

Godown\Location

Locations/Godowns are places where Stock Items are stored. In a business, it always becomes necessary to distinguish between the stock held onsite and in the warehouse. You can do this by creating separate godowns. Tally has default Godown named **Main Location**. You may even alter Tally's default godown and create a new one. Tally permits creating any number of godowns.

Enabling Godown in Tally

F11 → Inventory features →



set Maintain Multiple Godown=Yes.

Company: **ABC Company**

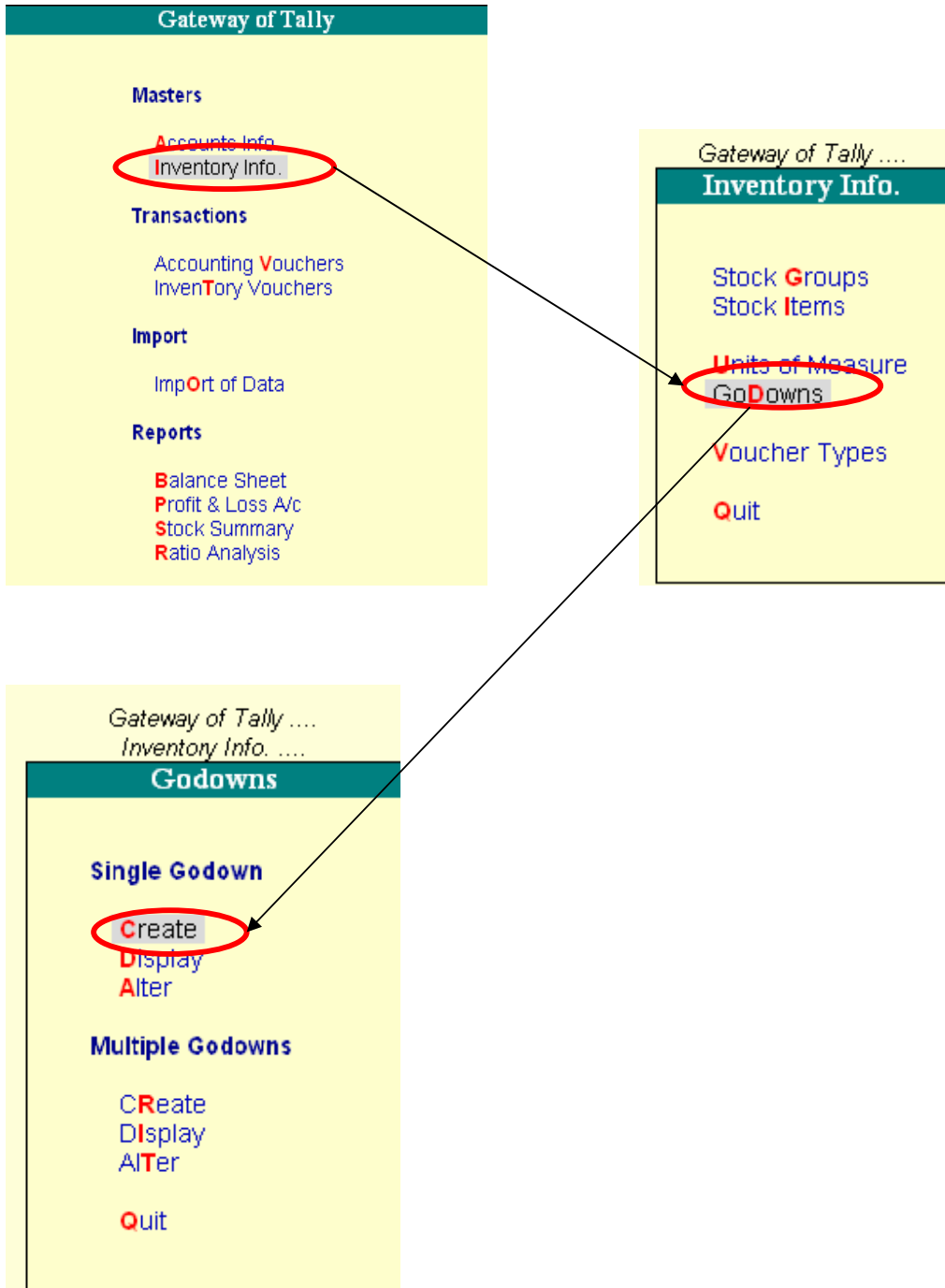
Inventory Features

General	Invoicing
Integrate Accounts and Inventory ? Yes	Allow Invoicing ? Yes
Allow Zero valued entries ? No	Enter Purchases in Invoice Format ? Yes
Storage & Classification	Use Debit/Credit Notes ? No
Maintain Multiple Godowns ? Yes	Use Invoice mode for Credit Notes ? No
Maintain Stock Categories ? No	Use Invoice mode for Debit Notes ? No
Maintain Batch-wise Details (set Expiry Dates for Batches) ? No	Separate Discount column on Invoices ? No
Use different Actual & Billed Qty ? No	Purchase Management
Order Processing	Track additional costs of Purchase ? No
Allow Purchase Order Processing ? No	Sales Management
Allow Sales Order Processing ? No	Use Multiple Price Levels ? No
	Additional Inventory Vouchers
	Use Tracking Numbers (Delivery/Receipt Notes) ? No
	Use Rejection Inward/Outward Notes ? No

Accept ?

F1: Accounts F2: Inventory F3: Statutory Yes or No +

From Gateway of Tall → Inventory info → Godowns → Creat.



Note: **In Single Godown** Creation you can create only one godown at a time.
In Multiple Godowns Creation you can create multiple(Many) at a time.

Creating Godowns in tally.

Godown Creation	
Name	: Bangalore
(alias)	:
Under	: <input type="checkbox"/> Primary
Allow Storage of materials	
Accept ? Yes or No	

Passing Purchase entry using Godowns.

Let us consider company is purchasing items and transferring that to bangalore godown.

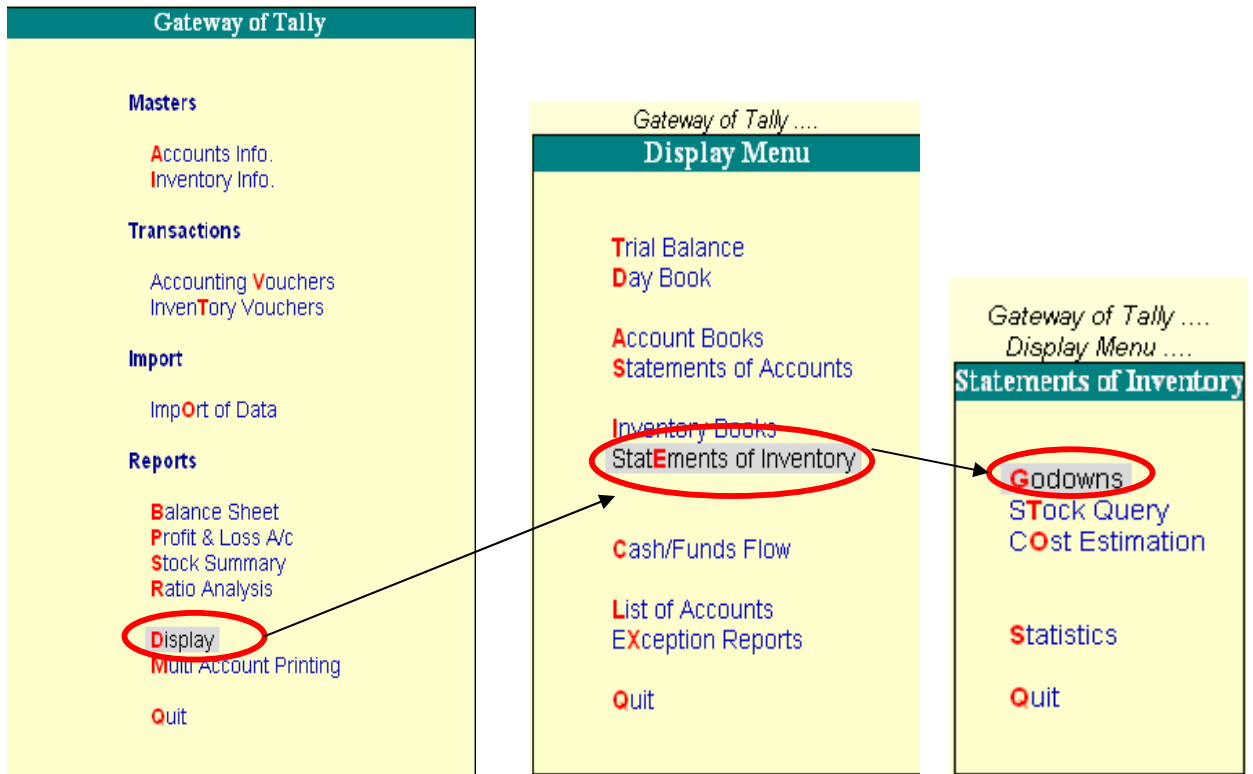
After selecting Item press enter Item allocation screen appears need to select appropriate godown where you want to store the item..

Stock Item Allocations				ABC Company
Purchase	No. 1	Ref. :		
Party's A/c Name : Cash				
Item Allocations for : Item				List of Godowns
Godown	Quantity	Rate per	Amount	Bangalore
				Main Location

NOTE: In same way can pass sales entry selecting appropriate godowns from which goods are going out.

Viewing Godown Summary

From Gateway of tally → Display → Statement of Inventory → Godowns → Primary → Alt+F1 (For Detailed)



Godown Summary appears as shown below.

Godown Summary		ABC Company		Ctrl + M	X
Particulars	ABC Company 1-Apr-2007 to 3-Apr-2007				
	Closing Balance				
	Quantity	Rate	Value		
Bangalore	10 nos	150.00	1,500.00		
Item	10 nos	150.00	1,500.00		
Bombay	25 nos	2,500.00	62,500.00		
Item1	25 nos	2,500.00	62,500.00		
Delhi	20 nos	700.00	14,000.00		
Item3	20 nos	700.00	14,000.00		

Transferring Stock item from one Godown another godown.

Let us consider goods are transferred from bangalore godown to bombay godown. In this Bangalore godown will be source (Consumption) i.e currently where goods are stored , Bombay godown will become Destination i.e place where goods are trasfered.

From Gateway of tally → Inventory vouchers → Stock Journal(ALT+F7)

Source (Consumption)					Destination (Production)				
Name of Item	Godown	Quantity	Rate	Amount	Name of Item	Godown	Quantity	Rate	Amount
Item	Bangalacre	5 nos	150.00/nos	750.00	Item	Bombay	5 nos	150.00/nos	750.00
				5 nos	750.00				
				5 nos	750.00				

Narration: Stock Transferred from Bangalore godown to Bombay godown

Accept ?
Yes or No

Viewing Stock summary accordingt o Godown wise

From Gateway of tally → Stock Summary → Alt+F1(For detailed)

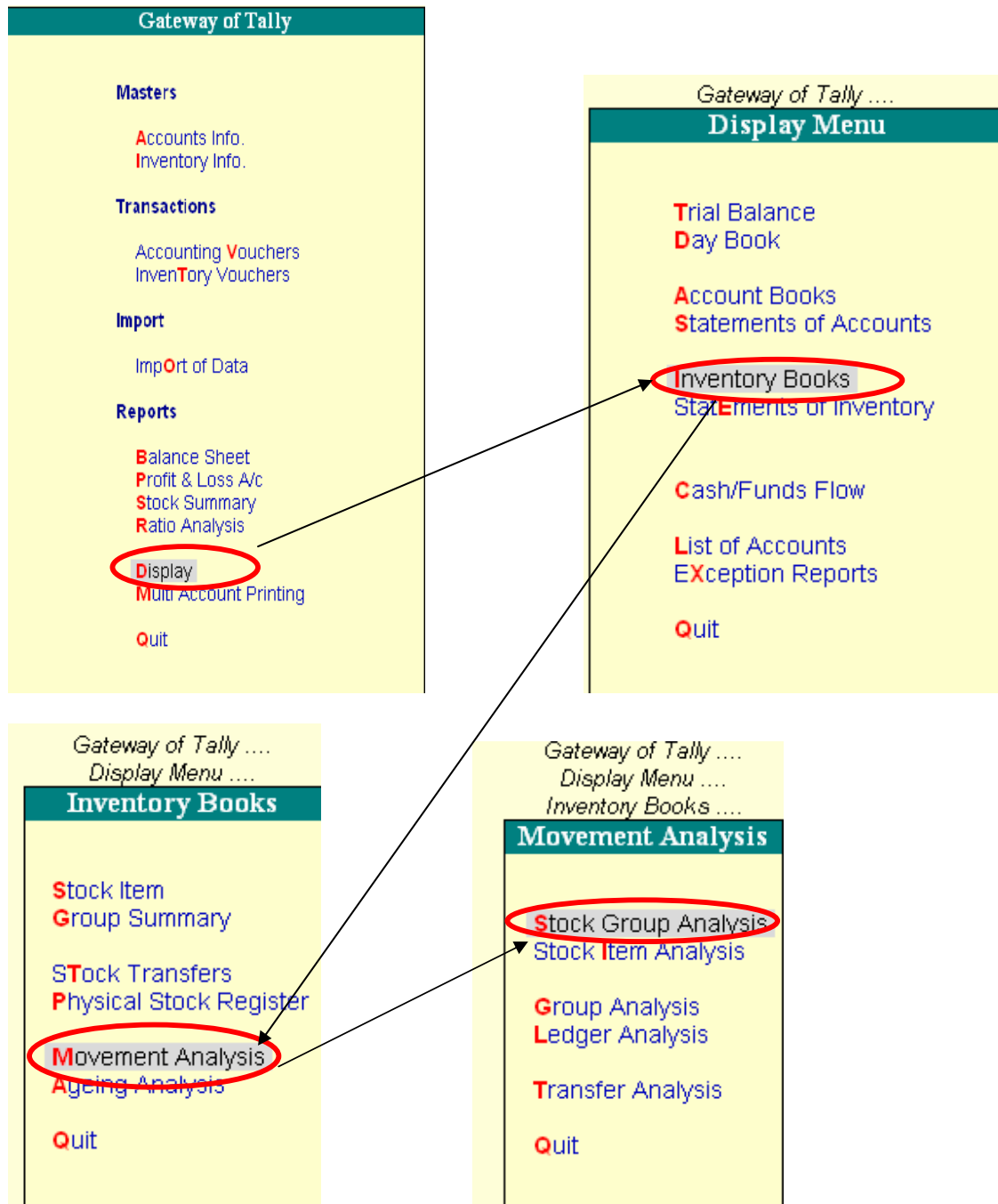
Particulars	ABC Company		
	1-Apr-2007 to 3-Apr-2007		
	Closing Balance		
	Quantity	Rate	Value
Item	10 nos	150.00	1,500.00
Bangalacre	5 nos	150.00	750.00
Bombay	5 nos	150.00	750.00
Item1	25 nos	2,500.00	62,500.00
Bombay	25 nos	2,500.00	62,500.00
Item3	20 nos	700.00	14,000.00
Delhi	20 nos	700.00	14,000.00

Viewing Godown wise Movement Analysis.

Movement Analysis shows the movement of particular item i.e Inward and outward for a given period of time within the company and also outside the company.

(purchases and sales and trasfers taken place within the company)

From Gateway of tally → Display → Inventory Books → Movement Analysis → Stock Group Analysis → Primary → Alt+F1(For detailed)



Movement Analysis godown wise appears as shown below.

Movement Analysis		ABC Company			Ctrl + M		
Particulars	ABC Company						
	1-Apr-2007 to 3-Apr-2007						
	Inward			Outward			
	Quantity	Eff. Rate	Value	Quantity	Eff. Rate	Value	
Item	15 nos	150.00	2,250.00	5 nos	150.00	750.00	
Bangalore	10 nos	150.00	1,500.00	5 nos	150.00	750.00	
Bombay	5 nos	150.00	750.00				
Item1	25 nos	2,500.00	62,500.00				
Bombay	25 nos	2,500.00	62,500.00				
Item3	20 nos	700.00	14,000.00				
Delhi	20 nos	700.00	14,000.00				

BATCHWISE DETAILS.

Manufacturers and traders, who deal in perishable products, need to **maintain batch-wise details** of stock items. The **manufacturing date** and **expiry date** options are entered in Tally to **maintain batch wise details**.

Enabling batch wise details in tally

From gateway of tally F11 → Inventory features



Set Maitain Batch-wise Details=yes and
Set expiry Dates for Batches=yes

Company: ABC Company			
Inventory Features			
General		Invoicing	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Yes
Allow Zero valued entries	? No	Enter Purchases in Invoice Format	? Yes
Storage & Classification		Use Debit/Credit Notes	? No
Maintain Multiple Godowns	? Yes	Use Invoice mode for Credit Notes	? No
Maintain Stock Categories	? No	Use Invoice mode for Debit Notes	? No
Maintain Batch-wise Details (set Expiry Dates for Batches)	? Yes	Separate Discount column on Invoices	? No
Use different Actual & Billed Qty	? No	Purchase Management	
Order Processing		Track additional costs of Purchase	? No
Allow Purchase Order Processing	? No	Sales Management	
Allow Sales Order Processing	? No	Use Multiple Price Levels	? No
		Additional Inventory Vouchers	
		Use Tracking Numbers (Delivery/Receipt Notes)	? No
		Use Rejection Inward/Outward Notes	? No

F1: Accounts F2: Inventory F3: Statutory

Enabling batch wise details for Stock item

From Gateway of tally → Inventory info → Stock item → Creat → Enable maintain in Batches , track Date of mfg and use expiry dates as shown below.

Stock Item Creation		ABC Company		Ctrl
Name : New Item				Part No. :
(alias) :				
Description :				
Set/Modify Default Ledgers for Invoicing		? No		
Under : <input type="checkbox"/> Primary	Tax Information		Behaviour	
Units : nos	Rate of Duty (eg 5) :		Costing Method : Avg. Cost	
Maintain in Batches ? Yes			Market Valuation Method : Avg. Price	
Track Date of Mfg ? Yes			Ignore Diff. due to Physical Counting ? No	
Use expiry dates ? Yes			Ignore Negative Balances ? No	
Set Standard Rates ? No			Treat all Sales as New Manufacture ? No	
			Treat all Purchases as Consumed ? No	
			Treat all Rejections inward as Scrap ? No	
			Allow use of expired batches ? No	
Opening Balance :		Quantity	Rate per	Value

Passing purchase entry using Batches

Stock Item Allocations		ABC Company			
Purchase	No. 4				
Ref. :					
Party's A/c Name : Cash					
Item Allocations for : New Item					
Godown	Batch / Lot No.		Quantity	Rate per	Amount
	Mfg Dt.	Expiry Date			
Main Location	123		10 nos	2,000.00 nos	20,000.00
	4-Apr-2007	30-Apr-2007			

While passing entry after selecting Item press enter Item Allocation screen will appear specify batch name and manufacturing date and Expiry date.

Passing sales voucher using batches

Stock Item Allocations			ABC Company		
Sales		No. 1			
Ref. :					
Party's A/c Name : Cash					
Item Allocations for : New Item					
Godown	Batch / Lot No.		Quantity	Rate per	Amount
	Mfg Dt.	Expiry Date			
Main Location			List of Active Batches		
			<input type="checkbox"/> New Number		
			123	30-Apr-2007	10 nos

While passing sales entry after selecting item and godown need to select batches shown in list of **Active Batches**.

To Stop usage of expired batch items need to set **Honours expiry dates usage for batches=Yes** in F12 configuration of sales invoice.

Configure Invoices / Delivery Notes / Orders	
Accept Supplementary Details <i>(Address Details, Despatch Details etc.)</i>	? No
Print Default Name & Address of Party	? Yes
Use Common Ledger A/c for Item Allocation	? No
Use Defaults for Bill Allocations	? No
Use Excise Format	? No
Use Additional Description(s) for Item Name	? No
Allow separate Buyer and Consignee names	? No
Exporters' Options	
Specify Export Shipping details	? No
Specify Marks & Nos./Container No.	? No
Specify No. and Kind of Packages	? No
Other Options	
Calculate Tax on current Sub-Total <i>(else calculations are on Inventory Total only)</i>	? No
Complete Accounting Allocations in Order/Delivery Note	? No
Show turnover achieved with Customer	? No
Allow modification of ALL fields during entry	? No
Warn on Negative Stock Balance	? No
Honour Expiry Dates usage for Batches	? Yes

After setting the above mentioned option yes when we pass entry after expiry date that Batch will not be shown in List of Active Batches.

REPORTS

To view Batch wise Ageing report

From GWT → Display → Inventory Books → Ageing Analysis → Primary.

To View only Expired batch details click on Expired Batches(ALT+B) Available in the button bar.

Stock Ageing Analysis		ABC Company				
Items Under : <input type="checkbox"/> Primary		Va.				
All Batches (Aged by Date of Mfr)						
Particulars	Mfg Dt.	Total	< 45 days)		45 to 90 days	
		Quantity	Quantity	Value	Quantity	Value
Item		10 nos	10 nos	1,500.00		
Bangalore		5 nos	5 nos	750.00		
Bombay		5 nos	5 nos	750.00		
Item1		25 nos	25 nos	62,500.00		
Bombay		25 nos	25 nos	62,500.00		
Item3		20 nos	20 nos	14,000.00		
Delhi		20 nos	20 nos	14,000.00		
New Item		5 nos	5 nos	10,000.00		
123 (Main Location)	4-Apr-2007	5 nos	5 nos	10,000.00		
New Item1		10 nos	10 nos	7,500.00		
Abc (Bangalore)	1-May-2007	10 nos	10 nos	7,500.00		

To view report according to expiry date or date of purchase or manufacturing date click on Ageing style on the button bar or press Alt+S and select required style

Ageing Style		ABC Company				Ctrl + M	
Items Under : <input type="checkbox"/> Primary		as at 1-May-2007					
All Batches (Aged by Expiry Date)		Valued based on Actual Purchase					
Particulars	Expiry Date	Total	< 45 days)		45 to 90 days		90 to 180 days
		Quantity	Quantity	Value	Quantity	Value	Quantity
Item		11 nos	11 nos	1,550.00			
Bangalore		6 nos	6 nos	900.00			
Bombay		5 nos	5 nos	750.00			
Item1		25 nos	25 nos	62,500.00			
Bombay		25 nos	25 nos	62,500.00			
Item3		20 nos	20 nos	14,000.00			
Delhi		20 nos	20 nos	14,000.00			
New Item		5 nos	5 nos	10,000.00			
123 (Main Location)	30-Apr-2007	5 nos	5 nos	10,000.00			
New Item1		10 nos	10 nos	7,500.00			
Abc (Bangalore)	30-Apr-2007	10 nos	10 nos	7,500.00			

Ageing Style

By Date of Purchase

By Expiry Date

By Mfg. Date

To be Expired

Ageing Style

Ageing Style : **By Expiry Date**

Show only Expired Batches? **No**

After selecting style of report as mentioned in the above screen report will appear as below i.e style of report has been selected so the report is Aged by expiry Date. .

Stock Ageing Analysis		ABC Company				
Items Under : <input type="checkbox"/> Primary						Value
Expired Batches Only (Aged by Expiry Date)						
Particulars	Expiry Date	Total	< 45 days)		45 to 90 days	
		Quantity	Quantity	Value	Quantity	Value
New Item		5 nos	5 nos	10,000.00		
123 (Main Location)	30-Apr-2007	5 nos	5 nos	10,000.00		