rate Per           | Enter                        |
| Amount             | Enter                        |
| Select Vat Ledger  | Output Vat @ 12.5%           |
| Amount             | Enter                        |
| In Blank Field     | Press Enter                  |
| Narration          | Our Requirement              |
| Accept ? Yes or No | Yes                          |

| Delivery Note                            |          | No. 1         | 2-May-2008<br>Friday |  |
|------------------------------------------|----------|---------------|----------------------|--|
| Ref : DN/TR/001                          |          |               |                      |  |
| Party's A/c Name <b>Amol T.V. Center</b> |          |               |                      |  |
| Current Balance : <b>19,109.20 Dr</b>    |          |               |                      |  |
| Name of Item                             | Quantity | Rate per      | Amount               |  |
| 210 Liter-Ref.B                          | 2 Nos    | 11,890.00 Nos | 23,780.00            |  |
| Out Put Vat @ 12.5%                      |          | 12.50 %       | 2,972.50             |  |
| Show Statutory Details ? <b>Nn</b>       |          |               |                      |  |
| Narration:                               |          | 2 Nos         | 26,752.50            |  |

• **print the Delivery Note (Delivery Challan)**

\* Press **Page Up** key and then Press **Alt+P** and Press **Alt + I** In Print Preview & Show the following Screen)

| Voucher Printing                       |                                                    |
|----------------------------------------|----------------------------------------------------|
| Printer : \\AJAY\Caror LBF3COC (Ne03:) | Paper Type : A4                                    |
| No. of Copies : 1                      |                                                    |
| Print Language : English               |                                                    |
| Method : Net: Mode                     | Paper Size : (8.27" x 11.69") or (217 mm x 297 mm) |
| Page Range : All                       | Print Area : (7.87" x 11.30") or (200 mm x 287 mm) |
| Report Titles                          |                                                    |
| DELIVERY NOTE                          |                                                    |
| (with Print Preview)                   |                                                    |
| Print ?                                |                                                    |
| Yes or No                              |                                                    |

• Press **Enter** & Press **ALT + Z** to the print preview screen and Press **Esc** & Press **Alt + P**

| DELIVERY NOTE                                                                                                                        |                      |                                                      |           |                                        |         |           |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------|-----------|----------------------------------------|---------|-----------|
| <b>M/s. SHRIRAM ELECTRONICS</b><br>23, Municipal Colony,<br>Nehru Nagar, W.B. Road, Despur<br>Dhule<br>E-mail : talyprompt@gmail.com |                      | Delivery Note No.<br><b>1</b>                        |           | Dated<br><b>2 May 2008</b>             |         |           |
| Buyer<br><b>Amal T.V. Center</b>                                                                                                     |                      | Supplier's Ref<br><b>DN/TS/081</b>                   |           | Mode/Term of Payment<br><b>10 Days</b> |         |           |
|                                                                                                                                      |                      | Buyer's Order No.                                    |           | Other Reference(s)                     |         |           |
|                                                                                                                                      |                      | Dispatch Document No.                                |           | Dated                                  |         |           |
|                                                                                                                                      |                      | Despatched through                                   |           | Destination                            |         |           |
|                                                                                                                                      |                      | Terms of Delivery                                    |           |                                        |         |           |
| Sl<br>No                                                                                                                             | Description of Goods | Quantity                                             | Rate      | per                                    | Disc. % | Amount    |
| 1                                                                                                                                    | 210 Liter-Hot.B      | 2 Nos                                                | 11,890.00 | Nos                                    |         | 23,780.00 |
|                                                                                                                                      | Out Put Vat @ 12.5%  |                                                      | 12.50 %   |                                        |         | 2,972.50  |
| Total                                                                                                                                |                      | 2 Nos                                                |           |                                        |         | 26,752.50 |
| Amount Chargeable (in words)<br><b>Rs. Twenty Six Thousand Seven Hundred Fifty Two and Fifty paise Only</b>                          |                      |                                                      |           |                                        |         |           |
| Recd In Good Condition                                                                                                               |                      | For M/s. SHRIRAM ELECTRONICS<br>Authorised Signatory |           |                                        |         |           |

• **Exercise :-** Enter the following Delivery Note Transactions

| Date     | Transactions                                                                                                                  |
|----------|-------------------------------------------------------------------------------------------------------------------------------|
| 2/5/2008 | Goods Delivered 24"CTV - V @12700 + Vat 4% X 5 Nos To Shraddha Electronics<br><b>Tracking No. DN/TR/002</b> On WareHouse.     |
| 2/5/2008 | Goods Delivered 165 Liter Ref - B @8540 + Vat 12.5% X 2 Nos To Poojara Agencies<br><b>Tracking No. DN/TR/003</b> On ShowRoom. |
| 2/5/2008 | Goods Delivered 14"B/W TV - V @ 5000 + Vat 4% X 3 Nos To Sony Electronics<br><b>Tracking No. DN/TR/004</b> On ShowRoom.       |

○ To Display the Sales Bill Pending Vouchers

• **Gateway Of Tally > Display > Statement Of Inventory > Sales Bills Pending**

| Sales Bills Pending                         |                 |                                         |                  | 1-Apr-2008 to 2-May-2008 |                    |
|---------------------------------------------|-----------------|-----------------------------------------|------------------|--------------------------|--------------------|
| Date                                        | Tracking Number | Name of Item                            | Pending Quantity | Rate (Disc %)            | Value              |
| <b>Goods Delivered but Bills not Made :</b> |                 |                                         |                  |                          |                    |
| 2-May-2008                                  | DN/TR/001       | 210 Liter-Ref-B<br>To: Amol T.V. Center | 2 Nos            | 11,890.00                | 23,780.00          |
| 2-May-2008                                  | DN/TR/002       | 24"CTV - V<br>To: Shraddha Electronics  | 5 Nos            | 12,700.00                | 63,500.00          |
| 2-May-2008                                  | DN/TR/003       | 165 Liter-Ref-B<br>To: Poojara Agencies | 2 Nos            | 8,540.00                 | 17,080.00          |
| 2-May-2008                                  | DN/TR/004       | 14" B/W Tv -V<br>To: Sony Electronics   | 3 Nos            | 5,000.00                 | 15,000.00          |
|                                             |                 |                                         | <b>12 Nos</b>    |                          | <b>1,19,360.00</b> |

○ Press **Esc** & return to **Gateway of Tally**

## Stock Journal

Stock Journal is used for entering Manufacturing and Stock Transfer transactions in tally. A separate Stock Journal Voucher type ' Manufacturing Journal ' is created for auto - computation of consumption where components for production of an item exist.

Stock Journal voucher updates only Inventory. In case of Integrated Accounts & Inventory , It updates financial accounts with the value of Closing Stock in Final accounts.

In Stock Journal Voucher, you may enter the following transactions :

1) Consumption / Production 2) Stock Transfer 3) Process Of Manufacturing 4) Process of transformation of an item, its semi - finished or finished stage. 5) Transfer of Material from One location / Department to another Location / Godown. 6) Allied Expenses .

| Date     | Transactions                                                    |
|----------|-----------------------------------------------------------------|
| 2/5/2008 | Transferred 3 Nos x 14" B/w Tv - B From Warehouse to Show Room. |

○ Gateway of Tally > Inventory Voucher > Press Alt+F7 Stock Journal

|                    |                       |
|--------------------|-----------------------|
| F2 : Date          | 02/05/2008            |
| Name Of Item       | 14" B/W TV - B        |
| Godown             | WareHouse             |
| Quantity           | 3 Nos                 |
| Rate Per           | Enter                 |
| Amount             | Enter                 |
| Name Of Item       | 14" B/W TV - B        |
| Godown             | ShowRoom              |
| Quantity           | 3 Nos                 |
| Rate Per           | Enter                 |
| Amount             | Enter                 |
| Narration          | as per ur requirement |
| Accept ? Yes or No | Yes                   |

| Stock Journal        |           | No 1     |              | Transfer of Materials    |                 |           |          | 2-May-2008   |           |
|----------------------|-----------|----------|--------------|--------------------------|-----------------|-----------|----------|--------------|-----------|
|                      |           |          |              |                          |                 |           |          | Friday       |           |
| Source (Consumption) |           |          |              | Destination (Production) |                 |           |          |              |           |
| Name of Item         | Godown    | Quantity | Rate         | Amount                   | Name of Item    | Godown    | Quantity | Rate         | Amount    |
| 14" B/w- Tv - B      | Warehouse | 3 Nos    | 3,665.00/Nos | 10,995.00                | 14" B/w- Tv - B | Show Room | 3 Nos    | 3,665.00/Nos | 10,995.00 |
|                      |           | 3 Nos    |              | 10,995.00                |                 |           | 3 Nos    |              | 10,995.00 |
| Narration:           |           |          |              |                          |                 |           |          |              |           |

| Particulars           | Stock Journal<br>M/s. SHIRAM ELECTRONICS<br>1 Apr 2008 to 2 May 2008 |                  |                  |                         |                  |                  |
|-----------------------|----------------------------------------------------------------------|------------------|------------------|-------------------------|------------------|------------------|
|                       | Goods In (Production)                                                |                  |                  | Goods Out (Consumption) |                  |                  |
|                       | Quantity                                                             | Eff. Rate        | Value            | Quantity                | Eff. Rate        | Value            |
| 14" B&W Tv - B        | 3 Nos                                                                | 3,665.00         | 10,995.00        | 3 Nos                   | 3,665.00         | 10,995.00        |
| Ac-Automatic V        | 1 Nos                                                                | 22,000.00        | 22,000.00        | 1 Nos                   | 22,000.00        | 22,000.00        |
| Fully-Automatic W'm-B | 5 Nos                                                                | 11,500.00        | 57,500.00        | 5 Nos                   | 11,500.00        | 57,500.00        |
| <b>Grand Total</b>    | <b>9 Nos</b>                                                         | <b>10,055.00</b> | <b>90,495.00</b> | <b>9 Nos</b>            | <b>10,055.00</b> | <b>90,495.00</b> |

• Press **Esc** & return to **Gateway of Tally**

### ○ Physical Stock Voucher

The actual stock verification in the business is very difficult i.e the stock mentioned in books and stock in godown should be equal Ex. If you bought 6 kg of sugar out of which 5 kg is sold out & you may have only 800 gms.left. To adjust such kind of problem Tally has introduced a vouchers called Physical Stock Voucher. On Physical Verification when you find that there is 800 gms of Sugar ( Instead of 1kg as per books).You make a Physical Stock Voucher on that day for 800 gms & the stock for subsequent period will be considered as 800 gms. & adjust the Stock (Adjustment of 200 gms done)

**Negative Balances :-** The problem of negative stock also appears in most business concerns i.e.your books show more quantity issued than that has come in.

| Goods In | Goods Out | Balance |
|----------|-----------|---------|
| 10       | -         | 10      |
| -        | 04        | 06      |
| -        | 07        | -1      |

| Date     | Transactions                                                       |
|----------|--------------------------------------------------------------------|
| 2/5/2008 | Stock Check Reveals Physical Stock Iron - B Is 5 Nos On Show Room. |

• **Gateway of Tally > Inventory Voucher > Press Alt+F10 Physical Stock**

|                    |                        |
|--------------------|------------------------|
| F2 : Date          | 02/05/2008             |
| Name Of Item       | Iron - B               |
| Godown             | ShowRoom               |
| Quantity           | 5 Nos                  |
| Narration          | as per our requirement |
| Accept ? Yes or No | Yes                    |

|                                    |           |                             |                     |
|------------------------------------|-----------|-----------------------------|---------------------|
| <b>Physical Stock</b> No. 1        |           | <b>2-May-2008</b><br>Friday |                     |
| <b>Physical Stock Verification</b> |           |                             |                     |
| <b>Name of Item</b>                |           |                             |                     |
|                                    | Godown    | Batch / Lot No.             | Mfg Dt. Expiry Date |
| Iron- B                            | Show Room |                             | 5 Nos               |
| Narration:                         |           |                             |                     |

○ **Exercise : - Enter the following Physical Stock Voucher Entry**

| Date     | Transactions                                                       |
|----------|--------------------------------------------------------------------|
| 2/5/2008 | Stock Check Reveals Physical Stock Iron - B Is 1 Nos on Show Room. |

○ To Display the Physical Stock Voucher

• **Gateway Of Tally > Stock Summary > BPL > Iron-B > Monthwise Summary > Enter**

| Stock Item: Iron- B |                |                |         | 1-May-2008 to 2-May-2008 |       |          |       |          |        |
|---------------------|----------------|----------------|---------|--------------------------|-------|----------|-------|----------|--------|
| Date                | Particulars    | Vch Type       | Vch No. | Inwards                  |       | Outwards |       | Closing  |        |
|                     |                |                |         | Quantity                 | Value | Quantity | Value | Quantity | Value  |
| 2-5-2008            | Physical Stock | Physical Stock | 1       | 5 Nos                    |       |          |       |          |        |
| 2-5-2008            | Physical Stock | Physical Stock | 2       |                          |       | 4 Nos    |       | 1 Nos    | 300.00 |
| Totals :            |                |                |         | 5 Nos                    |       | 4 Nos    |       | 1 Nos    | 300.00 |

• Press **Esc** & return to **Gateway of Tally**

### ○ **Rejections Out**

When you reject some Items from the goods you purchased, but send its debit note to the supplier later. In this case you have to pass **Rejections Out Voucher** and raise a Debit Note against this Rejection Note.

| Date     | Transactions                                                                                          |
|----------|-------------------------------------------------------------------------------------------------------|
| 2/5/2008 | Returned Goods 14" CTV - V X 1 Nos To Videocon India Ltd.<br><b>Tracking No.RN/TR/001</b> On ShowRoom |

• **Gateway of Tally > Inventory Voucher > Press Alt+F6 Rejections Out**

|                         |                    |
|-------------------------|--------------------|
| F2 : Date               | 02/05/2008         |
| Ledger Account          | Videocon India Ltd |
| Supplier Name & Address | Enter              |
| Name of Item            | 14" CTV - V        |
| Tracking No             | RN/TR/001          |
| Godown                  | ShowRoom           |
| Quantity                | 1 Nos              |
| Rate Per                | Enter              |
| Amount                  | Enter              |
| In Blank Field          | Press Enter        |
| Narration               | Our Requirement    |
| Accept ? Yes or No      | Yes                |

|                                             |                 |                                                          |               |  |
|---------------------------------------------|-----------------|----------------------------------------------------------|---------------|--|
| <b>Rejections Out</b> No. 1                 |                 | <b>2-May-2008</b><br>Friday                              |               |  |
| <b>Ledger Account</b><br>Videocon India Ltd |                 | <b>Supplier's Name and Address</b><br>Videocon India Ltd |               |  |
| <b>Name of Item</b>                         | <b>Quantity</b> | <b>Rate per</b>                                          | <b>Amount</b> |  |
| 14" CTV - V<br>Tracking No. : RN/TR/001     | 1 Nos           | 9,000.00 Nos                                             | 9,000.00      |  |
|                                             | Warehouse       | 1 Nos 9,000.00 Nos                                       | 9,000.00      |  |
| Narration:                                  | 1 Nos           |                                                          | 9,000.00      |  |

○ **Exercise :- Enter the Following Transaction Rejection Out Voucher**

| Date     | Transactions                                                                                            |
|----------|---------------------------------------------------------------------------------------------------------|
| 2/5/2008 | Returned Goods 14" CTV - B X 1 Nos To BPL India Ltd.<br>Tracking No.RN/TR/002 On WareHouse              |
| 2/5/2008 | Returned Goods Audio Speed King - B X 1 Nos To Shilpa Electronics<br>Tracking No.RN/TR/003 On WareHouse |

○ To Display the Purchase Bill Pending Voucher

● **Gateway of Tally > Display > Statement Of Inventory > Purchase Bills Pending**

| Purchase Bills Pending                   |                        |                          | 1-Apr-2008 to 2-May-2008 |               |                    |
|------------------------------------------|------------------------|--------------------------|--------------------------|---------------|--------------------|
| Date                                     | Tracking Number        | Name of Item             | Pending Quantity         | Rate (Disc %) | Value              |
| <b>Goods Recd. but Bills not Recd. :</b> |                        |                          |                          |               |                    |
| 2-May-2008                               | RN/TR/001              | 14" CTV - V              | 6 Nos                    | 9,000.00      | 54,000.00          |
|                                          |                        | From: Videocon India Ltd |                          |               |                    |
|                                          | 2-May-2008 Rcpt Note 1 | 7 Nos @                  |                          | 9,000.00      |                    |
|                                          | 2-May-2008 Rej Out 1   | 1 Nos @                  |                          | 9,000.00      |                    |
| 2-May-2008                               | RN/TR/002              | 14" CTV - B              | 6 Nos                    | 9,000.00      | 54,000.00          |
|                                          |                        | From: BPL India Ltd      |                          |               |                    |
|                                          | 2-May-2008 Rcpt Note 2 | 7 Nos @                  |                          | 9,000.00      |                    |
|                                          | 2-May-2008 Rej Out 2   | 1 Nos @                  |                          | 9,000.00      |                    |
| 2-May-2008                               | RN/TR/003              | Audio Speedking B        | 6 Nos                    | 684.00        | 4,104.00           |
|                                          |                        | From: Shilpa Electronics |                          |               |                    |
|                                          | 2-May-2008 Rcpt Note 3 | 7 Nos @                  |                          | 684.00        |                    |
|                                          | 2-May-2008 Rej Out 3   | 1 Nos @                  |                          | 684.00        |                    |
| 2-May-2008                               | RN/TR/004              | Fully-Automatic W/m-V    | 2 Nos                    | 10,000.00     | 20,000.00          |
|                                          |                        | From: Kitchen Appliances |                          |               |                    |
|                                          | 2-May-2008 Rcpt Note 4 | 2 Nos @                  |                          | 10,000.00     |                    |
|                                          |                        |                          | <b>20 Nos</b>            |               | <b>1,32,104.00</b> |

● Press **Esc** & return to **Gateway of Tally**

### ○ **Rejections In**

The goods sold to the customer are returned if the customers does not immediately send you a debit note, then you have to pass **Rejection In** voucher to bring the sold goods back in to your stock

| Date     | Transactions                                                                                     |
|----------|--------------------------------------------------------------------------------------------------|
| 2/5/2008 | Returned Goods 24" CTV - V X 1 Nos by Shraddha Electronics<br>Tracking No.DN/TR/002 On WareHouse |

● **Gateway of Tally > Inventory Voucher > Press Ctrl + F6 Rejection In**

|                         |                      |
|-------------------------|----------------------|
| F2 : Date               | 02/05/2008           |
| Ledger Account          | Shraddha Electronics |
| Supplier Name & Address | Enter                |
| Name of Item            | 24" CTV - V          |
| Tracking No             | DN/TR/002            |
| Godown                  | WareHouse            |
| Quantity                | 1 Nos                |
| Rate Per                | Enter                |
| Amount                  | Enter                |
| In Blank Field          | Press Enter          |
| Narration               | Our Requirement      |
| Accept ? Yes or No      | Yes                  |

|                          |  |                             |           |            |               |
|--------------------------|--|-----------------------------|-----------|------------|---------------|
| Rejections In            |  | No. 1                       |           | 2-May-2008 |               |
|                          |  |                             |           | Friday     |               |
| Ledger Account           |  | Customer's Name and Address |           |            |               |
| Shraddha Electronics     |  | Shraddha Electronics        |           |            |               |
| Name of Item             |  | Quantity                    | Rate per  | Amount     |               |
| 24"CTV - V               |  | 1 Nos                       | 12,700.00 | Nos        | 12,700.00     |
| Tracking No. : DN/TR/002 |  | Warehouse                   | 1 Nos     | 12,700.00  | Nos 12,700.00 |
| Narration:               |  | 1-Nos                       |           | 12,700.00  |               |

• **Exercise :- Enter the following Rejection In Voucher**

| Date                 | Transactions                                                                                        |
|----------------------|-----------------------------------------------------------------------------------------------------|
| 2/5/2008<br>Agencies | Returned Goods 165 Liter Ref - B X 1 Nos By Poojara<br><b>Tracking No.DN/TR/003</b> On ShowRoom     |
| Electronics          | 2/5/2008 Returned Goods 14" B/W TV - V X 1 Nos By Sony<br><b>Tracking No.DN/TR/004</b> On WareHouse |

○ To Display the Sales Bill Pending Voucher

● **Gateway Of Tally > Display > Statement Of Inventory > Sales Bills Pending**

| Sales Bills Pending                         |                        |                          |                  |               | 1-Apr-2008 to 2-May-2008 |
|---------------------------------------------|------------------------|--------------------------|------------------|---------------|--------------------------|
| Date                                        | Tracking Number        | Name of Item             | Pending Quantity | Rate (Disc %) | Value                    |
| <b>Goods Delivered but Bills not Made :</b> |                        |                          |                  |               |                          |
| 2-May-2008                                  | DN/TR/001              | 210 Liter-Ref-B          | 2 Nos            | 11,890.00     | 23,780.00                |
|                                             |                        | To: Amol T.V. Center     |                  |               |                          |
|                                             | 2-May-2008 Delv Note 1 | 2 Nos @                  |                  | 11,890.00     |                          |
| 2-May-2008                                  | DN/TR/002              | 24"CTV - V               | 4 Nos            | 12,700.00     | 50,800.00                |
|                                             |                        | To: Shraddha Electronics |                  |               |                          |
|                                             | 2-May-2008 Delv Note 2 | 5 Nos @                  |                  | 12,700.00     |                          |
|                                             | 2-May-2008 Rej In 1    | 1 Nos @                  |                  | 12,700.00     |                          |
| 2-May-2008                                  | DN/TR/003              | 165 Liter-Ref-B          | 1 Nos            | 8,540.00      | 8,540.00                 |
|                                             |                        | To: Poojara Agencies     |                  |               |                          |
|                                             | 2-May-2008 Delv Note 3 | 2 Nos @                  |                  | 8,540.00      |                          |
|                                             | 2-May-2008 Rej In 2    | 1 Nos @                  |                  | 8,540.00      |                          |
| 2-May-2008                                  | DN/TR/004              | 14" B/W Tv -V            | 2 Nos            | 5,000.00      | 10,000.00                |
|                                             |                        | To: Sony Electronics     |                  |               |                          |
|                                             | 2-May-2008 Delv Note 4 | 3 Nos @                  |                  | 5,000.00      |                          |
|                                             | 2-May-2008 Rej In 3    | 1 Nos @                  |                  | 5,000.00      |                          |
|                                             |                        |                          | <b>9 Nos</b>     |               | <b>93,120.00</b>         |

**Following Example Shows One Sales Invoice Linked to Delivery Note**

| Date     | Transactions                                                                                                  |
|----------|---------------------------------------------------------------------------------------------------------------|
| 2-5-2008 | Sold Goods to Amol TV Center for Rs.26752.50 /- Converting the material delivered under Tracking No.DN/TR/001 |

● **Gateway of Tally > Inventory Voucher > Press F8 : Sales**

• Set option Following Options **Accept Supplementary Details** to 'Yes' in **F12 : Sales Invoice**

**Configuration & Save Configuration Screen**

|                      |                   |
|----------------------|-------------------|
| F2 : Date            | 02/05/2008        |
| Ref                  | Enter             |
| Party's Account Name | Amol TV Center    |
| Delivery Note No.    | DN/TR/001         |
| Press Ctrl + A       | Accept the Screen |

| List of Tracking Numbers |                                                                                                                                                              |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Delivery Note No(s) :    | <input type="checkbox"/> End of List<br><input type="checkbox"/> New Number<br><input type="checkbox"/> Not Applicable<br><b>DN/TR/001</b> <b>2-May-2008</b> |
| Order No(s) :            | Mode/Terms of Payment : <b>10 Days</b><br>Other Reference(s) :<br>Terms of Delivery :                                                                        |
| <b>Buyer's Details</b>   |                                                                                                                                                              |
| Consignee Address :      | <b>Amol T.V. Center</b><br>Buyers Address : <b>Amol T.V. Center</b><br>TIN/Sales Tax No. :                                                                   |

| Sales No. 19                               |          | 2-May-2008<br>Friday |           |
|--------------------------------------------|----------|----------------------|-----------|
| Ref. :                                     |          |                      |           |
| Party's A/c Name : <b>Amol T.V. Center</b> |          |                      |           |
| Current Balance : <b>45,861.70 Dr</b>      |          |                      |           |
| Name of Item                               | Quantity | Rate per             | Amount    |
| 210 Liter-Ref-B                            | 2 Nos    | 11,890.00 Nos        | 23,780.00 |
| Out Put Vat @ 12.5%                        |          | 12.50 %              | 2,972.50  |
| Show Statutory Details ? No                |          |                      |           |
| Narration:                                 | 2 Nos    |                      | 26,752.50 |

• **Exercise** : Enter the following Sales Invoice Voucher Linked with Delivery Note

| Date     | Transactions                                                                                                             |
|----------|--------------------------------------------------------------------------------------------------------------------------|
| 2-5-2008 | Sold Goods to Shraddha Electronics for Rs. 52832/- Converting the material delivered under Tracking No. <b>DN/TR/002</b> |
| 2-5-2008 | Sold Goods to Poojara Agencies for Rs. 9607.50 /- Converting the material delivered under Tracking No. <b>DN/TR/003</b>  |
| 2-5-2008 | Sold Goods to Sony Electronics for Rs. 10400 /- Converting the material delivered under Tracking No. <b>DN/TR/004</b>    |

**Following Example Shows One Purchase Invoice Linked to Receipt Note**

| Date     | Transactions                                                                                                            |
|----------|-------------------------------------------------------------------------------------------------------------------------|
| 2-5-2008 | Purchase Goods from Videocon India Ltd for Rs.56160/- Convert the material received under Tracking No. <b>RN/TR/001</b> |

• **Gateway of Tally > Inventory Voucher > Press F9 : Purchase**

|                      |                    |
|----------------------|--------------------|
| F2 : Date            | 02/05/2008         |
| Supplier Invoice No. | Enter              |
| Date                 | Enter              |
| Party's Account Name | Videocon India LTD |
| Delivery Note No.    | RN/TR/001          |
| Press Ctrl + A       | Accept the Screen  |

| List of Tracking Numbers |                                                                                                                                                                           |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Receipt Note No.(s) :    | <div> <div>End of List</div> <div>New Number</div> <div>Not Applicable</div> </div>                                                                                       |
|                          | <b>RN/TR/001</b> <b>2-May-2008</b>                                                                                                                                        |
| Consignee Address :      | <b>M/s. SHRIRAM ELECTRONICS</b> Supplier<br>23,Municipal Colony, Address<br>Nehru Nagar , W.B. Road,Deopur<br>Dhule<br>: <b>Videocon India Ltd</b><br>TIN/Sales Tax No. : |

| Purchase                    |                           | Nc. 7        | 2-May-2008       |        |
|-----------------------------|---------------------------|--------------|------------------|--------|
| Supplier Invoice No. :      |                           | Date :       |                  | Friday |
| Party's A/c Name :          | <b>Videocon India Ltd</b> |              |                  |        |
| Current Balance :           | <b>4,30,079.80 Cr</b>     |              |                  |        |
| Name of Item                | Quantity                  | Rate per     | Amount           |        |
| 14" CTV - V                 | 6 Nos                     | 9,000.00 Nos | 54,000.00        |        |
|                             |                           |              | <b>54,000.00</b> |        |
| Input Vat @ 4%              |                           | 4 %          | 2,160.00         |        |
| Show Statutory Details ? No |                           |              |                  |        |
| Narration:                  | 6 Nos                     |              | <b>56,160.00</b> |        |

- Exercise : - Enter the following Purchase Invoice Linked To Receipt Note

| Date     | Transactions                                                                                                            |
|----------|-------------------------------------------------------------------------------------------------------------------------|
| 2-5-2008 | Purchase Goods from BPL India LTD for Rs.60750/- Convert the material received under Tracking No. <b>RN/TR/002</b>      |
| 2-5-2008 | Purchase Goods from Shilpa Electronics for Rs.4617/- Convert the material received under Tracking No. <b>RN/TR/003</b>  |
| 2-5-2008 | Purchase Goods from Kitchen Appliances for Rs.20800/- Convert the material received under Tracking No. <b>RN/TR/004</b> |

To Check whether you have enter correctly

- Gateway of Tally > Display > Trial Balance.

The total of debit side and credit side In the Trial balance should be **Rs. 85,11,817.25/-**

| Particulars                | M/s. SHRIRAM ELECTRONICS<br>1-Apr-2008 to 2-May-2008 |                     |
|----------------------------|------------------------------------------------------|---------------------|
|                            | Closing Balance                                      |                     |
|                            | Debit                                                | Credit              |
| <b>Capital Account</b>     |                                                      | <b>6,18,476.20</b>  |
| <b>Loans (Liability)</b>   |                                                      | <b>13,32,619.40</b> |
| <b>Current Liabilities</b> | <b>21,734.15</b>                                     | <b>60,12,869.65</b> |
| <b>Fixed Assets</b>        | <b>2,74,649.00</b>                                   |                     |
| <b>Investments</b>         | <b>1,75,500.00</b>                                   |                     |
| <b>Current Assets</b>      | <b>77,18,555.10</b>                                  |                     |
| <b>Sales Accounts</b>      |                                                      | <b>5,47,852.00</b>  |
| <b>Purchase Accounts</b>   | <b>3,03,284.00</b>                                   |                     |
| <b>Direct Expenses</b>     | <b>3,159.00</b>                                      |                     |
| <b>Indirect Expenses</b>   | <b>14,936.00</b>                                     |                     |
| <b>Grand Total</b>         | <b>85,11,817.25</b>                                  | <b>85,11,817.25</b> |

- Gateway of Tally > Display > Stock Summary

| Particulars           | M/s. SHRIRAM ELECTRONICS<br>1-Apr-2008 to 2-May-2008 |                 |                     |
|-----------------------|------------------------------------------------------|-----------------|---------------------|
|                       | Closing Balance                                      |                 |                     |
|                       | Quantity                                             | Rate            | Value               |
| <b>Bal</b>            | <b>247 Nos</b>                                       | <b>8,323.05</b> | <b>20,57,834.00</b> |
| 14" B/w Tv - B        | 34 Nos                                               | 8,665.00        | 2,94,610.00         |
| 14" CTV - B           | 38 Nos                                               | 9,000.00        | 3,42,000.00         |
| 14" CTV - R - B       | 23 Nos                                               | 9,500.00        | 2,20,570.00         |
| 165 Liter Ref-B       | 25 Nos                                               | 7,540.00        | 1,88,500.00         |
| 210 Liter Ref-B       | 31 Nos                                               | 10,800.00       | 3,37,590.00         |
| Audio Speedking-B     | 26 Nos                                               | 684.00          | 17,784.00           |
| Fully Automatic W/m-B | 39 Nos                                               | 11,500.00       | 4,48,500.00         |
| Iron-B                | 1 Nos                                                | 300.00          | 300.00              |
| Semi-Automatic W/m-B  | 32 Nos                                               | 10,500.00       | 3,36,000.00         |
| <b>Videocon</b>       | <b>200 Nos</b>                                       | <b>9,000.00</b> | <b>20,00,000.00</b> |
| 14" DW Tv-V           | 50 Nos                                               | 1,200.00        | 60,000.00           |
| 14" CIV-H-V           | 40 Nos                                               | 10,500.00       | 4,20,000.00         |
| 14" CIV-V             | 45 Nos                                               | 9,000.00        | 4,05,000.00         |
| 100 Liter Ref-V       | 52 Nos                                               | 7,700.00        | 4,00,400.00         |
| 24" CIV-V             | 11 Nos                                               | 12,000.00       | 1,32,000.00         |
| Ac-Automatic-V        | 27 Nos                                               | 22,000.00       | 5,94,000.00         |
| Fully Automatic W/m V | 50 Nos                                               | 10,000.00       | 5,00,000.00         |
| Semi Automatic W/m V  | 27 Nos                                               | 9,500.00        | 2,56,500.00         |
| <b>Grand Total</b>    | <b>625 Nos</b>                                       |                 | <b>47,19,834.00</b> |