



Purchase Order Processing

Setup :

Ensure that you are at the Gateway of Tally of **National Traders**. In the **F11: Features (Inventory Features)**, activate the following features:

- **Allow Purchase Order Processing.**
- **Allow Sales Order Processing.**
- **Use Tracking Numbers (Delivery / Receipt Notes)**

Purchase Order Processing

Raise a Purchase Order on 15-12-2009 on Navketan Bricks (vide Order No. 1) for 5,000 pcs of Bricks @ Rs.3 /brick. (Godown - Warehouse). The due date is 26-12-2009 and additional Freight charges @ 3% is applicable.

Setup:

- Create a Supplier - **Navketan Bricks** Under **Sundry Creditors** with **Maintain Balances bill-by-bill** set to **Yes**.
- Create a **Stock Item - Bricks** under **Building Materials** Stock Group, and select **Not Applicable** for the Stock category and specify the unit of measure as **Pcs** (If not listed create using **Alt+C**).

Press **F12: Purchase Order Configuration** and ensure that:

Accept Supplementary Details is set to **No**.

Complete Accounting Allocations in Order/Delivery Note is set to **Yes**.

Use Common Ledger for Item allocation is set to **No**.

Purchase Order Processing

Step 1: Create Purchase Order

Go to **Gateway of Tally > Inventory Vouchers > F4: Purc. Order.**

1. **Date: 15-12-09.**
2. **Party's A/c Name: Navketan Bricks**
3. **Order No: 1** This particular Order No. field is an additional field to record the order number if different from the voucher number.
4. **Name of the item: Bricks.** Press **Enter** and the **Item allocation** sub-screen appears.
5. **Due on: 26-12-09** (It is the due date for the delivery of the item. This will enable the monitoring of outstanding deliveries. The order can be split for delivery on different dates).

Location: Warehouse. (Only when the multiple location feature is active, this field is required to be given, else it does not appear.)

Quantity, Rate and Amount - 5,000 Pcs @ 3 per Pcs (The amount is calculated automatically but is modifiable to enable rounding off)

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5. Press **Enter** until you reach the **Accounting Details** screen. Allocate the amount to **Purchases** ledger and return to the **Purchase Order** screen. Press **Enter** on the blank field to take the cursor to the tax/ expense field.
6. Select **Freight Charges** at **3%** on the item value.
7. **Narration:** Optional.

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Thank You