

**Course
&
Test Series**

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking &
Insurance**

 **Central Govt.
Service**

 **State Govt.
Services**

 **LAW
Entrance**

 **MBA
Entrance**

 **Railways & Metro
Services**

...many more

abhyasonline.in

Self-Made Assignment - Computerized Accounting

Inventory Information-Inventory Vouchers in Tally

Record Purchase order in Tally ERP 9

A company named **ABC Traders** wants to purchase office supplies from **XYZ Stationery**. They create a **purchase order** on **June 1, 2025** (Order No. PO-001) with the expected delivery by **June 30, 2025**.

Purchase Order Details:

- **Supplier:** XYZ Stationery
- **Order No:** PO-001
- **Order Date:** June 1, 2025
- **Due Date:** June 30, 2025

Items Ordered:

Item	Quantity	Unit Price (₹)	Total (₹)
A4 Printing Paper	10 Reams	250	2,500
Ballpoint Pens	50 Nos.	20	1,000
Stapler	5 Nos.	300	1,500
Whiteboard	1 Nos.	2,000	2,000
File Folders	30 Nos.	50	1,500

Steps to Enable Purchase Order Processing:

1. **Open Tally ERP 9.**
2. From the **Gateway of Tally**, press **F11** (Features).
3. Select **Inventory Features** (or press **F2** from the Features menu).
4. In the Inventory Features screen, find the option:
 - **"Enable Purchase Order Processing"**
 - Set this to **Yes**.
5. Press **Ctrl + A** to save the settings.

Course
&
Test Series

Self-Made Assignment - Computerized Accounting

Inventory Information-Inventory Vouchers in Tally

Steps to Record in Tally:

1. **Open Purchase Order Voucher Screen:**
 - o Go to Gateway of Tally > Vouchers > F10 (Other Vouchers) > Select Purchase Order (Ctrl+F9).
2. **Enter Supplier Details:**
 - o Select Party A/c Name (XYZ Stationery).
 - o Enter Order No. (PO-001) and Due Date (June 30, 2025).
3. **Enter Item Details:**
 - o Select each item, specify quantity and rate.
4. **Save the Purchase Order:**
 - o Press Ctrl+A to save the transaction

 CBSE

 ICSE

 NTSE

 Banking & Insurance

 Central Govt. Service

 State Govt. Services

 LAW Entrance

 MBA Entrance

 Railways & Metro Services

...many more

abhyasonline.in