

Course Code – COM (H) 211

Lecture 22



Advance Accounting in Tally – New Reference

On 13-07-2009 received a goods invoice numbered PLC for 10 Nos HP - 27 Printer Cartridges from Power Line Computers at Rs. 850. The goods were stored in On-site godown.

Setup :

- Create a new supplier account **Power Line Computers** under **Sundry Creditors** with **Maintain balances bill-by-bill** set to **Yes**.
- Create a new stock item with the following details:
- Accept default settings for other fields.

Create Purchase Voucher :

Go to **Gateway of Tally > Accounting Vouchers > F9: Purchase**.

1. Select **As Voucher** mode.
2. Enter PLC in the Reference field below the Purchase voucher number.
3. The Bill-wise details have to be given when Power Line Computers are credited.

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4. On selecting **New Ref**, PLC is displayed automatically in the field and not the voucher number.
5. In the Credit period field enter **15**, which is 15 days from the effective date of the invoice. The **Bill-wise Details** screen in the Purchase voucher is displayed as shown below:
6. Accept the bill-wise details screen.
7. Click on the button **F12: Configure** and set **Yes** to the following options:
 - Show Inventory Details
 - Show Bill-wise Details
 - Show Ledger Current balances
 - Show Balances as on Voucher Date.
8. Accept the amount as the total amount due.

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The completed **Purchase Voucher** appears as shown below:

9. At the Narration field, type in the details of the transactions.
10. Press **Y** or **Enter** to accept the voucher.

Thank You