

BAGHEL INSTITUTE

TALLY PRIME

RECEIPT NOTE AND TRACKING NUMBER

PART 2 | RECEIPT NOTE • TRACKING NUMBER • PURCHASE BILL

ACTIVATE THE REQUIRED FEATURES

STEP 1	From Gateway of Tally, press F11 (Features).
Display Options	Show more features - Yes Show all features - Yes
Inventory	Enable Cost Tracking - Yes
STEP 2	Gateway of Tally > Alter > Voucher Type > Receipt Note
Voucher Type	Set Activate this Voucher Type to Yes.

1. Receipt Note - Simple Theory

Understand why a Receipt Note and Tracking Number are used in Tally Prime.

WHAT IS A RECEIPT NOTE?

Meaning	A Receipt Note records goods received from a supplier.
When Used	Use it when goods and the supplier's bill are received on different dates.
Stock Effect	The received quantity is added to inventory.
Accounts Effect	A Receipt Note does not create the final purchase liability until it is linked with the Purchase Voucher.
Tracking Number	A unique reference used to connect the Receipt Note and the Purchase Voucher.
Final Result	When both vouchers are linked with the correct tracking reference, the transaction is cleared.

How to Open Receipt Note

- Gateway of Tally > Vouchers > F10 (Other Vouchers) > Receipt Note
- Select the supplier, purchase ledger, stock item, tracking number, quantity and rate.
- Press Ctrl+A to save the Receipt Note.

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2. New Inventory Data - Five Items

Create these five stock items before recording the practical transactions.

Sr. No.	Stock Group	Sub Group	Brand Name (Stock Category)	Stock Item	Unit Symbol	Formal Name	Purchase Rate	Sales Rate	GST
1	Food Items	Pulses	Tata Sampan	Toor Dal 1 kg	PKT	Packets	150	170	5%
2	Beverages	Juice	Real	Mango Juice 1 L	BTL	Bottles	90	110	12%
3	Personal Care	Shampoo	Clinic Plus	Shampoo 340 ml	BTL	Bottles	160	190	18%
4	Household Care	Cleaner	Lizol	Floor Cleaner 1 L	BTL	Bottles	145	175	18%
5	Stationery	Notebook	Classmate	Notebook 200 Pages	PCS	Pieces	55	70	12%

3. Practical Questions - Scenario 1 and Scenario 2

Use Day 1 and Day 2 so that the exercise can be repeated in any month.

SCENARIO 1 | GOODS RECEIVED TODAY - PURCHASE BILL NEXT DAY

Question 4. On Day 1, record a Receipt Note with Tracking No. RN-001.

Sr. No.	Stock Item	Quantity	Rate	Amount
1	Toor Dal 1 kg	10	150	1,500
2	Mango Juice 1 L	12	90	1,080

Subtotal: ₹2,580

- Check Stock Summary: both item quantities should increase on Day 1.
- Check Purchase Bills Pending: goods are received but the purchase bill is not received.

Question 5. On Day 2, record the Purchase Voucher and link Tracking No. RN-001.

GST: ₹204.60 | Purchase Invoice Total: ₹2,784.60

SCENARIO 2 | PURCHASE BILL TODAY - GOODS RECEIVED NEXT DAY

Question 6. On Day 1, record a Purchase Voucher with a new Tracking No. PB-002.

Sr. No.	Stock Item	Quantity	Rate	Amount
1	Shampoo 340 ml	8	160	1,280
2	Floor Cleaner 1 L	10	145	1,450

Subtotal: ₹2,730 | GST: ₹491.40 | Purchase Invoice Total: ₹3,221.40

- Check Stock Summary: the physical stock should not increase until the Receipt Note is recorded.
- Check Purchase Bills Pending: the bill is received but the goods are not received.

Question 7. On Day 2, record the Receipt Note and select Tracking No. PB-002.

4. Practical Questions - Partial Receipt

Record the goods in two parts and complete the purchase bill on Day 2.

SCENARIO 3 | PARTIAL GOODS TODAY - BALANCE AND BILL NEXT DAY

Note. Total order: 30 units of Notebook 200 Pages at ₹55 per unit.

Question 8. On Day 1, receive 18 units through Receipt Note with Tracking No. RN-003A.

Sr. No.	Stock Item	Quantity	Rate	Amount
1	Notebook 200 Pages	18	55	990

- Check Stock Summary: Notebook quantity should be 18 units.

Question 10. On Day 2, receive the remaining 12 units with Tracking No. RN-003B.

Sr. No.	Stock Item	Quantity	Rate	Amount
1	Notebook 200 Pages	12	55	660

- Check Stock Summary: Notebook quantity should now be 30 units.

Question 11. On Day 2, record one Purchase Voucher for 30 units and link RN-003A and RN-003B.

Subtotal: ₹1,650 | GST: ₹198 | Purchase Invoice Total: ₹1,848

Question 12. Open Purchase Bills Pending and confirm that all three practical transactions are cleared.

Final Stock Quantity

Sr. No.	Stock Item	Final Quantity
1	Toor Dal 1 kg	10
2	Mango Juice 1 L	12
3	Shampoo 340 ml	8
4	Floor Cleaner 1 L	10
5	Notebook 200 Pages	30