

Tally ERP.9

1. What is TAN ?

- A. Tax Absorb Number
- B. Tax Assign Number
- C. Tax Account Number
- D. Tax Assessment Number.

2. Tally Package is developed by —

- A. Microsoft
- B. Apple software
- C. Adobe software
- D. Tally solution

3. To change ~~date~~ Date from Gateway of Tally Press the key —

- A. F1
- B. F2
- C. F5
- D. F9

4. BOM represents —

- A. Bill of Maintenance
- B. Bill of Materials
- C. Billing of Machines
- D. Billing of Machine

5. To hide the name of the company you need to define —

- A. Report Voucher
- B. Conventional Voucher
- C. unconventional Voucher.
- D. Both a and b.

6. F12 is known as —

- A. company configuration.
- B. Tax
- C. Accounting Features
- D. company Features

7. To declare a Voucher as Post Dated Press —

- A. ctrl + D
- B. ctrl + P
- C. ALT + D
- D. ctrl + T

8. Party account can be created through —

- A. Group creation window
- B. Inventory creation window
- C. Ledger creation window
- D. Any one of them.

9. We can repeat narration by passing —

- A. ctrl + R
- B. Alt + R
- C. shift + R
- D. Alt + shift + R

10. The shortcut used to activate calculator is —

- A. ctrl + M
- B. ctrl + N
- C. ctrl + A
- D. ctrl + O

11. For export of Data from company to company tally uses —

- A. XML format
- B. ASCII format
- C. SDF format
- D. PDF format

12. Payroll autofill is done through —

- A. Alt + A
- B. Alt + B
- C. ctrl + A
- D. ctrl + B

13. There are _____ predefined ledgers,

- A. 1.
- B. 2
- C. 3.
- D. 4

14. Transfer of Main Cash to Petty cash you require to pass _____

- A. Voucher
- B. Contra.
- C. Payment
- D. Receipt

15. Goods returning to a creditors after challan but before we need to pass _____

- A. Rejection note
- B. Rejection in
- C. Rejection out.
- D. Debit note

16. To print a voucher from tally we need to press _____

- A. ctrl + P
- B. ctrl + Alt + P
- C. shift + P
- D. Alt + P,

17) A trial balance is a —

- A. Ledger
- B. Journal
- C. List.
- D. Account

18. which shortcut key is pressed to create a new Ledger during voucher entry?

- A. ALT + A
- B. ALT + C
- C. ALT + D
- D. ALT + X

19. In which voucher type entry is done for TDS calculations?

- A. F4: contra
- B. F5: payment
- C. F6: Receipt
- D. F7: Journal

20. Write the full form of TALLY ER9 and the name of the father of tally?

TYPES OF ACCOUNTING VOUCHER IN TALLY

Contra Voucher(F4)

Contra Voucher is used to transfer the money from one Bank Account to another Bank Account. Such as cash deposit, cash Withdrawal etc.

Payment Voucher(F5)

Payment Voucher is used to keep record of payment made in cash and by cheque.

Receipt voucher(F6)

Receipt Voucher is used to keep record of the money received in cash or by cheque.

What is Journal?(F7)

A journal is the book of original entry or prime entry in which transactions are recorded from the books of accounts from the source documents. The transactions are recorded in a chronological order i.e., as and when they take place. The transactions are recorded following the double-entry system of accounting.

(**Journal entries in Tally** are the most widely used **accounting entries** after payment and receipt **entries**. **Journal entries** are used when there is NO involvement of cash or bank account in an **accounting entry**.)

Recording Contra Entry in Single Entry Mode:

Tally gives us a handy option of entering vouchers in **single entry mode** and **double entry mode**. These options are available for Contra, Receipt and payment vouchers. These **entry modes** are helpful while entering compound **entry** (**single** debit and multiple credit and vice versa) also enable us to speedup work.

The **Contra Voucher** can be recorded using **Single entry mode** or **Double Entry mode** .

To toggle between Single Entry and Double Entry mode,

we need to change the setting **Use Single Entry mode for Pymt/Rept/Contra** to **Yes/No** in **F12: Configure**

To view Contra Voucher creation screen in Single Entry mode,

1. Go to **Gateway of Tally > Accounting Vouchers > Select F4: Contra**
2. For example, to transfer funds from Cash Account to Bank Account:
 - **Debit** the Bank Account.
 - **Credit** the Cash Account.

For specific tasks Tally provides combination of shortcuts, such as:

- For **Sales Order** the shortcut key that can be used is **Alt+F5**
 - For **Purchase Order** Tally's keyboard shortcut key is **Alt+F4**
 - **Receipt Note's** shortcut key is **Alt+F9**
 - The shortcut for **Delivery Note** is **Alt+F8**
 - **Rejection In** voucher's keyboard shortcut is **Ctrl+F6**
 - **Rejection Out's** keyboard shortcut is **Alt+F6**
 - The keyboard shortcut **Stock Journal** is **Alt+F7**
 - **Physical Stock Voucher's** shortcut key is **Alt+F10**
-
- For **Contra Entry** the function key shortcut is **F4**
 - For **Payment Entry** the keyboard shortcut is **F5**
 - For **Receipt Entry** the keyboard shortcut is **F6**
 - **Journal Entry's** function key shortcut is **F7**
 - **Sales Entry's** shortcut key is **F8**
 - For **Purchase Entry** the shortcut is **F9**
 - **Debit Note's** keyboard shortcut is **Ctrl+F9**
 - **Credit Note's** shortcut key is **Ctrl+F8**
 - For **Reversing Journal**, **F10** can be used
 - **Memo Voucher's** shortcut key is **Ctrl+F10**

Backup Data

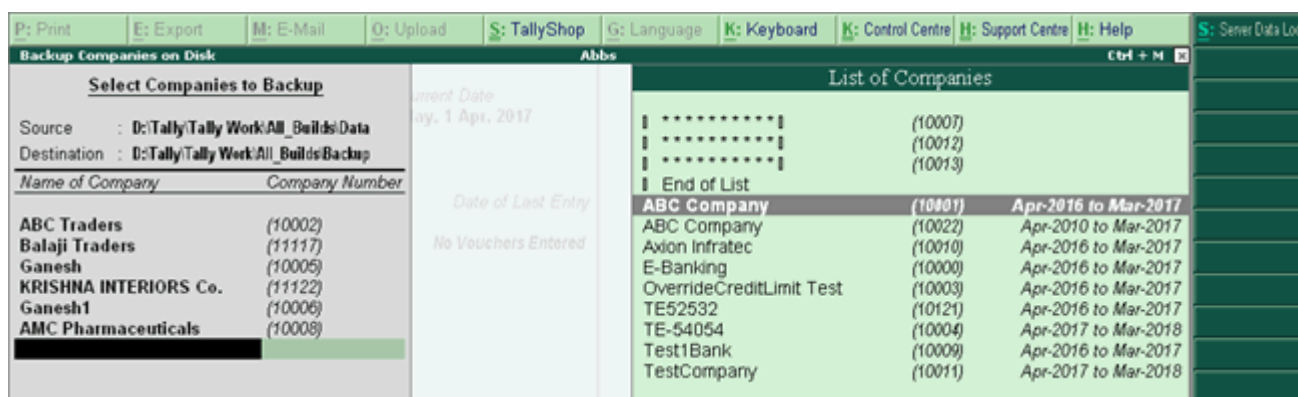
Taking a backup of your data at regular intervals helps retrieve your backed up data when your existing data is lost. Using Tally.ERP 9, you can easily take a backup of your company data any time and restore it when you need.

1. Go to **Gateway of Tally > F3: Cmp Info > Backup** to view the **Backup Companies on Disk** screen.
2. **Source** - The folder path where your company data is stored. By default, the folder path of your existing company data is displayed here.

Note:

- ◆ If your company uses Tally.Server 9 to maintain data, backup has to be taken from the server data location. Click **S: Server Data Loc** in the **Backup Companies on Disk** screen, and select the server location as **Source** .
- ◆ If the administrator has enabled **Security Control** , provide authorised Tally.NET credentials to access the **List of Tally.Server Data Locations** .

3. **Destination** - The folder path where the data backup has to be stored. You can store the backup locally on your computer, on any external storage device, or on a storage space on the network.
4. Select the required company from the **List of Companies** . Select **All items** to back up data of all the companies.



5. Press **Ctrl+A** to initiate the backup process.

The backup file is stored in the destination folder as **TBK900_10000.001** . Data backup taken using versions prior to Release 6.0 used to store the data in **TBK900.001** format.

Note: If you are using Tally.ERP 9 Release 5.x or earlier to restore the backup file (for example, **TBK900_10000.001**), first rename this file to **TBK900.001** and then restore.

Restore Backup

You can restore the data of companies for which you haven taken a backup. When your current company data is lost or corrupted, you can restore your last backed up data using the **Restore** option in Tally.ERP 9.

1. Go to **Gateway of Tally > F3 : Cmp Info > Restore** to view the **Restore Companies** screen.
2. **Destination** - The folder path where your company data is to be restored. Do not restore backup data in the folder where your company data exists, since it may overwrite the existing data.
3. **Source** - The folder path where the backup file is stored. You can restore data stored locally on your computer, on any external storage device, or on a storage space on the network.
4. Select the required companies from the **List of Companies** . Select **All items** to restore data of all companies.

Note: Data backup taken using versions prior to Release 6.0 used to store the data in **TBK900.001** format. Therefore, if you are using Tally.ERP 9 Release 5.x or earlier to restore the backup file (for example, **TBK900_04557.001**), first rename the backup file in the destination folder to **TBK900.001** and then restore.

5. Press **Ctrl+A** to restore the data backup.

Auto Backup Status

Auto Backup Status displays the list of companies whose data is backed up at a common location and the number of entries pending for backup from each company. This report also displays the path of backup and the number of companies off-line. On completing the auto backup the status is set to complete.

- From Gateway of Tally > F3: Company Info > **U**: Auto Backup Status

The **Auto Backup Status** screen appears as shown below:

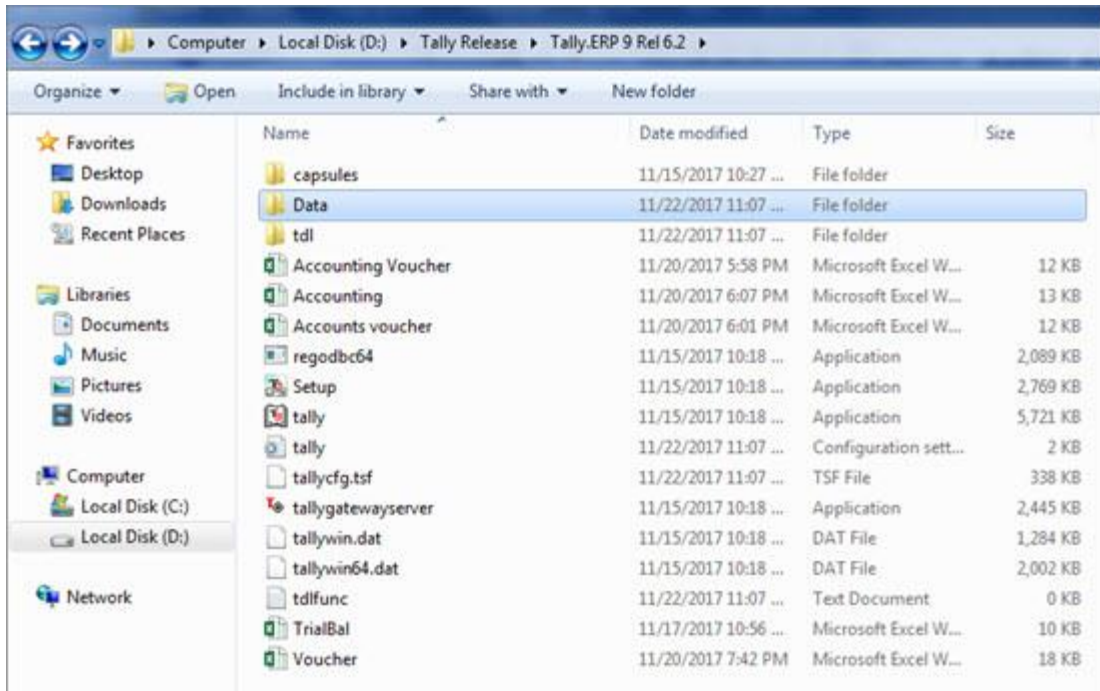
Auto Backup Status		ABC and Company		Ctrl + M
Current Period 1-4-2010 to 31-3-2011		Current Date Monday, 10 May, 2010		
List of Selected Companies				
Name of Company	Auto Backup Status			
ABC and Company	(Auto Backup Location : C:\Autobackup Data)			
Name of Company	Number	Remaining Entry(s) to Backup		
Selected Companies				
ABC and Company	(10010)	Complete		
Other Companies				
ABC Company	(99995)			
ABC Company	(10009)			
ABC International	(10000)			

Backup/Restore through Windows Folder

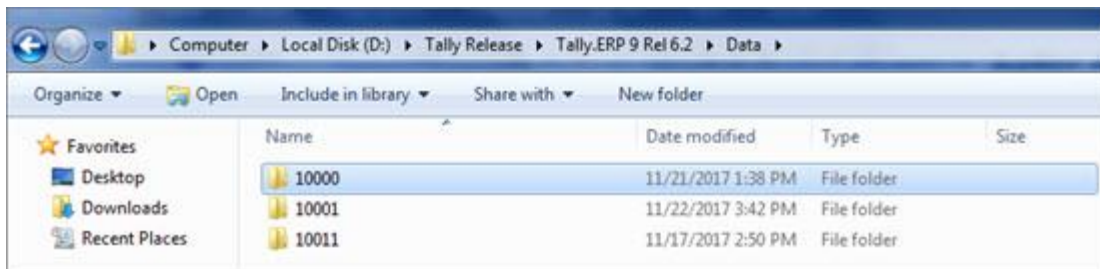
You can backup your data in the folder format and restore the same in Tally.ERP 9.

Backup your data

1. On your computer, go to the location where company data is stored.

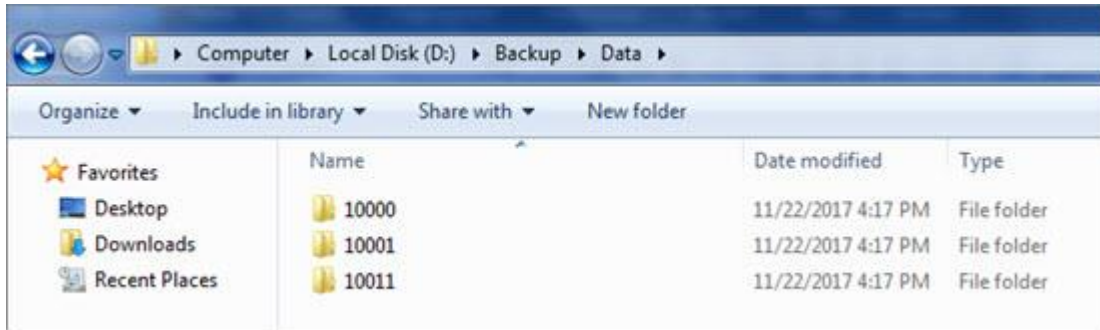


2. Copy the **Data** folder and paste it in a different local disk or an external drive.
You can also copy the folder of a particular company, as shown below:

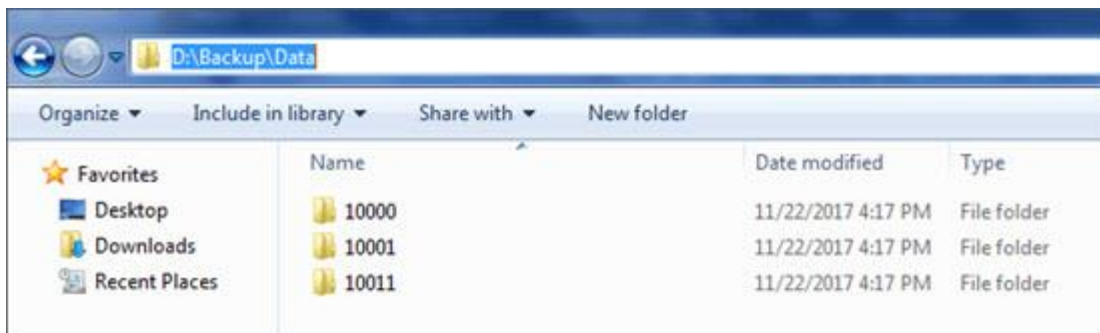


Restore the backup

1. Go to the location where the data was backed up.



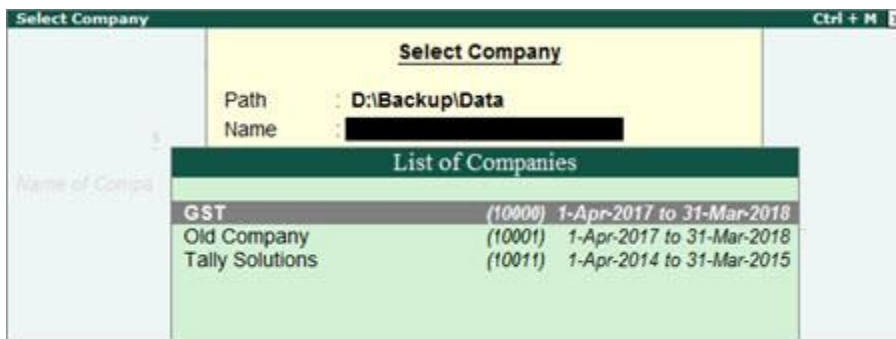
2. Press **Alt+D** or click the address bar. The location will be highlighted in blue.



3. Press **Ctrl+C** to copy the path.

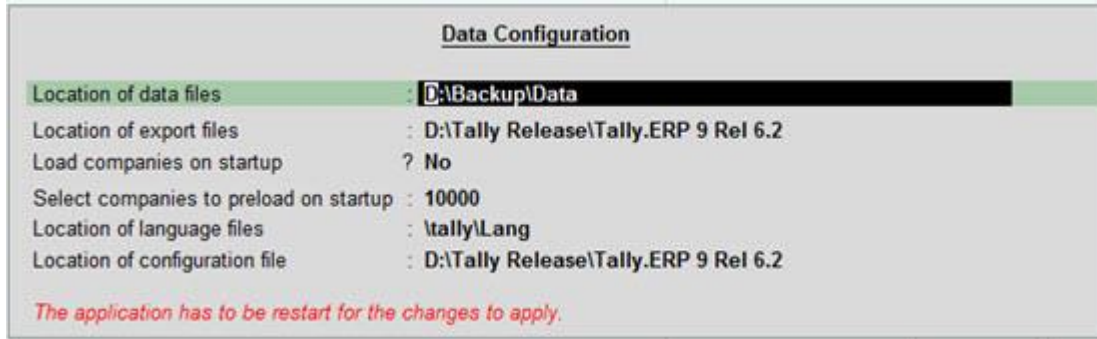
4. Open Tally.ERP 9 and select the company.

5. Press **Ctrl+Alt+V** to paste the location. The companies will be listed as shown below:



Set the backup location

1. Go to **Gateway of Tally > F12 > Data Configuration .**
2. Enter the data path in **Location of data files .**
3. Press **Ctrl+A** to accept.

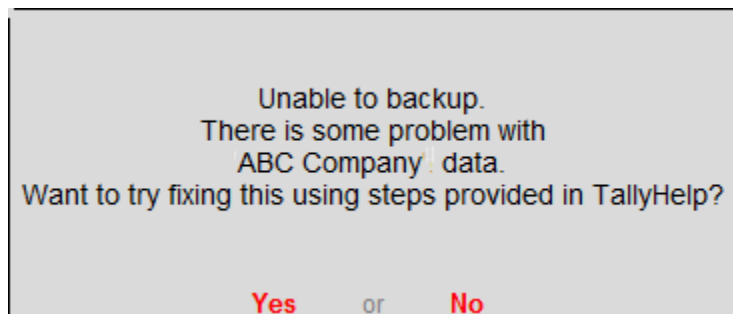


Similarly, you can also restore the data of a particular company in the folder format.

Errors and Resolutions

1. Unable to backup

This message is displayed if the data that you are backing up is damaged.



Solution

1. Open the Tally.ERP 9 data folder, and copy the company folder to a different location. For example, if your data folder is D:\Tally.ERP 9\data\10001, copy 10001 to a different location.
2. In the Tally.ERP 9 data folder, open the company folder, and compare the size of the files **Company.900** and **CmpSave.900** .
3. If there is a difference in the size, delete **Company.900** then take a copy of **CmpSave.900** in the same folder and rename **CmpSave - Copy.900** as **Company.900** as below:

CmpSave.900	06-07-2017 15:09	900 File	4 KB
Company.900	08-07-2017 08:42	900 File	356 KB
LinkMgr.900	06-07-2017 15:09	900 File	1 KB

CmpSave - Copy.900	06-07-2017 15:09	900 File	4 KB
CmpSave.900	06-07-2017 15:09	900 File	4 KB
Company.900	08-07-2017 08:42	900 File	356 KB

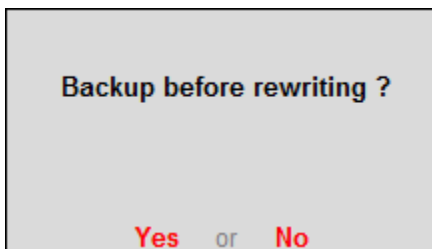
CmpSave.900	06-07-2017 15:09	900 File	4 KB
Company.900	06-07-2017 15:09	900 File	4 KB
LinkMgr.900	06-07-2017 15:09	900 File	1 KB

4. Rewrite the data. If the error **Unable to backup** is displayed when,

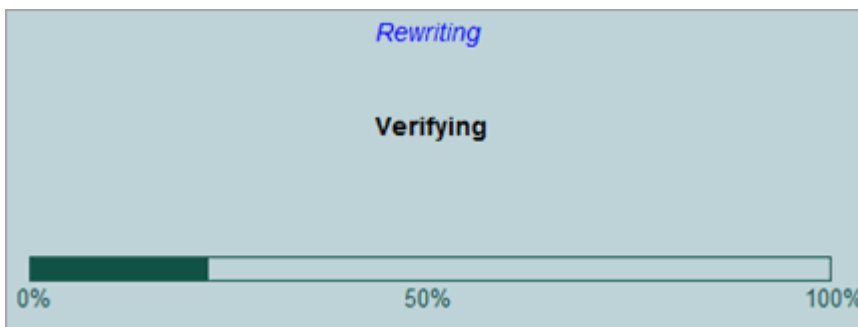
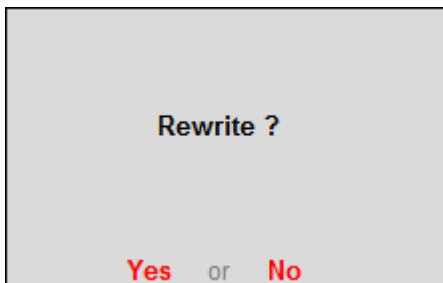
- You are trying to upgrade to Release 6.0.2 from a release prior to Release 6.0, then [rewrite](#) the data in the previous release of Tally.ERP 9. For example, if you are trying to upgrade from Release 4.93, then rewrite the data in Release 4.93 and continue to upgrade. To rewrite the data in the older release, check if you have the older release in the installation folder or download it from the [Tally Solutions Website](#).
- Taking a regular backup when working with Release 6.0.2, then [rewrite](#) the data in the same release.

Rewrite Data

1. In Tally.ERP 9, in the **Company Info screen** press **Ctrl + Alt + R** and select the company for which the backup failed. Select **Yes** as shown below:



2. You will be prompted to back up your data before rewriting. Select **No** as shown below:



Now, you can back up your company data.

Create Bill of Materials for a Stock Item

A **Bill of Materials** is a list of constituent items along with quantity details that can be allotted for the manufacture of a certain product, by-product or likewise. This facilitates immediate reduction in stock of the item automatically. This process of listing the items that make up another item is made possible in Tally by enabling the Bill of Materials Facility.

Related topics

[Manufacturing Journal with BOM](#)

Bill of Material (BoM) is created only for those items that are being assembled in-house. Therefore, you need to specify a BoM at the time of creating a Stock Item or while altering the stock item. For trading items, you do not need a BoM.

Bill of Material feature is useful for manufacturing organisations and can be set up through **F12: Configure** .

Setup Bill of Materials

- Go to **Gateway of Tally > F12: Configure > select Accts/Inventory Info.**
- Set **Enable component list details (Bill of Materials)?** to **Yes** .

<u>Master Configuration</u>			
Provide aliases along with name		? Yes	
Provide language aliases for name		? No	
<u>Accounts</u>		<u>Inventory</u>	
Provide advanced information in masters	? Yes	Allow advanced entries in masters	? Yes
Provide addresses for ledger accounts	? Yes	Provide part numbers for stock items	? Yes
Provide contact details	? Yes	Add description for stock items	? Yes
Add notes for ledger accounts	? No	Add remarks for stock items	? Yes
Add description for ledger accounts	? No	Use alternate units for stock items	? Yes
		Enable standard rates for stock items	? Yes
		Specify default ledger allocation for invoicing	? Yes
		Enable component list details (Bill of Materials)	? Yes
		Provide address for Godowns	? Yes

OR

- Go to **Gateway of Tally > Inventory Info > Stock Items > Create.**
- Press **F12: Configure (Stock Item Configuration)** and set **Enable component list details (Bill of Materials)?** to **Yes.**

Stock Item Configuration

Provide aliases along with name	? Yes
Provide language aliases for name	? No
Allow advanced entries in masters	? Yes
Allow MRP/Marginal for stock items	? No
Allow inclusive of tax for stock items	? No
Provide part numbers for stock items	? Yes
Add description for stock items	? Yes
Add remarks for stock items	? Yes
Specify default ledger allocation for invoicing	? Yes
Use alternate units for stock items	? Yes
Enable standard rates for stock items	? Yes
Enable component list details (Bill of Materials)	? Yes

Single Bill of Material for a Stock Item

Single BOM can be created for a stock item where you use **standard set of inputs** to manufacture finished goods.

Let us create a new Stock Item Television and specify BoM.

1. Go to **Gateway of Tally > Inventory Info. > Stock Items > Create**
 2. In **Stock Item Creation** screen
 - Enter the **Stock Item Name** , select the appropriate **Stock Group** and specify the appropriate **Unit of Measurement** in **Unit** field
 - **Set Component List** : To create the component list required to manufacture the Finished goods enable this option to **Yes**
- Set Component List** : To create the component list required to manufacture the Finished goods enable this option to **Yes**

Stock Item Creation		ABC		Ctrl + M
Name : Television		Part No. :		
Description :				
Remarks :				
Set/modify default ledgers for invoicing ? No				
Under : Primary	Statutory Information		Behaviour	
Category : Not Applicable	Is Excise Applicable ? Applicable		Costing method : Avg. Cost	
Units : Nos.	Set/alter excise details? No		Market valuation method: Avg. Price	
Set components (BOM) ? No	VAT Applicable : Applicable		Ignore difference due to physical counting? No	
Set standard rates ? No	Set/alter VAT details ? No		Ignore negative balances ? No	
Enable cost tracking ? No			Treat all sales as new manufacture ? No	
				Treat all purchases as consumed ? No
				Treat all rejections inward as scrap ? No
Opening Balance :				Accept ?
				Yes or No

Note: The **Set Components List** option will not displayed in Stock Item master on enabling the configuration option **Allow Component list details (Bill of Material)** ,option will display in item master only on entering/ specifying the unit of measure in the **Units** field.

3. Press **Enter** to view Stock Item Multi Components (M BOM) screen
4. In **Stock Item Multi Components (M BOM)** screen
 - o Under **Name of BOM** specify component list Name - **Standard** and press enter to view Stock Item Components (BOM) screen

Stock Item Multi Components (M BOM)		ABC Company		Ctrl + M
Name : Television				
BOM List of: Television				
Name of BOM				
Standard				
Under : Home Appliances	Behaviour			
Units : Nos	Costing Method : Avg. Cost			
Set Components (BOM) ? Yes	Market Valuation Method : Avg. Price			
	Ignore Diff. due to Physical Counting ? No			
	Ignore Negative Balances ? No			
	Treat all Sales as New Manufacture ? No			

5. In **Stock Item Components (BOM)** screen:
 - o BOM Name : By default the BOM Name specified in Stock Item Multi Components (M BOM) screen will be defaulted and application will not allow to move the cursor to BOM Name field.
 - o **Components of** : In this field application displays the Name of the Stock Item for which the components are defined.
 - o **Unit of manufacture** : Specify the appropriate number of finished product that will be manufactured by using the components identified in the component list.
 - o **Item** : In this field identify the raw materials which are required to manufacture the finished goods
 - o **Godown** : If there are multiple Godowns or Locations, specify the storage location of the items from where the items will be used for manufacture.

Note: The godown option will be displayed only when **Maintain multiple Godown** feature is enabled in **F11: Features (Inventory Features)**

- **Quantity** : In this field mention the quantity of Raw Material required to manufacture the finished goods.

Observe to create **1 Television** we require **5 different inputs** .

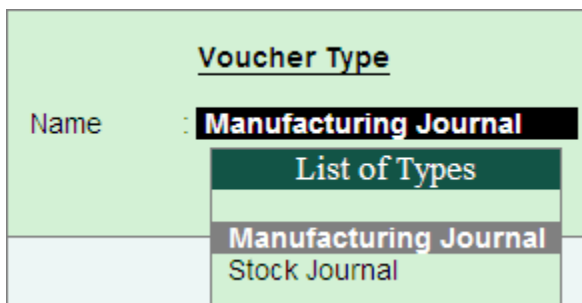
The **Quantity** of inputs consumed to manufacturer finished goods is **1 each** of 5 different inputs.

BoM Name	:	Standard
Components of	:	Television
Unit of manufacture	:	1 nos
Item	Godown	Quantity
Picture Tube	Raw Material Godown	1 nos
PCB Main Board	Raw Material Godown	1 nos
TV Tuner Card	Raw Material Godown	1 nos
Auto Amplifier	Raw Material Godown	1 nos
Stereo Speakers	Raw Material Godown	1 nos

- Specify other required details in the stock item master and accept the screen.
6. Creating Manufacturing Journal for a Stock Item with Single Bill of Materials . All the manufacturing transactions can be accounted through a Stock Journal.
- To record manufacture of finished goods in Stock Journal - **Alter the Voucher Type** by **setting** the option **Use as a Manufacturing Journal** to **Yes** . **Or**
 - **Create a Manufacturing Journal** under **Stock Journal** by setting the option **Use as a Manufacturing Journal** to **Yes**.

Note: Bill of Material should be created before accounting the manufacture of an item.

7. Go to **Gateway of Tally > Inventory Vouchers**
8. Select the button **F7: Stk. Jrnl** or press **Alt + F7**. If you have created a new voucher type **Manufacturing Journal** , a pop-up menu will be displayed with the options default Stock Journal and Manufacturing Journal.



Select **Manufacturing Journal** to view the Manufacturing Journal voucher creation screen

- **Name of Product** : Select the product which needs to be manufactured from the List of Items.
- **BoM Name** : In this field the **BoM** created for the stock item will be displayed automatically with one more option **Not Applicable** .

Note: The list of Raw materials required for the manufacture of finished goods will be displayed in **Components (Consumption)** side based on the BOM defaulted.

- **Godown** : Select the godown where you would like to place the produced goods.

Note: **Godown** option will be displayed only when **Maintain multiple Godown** feature is enabled in F11: Features (Inventory Features)

- **Quantity** : In this field specify the quantity of finished goods manufactured.
- **Components (Consumption)** : In this section the components required to manufacture the finished goods will be displayed automatically based on the components defined in the BoM.

Quantity of Raw material will be defaulted based on the **quantity requirement** defined in the **BoM** multiplied by the **Quantity** of finished goods manufactured. The completed Manufacturing Journal is displayed as shown

Components (Consumption)					Co-Products / By-Products / Scrap					
Name of Item	Godown	Quantity	Rate	Amount	Name of Item	Godown	% of Cost allocation	Quantity	Rate	Amount
Name of Product : Television BoM Name : Standard Godown: Finished Goods Godown Qty 10 nos %- of Cost allocation 100 %										
Picture Tube	Raw Material Godown	10 nos	2,500.00/nos	25,000.00	J End of List					
PCB Main Board	Raw Material Godown	10 nos	1,500.00/nos	15,000.00						
TV Tuner Card	Raw Material Godown	10 nos	750.00/nos	7,500.00						
Auto Amplifier	Raw Material Godown	10 nos	1,200.00/nos	12,000.00						
Stereo Speaker	Raw Material Godown	10 nos	2,000.00/nos	20,000.00						
				Cost of Components :					79,500.00	
				Type of Addl. Cost	%-age					
					J End of List					
				Total Addl. Cost	:					
				Effective Cost	:					79,500.00
				Allocation to Primary Item	:					79,500.00
				Effective Rate for Primary Item	:					7,950.00
		50 nos		79,500.00						
Narration:										

Sales Order PROCESSING IN TALLY ERP9

Record Sales Order

When you receive an order from a customer, you may need to provide the details of items, quantities, date of delivery, and so on, with a Sales Order Number. When these goods are delivered, this sales order number will be used to track the order details either in the delivery note or in the sales invoice.

1. Enable sales order processing.
 - a. Press **F11** (Features) > **F2** (Inventory).
 - b. Set the option **Enable sales order processing** to **Yes**.
2. Open the sales order voucher screen.
 - a. **Gateway of Tally** > **Inventory Vouchers** > **Alt + F5** (Sales Order).
 - b. Press **Alt + I** and select the invoice mode as per your business needs.
3. Specify the buyer details.
 - a. **Party A/c Name**: Select the party name.
 - b. **Party Details**: Provide the **Despatch**, **Order**, and **Buyer** details as per your invoice requirements.

If you do not see the **Party Details** screen, press **F12** (Configure), and set **Enable supplementary details** to **Yes**.

As always, you can press **Ctrl + A** to save and proceed.
4. Enter the sales **Order no.** for the voucher.

If you want to enter an order number for each item, press **F12** (Configure) > set **Use Order No. for every Item** to **Yes**. The **Order no.** field will appear in the **Stock Items Allocation** screen. It will not appear on the main screen of the invoice.
5. Select the **Sales ledger** to allocate the stock items.
6. Provide the stock item details.

As in other transactions, you can create the item on the fly by pressing **Alt + C**.

 - a. Select the stock item.
 - b. Enter the **Due on** date and **Quantity**. The **Rate** will be auto-filled, if available for the stock item. However, you may choose to enter the **Rate**. The **Amount** appears automatically.
 - c. If orders are split with different due dates, specify the appropriate due date for each lot to be sold.

Stock Item Allocations			
Sales Order	No. 1		
Party A/c name	: Kiran Enterprises		
Current balance	: 79,093.09 Dr		
Sales ledger	: Sales		
Item Allocations for : Bajaj WX 3 Wet Grinders			
Quantity	Rate	per	Amount
<i>Due on 7-Apr-2020</i>			
12 Nos	6,300.00	Nos	75,600.00
<i>Due on</i> XXXXXXXXXX			
<hr/>			
12 Nos			75,600.00
<hr/>			

Note: In **F11** (Features) > **F2** (Inventory), you can enable the feature of [godown/location](#) and [batches](#) to provide these details in the **Stock Item Allocations** screen.

- d. After entering the due dates for all the lots, press **Enter** on the **Due on** field to return to the **Voucher Creation** screen.
7. Select additional ledgers, like transportation charges, insurance, or discount, if any.

8. Provide **Narration**, if needed, and accept the screen. As always, you can press **Ctrl + A** to save.

Order Voucher Creation		National Enterprises		Ctrl + M
Sales Order No. 1				5-Apr-2020 Sunday
Party A/c name	: Kiran Enterprises	Order no.	: KE/SO/02	
Current balance	: 79,093.09 Dr			
Sales ledger	: Sales			
Name of Item	Quantity	Rate per	Amount	
Bajaj WX 3 Wet Grinders	12 Nos	6,300.00 Nos	75,600.00	
Transportation Charges			500.00	
Narration:				
			12 Nos	Accept ?
				Yes or No

What you see on the screen can vary based on your choices. Press **F12** (Configure) to change the options and **F11** (Features) to enable or disable features.

9. To print the sales order, press **Alt + P** (Print) and press **Enter**.
The following is a sample preview screen of the sales order.

SALES ORDER

National Enterprises	Voucher No. 1	Dated 5-Apr-2020
		Mode/Terms of Payment
	Buyer's Ref./Order No. 1	Other Reference(s)
Invoice to Kiran Enterprises	Despatch through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	Due on	Quantity	Rate	per	Amount
1	Bajaj WX 3 Wet Grinders	7-Apr-2020	12 Nos	6,300.00	Nos	75,600.00
	<i>Transportation Charges</i>					500.00
Total			12 Nos			₹ 76,100.00

Amount Chargeable (in words) E. & O.E

INR Seventy Six Thousand One Hundred Only

for National Enterprises
 Authorised Signatory

This is a Computer Generated Document

The sales order details will be printed in the invoice.

Sales Against Sales Order

In your business, you may be following a process of raising sales order first and then recording a sales invoice without any delivery challan. In Tally.ERP 9, you can record transactions in the same order. If you want to raise a delivery note at any point in time, you can do it by linking it to a sales order, and then to a sales invoice.

1. Open a sales invoice and enable supplementary details.

a. **Gateway of Tally > Accounting Vouchers > F8 (Sales).**

b. Press **F12 (Configure) > set Enable Supplementary Details to Yes.**

Henceforth, you can enter the supplementary details in the sales voucher, until you change the option in **F12 (Configure)**.

2. Select the order number and record the invoice.

a. In the **Party Details** screen, select the order number.

Party Details		National
Sales Reference no.:	No. 6	Voucher class
Party A/c name :	Kiran Enterprises	
Current balance :	79,093.09 Dr	
Sales ledger :		
Name of Item		
Despatch Details		
Delivery Note No(s) :		Despatch Doc. No. :
◆ End of List		Despatched through :
		Destination :
List of Orders		
Order No(s) :	◆ End of List	Terms of Payment:
	◆ New Number	Reference(s) :
	◆ Not Applicable	of Delivery :
	KE/SO/02 5-Apr-2020	
	KE/SO/12 3-Apr-2020	
Buyer's Details		
Buyers :	Kiran Enterprises	
Address :		

The details from the sales order will be listed in the sales voucher.

b. Make the required changes in the items/quantities, if required.

c. Save the sales invoice. As always, you can press **Ctrl+A** to save.

The sales order will get closed, if completely billed. Otherwise, it will be partially closed, and the details can be viewed in the [Sales Order Outstandings](#) report.

Record Delivery Note Against Sales Order

In your business, you may be following a process of raising a sales order first, then recording a delivery note, and then a sales invoice against the delivery note. In Tally.ERP 9, you can record transactions in the same order. You can also link all the three invoices.

Here is an example of recording a delivery note against a sales order.

1. Enable the delivery note feature.

- Press **F11** (Features) > **F2** (Inventory) > set **Use tracking numbers (enables delivery and receipt notes)** to **Yes**.

2. Enable supplementary details screen for delivery note.

- a. **Gateway of Tally > Inventory Vouchers > Alt+ F8** (Delivery Note).
- b. Press **F12** (Configure) > ensure the option **Enable Supplementary Details** is set to **Yes**.

Henceforth, you can enter the supplementary details in the delivery note, until you change the option in **F12** (Configure).

3. Select the party ledger, sales order details, and record the transaction.

- a. In the **Party Details** screen, select the order number.

Stock Item Allocations			Nation
Delivery Note No. 2			
Reference no.: KE/SO/02			
Party A/c name : Kiran Enterprises			
Current balance : 79,093.09 Dr			
Sales Ledger : Sales			
Item Allocations for : Bajaj WX 3 Wet Grinders			
	Quantity	Rate per	Amount
Tracking No. : KE/SO/02-1 Order No.: KE/SO/02 Due on 7-Apr-2020			
	12 Nos	6,300.00 Nos	75,600.00

- d. Make the required changes in the items/quantities, if required.
- e. Save the delivery note. As always, you can press **Ctrl+A** to save.

Note: A **Delivery Note** with **Tracking No.** marked as **Not Applicable** will be an inventory document, affecting only the inventory values. This will not affect the accounts. [Click here for more details on delivery note.](#)

The sales order will get closed, if completely delivered. Otherwise, it will be partially closed, and the details can be viewed in the **Sales Order Outstandings** report .

Record Partial Cancellation of Goods

Orders can be pre-closed when goods are delivered or received. This can be recorded in a delivery note or receipt note.

1. Open a delivery note voucher and select the party details.
 - a. **Gateway of Tally > Inventory Vouchers > press Alt+F8** (Delivery Note).
 - a. Press **F12** (Configure) > set the option **Use Pre-Closure order details** to **Yes** .
Henceforth, you can enter the details of pre-closure of orders in delivery note, until you change the option in **F12** (Configure).
 - b. Select **Party A/c Name** .
2. Select the sales order details.
 - a. Press **F12** (Configure) > ensure the option **Enable Supplementary Details** is set to **Yes** .
 - b. Select **Order No(s)** from the **List of Orders** .

Inventory Voucher Creation		ABC Company		Ctrl + M
Delivery Note No 4		Ref : DN/004		5-Sep-2009 Saturday
Party's A/c Name : Excel Television House				
Current Balance :				
Name of Item	Quantity	Rate per	Amount	
Colour Monitor 17"	10 Nos	17,500.00 Nos	1,75,000.00	
^ End of List				
Narration:				10 Nos
				Accept ? Yes or No

f. Accept the voucher. As always, you can press **Ctrl+A** to save.

The sales order is cleared as the required quantity of stock items are delivered after pre-closing the partially cancelled order.