Course Code – COM (H) 211

Lecture 23

Advance Accounting in Tally – Against Reference

On 22-07-09, you pay Power Line Computers the full amount for their invoice numbered PLC.

Setup :

Click on **F12: Configure.** Set **Show Table of Bills for selection** (to view the list of pending bill references) and **Use Single Entry mode for Pymt/Rcpt/Contra** to **Yes**

Go to **Gateway of Tally > Accounting Vouchers > F5: Payment >** select **Bank Payment**.

1.   In the **Account** field, select **Bank Account** (note that we are crediting 'Bank Account')

2.   Under **Particulars**, select **Power Line Computers**.

3.   Enter **Rs. 8,500** in the amount column.

4.   In the **Bill-wise details** screen, select **Agst Ref** and press **Enter**

5.   Tally.ERP 9 displays list of pending bills. The screen appears as shown below:

Advance Accounting in Tally – Against Reference

6. Select **PLC** and keep pressing **Enter** until the **Narration** field is highlighted.

7. In the **Narration** field, type Ch. No. 1234.

    The **Bank payment** voucher appears as shown below:

8. Press **Y** or **Enter** to accept the voucher.

Thank You