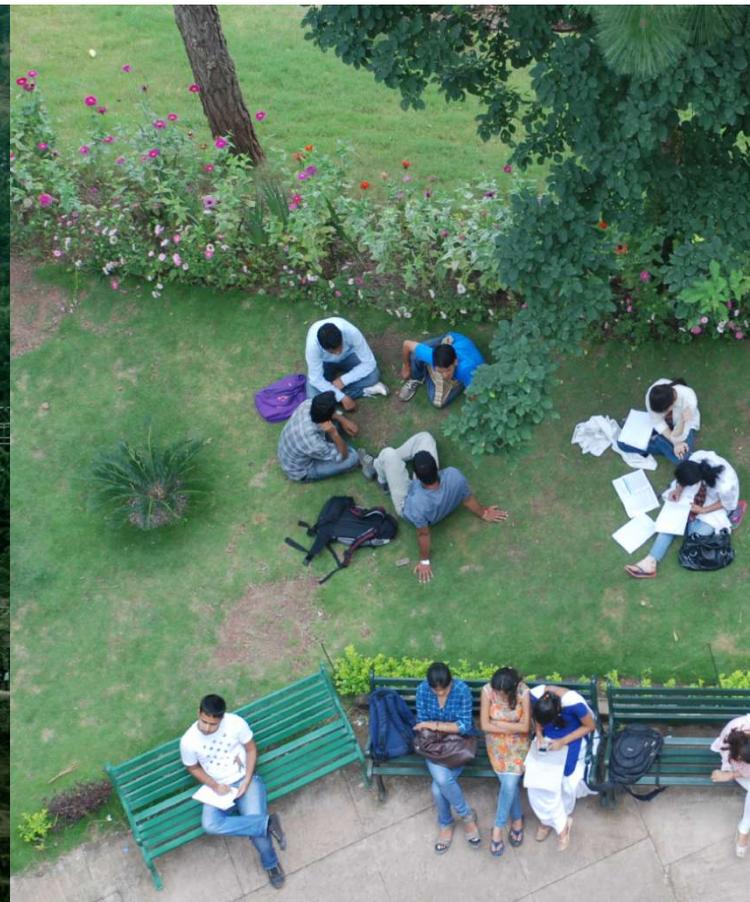


Course Code – COM (H) 211

Lecture 25



Advance Accounting in Tally – Account

On 1-07-2009, raise a sales invoice on New Buyer for 1 Nos of New Stock Item @ Rs. 1,000 vide Bill/001.

Go to **Gateway of Tally > shut National Traders** and select **Indus Enterprises**

Set up :

- Create a ledger **New Buyer** under **Sundry Debtor**; Set **Yes** to **Maintain balances bill-bybill**; **Credit Period** - leave it blank.
- Create an item **New Stock Item** under **Primary Stock Group** with an opening balance of **100 Nos** and rate **Rs. 500** stored in the Bangalore godown.

Step 1 : Create Sales Invoice

1. Raise a sales invoice on 1-07-2009 on **New Buyer** for Rs. 1,000
2. Select **New Stock Item - 1 Nos @ Rs. 1,000**.
3. Type bill reference as **New Ref - Bill/001**.
4. Create Sales ledger, if not created.

Advance Accounting in Tally – Account

2. Similarly, create 3 sales invoices on **New Buyer**

- On 2nd December for Rs. 8,000 (Bill reference - Bill/002)
- On 3rd December for Rs. 14,000 (Bill reference - Bill/003)
- On 6th December for Rs. 4,000 (Bill reference - Bill/004)
- Stock Item will be **New Stock Item** and quantity for the above 3 sales bills will be **8 Nos, 14 Nos** and **4 Nos** respectively

Step 2 : Create Receipt Voucher

1. Make a Receipt entry on 7th July for Rs. 15,000 received by cheque. (This is to indicate money received from **New Buyer**).
2. In the **Bill-wise details** screen, select **On Account** as the details of the sales bills to be cleared are not provided.

Thank You