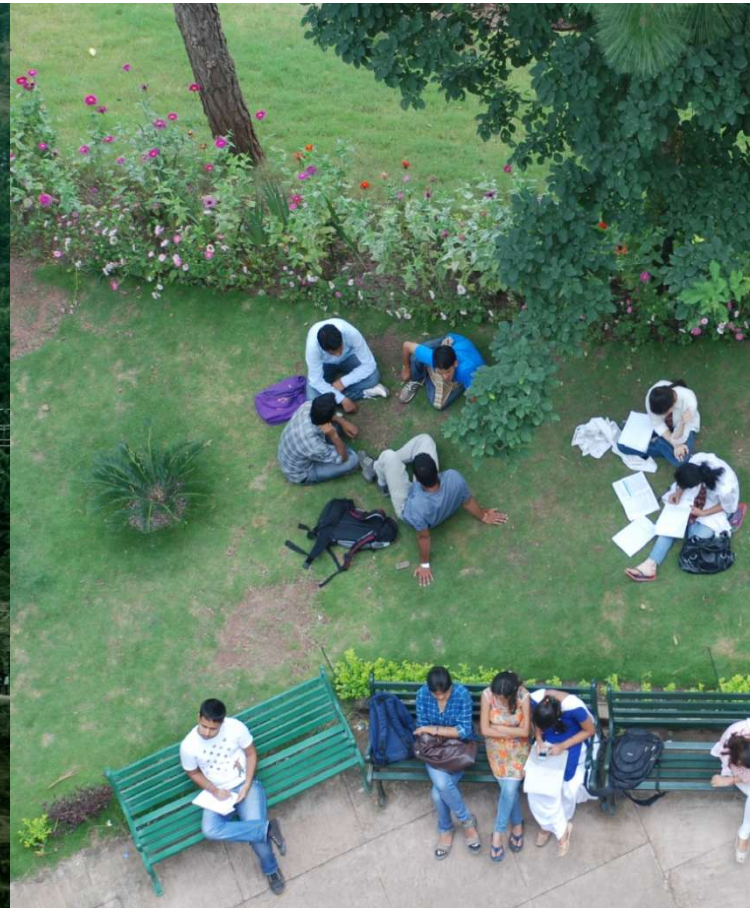# Course Code – COM (H) 211

Lecture 36

Sales Order Processing

Enter a Sales Order on 16-12-2009 on WinLab Technologies (vide Order No. WT/5) for 4,000 pcs (godown - Warehouse) of Bricks @ Rs. 5 /brick. The due date is 27-12-2009 and tax @ 17.5% is applicable.

Step1: Create Sales Order

Go to **Gateway of Tally > Inventory Vouchers > F5: Sales Order**.

1. **Date**: **16-12-09**.

2. **Party's A/c Name: WinLab Technologies**

3. **Order No**: Enter **WT/5** - The voucher number is automatically displayed here but you are allowed to change it, because this particular Order No. field is for the customer's order number which is most likely to be different from the voucher number.

4. **Name of the item**: **Bricks**. Press **Enter** and the **Item allocation** sub-screen appears.

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Sales Order Processing

5. Press **Enter** on the blank field to take the cursor to the tax/ expense field.

6. Select **Tax @ 17.5%** (Create it under **Duties & taxes** to be charged on the total sales).

7. Type the narration as **Sales Order entry as on 16th December 2009**.

8. Press **Y** or **Enter** to accept the screen and return to the Gateway of Tally.

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Thank You