

Pre-Closure of Orders in Tally.ERP 9

Did you know that Tally.ERP 9 offers a simple and intuitive Pre-closure of orders process eliminating the need to go through a time consuming order adjustment procedure?

For any business dealing with sales or purchase orders, a requirement may arise to Pre-Close orders due to various reasons like order cancellations, lack of stocks, goods returned due to defects etc. Pre-Closing orders affects the inventory report and it is extremely important for a business to get accurate inventory reports.

For example, a sale of goods involves receiving the order and raising the sales invoice against the goods delivered. The same cycle also applies for purchase of goods. When this sales or purchase cycle does not happen completely due to partial fulfillment of orders, a business owner usually has to close the orders. Earlier, these orders were listed under 'Pending sales or purchase Orders' but now, Tally.ERP 9 has simplified the Pre-Closure of Orders process and users can now manually close the orders either from the Pending Sales/Purchase Orders reports or directly from the Order Voucher itself. Users can also include remarks while closing the orders and these remarks can be tracked from the Order Summary reports. Sales or Purchase Orders also can be closed from:

- Purchase/Sales Order (in Alteration mode)
- Receipt/Delivery Note
- Purchase/Sales Invoice

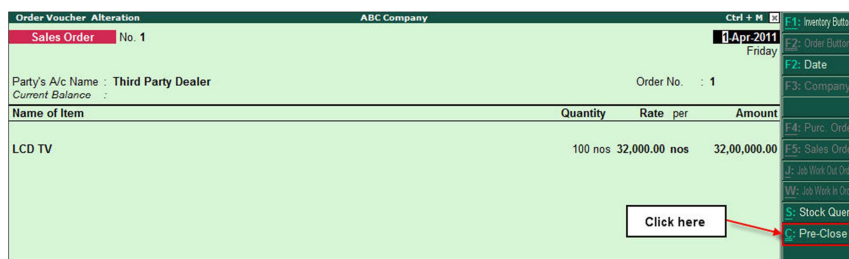
In this article, we will take sales transaction cycle as an example to illustrate the Pre-Closure of orders in Tally.ERP 9. The similar process is also used in purchase cycle.

1. Pre-Closure of Order from Sales Order Voucher

Let's consider a company for which an order was cancelled completely. To pre-close this order completely, follow the steps below:

First we need to open the Sales Order in alternation mode by going to 'Gateway of Tally-> Display->Inventory Books -> Sales Orders Book-> Select the relevant Sales Order'.

- Press Ctrl+C or click 'Pre-Close' button to close the total order as shown:



- Enter the reason (e.g. 'Cancelled Order') and date of closure in 'Closed on'. Press 'Enter' to save.

Pre-Close Order Completely?

Reason : **Cancelled Order** Closed on : 30-Aug-2011

Pre-Closing Sales Order can also be done via the Item Allocation screen and this option enables user to pre-close not only total orders but also partial orders. For partial closure:

- On the open 'Sales Order' screen->Press 'F12: Configuration'-> Select 'Yes' for 'Use Pre-Closure order details' -> Press 'Ctrl+A' to accept the change

Sales Order Configuration

Accept Supplementary Details (Address Details, Despatch Details etc.)	? No
Print Default Name & Address of Party	? No
Allow Separate Buyer and Consignee Names	? No
Use Common Ledger A/c for Item Allocation	? No
Use Additional Description(s) for Item Name	? No
Use Pre-Closure order details	? Yes

- Press 'Enter' until 'Item Allocation for:' screen is opened
- Enter the quantity in 'Pre-Close Quantity'
- Enter the reason for Pre-Close (e.g. 'Shortage of Stocks') and press 'Enter' to accept the screen.

Stock Item Allocations ABC Company

Sales Order: No. 1

Party's A/c Name : Third Party Dealer
Current Balance

Item Allocations for : **LCD TV**

Godown	Quantity	Pre-Close Quantity	Rate per	Amount
Due on 1-May-2011	100 nos	25 nos	32,000.00 nos	32,00,000.00
Reason for Pre-Close		Shortage of Stocks		
Due on				

2. Pre-Closure of Orders from Delivery Note

To pre-close from Delivery Note:

- Open the Delivery Note in alteration mode by going to 'Gateway of Tally-> Display Menu -> Statements of Inventory -> Statistics -> Select 'Delivery Note'-> Select the respective 'Delivery Note'.
- Press 'F12: Configuration'->Select 'Yes' for 'Use Pre-Closure order details'. Press 'Ctrl+A' to accept the screen.
- Once this set up is done, you can pre-close the orders from 'Item Allocation' screen in 'Delivery Note' just as you did for the 'Sales Order'.

3. Pre-Closure of Orders from Sales Invoice

To pre-close from Sales Invoice:

- Open the Sales Invoice in alteration mode by going to 'Gateway of Tally -> Display Menu -> Account Books -> Sales Register -> Select the respective month for which the Sales Invoice was raised -> Select the respective 'Sales Invoice'.
- Press 'F12: Configuration' -> Set 'Yes' to 'User Pre-Closure order details'

Once the change has been made, orders can be Pre-Closed from Item Allocation screen in the same way as you did in 'Sales Order' and 'Delivery Note'.

4. Pre-Closure of Orders from Order Details Screen

As mentioned before, Pre-Closing of orders can be done not only from the transaction screens but also from the 'Order Details' screen. This feature enables users to pre-close multiple orders partially and fully from just one screen. For this:

- Go to 'Gateway of Tally -> Display -> Statement of Inventory -> Sales Order Outstandings -> All Orders'
- Press 'F12: Configuration' -> Set 'Yes' to both 'Show Pre-Closure order details' and 'Show Reason'
- Select the two orders using the Spacebar key and click 'Pre-Close' button.

Order Details ABC Company							Ctrl + M	F2: Period
Sales Orders(All Orders)								For 1-Apr-2011
Date	Order Number	Name of Item	Ordered Quantity	Balance Quantity	Rate (Disc %)	Value	Due on (overdue)	F3: Company
Sales Orders Outstanding:								F4: Item
1-Apr-2011	005	LCD TV	100 nos	100 nos	15,000.00	15,00,000.00	1-Apr-2011	F5: Ledger
		From: Dealer					(0 days)	F6: Purchase
1-Apr-2011	006	LCD TV	200 nos	200 nos	25,000.00	50,00,000.00	20-Nov-2011	F7: Due only
		From: Retailer						F8: Age wise
			300 nos	300 nos		65,00,000.00		C: Pre-Close

For partial Pre-Closure, you can enter the partial quantity of the orders needed to be closed on the 'Pre-Close Quantity'. Similarly, for full Pre-Closure, enter the 'Balance Quantity' in 'Pre-Close Quantity'. Also, enter the date of closures in 'Closed on' and reason for Pre-Close in 'Reason for Pre-Close' for both the orders as shown below:

Order Pre-Closure Details ABC Company							Ctrl + M	
Sales Orders(All Orders)								For 1-Apr-2011
Date	Order Number	Name of Item	Ordered Quantity	Balance Quantity	Pre-Close Quantity	Nett Balance	Rate (Disc %)	Value Due on (overdue)
Sales Orders Outstanding:								
1-Apr-2011	005	LCD TV	100 nos	100 nos	50 nos	50 nos	15,000.00	15,00,000.00
		Reason for Pre-Close			Closed on:			1-Apr-2011 (0 days)
		Partial Pre-Closure			15-Sep-2011			
1-Apr-2011	006	LCD TV	200 nos	200 nos	200 nos		25,000.00	50,00,000.00
		Reason for Pre-Close			Closed on:			20-Sep-2011
		Full Pre-Closure						
			300 nos	300 nos	250 nos	50 nos		65,00,000.00

Users can get various benefits from the Pre-closure of Orders feature, including accurate Pending Order summaries, easier management of material, reduced processing time, better efficiency, and increase in business performance.