

Settle multiple bills through Bill Settlement in Tally.ERP 9

Did you know that the Tally.ERP 9 system lets you settle several outstanding bills for a party at one go? Bills for which the actual transfer of goods or services has occurred, but the financial payment is still pending are called outstanding bills. Now you have a faster method to clear a party's bulk payments for many pending bills together, by simultaneously nullifying the same in your Book of Accounts.

All businesses today, work on a credit basis which means that at any point in time they will have many bills for which payment is currently due. These due payments could be for customers to whom you have supplied the material, and from whom you are yet to receive the money. This scenario would also apply to your vendors from whom you have made purchases, and have contracted to return the due financial compensation at a later date.

In either case it is possible that you or your customer may choose to make a bulk payment for numerous pending bills together. For example, say your customer makes a payment of Rs.1,00,000/- via cheque, for Bill No. 2 (Rs.50,000/- due), Bill No. 3 (Rs.20,000/- due) and Bill No. 4 (Rs.30,000/- due). Earlier you would need to first re-check the outstanding bills, note down the respective Bill Nos. and then pass a receipt voucher where you would search and individually select and allocate each bill with the respective amount.

Now you have a hassle-free and quicker method available in Tally.ERP 9. With the new 'Bill Settlement' capability, you can settle multiple outstanding bills directly from the 'Ledger Outstanding' report itself. Let us see how the Bill Settlement capability is implemented in Tally.ERP 9.

'Bill Settlement' used in case of receipt of payment for multiple bills from a customer:

To display the outstanding bills in a ledger,

- Go to 'Gateway of Tally > Statements of Accounts > Outstandings > Ledger'
- Select the respective customer from the displayed 'List of Ledgers'

The 'Ledger Outstandings' Report is as shown:

Ledger Outstandings		National Traders		Ctrl + M	
Ledger: Beltron Computers				1-Apr-2010 to 15-Mar-2011	
Date	Ref. No.	Opening Amount	Pending Amount	Due on	Overdue by days
2-Jan-2011	16	35,687.50 Dr	35,687.50 Dr	2-Jan-2011	72
5-Jan-2011	17	41,500.00 Dr	41,500.00 Dr	5-Jan-2011	69
8-Feb-2011	19	42,500.00 Dr	42,500.00 Dr	8-Feb-2011	35
15-Feb-2011	18	36,250.00 Dr	36,250.00 Dr	15-Feb-2011	28
7-Mar-2011	25	60,750.00 Dr	60,750.00 Dr	7-Mar-2011	8
		2,16,687.50 Dr	2,16,687.50 Dr		

The sum total of the amounts of all the bill together is displayed at the bottom of the screen.

Press 'Space: Select' to select multiple bills from the list of pending bills displayed in the report.

Ledger Outstandings		National Traders		Ctrl + M	
Ledger: Beltron Computers		Bills Selected for : 1,14,437.50 Dr		1-Apr-2010 to 15-Mar-2011	
Date	Ref. No.	Opening Amount	Pending Amount	Due on	Overdue by days
2-Jan-2011	16	35,687.50 Dr	35,687.50 Dr	2-Jan-2011	72
5-Jan-2011	17	41,500.00 Dr	41,500.00 Dr	5-Jan-2011	69
8-Feb-2011	19	42,500.00 Dr	42,500.00 Dr	8-Feb-2011	35
15-Feb-2011	18	36,250.00 Dr	36,250.00 Dr	15-Feb-2011	28
7-Mar-2011	25	60,750.00 Dr	60,750.00 Dr	7-Mar-2011	8

The total amount of the selected bills is automatically calculated by Tally.ERP 9 and displayed at the top of the screen.

On the vertical panel on the right, press 'Alt+B: Bill Settlement' or click the respective button as highlighted above.

You come to the 'Bill Settlement' screen. Here,

- 'Receipt' is pre-selected for 'Voucher Type'

Note: For the ease of the customers, Tally.ERP 9 auto selects what type of voucher is entered on selecting the Bill Settlement option. In case the total amount of the selected bills is in Debit, a Receipt Voucher is selected, and if the same is in Credit, the system auto selects a Payment Voucher.

- Enter the date on which payment is received under 'Voucher Date'
- Select the respective cash or bank account from the 'List of Ledger Accounts', in which the payment will be received
- Enter the 'Narration', if any

The completed screen is as below:

Bill Settlement	
(for : <i>Beltron Computers</i> Amount : ₹ 1,14,437.50 Dr)	
Voucher Type	: Receipt
Voucher Date	: 15-Mar-2011
Account	: HDFC Bank
Narration	: Payment received for multiple bills together

Press 'Enter'. Select 'Yes' for 'Accept?'

You are automatically directed to a filled 'Receipt Voucher'. In this voucher, the respective amount against the selected bills has already been entered by the Tally.ERP 9 system. Enter the details of the cheque to complete the transaction and 'Save'.

Accounting Voucher Creation		National Traders	Ctrl + M
Receipt No. 10		15-Mar-2011 Tuesday	
Account : HDFC Bank Cur Bal: 95,982.50 Dr			
Particulars	Amount		
Beltron Computers	1,14,437.50		
Cur Bal: 1,02,250.00 Dr			
Agst Ref 19	42,500.00 Cr		
Agst Ref 18	36,250.00 Cr		
Agst Ref 16	35,687.50 Cr		
Narration:		1,14,437.50	
Payment received for multiple bills together			

Bill Settlement used in case of payment made for multiple bills to a supplier:

As shared before, to display the outstanding bills in a ledger,

- Go to 'Gateway of Tally > Statements of Accounts > Outstandings > Ledger'
- Select the respective vendor from the displayed 'List of Ledgers'

The 'Ledger Outstandings' Report is as shown below:

Ledger Outstandings		National Traders		Ctrl + M	
Ledger: Monnet Steels		1-Apr-2010 to 15-Mar-2011			
Date	Ref. No.	Opening Amount	Pending Amount	Due on	Overdue by days
20-Jul-2010	Bill 1	3,50,000.00 Cr	3,50,000.00 Cr	3-Sep-2010	193
20-Sep-2010	Bill 2	80,000.00 Cr	80,000.00 Cr	20-Oct-2010	146
15-Mar-2011	9	50,000.00 Cr	50,000.00 Cr	15-Mar-2011	0
15-Mar-2011	14	15,000.00 Dr	15,000.00 Dr	15-Mar-2011	0
		4,65,000.00 Cr	4,65,000.00 Cr		

Use 'Space: Select' to select multiple bills from the list of pending bills displayed in the report.

Ledger Outstandings		National Traders		Ctrl + M		F7: Period
Ledger: Monnet Steels		Bills Selected for : 4,30,000.00 Cr		1-Apr-2010 to 15-Mar-2011		F3: Company
Date	Ref. No.	Opening Amount	Pending Amount	Due on	Overdue by days	F4: Ledger
20-Jul-2010	Bill 1	3,50,000.00 Cr	3,50,000.00 Cr	3-Sep-2010	193	F6: Age wise
20-Sep-2010	Bill 2	80,000.00 Cr	80,000.00 Cr	20-Oct-2010	146	C: Contact
15-Mar-2011	9	50,000.00 Cr	50,000.00 Cr	15-Mar-2011	0	B: Bill Settlement
15-Mar-2011	14	15,000.00 Dr	15,000.00 Dr	15-Mar-2011	0	

Again press 'Alt+B: Bill Settlement' or click the respective button. Similar to the previous scenario, you come to the 'Bill Settlement' screen.

However in this situation, the primary difference is that 'Payment Voucher' is pre-selected for 'Voucher Type' instead of Receipt Voucher. This is because the total amount of the selected vouchers is in credit and the Tally.ERP 9 system automatically understands that a Payment Voucher needs to be entered. The remaining options are for the same details.

- Enter the date on which payment is made under 'Voucher Date'
- Select the respective cash or bank account from which the payment has to be made
- Enter the 'Narration', if any
- Press Enter. Select 'Yes' for 'Accept?'

The completed screen is as shown:

Bill Settlement	
(for : Monnet Steels Amount : IN ₹ 4,30,000.00 Cr)	
Voucher Type	: Payment
Voucher Date	: 16-Mar-2011
Account	: ICICI Bank
Narration	: Payment made for 2 bills together
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Accept ? Yes or No </div>	

You are automatically directed to a filled 'Payment Voucher'. Again in this voucher, the respective amounts against the selected bills are pre-allocated. Simply enter the cheque details to complete the transaction and 'Save'.

Accounting Voucher Creation		National Traders	Ctrl + M
Payment	No. 16		16-Mar-2011 Wednesday
Account : ICICI Bank			
Cur Bal: 70,000.00 Dr			
Particulars		Amount	
Monnet Steels		4,30,000.00	
Cur Bal: 35,000.00 Cr			
Agst Ref Bill 2	30 Days 80,000.00 Dr (15-Apr-2011)		
Agst Ref Bill 1	45 Days 3,50,000.00 Dr (30-Apr-2011)		
Narration:		4,30,000.00	
Payment made for 2 bills together		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Accept ? Yes or No </div>	

The primary benefit of this capability is the speed and ease which is enabled by Tally.ERP 9. Important features like auto-selecting the type of voucher, or indicating the total amount for the selected bills, delivers a well-thought out and an extremely user-friendly system. The process is now almost automated and builds on the ease and convenience of features, to provide an actual power of simplicity for every user of Tally.ERP 9.