

A step-by-step Guide on How to create receipt in Tally

Step1: Settlement report, Step1: Go to PayU Setup on your 'Tally Gateway'

The screenshot shows the Tally Gateway interface. The top menu bar includes options like Print, Export, E-Mail, Upload, TallyShop, Language, Keyboard, Control Centre, Support Centre, and Help. The main window displays the 'Gateway of Tally' menu with the following categories:

- Masters:** Accounts Info, Inventory Info.
- Transactions:** Accounting Vouchers, Inventory Vouchers.
- Utilities:** ImpOrt Data, BaNking, **PayU Setup** (highlighted).
- Reports:** Balance Sheet, Profit & Loss A/c, Stock Summary, Ratio Analysis.
- Display
- Quit

The background shows a 'List of Selected Companies' table with one entry: 'PayU Tally Testing' with a 'Date of Last Entry' of '1-Apr-2019'. The bottom status bar shows 'Tally.ERP 9' and 'Educational Mode'.

Step2: Select 'Settlement Report' under the PayU Setup

The screenshot shows the Tally Gateway interface with the 'PayU Setup' menu open. The menu options are:

- Link Account:** Manage Account
- Settlement:** **Settlement Report** (highlighted)
- Outstandings:** Ledger Outstandings
- Quit

The background shows the same 'List of Selected Companies' table as in the previous screenshot. The bottom status bar shows 'Tally MAIN --> Gateway of Tally --> PayU Setup' and '© Tally Solutions Pvt Ltd., 1988-2020'.

Step3: Select the invoice that has been fully paid

Tally.ERP 9

Settlement Report: PayU Tally Testing For 1-Apr-2019

Settlement Report A6

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount	Amount Collected	Amount Pending	Amount Settled
1-4-2019	Arjun R	Sales	A1	14.00			14.00	7 more ... →
1-4-2019	Arjun R	Sales	A2	15.00		10.00	5.00	
1-4-2019	Arjun R	Sales	A3	100.00			100.00	
1-4-2019	Arjun R	Sales	A4	101.00				
1-4-2019	Arjun R	Sales	A5	102.00			102.00	
1-4-2019	Arjun R	Sales	A6	103.00		20.00	83.00	
1-4-2019	Arjun R	Sales	A7	15.00		15.00		
1-4-2019	Arjun R	Sales	A8	11.50		11.50		
1-4-2019	Arjun R	Sales	A9	12.50			12.50	
1-4-2019	Arjun R	Sales	A10	13.50			13.50	
1-4-2019	Ranganath	Sales	A11	14.50				
1-4-2019	Arjun R	Sales	A12	15.50		15.50		
1-4-2019	Arjun R	Sales	A13	16.50			16.50	
1-4-2019	Arjun R	Sales	A14	17.50			17.50	
1-4-2019	Arjun R	Sales	A15	150.00				

Tally MAIN --> Gateway of Tally --> PayU Setup --> Settlement Report

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Step4: Click the **CREATE RECEIPT** button on the right hand side tally control tab

Tally.ERP 9

Settlement Report: PayU Tally Testing For 1-Apr-2019

Settlement Report A6

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Tally MAIN --> Gateway of Tally --> PayU Setup --> Settlement Report

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