

# Transactions: How do I receive more advance against a previously booked sale order?

**Scenario:** Since sufficient money was not available at customer I have booked sale order by taking partial amount. But next how shall I add balance amount to that particular sale order?

**The simplest way to add more advances is as follows;**

1. Go to Sale Order Voucher (S T O)
2. Press Alt+D
3. In Display screen get desired transaction filtering by date, customer name, amount, bill no. etc.
4. Open that transaction and Press F10 to get entered in the Tender screen
5. Put total amount of advance together in Cash (Previous days amount + Today's amount)
6. Now Press F10 and save the transaction

**Note:** In this case first you need to get back old Sale Order memo from the customer then after return back new Order memo vice to avoid any future discrepancies.

**You can do the same by another way also i.e;**

1. Go to the Voucher Entry (F T V)
2. Press F6 for Receipt entry
3. Select "Advance against Order" ledger at Credit/To
4. Enter desired Amount
5. Now it will prompt to "Bill-wise adjustment" screen
6. In this screen select "**Against Reference**" at "Type of Ref." column
7. Then press Alt+L at "Name" column to get a list of references
8. Choose a reference same as printed in customer's sale order memo
9. In "Amount" field put the same amount as above
10. In Dr/Cr field type "**Cr**"
11. Now press Alt+S to save the "Bill-wise adjustment" details
12. Select **Cash** ledger at Debit/By
13. Put same amount for cash ledger
14. Press Alt+S to save the transaction, subsequently amount will be added to the respective sale order.

**Similarly you can deduct a certain amount also from a prticular sale order;**

1. Go to the Voucher Entry (F T V)
2. Press F5 for Payment entry
3. Select "Advance against Order" ledger at Debit/By
4. Enter desired Amount
5. Now it will prompt to "Bill-wise adjustment" screen

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6. In this screen select "**Against Reference**" at "Type of Ref." column
7. Then press Alt+L at "Name" column to get a list of references
8. Choose a reference same as printed in customer's sale order memo
9. In "Amount" field put the same amount as above
10. In Dr/Cr field type "**Dr**"
11. Now press Alt+S to save the "Bill-wise adjustment" details
12. Select **Cash** ledger at Credit/To
13. Put same amount for cash ledger
14. Press Alt+S to save the transaction, subsequently amount will be deducted from the respective sale order.

Unique solution ID: #1007

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