

Why Tally is best for basic Inventory Management ?

Tally.ERP 9 provides you the capability to record inventory transactions without changing the way you do your business. It provides numerous predefined Inventory vouchers to suit your business requirements and flexibility to create unlimited stock items, use simple to complex conversion units and generate invoices with the required information and dimensions. Following are the some of salient features, which makes Tally.ERP 9 best for basic inventory management.

- Flexible units of Measure
- Flexible Invoicing
- Unlimited Grouping & Categorization of Stock items
- Voucher Classes to expedite voucher Entry
- Separate Actual and Billed Quantities
- Gross Profits and Consumption Report
- Use Stock Item Names and / or Part Numbers
- POS Invoicing

4.1 Flexible units of Measure

The instances of stock items being measured in different Units of Measure are common. In Tally.ERP 9 you can define multiple units as per your requirements. It is also possible that an item could be transacted in one or more units of measure, for e.g. Sugar is purchased in tons and sold in either kgs or packets. Tally.ERP 9 allows you to transact in all the three units of measure for the same item. This configuration allows you to maintain stock items in both **Main Units** as well as **Alternate Units**.

Tally.ERP 9 allows creation of **compound** as well as **alternate** units for a stock item. You can define a Compound unit as a relation between of two simple Units, for e.g. create a compound unit namely, **Ton of 100 kgs**. You can view Stock Summary report in **Tail Units** also (here in this case, **kgs**)

To create **Units of Measure**,

Go to **Gateway of Tally > Inventory Info. > Units of Measure > Create**

□ Select **Unit Type**

□ Specify **Unit name**

To activate and create **Alternate Units**,

Go to **Gateway of Tally > Inventory Info. > Inventory Info > Stock Item > Create**

□ Press **F12: Configure (Inventory Info.)** and activate **Use ALTERNATE UNITS** for Stock Items

□ Enter **Alternate Units**

To create **Compound Units**, create two simple units of measure (as mentioned earlier) and then

Go to **Gateway of Tally > Inventory Info. > Units of Measure->Create.**

□ Select **Unit Type** as **Compound**

□ Select **First Unit** and enter **Conversion** units

□ Select the **Second Unit**

To view Reports in **Alternative Units**,

Go to **Gateway of Tally > Stock Summary**

□ Press **F12: Configure**, set **Show Opening balance, Goods Inwards, Goods Outwards and Closing Balance** to **Yes**

□ Set **Show using Alternate Units** to **Yes**

Stock Summary		Universal Enterprises				Ctrl + M		
Particulars	Universal Enterprises 1-Apr-2008 to 31-Mar-2009							
	Opening Balance		Inwards		Outwards		Closing Balance	
	Quantity (Alt. Units)	Value	Quantity (Alt. Units)	Value	Quantity (Alt. Units)	Value	Quantity (Alt. Units)	Value
Accessories			9,600 Nos	67,370.00	8,805 Nos	87,252.00	795 Nos	15,792.76
CD-ROM Disks 700s			20 Box	9,000.00	15 Box	10,500.00	5 Box	2,250.00
CD-ROM Disks 70s			49 Box	7,940.00	48 Box	9,765.00	3 Box	231.25
CD-ROM Jackets			500 Box	7,500.00	495 Box	10,995.00	5 Box	75.00
Dust Covers			815 Nos	22,733.00	540 Nos	35,930.90	75 Nos	2,772.32
Floppy Disk			10 Box (100Nos)	1,000.00	8 Box (60Nos)	750.00	4 Box (40 Nos)	400.00
Keyboard			10 Nos	5,500.00			10 Nos	5,500.00
Mouse			10 Nos	4,000.00			10 Nos	4,000.00
Mouse Pad			1,375 Nos	5,697.00	1,295 Nos	19,311.10	80 Nos	564.19
Components				79,01,590.00		88,03,562.10		2,573.22
USB Pen Drives 64 MB			442 Nos	6,73,920.00	441 Nos	6,72,273.50	1 Nos	1,524.71
Wireless Keyboard			534 Nos	3,69,770.00	533 Nos	4,26,194.65	1 Nos	692.45
Wireless Mouse			619 Nos	2,20,400.00	618 Nos	2,87,187.20	1 Nos	255.05
Computers			532 Nos	95,26,993.70	531 Nos	1,21,75,500.00	1 Nos	
IBM			13 Nos	2,24,000.00	12 Nos	2,99,500.00	1 Nos	
Defective Items				600.00				600.00
CD-ROM Disks 70s - Defective			5 Box	600.00			5 Box	600.00
Dot Matrix Printers				5,38,000.00		7,16,200.00		14,000.00
TVS MSP 285 132 Col Printer			30 Nos	2,43,000.00	29 Nos	3,29,000.00	1 Nos	8,100.00
TVS MSP 285 80 Col Printer			50 Nos	2,95,000.00	49 Nos	3,87,200.00	1 Nos	5,900.00
Laser Jet Printers				8,80,000.00		10,91,500.00		17,400.00
HP LaserJet 4000 Series			60 Nos	6,52,000.00	59 Nos	7,05,000.00	1 Nos	8,200.00
Samsung LaserJet 1500			40 Nos	3,28,000.00	39 Nos	3,85,500.00	1 Nos	8,200.00
IMFL			500 Lts	2,00,000.00	480 Lts	2,68,000.00	20 Lts	8,000.00
Water Location			500 Lts	2,00,000.00	480 Lts	2,68,000.00	20 Lts	8,000.00
Grand Total				3,12,80,466.29		3,85,07,054.10		13,58,831.73

Figure 4.1 Stock Summary with Alternate Units

4.1.1 Tail Units

Go to **Gateway of Tally > Stock Summary**

- Press **F12: Configure** and set **Show Tail Units of Compound Units** to **Yes**. Now, Tally.ERP 9 displays compound units of stock items in **Tail units**.

Stock Summary								Universal Enterprises								Ctrl + M	
Particulars	Universal Enterprises																
	1-Apr-2008 to 31-Mar-2009																
	Opening Balance		Inwards				Outwards				Closing Balance						
	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value			
Accessories			9,600 Nos	67,370.00	8,805 Nos	87,252.00			795 Nos		15,792.76						
CDROM Disks 100s			2,000 Nos	9,000.00	1,600 Nos	10,500.00			500 Nos		2,250.00						
CDROM Disks 10s			490 Nos	7,940.00	460 Nos	9,766.00			30 Nos		231.25						
CDROM Jackets			5,000 Nos	7,500.00	4,950 Nos	10,995.00			50 Nos		75.00						
Dust Covers			615 Nos	22,733.00	640 Nos	36,930.00			75 Nos		2,772.32						
Floppy Disk			100 Nos	1,000.00	60 Nos	750.00			40 Nos		400.00						
KeyBoard			10 Nos	5,500.00					10 Nos		5,500.00						
Mouse			10 Nos	4,000.00					10 Nos		4,000.00						
Mouse Pad			1,375 Nos	9,667.00	1,295 Nos	19,311.10			80 Nos		564.19						
Components				79,01,690.00		80,03,602.10					2,573.22						
USB Pen Drives 64 MB			442 Nos	6,73,920.00	441 Nos	6,72,273.50			1 Nos		1,524.71						
Wireless Keyboard			634 Nos	3,69,770.00	633 Nos	4,26,194.65			1 Nos		692.45						
Wireless Mouse			619 Nos	2,20,400.00	618 Nos	2,87,187.20			1 Nos		356.05						
Computers			532 Nos	95,26,993.70	531 Nos	1,21,75,500.00			1 Nos								
IBM			13 Nos	2,24,000.00	12 Nos	2,99,500.00			1 Nos								
Defective Items				600.00							600.00						
CDROM Disks 10s - Defective			50 Nos	600.00					50 Nos		600.00						
Dot Matrix Printers				5,38,000.00		7,16,200.00					14,000.00						
TVS MSP 245 132 Col Printer			30 Nos	2,43,000.00	29 Nos	3,29,000.00			1 Nos		8,100.00						
TVS MSP 245 80 Col Printer			50 Nos	2,95,000.00	49 Nos	3,87,200.00			1 Nos		5,900.00						
Laser Jet Printers				8,80,000.00		10,91,500.00					17,400.00						
HP Laserjet 1010 Series			60 Nos	8,62,000.00	59 Nos	7,06,000.00			1 Nos		9,200.00						
Samsung Laserjet 1500			40 Nos	3,28,000.00	39 Nos	3,86,500.00			1 Nos		8,200.00						
IMFL			500 Lts	2,00,000.00	480 Lts	2,88,000.00			20 Lts		8,000.00						
Main Location			500 Lts	2,00,000.00	480 Lts	2,88,000.00			20 Lts		8,000.00						
Grand Total				3,12,80,466.20		3,85,07,054.10					13,58,831.73						

Figure 4.2 Stock Summary with Tail Units

4.2 Flexible Invoicing

In Tally.ERP 9, you have flexibility to invoice items or ledger accounts directly to generate sales invoices. The details that you can include or exclude in an invoice is based on the business needs for instance, you may want to print batch number, Manufacturing as well as expiry date, additional description for items, show discounts on the invoice and so on.

4.2.1 Sales Invoice

To enter an **Invoice**,

Go to **Gateway of Tally > Accounting Vouchers > Select Sales (F8)**

- Press **F12: Configure**, to activate or deactivate the features as per requirements
- **Enter** all relevant information and save the voucher.
- Press **Alt + P (P: Print)**

INVOICE

Universal Enterprises Plot No. 113 & 114, Industrial Estate, Hongasandra, Hosur Main Road Bangalore E-mail: sales@universalerprises.com		Invoice No. 100	Dated 15-Jan-2009	
		Delivery Note	Mode/Terms of Payment 60 Days	
		Supplier's Ref.	Other Reference(s)	
Buyer All India Computer Institute 123, 1st Main Madiwala Bangalore - 5600 68.		Buyer's Order No.	Dated	
		Dispatch Document No.	Dated	
		Despatched through	Destination	
Terms of Delivery				
Sl k.	Description of Goods	Quantity	Rate per	Amount
1	HP 51645A	15 Nos	1,500.00 Nos	22,500.00
2	HP - 27	10 Nos	1,150.00 Nos	11,500.00
3	HP - 28	20 Nos	1,200.00 Nos	24,000.00
	<i>Output VAT @ 4%</i>		4 %	68,000.00 2,320.00
Total		45 Nos		60,320.00
Amount Chargeable (In words)				E. & O.E
Rs. Sixty Thousand Three Hundred Twenty Only				
Buyer's Local Sales Tax No. : 11225487954 Declaration We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.		for Universal Enterprises Authorized Signatory		

This is a Computer Generated Invoice

Figure 4.3 Printed Sales Invoice

4.2.2 Separate Discount Column on Invoices

Tally.ERP 9 allows the user to enter discount for each and every Stock Item and also automatically calculates and displays the discounted value in the invoice.

To activate discount column in Invoicing

- Press **F11: Inventory Features** > Set **Separate discount columns for Invoices** to **Yes**

4.2.3 Purchase Invoices

Tally.ERP 9 provides the option to enter purchase transactions in invoice format and hence entering vendor invoices is made easy. When you enter purchase details in the invoice format, the stock items selected are automatically updated in the stock summary. You can apportion additional expenses, like taxes, freight etc., to stock items which affects their valuations.

To enable **Purchase Invoices in Invoice Format**,

- Press **F11: Inventory Features** > Enable **Allow Invoicing** and **Enter Purchases in Invoice Format** to **Yes**

To enter **Purchase Invoices in Invoice Format**,

Go to **Gateway of Tally > Accounting Vouchers > Select Purchase (F9)**

- Select **Party's A/c Name**
- Select **Stock Items**
- Specify **Qty** and **Rate**, the value is automatically calculated
- Select taxes, freight & other expenses (if any).

4.3 Unlimited Grouping & Categorization of Stock items

Tally.ERP 9 allows unlimited grouping of stock items to Stock Groups or subgroups at any point of time. It also allows to categorize stock items based on their specific nature or type or brand in order to generate customised inventory reports.

4.3.1 Stock Group

In Tally.ERP 9, you can classify all common stock items to a single group, for instance Raw materials, Components Consumables, Desktop computers, Scanners etc. Grouping of stock items facilitates effective and substantive reporting on stock items. In Tally.ERP 9, you can create unlimited levels of groups for in-depth analysis.

To create **Stock Groups**

Go to **Gateway of Tally > Inventory Info. > Stock Groups > Create**

- Enter **Name** for the **Group** (Specify the parent group of the current group).
- Enter other details and save screen

To view **Stock Group Summary Reports**,

Go to **Gateway of Tally > Display > Inventory Books > Group Summary**

- Select any **group** or select **Primary** to display all Stock Groups

Stock Summary		Universal Enterprises		Ctrl + M
Particulars	Universal Enterprises 1-Apr-2008 to 31-Mar-2009			
	Quantity	Rate	Value	
Accessories	795 Nos	79.87	15,792.76	
CDROM Disks 100s	5 Box	450.00	2,250.00	
CDROM Disks 10s	3 Box	77.08	231.25	
CDROM Jackets	5 Box	15.00	75.00	
Dust Covers	76 Nos	36.96	2,772.32	
Flappy Disk	4 Box	100.00	400.00	
KeyBoard	10 Nos	550.00	5,500.00	
Mouse	10 Nos	400.00	4,000.00	
Mouse Pad	20 Nos	7.05	864.19	
Components			2,573.22	
USB Pen Drives 64 MB	1 Nos	1,524.71	1,524.71	
Wireless Keyboard	1 Nos	692.45	692.45	
Wireless Mouse	1 Nos	356.06	356.06	
Computers	1 Nos			
IBM	1 Nos			
Defective Items			600.00	
CDROM Disks 10s - Defective	5 Box	120.00	600.00	
Dot Matrix Printers			14,000.00	
TVS MSP 245 132 Col Printer	1 Nos	8,100.00	8,100.00	
TVS MSP 246 80 Col Printer	1 Nos	5,900.00	5,900.00	
Laser Jet Printers			17,400.00	
HP Laserjet 1010 Series	1 Nos	9,200.00	9,200.00	
Samsung Laserjet 1600	1 Nos	8,200.00	8,200.00	
IMFL	20 Lts	400.00	8,000.00	
Main Location	20 Lts	400.00	8,000.00	
Grand Total			13,58,831.73	

Figure 4.4 Stock Group Summary

4.3.2 Stock Category

In many cases, you may want to classify stock items which are similar in nature but are grouped under different Stock Groups. Tally.ERP 9 provides you a feature namely, **Stock Categories**, which allows parallel classification of stock items to separate categories besides grouping.

For example, you may group Television sets of different sizes based on their size viz., TV's of 14 inches, 21 inches, 29 inches and so on. But however, if you require reports on, which brand sells more. In such cases, you require parallel classification of stock items to stock categories viz., Sony, Panasonic, LG, Samsung, Philips, etc.

In Tally.ERP 9 you can create stock items and group under the respective groups and parallelly classify them under the respective Stock Categories. You could however, interchange the stock category or stock group based on your convenience and reporting requirements.

To enable **Stock categories**,

Go to **Gateway of Tally > F11: Inventory Features**

- Set **Maintain Stock Categories** to **Yes**

To create **Stock Categories**,

Go to **Gateway of Tally > Inventory Info. > Stock Categories > Create**

- Specify the **Name** for the **Category**
- Select **Primary** or the **parent** Stock Category from the list

To view **Stock Category Report**,

Go to **Gateway of Tally > Display > Statements of Inventory > Categories**

- Select the required **Stock Category** or select **Primary** to display all **Stock Categories**

Stock Category Summary		Universal Enterprises		Ctrl + M
Particulars	Universal Enterprises 1-Apr-2009 to 31-Mar-2009			
	Closing Balance			
	Quantity	Rate	Value	
Accessories	795 Nos	19.87	15,792.75	
CDROM Disks 100s	5 Box	450.00	2,250.00	
CDROM Disks 10s	3 Box	77.08	231.26	
CDROM Jackets	5 Box	15.00	75.00	
Dust Covers	75 Nos	36.96	2,772.32	
Floppy Disk	4 Box	100.00	400.00	
Keyboard	10 Nos	550.00	5,500.00	
Mouse	10 Nos	400.00	4,000.00	
Mouse Pad	30 Nos	7.05	904.19	
Consumables	3 Nos	857.74	2,573.22	
USB Pen Drives 64 MB	1 Nos	1,524.71	1,524.71	
Wireless Keyboard	1 Nos	882.45	882.45	
Wireless Mouse	1 Nos	356.06	356.06	
Defective Items	5 Box	120.00	600.00	
CDROM Disks 10s - Defective	5 Box	120.00	600.00	
Hewlett Packard	1 Nos	9,200.00	9,200.00	
HP Laserjet 1010 Series	1 Nos	9,200.00	9,200.00	
IBM	1 Nos			
IBM PIV	1 Nos			
Samsung	1 Nos	8,200.00	8,200.00	
Samsung Laserjet 1500	1 Nos	8,200.00	8,200.00	
TVS Electronics	2 Nos	7,000.00	14,000.00	
TVS MSP 245 132 Col Printer	1 Nos	8,100.00	8,100.00	
TVS MSP 245 80 Col Printer	1 Nos	5,900.00	5,900.00	
IMFL	20 Lts	400.00	8,000.00	
Grand Total			13,58,831.73	

Figure 4.5 Stock Category Summary

4.4 Voucher Classes to expedite voucher Entry

Tally.ERP 9 provides an option to automate and expedite voucher entry with the help of Voucher Classes. You can use this facility for most voucher types (e.g. Payment, Receipt, Sales etc) to make data entry easier and faster. This facility acts as a control, to restrict users from choosing any other ledger accounts other than those to which the transaction needs to be posted and thereby minimizes errors during data entry.

For example, you may create Voucher Class under Receipt Voucher Type to automate Bank Receipts or Bank Payments under Payment Voucher Type. You will find the procedure for creating voucher classes for Bank Receipts is the same as that for Bank Payments. The only precaution is that during transactions, you have to enter the details on the credit side only.

4.4.1 Voucher Classes for Sales Invoice

Voucher classes for invoices can be used to significantly automate ledger entries where tax calculations, additional charges, rounding off etc., are involved. You can also specify percentages for additional accounting allocations like taxes, freight and other charges. Based on the values / percentages entered, the total amount is automatically calculated and prefilled in the respective fields.

To create **Voucher Class**,

Go to **Gateway of Tally > Accounts Info. > Voucher Types > Alter**

- Select **Sales Voucher Type**
- Tab down to **Name of class** field and specify the name
- Select the required **groups** under **Exclude these Groups** and **Include these Groups**
- Specify the allocations in % between **Sales** and **Tax Ledgers** in **Default Accounting Allocations for each item in Invoice**.
- Select additional Ledger accounts which are involved in the voucher entry viz., Tax, Freight, Discount etc., and specify the **type of calculation** and other details in **Additional Accounting Entries**

Voucher Type Class		Universal Enterprises					Ctrl + M
Name (alias)	Commercial	Class: Tax Invoice					Name of Class Tax Invoice
If you wish to restrict the groups to which this class can be used, specify them here							
Exclude these Groups		Include these Groups					
<input type="checkbox"/> End of List		<input type="checkbox"/> End of List					
Type of Voucher	Set						
Method of Voucher Numbering	Abstract						
Use Advance Configuration							
Default Accounting Allocations for each item in Invoice							
Ledger Name	Percentage %	Rounding Method	Rounding Limit	Override using Item Default?			
Sales @ 4%	100 %			Yes			
Additional Accounting Entries (e.g. Taxes / Other charges) to be added in Invoice							
Ledger Name	Type of Calculation	Value Basis	Rounding Method	Rounding Limit	Remove if Zero?		
Output VAT @ 4%	On Item Rate	4%	Normal Rounding	?	Yes		
Output VAT @ 12.5%	On Item Rate	12.50%	Normal Rounding	?	Yes		

Figure 4.6 Sales Voucher Class

To enter transaction using **Voucher Class**,

Go to **Gateway of Tally > Accounting Vouchers > F8 (Sales)**

- Select the required **Voucher**
- Select the required **Voucher Class** from Voucher Class List
- Enter the **Party** and **Stock Details**
- The **Accounting allocations** are automatically done, as defined in Voucher class

- Complete and save the transaction

4.5 Separate Actual and Billed Quantities

There are situations when you have to invoice the customer for a particular quantity but actually supply a different quantity. Tally.ERP 9 allows you to handle such situations with the help of **Use different Actual and Billed Qty** option. Using this option, you can specify different actual and billed quantities in the same invoice. The Actual quantity updates the stock balances and Billed quantities affect the books of accounts. This feature is widely used to record supply of free items. Further, this option will be useful when you have to supply free item(s) for sale of a fixed number of goods or if you have to supply free samples to your customer.

To enable **Actual and Billed Quantity** in Invoices,

- Press **F11: Inventory Features**, set **Use different Actual and Billed Qty** to **Yes**

To enter **Actual and Billed Quantity** in Invoices,

Go to **Gateway of Tally > Accounting Vouchers > F8 (Sales in Invoice mode)**

- **Enter** quantities under **Actual** and **Billed Qty** columns

- Specify the **Rate** & other details

- Save transaction.

4.6 Gross Profits and Consumption Report

Consumption basically means, the quantity / value of materials used (consumed) in the process of manufacturing, selling or written off. Tally.ERP 9 automatically tracks the movement of materials consumed. You can view the consumption report along with gross profit for every item.

To view **Consumption Report**,

Go to **Gateway of Tally > Stock Summary > F7 (Show Profits)**

- Press **Alt+F1** for detailed mode

Stock Summary							Universal Enterprises		Universal Enterprises		Ctrl + M	
Particulars	Universal Enterprises						1-Apr-2008 to 31-Mar-2009					
	Quantity	Value	Consumption	Gross Profit	Perf. %	Closing Balance		Quantity	Value			
Accessories	8,805 Nos	87,252.00	51,577.24	35,674.76	40.89 %	795 Nos	15,792.76					
CDROM Disks 100s	75 Box	10,600.00	6,750.00	3,750.00	35.71 %	5 Box	2,250.00					
CDROM Disks 10s	45 Box	9,755.00	7,708.75	2,056.25	21.06 %	3 Box	231.25					
CDROM Jackets	495 Box	10,995.00	7,425.00	3,570.00	32.47 %	5 Box	75.00					
Dust Covers	540 Nos	35,930.00	19,990.68	15,970.22	44.45 %	75 Nos	2,772.32					
Floppy Disk	6 Box	750.00	600.00	150.00	20.00 %	4 Box	400.00					
Keyboard						10 Nos	5,500.00					
Mouse						10 Nos	4,000.00					
Mouse Pad	1,295 Nos	19,311.10	9,132.81	10,178.29	52.71 %	80 Nos	664.19					
		80,03,602.10	78,99,116.78	1,04,485.32	1.31 %		2,573.22					
Components												
USB Pen Drives 64 MB	441 Nos	6,72,273.50	6,72,395.29	(121.79)	(18.02 %)	1 Nos	1,524.71					
Wireless Keyboard	533 Nos	4,26,194.66	3,69,077.66	57,117.10	13.40 %	1 Nos	692.45					
Wireless Mouse	618 Nos	2,87,187.20	2,20,043.94	67,143.26	23.38 %	1 Nos	356.06					
Computers	531 Nos	1,21,75,500.00	95,26,993.70	26,48,506.30	21.75 %	1 Nos						
IBM	12 Nos	2,89,500.00	2,24,000.00	75,500.00	26.21 %	1 Nos						
Defective Items							600.00					
CDROM Disks 10s - Defective						5 Box	600.00					
Dot Matrix Printers		7,16,200.00	5,24,000.00	1,92,200.00	26.84 %		14,000.00					
TVS MSP 245 132 Col Printer	29 Nos	3,29,000.00	2,34,900.00	94,100.00	28.60 %	1 Nos	8,100.00					
TVS MSP 245 80 Col Printer	49 Nos	3,87,200.00	2,89,100.00	98,100.00	25.34 %	1 Nos	5,900.00					
Laser Jet Printers		10,91,500.00	8,62,600.00	2,28,900.00	20.97 %		17,400.00					
HP Laserjet 1010 Series	69 Nos	7,06,000.00	5,42,800.00	1,62,200.00	23.01 %	1 Nos	9,200.00					
Samsung Laserjet 1500	39 Nos	3,86,500.00	3,19,800.00	66,700.00	17.26 %	1 Nos	8,200.00					
IMFL	480 Lts	2,88,000.00	1,92,000.00	96,000.00	33.33 %	20 Lts	8,000.00					
Main Location	480 Lts	2,88,000.00	1,92,000.00	96,000.00	33.33 %	20 Lts	8,000.00					
							4 more ...					
Grand Total		3,85,07,054.10	2,99,21,634.47	85,85,419.63	22.30 %		13,58,831.73					

Figure 4.7 Gross Profits and Consumption Report

4.7 Use Stock Item Names and / or Part Numbers

Stock items can be created in Tally.ERP 9 by specifying their actual names as well as by their Part Numbers. This makes it convenient for many users dealing in certain industries (like Computer/ Automobile Industries) where items are generally identified by their Part Nos. You can also view reports for all stock items with their actual names or by part numbers or both.

To create **Part Number** for a Stock Item

Go to **Gateway of Tally > Inventory Info. > Stock item > Alter (Create, if the Item is not existing)**

- Select the required **Stock item**

- Press **F12: Configure** and set **Use PART NUMBERS for Stock Items** to **Yes**

- A new field **Part No** is displayed in **Stock Item Creation/Alteration** screen Specify the part numbers as well as actual names for the stock items created/altered.

Stock Item Alteration		Universal Enterprises		Ctrl + M																																								
Name	: USB Pen Drives 64 MB	Part No.	: USB PD64 001																																									
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Figure 4.8 Stock Item with Part Number

To view Stock reports with **Part Number**,

Go to **Gateway of Tally > Stock Summary** (or any other Inventory reports)

- Press **F12: Configure**, and set **Appearance of Stock Item Names** as **Part No. Only**
- Press **Enter** to save.

Now the stock items are displayed as Part Nos instead of their names

Stock Summary		Universal Enterprises		Ctrl + M
Particulars	Universal Enterprises 1-Apr-2008 to 31-Mar-2009			
	Closing Balance			
	Quantity	Rate	Value	
Accessories	795 Nos	19.87	15,792.76	
CDROM Disks 100s	5 Box	450.00	2,250.00	
CDROM Disks 10s	3 Box	77.08	231.26	
CDROM Jackets	5 Box	15.00	75.00	
Dust Covers	75 Nos	36.96	2,772.32	
Floppy Disk	4 Box	100.00	400.00	
Keyboard	10 Nos	550.00	5,500.00	
Mouse	10 Nos	400.00	4,000.00	
Mouse Pad	80 Nos	7.05	564.19	
Components			2,573.22	
USB PD64 001	1 Nos	1,524.71	1,524.71	
WK101 012	1 Nos	692.45	692.45	
WM Op256	1 Nos	356.06	356.06	
Computers	1 Nos			
IBM	1 Nos			
Defective Items			600.00	
CDROM Disks 10s - Defective	5 Box	120.00	600.00	
Dot Matrix Printers			14,000.00	
TYS MSP 246 132 Col Printer	1 Nos	8,100.00	8,100.00	
TYS MSP 246 80 Col Printer	1 Nos	5,900.00	5,900.00	
Laser Jet Printers			17,400.00	
HP Laserjet 1010 Series	1 Nos	9,200.00	9,200.00	
Samsung Laserjet 1500	1 Nos	8,200.00	8,200.00	
IMFL	20 Lts	400.00	8,000.00	
Main Location	20 Lts	400.00	8,000.00	
Grand Total			13,58,831.73	

Figure 4.9 Stock Summary with Part Number

4.8 POS Invoicing

A **Point of Sale** is either a retail shop, a check-out counter in a shop or any other location where sales transactions take place. Tally.ERP 9's POS feature is fully integrated with

Accounts and inventory functions. You can POS Invoice with Cash and Credit/Debit card transactions and effectively manage gift coupons, vouchers, discount coupons etc. The POS feature in Tally.ERP 9 enables you to print invoices in continuous or 40 column modes. It automates your data entry and calculations during invoicing. You can also generate standard and POS specific reports such as Cash Registers, POS Registers, and Inventory Reports etc.

To activate **POS Invoicing**,

Go to **Gateway of Tally > Accounts Info. > Vouchers Type > Create**

- Type **name** of the voucher type
- Select **Sales** as voucher type and other details
- Set **Use for POS Invoicing** to **Yes**
- Type the details in **Message 1 & Message 2**
- Specify the details in **Default Print Title** and save screen

