

## CHAPTER-7 ORDERS, INVOICES AND BILLS

### PURCHASE ORDER AND SALES ORDER

Purchase Order and Sales Order can be created in Tally by activating necessary Features. After generating Purchase Order, it can be sent to the supplier of goods. Stock Summary shows the Order position. In Purchase Order Book, we can see all the Purchase Orders we placed and in Sales Order Book, we can see all the Sales Orders we received.

#### Activation

1. Create a Company in the name of POSO & CO.
2. Press F11 Features-->Inventory Features
3. Allow Purchases Order Processing= Yes
4. Allow Sales Order Processing= Yes
5. Gateway of Tally--> Inventory vouchers-->(Alt+F4(PO), Alt+F5(SO))

#### 1. PARTY'S A/C NAME

Select the Supplier's name from the list, by typing the first letter of the name. If the party's name was not created, press 'Alt+C' to create it.

#### 2. NAME OF ITEM

Again Select the name of the item from the list, if it was created earlier; otherwise press 'Alt+C' to create it now.

#### 3. DUE ON

Specify the date on which the delivery should by made.

#### 4. GODOWN

Select the Godown, if you have already created, or press 'Alt+C' to create.

#### 5. QUANTITY RATE & AMOUNT

Enter the number of items to the supplied, Rate of the item, etc.,

#### 6. ADDITIONAL PARTICULARS

In the pop-up menu, under Suppliers Details, give the particulars.

#### Supplier

Type the name of the Supplier

#### Address

Address of the Supplier is given.

#### Order Details

Terms of Payment	Cash or Cheque may be typed here
Other reference(s)	Give references, if any
Terms of Delivery	Type, within 30 days

#### Receipt Details

Despatch thru	Lorry, Train, etc. may be given
Destination delivered	Specify where the items to be

## **ALTERING A PURCHASE ORDER**

Once created 'Purchase Orders' may be altered by following the steps given below:

- Gateway of Tally
- Display
- Day Book
- Select the Purchase Order
- Alter and Accept

## **DELETING A PURCHASE ORDER**

Similarly, if we decide not to place the existing Purchase Order, it can be deleted as given below:

- Gateway of Tally
- Display
- Day Book
- Select the 'Purchase Order' to be deleted
- Press Alt+D

'Sales Order' can also be created/altered/deleted by following the above mentioned steps.

### **Exercise 1:**

**Prepare a Purchase Order with the following particulars:**

Purchase Order Date	01.02.2000
Party's Name	Videocon Ltd.

- Give the particulars under 'Buyer's Details', 'Order's details' and 'Despatch details'.

<b>Supplier</b>	Videocon Ltd.
<b>Address</b>	No.1, ABC Colony, Chennai-25
<b>Terms of Payment</b>	2 Installments
<b>Other References</b>	Nil
<b>Terms of Delivery</b>	Payment after delivery
<b>Despatch through</b>	Lorry
<b>Destination</b>	Tambaram
<b>Order No</b>	PO111
<b>Name of the item</b>	Videocon Color T.V.
<b>Due on</b>	01.05.2013
<b>Godown</b>	Tambaram
<b>Quantity</b>	100
<b>Rate</b>	Rs.14,000 per set
<b>Amount</b>	Rs.14,00,000

- Under Accounting Details, enter the following:

Particulars	Amount
Purchase	Rs.14,00,000

- Narration: Being 100 sets of Videocon Color TV ordered.
- Accept.

- Post the following transaction:

80 Sets of Videocon Color TV bought on 10.4.2000 against Purchase Order No.001 from 'V9ideocon LTD.'

### **TO DISPLAY THE PURCHASE ORDER**

- ◆ Gateway of Tally
- ◆ Display -> Inventory Books -> Purchase Order Books

### **TO DISPLAY THE STOCK POSITION**

- ◆ Gateway of Tally
- ◆ Stock Summary -->Stores--> Videocon Color -->Click Auto Column
- ◆ Select 'Orders and Stock Details'

#### **Exercise 2:**

Prepare a Sales Order, with the following particulars.

<b>Sales Order date</b>	01.05.2013
<b>Party A/c Name</b>	Chitra & Co.

- Give the particulars under 'Buyer's Details', 'Order's details' and 'Despatch details'

<b>Supplier</b>	Chitra & Co..
<b>Address</b>	54/32, 1st Main Road, Chennai-36
<b>Terms of Payment</b>	3 Installments
<b>Other References</b>	Nil
<b>Terms of Delivery</b>	Payment after delivery
<b>Despatch through</b>	Lorry
<b>Destination</b>	Egmore
<b>Order No</b>	SO222
<b>Name of the item</b>	Lux
<b>Due on</b>	01.06.2013
<b>Godown</b>	Tambaram
<b>Quantity</b>	100
<b>Rate</b>	Rs.9 each
<b>Amount</b>	Rs.9000

- Under Accounting Details, enter the following:

<b>Particulars</b>	<b>Amount</b>
Sales	Rs.9000

- Now post the following Transaction:

Order No.01	Date:17.04.00	Sold 1000 pcs. of Lux soap @ Rs.9 each on Credit to Chitra & Co.
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### **TO DISPLAY THE SALES ORDERS**

- ◆ Gateway of Tally
- ◆ Display -> Inventory Books -> Sales Order Books

## TO DISPLAY THE STOCK POSITION

- ◆ Gateway of Tally
- ◆ Stock Summary --> Stores-->Soap --> Click Auto Column
- ◆ Select 'Orders and Stock Details'

## INVOICE

Invoices are prepared in Tally by activating 'Allow Invoicing?' option in 'F11:Features'. Similarly, while creating Sales and Purchases Ledger give "Yes" for 'Inventory values are affected?'

- ❖ Gateway of Tally --> Accounting Vouchers
- ❖ Click 'F8:Sales' or Press F8 key
- ❖ Click 'As Invoice' button on the Button Panel or press Ctrl+V keys to bring 'Invoice' display. 'As Invoice' button toggles between 'As Voucher' and 'As Invoice'
- ❖ Give the date, Ref. if any, Party A/c Name, Name of item, etc. and complete the Invoice.

### Exercise:3

Prepare the 'Sales Invoice' from the following particulars.

Sales Invoice date	18.06.2013
Ref	Nil
Party A/c Name	Vinayagam Traders

- Give the particulars under 'Despatch details', 'Order's details' and 'Buyer's details'.

Delivery Note No	C10017
Date	18-06-2013
Despatch Doc No.	2861
Despatched Thru	Train
Destination	Mumbai
Order No.	01 dated 01-06-2013
Terms of Payment	By Cheque
Terms of Delivery	Within 15 Days
Consignee	Vinayagam Traders
Address	110/34, Vijesh Road, Andheri, Mumbai.
Sales Tax No.	5263
Name of item	Lux
Order No.	01
Due on	1-8-2013
Godown	Velachery
Quantity	10,000
Rate	Rs.9 each
Amount	Rs.90,000

### Exercise:4

Prepare the 'Purchase Invoice' from the following particulars:

Ref	Nil
Party's Account Name	Magesh
Order No	001 Dated 01.08.2013
Name of Item	Videocon B & W; 10 Sets @ Rs.4000
Supplier	Magesh
Address	No.67, 45 <sup>th</sup> Street, Cochin
Place of Receipt by Shipper	Chennai
Port of Loading	Cochin
Port of Discharge	Chennai
Country to	India

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P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help

Inventory Voucher Creation NICCC & Co Vijay Ctrl + M

Purchase Order No. 1 Cost Centre Class : Not Applicable 30-Jun-1996 Sunday

Party's A/c Name : Amalraj Order No. : 001  
Current Balance : 3,000.00 Dr

Name of Item	Quantity		Rate per	Amount
	Actual	Billed		

Narration:

Calculator ODBC Server Ctrl + N

Gateway of Tally -> Inventory Voucher Creation 9 - Release 1 (English) Sat, 24 Mar, 2007 16:11:52

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INVOICE

Videocon Ltd	Invoice No. 1	Dated 1 Jan 2007
Consignee Poso & Co Ven	Supplier's Ref. 001	Other Reference(s) nil

Description of Goods	Quantity	Rate	per	Amount
Videocon Ctv	80 sets	14,000.00	sets	11,20,000.00

Gateway of Tally -> Display Menu -> Day Book -> Accounting ...cher Alteration (Secondary) -> Acco 9 - Release 1 (English) Sat, 24 Mar, 2007 16:19:39

## **BILLWISE DETAILS**

When purchases or sales are made on credit, payments or receipt are done Bill wise. The Pending bills or paid bills can be explored in Tally by activating the related features.

### **ACTIVATION**

1. Click 'F11:Features'
2. Accounting Features
3. Bring the cursor to 'Outstandings Management' Section
4. Say 'Yes' to 'Maintain Bill wise Details'.
5. When the ledgers, Purchases, Sales, Debtors, Creditors, Purchases Returns, Sales Returns are created, type 'Yes' under "Maintain Balances Bill-by-Bill". Default credit period may also be given as 30 days or 60 days or skipped.

### **HOW TO VIEW THE BILLWISE DETAILS**

To explore the Bill wise Details follow the steps given below:

1. Gateway of Tally
2. Display
3. Statement of Accounts
4. Outstanding
5. Press Receivables to know the outstanding bills from Debtors
6. Press Payables to view the outstanding bills to Creditors
7. Ledger wise/Group wise particulars can also be obtained

### **Exercise:**

Post the following transactions in 'Pavel Brothers'.

<b>DATE</b>	<b>TRANSACTION</b>
01.01.13	Goods purchased by "Subramani & Co.," for Rs.30000 on bills with the due of 40 days
02.02.13	Sold to 'Arul & Co.,' for Rs.20000 and due allowed is 30 days.
01.06.13	Sold to 'Vinayagam Traders' for Rs.20000 on Bills, and due given for 60 days
02.10.13	Hire Purchase made from 'ABT' for Rs.100000 with the due of 30 days.
02.01.14	Purchased from 'Menaka & Co.,' for Rs.15000. Bills to be payable on 02.03.14
01.02.14	Purchase made for Rs.1500 from 'Aruna & Co.,' payable after 45 days.
02.02.14	Sales for Rs.10000 to Sekar, and due fixed for 45 days.
02.03.14	Sales to Sundar for Rs.15000 on Bills, receivable on 01.04.2014
02.04.14	Cheque received from 'Arul & Co.' for Rs.12000 against the sale made on 02.02.2013
01.05.14	Cash paid to 'ABT' for Rs.58000 for the Hire Purchase made on October 2nd.

