

Tally Prime

Date: 11-05-2023

《Tally》

Tally is the world's fastest, affordable and highly reliable solution. Tally is easy to buy, quick to install, simple to learn and designed to meet the needs of small, medium and large businesses. It provides an integrated business solution involving sales, finance, purchases, inventory manufacturing, excise and payroll besides tremendous reporting.

《History of Tally》

The first version of Tally was (Tally 3.1) released in 1988 by Tally Solution Pvt. Ltd. in Banglor and Mr. Bharat Goenka is the Programmer of tally.

=> Accounting :-

Accounting is the process of Recording, Classifying, Summarizing and interpreting financial Transactions and Events. The purpose of Accounting is to provide relevant information for decision making on a timely basis to user and their advisor.

=> Financial Accounting:-

Someone business end of the definitive terms which prepare financial report called financial Accounting.

=> Book Keeping:-

Book keeping is the Art of Recording Business Transaction in a Systematic Manners.

=> Financial Year:-

A period of 12 months started on 1st April and end on 31st March.

=> Book regarding Year:-

A period of starting record transaction of a company it normally start from 1st April.

《There are two types of Maintain Accounting System》

(1). Account Only

(2). Account with Inventory

(1). Account Only:-

It is used to Record Only Financial Accounting of a Company
It is used for Only Cash transactions.

(2). Account with Inventory:-

This is a Default Option which is used to Record both Financial Accounting with Inventory.

Account with Inventory means sales and Purchases Stock Transactions.

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Date: 12-05-2023

《Accounts》

=> There are three types of Accounts

- (1). Personal Account
- (2). Real Account
- (3). Nominal Account

(1). Personal Account:-

The Accounts are related to any person, firm, company, Institute , Collage, Bank , School , Shop , e.t.c.

For Example - faizan A/C , MCS A/C

[Rule]:-Debit the Receiver
Credit the Giver

[Examples]

- (i). Mr.Faizan Paid 5000 to Arif.
Cr- Mr.Faizan -5000
Dr- Arif A/C -5000
- (ii). Afroz Received 10000 from huzaifa
Cr- Huzaifa A/C - 10000
Dr- Afroz A/C - 10000

(2). Real Account:-

Real Accounts are related to Assets of a Company. These Assets can be fixed Assets and Current Assets. These types of Accounts have any color and size. We can see , touch and Feel them.

For Example:- Cash A/C , Building A/C, Machine A/C , e.t.c.

[Rule]:-Debit what comes in
Credit what goes out

[Examples]

- (i). Mr. Ashfaqe sold Computer @20000 to Mr. Huzaifa by Cash.
Cr- Computer A/C -20000
Dr- Cash A/C -20000
- (ii). Purchases a Table @10000 to Mr. Faizan on Credit.
Cr- Mr. Faizan A/C - 10000
Dr- Table A/C - 10000

(3). Nominal Account:-

This type of Account are related to income and Expenditure of a Company. These Account have not any color and size . We can't see and touch them. They are known as name Only for Expense and Income.

For Example:- Salary A/C , Rent A/C, e.t.c.

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[Rule]:-Debit all Expenses and Loses
Credit all Income and Profits

[Examples]

- (i). Paid wages @ 2000 to Mr. Faizan.
Cr- Cash A/C -2000
Dr- Wages A/C -2000
- (ii). Paid Salary @10000 to Mr. Ashfaque.
Cr- Cash A/C - 10000
Dr- Salary A/C - 10000

Date: 13-05-2023

《How to Start or Open Tally Prime》

Process:-

1. Double Click on Tally Icon
 2. Click on Education Mode
- Or
- Press - T

《How to Create Company in Tally Prime》

Process:-

1. Click on Create Comapany
- Or.
1. Gateway of Tally
 2. Press- Alt+F1 or F3
 3. Click on Create Company

Company Creation		
Name : Aafiza Electronics Mailing Name : Faizan Ali Address: Siwan Country: India State: Bihar		
	Yes	No

《How to Select Company》

Process:-

1. Gateway of Tally
2. Press- F3
3. Select your Company

《How to Modify your Company 》

Process:-

Tally Prime

1. Gateway of tally
2. Press- F3
3. Alter Company
4. Select your Company
5. Modify and Save your Company

《How to Shut your Company》

Process:-

1. Gateway of Tally
2. Press - F3
3. Shut Company ←—
4. Select your Company (Aafiza Electronic) ←—

《How to Delete your Company》

Process:-

1. Gateway of Tally
2. Press- F3
3. Alter Company ←——
4. Select your Company (Aafiza Electronic) ←——
5. Press - Alt + D ----> Y ----->Y

Date: 14-05-2023

《Inventory Master》

The Inventory transactions are quantified and recorded based on the Inventory Masters defined as the business Requirements / Practice. In Tally Prime ,the following Inventory Masters can be Created to maintain and view Inventory Repirts.

- => Stock Group
- => Stock Category
- => Unit of measure
- => Stock Items
- => Godowns

=> Stock Group:-

Stock group is a collection of Stock items of Similar nature. A stock Item can be assigned Under Primary Stock Group or New Group or a Sub-Group can be created to assign the Stock item.

《How to Create Stock Group》

Process:-

1. Gateway of tally
2. Click on Create
3. Inventory Master
 - Stock Group ←——

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Stock Group Creation		
Name : Shamma Under : Primary		
	Yes	No

《How to Display Stock Group》

Process:-

1. Gateway of tally
2. Alter ←-----
3. Inventory Master
 - Stock Group ←-----

《How to Modify Stock Group》

Process:-

1. Gateway of tally
2. Alter ←--
3. Inventory Master
 - Stock Group ←---
4. Select your Stock Group (Shamma) ←---
5. Modify and Save it

《How to Delete Stock Group》

Process:-

1. Gateway of tally
2. Alter ←-----
3. Inventory Master
4. Stock Group ←-----
5. Select Your Stock Group (Shamma) ←-----
6. Press - Alt + D -----> Y

Date: 16-05-2023

《Stock Categories》

Stock Categories helps in distinctive classificate of goods based on specific nature Which helps to a third dimensional report based on functionality behaviour , brand e.t.c.

《How to Create Stock Categories》

Process:-

1. Gateway of tally
2. Click on Create ←---
3. Inventory Master
 - Stock Categories ←-----

Tally Prime

Stock Category Creation		
Name : Electronic		
Under : Primary		
	Yes	No

4. Ctrl + A (to Save)

《Unit of Measurement》

Unit of Measure refers to Units on the basis of Which Inventory is Measured of Quantified in Tally Prime.

=> There are Basically two types of Unit Measure.

- Simple Unit
- Compound Unit

(1). Simple Unit :-

Simple Units are individual units with no Relationship with another units
like - Nos (New Old Stock) , Meters , Kilo grams , Hours , Pcs , Packet , Box .

《How to Create Simple Unit》

Process:-

1. Gateway of Tally
2. Click on Create ←-----
3. Inventory Master
 - Unit of Measure

Unit Creation		
Name : Pcs		
Under : Primary		
	Yes	No

Date: 17-05-2023

(2). Compound Unit:-

Compound Unit is Combination of two Simple Unit I.e. Where two units arithmetic relationship with one Another.

For Example:- Box of 10 Pcs, Pkt of 26 Kgs, Dzn of 12 Pcs

《How to Create Compound Unit》

Tally Prime

Process:-

1. Gateway of Tally
2. Click on Create
3. Inventory Master
 - Unit of Measure ←-----
4. Press - Back Space (<-----)
5. Type Compound Unit ←-----

Unit Creation			
Unit : Compound			
First Unit	Conversion	Second	Unit
		Yes	No

6. Press - Ctrl + A

《Godowns》

Godown is a location where Goods are stored for trading Purposes. Tally Prime Allow you to Create any Number of Godowns as Per Requirements.

《How to Create Godowns》

Process:-

1. Gateway of Tally
2. Click on Create
3. Inventory Master
 - Godown ←-----

Godown Creation		
Name : Colony Godown		
Under : Primary		
	Yes	No

Date: 19-05-2023

《Stock Items》

Stock items refers to the Stock Keeping unit or the Goods Which is Manufactured or Used in trading. Tally Prime allow you to Create stock item.

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《How to Create Stock Item》

Process:-

1. Gateway of Tally
2. Click on Create
3. Inventory Master
 - Stock Item ←-----

Stock Item Creation		
Name : Bulb		
Under : Shamma		
Category : Electronic		
Unit : Pcs		
	Yes	No

4. Press - Ctrl + A

《Ledgers》

Ledger are the Actual Accounting heads used for recording financial transactions apart from Predefined Ledger Accounts Namely Cash (Cash-in-hand) and Profit & Loss (Under Primary Account)

《How to Create Ledger in Tally Prime》

Process:-

1. Gateway of tally
2. Click on Create
3. Accounting master
 - Ledger ←-----

Ledger Creation		
Name : Capital		
Under : Capital Account		
	Yes	No

4. Press - Ctrl + A

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Date: 20-05-2023

=> **Two Ledger Automatically Created in Tally Prime:-**

- (i). Cash - Under - Cash-in-hand
- (ii). Profit & Loss - Under - Primary

=> **Some Importance Ledger Which is Used Often in Business:-**

Ledgers	Account Group
Capital	Capital Account
Equity share capital	" " "
Preference Share Capital	" " "
Bank Name	Bank Account
Loan From Friend	Unsecured Loan
Loan From Bank	Secured Loan
Supplier Name	Sundry Creditor
Customer Name	Sundry Debtor
Purchases	Purchase Account
Sales	Sales Account
Furniture	Fixed Assets
Building	
Land	
Horse	
VAT (Value Aided Tax)	Duties & Taxes
CST (Central Sale Tax)	
TDS (Tax Deduction Source)	
Professional Tax	
GST (Goods & Services Tax)	

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All tyoe of tax	
Salary	Indirect Expense
Rent	
Electricity Exp.	
Depreciation	
Bad debts	
Intrest on loan	
Discount sale	
Refreshment	
PF (Providend Fund)	
Travelling Exp.	
Wages	Direct Expense
Collie Charge	
Carraige-in - ward	
Gross Profit	Direct Income
Intrest on deposit	Indirect Income
Discount on purchases	
Provision for bad Debts	Provision
Share	Investment
Bond	
Advance Payment	Suspense Account

Tally Prime

O/S Exp.	Current Liabilities
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Practice Project - 1

1.	Shamma Naz started a business with cash @1000000.
2.	Purchase Furniture @10000 from Ashfaq Lakdi Wala on credit fir Office Use.
3.	She deposit @300000 into HDFC Bank.

Date: 23-05-2023

《Account Group》

A Group is a Collection of Ledgers with Similar transaction. In Tally Prime You can create and classify any number of ledgers Under a Group. By Default Comprises of 28 Predefined Group. Out of these 15 Group are Primary Group And the remaining 13 are Sub-Group.

Primary Group	Sub-Group
Branch and devision	
Capital Account	Reserve and Surplus
Current assets	Bank Account
	Cash-in-hand
	Deposit
	Loan & Advance
	Stock-in-hand
	Sundry Debtor
Current Liabilities	Duties and taxes
	Provision
	Sundry Creditor

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Direct Expenses	
Direct Income	
Fixed Assets	
Indirect Expenses	
Indirect Income	
Investment	
Loans (Liabilities)	
Misc. Expenses	
Purchase Account	
Sales Account	
Suspense Account	

Date:24-05-2023

《Capital Account》

The Owner of the Business invests Anything from his personal Wealth into his Business it is called Capital Account.

Example: Mr. Faizan started a business with Cash @ 500000

《Bank Account》

A ledger that is Related to a bank or Bank to Bank transaction is called a Bank Account.

Example: Deposit 10000 in to HDFC

《Secured Loan》

The loan is Taken from a Bank which is Expected to be received in the Future is called Secured Loan.

Example: He Took Loan from SBI @10000

《Unsecured Loan》

The Loan which is Taken by Friend or Relative who is not expected to get it in future is called Unsecured Loan.

Example: Faizan Took Loan from Ashfaq @10000

《Sundry Creditor》

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When buying Credit any Person or Organization in business then the name of that person or Organization is called Sundry Creditor.

Example:- Purchase a Chair @250 from Ashfaq Kursi wala on Credit.

Date:25-05-2023

《Sundry Debtor》

When selling goods on Credit to Any person or institution in business the name of that person or Institution is Called Sundry Debtor.

Example:- Sold goods to sham on credit.

《Fixed Assets》

An Assets that can used for a long time in business and which in not in hurry to sell or convert into cash is Called Fixed Assets.

Example:- Furniture , Building, Land , e.t.c.

《Current Assets》

An Assets that can't used for a long time in Business and which is in hurry to sell or Convert into cash is Called Current Assets.

Example:- Tomato , Potato , Fruits , e.t.c.

《Direct Expense》

The Expense which is incurred in bringing the good to the Factory is called Direct Expense.

Example:- Wages , Carriage-in-ward , e.t.c.

《Indirect Expenses》

Such Expense that are incurred in transporting Goods to the Customer or for Carrying on the business are Called Indirect Expenses.

Example:- Rent , Electricity , Salary , e.t.c.

《Direct Income》

Such Income or Profit which is Earned directly is Called Direct Income.

Example:- Gross Profit , e.t.c.

Date: 26-05-2023

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《Indirect Income》

Such Income or Profit that on the Purchase Goods some Part of the Value is discounted. This is Called Indirect Income.

Example:- Discount on Purchase , Interest on Deposit , e.t.c.

《Loan & Advance》

We Create a ledger of all type of prepaid Entry, Advance Payment and When we have to Given loan to Someone or do it.

Like - Prepaid Salary , Loan to Faizan , e.t.c.

《Duties & Taxes》

Under this Group all the type of Taxes we use Expect Income Tax , make ledger of those Taxes.

Like - GST , VAT , CST , TDS , Sales Tax , e.t.c.

《Investment 》

Such an Investment Under this Primary Group, in Which type the time limit and Profit are not Predefined and You do not know Whether there will be Profit or Not.

Like - Share , Mutual Funds , Lottery , e.t.c.

《Reserve & Surplus 》

Under this Secondary Group Make the ledger to Reserve Funds.

Like - Reserve for Bad debts , Employee Welfare Fund.

Date- 27-05-2023

《Cash-in-hand》

Under this Secondary Group , Cash , Petty Cash , Cash-in-transist from Ledger . There is no need to Create a Cash Ledger in tally Prime , It is Already Maintain.

《Current Liabilities》

Current Liabilities are the short terms debts or obligation which a Company needs to pay within a year. Salaries due to be paid , amount payable to suppliers e.t.c. are some of the examples of Current Liabilities.

《Stock in Hand 》

At the end of an Accounting Period the total value of items to be sold , need to be booked as the Company's Assets. Often Knows as Stock-in-hand . The difference between the value of the items reamining to be sold and the previous period's Stock in hand can be positive or Negative.

《Deposit》

Under this Secondary Group we Make A ledget of tally All type of deposit in which we

Tally Prime

have Time Period and Profit decided and Already known how much money. I am Depositing and will get without Profit after some time.

Like - Security Deposit , e.t.c.

《Branch & Division》

Under this Primary Group the Company Makes A Ledger of its enterprises or is an different state or District then Open Create a Ledger.

《Bank OverDraft》

Under this Secondary Group When you have taken loan or Overdraft from any bank then this type of ledger is made under this group.

《Loan》

Under this Primary Group we can create all type of loan ledger. There are three type of Secondary Group in this Group.

1. Secured Loan
2. Unsecured Loan
3. Bank Overdraft

Date: 29-05-2023

《Provision》

Under this Secondary Group to avoid future loss in business we have to create some funds , all of them make ledger.

Like - Provision For Bad debts , Provision for Sundry Creditor , Provision for Sundry Debtor.

《Purchase Account》

Under this Primary Group all type of Goods are purchased in Cash or credit and will make all these ledger under Purchase Account.

《Sales Account》

Under this Primary Group all type of Goods are sold in cash or Credit and will make All these ledger under Sales Account.

《Suspense Account》

This is used to temporarily or Permanantly remove Suspicious enteries and Pending their analysis.

《Miscellaneous Expenses》

Under this Primary Group the ledger is of Incorporation and Pre-Operating Expenses is Informed. The Balance remains the extend that it can't be written off to Profit & Loss Account.

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Date: 30-05-2023

《Voucher》

A Voucher is a document which contains the details of financial transaction. In Tally Prime based on the nature of business transactions, Suitable Voucher can be Used to record them.

《There are two type of voucher in Tally Prime》

1. Accounting Voucher
2. Inventory Voucher

(1). Accounting Voucher:-

Tally Prime Comprises of the following Pre-defined Accounting Vouchers, each designed to record different financial transactions.

- I. Receipt Voucher
- II. Contra Voucher
- III. Payment Voucher
- IV. Journal Voucher
- V. Purchase Voucher
- VI. Sales voucher
- VII. Debit Note
- VIII. Credit Note
- IX. Reserving Journal Voucher
- X. Memo Voucher

《How to Create Voucher》

Process:-

1. Gateway of tally
 2. Voucher
- Or,
Press - V

(i). Receipt Voucher

It is used to record Received Cash/Bank on Amount from Customer or Business with cash.

Example:- Started business with cash- @ 1000000

Pro:-

Create Company ←-----

Ledger

Tally Prime

Capital => Capital Account

Gateway of Tally

Pres - V

Press - F6

Cr - Capital - 1000000

Dr - Cash - 1000000

(ii). Contra Voucher

It is used to record deposit or withdraw cash into bank or transfer Amount one Bank to Another Bank.

Example:- He Deposit Cash into HDFC - @5000

Press - F4

Cr - Cash - 5000

Dr - HDFC - 5000

(iii). Payment Voucher

It is used to record all type of Payment or Purchase Good From Party by Paying Cash for Use.

Example:- Purchase a table @5000 from Bharat Furniture by cash fro use.

Press - F5

Cr - Cash - 5000

Dr - Furniture- 5000

《Journal Voucher》

It is used to record all type of depreciation or purchase Goods from party on Vredit for use.

Example:- Purchase a Lapy @50000 Credit from Samsung for Office use.

Cr - Cash - 50000

Dr - Lapy - 50000

《Purchase Voucher》

It is used to record All type of Purchase Inventory from party on Credit/Cash for selling It.

Example:- Purchase 10 pcs Fan @1400 from Usha on credit to sale.

Press - F6 - Format

Party A/C Name :

Purchase Ledger :

Tally Prime

Item	Qty	Rate	Amount

Practice Project - 1
Started a Business with Cash - 1000000
Purchase AC @35000 on Credit from Jimmy sales for Office use.
Purchase 50 pcs Writing Chair from Faizan Kursiwala on Credit to Sake

Date: 02-06-0223

《Sales Voucher》

It is used to record Sold , goods to Party Credit / Paying Cash / Bank.

Press - F8

Party A/C Name:

Sales Nature:

Item	Qty	Rate	Amount

《Credit Note》- 《Sales Return》 - (Alt + F6)

It is used to record Returned sold Goods with any reason.

Press - Alt+F6

Party A/C Name:

Sales ledger -

Item	Qty	Rate	Price
------	-----	------	-------

Practice Project 4
Started a business with cash - 5,00,000
Purchase 50 pcs School bag from Ashfaque Jholawala by cash - @160 each
Sold 45 pcs School Bag @250 each to Dhananjay & Co. On Credit.
Returned 5 pcs School Bag from Dhananjay & Co.

Tally Prime

Date:04-06-2023

《Debit Note》-(Purchase Return)-(Alt + F5)

It is used to Record Returned Purchase Goods of any reason.

Format:

Party Name:

Purchase Ledger:

Item	Qty	Rate	Amt
------	-----	------	-----

《Reversing Journal》- (F10)

It is used to Record all type of Outstanding.

Press- F10

Example: @1000 Paid Outstanding Salary.

Dr - Outstanding Salary - 1000

Cr - Cash - 1000

《Memo Voucher》-(Alt + F10)

It is used to record all type of Advance Payment.

Press - Alt + F10

Example: @500 Paid Advance travelling Exp.

Dr - Advance travelling Exp. - 500

Cr - Cash - 500

Practice Project - 5	
1.	Started a Business with cash - 500000
2.	Purchase 30 pcs bulb @ 70 from Faizan on Credit for Sale.
3.	Sold 29 pcs bulb @130 to Shamma Naz on credit
4.	Returned 3 pcs LED bulb by Shamma Naz and it return back to Faizan.

Date: 06-06-2023

《Inventory Voucher》

Inventory Vouchers are uses to Enter Transactions related to Inventory .

Tally Prime

Example : Refers of Stock item between Godowns , Physical Stock Adjustment E.t.c.

= > The Following Inventory Vouchers Available in Tally Prime.

- I. Purchase Order (**Ctrl + F9**)
- II. Sales Order (**Ctrl + F8**)
- III. Rejection Out (**Ctrl + F5**)
- IV. Rejection In (**Ctrl + F6**)
- V. Delivery Note (**Alt + F8**)
- VI. Reciept Note (**Alt + F9**)
- VII. Stock Journal (**Alt + F7**)
- VIII. Physical Stock (**Alt + F10**)

《Purchase Order》- (Ctrl+F9)

Purchase Order Records Placing a Order for stock item to Supplier.

Format :

Party A/C Name :

Order No. =

Purchase Ledger :

Item	Qty	Rate	Amount
------	-----	------	--------

《Sales Order》- (Ctrl+F8)

Sales Order Records Order Details for stock Item from Customer.

Format :

Party A/C Name :

Order No. =

Sales Ledger :

Item	Qty	Rate	Amount
------	-----	------	--------

Date: 07-06-2023

《Delivery Note》 - (Alt + F8)

A Delivery Note records delivery of new stock to Customer.

Tally Prime

Format :

Party A/C Name :

Sales Ledger :

Item	Qty	Rate	Amount
------	-----	------	--------

《Receipt Note》 - (Alt + F9)

A Receipt Note records a Receipt of New stock from Suppliers.

Format :

Party A/C Name :

Sales Ledger :

Item	Qty	Rate	Amount
------	-----	------	--------

Date: 08-06-2023

《Rejection Out》 - (Ctrl + F5)

A rejection Out Voucher records rejected stock details returned to suppliers.

Press - Ctrl + F5

Ledger Account	Supplier's Name and Add		
Name of Item	Qty	Rate	Amt

《Rejection In》 - (Ctrl + F6)

A Rejection In Voucher records Rejected stock details recieved from customers.

Ledger Account	Customer's Name and Add		
Name of Item	Qty	Rate	Amt

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Date: 09-06-2023

《Stock Journal》 - (Alt + F7)

A Stock Journal Records the transfer of Stock From one Godown to Another.

Format:

Source (Consumption)			Destination (Production)		
Name of Item Godown			Name of Item Godown		
Qty	Rate	Amt	Qty	Rate	Amt

《Physical Stock Voucher》

A Physical Stock Voucher records the Physically Stock Count of Stock Item based Upon Stock Verification.

Format:

Name of Item	Godown	Qty	Rate	Amt
--------------	--------	-----	------	-----

Date: 10-06-2023

《What is GST ?》

GST Stand for Goods and Services Tax Which is Concurrent levy of Taxes on Supply of Goods and Services Tax. GST in India will be dual System , where the Central and State together will levy tax on supply of goods and / or Services within the state (Intra state) and Inter State.

《History of GST ?》

GST is an indirect tax which was introduced in India which replaced multiple Cascading taxes levied by the Central and State Governments. It was introduced as the Constitution (**One Hundred and First Amendment**).

《Structure of GST ?》

GST is a Dual Concept Tax System. Under this System , tax is administered , Collected and shared by both Central and state based on the nature of transaction.



Tally Prime

Date: 13-06-2023

《How to Enable GST in Tally Prime ?》

Process:-

1. Create Company
2. Enable Goods & Services Tax -----> **Yes**
OR,
 1. Gateway of Tally -----> **Press - F11**
 2. Enable Goods and Services Tax -----> **Yes**
 3. **GST Type** -----> Regural
State -----> Bihar
GSTIN / UIN : 10AAAAA1234A1Z5
4. Ctrl + A to save

《How to Create Stock Group for GST》

Process:-

1. Gateway of Tally
2. Click on create
3. Stock Group

Stock Group Creation

Name : Faizan Ali
Under : Primary

Should quantities of item be add ---- Yes
Set / Alter GST Details ----- Yes
Integrated Tax ---- 12%

4. Ctrl + A to save

《How to Create Purchases Ledger for GST》

Process:-

1. Gateway of Tally
2. Click on Create
3. Click on Ledger

Ledger Creation

Tally Prime

Name : Purchase
Under : Purchase A/C
Type of Supply : Goods

4. Ctrl + A to save

《How to Create GST Ledger》

Process:-

1. Gateway of Tally
2. Click on Create
3. Click on Ledger

Ledger Creation

Name : CGST
Under : Duties & Taxes
Type of Duty / Tax : GST
Tax Type : Central Tax

4. Ctrl + A to Save

Date: 09-07-2023

《 Export 》

In Tally Prime , the term " Export " refers to the Process of Exporting data or Refers from tally to External file Format that can be used by other Software Application or Shared with other . Tally Prime offers Various file formats for Export including Excel, PDF , ASCII , HTML , JPEG and XML.

Short FORM	Full FORM
EXCEL	Microsoft Excel
PDF	Portable Document Format
ASCII	American Standered Code for Information Interchange
HTML	Hyper Text Mark-Up Language
JPEG	Joint Photography Expert Group
XML	Extengible Mark-Up Language

Process :

1. Gateway of tally

Tally Prime

2. Press - Double D
3. Open Any Voucher
4. Press - Ctrl + E
5. Press - F8 to choose the format (Excel)
6. Press - F6 to Enter File name (Faizan.xlsx)
7. Press - E / Click on send .

《 Import 》

In Tally Prime , " Import " refers to the Functionality of Bringing data from External Source into the Tally Software for Processing and Accounting Purpose.

Tally Prime allows you to import Voucher data from XML File Format.

Process:

1. Gateway of Tally
(You must have Create ledger from Exported Voucher Where You have to Import Your Voucher.)
2. Click on Import or Press Alt + O
3. Click on Transactions
4. Select your Exported File
5. Press - Enter ←---

《 BackUp 》

In Tally Prime , a Backup refers to the Process of Creating a Copy of Your Tally Data and Storing it in a safe location . This Backup Copy Serves as a Safeguard against data loss or Corruption due to Various Reasons Such as Hardware failure , accidental Deletions , or System Crashes.

Process :

1. Create a Folder (Shama)
2. Open Tally Prime
3. Click on data or Press - Alt + Y
4. Click on BackUp

BackUp Comapany Creation		
Select Company for BackUp		
BackUp Destination Path :		
Company Name :		
	Yes	No

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5. Press - Backspace to Choose Destination Path
6. Select your Comapany ←-----
7. Click on yes

《 Restore 》

In Tally Prime , The " Restore" feature allows you to restore or Recover data from a Backup File . It is a Useful Function when you need to retrieve data that has been Up Previously.

Process:

1. Make a Backup
2. Press - Alt + Y
3. Click on

Restore Company Creation		
Select Company for BackUp		
Restore Destination Path :		
Company Name :		
	Yes	No

4. Press - Backspace to go to Destination Path
5. Select your Destination Path by using Up
6. Press - Enter
7. Select your Backup File by using Up Menu
8. Click on End Of list
9. Click on Yes

THE END