



POWER OF SIMPLICITY

User Manual – Auto Fill from PRN

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Version: User Manual – Auto Fill from PRN/1.0/October 2009

Auto Fill from PRN

This TDL is used to fill the values in Purchase Order and Purchase vouchers automatically from Purchase Requisition Note.

1. Attach the **AutoFillfromPRN.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 **AutoFillfromPRN.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. Create a **Voucher Type** with the name **Purchase Requisition** under **Purchase Order**.

Tally.ERP 9

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

Name : **Purchase Requisition**
(alias) :

| General | | Printing | Name of Class |
|--|--|--|---------------|
| Type of Voucher : Purchase Order | | Print after saving Voucher ? No | |
| Abbr. : Purc Order | | | |
| Method of Voucher Numbering ? Automatic | | | |
| Use Advance Configuration ? No | | | |
| Use EFFECTIVE Dates for Vouchers ? No | | | |
| Make 'Optional' as default ? No | | | |
| Use Common Narration ? Yes | | | |

Accept ?
Yes or No

Q: Quit **A: Accept** **D: Delete** **Ctrl + N**

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Voucher Types --> Voucher Type Creation (c) Tally Solutions Pvt. Ltd., 1988-2009 Thu, 22 Oct, 2009 18:22:14

5. Create a **Purchase Requisition**. Goto **Gateway of Tally > Inventory Vouchers > Alt + F4: Purchase Order** > select the Voucher Type as **Purchase Requisition** from the List of Types drop down menu.

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 Requisition No. 1 **2-Apr-2008** **Wednesday**

Cost Centre/Classes : **1 Not Applicable** Order No. : **PR - 12500**

Party's A/c Name : **ABC India Pvt. Ltd.**
 Current Balance : **11,000.00 Cr** Credit Limit: **3,00,000.00 Cr**
 Purchase Ledger : **Purchase @ 4%**
 VAT/Tax Class: **Purchases @ 4%**

| Name of Item | Quantity | Rate | per | Disc. % | Amount |
|--------------------|----------|-------|-----|---------|----------|
| CDROM Disks 10s | 60-0 Box | 90.00 | Box | | 5,400.00 |
| End of List | | | | | |

Show Statutory Details ? **No**
 Narration:
 Purchase Requisition Entry

60-0 Box

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., 1988-2008 Fri, 23 Oct, 2009 10:42:18

7. Select the Purchase Requisition Order Number as shown.

[illegible]

8. Enter all the details and accept the screen. You can change the voucher details if necessary.

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

Purchase Order No. 2 **2-Apr-2008** **Wednesday**

Cost Centre/Classes : I Not Applicable

Party's A/c Name : **ABC India Pvt. Ltd.** **Order No. : PO - 12500**

Current Balance : **11,000.00 Cr** **Credit Limit: 3,00,000.00 Cr**

Purchase Ledger : **Purchase @ 4%**

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

| Name of Item | Quantity | Rate | per | Disc. % | Amount |
|-----------------|----------|-------|-----|---------|-----------------|
| CDROM Disks 10s | 26-0 Box | 90.00 | Box | | 2,340.00 |
| CDROM Disks 10s | 15-0 Box | 90.00 | Box | | 1,350.00 |
| | | | | | 3,690.00 |

I End of List

Show Statutory Details ? **No**

Narration: **41-0 Box**

Purchase order entry

Accept ?
Yes or No

Q: Quit **A: Accept** **D: Delete** **X: Cancel** **Ctrl + N**

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2008 Fri, 23 Oct, 2009 10:45:01

9. Pass a Purchase Voucher. Goto **Gateway of Tally > Accounting Vouchers > F9 : Purchase.**

10. Select the Order Numbers 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
 Ref: Cost Centre/Classes: I Not Applicable
 2-Apr-2008
 Wednesday

Party's A/c Name: ABC India Pvt. Ltd.
 Current Balance: 11,000.00 Cr Credit Limit: 3,00,000.00 Cr
 Purchase Ledger: Purchase @ 4%
 VAT/Tax Class: Purchases @ 4%

| Name of Item | Quantity | Rate | per | Disc % | Amount |
|-----------------|----------|-------|-----|--------|----------|
| CDROM Disks 10s | 26-0 Box | 90.00 | Box | | 2,340.00 |
| CDROM Disks 10s | 15-0 Box | 90.00 | Box | | 1,350.00 |
| CDROM Disks 10s | 60-0 Box | 90.00 | Box | | 5,400.00 |
| | | | | | 9,090.00 |

Receipt Details
 Receipt Note No.(s): I End of List

Order Details
 Order No(s): PO - 12500
 PR - 12500

Supplier's Details
 Supplier: ABC Ltd
 Address: ABC Add 1
 ABC Add 2
 Mumbai
 TIN/Sales Tax No.:

List of Orders
 End of List
 New Number
 Not Applicable
 PO - 12500 2-Apr-2008
 PR - 12500 2-Apr-2008

101-0 Box 9,090.00

Q: Quit A: Accept

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Party Details (c) Tally Solutions Pvt. Ltd., 1988-2008 Fri, 23 Oct, 2009 10:46:34

11. The voucher entry screen as shown.

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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 **2-Apr-2008** **Wednesday**

Ref.: Cost Centre/Classes : **1 Not Applicable**

Party's A/c Name : **ABC India Pvt. Ltd.**
 Current Balance : **11,000.00 Cr** Credit Limit: **3,00,000.00 Cr**
 Purchase Ledger : **Purchase @ 4%**
 VAT/Tax Class: **Purchases @ 4%**

| Name of Item | Quantity | Rate | per | Disc. % | Amount |
|-----------------|----------|-------|-----|---------|-----------------|
| CDROM Disks 10s | 26-0 Box | 90.00 | Box | | 2,340.00 |
| CDROM Disks 10s | 15-0 Box | 90.00 | Box | | 1,350.00 |
| CDROM Disks 10s | 60-0 Box | 90.00 | Box | | 5,400.00 |
| | | | | | 9,090.00 |

1 End of List

Show Statutory Details ? **No**

Narration: **101-0 Box**

Purchase Entry

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., 1988-2008 Fri, 23 Oct, 2009 10:47:30

12. The daybook for the same as shown 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 2-Apr-2008

| Date | Particulars | Vch Type | Vch No. | Debit Amount Inwards Qty | Credit Amount Outwards Qty |
|----------|---------------------|----------------------|---------|-----------------------------|-------------------------------|
| 2-4-2008 | ABC India Pvt. Ltd. | Purchase | 2 | | 9,090.00 |
| 2-4-2008 | ABC India Pvt. Ltd. | Purchase Order | 2 | | 3,690.00 |
| 2-4-2008 | ABC India Pvt. Ltd. | Purchase Requisition | 1 | | 5,400.00 |

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 --> Display Menu --> Day Book (c) Tally Solutions Pvt. Ltd., 1988-2009 Fri, 23 Oct, 2009 11:05:13