

## Debit and Credit Notes

Create Stock Item :Gateway of Tally >Create> Stock Items

Item Name	Under	Units
Mouse	Computer	Pcs
Keyboard	Computer	Pcs

Purchase :Gateway of Tally >Vouchers > Purchase F9

Purchase No. 1

Supplier invoice no : 001

Party A/c Name :Computer Traders (Sundry Creditors)

Purchase ledger : Purchase

Name of Item	Quantity	Rate Per	Amount
Keyboard	25 Pcs	125 Pcs	3125
Mouse	25 Pcs	110 Pcs	2750
	50 Pcs		5875

### PURCHASE RETURN

Few purchase items are found defected and returned to supplier

2 Keyboard and 5 Mouse are defected and to be return back to (Purchase Return)

We have to Create Credit Note of Returned items.

### How to Create Debit Note

GOT->Display more reports->Account Book -> Purchase Register ->Voucher Register

Look for Purchase voucher of party, whom the material is being returned. In this case Computer Traders is Supplier.

Select the Computer Traders

### Create Duplicate Voucher

Press Alt + 2 (To create duplicate voucher)

Accounting voucher creation (Duplication)

**F10: Other Vouchers > Debit Note (Alt+F5)**

Accounting Voucher Creation (Duplication)

Debit Note No. 1

Party A/c Name :Computer Traders

Ledger Account : Purchase

Name of Item	Quantity	Rate Per	Amount
Keyboard	2 Pcs	125 Pcs	250
Mouse	5 Pcs	110 Pcs	550
	7 Pcs		800

Make Change in Voucher for only Quantity column ( returned quantity in place of original purchase quantity)

**Check the Debit Notes**

Gateway of Tally> Display more reports>Accounts Book > Debit Note Register

Further, we can check Outstanding Payable

Gateway of Tally > Display more reports > Statement of Accounts > Outstanding > Payable

**Sales :**Gateway of Tally > Vouchers > Sales F8

Sales No. 1

Party A/c Name :Sudhakar Kumar ( Sundry Debtors )

Sales ledger : Sales

Name of Item	Quantity	Rate Per	Amount
Keyboard	10 Pcs	160 Pcs	1600
	10 Pcs		1600

**SALES RETURN**

2 keyboard are defected and party returned back(**Sales Return**)

**Create Credit Note**

Gateway of Tally>Display more Reports>Account Book >Sales Register >Voucher Register

Look for Sudhakar Kumar Sales voucher (for Sales return)

## Create Duplicate Voucher

Press **Alt + 2** (To create duplicate voucher)

**Accounting voucher creation (Duplication)**

**F10: Other Vouchers > Credit Note (Alt+F6)**

Accounting voucher creation (Duplication)

Credit Note No. 1

Party A/c Name :Sudhakar Kumar

Sales Ledger : Sales

Name of Item	Quantity	Rate Per	Amount
Keyboard	2 Pcs	160 Pcs	320
	2 Pcs		320

Change Quantity received back from party (Other information remain same)

## Check the Credit Notes

Gateway of Tally> Display more reports>Accounts Book > Credit Note Register

Further, we can check Outstanding Receivable

Gateway of Tally > Display more reports > Statement of Accounts > Outstanding > Receivable

# Interest Calculations

Interest is a legitimate return on money invested and chargeable in the business world on loans and also on delayed payments. Interest can be calculated on the basis of Simple or Compound Interest.

## **Activate Interest Calculation in Company**

**F11 : Company Features**

**Show More Features : Yes**

**Show all features : Yes**

**Accounting :**

Activate interest calculation      **(Yes)**

## **Activate Interest Calculation in Sundry Debtor Ledger**

### **Create Ledger**

Ledger Name : ABC Pvt Ltd

Under : Sundry Debtors

Maintain bill by bill : Yes

Default Credit Period : 40 days

Check for credit day during voucher entry : Yes

Activate Interest calculation : Yes

New Window : Interest Parameters

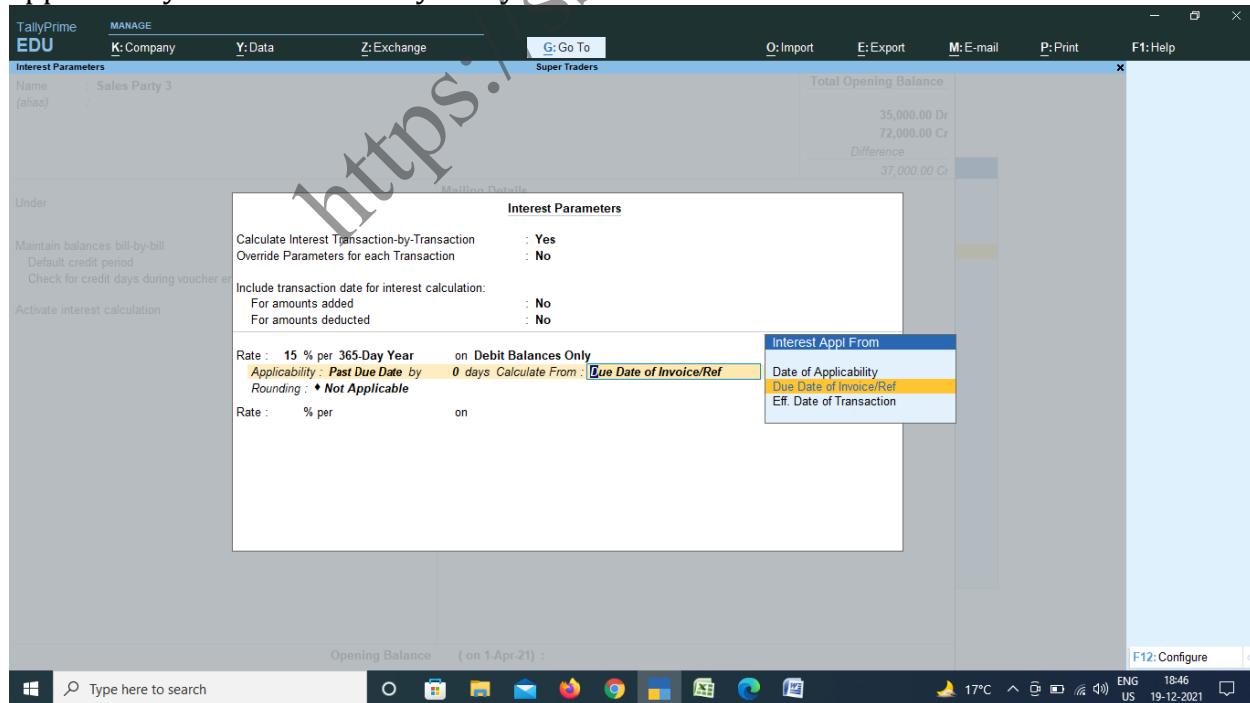
Press F 12: Configuration

Use Advance Interest Parameters : Yes

Calculate Interest Transaction by Transaction: Yes

Rate 15 % per 365 days on Debit balance Only

Applicability : Past Due Date by 0 Days from Due Date of Invoice



### Purchase Entry : Voucher > Purchase (F9)

Party Name : Computer Traders

Item : Mouse, Quantity : 20 Pcs, Rate : 150, Amount 3000

### Sales Entry : Voucher> Sales (F8)

Reference no.: 001

Party A/c name ledger: ABC Pvt Ltd

Sales ledger: Sales( Create by pressing Alt+C, if not available)

Name of Item	Quantity	Rate	Amount
Mouse	12 Pcs	160	1920
	12 Pcs		1920

### How to Check Interest Receivable

Display > Statement of Accounts > Interest Calculations > Interest Receivable

#### Change Period to find the Interest on a Specific date :

F2 : Period Change Period : From : 1-4-2021 To : 1-3-2022

Opening Amt	Pending Amt	Interest
1920.00 Dr	1920.00 Dr	231.98 Dr

1-Apr-2021 1

1920.00 Dr 12-May-2021 1-Mar-2022 294 Days 15% 231.98 Dr

The screenshot shows the TallyPrime EDU software interface for the 'Interest Calculation' report. The report title is 'Super Traders'. The date range is set from '1-Apr-21 to 1-Mar-22'. The report displays the following data:

Date	Ref. No.	Opening Amount	Pending Amount	Interest
1-Apr-21	1	1,920.00 Dr	1,920.00 Dr	231.98 Dr

Below the report, the system status bar shows the date as 19-12-2021, time as 18:55, and system information including ENG US.

## Multiple Currencies

Many Organizations have transactions in more than one currency. Such transactions have to be recorded either in the base (home) currency or in the foreign currency. If the transactions are recorded in home currency, the rate at which the foreign currency is exchanged should be recorded as well.

### Create Currency

Gateway of Tally > Currency > Create

Symbol	Formal Name
\$	Dollar
Word representing number after decimal	Cent

### Set Dollar Rate :Create > Rate of Exchange

Standard		Selling		Buying	
Date	SpecifiedRate	Date	SpecifiedRate	Date	SpecifiedRate
1-Apr-21	₹75/\$	1-Apr-21	₹80/\$	1-Apr-21	₹73/\$

### Create Ledger

Ledger Name	Under
Suresh Rawat	Sundry Creditors
Purchase	Purchase Accounts
Haider Enterprise	Sundry Creditors
Sales	Sundry Creditors

### Create Stock Group :Gateway of Tally >Create > Stock Group

Group	Under
Food	Primary

### Create Item :Gateway of Tally >Create> Stock

#### Item

Item	Under	Units
Pizza	Food	Pcs
Chips	Food	Pkt

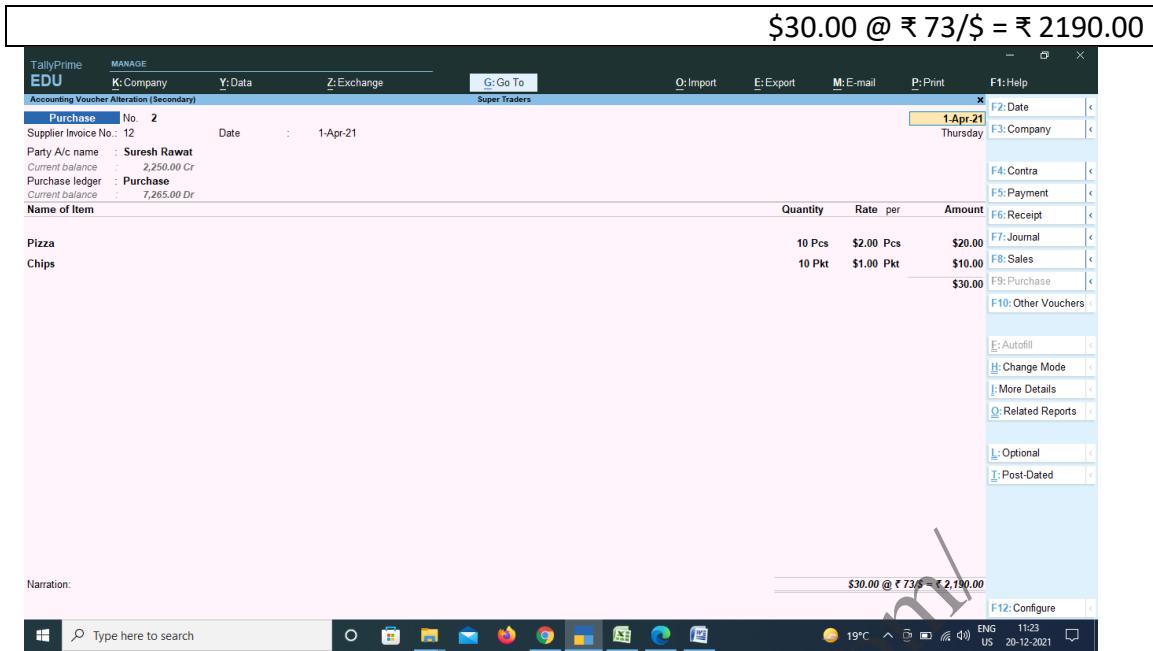
### Purchase Entry Gateway of Tally > Voucher > F9

Supplier invoice no.: 001

Party A/c nameledger:Suresh Rawat

Purchase ledger: Purchase

Name of Item	Quantity	Rate	Amount
Pizza	10 Pcs	\$2.00 Pcs	\$20.00
Chips	10 Pkt	\$1.00 Pkt	\$10.00



## Sales Entry : Gateway of Tally > Voucher > F8

Reference no.: 001

Party A/c name ledger: Haider Enterprise

Sales ledger: Sales

Name of Item	Quantity	Rate	Amount
Pizza	5 Pcs	\$3.00 Pcs	\$15.00
Chips	5 Pkt	\$2.00 Pkt	\$10.00
\$25.00 @ ₹ 80/\$ = ₹ 2000.00			

