

**VIVEKANANDA COLLEGE
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NAAC ACCREDITED 'A' GRADE



Topic: Debit / Credit Note Entry in Tally

Course Title: B. Com

Paper: CA&EF

Unit: 1

Semester: VI

Name of the Teacher: Dr. Debashis Kundu

Name of the Department: Commerce

How to Pass Debit / Credit Note Entry in Tally

[Source: adapted from www.tallysolutions.com/]

A debit or credit note, for the purpose of the GST Law, can be issued by the registered person who has issued a tax invoice, i.e., the supplier/ the vendor. A debit note in GST is issued when any money is 'OWED' to the issuer, that is, it is again issued by the person who is the receiver of money and vice versa in case of Credit note.

For using debit and credit notes in Tally, you would have to enable them. To enable the option for debit and credit notes in Tally, follow the steps below.

- From Gateway of Tally, press F11 – Shortcut for Company Features
- Now select, Accounting Features.
- Under Invoicing, set the option Use debit/credit notes to YES.
- Also set YES for "Use invoice mode for debit notes"

Now for passing a debit / credit note entry in Tally.ERP9, follow the given steps :

Step 1: Go to Accounting Vouchers from Gateway of Tally

Step 2: Now select debit Note / Credit Note from the left-hand bar or simply press CTRL + F9 / CTRL + F8 which is the shortcut for Debit/Credit Note.

Step 3: Begin entering the details of debit note which is needed to be prepared and click yes after passing the entry for accepting the entry fed by you.

To generate final report

Report: GOT- Stock summary-select item- enter twice