

# Payments

Recording Payment transactions in TallyPrime follow a simple pattern. You can record a transaction with the following steps. A payment transaction for Rent expenses is used for illustration.

1. **Gateway of Tally > Vouchers > press F5 (Payment).**  
Alternatively, **Alt+G (Go to) > Create Voucher > press F5 (Payment).**
2. If you want to change the voucher date, press F2 (Date).
3. Select the mode of payment.
4. In **Account**, select Cash, which is already available.  
When you create a Company in TallyPrime, the system creates two ledgers by default – Cash and Profit & Loss A/c.
5. Select the ledger for which you are making the payment and specify the amount. For example, Rent.
6. Under **Particulars**, you need to select expense ledger for which you are making this payment.  
In case the ledger is not available, press **Alt+C** to create Ledger on the fly. In **Ledger Creation (Secondary)** screen, give ledger name Rent and select the group Indirect Expense in the **Under** field.  
In TallyPrime, you will find patterns to do certain tasks, and these patterns are consistent across the product. For example, when recording a transaction, you can press **Alt+C** to create a ledger, without leaving the voucher. This pattern works across the product. Anywhere in the product, in a ledger selection field, press **Alt+C** to create it.
7. Under **Amount**, specify the expense amount.

Accounting Voucher Creation		National Enterprises		x	
<b>Payment</b> No. 19				1-Aug-2020 Saturday	
Account : Cash					
Current balance: 2,30,500.00 Dr					
Particulars			Amount		
Rent			15,000.00		
Cur Bal: 7,19,500.00 Dr					
On Account			15,000.00 Dr		
Narration:					
					15,000.00
					Accept ?
					Yes or No



8. Provide Narration, if any, and accept the voucher. As always, you can use **Ctrl+A** to accept.

Payment for purchases can also be recorded similarly. For detail explanation on how to record payment for purchases please refer to [Payment for Purchase <hyperlink>](#)

For more details, refer to [Payments and Receipts](#).

## Purchase- F9

TallyPrime provides specialised accounting voucher types for purchase-related transactions:

- Purchase
- Payment
- Purchase return

Apart from these, there are specialised voucher types for the inventory transactions – Receipt Note and Rejection Out to record the inventory changes that are part of the purchase cycle. One more voucher type is involved in purchase cycle – Purchase orders.

## Sales- F8

TallyPrime provides specialised accounting voucher types for sales-related transactions:

- Sales
- Receipt
- Sales return

Apart from these, there are specialised voucher types for the inventory transactions – Delivery Note and Rejection In to record the inventory changes that are part of the sales cycle. One more voucher type is involved in the sales cycle – Sales order.

## Purchase of Goods and Services

In your business, you might need to purchase goods or services to fulfil the demands of your customers. You may do a simple cash purchase or purchase on credit. For each purchase transaction, you will need to keep a record of the items you bought, payments made, goods returned, and so on. Using TallyPrime, you can do all of these and more. Moreover, you can view reports any time to know about all the purchases made in your business and compare against the sales performance.

**Generate purchase bills:** Record a cash bill or invoice when you make an instant payment to the supplier, using cash or any other mode like cheque or credit/debit card. If it is purchase on credit, record a credit purchase by using the supplier ledger. There are also situations when you want your supplier to deliver goods to a specific location that is different from your billing address. TallyPrime handles all such needs of recording purchases and more.

**Record additional charges, discounts, and free items:** Your purchase transaction may include additional expenses, such as transportation charges, insurances, and taxes. If your supplier has given discounts on your

purchases, you will need to record the discounts in your invoices. Similarly, if you have received free items or samples from your supplier, all of these can be recorded and tracked in TallyPrime.

**Reports:** In TallyPrime, you can track all the purchase bills using different reports, such as Purchase Register, Day Book, and so on. You can view your purchases across different periods, filter the data for specific details, configure the reports to view more purchase-related details, and more.

## Record Purchase of Goods or Services

Whether you make a purchase on cash or credit, the procedure in TallyPrime remains similar. The only difference is that you will select cash or bank for cash purchases and the supplier ledger for credit purchases. You can record purchase of items using the Item Invoice mode and record purchase without items using the Accounting Invoice mode. TallyPrime also provides the flexibility to use these invoice modes interchangeably for recording purchases. You can also print the invoices with the necessary details, if needed.

1. Open the purchase voucher screen.
  - a. **Gateway of Tally > Vouchers** > press **F9** (Purchase).  
Alternatively, press **Alt+G** (Go To) > **Create Voucher** > press **F9** (Purchase).
  - b. Press **Ctrl+H** (Change Mode) to select the required voucher mode (**Item Invoice**, in this case).
2. Specify the supplier details.
  - a. **Supplier Invoice No. and Date:** The invoice number and date should be the same as given in the corresponding sales bill.
  - b. **Party A/c name:** Select Cash or Bank for cash purchases. For credit purchases, select the supplier ledger.
  - c. **Party Details:** Enter the supplier's name and address, if needed.  
If you do not see the **Party Details** screen, press **F12** (Configure), and set **Provide Receipt, Order, and Import details** to **Yes**.

**Note:** You may want to maintain specific details about your suppliers, such as address with landmark, alternative contact number, and so on, in the invoices. In such cases, you can create party ledgers with the required details. In the **Suppliers** field of **Party Details** screen, select the required ledger.

3. **Purchase ledger:** Select the accounting ledger to allocate the stock items.  
If you do not see this field on the screen, press **F12** (Configure) and set **Select common Ledger Account for Item Allocation** to **Yes**.  
In **Accounting Invoice**, you can select the purchase ledger under **Particulars**.
4. Provide the stock item or service details.  
As in other transactions, you can create the item or ledger on the fly by pressing **Alt+C**.  
In Item Invoice, select the stock item, enter the **Quantity**. The Rate will be auto-filled, if available for the stock item. However, you may choose to enter the **Rate** or **Amount**.  
In Accounting Invoice, select the service ledger and enter the **Amount**.
5. Select additional ledgers, like transportation charges, insurance, or discount, if any.



6. Provide **Narration**, if needed, and accept the screen. As always, you can press **Ctrl+A** to save.

Accounting Voucher Creation National Enterprises

Purchase No. 1 Date : 2-Apr-2020 Thursday

Supplier Invoice No.: Date :  
Party A/c name : Union Bank of India  
Current balance :  
Purchase ledger : Purchase  
Current balance : 2,30,000.00 Dr

Name of Item	Quantity	Rate per	Amount
Supreme 2-Lts Wet Grinders	45 Nos	6,500.00 Nos	2,92,500.00
Ultra WX 3 Wet Grinders	25 Nos	5,800.00 Nos	1,45,000.00
Premier 2-Lts Wet Grinders	20 Nos	6,000.00 Nos	1,20,000.00
			5,57,500.00
Transportation			1,200.00

Narration:  90 Nos 5,58,700.00

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. Print the invoice.
  - a. Press **Alt+P** (Print) > press **Enter** on **Current**.
  - b. Press **I** (Preview) to check the invoice before printing, if needed.
  - c. Press **P** (Print) to print.

The following is a sample preview screen of the purchase invoice.



### INVOICE

<b>National Enterprises</b> 4th Main Road Banashankari 1st Stage Bangalore	Invoice No. <b>1</b>	Dated <b>2-Apr-2020</b>
	Supplier Invoice No. & Date.	Other References
Supplier (Bill from) <b>Union Bank of India</b> 12th Main Road Banashankari 1st Stage Bangalore		

Sl No.	Description of Goods	Quantity	Rate	per	Amount
1	Supreme 2-Lts Wet Grinders	45 Nos	6,500.00	Nos	2,92,500.00
2	Ultra WX 3 Wet Grinders	25 Nos	5,800.00	Nos	1,45,000.00
3	Premier 2-Lts Wet Grinders	20 Nos	6,000.00	Nos	1,20,000.00
					5,57,500.00
	<i>Transportation</i>				1,200.00
	Total	90 Nos			₹ 5,58,700.00

Amount Chargeable (in words) E. & O.E

**INR Five Lakh Fifty Eight Thousand Seven Hundred Only**

Company's Sales Tax No. :

Buyer's Sales Tax No. :

Company's CST No. :

Authorized Signatory

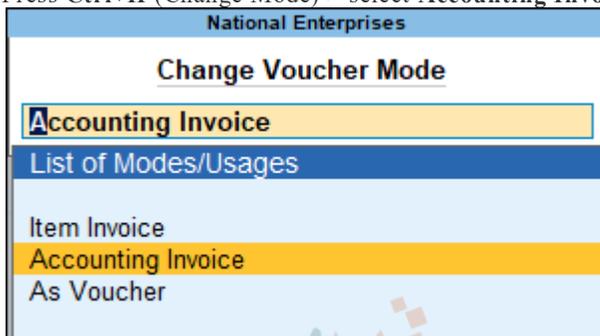
[Click here to see the possible F12 configurations.](#)

## Record Expense or Fixed Assets in Purchase

In case you need to record the Expenses or Fixed Assets as purchases, you can change the voucher mode to As Voucher and select the required Expense or Fixed Assets ledger.

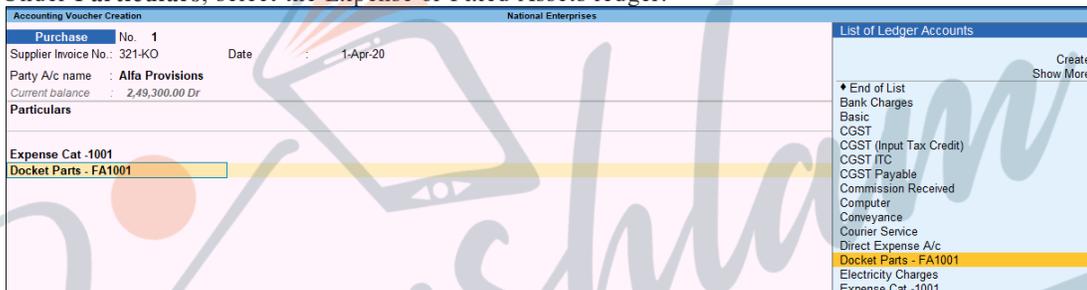
In the purchase voucher screen

1. Press **Ctrl+H** (Change Mode) > select **Accounting Invoice**.



The screenshot shows a dialog box titled "National Enterprises" with the subtitle "Change Voucher Mode". It features a search bar containing "Accounting Invoice". Below the search bar is a section titled "List of Modes/Usages" with three items: "Item Invoice", "Accounting Invoice" (highlighted in yellow), and "As Voucher".

2. Under **Particulars**, select the Expense or Fixed Assets ledger.



The screenshot shows the "Accounting Voucher Creation" screen for "National Enterprises". The "Particulars" section is active, showing "Expense Cat -1001" and "Docket Parts - FA1001" (highlighted in yellow). On the right, a "List of Ledger Accounts" window is open, displaying a list of accounts with "Docket Parts - FA1001" highlighted in yellow.

3. Provide other details in the voucher and, as always, press **Ctrl+A** to save the voucher.

## Use Less Paper Space for Printing

By default, TallyPrime prints invoices on A4 size papers. In certain cases, your transaction may involve more stock items, which can be printed by optimising the print space.

1. In the sales invoice, press **Alt+P** (Print) > press **Enter** on **Current**.
2. Press **C** (Configure) > type or select **Optimise printing to save paper** and press **Enter** to set it to **Yes**. This will print maximum information in the print area and save paper.

3. **Note:** This option will appear only when:
  4. ♦ The **Country** selected for the company is **India**.
  5. ♦ The company is enabled for **GST/VAT/TDS/TCS**.

- ♦ The service tax and excise features are disabled.



6. Press **Esc** to return to the **Voucher Printing** screen.  
Henceforth, all the sales invoice you print will continue to have the same print size, until you change the option in **F12** (Configure) for invoice printing.





7. In the **Voucher Printing** screen, press **P** (Print) to print the invoice on the paper used.

INVOICE					
<b>National Enterprises</b> 4th Main Road Banshankari 1st Stage Bangalore		Invoice No. <b>7</b>	Dated <b>21-May-2020</b>		
Supplier (Bill from) <b>Aarhi Enterprises</b> #45, 12th Main Road 3rd Block Jayanagar Bangalore		Supplier Invoice No. & Date. <b>AE/0012 dt. 21-May-2020</b>		Other References	
Sl No.	Description of Goods	Quantity	Rate	per	Amount
1	<b>Staplers</b>	<b>60 Nos</b>	43.00	Nos	<b>2,580.00</b>
2	<b>Erasers</b>	<b>45 Box</b> (900 Nos)	54.00	Box	<b>2,430.00</b>
3	<b>Paper Clips</b>	<b>120 Box</b> (1,440 Nos)	26.00	Box	<b>3,120.00</b>
4	<b>Pencils</b>	<b>135 Box</b> (1,350 Nos)	50.00	Box	<b>6,750.00</b>
5	<b>White Board Markers</b>	<b>20 Box</b> (240 Nos)	330.00	Box	<b>6,600.00</b>
6	<b>Tape dispensers</b>	<b>45 Nos</b>	105.00	Nos	<b>4,725.00</b>
7	<b>Pencil sharpeners</b>	<b>120 Pack</b> (2,400 Nos)	60.00	Pack	<b>7,200.00</b>
8	<b>Scissors</b>	<b>35 Nos</b>	180.00	Nos	<b>6,300.00</b>
9	<b>Clipboards</b>	<b>65 Nos</b>	110.00	Nos	<b>7,150.00</b>
10	<b>Sticky Notes</b>	<b>30 Pack</b> (300 Nos)	195.00	Pack	<b>5,850.00</b>
11	<b>Envelope</b>	<b>40 Pack</b> (4,000 Nos)	240.00	Pack	<b>9,600.00</b>
12	<b>Notebooks</b>	<b>120 Nos</b>	26.00	Nos	<b>3,120.00</b>
13	<b>One-Sided Ruled Papers</b>	<b>25 Pack</b> (2,500 sheets)	380.00	Pack	<b>9,500.00</b>
14	<b>Calculators</b>	<b>65 Nos</b>	160.00	Nos	<b>10,400.00</b>
15	<b>Highlighters</b>	<b>86 Pack</b> (430 Nos)	95.00	Pack	<b>8,170.00</b>
16	<b>Glue Sticks</b>	<b>45 Box</b> (225 Nos)	330.00	Box	<b>14,850.00</b>
17	<b>Sheet Protector</b>	<b>60 Pack</b> (660 Nos)	190.00	Pack	<b>11,400.00</b>
		Total			<b>₹ 1,19,745.00</b>
Amount Chargeable (in words)					<i>E. &amp; O.E</i>
<b>INR One Lakh Nineteen Thousand Seven Hundred Forty Five Only</b>					
Company's Sales Tax No. :					<b>for Aarhi Enterprises</b>
Buyer's Sales Tax No. :					
Company's CST No. :					Authorised Signatory



As the above invoice is printed by enabling the option **Optimise printing to save paper**, all the stock items are appearing on a single page. If this option was set to **No**, the same information would have printed in two pages.

## Specify Separate Supplier and Consignee Details

In certain cases, you may want your supplier to deliver goods to a location different from your billing address. You can enter the delivery address as the consignee details when recording a purchase transaction in TallyPrime.

1. In the **Party Details** screen of purchase invoice having the **Supplier (Bill from)** section, press **F12 (Configure)** > set **Provide separate Buyer and Consignee details** to **Yes**. Henceforth, you can add both the consignee and supplier details in every purchase invoice, until you change the option in **F12 (Configure)** of the invoice.
2. Enter the **Consignee** and **Supplier** details.

Party Details			
Supplier (Bill from)	: <b>Aarthi Enterprises</b>	Consignee (Ship to)	: <b>National Enterprises</b>
Mailing Name	: <b>Aarthi Enterprises</b>	Mailing Name	: <b>National Enterprises</b>
Address	: <b>12th Main Road, 11th Cross Malleshwaram Bangalore</b>	Address	: <b>4th Main Road Banshankari 1st Stage Bangalore</b>
State	: <b>Karnataka</b>	State	: <b>Karnataka</b>
Country	: <b>India</b>	Country	: <b>India</b>

*What you see on the screen can vary based on your choices. Press **F12 (Configure)** to change the options.*

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

When you print the invoice, the consignee name and address where the supplier will deliver the consignment or goods will be printed.

## Purchase of Items with Discounts

You may have received discounts from the supplier on the total item amount or on each amount separately. Using TallyPrime, you can record all such discounts. You can also record the item-level discounts as either indirect incomes or rate discounts.

*In this section*

- Purchase with discount on total item amount
- Purchase with trade discount

### Purchase with discount on total item amount

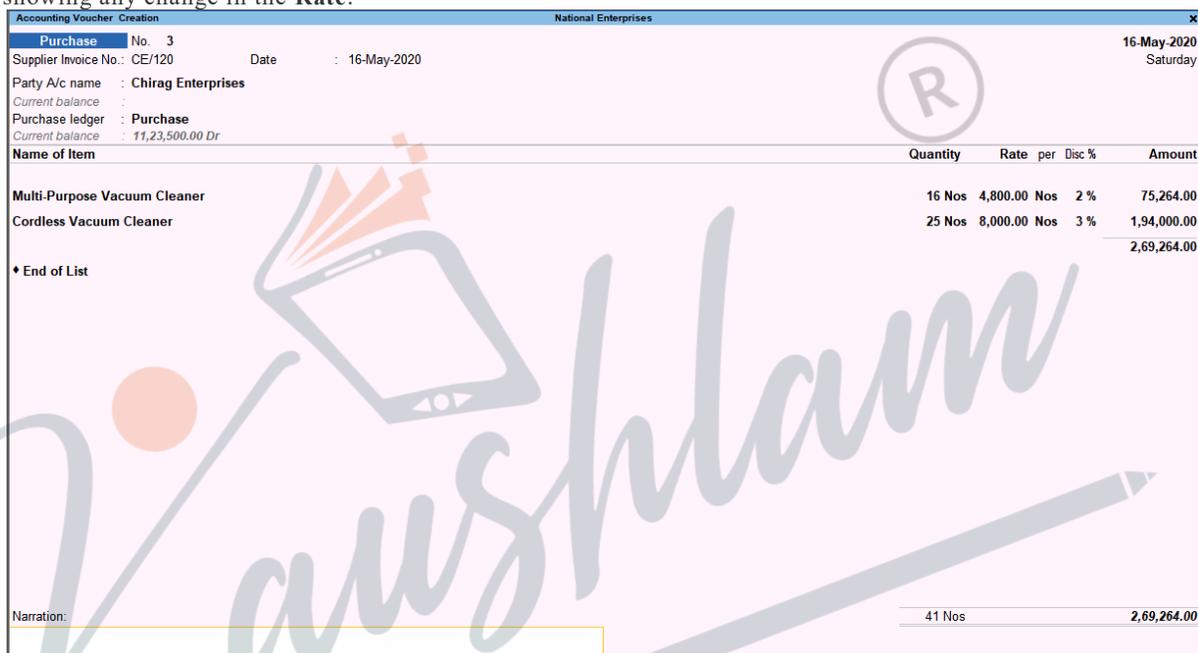
If you have received discounts on items from your supplier, say on purchase of items worth Rs. 10,000 or more, you can account for such discounts while recording your purchase invoice.



- Enter discount percentage against each item – without using ledger account
- Enter discount percentage and amount on item rates – using ledger account

### Enter discount percentage against each item – without using ledger account

1. Press **F11** (Features) > set **Use Discount column in invoices** to **Yes**.  
If you do not see this option, set **Show more features** to **Yes**.  
Henceforth, you will see the **Disc %** column in every purchase invoice.
2. In the purchase invoice, after you have provided the **Quantity** and **Rate**, enter **Disc %** for the selected item.  
The **Amount** for the given quantity of the stock item is displayed after deducting the discount, without showing any change in the **Rate**.



Name of Item	Quantity	Rate per	Disc %	Amount
Multi-Purpose Vacuum Cleaner	16 Nos	4,800.00 Nos	2 %	75,264.00
Cordless Vacuum Cleaner	25 Nos	8,000.00 Nos	3 %	1,94,000.00
				2,69,264.00
Narration:				41 Nos <b>2,69,264.00</b>

3. Enter the remaining details and accept the screen. As always, you can press **Ctrl+A** to save.  
The discounted item amount appears against each item.

### Enter discount percentage and amount on item rates – using ledger account

1. In the purchase invoice, press **F12** (Configure) > set **Provide Cash/Trade Discount** to **Yes**.  
If you do not see this option, set **Show more configurations** to **Yes**. If the option does not appear, press **F11** (Features) > enable the statutory options applicable for your business.
2. After you have entered the **Amount** of the stock item, in the **Discount** field, enter the discount percentage that you have received for that item.  
This automatically calculates the discount and displays the amount in the next field.  
Alternatively, press **Enter** to leave the first field blank and enter the discount amount in the next field.
3. Select the discount ledger created under **Indirect Incomes**.  
Ensure that in the discount ledger, the option **Type of ledger** is set to **Discount**.

Accounting Voucher Creation		National Enterprises	
<b>Purchase</b>	No. 4		18-May-2020 Monday
Supplier Invoice No.:	CT/33	Date	: 18-May-2020
Party A/c name	: Chandra Traders		
Current balance	:		
Purchase ledger	: Purchase		
Current balance	: 13,92,764.00 Dr		
Name of Item	Quantity	Rate per	Amount
<b>Multi-Purpose Vacuum Cleaner</b>	20 Nos	4,800.00 Nos	96,000.00
Discount : 4 %			3,840.00
<b>Cordless Vacuum Cleaner</b>	25 Nos	8,000.00 Nos	2,00,000.00
Discount :			3,000.00
			2,96,000.00
<b>Discount Ledger</b>			(-),6,840.00
Provide GST/e-Way Bill details : Yes			
Narration:			45 Nos 2,89,160.00

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.

- Enter the remaining details and accept the screen. As always, you can press **Ctrl+A** to save.

The total discount amount appears against the selected discount ledger. This amount is the sum of the discounts displayed under each stock item.

## Purchase with Free items

When you make a purchase, you might receive a few items for free from the supplier. For example, if you had placed an order for 12 pcs of an item, the supplier might have billed you for only 10 pcs and given the remaining 2 pcs without any additional cost. Alternatively, the supplier might have billed you for all 12 pcs, and sent 2 additional pcs of the same item or a different item as samples. In TallyPrime, you can account for such purchases in different ways during voucher entry.

In this section

- Account for free items using Actual and Billed quantities
- Account for free items using zero-valued transaction

## Account for free items using Actual and Billed quantities

- Press **F11** (Features) > set **Use separate Actual and Billed Quantity columns in invoices** to **Yes**. If you do not see this option, set **Show more features** to **Yes**. Henceforth, you will see the **Actual** and **Billed** columns under the **Quantity** column in every purchase invoice.
- Actual**: Enter the quantity purchased from the supplier, say 12 nos of the item.



3. **Billed:** Enter the quantity for which you will pay the supplier, say 10 nos of the same item.

Accounting Voucher Creation National Enterprises

Purchase No. 5  
Supplier Invoice No.: AE/023 Date : 20-May-2020 20-May-2020 Wednesday  
Party A/c name : Aarthi Enterprises  
Current balance : 4,99,760.00 Cr  
Purchase ledger : Purchase  
Current balance : 16,88,764.00 Dr

Name of Item	Quantity		Rate per	Amount
	Actual	Billed		
Premier 2-Lts Wet Grinders	25 Nos	11 Nos	6,000.00 Nos	66,000.00
Supreme 2-Lts Wet Grinders	30 Nos	28 Nos	6,500.00 Nos	1,82,000.00
				2,48,000.00
• End of List				
Narration:				
	55 Nos	39 Nos		2,48,000.00

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.

4. Enter the remaining details and accept the screen. As always, you can press **Ctrl+A** to save.

The total amount calculated is based on the billed quantity; however, the items supplied to you are based on the actual quantity, which includes the free items.

## Account for free items using zero-valued transaction

1. **Gateway of Tally > Alter > Voucher Type > select Purchase > and press Enter.** Alternatively, press **Alt+G** (Go To) > **Alter Master >Voucher Type > select Purchase > and press Enter.**
2. Set the option **Allow zero-valued transactions** to **Yes.** Henceforth, you can enter stock items without entering the Rate (zero value) in every purchase invoice.
3. In the purchase invoice, provide details of the items – **Quantity, Rate, and Amount** – that you have been billed for.
4. Select the same item again or a different item, as supplied to you, and enter the **Quantity.** Leave the **Rate and Amount** fields blank.



Accounting Voucher Creation		National Enterprises		x	
<b>Purchase</b>	No. 6			21-May-2020	
Supplier Invoice No.:	CT/34	Date	: 21-May-2020	Thursday	
Party A/c name	: Chandra Traders				
Current balance	: 2,89,160.00 Cr				
Purchase ledger	: Purchase				
Current balance	: 19,36,764.00 Dr				
Name of Item	Quantity	Rate	per	Amount	
Premier 2-Lts Wet Grinders	20 Nos	6,000.00	Nos	1,20,000.00	
Supreme 2-Lts Wet Grinders	15 Nos	6,500.00	Nos	97,500.00	
Cordless Vacuum Cleaner	1 Nos				
				2,17,500.00	
♦ End of List					
Narration:				36 Nos	2,17,500.00

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.

5. Enter the remaining details and accept the screen. As always, you can press **Ctrl+A** to save.

The invoice generated displays the billed items with the Amount details, along with the total quantity received from the supplier.

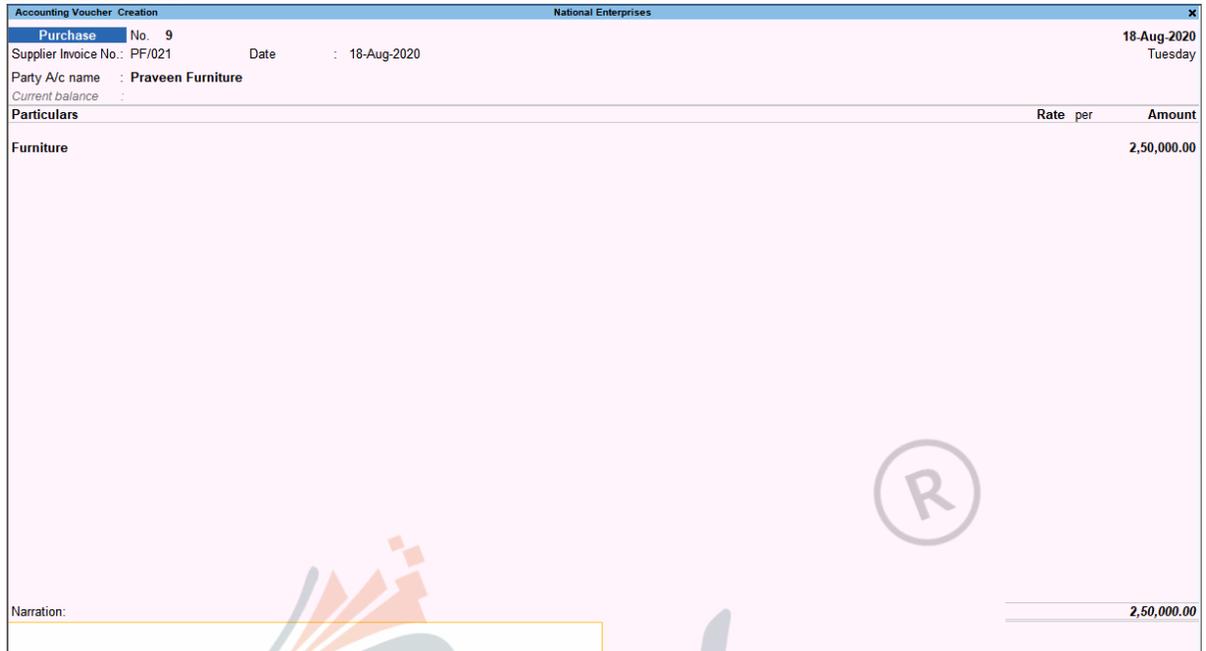
**Note:** TallyPrime also provides you the flexibility to record purchase transactions only for zero-valued items, such as free items or samples received from suppliers.

## Purchase of Fixed Assets

If you are purchasing fixed assets (for example, furniture) which you do not trade in, you can record such purchases in TallyPrime.

1. Open the purchase voucher screen, and press **Ctrl+H** (Change Mode) to select the required voucher mode (**Accounting Invoice**, in this case).
2. Specify the supplier details.
3. Provide the fixed asset details.
  - a. Select the ledger grouped under **Fixed Accounts**.

b. Enter the amount.



The screenshot shows the 'Accounting Voucher Creation' window for 'National Enterprises'. The window title is 'Accounting Voucher Creation' and it has a close button 'x'. The main content area is pink and contains the following information:

- Purchase** No. 9
- Supplier Invoice No.: PF/021      Date : 18-Aug-2020
- Party A/c name : Praveen Furniture
- Current balance :

Particulars	Rate per	Amount
Furniture		2,50,000.00

Narration: \_\_\_\_\_

2,50,000.00

*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.*

4. Provide **Narration**, if needed, and accept the screen. As always, you can press **Ctrl+A** to save.

This value will appear in the **Balance Sheet**.

You can record the same transaction in voucher mode, as per your business needs.

1. Open the purchase voucher screen, and press **Ctrl+H** (Change Mode) to select the required voucher mode (**As Voucher**, in this case).
2. Credit the party or cash/bank ledger.

3. Debit the fixed asset ledger.

Particulars		Debit	Credit
To Praveen Furniture			2,50,000.00
Cur Bal: 2,50,000.00 Cr			
New Ref PF/021	2,50,000.00 Cr		
By Furniture		2,50,000.00	
Cur Bal: 2,50,000.00 Dr			
Narration:		2,50,000.00	2,50,000.00

Accept ?  
Yes or No

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

## Track Stock Item Cost in Purchases

When multiple stock items are purchased and the expense is charged as a lump-sum amount, you may want to allocate such expenses to each stock item. In TallyPrime, you can automate the allocation of such expenses to stock item on a predefined basis.

**Note:** The additional costs reflect only in the stock value. It will not affect the accounts.

*In this section*

- Enable expense ledger to track additional costs of purchase
- Track additional costs in purchase invoice

### Enable expense ledger to track additional costs of purchase

1. Enable the purchase voucher type to track the additional costs on purchase.
  - a. **Gateway of Tally > Alter > Voucher Type >** type or select **Purchase >** and press **Enter**. Alternatively, press **Alt+G (Go To) > Alter Master > Voucher Type >** select **Purchase >** and press **Enter**.
  - b. Set the option **Track Additional Costs for Purchases to Yes**.
  - c. Press **Ctrl+A** to save.
2. Enable the expense ledger to track the additional costs on purchase.

- a. In the expense ledger, press **F12** (Configure) > set **Select Appropriation Methods to allocate Additional Costs** to **Yes**.
- b. In the expense ledger select the **Method of appropriation in purchase invoice** as **Appropriate by Qty**.

Ledger Creation		National Enterpri
Name	: Expenses	
(alias)	:	
Under	: Indirect Expenses	<b>Mailing Details</b>
		Name
		Address
Type of Ledger	: ♦ Not Applicable	<b>List of Allocation Methods</b>
Method of appropriation in purchase invoice	: <b>Appropriate by Qty</b>	♦ Not Applicable
		Appropriate by Qty
		Appropriate by Value

3. Press **Ctrl+A** to save the expense ledger.

The additional costs/expenses incurred can be allocated to each item based on Quantity or Value.

## Track additional costs in purchase invoice

You can automate the allocation of expenses to each stock item in the invoice mode. If you want to manually allocate the expenses, you can record the transaction in voucher mode.

1. In the purchase invoice (press **Ctrl+H** and select **Item Invoice** mode), select the required stock items.



2. Select the additional expenses ledger and enter the amount.

Accounting Voucher Creation			
Purchase No. 1		National Enterprises	
Supplier Invoice No.: KR/34	Date : 4-Aug-20	4-Aug-20 Tuesday	
Party A/c name : Keertan Distributors			
Current balance :			
Purchase ledger : Purchases			
Current balance :			
Name of Item	Quantity	Rate per	Amount
Premier Wet Grinders	15 Nos	6,700.00 Nos	1,00,500.00
Ultra Wet Grinders	10 Nos	7,400.00 Nos	74,000.00
Supreme Wet Grinders	12 Nos	7,100.00 Nos	85,200.00
			2,59,700.00
Expenses			10,000.00
Narration:			37 Nos 2,69,700.00

- Press **Ctrl+A** to save.
- Press **Page Up** to view the same transaction in alteration mode.
- Press **Ctrl+H** (Change Mode) and select the voucher mode (**As Voucher** in this case). The purchase voucher with additional expenses apportioned automatically, appears as shown below:

Accounting Voucher Alteration			
Purchase No. 1		National Enterprises	
Supplier Invoice No.: KR/34	Date : 4-Aug-20	4-Aug-20	
Particulars			
To Keertan Distributors			
Cur Bal: 2,69,700.00 Cr			
New Ref KR/34 2,69,700.00 Cr			
By Purchases			
Cur Bal: 2,79,700.00 Dr			
Premier Wet Grinders	15 Nos	6,700.00/Nos	1,00,500.00
Actuals :		6,970.27/Nos	(1,04,554.06)
Ultra Wet Grinders	10 Nos	7,400.00/Nos	74,000.00
Actuals :		7,670.27/Nos	(76,702.70)
Supreme Wet Grinders	12 Nos	7,100.00/Nos	85,200.00
Actuals :		7,370.27/Nos	(88,443.24)

Additional Cost Details for : Premier Wet Grinders		
Type of Cost	%-age	Amount
Expenses		4,054.06

You can manually enter the percentage of allocation or change the amount as needed. The same details will appear in **Stock Summary**.



6. Press **Alt+G** (Go To) > type or select **Stock Summary**.  
Alternatively, **Gateway of Tally > Stock Summary**.

Particulars		National Enterprises 1-Apr-20 to 5-Aug-20 Closing Balance		
		Quantity	Rate	Value
Premier Wet Grinders		30 Nos	6,835.14	2,05,054.06
Supreme Wet Grinders		12 Nos	7,370.27	88,443.24
Ultra Wet Grinders		30 Nos	7,490.09	2,24,702.70
<b>Grand Total</b>		<b>72 Nos</b>		<b>5,18,200.00</b>

## Record Sales of Goods

For recording sales of goods, you can select cash or bank for cash sales and party ledger for credit sales. You can record sales of goods or items using the Item Invoice mode. TallyPrime provides other modes such as Accounting Invoice mode and As Voucher mode for recording sales of goods or services. You can use the other modes of the voucher interchangeably for recording sales, based on the requirement.

As per your business practice, you can print all the invoices with the necessary details.

1. Open the sales voucher screen.
  - a. **Gateway of Tally > Vouchers > F8 (Sales)**.  
Alternatively, press **Alt+G** (Go To) > **Create Voucher** > press **F8** (Sales).
  - b. Ensure that the voucher mode is set to **Item Invoice** mode by pressing **Ctrl+H** (Change Mode), or you can also confirm the same if you see **Name of Item** on the voucher screen.
  - c. If you want to enter the **Reference No.** and **Date** for the invoice, press **F12** (Configure), and set **Provide Reference No. and Date** to **Yes**.  
If you do not see this option, set **Show more configurations** to **Yes**.
2. Specify the buyer details.
  - a. **Party A/c name:** Select **Cash** or **Bank** for cash sales. For credit sales, select the party name.
  - b. **Party Details:** If you need **Dispatch**, **Order**, or **Buyer** details to be part of your invoice, provide the relevant details.  
If you do not see the **Party Details** screen, press **F12** (Configure), and set **Provide Dispatch, Order, and Export details** to **Yes**.
    - **Dispatch & Order Details:** You can print these details in the invoice for the buyer's reference. If you already have a Delivery Note or a Sales Order, the Delivery Note Number and the Order Number are pre-filled.
    - **Buyer's Details:** In the case of cash sales, specify the buyer's details as needed in the printed invoice.

