

About Standard Terms & Conditions Module & its Features

Introduction

Tally has enabled to provide solutions to simplify the business needs to the level as simple as possible. One such module is Standard Terms and Conditions.

This module is suited to print terms and conditions followed by your firm with respect to Sales as required. The module facilitates printing of the same on the Sales Invoice.

Installation

This module is installed / configured automatically when downloaded from the Tally Shop.

System requirements:

No additional hardware / software infrastructure is required for executing and operating this module.

Quick Setup Guide: -

- Enable the "Terms and Conditions?" option in the Voucher Type "Sales"

Gateway of Tally->Accounts Info->Voucher Types->Alter->Sales.

Terms & Condition Module

Detailed Setup Guide:

To operate this capability, user will have to follow the following steps:

a) Enable the "Terms and Conditions?" option in the Voucher Type "Sales" to 'yes'.

The screenshot shows the 'Voucher Type Alteration' window in Tally.ERP 9. The window title is 'Tally.ERP 9'. The menu bar includes: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The toolbar shows: F3: Company, F3: New Cmp, F10: Edit Sort, G: Groups, L: Ledgers, V: Vch Types, F11: Features, F12: Configure. The window is titled 'Voucher Type Alteration' and 'Demo Co'. The 'Name' is 'Sales' and the 'Alias' is blank. The window is divided into three main sections: General, Printing, and Name of Class. The General section contains: Type of Voucher: Sales, Abbr.: Sale, Method of Voucher Numbering: Automatic, Use Advance Configuration: No, Use EFFECTIVE Dates for Vouchers: No, Make 'Optional' as default: No, Use Common Narration: Yes, Narrations for each entry: No, Use for Excise: No. The Printing section contains: Terms and Conditions: Yes, Print after saving Voucher: No, Use for POS Invoicing: No, Default Print Title: , Is Tax Invoice: No, Declaration: . The Name of Class section is empty. A '1 more ...' link is visible at the bottom right of the Printing section. The status bar at the bottom shows: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Voucher Types --> Voucher Type Alteration (c) Tally Solutions Pvt. Ltd., Wed, 15 Jun, 16:31:01.

General		Printing	Name of Class
Type of Voucher : Sales		Terms and Conditions ? Yes	
Abbr. : Sale		Print after saving Voucher ? No	
Method of Voucher Numbering ? Automatic		Use for POS Invoicing ? No	
Use Advance Configuration ? No		Default Print Title :	
Use EFFECTIVE Dates for Vouchers ? No		Is Tax Invoice ? No	
Make 'Optional' as default ? No		Declaration:	
Use Common Narration ? Yes			
Narrations for each entry ? No			
Use for Excise ? No			

Terms & Condition Module

C) The terms and conditions are filled in as per the requirement, here 10 lines for terms and conditions is made available.

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

TERMS & CONDITIONS Demo Co Ctrl + M

Name: Purchase Order
(alias)

General Printing Name of Class

Type of Voucher: Purchase Order
Abb: Puro Order

Terms and Conditions ? Yes
Print after saving Voucher: No

TERMS & CONDITIONS

Narration

- 1) Payment within eight working days.
- 2) Interest 2% over our bank rate on overdue bills.
- 3) Goods once sold will not be taken back.
- 4) Taxes as applicable.
- 5) Transaction subject to pune jurisdiction.
- 6) Delivery at site accepted between 10.00 a.m to 6.00 a.m on all working days except SUNDAY & HOLIDAYS.
- 7) all rejections / defective items/ inferior quality will be reduced from the bill.
- 8) Loading charges as applicable.

Q: Quit Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Voucher Types --> Voucher Type Alteration (c) Tally Solutions Pvt. Ltd., Wed, 15 Jun, 16:09:41

Terms & Condition Module

D) The terms and conditions are printed as below on the Sales Invoice.

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
										Total		1 nos		₹ 150.00		
Chargeable (in words)										Rupees One Hundred Fifty Only				E. & D.E		
										Terms & Conditions:						
										1) Payment within eight working days.						
										2) Interest 2% over our bank rate on overdue bills.						
										3) Goods once sold will not be taken back.						
										4) Taxes as applicable.						
										5) Transaction subject to pune jurisdiction.						
										6) Delivery at site accepted between 10.00 a.m to 6.00 a.m on all working days except SUNDAY & HOLIDAYS.						
										7) all rejections / defective items/ inferior quality will be reduced from the bill.						
										8) Loading charges as applicable.						
												for Demo Co				
												Authorised Signatory				

Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book --> Order Voucher Alteration (Sec (c) Tally Solutions Pvt. Ltd., Wed, 15 Jun, 16:05:04