

Purchase and sales order in TallyPrime

Record Sales Order in TallyPrime

In your business, if you are following the process of raising a sales order for each sales transaction, you can do the same in TallyPrime. You can record a sales order, raise a delivery note and link it to this order, and then link them to the sales invoice. You can use the reports to track the outstanding sales orders. You can generate and print a sales order as quotation, and it will not affect your books of accounts. You can also pre-close the orders, if needed.

Record Sales Order

When you receive an order from a customer, you may need to provide the details of items, quantities, date of delivery, and so on, with a Sales Order Number. When these goods are delivered, this sales order number will be used to track the order details either in the delivery note or in the sales invoice.

1. Open the sales order voucher screen and specify the buyer details.
 - a. **Gateway of Tally > Vouchers > F10 (Other Vouchers) > type or select Sales Order.** Alternatively, press **Alt+G (Go To) > Create Voucher > F10 (Other Vouchers) > type or select Sales Order.**
In case the voucher is inactive, you will be prompted to activate the Sales Order voucher type. Select **Yes** or press **Y** to proceed.
 - b. **Party A/c Name:** Select the party name.
 - c. **Party Details:** Provide the Dispatch, Order, and Buyer details as per your invoice requirements.
If you do not see the **Party Details** screen, press **F12 (Configure)**, and set **Provide Dispatch, Order, and Export details to Yes.**
As always, you can press **Ctrl+A** to save and proceed.
2. Enter the sales **Order no.** for the voucher.
If you want to enter an order number for each item, press **F12 (Configure) > set Use Order No. for every Item to Yes.** The **Order no.** field will appear in the **Stock Items Allocation** screen. It will not appear on the main screen of the invoice.
3. Select the **Sales 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 **Due on date** and **Quantity**. The **Rate** will be auto-filled, if available for the stock item. However, you may choose to enter the **Rate**. The Amount appears automatically.



5. Select additional ledgers, like transportation charges, insurance, or discount, if any.

Order Voucher Creation National Enterprises x

Sales Order No. 1 5-Apr-20 Sunday

Party A/c name : Kiran Enterprises
Current balance : 36,793.09 Dr
Sales ledger : Sales
Current balance : 3,99,012.93 Cr

Order no. : KE/SO/02

Name of Item	Quantity	Rate per	Amount
Smart Iconic Wet Grinders	12 Nos	6,300.00 Nos	75,600.00
Transportation Charges			500.00

Narration:

12 Nos 76,100.00

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.

6. Provide **Narration**, if needed, and accept the screen. As always, you can press **Ctrl+A** to save.
7. Press **Page Up** to view the voucher in alteration mode > press **Alt+P** (Print) > press **Enter** on **Current**.
8. Press **I** (Preview) to check the invoice before printing, if needed, or press **P** (Print) to print.

The following is a sample preview screen of the sales order.



SALES ORDER

National Enterprises 12th Main Road Rajarajeswari Nagar Bangalore	Voucher No.	Dated				
	1	5-Apr-20				
		Mode/Terms of Payment 15 Days Credit				
Buyer (Bill to) Kiran Enterprises 5th Main Road 5th Block Jayanagar Bangalore	Buyer's Ref./Order No.	Other References				
	KE/SO/02					
	Dispatched through	Destination				
	Goods Vehicle	Jayanagar				
	Terms of Delivery					
Sl No.	Description of Goods	Due on	Quantity	Rate	per	Amount
1	Smart Iconic Wet Grinders	7-Apr-2020	12 Nos	6,300.00	Nos	75,600.00
	Transportation Charges					500.00
	Total		12 Nos			₹ 76,100.00
Amount Chargeable (in words) INR Seventy Six Thousand One Hundred Only						E. & O.E
for National Enterprises						
Authorised Signatory						

This is a Computer Generated Document

The sales order details will be printed in the invoice.

[Click here to see the possible F12 configurations for Sales Order.](#)

Sales Against Sales Order

In your business, you may be following a process of raising sales order first and then recording a sales invoice without any delivery challan. In TallyPrime, you can record transactions in the same order. If you want to raise a delivery note at any point in time, you can do it by linking it to a sales order, and then to a sales invoice.

1. Open a sales invoice and enable supplementary details.
 - a. **Gateway of Tally > Vouchers > F8 (Sales)**.
Alternatively, press **Alt+G (Go To) > Create Voucher > F8 (Sales)**.
 - b. Press **F12 (Configure) > set Provide Dispatch, Order, and Export details to Yes**. Henceforth, you can enter the supplementary details in the sales voucher, until you change the option in **F12 (Configure)**.
2. Select the order number and record the invoice.
 - a. In the **Party Details** screen, select the order number.

Dispatch Details			
Delivery Note No(s) :	List of Tracking Numbers	ch Doc No. :	
	New Number	ched through :	
	◆ Not Applicable	ation :	
	KE/SO/02-1 7-Apr-20	Name/Agent :	
		Lading/LR-RR No.:	Date:
		Vehicle No. :	

The details from the sales order will be listed in the sales voucher.

- b. Make the required changes in the items/quantities, if required.
- c. Save the sales invoice. As always, you can press **Ctrl+A** to save.

The sales order will get closed, if completely billed. Otherwise, it will be partially closed, and the details can be viewed in the Sales Order Outstandings report.

Record Delivery Note against Sales Order

In your business, you may be following a process of raising a sales order first, then recording a delivery note, and then a sales invoice against the delivery note. In TallyPrime, you can record transactions in the same order. You can also link all the three invoices.

Here is an example of recording a delivery note against a sales order.

1. Open delivery note voucher and enable the party details screen.
 - a. **Gateway of Tally > Vouchers > F10 (Other Vouchers) > type or select Delivery Note**.
Alternatively, press **Alt+G (Go To) > Create Voucher > F10 (Other Vouchers) > type or select Delivery Note**.
 - b. Click **Yes** to activate the delivery note voucher.
 - c. Press **F12 (Configure) > ensure the option Provide Dispatch, Order, Export details is set to Yes**.
Henceforth, you can enter the supplementary details in the delivery note, until you change the option in **F12 (Configure)**.
2. Select the party ledger, sales order details, and record the transaction.



- a. In the **Party Details** screen, select the order number.

National Enterprises				
Item Allocations for : Smart Iconic Wet Grinders				
List of Tracking Numbers				
Godown	Name	Godown	Date	Balance Rate
Tracking No. : KE/SO/02-1				New Number
Main Location	♦ Not Applicable			
	KE/SO/02-1			

- b. The details from the sales order will be displayed in the delivery note.
c. Select an existing **Tracking No.** or create a **New Tracking No.**

Item Allocations for : Smart Iconic Wet Grinders				
Godown	Quantity	Rate per	Amount	
Tracking No. : KE/SO/02-1	Order No. : KE/SO/02	Due on 7-Apr-2020		
Main Location	6 Nos	6,300.00 Nos	37,800.00	

- d. Make the required changes in the items/quantities, if required.
e. Save the delivery note. As always, you can press **Ctrl+A** to save.

Note: A **Delivery Note** with **Tracking No.** marked as **Not Applicable** will be an inventory document, affecting only the inventory values. This will not affect the accounts.

The sales order will get closed, if completely delivered. Otherwise, it will be partially closed, and the details can be viewed in the Sales Order Outstandings report.

Record Partial Cancellation of Goods

Orders can be pre-closed when goods are delivered or received. This can be recorded in a delivery note or receipt note.

1. Open a delivery note voucher and select the party details.
 - a. **Gateway of Tally > Vouchers > F10** (Other Vouchers) > type or select **Delivery Note**. Alternatively, press **Alt+G** (Go To) > **Create Voucher > F10** (Other Vouchers) > type or select **Delivery Note**. Press **F12** (Configure) > set the option **Use Pre-Closure order details** to **Yes**. Henceforth, you can enter the details of pre-closure of orders in delivery note, until you change the option in **F12** (Configure).
 - b. Select **Party A/c Name**.
2. Select the sales order details.

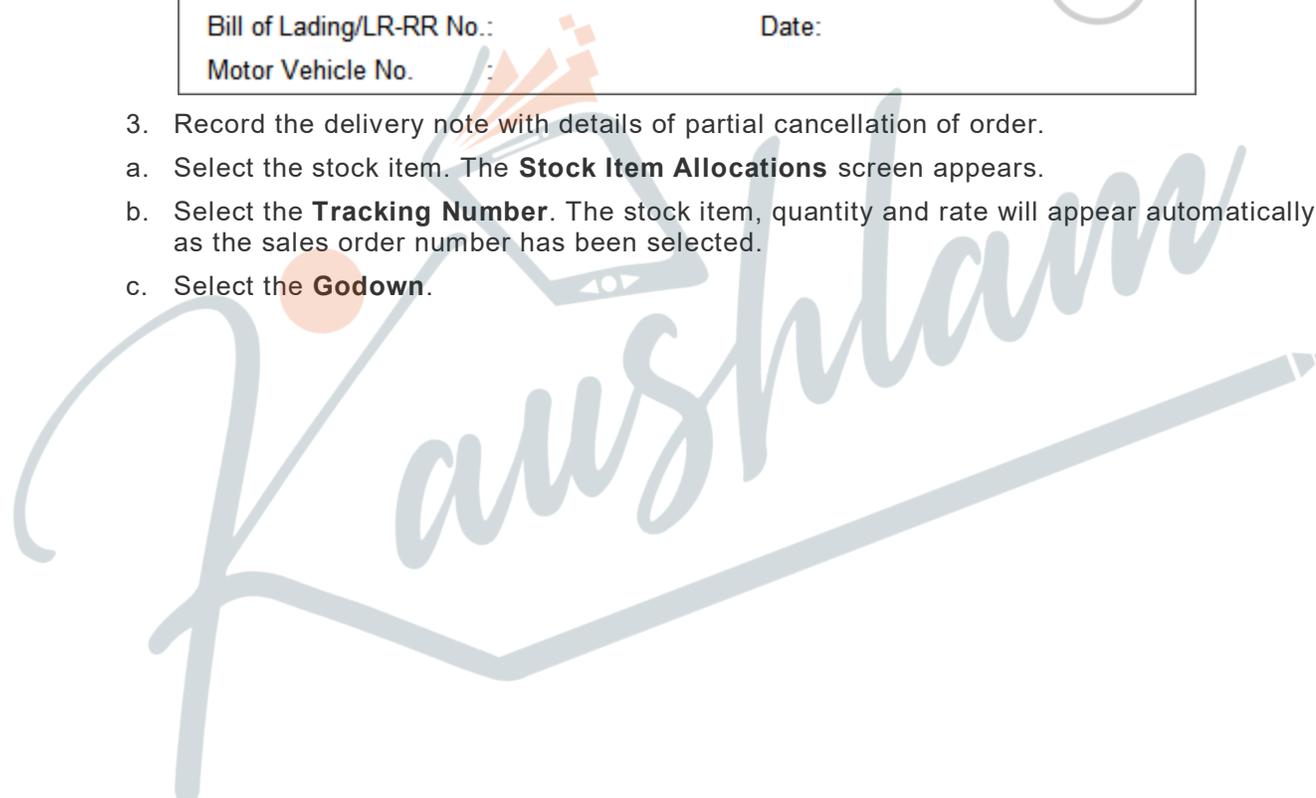
- a. Press **F12** (Configure) > ensure the option **Provide Dispatch, Order, Export details** is set to **Yes**.
- b. Select **Order No(s)** from the **List of Orders**.

Order No(s) :	NE/010	Terms of Payment:	
		References :	
		of Delivery :	

List of Orders	
	New Number
◆ Not Applicable	
NE/010	4-May-20

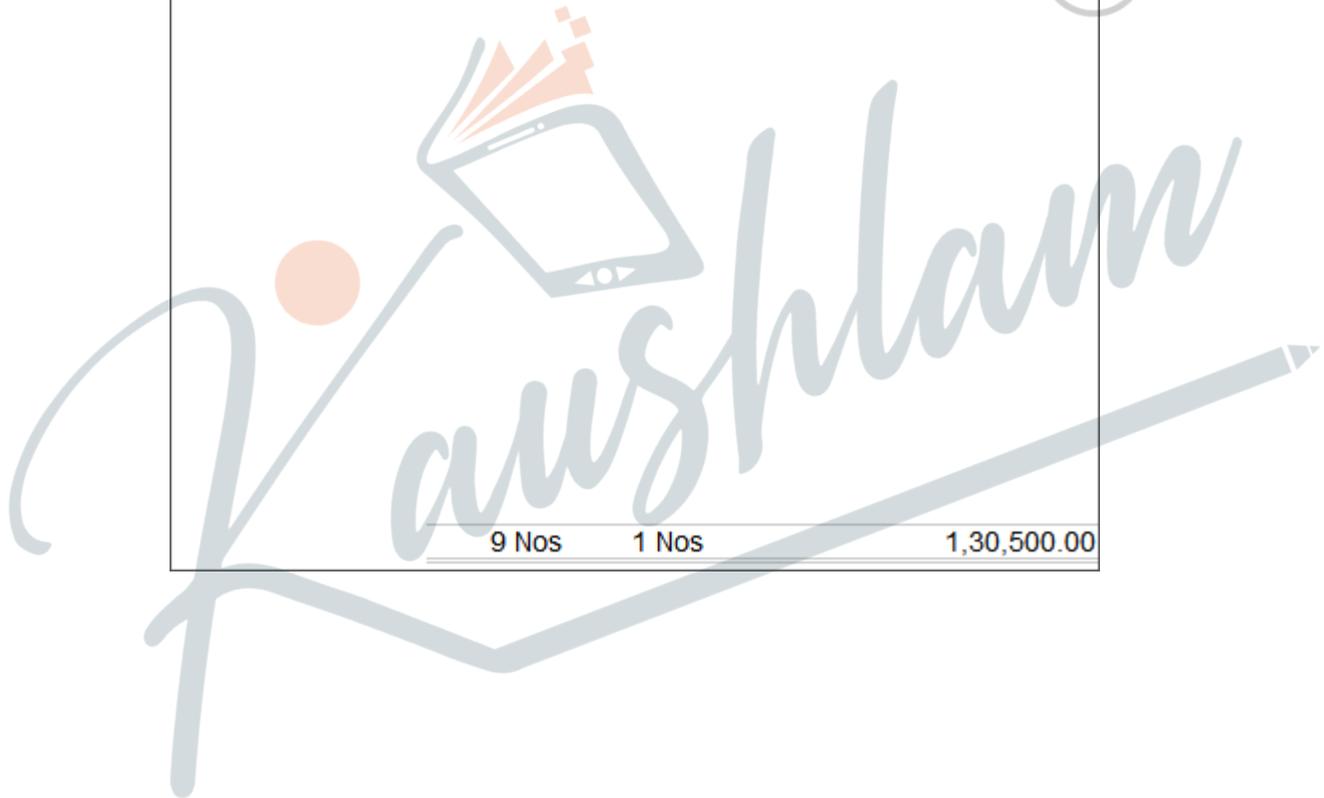
Dispatch Details	
Dispatch Doc No. :	
Dispatched through :	
Destination :	
Carrier Name/Agent :	
Bill of Lading/LR-RR No.:	Date:
Motor Vehicle No. :	

3. Record the delivery note with details of partial cancellation of order.
 - a. Select the stock item. The **Stock Item Allocations** screen appears.
 - b. Select the **Tracking Number**. The stock item, quantity and rate will appear automatically as the sales order number has been selected.
 - c. Select the **Godown**.

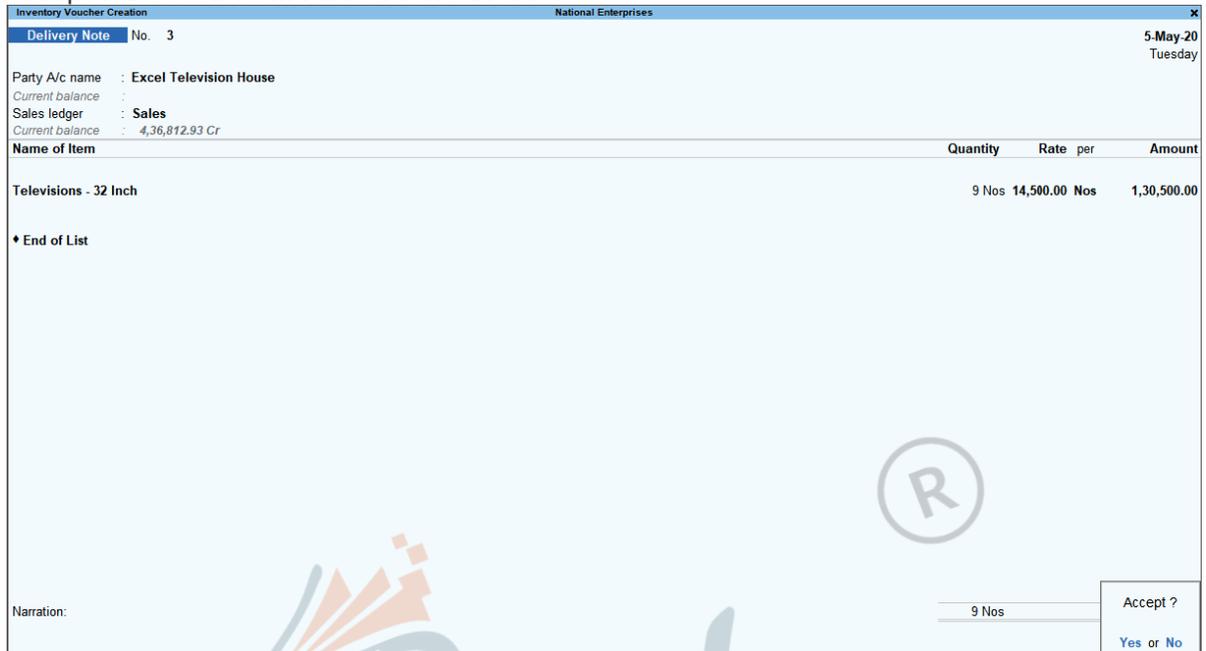


d. Enter the **Quantity** delivered, the **Pre-Close Quantity** and the **Reason for Pre-Close**.

Item Allocations for : Televisions - 32 Inch					
Godown	Quantity	Pre-Close Quantity	Rate per		Amount
<i>Tracking No.</i> : NE/010/T1 <i>Order No.:</i> NE/010 <i>Due on</i> 4-May-20					
Main Location	9 Nos	1 Nos	14,500.00	Nos	1,30,500.00
<i>Reason for Pre-Close</i> : Order Updated					
<i>Tracking No.</i> : ♦ End of List <i>Order No.:</i>					
		9 Nos	1 Nos		1,30,500.00



e. Accept the **Stock Item Allocations** screen.



Name of Item	Quantity	Rate per	Amount
Televisions - 32 Inch	9 Nos	14,500.00 Nos	1,30,500.00
♦ End of List			

f. Accept the voucher. As always, you can press **Ctrl+A** to save.

The sales order is cleared as the required quantity of stock items are delivered after pre-closing the partially cancelled order.

Record Quotation

If you want to generate a quotation, in TallyPrime, you can mark the sales order as optional, and print it.

1. In the sales order, press **Ctrl+L** (Optional) > record the invoice > and save the transaction.
2. Press **Alt+P** (Print) > press **Enter** on **Current**. The title appears as **QUOTATION**.



3. Press **I** (Preview) to check the invoice before printing, if needed, or press **P** (Print) to print.

QUOTATION						
National Enterprises 12th Main Road Rajarajeswari Nagar Bangalore	Quotation No.	Dated				
	3	15-May-20				
Buyer (Bill to) Kiran Enterprises 5th Main Road 5th Block Jayanagar Bangalore	Buyer's Ref./Order No.	Other References				
	KE/SO/03					
	Dispatched through	Destination				
Terms of Delivery						
SI No.	Description of Goods	Due on	Quantity	Rate	per	Amount
1	Calculators	15-May-2020	50 Nos (3 box)	1,300.00	Nos	65,000.00
Total			50 Nos			₹ 65,000.00
Amount Chargeable (in words) INR Sixty Five Thousand Only						E. & O.E
						for National Enterprises
						Authorised Signatory

This is a Computer Generated Document

You can print the quotation for each sales order by marking it as optional voucher.

Pre-Close Sales Order

You may have to close orders that have negligible quantities left, or you are not planning to supply those pending items to the customers. Pending references of such orders will continue to exist in TallyPrime until you close them. You can pre-close an order either from Sales Order Outstanding reports or from the transactions, sales order, delivery note, or sales.

1. Open the sales order voucher screen in alteration mode and configure it for pre-closure of order.
 - a. Press **Alt+G** (Go To) > type or select **Day Book**> select the required **Sales Order** voucher > and press **Enter**.
Alternatively, **Gateway of Tally > Display More Reports > Day Book** > select the required **Sales Order** voucher > and press **Enter**.
 - b. Press **F12** (Configure) > set **Provide details to preclose orders to Yes**.
2. In the **Stock Item Allocations** screen, enter the **Pre-Close Quantity** and the **Reason for Pre-Close**.

Item Allocations for : Smart Iconic Wet Grinders					
Godown	Quantity	Pre-Close Quantity	Rate per		Amount
<i>Due on 7-Apr-2020</i>					
Main Location	12 Nos	2 Nos	6,300.00 Nos		75,600.00
<i>Reason for Pre-Close</i>		: Goods damaged			
<i>Due on</i>					

Based on your convenience, you can pre-close the orders from the sales order voucher or delivery note or sales voucher.

You can also pre-close the sales order completely.

1. Open the sales order voucher screen in alteration mode.
2. Press **Alt+W** (Pre-Close Quantity) > enter the **Reason** and the **Closed on** date > and press **Enter** to accept.
3. Accept the voucher. As always, you can press **Ctrl+A** to save.

Reports | Sales Orders & Sales Order Outstanding

You may want to know the sales orders outstandings, and account for the partially or completely cancelled orders. You can use the reports of Sales Orders Outstandings and Pre-closure of

orders report and pre-close the cancelled orders at any point in time. There are different reports that show the sales orders outstanding. The outstanding orders can be viewed Stock Group-wise, Stock Category-wise, Stock Item-wise, account Group-wise, ledger-wise or from All Orders.

- Press **Alt+G** (Go To) > type or select any of the **Sales Order Outstandings** report. Alternatively, **Gateway of Tally > Display > Statement of Inventory > Sales Order Outstandings** > choose the report to view.

Record Purchase Order in TallyPrime

When the order is placed with the suppliers for the supply of goods, the items, quantities, date of receipt, and so on, details are given with the Purchase Order Number. Later, when these goods are received, the Purchase Order is tracked for the Order Details either in the receipt note or in the purchase Invoice.

The Outstanding Purchase Order reports are available in TallyPrime. It is possible to know the order position of any item in the Stock Summary. Separate Purchase Order Outstanding report and Purchase Order Summary report are also available.

Record Purchase Order

When you receive an order from a customer, you may need to provide the details of items, quantities, date of delivery, and so on, with a Purchase Order Number. When these goods are delivered, this purchase order number will be used to track the order details either in the receipt note or in the purchase invoice.

1. Open the purchase order voucher screen.
Gateway of Tally > Vouchers > F10 (Other Vouchers) > type or select **Purchase Order**.
Alternatively, press **Alt+G** (Go To) > **Create Voucher > F10** (Other Vouchers) > type or select **Purchase Order**.
In case the voucher is inactive, you will be prompted to activate the Purchase Order voucher type. Select **Yes** or press **Y** to proceed.
2. Specify the supplier details.
 - a. **Party A/c Name:** Select the party name.
 - b. **Party Details:** Provide the **Order, Receipt, and Import details** as per your invoice requirements.
If you do not see the **Party Details** screen, press **F12** (Configure), and set **Provide Receipt, Order, and Import details** to **Yes**.
As always, you can press **Ctrl+A** to save and proceed.
3. Enter the purchase **Order no.** for the voucher.
If you want to enter an order number for each item, press **F12** (Configure) > set **Use**



Order No. for each Stock Item to Yes. The **Order no.** field will appear in the **Stock Items Allocation** screen. It will not appear on the main screen of the invoice.

4. Select the **Purchase ledger** to allocate the stock items.
5. 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 **Due on date** and **Quantity**. The **Rate** will be auto-filled, if available for the stock item. However, you may choose to enter the **Rate**. The **Amount** appears automatically.
 - c. If orders are split with different due dates, specify the appropriate due date for each lot to be sold.
 - d. After entering the due dates for all the lots, press **Enter** on the **Due on** field to return to the **Voucher Creation** screen.
6. Provide **Narration**, if needed, and accept the screen. As always, you can press **Ctrl+A** to save.

Order Voucher Creation National Enterprises

Purchase Order No. 1 5-Jun-2020 Friday

Party A/c name : Hiren Enterprises Order no. : 1
Current balance : 25,000.00 Cr
Purchase ledger : Purchases
Current balance : 17,900.00 Cr

Name of Item	Quantity	Rate per	Amount
Stationery Kit	12 Box	3,240.00 Box	38,880.00

◆ End of List

Narration: _____

Accept ?
Yes or No

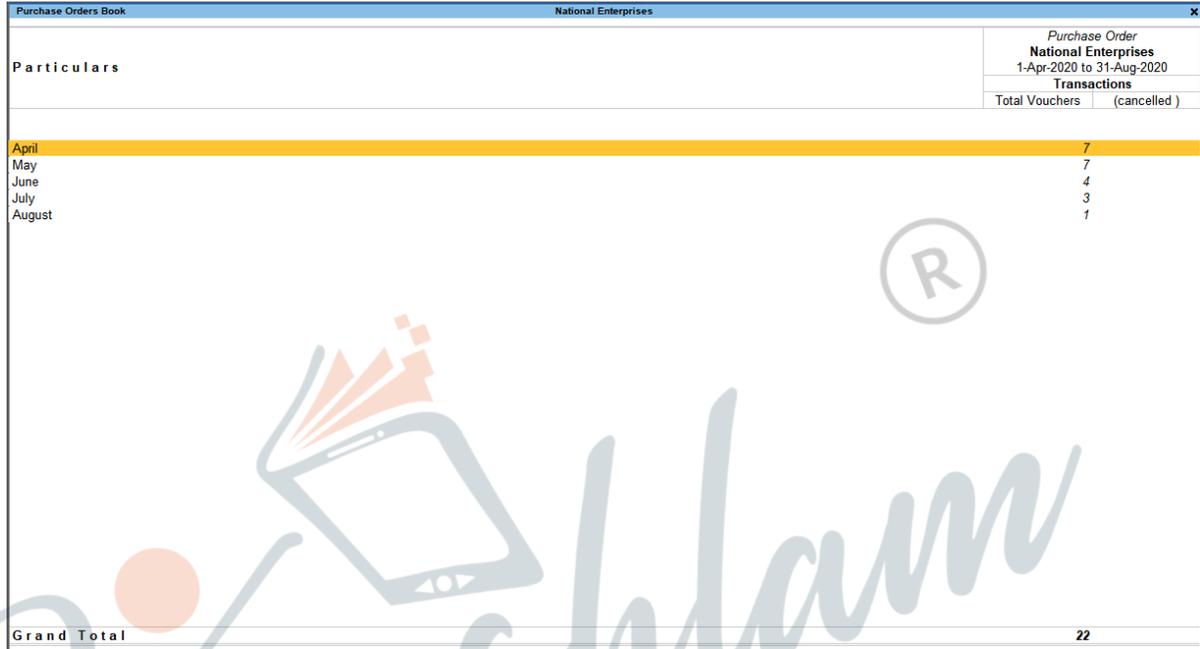
*What you see on the screen can vary based on your choices. Press **F12** (Configure) to change the options and **F11** (Features) to enable or disable features.*

7. Save the purchase order. As always, you can press **Ctrl+A** to save.
8. Press **Page Up** > **Alt+P** (Print) > press **Enter** on **Current**.
9. Press **C** (Configure) > set the options as needed.
10. Press **Esc** to return to the **Voucher Printing** screen.
11. Press **I** (Preview) to check the invoice before printing, if needed, or press **P** (Print) to print.

Purchase Order Book

A Purchase Order in TallyPrime is raised when there is a request for material. Purchase Order Book displays the list of all purchase orders. You can view a summary of all the purchase orders till the date of last order entered.

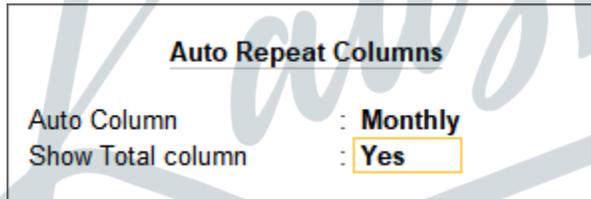
1. Press **Alt+G** (Go To) > type or select **Purchase Order Book**.
Alternatively, **Gateway of Tally > Display More Reports > Inventory Books > Purchase Orders Book**.



The screenshot shows the 'Purchase Orders Book' window for 'National Enterprises'. The window title is 'Purchase Orders Book' and the company name is 'National Enterprises'. The window contains a table with the following data:

Particulars	Purchase Order	
	Total Vouchers	(cancelled)
April	7	
May	7	
June	4	
July	3	
August	1	
Grand Total	22	

2. Press **Alt+N** (Auto Column) and select the options in the **Auto Repeat Columns** sub-screen.



The screenshot shows the 'Auto Repeat Columns' sub-screen with the following settings:

Auto Column	:	Monthly
Show Total column	:	Yes



The **Purchase Orders Book** appears as shown below:

Particulars	National Enterprises							
	Total Transactions		Purchase Order National Enterprises 1-Apr-2020 to 30-Apr-2020		Purchase Order National Enterprises 1-May-2020 to 31-May-2020		Purchase Order National Enterprises 1-Jun-2020 to 30-Jun-2020	
	Total Vouchers	(cancelled)	Total Vouchers	(cancelled)	Total Vouchers	(cancelled)	Total Vouchers	(cancelled)
April	7		7					2 ▶
May	7				7			
June	4						4	
July	3							
August	1							
Grand Total	22		7		7		4	

3. Select the required month and press **Enter**.

Voucher Register		National Enterprises			
List of All Purchase Order Vouchers		1-Jun-2020 to 30-Jun-2020			
Date	Particulars	Vch Type	Vch No.	Order Ref.No.	Order Amount
1-Jun-2020	AVN Traders	Purchase Order	15	15	21,130.60
5-Jun-2020	MM Frozen Foods	Purchase Order	16	16	30,589.44
5-Jun-2020	Hiren Enterprises	Purchase Order	17	17	38,880.00
15-Jun-2020	Confident Traders	Purchase Order	18	17	17,340.60
Total:					1,07,940.64

4. Press **F12** (Configure), and set the options as needed. The report appears with the relevant details.

Purchase Order Outstanding



You may want to know the purchase orders outstanding and account for the partially or completely cancelled orders. You can use the reports of Purchase Order Outstanding and Pre-closure of orders and pre-close the cancelled orders at any point in time.

There are different reports that show the Purchase Order Outstanding. The outstanding orders can be viewed Stock Group-wise, Stock Category-wise, Stock Item-wise, account Group-wise, Ledger-wise, or from All Orders.

- Press **Alt+G** (Go To) > type or select any of the **Purchase Order Reports**. Alternatively, **Gateway of Tally > Display More Reports > Statements of Inventory > Purchase Order Outstandings >** choose the report to view.

In this section

- Purchase Order – Stock Group
- Purchase Order – Stock Item
- Purchase Order – Group
- Purchase Order – Ledger
- Purchase Order – All Orders

Purchase Order – Stock Group

This report displays the Purchase Order Outstanding summary of all or a selected Stock Group.

1. Press **Alt+G** (Go To) > type or select **Stock Group Purchase Order Outstanding**. Alternatively, **Gateway of Tally > Display More Reports > Statements of Inventory > Purchase Order Outstandings > Stock Group >** select **Primary** or the required **Stock Group**.

Purchase Order Stock Group Outstandings		National Enterprises		
Particulars	Electronics National Enterprises 1-Apr-21 to 15-Apr-21 Purchase Orders Outstanding			
	Pending Orders			
	Quantity	Rate	Value	
Acer Monitor	40 Nos	2,500.00	1,00,000.00	
Bajaj Fridge	5 Nos	15,000.00	75,000.00	
Bajaj Microwave	20 Nos	18,000.00	3,60,000.00	
Blue Star AC	25 Nos	20,000.00	5,00,000.00	
Dell Keyboard	17 Nos	1,200.00	20,400.00	
LG Fridge	10 Nos	23,000.00	2,30,000.00	
LG Microwave	18 Nos	15,000.00	2,70,000.00	
LG Washing Machine	15 Nos	23,000.00	3,45,000.00	
Logitech Mouse	17 Nos	450.00	7,650.00	
Samsung Television	18 Nos	28,000.00	5,04,000.00	
Samsung Washing Machines	5 Nos	24,500.00	1,22,500.00	
Grand Total	190 Nos		25,34,550.00	



- Drill down from any stock item to view the **Purchase Orders Outstanding** of the stock

Order Details				National Enterprises				1-Apr-21 to 15-Apr-21	
Item: Blue Star AC									
Purchase Orders(All Orders)									
Date	Order Number	Name of Party	Ordered Quantity	Balance Quantity	Rate (Disc %)	Value	Due on (overdue)		
Purchase Orders Outstanding:									
1-Apr-21	AE/PO/02	Ambika Enterprises	15 Nos	15 Nos	20,000.00	3,00,000.00	8-Apr-21 (7 days)		
3-Apr-21	AE/PO/06	Ambika Enterprises	10 Nos	10 Nos	20,000.00	2,00,000.00	6-Apr-21 (9 days)		
			25 Nos	25 Nos		5,00,000.00			

It displays the **Date** of the order, **Order Number**, **Name of Party**, **Ordered Quantity**, **Balance Quantity**, **Rate**, **Value** of the ordered stock, **Due on** date for delivering the goods, and the number of days overdue.

To see the possible F12 configurations for Stock Groups, Stock Items, Account Groups, and Ledgers, click [here](#).

Purchase Order – Stock Item

This report displays the Purchase Order Outstanding summary of Stock Items.

- Press **Alt+G** (Go To) > type or select **Stock Item Purchase Order Outstanding**. Alternatively, **Gateway of Tally > Display More Reports > Statements of Inventory > Purchase Order Outstandings > Stock Item..**
- Select the stock item from the **List of Stock Items** and press **Enter**.

Purchase Order Stock Item Outstandings			National Enterprises			
Particulars	LG Washing Machine			National Enterprises		
	1-Apr-21 to 15-Apr-21			Purchase Orders Outstanding		
	Pending Orders			Quantity	Rate	Value
LG Washing Machine				32 Nos	23,000.00	7,36,000.00
Grand Total				32 Nos		7,36,000.00

- Drill down from the stock item to view the **Purchase Orders Outstanding** of the stock item in the **Order Details** screen.



Order Details			National Enterprises				X
Item: LG Washing Machine						1-Apr-21 to 15-Apr-21	
Purchase Orders(All Orders)							
Date	Order Number	Name of Party	Ordered Quantity	Balance Quantity	Rate (Disc %)	Value	Due on (overdue)
Purchase Orders Outstanding:							
1-Apr-21	PE/PO/04	Prerna Enterprises	15 Nos	15 Nos	23,000.00	3,45,000.00	10-Apr-21 (5 days)
3-Apr-21	CS/PO/07	Chroma Stores	17 Nos	17 Nos	23,000.00	3,91,000.00	8-Apr-21 (7 days)
			32 Nos	32 Nos		7,36,000.00	

It displays the **Date** of the order, **Order Number**, **Name of Party**, **Ordered Quantity**, **Balance Quantity**, **Rate**, **Value** of the ordered stock, **Due on** date for delivering the goods, and the number of days overdue.

You can press **F12** (Configure) and set the options as needed, to view the details of the required orders for each stock item.

Purchase Order – Group

You may have created subgroups for your Sundry Creditors based on the region, type of party, city, location, or for each salesman, as per your business need. You can use this report to view the Purchase Order Outstanding for such groups.

1. Press **Alt+G** (Go To) > type or select **Group Purchase Order Outstanding**. Alternatively, **Gateway of Tally > Display More Reports > Statements of Inventory > Purchase Order Outstandings > Group..**
2. Select **Sundry Creditors** and press **Enter**.

Purchase Order Group Outstandings		National Enterprises			X
Particulars	Sundry Creditors				
	National Enterprises				
	1-Apr-21 to 15-Apr-21				
Purchase Orders Outstanding					
Pending Orders					
	Quantity	Rate	Value		
Acer Monitor	40 Nos	2,500.00	1,00,000.00		
Bajaj Fridge	5 Nos	15,000.00	75,000.00		
Bajaj Microwave	20 Nos	18,000.00	3,60,000.00		
Blue Star AC	25 Nos	20,000.00	5,00,000.00		
Dell Keyboard	17 Nos	1,200.00	20,400.00		
LG Fridge	10 Nos	23,000.00	2,30,000.00		
LG Microwave	18 Nos	15,000.00	2,70,000.00		
LG Washing Machine	32 Nos	23,000.00	7,36,000.00		
Logitech Mouse	29 Nos	450.00	13,050.00		
Samsung Television	18 Nos	28,000.00	5,04,000.00		
Samsung Washing Machines	5 Nos	24,500.00	1,22,500.00		
Grand Total	219 Nos		29,30,950.00		

3. Drill down from the stock item to view the **Purchase Orders Outstanding** of the stock item in the **Order Details** screen.



Order Details				National Enterprises			X
Item: Logitech Mouse							1-Apr-21 to 15-Apr-21
Purchase Orders(All Orders)							
Date	Order Number	Name of Party	Ordered Quantity	Balance Quantity	Rate (Disc %)	Value	Due on (overdue)
Purchase Orders Outstanding:							
1-Apr-21	PE/PO/04	Prerna Enterprises	17 Nos	17 Nos	450.00	7,650.00	11-Apr-21 (4 days)
3-Apr-21	KS/PO/08	Kiran & Sons	12 Nos	12 Nos	450.00	5,400.00	10-Apr-21 (5 days)
			29 Nos	29 Nos		13,050.00	

It displays the **Date** of the order, **Order Number**, **Name of Party**, **Ordered Quantity**, **Balance Quantity**, **Rate**, **Value** of the ordered stock, **Due on** date for delivering the goods, and the number of days overdue.

You can press **F12** (Configure) and set the options as needed, to view the details of the required orders for each account group.

Purchase Order – Ledger

This report displays the Purchase Order Outstanding summary of ledgers.

- Press **Alt+G** (Go To) > type or select **Ledger Purchase Order Outstanding**. Alternatively, **Gateway of Tally > Display More Reports > Statements of Inventory > Purchase Order Outstandings > Ledger**. If you want to know how to record a Purchase Order, then click here.
- Select the **Ledger** and press **Enter**.

Purchase Order Ledger Outstandings		National Enterprises			X
Particulars		Akshaya Enterprises			
		National Enterprises			
		1-Apr-21 to 15-Apr-21			
		Purchase Orders Outstanding			
		Pending Orders			
		Quantity	Rate	Value	
Acer Monitor		15 Nos	2,500.00	37,500.00	
Bajaj Fridge		5 Nos	15,000.00	75,000.00	
Bajaj Microwave		20 Nos	18,000.00	3,60,000.00	
Grand Total		40 Nos		4,72,500.00	

- Press **F12** (Configure) and set the below options to get a comparison of the number of **Orders Booked**, **Orders Cleared**, **Pending Orders**, and also **Opening Orders**, if any.
 - Show Opening Orders to Yes.**
 - Show Orders Booked to Yes.**



- Show Cleared Orders to Yes.
- Show Pending Orders to Yes.

Purchase Order Ledger Outstandings												
National Enterprises												
Particulars	Akshaya Enterprises National Enterprises 1-Apr-21 to 15-Apr-21 Purchase Orders Outstanding											
	Opening Orders			Orders Booked			Orders Cleared			Pending Orders		
	Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value
Acer Monitor	10 Nos	2,500.00	25,000.00	10 Nos	2,500.00	25,000.00	5 Nos	2,500.00	12,500.00	15 Nos	2,500.00	37,500.00
Bajaj Fridge				12 Nos	15,000.00	1,80,000.00	7 Nos	15,000.00	1,05,000.00	5 Nos	15,000.00	75,000.00
Bajaj Microwave	13 Nos	18,000.00	2,34,000.00	13 Nos	18,000.00	2,34,000.00	6 Nos	18,000.00	1,08,000.00	20 Nos	18,000.00	3,60,000.00
Grand Total	23 Nos		2,59,000.00	35 Nos		4,39,000.00	18 Nos		2,25,500.00	40 Nos		4,72,500.00

Note: If you have any pending orders which are yet to be cleared, you can get those orders displayed in the **Opening Orders** column by setting the date that is one day after the due date set for that order.

You can also set other options as needed from F12 (Configure), to view the required order details for each ledger.

- Drill down from the stock item to view the **Purchase Orders Outstanding** of the stock item in the **Order Details** screen.

Order Details									
National Enterprises									
Akshaya Enterprises (for Bajaj Fridge)									
Purchase Orders(All Orders)									
1-Apr-21 to 15-Apr-21									
Date	Order Number	Name of Party	Ordered Quantity	Balance Quantity	Rate (Disc %)	Value	Due on (overdue)		
Purchase Orders Outstanding:									
1-Apr-21	AE/PO/01	Akshaya Enterprises	12 Nos	12 Nos	15,000.00	1,80,000.00	6-Apr-21 (9 days)		
			12 Nos	12 Nos		1,80,000.00			

It displays the **Date** of the order, **Order Number**, **Name of Party**, **Ordered Quantity**, **Balance Quantity**, **Rate**, **Value** of the ordered stock, **Due on** date for delivering the goods, and the number of days overdue.

Purchase Order – All Orders

This report displays the Purchase Order Outstanding summary of all the pending orders. It displays the list of stock items with pending purchase orders along with the order details, party details, and due date for delivering the goods. It also provides information on **Goods received but Orders not Sent**, if any.

1. Press **Alt+G** (Go To) > type or select **Purchase Orders (All Orders)**. Alternatively, **Gateway of Tally > Display More Reports > Statements of Inventory > Purchase Order Outstandings > All Orders**.

If you want to know how to record a Purchase Order, then click [here](#).

Order Details		National Enterprises						
Purchase Orders(Due Only)			1-Apr-21 to 15-Apr-21					
Date	Order Number	Name of Item	Ordered Quantity	Balance Quantity	Rate (Disc %)	Value	Due on (overdue)	
Purchase Orders Outstanding:								
1-Apr-21	AE/PO/01	Acer Monitor To: Akshaya Enterprises	10 Nos	10 Nos	2,500.00	25,000.00	5-Apr-21 (10 days)	
1-Apr-21	AE/PO/01	Bajaj Fridge To: Akshaya Enterprises	12 Nos	12 Nos	15,000.00	1,80,000.00	6-Apr-21 (9 days)	
1-Apr-21	AE/PO/01	Bajaj Microwave To: Akshaya Enterprises	13 Nos	13 Nos	18,000.00	2,34,000.00	7-Apr-21 (8 days)	
3-Apr-21	PE/PO/04	LG Washing Machine To: Prema Enterprises	15 Nos	15 Nos	23,000.00	3,45,000.00	10-Apr-21 (5 days)	
3-Apr-21	PE/PO/04	Logitech Mouse To: Prema Enterprises	17 Nos	17 Nos	450.00	7,650.00	11-Apr-21 (4 days)	
			67 Nos	67 Nos		7,91,650.00		
Goods received but Orders not Sent :								
7-Apr-21	1	Acer Monitor To: Akshaya Enterprises		(-2 Nos)	2,500.00	(-)5,000.00	5-Apr-21 (10 days)	
7-Apr-21	1	Bajaj Fridge To: Akshaya Enterprises		(-3 Nos)	15,000.00	(-)45,000.00	6-Apr-21 (9 days)	
7-Apr-21	1	Bajaj Microwave To: Akshaya Enterprises		(-1 Nos)	18,000.00	(-)18,000.00	7-Apr-21 (8 days)	
				(-)6 Nos		(-)68,000.00		

It displays the **Date** of the order, **Order Number**, **Name of Item** with party information, **Ordered Quantity**, **Balance Quantity**, **Rate**, **Value** of the ordered stock, **Due on** date for delivering the goods, the number of days overdue, and **Goods received but Orders not Sent**, if any.

Some of the additional features are mentioned below, that you can consider, when viewing **Purchase Orders Outstanding** summary of all the pending orders.

- Press **Alt+F5** (Detailed) to view the purchase orders in detailed format.
- Press **F6** (Age wise) to view the age-wise analysis report.
- Press **F8** (All Orders) to view all the orders that are due. This button can be used to view **All Orders** and **Due Orders** alternatively.
- Press **Alt+W** (Preclose Orders) to pre-close the purchase orders.