

**Course  
&  
Test Series**

**Self-Made Assignment - Computerized Accounting Tally**

**Inventory Information - Inventory Voucher in Tally**

**Create Purchase Order With Receipt Notes in Tally:**

**Green View Enterprises – Purchase Order with Receipt Note**

**Step 1: Enable Required Features in Tally**

**Gateway of Tally → F11 (Features) → Inventory Features**

- Set “Enable Purchase Order Processing” = Yes
- Set “Use tracking numbers (delivery/receipt)” = Yes
- Set “Enable Receipt Notes” = Yes
- Press Ctrl + A to save.

**Step 2: Create the Purchase Order**

**Gateway of Tally → Inventory Vouchers → Ctrl + F9 (Purchase Order)**

Enter the following:

- **Date:** 01-07-2025
- **Supplier:** Modern Furnitures
- **Order No:** PO-003
- **Due Date:** 31-07-2025

➤ **Item Entries:**

Item Name	Quantity	Rate	Amount
Office Chairs	10	₹2,500	₹25,000
Office Desks	5	₹4,000	₹20,000

- Total Order Value: ₹45,000
- Press Ctrl + A to save.

**Step 3: Record Receipt Note (Partial Receipt)**

Let’s assume the supplier delivered **8 Chairs and 3 Desks** on **31th July 2025**.

**Gateway of Tally → Inventory Vouchers → F9 (Purchase) → F9 again for Receipt Note**

- **Date:** 31-07-2025
- **Supplier:** Modern Furnitures

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**Self-Made Assignment - Computerized Accounting Tally**

**Inventory Information - Inventory Voucher in Tally**

- Tally will prompt: “Order pending: Yes/No?” → Choose Yes
- Select the **PO-003** from the list
- Tally will fetch the ordered items automatically

➤ **Edit Quantities Received:**

Item Name	Quantity Received	Rate	Amount
Office Chairs	8	₹2,500	₹20,000
Office Desks	3	₹4,000	₹12,000

- Total: ₹32,000
- Save with **Ctrl + A**

**Step 4: View Pending PO Status**

To check how much is pending:

**Gateway of Tally → Display → Inventory Books → Purchase Order Book → PO-003**

You'll see:

Item Name	Ordered	Received	Pending
Office Chairs	10	8	2
Office Desks	5	3	2

**Summary**

- **PO Created:** ₹45,000 (Chairs + Desks)
- **Goods Received (31th July):** ₹32,000
- **Balance Pending:** ₹13,000 (2 Chairs + 2 Desks)