

Lesson no. 3: Order Processing

Advanced Inventory in Tally ERP 9

Order Processing refers to placing orders with suppliers for purchasing from them or receiving orders from customers for the purpose of selling.

In Tally ERP 9 Order Processing is linked to Inventories. Using Order processing you can:

- Track the order position of a stock item.
- Know whether the goods ordered have arrived or not.

Go to **Gateway of Tally of in the F11: Features (Inventory Features)**. **Activate the following features:**

- Allow Purchase Order Processing.
- Allow Sales Order Processing.
- Use Tracking Number (Delivery / Receipt Notes)

Company : Apex Institute			
<u>Inventory Features</u>			
<u>General</u>		<u>Invoicing</u>	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Yes
Allow Zero valued entries	? No	Enter Purchases in Invoice Format	? Yes
<u>Storage & Classification</u>		Use Debit/Credit Notes	? No
Maintain Multiple Godowns	? No	Use Invoice mode for Credit Notes	? No
Maintain Stock Categories	? No	Use Invoice mode for Debit Notes	? No
Maintain Batch-wise Details (set Expiry Dates for Batches)	? No	Separate Discount column on Invoices	? No
Use different Actual & Billed Qty	? No	<u>Purchase Management</u>	
<u>Order Processing</u>		Track additional costs of Purchase	? No
Allow Purchase Order Processing	? No	<u>Sales Management</u>	
Allow Sales Order Processing	? No	Use Multiple Price Levels	? No
		<u>Additional Inventory Vouchers</u>	
		Use Tracking Numbers (Delivery/Receipt Notes)	? No
		Use Rejection Inward/Outward Notes	? No

Batch-wise Details

Batch details are used to identify the movement of inventory in batches or lots. Although this is a requirement primarily of the pharmaceutical industry, the same can be used by other industries that maintain or manufacture perishable goods. Many organizations also purchase in batches in order to monitor the result of the batch purchased individually. Hence, Tally ERP 9 has used the term Batch / Lot.

In this section the following topics are discussed:

- Activate Batch-wise Details and enter vouchers using them.
- Set Manufacturing Date & Expiry Date for Batches.

Activating Batch-wise Details: Batch-wise details are given for maintaining batch information pertaining to stock items. The Manufacturing date and expiry date can also be set for batch wise details.

To activate Batch-wise Details

Go to **Gateway of Tally** → **press F11: Features (Inventory Features)**.

- **Set Maintain Batch-wise details and set Expiry Dates for Batches to YES.**

Additional Cost Details

The cost of an item is the rate at which the item is purchased. However, there are other expenses like Packing charges, Freight charges, Cartage incurred, etc. which add to the cost of purchasing the item. Thus, the additional cost details are required to be added to the actual cost of purchase.

Let us now see how Tally ERP 9 handles this requirement.

Activating Additional Cost Details

Ensure that you are at the **Gateway of Tally Press F11: Features (Inventory Features)**. **Set Track Additional Costs of Purchases to YES.**