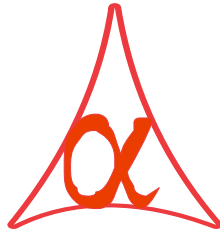




**POWER OF SIMPLICITY**

## **Print Terms and Conditions in Purchase Order**



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Version: Alpha Automation Pvt. Ltd. / Print Terms and Conditions in Purchase Order/1.0/Sept-2014.

# Print Terms and Conditions in Purchase Order

## Introduction

This Module facilitates the user to Print Terms and Conditions in Purchase Order.

### **Important!**

As a best practice it is advisable to back up your company data

## Installation

1. Copy the TCP file in Tally.ERP9 Folder.
2. Gateway of Tally → F12→ Product & Features → F4 (Manage Local TDL) → Select Yes in Load TDL on Start up and give the file name of TCP File. After pressing the Enter Key will show TDL Status which should be Active.

## Highlights

- It facilitates the user to Enter and Print User Defined Terms and Conditions in Purchase Order.

## System requirements:

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

## Setup Guide

### Activate the Add-on

For Tally.ERP 9 Series up to A Release 3.1

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

Set "Yes" to the options "Enable Print Terms and Conditions in Purchase Order?"

Company: <u>ABC</u>			
<u>Accounting Features</u>			
<u>General</u>		<u>Invoicing</u>	
Integrate Accounts and Inventory	? <b>Yes</b>	Allow Invoicing	? <b>Yes</b>
Income/Expense Statement instead of P & L	? <b>No</b>	Enter Purchases in Invoice Format	? <b>Yes</b>
Allow Multi-Currency	? <b>No</b>	Use Debit/Credit Notes	? <b>No</b>
<u>Outstandings Management</u>		Use Invoice mode for Credit Notes	? <b>No</b>
Maintain Bill-wise Details (for Non-Trading A/cs also)	? <b>Yes</b> ? <b>No</b>	Use Invoice mode for Debit Notes	? <b>No</b>
Activate Interest Calculation (use advanced parameters)	? <b>No</b> ? <b>No</b>	<u>Budgets &amp; Scenario Management</u>	
<u>Cost/Profit Centres Management</u>		Maintain Budgets and Controls	? <b>No</b>
Maintain Payroll	? <b>No</b>	Use Reversing Journals & Optional Vouchers	? <b>No</b>
Maintain Cost Centres	? <b>No</b>	<u>Other Features</u>	
Use Cost Centre for Job Costing	? <b>No</b>	Enable Cheque Printing	? <b>Yes</b>
More than ONE Payroll / Cost Category	? <b>No</b>	Set/Alter Cheque Printing Configuration	? <b>No</b>
Use Pre-defined Cost Centre Allocations during Entry	? <b>No</b>	Allow Zero valued entries	? <b>No</b>
Show Opening Balance for Revenue Items in Reports	? <b>No</b>	Maintain Multiple Mailing Details for Company & Ledgers	? <b>No</b>
		Set/Alter Company Mailing Details	? <b>No</b>
		Enable Company Logo	? <b>No</b>
		Enable Print Terms and Conditions in Purchase Order?	? <b>Yes</b>

**Accept ?**

F1: Accounts      F2: Inventory      F3: Statutory

**Yes or No**

**Activate the Add-on**

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 "Enable Print Terms and Conditions in Purchase Order?"

Company: Mahalaxmi Cotton Industries

**Add-On Features**

Enable Print Terms and Conditions in Purchase Order? **Yes**

*Click on Shop button to buy Add*

**Accept ?**  
**Yes or No**

**F1:** Accounts    **F2:** Inventory    **F3:** Statutor

## Detailed User Guide:

1. Navigate through Gateway of Tally → Accounts Info → Voucher type → Alter Purchase Order Voucher type. → Set “Yes” to “Print Terms and Conditions”

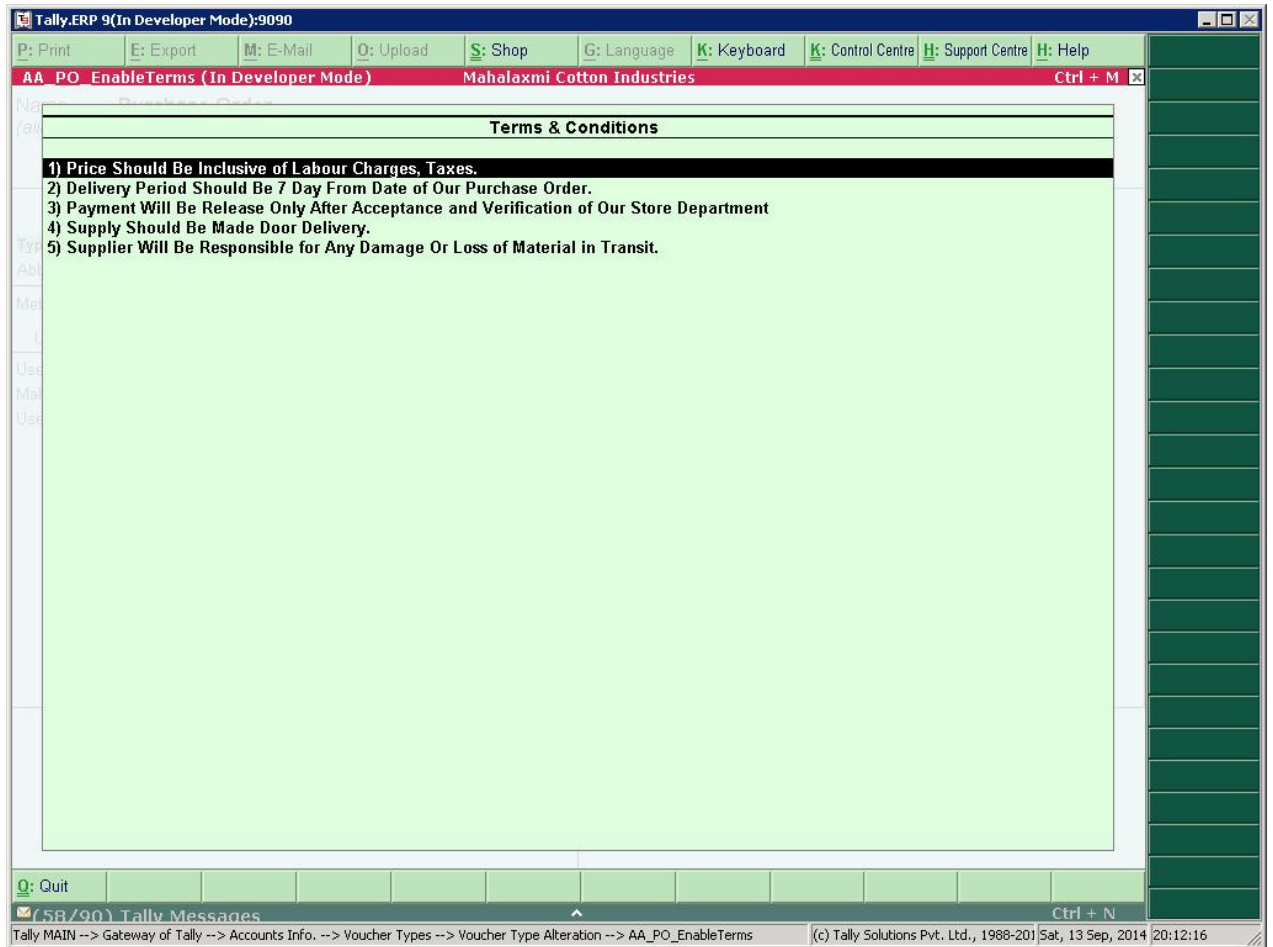
The screenshot displays the 'Voucher Type Alteration (In Developer Mode)' window for a 'Purchase Order' in Tally.ERP 9. The window is divided into three main sections: General, Printing, and Name of Class. The 'Printing' section contains the following options:

Option	Value
Print after saving Voucher	? No
Print Terms and Conditions	? <b>Yes</b>
Default Jurisdiction	:

The 'Print Terms and Conditions' option is highlighted with a red circle. A '1 more ... ↓' link is visible below the Printing section. An 'Accept?' dialog box with 'Yes or No' options is overlaid on the bottom right of the window.

At the bottom of the window, the status bar shows: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Voucher Types --> Voucher Type Alteration (c) Tally Solutions Pvt. Ltd., 1988-201 | Sun, 14 Sep, 2014 | 12:07:32

2. Enter Terms and conditions as follows :



3. Now Go to Gateway of Tally → Order Vouchers → Purchase Order. Prepare any Purchase order and give Print Command. Terms and conditions will be printed in Purchaser order as follows.

### PURCHASE ORDER

<b>Invoice To</b> <b>Mahalaxmi Cotton Industries</b> 4th Floor, Vrundavan Apartment, Behind Poojara Telecom, Astron Chowk, Rajkot - 360001 Gujarat (India) Web: <a href="http://www.Narendracottontextiles.com">www.Narendracottontextiles.com</a> Contact : 0281-2460633 E-Mail : <a href="mailto:info@mahalaxmi.com">info@mahalaxmi.com</a>	<b>Voucher No.</b> <b>1</b>	<b>Dated</b> <b>31-Mar-2014</b>
<b>Despatch To</b> <b>Mahalaxmi Cotton Industries</b> 4th Floor, Vrundavan Apartment, Behind Poojara Telecom, Astron Chowk, Rajkot - 360001 Gujarat (India) Web: <a href="http://www.Narendracottontextiles.com">www.Narendracottontextiles.com</a> Contact : 0281-2460633 E-Mail : <a href="mailto:info@mahalaxmi.com">info@mahalaxmi.com</a>	<b>Supplier's Ref./Order No.</b> <b>1</b>	<b>Mode/Terms of Payment</b> <b>15 Days</b>
	<b>Supplier</b> <b>Ashtha Agencies</b> Plot No.325, Ground Floor, Eiffel Tower Mundra	<b>Despatch through</b>  <b>City/Port of Loading</b>  <b>Terms of Delivery</b>  

Sl No.	Description of Goods	Due on	Quantity	Rate	per	Amount
1	<b>Bales</b>	31-Mar-2014	<b>2,000 Kgs</b>	1,500.00	Kgs	<b>30,00,000.00</b>
<b>Total</b>			<b>2,000 Kgs</b>			<b>₹ 30,00,000.00</b>

Amount Chargeable (in words) <b>INR Thirty Lakh Only</b>	<i>F. &amp; O.E</i>
<b>Terms &amp; Conditions :</b> 1) Price Should Be Inclusive of Labour Charges, Taxes. 2) Delivery Period Should Be 7 Day From Date of Our Purchase Order. 3) Payment Will Be Release Only After Acceptance and Verification of Our Store Department. 4) Supply Should Be Made Door Delivery. 5) Supplier Will Be Responsible for Any Damage Or Loss of Material in Transit.	
Company's VAT TIN : <b>24100700295</b> Company's CST No. : <b>24600700295</b> Supplier's VAT TIN : <b>2419274252 dt.25/5/2003</b> Supplier's CST No. : <b>2469274252 dt.25/5/2003</b>	for Mahalaxmi Cotton Industries  _____ Authorised Signatory



## FAQ

### **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 will I get support for this add-on?**

For any functional support requirements please do write to us on [tddl@aaplautomation.com](mailto:tddl@aaplautomation.com) or call us at +91-288-2660530/31 or +91-9099908115/ 9825098442.

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

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

### **Will new features added be available to us?**

We offer one year availability of all support and new features free of cost. After one year, nominal subscription cost will be applicable to you to continue to get free support and updates.

### **What will happen after one year?**

25% of the then MRP will be charged for one year of email support and versions (minor & major).