



POWER OF SIMPLICITY

# User Manual

## Manage Purchase Process



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Version: Purchase Process Control Management/1.0/May 2011

# Manage Purchase Process

## Introduction

This add-on manages the purchase operations efficiently. The add-on help the users to track the Purchase order number in goods receipt note and good receipt note number in purchase invoice.

### Important!

As a best practice it is advisable to take back up your company data before installing the Add-on

## Installation

This add-on is installed / activated as soon as you download it from the TallyShop

### System requirements:

No additional hardware / software infrastructure is required for executing and operation this applications module.

### Quick Setup Guide:

- Create a Company “Accounts with Inventory”.

### For Tally.ERP 9 Series A version lower than Release 3.2

- Go to **Gateway of Tally** → **F11: Features** → **Inventory Features** → Set “Yes” to the options “Allow Purchase Order Processing”

### For Tally.ERP 9 Series A Release 3.2 and above

- Go to **Gateway of Tally** → **F11: Features** → **Add-on Features** → Set “Yes” to the options “Allow Purchase Order Processing”
- Before enabling the TCP user need to set the F12 configuration in Receipt Note voucher (supplementary details: Yes).
- Enable Use Tracking Numbers (Delivery/Receipt Notes) = Yes
- Enable Use Rejection Inward/Outward Notes = Yes

## Detailed Setup Guide:

To operate this capability, user will have to follow the following steps:

1. Go to Gateway of Tally → Select “Cmp Info or Alt + F3” to alter the company information → select “Alter” → Select the particular company where you need to alter the option → under company details change “Maintain = Accounts with Inventory”.

The screenshot shows the 'Company Alteration' window for 'Purchase Process Control Management'. The window is divided into several sections:

- Mailing & Contact Details:** Mailing Name: Purchase Process Control Management; Address: # 547, 2nd & 3rd Floor, Anarajathi Layout, Opposite Measathi InfoTech Centre, Intermediate Ring Road, Domlur, Bengaluru.
- Company Details:** Currency Symbol: ₹; Maintain: Accounts with Inventory; Financial Year from: 1.4.2010; Books beginning from: 1.4.2010.
- Security Control:** Use Security Control: ? Yes; Name of Administrator: a; Password: \*; Repeat Password: \*; Use Tally Audit Features: ? No; Disallow opening in Educational mode: ? No.
- Auto Backup Details:** Enable Auto Backup: No.
- Base Currency Information:** Base Currency Symbol: ₹; Formal Name: INR; Number of Decimal Places: 2; Is Symbol SUFFIXED to Amounts: No; Symbol for Decimal Portion: paise; Show Amounts in Millions: ? No; Put a SPACE between Amount and Symbol: ? Yes; Decimal Places for Printing Amounts in Words: 2.

**Step 2: Enable Relevant Features in F 11 as shown below:**

Company: **Purchase Process Control Management**

### Inventory Features

Feature	Setting	Feature	Setting
<b>General</b>		<b>Invoicing</b>	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Yes
Allow Zero valued entries	? No	Enter Purchases in Invoice Format	? Yes
<b>Storage &amp; Classification</b>		Use Debit/Credit Notes	? Yes
Maintain Multiple Godowns / Excise Units	? Yes	Use Invoice mode for Credit Notes	? Yes
Maintain Stock Categories	? No	Use Invoice mode for Debit Notes	? Yes
Maintain Batch-wise Details	? Yes	Separate Discount column on Invoices	? Yes
(set Expiry Dates for Batches)	? No	<b>Purchase Management</b>	
Use different Actual & Billed Qty	? No	Track additional costs of Purchase	? No
<b>Order Processing</b>		<b>Sales Management</b>	
Allow Purchase Order Processing	? Yes	Use Multiple Price Levels	? No
Allow Sales Order Processing	? Yes	<b>Other Features</b>	
Allow Job Order Processing	? No	Use Tracking Numbers (Delivery/Receipt Notes)	? Yes
(Note : Enables Maintain Multiple Godowns and Use Material In/Out)		Use Rejection Inward/Outward Notes	? Yes
		Use Material In/Out	? No
		Use Cost Tracking for Stock Item	? No

**F1: Accounts      F2: Inventory      F3: Statutory      F4: Tally.NET**

**Step 3:** Create a Purchase Order by providing Order No. as shown below:

Order Voucher Alteration (Secondary)		Purchase Process Control Management		Ctrl + M
<b>Purchase Order</b> No. 1				1-Apr-2010 Thursday
Party's A/c Name : <b>Supplier</b>				Order No. : <b>P0-1</b>
Current Balance : <b>52,500.00 Cr</b>				
Purchase Ledger : <b>Purchase</b>				
VAT/Tax Class : <b>Purchases @ 5%</b>				
Name of Item	Quantity	Rate per	Disc. %	Amount
Item <i>MPP / Marginal:</i>	250 nos	200.00	nos	50,000.00
Input VAT			5 %	2,500.00
Show Statutory Details ? <b>No</b>				
Narration:				250 nos <b>52,500.00</b>

**Step 4:** Create a goods receipt note entry and select the appropriate purchase order number. Please note, this add-on will not allow you to create the goods receipt note without selecting the purchase order number and will display a message as shown below;

Invoice without order reference error message will be shown as below:

Party Details		Purchase Process Control Management		Ctrl + M
Receipt Note No	1			1-Apr-2010
Ref	PO-1			Thursday
Party's A/c Name	Supplier			
Current Balance	52,500.00 Cr			
Purchase Ledger	Purchase			
VAT/Tax Class	Purchases @ 5%			
Name of Item	Quantity	Rate per Dist %	Amount	
Item	250 nos	200.00 nos	50,000.00	
MRP / Margin				
Input VAT		5 %	2,500.00	
Order No(s)	Not Applicable	<div style="border: 1px solid black; padding: 2px;"> <b>List of Orders</b>                      End of List                      Not Applicable                      PO-1                 </div>		<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <b>Error</b>                       Eh ?                       Please Select the Order Number                 </div>
<b>Supplier's Details</b>				
Consignee	Purchase Process Control Management	Supplier	Supplier	
Address	# 547 - 2nd & 3rd Floor, Kangari Layout, Opposite Maruti Mittal Depts, Intermediate Ring Road, Domlur, Bengaluru, Karnataka - 560071	Address	# 43-2, 5th Cross Rajajinagar Bangalore Karnataka-560086	
TIN/Sales Tax No.		TIN/Sales Tax No.		
CST Number		CST Number		
		Type of Dealer	Registered Dealer	

**Step 5: Select the purchase order no and accept the order details**

Details screen as shown below:

The screenshot shows the 'Purchase Process Control Management' window. The 'Party Details' section includes Receipt Note No. 1, Ref. PO-1, and Party's A/c Name: Supplier. The 'Order Details' section shows Order No(s) PO-1 dated 1-Apr-2010. The 'Supplier's Details' section lists the consignee as Purchase Process Control Management and the supplier as Supplier. A 'Type of Dealer' dropdown menu is open, showing options: Not Applicable, Composition Dealer, Consumer, Inter State Dealer, Registered Dealer (selected), and Unregistered Dealer. A table below shows 250 nos of MRP / Margins at 200.00 nos each, with an input VAT of 5% resulting in 2,500.00.

**Step 6: Similarly create a purchase invoice against the goods receipt note entry. Please also ensure you select the "Tracking number", otherwise you will get a message as below;**

The tracking no. which give error message as shown below:

The screenshot shows the same 'Purchase Process Control Management' window, but with an error message displayed. The 'Receipt Note No. (s)' field is set to 'Not Applicable'. A 'List of Tracking Numbers' dropdown menu is open, showing options: End of List, Not Applicable, 1 (1-Apr-2010), and PO-1 (1-Apr-2010). The error message box says 'Error! Eh ? Please Select the Tracking Number'. The 'Type of Dealer' is set to 'Registered Dealer'.

**Step 7: Select the tracking no. & complete the purchase invoice :**

Tally.ERP 9

P: Print   E: Export   M: E-Mail   O: Upload   S: Shop   G: Language   K: Keyboard   K: Control Centre   H: Support Centre   H: Help

Accounting Voucher Alteration (Secondary)   Purchase Process Control Management   Ctrl + M

**Purchase** No. 2   1-Apr-2010  
 Supplier Invoice No. : 2569   Date : 1-Apr-2010   Thursday

Party's A/c Name : **Supplier**  
 Current Balance : 52,500.00 Cr  
 Purchase Ledger : **Purchase**  
 VAT/Tax Class : **Purchases @ 5%**

Name of Item	Quantity	Rate	per Disc. %	Amount
Item <i>MRP / Marginal</i>	250 nos	200.00	nos	50,000.00
Input VAT			5 %	2,500.00

Show Statutory Details ? **No**  
 Narration:

250 nos

**Accept ?**  
 Yes or No

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

Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book --> Accounting Voucher Alteration (Secondary)   (c) Tally Solutions Pvt. Ltd., 1988-2011   Sat, 26 Mar, 2011   16:10:56

## **FAQ's – Purchase Process Control**

### **Which version/releases of Tally.ERP 9 does the add-on support?**

This add-on will work only with Tally.ERP 9 Series A, release 3.0 onwards.

### **How to configure the add-ons?**

Contact your Tally Partner or Tally Service Partner. Alternatively, visit our website <http://www.tallysolutions.com/website/html/solutions/how-to-configure.php> where you can find documents on how to configure add-ons.

### **How do I Purchase Process Control add-on?**

Please contact your Tally partner or Tally Service Partner. Alternatively, please visit our website <http://www.tallysolutions.com/tallyweb/modules/sd/docmgmt/CMktPlaceHomepageWIC.php> and purchase this module. You could purchase this module either by paying through credit/debit card or Tally Currency (available with Tally Partners)

### **Whether this TCP file works with only accounting only or accounts with inventory?**

This add-on is used to track the order, receipt note & purchase invoice in an efficient way. This add-on works only when accounts with inventory are maintained.

### **Whether control can be given user wise?**

No, for all the users as well as admin tracking the order no in receipt note, tracking receipt note in purchase invoice is mandatory.

### **Whether pop-up message will be displayed during the purchase process?**

Yes, it will give message while processing receipt note as well as purchase invoice.

### **Which versions of Tally does the module support?**

This module will work only with Tally.ERP 9 Series A, release 3.1

### **How will I get support for this module?**

For any functional support requirements please do write to us on [support@fliksoft.com](mailto:support@fliksoft.com) [sales@fliksoft.com](mailto:sales@fliksoft.com) or call us at +91-73-49-146513.

### **If I need some enhancement / changes to be incorporated for the module, whom should I contact?**

Please to write to us on [support@fliksoft.com](mailto:support@fliksoft.com) with your additional requirements and we will revert to you in 24 hours.