

## Memorandum, Debit and Credit Note Vouchers

Memorandum Vouchers are those vouchers which do not impact your books of accounts.

Used when the actual purpose of an expense is not sure and can be converted to any voucher type. Will not impact the accounts unless converted to a normal voucher type. The impact of a memorandum voucher can be seen by creating scenarios.

*In this section*

- Making suspense payments
- Vouchers not verified at the time of entry
- Items given for approval
- Memorandum Voucher Register

### **Making suspense payments**

Consider that a company gives its employees cash to buy office supplies, the exact nature and cost of which are unknown. For this transaction you can enter a voucher for the petty cash advance, a voucher to record the actual expenditure details when they are known, and another voucher to record the return of surplus cash.

However, a simpler way of doing it is to enter a Memo voucher when the cash is advanced, and then turn it into a Payment voucher for the actual amount spent, when the details are known.

For example, the Company pays its employee Rs. 1000 as petty cash advance for Office Expenses.

1. **Gateway of Tally > Vouchers > press F10 (Other vouchers) > type or select Memorandum Voucher.**  
Alternatively **Alt+G (Go to) > Create Vouchers > press F10 (Other vouchers) > type or select Memorandum Voucher.**  
In case the voucher is inactive, you will be prompted to activate the Memorandum voucher type.  
Select **Yes** or press **Yes** to proceed.
2. If you want to change the voucher date, press **F2 (Date)**.
3. Select the mode of payment.
  - Debit Office Supplies Account.

- Credit Cash Account.

Accounting Voucher Creation		National Enterprises	
Memorandum No. 3		3-Aug-2020 Monday	
Particulars	Debit	Credit	
Dr Office Supplies Cur Bal: 3,600.00 Dr New Ref 3	3,600.00 Dr		
Cr Cash Cur Bal: 5,63,403.00 Dr		3,600.00	
Narration:		3,600.00	3,600.00

4. Accept the screen. As always, you can press **Ctrl+A** to save.

In TallyPrime, you will find patterns to do certain tasks, and these patterns are consistent across the product. For example, when recording a transaction, press **Alt+C** to create a ledger, without leaving the voucher. This pattern works across the product. Anywhere in the product, in ledger selection field, press **Alt+C** to create it.

## Vouchers not verified at the time of entry

If there is no clarity with the details of a voucher you are entering, you can enter it as a Memo voucher and amend it later when the details are available.

## Items given for approval

Generally completed sales are entered into books. In case items are given on approval, use a Memo voucher to track and convert it into a proper Sales voucher. You can cancel/delete the memo voucher if the sale is not made.

## Memorandum Voucher Register

1. Gateway of Tally > Display More Reports > Exception Reports > Memorandum Register.  
Alternatively, press **Alt+G** (Go To) > type or select **Memorandum Register** > and press **Enter**.

Voucher Register		National Enterprises		1-Apr-2020 to 31-Mar-2021	
List of All Memorandum Vouchers					
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
1-Apr-2020	Office Supply Account	Memorandum	1	3,000.00	
1-Apr-2020	Sales	Memorandum	2	50,000.00	
3-Aug-2020	Office Supplies	Memorandum	3	3,600.00	
<b>Total:</b>				<b>56,600.00</b>	

**Note:** You can also view memorandum vouchers from the Day Book.

You can alter and convert a Memo voucher into a regular voucher when you decide to consider the entry into your books. Use Scenarios to see the effect of Memo entries on reports and statements.

## Memorandum Vouchers in Day Book

To view entered Memorandum vouchers, you can go to Day Book. Day Book is a report to view transactions recorded in the Day.

1. **Gateway of Tally > Day Book.**  
Alternatively, press **Alt+G** (Go To) > type or select **Day Book**> and press **Enter**.
2. If you want to change the date, press **F2** (Period).  
You can see Memorandum vouchers along with all other vouchers recorded in the day here.
3. If you want to see only particular voucher types press **F4** (Voucher Type) and select Memorandum voucher type to view.

Name of Voucher Type
[Empty Input Field]
Voucher Types
Create
<ul style="list-style-type: none"> <li>◆ All Items</li> <li>Contra</li> <li>Job Work In Order</li> <li>Job Work Out Order</li> <li>Journal</li> <li>Material In</li> <li>Material Out</li> <li style="background-color: #ffcc00;">Memorandum</li> <li>Payment</li> </ul>

**Note:** In Day Book you can also see transactions for a date range by pressing **Alt+F2** (Period) and mention From and To date to view transactions of that period.

Day Book		National Enterprises		1-Apr-2020 to 31-Mar-2021	
List of Memorandum Vouchers				Debit Amount	Credit Amount
Date	Particulars	Vch Type	Vch No.		
1-Apr-2020	Office Supply Account	Memorandum	1	3,000.00	
1-Apr-2020	Sales	Memorandum	2	50,000.00	
3-Aug-2020	Office Supplies	Memorandum	3	3,600.00	

4. **Ctrl+B** (Basis of Values): You can configure the values in your report for that instance, based on different business needs.
  - In **Day Book**, you can display the **Forex transactions only**. Press **Ctrl+B** (Basis of Values) > set **Show Forex transactions only** as **Yes**. Press **Esc** to view the default values.
5. **Ctrl+H** (Change View): You can display the details of a report in different views with additional details or for a specific period. You can also view other reports related to the current report.
  - To view the **Post-Dated Bank Transactions** for Day Book, press **Ctrl+H** (Change View) > type or select **Post-Dated Bank Transactions** > press **Enter**. Press **Esc** to view the default report.
6. **Ctrl+J** (Exception Reports): You can view the exceptions related to the data displayed in the current report by pressing **Ctrl+J** (Exception Reports), without closing the report.
  - To view the **Post-Dated Voucher** for Day Book, press **Ctrl+J** (Exception Reports) > type or select **Post-Dated Voucher** > and press **Enter**. Press **Esc** to view the default report.
7. You can also use **Alt+F12** (Range) function to filter for Memorandum vouchers in Day Book. The range filters selected to view only Memorandum vouchers appears as shown.

## Exception Reports for Memorandum Vouchers

- Gateway of Tally > Display More Reports > Exception Reports > Memorandum Register.  
Alternatively, press Alt+G (Go To) > type or select Memorandum Register > and press Enter.

Voucher Register		National Enterprises		1-Apr-2020 to 31-Mar-2021	
List of All Memorandum Vouchers					
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
1-Apr-2020	Office Supply Account	Memorandum	1	3,000.00	
1-Apr-2020	Sales	Memorandum	2	50,000.00	
3-Aug-2020	Office Supplies	Memorandum	3	3,600.00	
<b>Total:</b>				<b>56,600.00</b>	

You can also view memorandum vouchers from the Day Book. You can alter and convert a Memo voucher into a regular voucher when you decide to consider the entry into your books.

**Note:** Use Scenarios to see the effect of Memorandum entries on reports and statements.

## Record Credit Note for Sales Returns and Increase in Sale Value

In case you have sold goods and some or all of the goods have been returned by your customer, you will need to account for such sales returns. Once you accept the goods that are returned, before or after receiving the payment for the same, you can record the transaction using the credit note feature of TallyPrime.

### Sales Returns Transaction

When you accept sales return, record such returns by issuing credit notes.

*In this section*

- Sales returns before receiving the payment
- Sales returns after receiving the payment

## Sales returns before receiving the payment

If you are recording the sales returns before receiving the payment, you can select the reference as Agst Ref while linking the credit note to the sales invoice.

1. Open the credit note voucher screen and specify the buyer details.
  - a. **Gateway of Tally > Vouchers > F10 (Other Vouchers) > type or select Credit Note > and press Enter.** Alternatively, press **Alt+G (Go To) > Create Voucher > F10 (Other Vouchers) > type or select Credit Note.**
  - b. Press **Ctrl+H (Change Mode)** and select the invoice mode as per your business needs.
  - c. **Party A/c Name:** Select the party name.
  - d. **Party Details:** Provide the Buyer details. You can also provide the Receipt or Order details as per your invoice requirements. You can also enter the **Original Invoice No.** and **Date** against which this sales return is being recorded.  
If you do not see the **Party Details** screen with options for **Original Invoice No.** and **Date**, press **F12 (Configure)**, and set **Provide Receipt, Order, and Export/Import details** to **Yes**.
  - e. As always, you can press **Ctrl+A** to save and proceed.
2. Select the **Sales ledger** to allocate the stock items.
3. Provide the stock item details.  
As in other transactions, you can create the item on the fly by pressing **Alt+C**.
  - a. Select the stock item.
  - b. Enter the **Quantity**. The **Rate** will be auto-filled, based on the rate entered in the previous transaction. However, you may choose to enter the **Rate**. The **Amount** appears automatically.
4. Select the bill-wise details.
  - a. Press **F12 (Configure) > set Use default Bill-wise details for Bill Allocation** to **No**. Henceforth, you can select the bill references in the **Bill-wise Details** screen, until you change the option in **F12 (Configure)** of the invoice.
  - b. Select **Agst Ref**, as the payment has not been received against the sales.

Bill-wise Details		National Enterprises					
Credit Note No. 1		Bill-wise Details for : <b>Karan Enterprises</b> Upto: <b>₹ 80,000.00 Cr</b>					
Party A/c name : Karan Enterprises		Type of Ref	Name	Due Date, or	Amount Dr/		
Current balance : 7,54,600.00 Dr				Pending Bills			
Ledger account : Sales				Name	Date	Balance	Final Balance
Current balance : 21,65,600.00 Cr							
Name of Item							
Washing Machine		Agst Ref	KR/01	3/1/KE-1	1-May-2020	1,00,000.00 Dr	1,00,000.00 Dr
Air Conditioner				3/2/KE-1	1-May-2020	60,000.00 Dr	60,000.00 Dr
				3/KE-1	1-May-2020	1,80,000.00 Dr	1,68,000.00 Dr
				4	1-May-2020	37,000.00 Dr	37,000.00 Dr
				KR/01	24-Apr-2020	5,49,600.00 Dr	5,49,600.00 Dr

5.

Accounting Voucher Creation		National Enterprises	
Credit Note No. 1		3-May-2020 Sunday	
Party A/c name	: Karan Enterprises		
Current balance	: 8,34,600.00 Dr		
Ledger account	: Sales		
Current balance	: 22,45,680.00 Cr		
Name of Item	Quantity	Rate per	Amount
Washing Machine	1 Nos	35,000.00 Nos	35,000.00
Air Conditioner	1 Nos	45,000.00 Nos	45,000.00
			80,000.00
♦ End of List			
Narration:		2 Nos	Accept ? Yes or No

What you see on the screen can vary based on your choices. Press **F12** (Configure) to change the options and **F11** (Features) to enable or disable features.

6. Accept the screen. As always, you can press **Ctrl+A** to save.

The credit note will appear in the **Credit Note Register**.

## Sales returns after receiving the payment

If you are recording the sales returns after receiving the amount, you can select the reference as New Ref while recording the credit note. When you provide the reference of the sales invoice, the credit note will be linked to it. Hence, when you raise a sales invoice on a later date, you can record it against this credit note.

1. Open the credit note voucher screen and specify the buyer details.
  - a. **Gateway of Tally > Vouchers >** press **F10** (Other Vouchers) type or select **Credit Note >** and press **Enter**.  
Alternatively, press **Alt+G** (Go To) > **Create Voucher > F10** (Other Vouchers) > type or select **Credit Note**.
  - b. Press **Ctrl+H** (Change Mode) and select the invoice mode as per your business needs.
  - c. **Party A/c Name:** Select the party name.
  - d. **Party Details:** Provide the Buyer details. You can also provide the Receipt or Order details as per your invoice requirements. You can also enter the **Original Invoice No.** and **Date**, against which this sales return is being recorded.  
If you do not see the **Party Details** screen with options for **Original Invoice No.** and **Date**, press **F12** (Configure), and set **Provide Receipt, Order, and Export/Import details** to **Yes**.
2. Select the **Sales ledger** to allocate the stock items.
3. Provide the stock item details.  
As in other transactions, you can create the item on the fly by pressing **Alt+C**.
  - a. Select the stock item.

- b. Enter the **Quantity**. The **Rate** will be auto-filled, based on the rate entered in the previous transaction. However, you may choose to enter the Rate. The Amount appears automatically.
4. Select the bill-wise details.
  - a. Press **F12** (Configure) > set **Use default Bill-wise details for Bill Allocation** to **No**. Henceforth, you can select the bill references in the **Bill-wise Details** screen, until you change the option in **F12** (Configure) of the invoice.
  - b. Select **New Ref**, as the payment has been received against the sales.

Bill-wise Details		National Enterprises	
Credit Note No. 2			
Party A/c name	: Karan Enterprises	Bill-wise Details for : <b>Karan Enterprises</b> Upto: ₹ <b>6,300.00 Cr</b>	
Current balance	: 7,54,600.00 Dr	Type of Ref	Name
Ledger account	: Sales		Due Date, or Credit Days
Current balance	: 21,65,680.00 Cr		: 19-May-2020
Name of Item			Amount Dr/ Cr
Bajaj WX 3 Wet Grinders		New Ref	6,300.00 Cr
◆ End of List			

5. Provide **Narration**, if needed.

Accounting Voucher Creation		National Enterprises	
Credit Note No. 2		19-May-2020 Tuesday	
Party A/c name	: Karan Enterprises	Quantity	Rate per
Current balance	: 7,54,600.00 Dr		Amount
Ledger account	: Sales		
Current balance	: 21,65,680.00 Cr		
Name of Item			
Bajaj WX 3 Wet Grinders		1 Nos	6,300.00 Nos
◆ End of List			
Narration:		1 Nos	
		Accept ? Yes or No	

What you see on the screen can vary based on your choices. Press **F12** (Configure) to change the options and **F11** (Features) to enable or disable features.

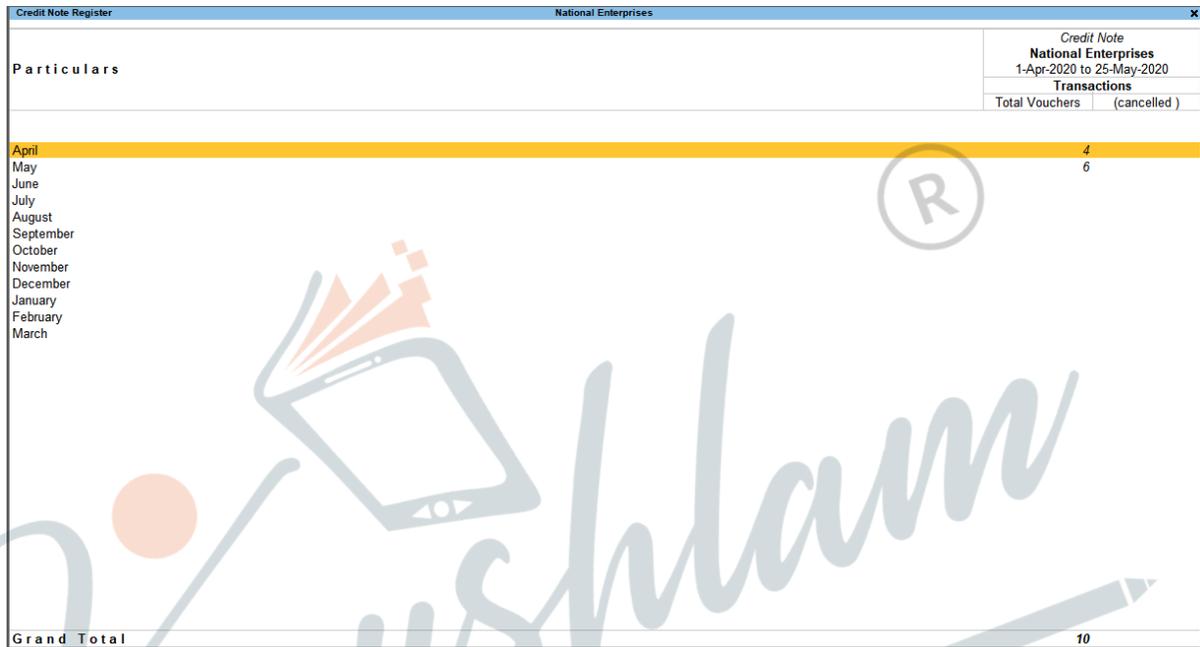
6. Accept the credit note screen. As always, you can press **Ctrl+A** to save.

You can settle this credit note by raising a sales invoice or payment voucher for the customer. Click here for details on adjusting bill references.

# Credit Note Register

You can track the sales returns received from your customers from the Credit Note Register. It displays a monthly break-up of credit notes.

1. Press **Alt+G** (Go To) > type or select **Credit Note Register**.  
Alternatively, **Gateway of Tally > Display More Reports > Account Books > Credit Note Register**.



Particulars	Credit Note National Enterprises 1-Apr-2020 to 25-May-2020	
	Transactions	
	Total Vouchers	(cancelled)
April	4	
May	6	
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		
<b>Grand Total</b>	<b>10</b>	

2. Select the required month and press **Enter**.
3. Press **F8** (Columnar) and set the options as required, to view the credit note columnar register.

**Columnar Register Alteration**

Company: **National Enterprises**  
for: **Credit Note**

Show party's address : No  
 Show voucher type : Yes  
 Show voucher number : Yes  
 Show voucher reference number : No  
     Show voucher reference date : No  
 Show party's tax registration number : No  
 Show service tax registration number : No  
 Show PAN : No  
 Show CST number : No  
 Show voucher narration : No  
 Show order details : No  
 Show receipt/despatch details : No  
 Show import/export details : No  
 Show quantity details : No

Show item value : Yes  
 Show ledger amounts with Dr/Cr : Yes

Type of Column	Type of Column
All items (automatic columns)	◆ End of List
	All items (automatic columns)
	All items (in one column)
	Group
	Ledger

The columnar **Voucher Register** of credit notes appears as shown below:

Voucher Register		National Enterprises		1-May-2020 to 31-May-2020	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
3-May-2020	Karan Enterprises	Credit Note	5		80,000.00
13-May-2020	Jiten Enterprises	Credit Note	6		7,400.00
19-May-2020	Karan Enterprises	Credit Note	7		6,300.00
20-May-2020	Hiren Enterprises	Credit Note	8		12,500.00
25-May-2020	Chaitra Traders	Credit Note	9		35,000.00
25-May-2020	Raksha Enterprises	Credit Note	10		8,000.00
<b>Total:</b>					<b>1,49,200.00</b>

To change the voucher type, press **F4** (Voucher Type) in the **Voucher Register**..

## Account for Increase in Sale Value

You may want to account for an increase in sale value. For this you can record a transaction in debit note by selecting the sales ledger in invoice mode as well.

1. Open the debit note voucher screen and specify the buyer details.
  - a. **Gateway of Tally > Vouchers > press F10 (Other Vouchers) > type or select Debit Note > and press Enter.**  
Alternatively, press **Alt+G (Go To) > Create Voucher > press F10 (Other Vouchers) > type or select Debit Note > and press Enter.**
  - b. Press **Ctrl+H (Change Mode)** to select the required voucher mode (**Item Invoice**, in this case).
  - c. Select the **Party A/c Name** and provide the buyer details. You can also enter the **Original Invoice No.** and **Date**, against which this transaction is being recorded.  
If you do not see the **Party Details** screen with options for **Original Invoice No.** and **Date**, press **F12 (Configure)**, and set **Provide Dispatch, Order, and Export/Import details** to **Yes**.
2. In the **Ledger Account** field, press **Enter** on **Show More >** select the **Sales ledger** to allocate the stock items.

Accounting Voucher Creation		National Enterprises	
Debit Note No. 1		List of Ledger Accounts	
Party A/c name	: Kiran Enterprises	Purchase <span style="float: right;">Create Show More</span>	
Current balance	: 34,793.09 Dr	Sales	
Ledger account	: Sales		
Current balance	: 3,97,012.93 Cr		
Name of Item			

3. Provide the stock item details and enter the amount.

- Select the bill-wise details against which this transaction is being recorded.

Accounting Voucher Creation		National Enterprises		4-Aug-20 Tuesday	
Debit Note No. 1					
Party A/c name : Kiran Enterprises					
Current balance : 34,793.09 Dr					
Ledger account : Sales					
Current balance : 3,97,012.93 Cr					
Name of Item	Quantity	Rate per	Amount		
Premier Wet Grinders			2,000.00		
♦ End of List					
Narration:					2,000.00

What you see on the screen can vary based on your choices. Press **F12** (Configure) to change the options and **F11** (Features) to enable or disable features.

- Accept the screen. As always, you can press **Ctrl+A** to save.

## Record Debit Note for Purchase Returns and Increase in Purchase Value

Debit Note is a document issued to a party stating that you are debiting their Account in your Books of Accounts for the stated reason or vice versa. It is commonly used in case of Purchase Returns, Escalation/De-escalation in price, any other expenses incurred by you on behalf of the party etc.

### Record Purchase Returns

Debit Note can be entered in voucher or invoice mode.

- Gateway of Tally > Vouchers > press F10 (Other Vouchers) > type or select Debit Note > and press Enter.**  
Alternatively, press **Alt+G (Go To) > Create Voucher > press F10 (Other Vouchers) > type or select Debit Note > and press Enter.**
- Press **Ctrl+H (Change Mode)** to select the required voucher mode (**Item Invoice**, in this case).
  - Party A/c Name:** Select the party name.
  - Party Details:** Provide the Supplier details. You can also provide the **Receipt or Order details** as per your invoice requirements. You can also enter the **Original Invoice No.** and **Date**, against which this purchase return is being recorded.  
If you do not see the **Party Details** screen with options for **Original Invoice No.** and **Date**, press **F12 (Configure)**, and set **Provide Dispatch, Order, and Export/Import details** to **Yes**.
  - As always, you can press **Ctrl+A** to save and proceed.
- Select the Purchase ledger to allocate the stock items.

4. Provide the stock item details.  
As in other transactions, you can create the item on the fly by pressing **Alt+C**.
  - a. Select the stock item.
  - b. Enter the **Quantity**. The **Rate** will be auto-filled, based on the rate entered in the previous transaction. However, you may choose to enter the **Rate**. The Amount appears automatically.
5. Select the bill-wise details.
  - a. Press **F12** (Configure) > set **Use default Bill-wise details for Bill Allocation** to **No**. Henceforth, you can select the bill references in the **Bill-wise Details** screen, until you change the option in **F12** (Configure) of the invoice.
  - b. Select **Agst Ref**, as the payment has not been received against the purchase.
6. Provide **Narration**, if needed.



Name of Item	Quantity	Rate per	Amount
Air Conditioner	1 Nos	23,500.00 Nos	23,500.00
♦ End of List			

*What you see on the screen can vary based on your choices. Press **F12** (Configure) to change the options and **F11** (Features) to enable or disable features.*

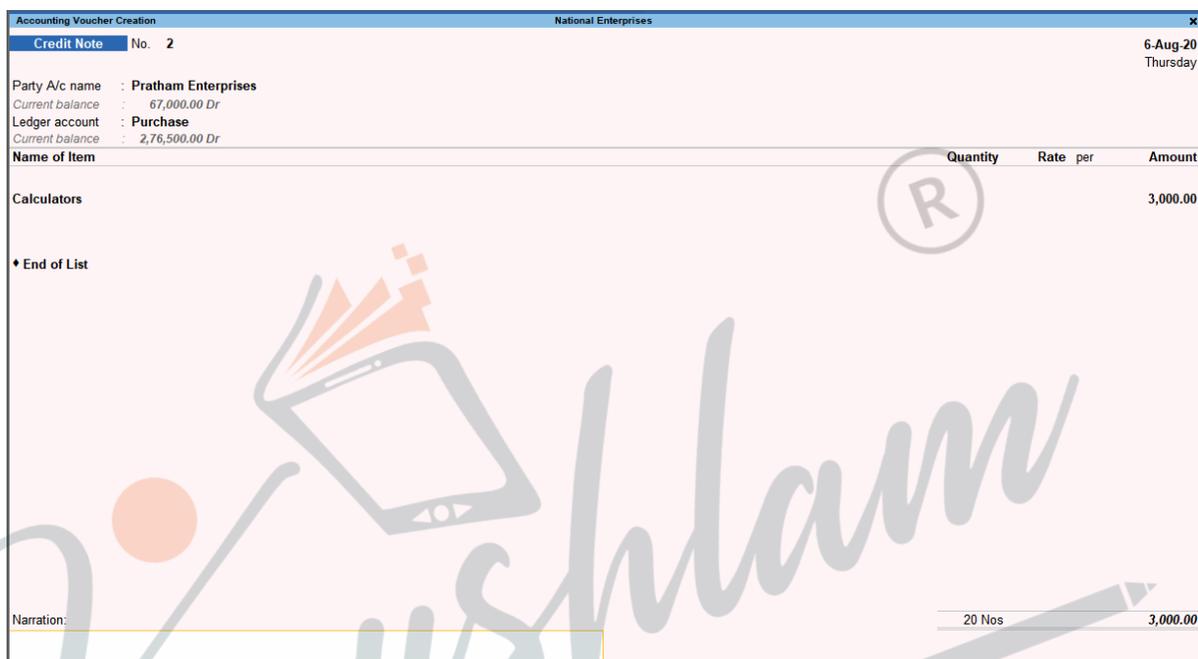
7. Accept the screen. As always, you can press **Ctrl+A** to save.

## Account for Increase in Purchase Value

You may want to account for an increase in purchase value. For this you can record a transaction in credit note by selecting the purchase ledger in invoice mode as well.

1. **Gateway of Tally > Vouchers > press F10** (Other Vouchers) > type or select **Credit Note** > and press **Enter**.  
Alternatively, press **Alt+G** (Go To) > **Create Voucher** > press **F10** (Other Vouchers) > type or select **Credit Note** > and press **Enter**.
2. Press **Ctrl+H** (Change Mode) to select the required voucher mode (**Item Invoice**, in this case).

3. Select the **Party A/c Name** and provide the supplier details. You can also enter the **Original Invoice No.** and **Date**, against which this transaction is being recorded.  
If you do not see the **Party Details** screen with options for **Original Invoice No.** and **Date**, press **F12** (Configure), and set **Provide Receipt, Order, and Export/Import details** to **Yes**.
4. In the **Ledger Account** field, press **Enter** on **Show More >** select the purchase ledger to allocate the stock items.
5. Provide the stock item details and enter the amount.
6. Select the bill-wise details against which this transaction is being recorded.



Name of Item	Quantity	Rate per	Amount
Calculators	20	150	3,000.00
♦ End of List			
Narration:			20 Nos 3,000.00

*What you see on the screen can vary based on your choices. Press **F12** (Configure) to change the options and **F11** (Features) to enable or disable features.*

7. Accept the screen. As always, you can press **Ctrl+A** to save.