

Recording Debit Note Voucher in Tally

Various Shortcuts for Creating and Altering Vouchers:

- F4: Contra Voucher
- F5: Payment Voucher
- F6: Receipt Voucher
- F7: Journal Voucher
- F8: Sales Voucher
- F9: Purchase Voucher
- F10: Reversing Journal Voucher
- Ctrl + F10: Memo Voucher
- Ctrl + F8: Credit Note Voucher
- Ctrl + F9: Debit Note Voucher
- Ctrl + F6: Rejection IN
- Alt + F6: Rejection Out
- Alt + F7: Stock Journal
- Alt + F8: Delivery Note
- Alt + F9: Receipt Note

Debit Note Voucher in Tally

Debit Note entry is passed when there is a purchase return transaction. This voucher is deactivated by default. You can activate it by pressing F11 and configuring its features. You can refer to the original purchase invoice against which this entry is passed for maintaining track of such transactions. When a party is selected, you will come across the list of invoices against which this Debit note voucher is used. Debit notes can also be used either in invoice mode or voucher mode as utilised in Purchase Voucher. To Activate the Credit Note and Debit Note feature, you can select F11 and activate the credit and debit note feature.

Debit Note in Tally ERP 9

A debit note in Tally ERP 9 is a document issued by a buyer to a seller, indicating that the buyer has debited the seller's account. It is typically used to return goods, claim a reduction in price, or rectify any discrepancies in an invoice.

**Steps to Create a Debit Note in Tally ERP 9**

1. **Activate Debit Notes:**
  - Go to Gateway of Tally > F11: Features > F2: Accounting Features.
  - Set Use Debit/Credit Notes to Yes.

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- If required, set Use Debit Notes for Invoices to Yes.
- 2. **Creating a Debit Note Voucher:**
  - Go to Gateway of Tally > Accounting Vouchers > Ctrl + F9 (or click on Debit Note button).
  - Fill in the necessary details like date, party name, ledger, and amount.

**Detailed Explanation of Fields in Debit Note**

- **Date:** The date when the debit note is issued.
- **Party Name:** The name of the party to whom the debit note is being issued.
- **Ledger Account:** The account to be debited (usually the supplier's account).
- **Item Details:** Details of the items being returned, including quantity and rate.
- **Amount:** The total amount for the items being returned or the discrepancy amount.
- **Narration:** A brief description or reason for issuing the debit note.

**Example of Recording a Debit Note**

**Scenario:**

ABC Ltd. purchased goods worth Rs. 50,000 from XYZ Traders on 5th April 2024. On 15th April 2024, ABC Ltd. returned goods worth Rs. 10,000 due to defects.

**Steps to Record in Tally ERP 9:**

1. Go to Gateway of Tally > Accounting Vouchers > Ctrl + F9.
2. Enter the following details:
  - **Date:** 15-04-2024
  - **Party Name:** XYZ Traders
  - **Ledger:** Purchases (or specific ledger if maintained separately)
  - **Amount:** Rs. 10,000
  - **Item Details:** Enter the details of the items being returned.
  - **Narration:** "Goods returned due to defects."
3. Save the Voucher.

**Practical Use Cases of Debit Notes**

**Case 1: Goods Return**

**Scenario:** DEF Ltd. purchased goods worth Rs. 60,000 from LMN Traders. Later, DEF Ltd. found that goods worth Rs. 15,000 were defective and decided to return them.

**Steps:**



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1. Create a debit note for Rs. 15,000.
2. Debit LMN Traders account.
3. Credit Purchases account (or respective inventory account).

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Case 2: Price Discrepancy

**Scenario:** GHI Enterprises found a price discrepancy in the invoice received from OPQ Suppliers. The invoice amount was Rs. 70,000, but the correct amount should be Rs. 65,000.

Steps:

1. Create a debit note for Rs. 5,000.
2. Debit OPQ Suppliers account.
3. Credit Purchases account.

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Case 3: Quantity Discrepancy

**Scenario:** MNO Corporation received 500 units of raw materials from RST Ltd., but 50 units were damaged and needed to be returned.

Steps:

1. Create a debit note for the value of 50 units.
2. Debit RST Ltd. account.
3. Credit Purchases account (or respective inventory account).

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Summary

- **Purpose:** To notify the supplier of goods returned or discrepancies.
- **Activation:** Enable through Inventory Features.
- **Creation:** Use Ctrl + F9 in Accounting Vouchers.
- **Details Required:** Date, Party Name, Ledger, Item Details, Amount, and Narration.
- **Common Uses:** Returning defective goods, correcting invoice discrepancies, and adjusting quantities.

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Advantages of Using Debit Notes:

- **Efficient Record-Keeping:** Maintains accurate records of returns and discrepancies.
- **Automated Calculations:** Automatically adjusts the accounts affected by the debit note.

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- **Professional Documentation:** Provides a formal document to support the return or adjustment.

Practical Unsolved Questions on Debit Notes

**Ques 1: Scenario:**

- DEF Ltd. purchased goods worth Rs. 80,000 from UVW Traders. Later, DEF Ltd. found that goods worth Rs. 20,000 were damaged and decided to return them.
- Record the debit note in Tally ERP 9 for the damaged goods return.

**Ques 2: Scenario:**

- GHI Enterprises received an invoice from PQR Suppliers for Rs. 1,00,000. Upon review, GHI Enterprises noticed a pricing error of Rs. 10,000 (overcharged).
- Record the debit note in Tally ERP 9 for the price discrepancy.

**Ques 3: Scenario:**

- MNO Corporation purchased 1000 units of a component from XYZ Ltd. After receiving the shipment, MNO Corporation found that 100 units were not as per the specification and returned them.
- Record the debit note in Tally ERP 9 for the quantity discrepancy.



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