

Course
&
Test Series

Self-Made Assignment - Computerized Accounting Tally

Inventory Information - Inventory Voucher in Tally

Create Sales Order With Delivery Note in Tally:

Example Scenario:

Company Name: ABC Traders
Customer: XYZ Enterprises
Item: Samsung Monitor
Order Date: 10th June 2025
Delivery Date: 15th June 2025
Quantity Ordered: 10 units
Rate per unit: ₹10,000

Step 1: Create a Sales Order

Gateway of Tally → Order Vouchers → Sales Order (Alt+F5)

Entry:

- Party A/c Name: XYZ Enterprises
- Order No.: SO/001
- Order Date: 10-06-2025
- Delivery Date: 15-06-2025
- Item: Samsung Monitor
- Quantity: 10
- Rate: ₹10,000
- Amount: ₹1,00,000

Save the voucher.

Step 2: Create a Delivery Note

Assume you delivered 6 out of 10 units on the delivery date.

Gateway of Tally → Inventory Vouchers → Delivery Note (Alt+F8)

Entry:

- Party A/c Name: XYZ Enterprises
- Order No.: Select SO/001 from the pop-up
- Date: 15-06-2025
- Item: Samsung Monitor
- Quantity: 6
- Rate: ₹10,000

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- Amount: ₹60,000

Save the voucher.

Tally will now track that **4 units** are still pending delivery.

- Step 3: Check Outstanding Orders

Gateway of Tally → Display → Statements of Inventory → Sales Order Outstanding → All Order

Order No.	Party Name	Item	Ordered	Delivered	Balance
SO/001	XYZ Enterprises	Samsung Monitor	10	6	4

- Step 4: Complete the Delivery (Optional)

When you deliver the remaining **4 units**:

- Go to **Delivery Note**
- Select **SO/001** again
- Enter Quantity: 4 units
- Save

Now, the order will be **fully delivered**.

- Optional: Create Sales Invoice from Delivery Note

Later, you can generate a **Sales Invoice** using the **Delivery Note** as a base

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