

1) Lesson Objective

On completion of this lesson, you will be able to:

- Understand the Purpose of Inventory Vouchers.
- Create Stock Journal and Physical Stock Voucher
- Create Purchase Order, Receipt Note and Rejection Out
- Create Sales Order, Delivery Note and Rejection In

2) Introduction

Tally.ERP 9 inventory vouchers perform the same function in the inventory system as accounting vouchers do. Inventory Vouchers are used to enter transactions relating to Inventory such as transactions relating to issue and receipt of stock, transfer of stock between Locations, physical stock adjustments and so on. The following inventory vouchers are available in Tally.ERP 9:

- Stock Journal (Alt+F7)
- Physical Stock Voucher (Alt+F10)
- Purchase Order (Alt+F4)
- Sales Order (Alt+F5)
- Rejections Out (Alt+F6)
- Rejections In (Ctrl+F6)
- Delivery Note (Alt+F8)
- Receipt Note (Alt+F9)

3) Stock Journal and Physical Stock Voucher

Stock Journal Voucher is used to record the transfer of goods from one location to another. Physical stock voucher is used to record actual stock in hand upon stock taking if there is any difference between actual stock and stock balance in Tally.ERP 9.

Stock Journal

Transaction 1 : On 27-05-2011 Transferred 2 Nos of Sony 29 inches TV from Bangalore to Mumbai.

To create Stock Journal:

Go to Gateway of Tally > Inventory Vouchers (Under Transactions) > Inventory Voucher Creation > Alt+F6 Stk Jrnl.

Physical Stock

Transaction 2 : On 28-05-2011 Stock check reveals physical stock of Sony 29 inches TV 19 Nos in Bangalore Location.

To create Physical Stock Voucher :

Go to Gateway of Tally > Inventory Vouchers (Under Transactions) > Inventory Voucher Creation > Alt+F10 Phys Stk.

4) Purchase Procedure (Purchase Order, Receipt Note, Rejection Out)

Purchase Order is used to place the order with the Supplier, Receipt Note to enter the receipt of goods from the Supplier and Rejection Out for entering any goods rejected and returned to the supplier.

Purchase Order

To create Purchase Order :

Go to Gateway of Tally > Inventory Vouchers (Under Transactions) > Inventory Voucher Creation.

Transaction 1: On 1-04-2011 Issued a purchase Order of 4 Nos of Sony 29 inches TV to SRS Group Ltd on Order No. PO/001 which is to be stored in Bangalore Location.

To activate Purchase Order :

- F11 Features (Inventory Features) > Set the option "Allow Purchase Order Processing" to 'Yes' (Under Order Processing) > Accept the Screen > Click on Ctrl+F2 Order Buttons.
- Before doing purchase procedure alter the Purchase Ledger and Set the option 'Inventory values are affected' to "Yes".

Receipt Note

Transaction 2: On 8-04-2011 Received delivery of 4 Nos of Sony 29 inches TV from SRS Group Ltd on the Order No. PO/001 and stored in Bangalore Location.

To activate Receipt Note:

- F11 Features (Inventory Features) > Set the option "Use Tracking Numbers (Delivery, Receipts Notes) to "Yes" (Under Other Features) > Accept the Screen > Click on Alt+F9 Rcpt Note.

Rejection Out

Transaction 3 : On 9-04-2011 Returned 1 Nos of Sony 29 inches TV to SRS Group Ltd from Bangalore Location because of damage in goods.

To activate Rejection Out:

- F11 Features (Inventory Features) > Set the option "Use Rejection Inward/Outward Notes" to 'Yes' (Under Other Features) > Accept the Screen > Click on Alt+F6 Rej Out.

5) Sales Procedure (Sales Order, Delivery Note, Rejection In)

Sales Order is a customer places an order with the company for purchasing some goods. Goods that are being delivered to a customer are recorded in a delivery note voucher. A Rejection In entry is passed to record the rejected goods from the customer.

Sales Order

To create Sales Order:

Go to Gateway of Tally > Inventory Vouchers (Under Transactions) > Inventory Voucher Creation.

Transaction 1 : On 2-05-2011 Received a sales Order of 3 Nos of Sony 29 inches TV from Thomas & Co. on Order No. SO/001, which was stored in Bangalore Location.

To activate Sales Order:

- F11 Features (Inventory Features) > Set the option "Allow Sales Order Processing" to "Yes" (Under Order Processing) > Accept the Screen > Click on Ctrl+F2 Order Buttons > Sales Order.
- Before doing sales procedure alter the Sales Ledger and Set the option "Inventory values are affected" to "Yes"

Delivery Note

Transaction 2 : On 8-05-2011 Delivered 3 Nos of Sony 29 inches TV to Thomas & co. on order No. SO/001 from Bangalore Location.

To activate Delivery Note:

- F11 Features (Inventory Features) > Set the option "Use Tracking Numbers (Delivery, Receipts Notes)" to 'Yes' (Under Other Features) > Accept the Screen > Click on Alt+F8 Dely Note.

Rejection In

Transaction 3 : On 9-05-2011 Returned us 1 No. of Sony 29 inches TV by Thomas & co. and it returned to Bangalore Location.

To activate Rejection In

- F11 Features (Inventory Features) > Set the option "Use Rejection Inward/Outward Notes" to 'Yes' (Under Other Features) > Accept the Screen > Click on Ctrl+F6 Rej In.