



POWER OF SIMPLICITY

User Manual – Purchase to Purchase Order

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Purchase to Purchase Order

This TDL is used to modify the Purchase Order. Using this TDL the user can alter the narration of Purchase Order through Purchase voucher.

1. Attach the **Purchase to PO.TDL** file as Account TDLs.

Now **Tally.ERP 9** users can upload the customized TDL programs from the Web Control Centre. To achieve this facility, user need to create a configuration pack and deploy it across sites belonging to an account. Uploading the customised TDL program files is a simple and easy task and the updates are dynamic. Please refer **CBD for Account TDLs** for more details.

OR

2. Attach the **Purchase to PO.TDL** file with **Tally.ERP 9**. Now user can attach TDLs using following ways.
 - a. Using **Tally.ini**
 - i. Open **Tally.ERP 9** folder
 - ii. Open **Tally.ini** file
 - iii. Include TDL filename and save
 - b. Using **F12:Configure**
 - i. From **Gateway of Tally** menu Select **F12:Configure** Screen
 - ii. Select the option **TDL** Configuration
 - iii. Click **F4:Local TDLs** on button bar
 - iv. Add the file name with directory path

3. Run **Tally.ERP 9**

4. Pass a Purchase Order as shown.

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Inventory Voucher Creation **ABC Company Ltd** **Ctrl + M**

Purchase Order No. 2 **1-Apr-2008** **Tuesday**

Cost Centre/Classes : **I Not Applicable**

Party's A/c Name : **Batliwala & Co.** Order No. : 5

Current Balance : Credit Limit: 7,00,000.00 Dr

Purchase Ledger : **Purchase @ 4%**

VAT/Tax Class: **Purchases @ 4%**

Name of Item	Quantity	Rate	per	Disc. %	Amount
CDROM Disks 10s Compact Disk	15-0 Box	90.00	Box		1,350.00
I End of List					

Show Statutory Details ? **No**

Narration: 15-0 Box

Purchase order for testing

Accept ?
Yes or No

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2009 (Thu, 22 Oct, 2009 15:31:50)

F1: Accounts Buttons
F1: Inventory Buttons
F1: Payroll Buttons
F2: Date
F3: Company
F4: Purc. Order
F5: Sales Order
F6: Rej In
F6: Rej Out
F7: Indent
F7: Stk Jml
F8: Dely Note
F9: Rcpt Note
F10: Phys Stk
I: Post-Dated
I: Optional
R: Reallocate
F11: Features
F12: Configure

5. Pass a Purchase voucher as shown.

Tally.ERP 9											
P: Print	E: Export	M: E-Mail	O: Upload	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help			
Party Details								ABC Company Ltd		Ctrl + M	
Purchase No. 2		Cost Centre/Classes : [Not Applicable]						1-Apr-2008 Tuesday			
Party's A/c Name : Batliwala & Co. Current Balance : Credit Limit: 7,00,000.00 Dr Purchase Ledger : VAT/Tax Class:											
Name of Item	Quantity	Rate	per	Disc %	Amount						
Receipt Details Receipt Note No.(s) : [End of List]											
List of Orders Order No(s) : <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> [End of List New Number Not Applicable 5 1-Apr-2008 Purchase order for testing </div>											
Supplier's Details Supplier : Batliwala & Co. Address : TIN/Sales Tax No. :											
Footer: Q: Quit A: Accept _____ _____ _____ _____ _____ _____ _____ _____ Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Party Details (c) Tally Solutions Pvt. Ltd., 1988-2009 Thu, 22 Oct, 2009 15:35:28 Ctrl + N M: Party List											

6. Change the narration of Purchase voucher as shown.

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation ABC Company Ltd Ctrl + M

Purchase No. 2 1-Apr-2008 Tuesday

Ref.: Cost Centre/Classes : **L Not Applicable**

Party's A/c Name : **Batliwala & Co.**
 Current Balance : Credit Limit: 7,00,000.00 Dr
 Purchase Ledger : **Purchase @ 4%**
 VAT/Tax Class: **Purchases @ 4%**

Name of Item	Quantity	Rate	per	Disc. %	Amount
CDROM Disks 10s Compact Disk	15-0 Box	90.00	Box		1,350.00
End of List					

Show Statutory Details ? **No**

Narration: 15-0 Box

Changing the narration in Purchase voucher

Accept ?
Yes or No

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2009 (Thu, 22 Oct, 2009) 15:36:45

Ctrl + N

F1: Accounts Buttons
 F1: Inventory Buttons
 E1: Payroll Buttons
 F2: Date
 F3: Company
 F4: Contra
 F5: Payment
 F6: Receipt
 F7: Journal
 F8: Sales
 F8: Credit Note
 F9: Purchase
 F9: Debit Note
 F10: Rev Jml
 F10: Memos
 I: Acct Invoice
 V: As Voucher
 I: Post-Dated
 I: Optional
 R: Reallocate
 F11: Features
 F12: Configure

7. Now the Daybook will be shown as below.

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Day Book ABC Company Ltd Ctrl + M

Day Book For 1-Apr-2008

Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-4-2008	Batiwala & Co. <i>Changing the narration in Purchase voucher</i>	Purchase	1		1,350.00
1-4-2008	Batiwala & Co. <i>Changing the narration in Purchase voucher</i>	Purchase Order	1		1,350.00

Q: Quit Enter: Alter D: Delete X: Cancel Z: Duplicate A: Add Vch I: Insert Vch R: Remove Line U: Restore Line U: Restore All Space: Select Space: Select

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Day Book (c) Tally Solutions Pvt. Ltd., 1988-2009 Thu, 22 Oct, 2009 15:38:26

F1: Detailed F2: Date F2: Period F3: Company F4: Chg Vch F5: Columnar F6: Extract F7: Show Profit F8: Other Rep F9: Inv Rep F10: Acc Rep F11: Features F12: Configure F12: Range F12: Value