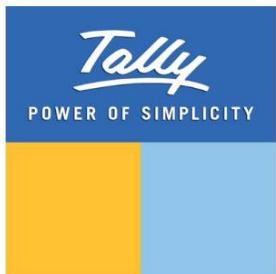


Tally
Prime **6.0** *updated*

Release 5 & Higher
UPDATED: 2025-26



TallyPrime e-Book **PDF**

ADVANCED USAGE

COVERING 25 CHAPTERS & 58 ASSIGNMENTS

By
Sanjay Satapathy



DOWNLOAD



www.TallyPrimeBook.Com
Learn ! Anytime & Anywhere..

₹800



INTRODUCTION

Are you ready to take your TallyPrime skills to the next level? Look no further than the book "TallyPrime 6 (Advanced Usage)" written by Sanjay Satapathy. In this comprehensive guide, Mr. Satapathy dives deep into the advanced features and functionalities of TallyPrime, helping readers unlock the full potential of this powerful accounting software.

With TallyPrime 6, Tally Solutions has introduced several new features and enhancements to make accounting even more efficient and streamlined. However, fully harnessing these capabilities requires a deeper understanding of the software's advanced functionalities. This is where Sanjay Satapathy's book comes in.

Mr. Satapathy, a renowned expert in Tally and accounting, brings his years of experience and expertise to the table. His book serves as a comprehensive resource for both beginners and experienced users who want to explore the advanced features of TallyPrime 6.

TallyPrime is a popular accounting software used by businesses of all sizes to manage their financial transactions and streamline their operations. While the basic usage of TallyPrime is fairly straightforward, this book delves into the more advanced aspects of the software, equipping readers with the skills to harness its full potential.

Sanjay Satapathy, an experienced Tally expert and author, has meticulously crafted this book to cater to the needs of professionals, accountants, and business owners who want to enhance their understanding of TallyPrime 6 and leverage its advanced features for better financial management.

The book covers a wide range of topics, including Advanced Inventory Management, Advanced GST Implementation, Advanced Accounting Techniques, Advanced Reporting, Customization and Integration, and Security Features. Each chapter is designed to provide step-by-step instructions, practical examples, and real-world scenarios to help readers grasp the concepts and apply them effectively in their day-to-day accounting activities.

Whether you are a TallyPrime user looking to expand your knowledge or a business owner seeking to optimize your financial management processes, this book is a valuable resource that will empower you to make the most of TallyPrime 6.

With its comprehensive coverage and user-friendly approach, TallyPrime 6 (Advanced Usage) by Sanjay Satapathy is a must-read for anyone seeking to enhance their proficiency in TallyPrime and elevate their accounting practices to the next level.

"TallyPrime 6 (Advanced Usage)" caters to a wide audience, including:

- Experienced TallyPrime users who want to explore the advanced features and functionalities of the software.
- Accounting professionals who wish to enhance their skills and stay updated with the latest accounting practices.
- Business owners and managers who want to optimize their accounting processes and make informed financial decisions.
- Students and educators who seek comprehensive learning resources on TallyPrime's advanced usage.

Get your Copy Today!

Disclaimer

No parts of this Book may be reproduced or utilized, in any form or by any means electronics or mechanical, including photographing, recording or by any means electronic or by any information storage or retrieval system, without the written permission of www.TallyPrimeBook.Com

Disclaimer

The names of Companies and persons used in this book have been used for illustrative purposes only.

The visitors may visit www.tallsolutions.com, the web site of Tally Solutions Pvt. Ltd. for resolving their doubts or for clarifications

Trademark:

TallyPrime, Tally, Tally9, Tally.ERP 9, Tally.Server9, Tally.NET & 'Power of Simplicity' are either registered trademarks or trademarks of Tally Solutions Pvt. Ltd. in India and/or other countries. All other trademarks are properties of their respective owners.

www.TallyPrimeBook.Com is not associated with any product or vendor mentioned in this book.

Notices

Information in this book is subject to change without prior notice and does not represent a commitment on the part of www.TallyPrimeBook.Com

"While every effort has been made to ensure that this book is free from errors or omissions, the author, publisher, printer shall not be liable in any manner whatsoever for any material or information published in this book."

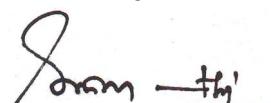
Forward

This book is self-supporting and are written in easy to follow language and have been blended with large number of examples. The material is provided in a pleasing-to-eye format so as to retain and enhance the interest of the learners. We are sure the learners would find these texts by useful.

www.TallyPrimeBook.Com believes in constant improvement of courseware and we welcome suggestions through our e-Mail ID: order@tallyprimebook.com

For

www.TallyPrimeBook.Com



Sanjay Satapathy

(Author)

Author:

Sanjay Satapathy

SWAYAM EDUCATION

Mandal Bagicha, Hemkapada,

Sunhat, Balasore, Odisha-756003 (INDIA)

eMail ID : order@tallyprimebook.com

Web : www.TallyPrimeBook.Com

Mob – 9437264738

~~~~~

**Published with New Update for the Assessment Year – 2025-26**

**Price: ` . 800**

# TallyPrime 6 Book (Advanced Usage)

## Table of Contents

### CHAPTER-1 ‘COMPANY’ Setup Using TallyPrime

|                                                                           |    |
|---------------------------------------------------------------------------|----|
| 1.2. Opening (Loading) the Company in TallyPrime: .....                   | 22 |
| 1.3. Modification   Update   Alter Company Details   Delete Company ..... | 23 |

### CHAPTER-2 “GST” Setup Using TallyPrime

|                                                                                         |    |
|-----------------------------------------------------------------------------------------|----|
| 2.1. Activate GST for Your Company .....                                                | 24 |
| 2.1.1. Activate GST for Regular Dealers.....                                            | 25 |
| 2.1.2. Set Up Connected GST for Your Business to Manage GST Profile in TallyPrime ..... | 25 |
| 2.1.2.1. Enable API Requests on the GST Portal .....                                    | 25 |
| 2.1.2.2. Specify Connected GST Details .....                                            | 25 |

### CHAPTER-3 “ACCOUNTING” Setup Using TallyPrime

|                                                                     |    |
|---------------------------------------------------------------------|----|
| 3.1. Account Groups in TallyPrime .....                             | 31 |
| 3.1.1. Create Account Groups (under Single Group) one-by-one: ..... | 32 |
| 3.1.2. Advanced Configurations for Account Groups .....             | 32 |

#### *[Practical Assignment-1]* Creation of Account Groups

|                                                              |    |
|--------------------------------------------------------------|----|
| 3.2. Ledgers in TallyPrime.....                              | 34 |
| 3.2.1. Creating a Single LEDGER: .....                       | 35 |
| 3.2.2 Displaying, Altering and Deleting Ledger Accounts..... | 36 |
| 3.2.3. Creating a Current Liabilities / Assets Ledger.....   | 36 |

#### *[Practical Assignment-2]* Creation of Asset & Liabilities

|                                                          |    |
|----------------------------------------------------------|----|
| 3.2.4. Creating Bank Account Ledgers in TallyPrime ..... | 38 |
|----------------------------------------------------------|----|

#### *[Practical Assignment-3]* Creation of Bank Account

|                                                                                   |    |
|-----------------------------------------------------------------------------------|----|
| 3.2.5. Creating Party Ledgers (Sundry Debtor / Sundry Creditor).....              | 39 |
| 3.2.6. Directly Create Party Ledgers Using GSTIN/UIN (Rel.5) .....                | 41 |
| 3.2.7. Online GSTIN Validation in TallyPrime for single Party Ledger (Rel.5)..... | 45 |
| 3.2.8. View the Filing History of a Party Ledger (Rel.5) .....                    | 46 |

#### *[Practical Assignment-4]* Creation of Debtors and Creditors

|                                                                                 |    |
|---------------------------------------------------------------------------------|----|
| 3.2.9. Creating GST Ledger (CGST / SGST / IGST) under Duty and Taxes Group..... | 49 |
|---------------------------------------------------------------------------------|----|

### **[Practical Assignment-5]**

#### **Creation of GST Ledger**

|                                                                      |    |
|----------------------------------------------------------------------|----|
| 3.2.10. Creating Sales and Purchase Ledgers for GST Compliance:..... | 50 |
|----------------------------------------------------------------------|----|

### **[Practical Assignment-6]**

#### **Creation of Sales & Purchase Ledger**

|                                                                          |    |
|--------------------------------------------------------------------------|----|
| 3.2.11. Creating Expenses and Income Ledgers without GST Compliance..... | 53 |
|--------------------------------------------------------------------------|----|

### **[Practical Assignment-7]**

#### **Creation of Income & Expenses Ledger without GST Compliance**

|                                                   |    |
|---------------------------------------------------|----|
| 3.2.12. Expenses Ledger with GST Compliance ..... | 56 |
|---------------------------------------------------|----|

### **[Practical Assignment-8]**

#### **Creation of Expenses with GST Compliance**

|                                                          |    |
|----------------------------------------------------------|----|
| 3.2.13. Creating Service Ledger with GST Compliance..... | 58 |
|----------------------------------------------------------|----|

### **[Practical Assignment-9]**

#### **Creation of Service Ledger with GST Compliance**

|                                                    |    |
|----------------------------------------------------|----|
| 3.2.14. Incomes Ledger without GST Compliance..... | 59 |
|----------------------------------------------------|----|

### **[Practical Assignment-10]**

#### **Creation of Income Ledger without GST Compliance**

|                                                 |    |
|-------------------------------------------------|----|
| 3.2.15. Income Ledger with GST Compliance ..... | 61 |
|-------------------------------------------------|----|

### **[Practical Assignment-11]**

#### **Creation of Income Ledger with GST Compliance**

|                                                                                                  |    |
|--------------------------------------------------------------------------------------------------|----|
| 3.2.16. Creation of Ledger 'Rounded off (+/-)' for rounding the Invoice Value automatically..... | 62 |
|--------------------------------------------------------------------------------------------------|----|

|                                                                                                            |    |
|------------------------------------------------------------------------------------------------------------|----|
| 3.2.17. Ledger of Additional Charges/ Discount etc. included in Assessable Value for GST Calculation ..... | 62 |
|------------------------------------------------------------------------------------------------------------|----|

### **[Practical Assignment-12]**

#### **Creation of Ledgers included in Assessable Value for GST Calculation in Purchase Bill**

|                                                                                                                                |    |
|--------------------------------------------------------------------------------------------------------------------------------|----|
| 3.2.18. Creation of Additional Charges Ledger without Inclusion in Assessable Value for GST Calculation in Purchase Bill ..... | 63 |
|--------------------------------------------------------------------------------------------------------------------------------|----|

### **[Practical Assignment-13]**

#### **Creation of Ledgers Excluded in Assessable Value for GST Calculation in Purchase Bill**

|                                                        |    |
|--------------------------------------------------------|----|
| 3.2.19. Ledger for RCM (Reverse Charge Mechanism)..... | 64 |
|--------------------------------------------------------|----|

## **CHAPTER-4**

### **"INVENTORY" Setup Using TallyPrime**

|                                   |    |
|-----------------------------------|----|
| 4.1. Creating a Stock Group ..... | 67 |
|-----------------------------------|----|

|                                                       |    |
|-------------------------------------------------------|----|
| 4.1.1. Modifying / Deleting a Single Stock Group..... | 68 |
|-------------------------------------------------------|----|

### **[Practical Assignment-14]**

#### **Creation of Stock Group**

|                                                   |    |
|---------------------------------------------------|----|
| 4.2. Creation of Stock Units of Measure .....     | 69 |
| 4.2.1. Simple Units of Measure .....              | 70 |
| 4.2.2. Compound Units of Measure .....            | 70 |
| 4.2.3. Alteration / Deletion of Stock Units ..... | 71 |

### **[Practical Assignment-15]**

#### **Creation of Unit of Measurement**

|                                                                                                   |    |
|---------------------------------------------------------------------------------------------------|----|
| 4.3. Creation of Stock Items .....                                                                | 72 |
| 4.3.1. Apply GST Rate and HSN/SAC Details in Stock Item.....                                      | 73 |
| 4.3.2. Online HSN/SAC Validation in TallyPrime for single Stock Item or Stock Group (Rel.5) ..... | 74 |

### **[Practical Assignment-16]**

#### **Creation of Taxable Items or Goods**

|                                                                                                         |    |
|---------------------------------------------------------------------------------------------------------|----|
| 4.3.3. Setting MRP details in Stock Items.....                                                          | 77 |
| 4.3.4. Setting 'Nil-Rated' , 'Exempted', 'Zero Rated' & ' Non-GST' Items & Goods using TallyPrime ..... | 78 |
| 4.3.4.1. Setting Nil-Rated & Exempted items and Goods : .....                                           | 79 |

### **[Practical Assignment-17]**

#### **Creation of Nil-Rated or Exempted Items or Goods**

|                                        |    |
|----------------------------------------|----|
| 4.3.4.2. Setting Non-GST Goods : ..... | 79 |
|----------------------------------------|----|

## **CHAPTER-5**

### **"VOUCHERS" in TallyPrime**

|                                                                             |    |
|-----------------------------------------------------------------------------|----|
| "VOUCHERS" in TallyPrime.....                                               | 80 |
| 5.1. Alter Pre-defined Voucher Types .....                                  | 80 |
| 5.1.1. 'General' Setting in Voucher Type.....                               | 82 |
| 5.1.1.1. Method of Voucher Numbering.....                                   | 82 |
| 5.1.1.2. Configure Method of 'Purchase Voucher' Numbering to 'Manual' ..... | 84 |
| 5.1.1.3. Configure in Method of 'Sale Voucher' Numbering for GST: .....     | 84 |
| 5.1.1.4. A further discussion on these options is necessary.....            | 86 |
| 5.1.2. 'Printing' Setting in Voucher Type .....                             | 87 |
| 5.1.3. 'Voucher Classes' for Sale Voucher .....                             | 88 |

## **CHAPTER-6**

### **"PURCHASE PROCESS" Using TallyPrime**

|                                                                                |    |
|--------------------------------------------------------------------------------|----|
| "PURCHASE PROCESS" USING TallyPrime .....                                      | 91 |
| 6.1 Purchase Voucher (F9).....                                                 | 91 |
| 6.2. Local Purchase (within State) .....                                       | 92 |
| 6.2.1. Fetch Party Details in Vouchers Using GSTIN/UIN (Rel.5) .....           | 93 |
| 6.2.1.1. Record Purchases Voucher using GSTIN/UIN to Fetch Party Details ..... | 94 |

### **[Practical Assignment-18]**

#### **Purchase of Items & Goods -Within State**

|                                               |    |
|-----------------------------------------------|----|
| 6.3. Interstate Purchase (Outside State)..... | 99 |
|-----------------------------------------------|----|

**[Practical Assignment-19]**

**Purchase of Items & Goods -Outside State**

|                                                                                                          |     |
|----------------------------------------------------------------------------------------------------------|-----|
| 6.4. Additional Charges/ Discount etc. included or Excluded in Assessable Value for GST Calculation..... | 103 |
|----------------------------------------------------------------------------------------------------------|-----|

|                                                                                                                  |     |
|------------------------------------------------------------------------------------------------------------------|-----|
| >> Creation of Additional Charges Ledger included in Assessable Value for GST Calculation in Purchase Bill ..... | 103 |
|------------------------------------------------------------------------------------------------------------------|-----|

|                                                                                                                           |     |
|---------------------------------------------------------------------------------------------------------------------------|-----|
| >> Creation of Additional Charges Ledger without Inclusion in Assessable Value for GST Calculation in Purchase Bill ..... | 104 |
|---------------------------------------------------------------------------------------------------------------------------|-----|

|                                                                                                                                        |     |
|----------------------------------------------------------------------------------------------------------------------------------------|-----|
| 6.5. Purchase Bill Voucher with Additional Charges / Discount both Inclusion or Exclusion in Assessable Value for GST Calculation..... | 106 |
|----------------------------------------------------------------------------------------------------------------------------------------|-----|

**[Practical Assignment-20]**

**Purchase of Items & Goods with Additional Charges/ Discount etc. both Local and Outside State**

|                                                  |     |
|--------------------------------------------------|-----|
| 6.6. Purchase of Items with Trade Discount ..... | 108 |
|--------------------------------------------------|-----|

|                                                                                                 |     |
|-------------------------------------------------------------------------------------------------|-----|
| 6.6.1. Enter the Discount Percentage against each item – without using the Ledger Account ..... | 109 |
|-------------------------------------------------------------------------------------------------|-----|

**[Practical Assignment-21]**

**Purchase of Items & Goods with Discount Percentage (%) against each items**

|                                                                                               |     |
|-----------------------------------------------------------------------------------------------|-----|
| 6.6.2. Enter Discount Percentage and/or Amount on Item Rates – using the Ledger Account ..... | 111 |
|-----------------------------------------------------------------------------------------------|-----|

**[Practical Assignment-22]**

**Purchase of Items & Goods with Discount Amount and / Or Percentage (%) against each items using Discount Ledger**

|                                                              |     |
|--------------------------------------------------------------|-----|
| 6.7. Record Expenses with GST in Purchase Voucher (F9) ..... | 114 |
|--------------------------------------------------------------|-----|

|                                                         |     |
|---------------------------------------------------------|-----|
| (A) Create an Expenses Ledger with GST Compliance ..... | 114 |
|---------------------------------------------------------|-----|

**[Practical Assignment-23]**

**Creation of Expenses with GST Compliance**

|                                                                                                     |     |
|-----------------------------------------------------------------------------------------------------|-----|
| (B). Record the following Expenses with GST in Purchase Voucher (F9) under Accounting Invoice :.... | 117 |
|-----------------------------------------------------------------------------------------------------|-----|

**[Practical Assignment-24]**

**EXPENSES in PURCHASE VOUCHER [F9] – Accounting Invoice ( Ctrl+H)**

|                                                                                |     |
|--------------------------------------------------------------------------------|-----|
| 6.8. Purchase of 'Nil-Rated', 'Exempted', Items & Goods using TallyPrime ..... | 119 |
|--------------------------------------------------------------------------------|-----|

**[Practical Assignment-25]**

**Purchase of -Nil Rated & Exempted Goods**

|                                                            |     |
|------------------------------------------------------------|-----|
| 6.9. Purchase of FREE Items & Goods using TallyPrime ..... | 121 |
|------------------------------------------------------------|-----|

|                                                                        |     |
|------------------------------------------------------------------------|-----|
| 6.9.1. Account for free items using Actual and Billed quantities ..... | 122 |
|------------------------------------------------------------------------|-----|

|                                                                   |     |
|-------------------------------------------------------------------|-----|
| 6.9.2. Account for Free Items using Zero-Valued Transaction ..... | 123 |
|-------------------------------------------------------------------|-----|

|                                                          |     |
|----------------------------------------------------------|-----|
| 6.10. Purchase Return / Debit Note Voucher (Alt+F5)..... | 124 |
|----------------------------------------------------------|-----|

|                              |     |
|------------------------------|-----|
| (A) Item Invoice Mode :..... | 124 |
|------------------------------|-----|

**[Practical Assignment-26]**  
**Debit Note / Purchase Return**

|                                                            |     |
|------------------------------------------------------------|-----|
| (B) Accounting Invoice Mode : .....                        | 128 |
| 6.11. Credit Note for Increase in Purchase Value.....      | 128 |
| Record a Credit Note to increase the Purchase Value: ..... | 128 |

**CHAPTER-7**  
**"SALES PROCESS" Using TallyPrime**

|                                                                                                      |            |
|------------------------------------------------------------------------------------------------------|------------|
| <b>"SALES PROCESS" USING TallyPrime .....</b>                                                        | <b>131</b> |
| 7.1. Configure in Method of 'Sale Voucher' Numbering for GST: .....                                  | 131        |
| 7.2. Record Sales Voucher using GSTIN/UIN to Fetch Party Details (Rel.5).....                        | 132        |
| 7.3. Sale Voucher with Item Invoice for GST Compliance .....                                         | 134        |
| 7.3.1. Sale of Goods and Services in a Single Invoice with multiple GST Rate. ....                   | 134        |
| 7.3.2. GST Sale of a Composite Supply (Sale of Items & Goods with Expenses Apportioning) .....       | 137        |
| 7.4. Sale of 'Nil-Rated' , 'Exempted', Supplies using TallyPrime .....                               | 139        |
| 7.5. Ledger to Round-off the Invoice Value Automatically in Sale Invoice.....                        | 141        |
| 7.6. Zero Valued Entries in Sale Invoice .....                                                       | 142        |
| Creating Zero Valued Entries ( Sale of Free Product ).....                                           | 142        |
| 7.7. Sales with Free Items (Different Actual and Billed Quantities in Sale Invoice) .....            | 143        |
| 7.8. Enable Item Rate (Inclusive of Tax) in Sale Invoice .....                                       | 145        |
| (i). Enable Item Rate (Inclusive of Tax) at the time of Item Creation / Alternation mode : .....     | 145        |
| (ii). Activation of Item Rate Inclusive of Tax in F12: Configuration during Sale Entry.....          | 146        |
| 7.9. Sales of Items with Discounts.....                                                              | 147        |
| 7.9.1. Sales Discount on The Total Item Amount.....                                                  | 147        |
| 7.9.2. Sales with Trade Discount.....                                                                | 148        |
| 7.9.2.1. Display Discount Percentage against each item – without using Ledger Account.....           | 148        |
| 7.9.2.2. Display Discount Percentage and Amount on Item Rates – using Ledger Account .....           | 150        |
| 7.10. Manage Selling Price Using Standard Price .....                                                | 151        |
| 7.10.1. Specify Standard Selling Price for Stock Item.....                                           | 151        |
| 7.10.2. Record Sales with Standard Selling Price.....                                                | 152        |
| 7.11. 'e-Way Bill' System on shipping of Material worth Rs.50,000 and more ... in TallyPrime 6 ..... | 153        |
| 7.11.1. Enable / Setup e-Way Bill in TallyPrime.....                                                 | 153        |
| 7.11.2. Create e-Way Bill Profile on the e-Way Bill Govt. Portal.....                                | 154        |
| 7.11.3. Generate Online e-Way Bill with Sales in TallyPrime.....                                     | 157        |
| 7.11.4. Print the Sales Invoice with e-Way Bill number using TallyPrime .....                        | 160        |
| 7.12. 'Voucher Classes' for Sale Voucher.....                                                        | 161        |

**[Practical Assignment-27]**

**Sales of Items & Goods -Within State**

**[Practical Assignment-28]**

**Sales of Items & Goods -Outside State**

**[Practical Assignment-29]**

**Sale of Items & Goods with Additional Charges/ Discount etc. both Local and Outside State**

|                                                                            |     |
|----------------------------------------------------------------------------|-----|
| 7.13. Sale Voucher with Accounting Invoice for Service Ledger.....         | 172 |
| 7.13.1. Sale Invoice with Service Charges within State (CGST / SGST) ..... | 174 |

**[Practical Assignment-30]**

**Sale/Transaction of Services in Accounting Invoice with SGT Compliance within State**

|                                                                      |     |
|----------------------------------------------------------------------|-----|
| 7.13.2. Sale Invoice with Service Charges Outside State (IGST) ..... | 177 |
| 7.14. Sales Return / Credit Note Voucher ( Alt+F6) .....             | 178 |
| (A) Record Sales Return in Item Invoice Mode.....                    | 178 |

**[Practical Assignment-31]**

**Credit Note / Sales Return**

|                                                       |     |
|-------------------------------------------------------|-----|
| 7.15. Debit Note for the Increase in Sale Value ..... | 182 |
|-------------------------------------------------------|-----|

**CHAPTER-8**

**“GST on Reverse Charge Mechanism (RCM)” Using TallyPrime**

|                                                                                 |     |
|---------------------------------------------------------------------------------|-----|
| GST on Reverse Charge Mechanism (RCM).....                                      | 184 |
| 8.1. Set Up Goods / Services Under Reverse Charge Mechanism (RCM) .....         | 184 |
| 8.1.1. Configure Stock Item for RCM .....                                       | 184 |
| 8.1.2. Configure Service Ledger for RCM .....                                   | 185 |
| 8.1.3. Record inward supply of Goods under Reverse Charge Mechanism-RCM .....   | 186 |
| 8.1.4. Record inward supply of Services under Reverse Charge Mechanism-RCM..... | 187 |
| 8.1.5. Manage Purchase Returns Under Reverse Charge Mechanism-RCM .....         | 189 |

**CHAPTER-9**

**“Printing of Sales Invoice with Multiple Configurations” Using TallyPrime**

|                                                                                      |     |
|--------------------------------------------------------------------------------------|-----|
| Printing of Sales Invoice with Multiple Configurations.....                          | 189 |
| 9.1. Change of Invoice Title in Sales Invoice .....                                  | 189 |
| 9.2. Print Sales Invoice with Company LOGO.....                                      | 191 |
| 9.3. Printing Bank Details in Sales Invoice .....                                    | 192 |
| 9.4. Printing Previous and Current Balance in Invoice.....                           | 193 |
| 9.5. Change Declaration / Terms & Conditions in Sales Invoices.....                  | 194 |
| 9.6. ‘Setting Print Size of your Sales Invoice’ to Use Less Paper for Printing ..... | 196 |

|                                                                    |     |
|--------------------------------------------------------------------|-----|
| 9.7. Add Description for Items & Ledgers to Print in Invoice ..... | 197 |
| 9.7.1. Additional Description for Stock Items to Print.....        | 197 |
| 9.7.2. Additional description for ledgers to print.....            | 199 |
| 9.8. Print Proforma Invoice (Optional Voucher).....                | 200 |
| 9.9. Print Invoice on Saving a Voucher .....                       | 202 |

## **CHAPTER-10** **"RECEIPT VOUCHER" Using TallyPrime**

|                                                                       |            |
|-----------------------------------------------------------------------|------------|
| <b>"RECEIPT VOUCHER" USING TallyPrime 6 .....</b>                     | <b>203</b> |
| 10.1. Receipt Voucher(F6) .....                                       | 203        |
| 10.1.1. Cash Receipts in Single Entry mode.....                       | 203        |
| 10.1.2. Bank Receipts in Single Entry mode .....                      | 203        |
| 10.1.3. Printing a Receipt after recording a Receipt Voucher .....    | 204        |
| 10.1.3.1. Print the Receipt immediately after Saving the Voucher..... | 204        |
| 10.1.3.2. Print the Receipt Voucher as a Formal Receipt.....          | 206        |

### **[Practical Assignment-32]**

### **Receipt Transactions**

## **CHAPTER-11** **"CONTRA VOUCHER" Using TallyPrime**

|                                                                  |            |
|------------------------------------------------------------------|------------|
| <b>"CONTRA VOUCHER" USING TallyPrime.....</b>                    | <b>213</b> |
| 11.1. Record Contra Voucher in Single-Entry Mode .....           | 214        |
| 11.1.1. Cash Deposit Voucher.....                                | 215        |
| 11.1.2. Cash Withdrawal Voucher .....                            | 216        |
| 11.1.3. Fund Transfer Voucher .....                              | 216        |
| 11.1.4. Voucher Classes for Contra Voucher .....                 | 217        |
| 11.1.4.1. For 'Cash Deposit' Class under Contra Voucher.....     | 218        |
| 11.1.4.2. For 'Cash Withdrawal' Class under Contra Voucher ..... | 218        |
| 11.1.4.3. For 'Fund Transfer' Class under Contra Voucher .....   | 219        |

### **[Practical Assignment-33]**

### **Contra Voucher Transactions like Cash Deposit, Cash Withdrawal & Bank Transfer**

|                                         |     |
|-----------------------------------------|-----|
| 11.1.5. Contra Voucher in Day Book..... | 220 |
| 11.1.6. Contra Register Report .....    | 221 |

## **CHAPTER-12** **"PAYMENT VOUCHER" Using TallyPrime**

|                                                                   |            |
|-------------------------------------------------------------------|------------|
| <b>"PAYMENT VOUCHER" USING TallyPrime .....</b>                   | <b>221</b> |
| 12.1. Payment Voucher (F5) .....                                  | 221        |
| 12.1.1. Voucher Classes for Payment & Receipt Voucher.....        | 223        |
| 12.1.2. Provide Narration for each Ledger in Payment Voucher..... | 225        |

**[Practical Assignment-34]**

**Payment Transactions**

**CHAPTER-13**

**"JOURNAL VOUCHER" Using TallyPrime**

|                                                      |     |
|------------------------------------------------------|-----|
| <b>"JOURNAL VOUCHER (F7)" USING TallyPrime .....</b> | 233 |
|------------------------------------------------------|-----|

**[Practical Assignment-35]**

**Journal Transactions**

**CHAPTER-14**

**"GST REPORTS" Using TallyPrime**

|                                                            |     |
|------------------------------------------------------------|-----|
| <b>GST Reports to File GST Returns in TallyPrime .....</b> | 236 |
|------------------------------------------------------------|-----|

|                                                                                       |     |
|---------------------------------------------------------------------------------------|-----|
| <b>14.1. GSTR -1 Report in TallyPrime .....</b>                                       | 237 |
| 14.1.1. Return View of GSTR-1 .....                                                   | 238 |
| 14.1.1.1. Total Vouchers   View Statistics & Verify Details (GSTR-1 Report).....      | 239 |
| 14.1.1.2. Return View   View GST Details in the Portal Format (GSTR-1 Report).....    | 241 |
| 14.1.2. Nature View of GSTR-1 Report .....                                            | 245 |
| 14.1.3. Export GSTR-1 Report from TallyPrime in the JSON Format.....                  | 246 |
| 14.1.4. Upload GSTR-1 directly from TallyPrime to the GST Portal (Rel-5) .....        | 248 |
| 14.1.5. File GSTR-1 Directly from TallyPrime (Rel-5) .....                            | 252 |
| 14.1.5.1. File GSTR-1 Using EVC (Electronic Verification Code).....                   | 252 |
| 14.1.6. Sign GSTR-1 .....                                                             | 255 |
| 14.1.6.1. Undo Signing GSTR-1.....                                                    | 255 |
| <b>14.2. GSTR -3B Report in TallyPrime .....</b>                                      | 256 |
| 14.2.1. View Your GST Details in GSTR-3B Report.....                                  | 256 |
| 14.2.1.1. Header   View Company Information .....                                     | 257 |
| 14.2.1.2. Total Vouchers   View Statistics & Verify Details.....                      | 257 |
| 14.2.1.3. Return View   View GSTR-3B Details in the Format of the Portal.....         | 258 |
| 14.2.2. Nature View of GSTR-3B Report .....                                           | 261 |
| 14.2.2.1. Liability (Including Inward Reverse Charge Supplies):.....                  | 262 |
| 14.2.2.2. Input Tax Credit: .....                                                     | 262 |
| 14.2.3. Export GSTR-3B in the JSON Format (Offline) to File Return in GST Portal..... | 263 |
| 14.2.4. Upload GSTR-3B directly from TallyPrime to the GST Portal (Rel-5) .....       | 264 |
| 14.2.5. Sign GSTR-3B.....                                                             | 266 |
| 14.2.5.1. Undo Signing GSTR-3B.....                                                   | 267 |
| <b>14.3. GST Annual Computation Report in TallyPrime .....</b>                        | 267 |
| 14.3.1. Vouchers Recorded for the Period .....                                        | 268 |
| 14.3.1.1. Resolution of Uncertain Transactions .....                                  | 269 |
| 14.3.2. Liability, Input Tax Credit, HSN/SAC Summary .....                            | 269 |

## CHAPTER-15

### "e-INVOICE" Using TallyPrime

|                                                                         |     |
|-------------------------------------------------------------------------|-----|
| 15.1. How to Generate e-Invoice Instantly in TallyPrime? .....          | 270 |
| 15.1.1. Mandatory Details for Generating e-Way Bill with e-Invoice..... | 271 |
| 15.1.2. Generate IRN and Print QR Code on the e-invoice .....           | 272 |

## CHAPTER-16

### "BILL OF MATERIALS (BoM)" Using TallyPrime

|                                                       |     |
|-------------------------------------------------------|-----|
| <b>Bill of Materials (BoM)</b> for Manufacturing..... | 274 |
| 16.1. Setup Bill of Materials (BOM).....              | 274 |
| 16.2. Creating a Manufacturing Voucher .....          | 277 |

## CHAPTER-17

### "PRICE LEVELS & PRICE LIST" Using TallyPrime

|                                                               |     |
|---------------------------------------------------------------|-----|
| <b>'Price Levels &amp; Price List'</b> using TallyPrime ..... | 279 |
| 17.1. Price Levels in TallyPrime.....                         | 279 |
| 17.1.1. Create Price Levels.....                              | 279 |
| 17.1.2. Price List in TallyPrime.....                         | 280 |
| 17.1.3. Assign Price Levels to Ledger Accounts.....           | 282 |
| 17.2. Use Price Levels & Price List during Voucher Entry..... | 284 |

## CHAPTER-18

### "COST CENTRE AND COST CATEGORY" Using TallyPrime

|                                                            |     |
|------------------------------------------------------------|-----|
| <b>'Cost Centre and Cost Category'</b> in TallyPrime ..... | 285 |
| 18.1. Creating Cost Category and Cost Centre .....         | 286 |
| 18.2. Applying Cost Centres to Ledger Accounts.....        | 287 |
| 18.3. Cost Centres Allocation in Voucher Entry .....       | 288 |

## CHAPTER-19

### "TDS (Tax Deducted At Source)" Using TallyPrime

|                                                                                                  |     |
|--------------------------------------------------------------------------------------------------|-----|
| <b>TDS (Tax Deducted At Source)</b> in TallyPrime.....                                           | 289 |
| 19.1. Enabling TDS in TallyPrime .....                                                           | 289 |
| 19.2. Creating TDS Nature of Payment .....                                                       | 290 |
| 19.3. Creating Master Ledger with TDS Transaction i.e. Expenses, Party Ledger, TDS Ledger        | 292 |
| Step-1: Alter/Create Expenses Ledger i.e. Rent Paid .....                                        | 292 |
| Step-2: Alter/Create Party Ledger i.e. N. Jatania & Co ( Under Sundry Creditor) as below : ..... | 292 |
| Step-3 : Create TDS Ledger i.e. TDS on Rent .....                                                | 293 |
| Step-4: TDS Transaction (Accounting for TDS on Expenses) .....                                   | 293 |
| 19.4. TDS on Advance Payment against Expenses.....                                               | 294 |
| 19.5. Recording Payment Transaction (TDS) .....                                                  | 294 |

## CHAPTER-20

### “OPTIONAL & NON-ACCOUNTING VOUCHERS” Using TallyPrime

|                                                                   |     |
|-------------------------------------------------------------------|-----|
| <b>Optional &amp; Non-Accounting Vouchers</b> in TallyPrime ..... | 295 |
| 20.1. Memo (Memorandum) Voucher .....                             | 295 |
| 20.2. Optional Voucher .....                                      | 297 |
| 20.3. Post-dated Voucher .....                                    | 298 |
| 20.4. Physical Stock Voucher (Ctrl + F7) .....                    | 299 |
| 20.5. Stock Journal Voucher (Alt+F7) .....                        | 299 |
| Additional Cost on Purchase in Stock Journal : .....              | 300 |
| 20.6. Rejection In Voucher .....                                  | 301 |
| 20.7. Rejection Out Voucher .....                                 | 302 |

## CHAPTER-21

### “REPORTS” in TallyPrime

|                                                              |     |
|--------------------------------------------------------------|-----|
| <b>REPORTS</b> IN TallyPrime .....                           | 303 |
| 21.1. Modifying Reports .....                                | 304 |
| 21.2. Display Financial Statements in TallyPrime .....       | 305 |
| 21.2.1. Balance Sheet in TallyPrime .....                    | 306 |
| 21.2.2. Profit & Loss Account in TallyPrime.....             | 307 |
| 21.2.3. Receipts and Payments Report in TallyPrime.....      | 308 |
| 21.2.4. Trial Balance in TallyPrime.....                     | 309 |
| 21.3. Display Books, Registers and Ledgers .....             | 310 |
| 21.3.1. Sales Register Report in TallyPrime .....            | 311 |
| 21.3.1.1. Columnar Sales Register.....                       | 311 |
| 21.3.1.2. Extract of Sales Register .....                    | 312 |
| 21.3.2. Purchase Register Report in TallyPrime .....         | 313 |
| 21.3.3. Cash /Bank Book Report in TallyPrime .....           | 314 |
| 21.3.4. Statement of Accounts Report in TallyPrime .....     | 316 |
| 21.3.5. Journal Register Report in TallyPrime .....          | 317 |
| 21.3.6. Day Book Report in TallyPrime.....                   | 318 |
| 21.4. Display Inventory Reports and Statements .....         | 319 |
| 21.4.1. Stock Summary Report in TallyPrime .....             | 320 |
| 21.4.2. Stock Items Report in TallyPrime.....                | 321 |
| Viewing Stock Item Vouchers.....                             | 321 |
| 21.4.3. Godown / Location Summary Report in TallyPrime ..... | 322 |
| 21.4.4. Movement Analysis Report in TallyPrime .....         | 322 |
| 21.4.4.1. Movement Analysis (Stock Group Analysis).....      | 323 |
| 21.4.4.2. Stock Item Movement Analysis.....                  | 323 |
| 21.4.4.3. Accounts Group Movement Analysis .....             | 324 |

|                                                                |     |
|----------------------------------------------------------------|-----|
| 21.4.4.4. Ledger Movement Analysis.....                        | 324 |
| 21.4.4.5. Transfer (Movement) Analysis.....                    | 325 |
| 21.4.5. Stock Ageing Analysis Report in TallyPrime.....        | 326 |
| 21.4.5.1. Changing the Default Ageing Period .....             | 326 |
| 21.5. Display Management Information System(MIS) Reports ..... | 327 |
| 21.5.1. Cost Centre Reports.....                               | 327 |
| 21.5.2. Ratio Analysis Reports .....                           | 328 |
| 21.5.3. Cash Flow Reports .....                                | 329 |
| 21.5.4. Funds Flow Statement Reports .....                     | 330 |
| 21.5.5. Exception Reports.....                                 | 332 |
| 21.5.5.1. Negative Stocks Report .....                         | 332 |
| 21.5.5.2. Negative Ledgers Report .....                        | 333 |
| 21.5.5.3. Memorandum Voucher Register Report.....              | 333 |
| 21.5.5.4. Optional Vouchers Register Report.....               | 333 |
| 21.5.5.5. Post Dated Vouchers Register Report.....             | 333 |

## **CHAPTER-22**

### **"FILTER IN REPORTS" in TallyPrime**

|                                                                                  |     |
|----------------------------------------------------------------------------------|-----|
| <b>Filter in REPORTS</b> using TallyPrime .....                                  | 334 |
| 22.1. Apply Filter in Reports   Basic Filter, Multi-Filter, Advanced Filter..... | 334 |
| 22.1.1. Basic Filter [Ctrl+F > F5] .....                                         | 334 |
| 22.1.2. Multi Filter [Ctrl+F > F6].....                                          | 336 |
| 22.1.3. Advanced Filter [Ctrl+F > F7] .....                                      | 338 |

## **CHAPTER-23**

### **"DASH-BOARD" in TallyPrime**

|                                                     |     |
|-----------------------------------------------------|-----|
| <b>DashBoard</b> in TallyPrime .....                | 340 |
| 23.1. View Dashboard .....                          | 340 |
| 23.2. Add/Remove Tile in Dashboard .....            | 341 |
| 23.2.1. Add Tile .....                              | 341 |
| 23.2.2. Remove Tile .....                           | 342 |
| 23.3. Change View of Dashboard .....                | 342 |
| 23.3.1. View Dashboard Horizontally/Vertically..... | 342 |
| 23.3.2. View Dashboard with Predefined Views .....  | 342 |
| 23.4. Expand Tile in Dashboard.....                 | 343 |

## **CHAPTER-24**

### **"OTHER UTILITIES" in TallyPrime**

|                                            |     |
|--------------------------------------------|-----|
| <b>OTHER UTILITIES</b> in TallyPrime ..... | 344 |
| 24.1. Security Control.....                | 344 |
| 24.1.1. Set Password in TallyPrime.....    | 344 |

|                                                                              |     |
|------------------------------------------------------------------------------|-----|
| 24.1.2. Use Security Control.....                                            | 345 |
| 24.1.2.1. Creating Users and Passwords .....                                 | 345 |
| 24.1.2.2. Creating and Setting Up Voucher Type Security for Users.....       | 346 |
| 24.1.3. TallyVault Password.....                                             | 348 |
| 24.2. Year-end Processing & Moving Company Data to Next Financial Year ..... | 350 |
| 24.2.1. Change Current Period .....                                          | 350 |
| 24.2.2. Create New Company and Import the Opening Balances.....              | 350 |
| Export closing balances from old company.....                                | 351 |
| Import Masters of closing balances as opening balances in new company .....  | 352 |
| 24.3. Splitting Company Data based on Financial Year.....                    | 352 |
| 24.4. Group Company in TallyPrime .....                                      | 354 |
| Creating a Group Company .....                                               | 354 |

## **CHAPTER-25** **"STRIPE VIEW" in TallyPrime**

|                                                                                                        |            |
|--------------------------------------------------------------------------------------------------------|------------|
| <b>Stripe View in TallyPrime .....</b>                                                                 | <b>356</b> |
| 25.1. Enable Stripe View for all Reports / Vouchers.....                                               | 356        |
| 25.1.1. View Reports/Vouchers with Stripes.....                                                        | 356        |
| 25.1.2. Enable Stripe View for Print, Export, E-mail, WhatsApp Reports with Stipes (Application Level) |            |
| 357                                                                                                    |            |
| 25.2. Enable Stripe View for specific Report/Voucher .....                                             | 358        |
| 25.2.1. View Reports / Vouchers with Stripes.....                                                      | 358        |
| 25.2.2. Print, Export, E-mail, WhatsApp with stripes.....                                              | 359        |

## **CHAPTER-26**

### **"TallyPrime e-Banking" [What's New with the All-New TallyPrime 6]**

|                                                               |     |
|---------------------------------------------------------------|-----|
| 26.1. Use Connected Banking in TallyPrime.....                | 359 |
| 26.1.1. Link Mobile Number to Tally.NET ID .....              | 359 |
| 26.1.2. Connect Bank Accounts with TallyPrime.....            | 361 |
| 26.2. Get Bank Balance.....                                   | 363 |
| 26.3. Get Bank Statement .....                                | 364 |
| 26.3.1. Delete Statement Request .....                        | 365 |
| 26.3.2. Reset Bank Statement Data.....                        | 366 |
| 26.4. Reconnect/Disconnect Bank .....                         | 367 |
| 26.4.1. Reconnect Bank Accounts .....                         | 367 |
| 26.4.2. Disconnect Bank Accounts .....                        | 369 |
| 26.5. Log In/Log Out from Connected Banking .....             | 370 |
| 26.5.1. Log in to Connected Banking .....                     | 370 |
| 26.5.1.1. Log in when the session is expired or inactive..... | 371 |
| 26.5.2. Log Out from Connected Banking .....                  | 371 |
| 26.5.3. Reset Connected Banking Login .....                   | 371 |

|                                                                            |            |
|----------------------------------------------------------------------------|------------|
| 26.5.4. Change Password for Connected Banking.....                         | 372        |
| <b>26.6. Set up for Bank Reconciliation.....</b>                           | <b>372</b> |
| For existing users performing Bank Reconciliation .....                    | 372        |
| For First-time users performing Bank Reconciliation.....                   | 372        |
| 26.6.1. Set Bank Reconciliation Beginning Date .....                       | 373        |
| 26.6.2. Set/Alter Opening BRS.....                                         | 374        |
| <b>26.7. Import Bank Statements .....</b>                                  | <b>375</b> |
| 26.7.1. Imported Bank Data Report .....                                    | 377        |
| From the Imported Bank Transactions Screen, you can see the following..... | 379        |
| <b>26.8. View Reports for Banking Utilities .....</b>                      | <b>380</b> |
| 26.8.1. Banking Activities Report.....                                     | 380        |
| 26.8.2. e-Payments Report.....                                             | 381        |
| 26.8.3. Bank Reconciliation Summary Report .....                           | 383        |
| 26.8.4. Bank Reconciliation Report .....                                   | 384        |
| <b>26.9. Auto Reconciliation of Bank Transactions .....</b>                | <b>386</b> |
| 26.9.1. Reconcile transactions with exact match .....                      | 386        |
| 26.9.2. Select Transactions and Reconcile.....                             | 387        |
| 26.9.3. Reconcile Transactions with Potential Match .....                  | 388        |
| 26.9.4. Reconcile Transactions by Finding a Match.....                     | 390        |
| 26.9.5. Reconcile Transactions with Partial Match .....                    | 391        |
| 26.9.6. Unlink Transactions .....                                          | 392        |
| <b>26.10. Manual Reconciliation of Bank Transactions .....</b>             | <b>392</b> |
| 26.10.1. Set Status for Transactions.....                                  | 393        |
| <b>26.11. Create Automated Vouchers .....</b>                              | <b>394</b> |

## **TABLE OF CONTENTS**

### **PRACTICAL ASSIGNMENTS ON TALLYPRIME 6 (ADVANCED USAGE)**

|                                                                                      |            |
|--------------------------------------------------------------------------------------|------------|
| <b>ASSIGNMENT-1 [COMPANY CREATION] .....</b>                                         | <b>396</b> |
| <b>ASSIGNMENT-2 [GST ACTIVATION].....</b>                                            | <b>396</b> |
| <b>ASSIGNMENT-3 [ACCOUNT GROUPS CREATION] .....</b>                                  | <b>396</b> |
| <b>ASSIGNMENT-4 [CREATING LIABILITIES / ASSETS LEDGER].....</b>                      | <b>398</b> |
| <b>ASSIGNMENT-5 [CREATING PARTY LEDGERS – SUNDRY CREDITOR / SUNDRY DEBTOR] .....</b> | <b>400</b> |
| <b>ASSIGNMENT-6 [CREATING GST LEDGERS – (IGST / CGST / SGST) ] .....</b>             | <b>401</b> |
| <b>ASSIGNMENT-7 [CREATING SALES &amp; PURCHASE LEDGERS ] .....</b>                   | <b>401</b> |
| <b>ASSIGNMENT-8 [CREATING INCOME &amp; EXPENSES LEDGERS ].....</b>                   | <b>402</b> |
| <b>ASSIGNMENT-9 [CREATING STOCK GROUP ] .....</b>                                    | <b>403</b> |
| <b>ASSIGNMENT-10 [CREATING UNIT OF MEASUREMENT ] .....</b>                           | <b>404</b> |

|                                                                                                  |     |
|--------------------------------------------------------------------------------------------------|-----|
| <b>ASSIGNMENT-11 [CREATING STOCK ITEMS / PRODUCTS / GOODS ] .....</b>                            | 404 |
| <b>ASSIGNMENT-12 [ALTERING VOUCHERS CLASS – SALES I.E. GST ] .....</b>                           | 406 |
| <b>ASSIGNMENT-13 [ENTERING PURCHASE VOUCHER ] .....</b>                                          | 407 |
| <b>ASSIGNMENT-14 [ENTERING PURCHASE VOUCHER TO RECORD EXPENSES].....</b>                         | 410 |
| <b>ASSIGNMENT-15 [PURCHASE VOUCHER OF NIL-RATED, EXEMPTED ITEMS] .....</b>                       | 411 |
| <b>ASSIGNMENT-16 [ENTER PURCHASE RETURN / DEBIT NOTE VOUCHER] .....</b>                          | 412 |
| <b>ASSIGNMENT-17 [ENTER SALE VOUCHER].....</b>                                                   | 412 |
| <b>ASSIGNMENT-18 [SALE VOUCHER OF NIL-RATED, EXEMPTED ITEMS] .....</b>                           | 416 |
| <b>ASSIGNMENT-19 [ENTER RECEIVED VOUCHER] .....</b>                                              | 417 |
| <b>ASSIGNMENT-20 [ENTER PAYMENT VOUCHER] .....</b>                                               | 419 |
| <b>ASSIGNMENT-21 [ENTER CONTRA VOUCHER – CASH DEPOSIT, CASH WITHDRAWAL, FUND TRANSFER] .....</b> | 423 |
| <b>ASSIGNMENT-22 [ENTER JOURNAL VOUCHER] .....</b>                                               | 424 |
| <b>ASSIGNMENT-23 [RANDOM VOUCHER ENTRY MONTH-WISE FROM MAY 2024 TO SEPTEMBER 2024] .....</b>     | 427 |

# CHAPTER-1

## “COMPANY” SETUP USING TallyPrime

Create a New Company doing business of FMCG with following Information ...

**Swayam Agency (A Div. of TallyPrimeBook.Com)** is one Distributor/Dealer in Balasore, Odisha, with GSTN No - **21AGHPB2764P1ZD** deals with both Whole selling & Trading of different types of Products like ... Electronics, Electrical Home Appliance, Mobiles, Personal & Essential Products etc. etc. with the following information's and will maintain his Books of Accounts with the help of TallyPrime Accounting Software with effect from 01-04-2024.

**Swayam Agency (www.TallyPrimeBook.Com)**

Balasore, Odisha – 756001 (India)

GSTN - 21AGHPB2764P1ZD

Mob – 9437264738

Website : [www.tallyprimebook.com](http://www.tallyprimebook.com)

eMail ID : [order@tallyprimebook.com](mailto:order@tallyprimebook.com)

Financial Year begins from : 1-4-2024

Books beginning from : 1-4-2024

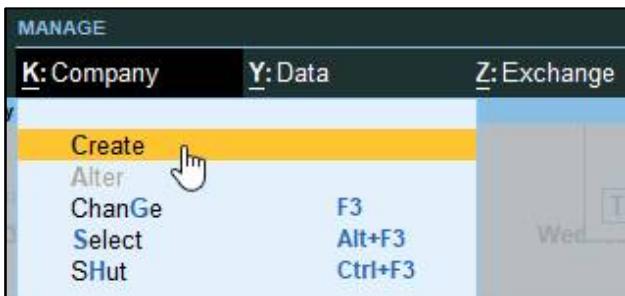
**Note :**

*Your can change your Local State with your GST No. DUE TO GST TRANSACTIONS. If you put your local state, all GST transaction with in your state will be CGST & SGST. So while creating Sundry Debtor or Sundry Creditor or any other Credit Party, their State and GST No. depends your within State transactions or Outside State Transaction.*

### Company Creation:

You can create a Company profile by using the following procedure :

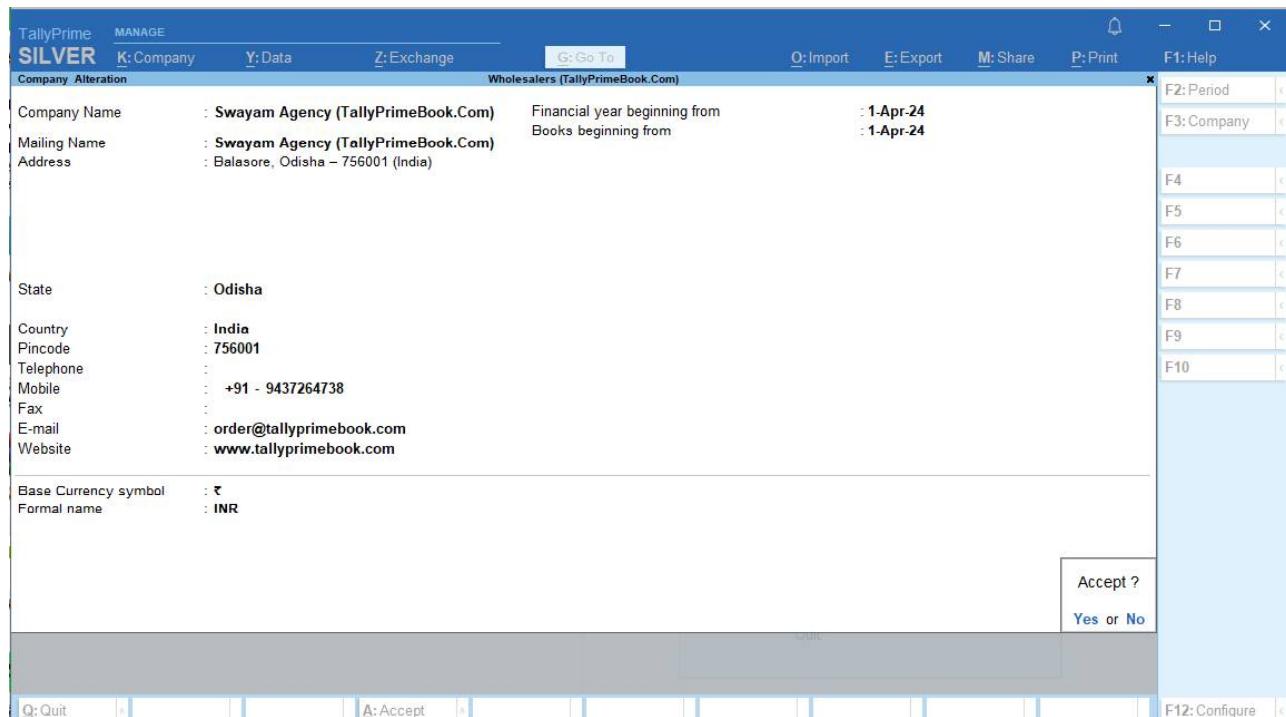
1. Press **Alt+K > Create**.



Alternatively, at the Gateway of Tally, press **F3 > Company > Create Company**

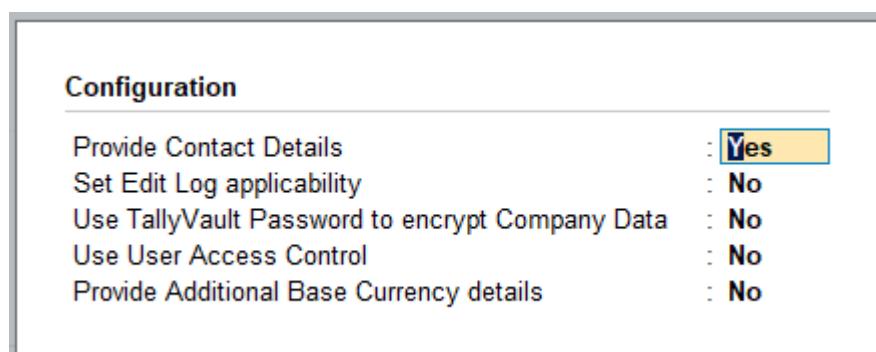


The Company Creation screen appears.



Note :

In case you want to specify additional details for your Company, press **F12** on the Company Creation screen.



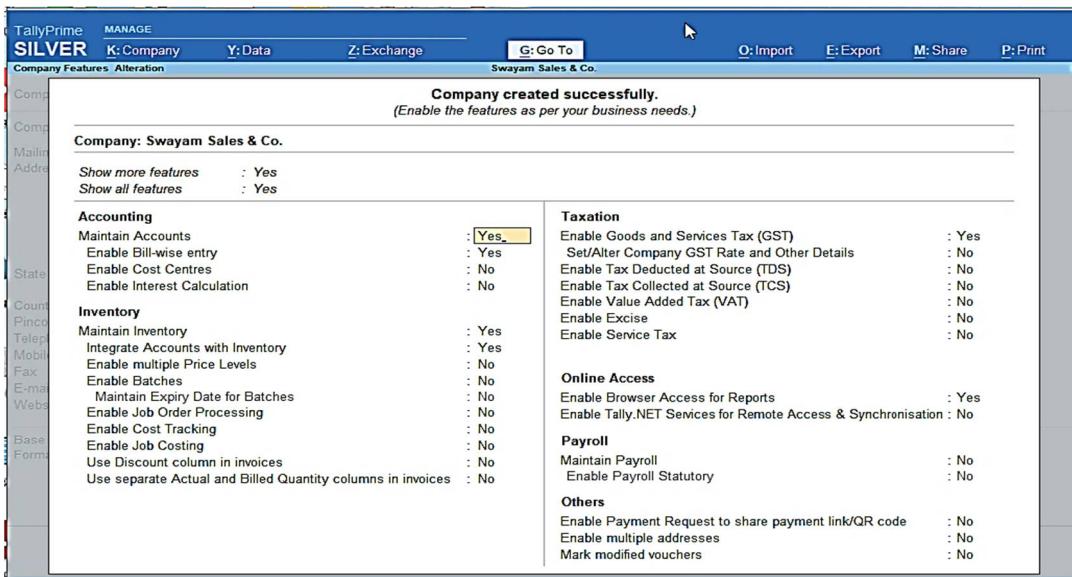
### F12 Configure options

- **Provide Contact Details** – To show the options to capture the company contact details.
- **Set Edit Log Applicability** : This is optional, available from TallyPrime Release 2.1 onwards. You can enable Set Edit Log applicability under F12 and enable Edit Log for the Company. This will help you to view Edit Log for the future activities that you will perform in masters and transactions.
- **Use TallyVault Password to encrypt Company Data** – To show the option to set TallyVault Password.
- **Use User Access Control** – To show the option to enable user-based access to the Company.
- **Provide Additional Base Currency details** – To show options to specify additional details of the Base Currency.

Finally, confirm company creation by pressing the **ENTER key/ "Y" key or Ctrl+A** to accept all declaration for the Company.

Saving the company takes you to the **Company Features** screen, which displays that the company is created successfully.

1. Enable the required features for your Company.



You can enable or disable any of these features later.

2. Press **Ctrl+A** to save the selected features.

You can press **Esc thrice** to close the features screen, if you do not need to change any.

## Books and Financial Year Details:

|                               |            |
|-------------------------------|------------|
| Financial year beginning from | : 1-Apr-24 |
| Books beginning from          | : 1-Apr-24 |

- **Financial year begins from** : TallyPrime pre-fills this field based on the date settings of your computer and the **Country** selected in the **Company Creation** screen.

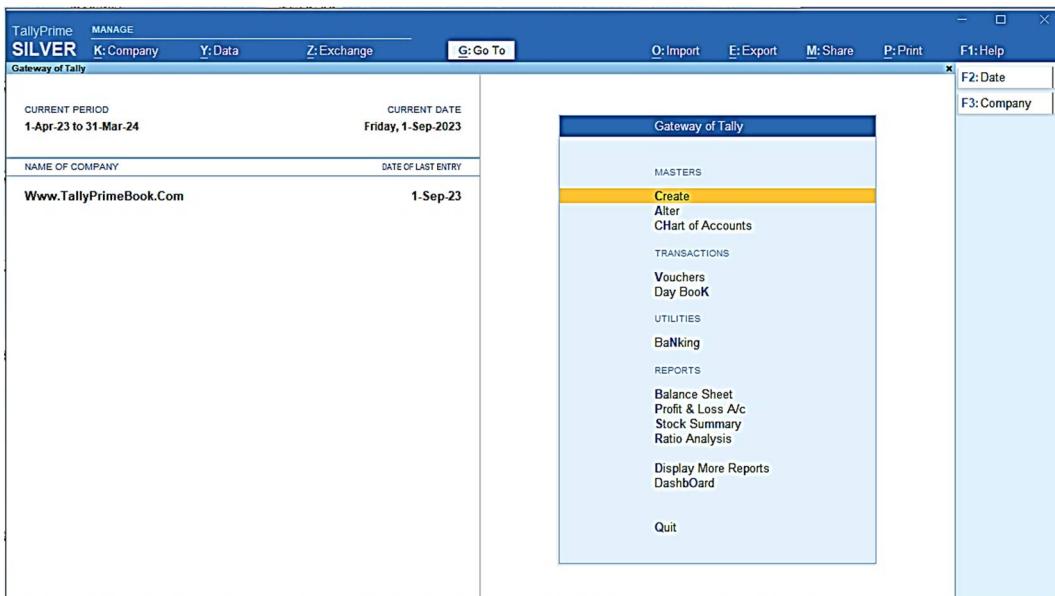
For example, if your computer date is set to 06-06-2024 and the region is set to India, the financial year is pre-filled as 01-04-2024.

- **Books beginning from** : By default, TallyPrime fills this field with the **Financial year begins from** date. You can update this, as needed.

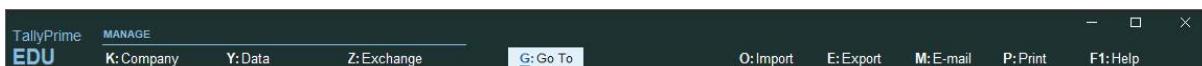
For example, you started to maintain your Books of Accounts in TallyPrime from 1-June-2024. You can update the **Books beginning from** date to 1-June-2024, while the financial year will be 1-Apr-2024.

(Now you will be able to work with the Current Company)

The first Screen is called **Gateway of Tally (Home Screen)**.

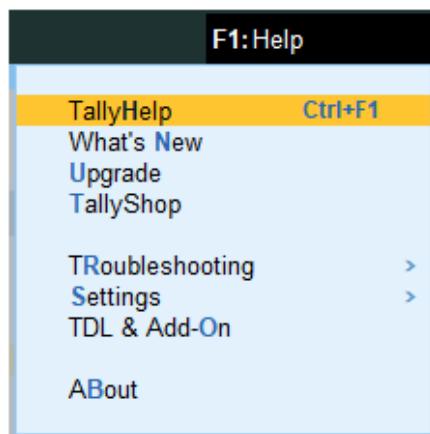


## Top Menu :



**Top Menu** has options to manage your Companies, TallyPrime application, users in your Companies, and your data storage & sharing. This menu and child items in the menu are accessible from any screen in TallyPrime.

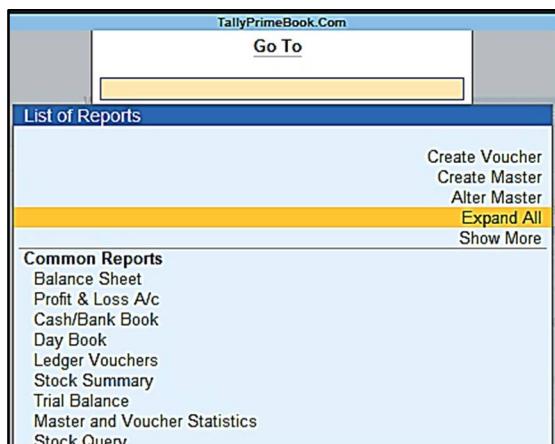
### F1 : Help Menu ..



**Help** menu has options to launch TallyHelp and to upgrade your application to a newer release of the product. Availability of a newer release is indicated with a red dot notification on the menu name **Help**. Other options under the **Help** menu include ...

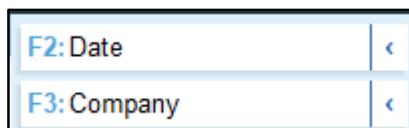
- **What's New**,
- **TallyShop** for buying add-ons,
- **Troubleshooting** to repair your application and data in case there are issues,
- **Settings** to configure your application,
- **TDL & Add-On** to manage your extensions/customisations, and an
- **About** report that shows the details of your TallyPrime installation and its environment.

### G : Go To .. (Alt+G)



- **Go To** option on the top menu helps you to quickly access any report or feature that you want to use.
- Any screen that you access using **Go To** will open on top of the current screen, and closing the screen will take you back to the screen that was open earlier.
- You can use **Alt+G** to access **Go To**.

## Right-Button Bar :



**Right Button Bar** on the home screen of TallyPrime has two buttons **F2: Date** and **F3: Company**.

On pressing **Alt** key the options change to **F2: Period** and **F3: Select Company**.

Pressing **Ctrl+F3** keys show the option **Shut Company**.

Alternatively, you can click the expand option, < next to each button to view the corresponding options.

Options on the right button bar change based on the screen that is open as per the actions relevant to the screen or the transaction you are working on.

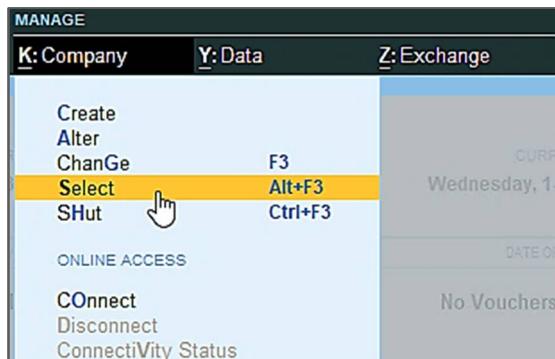
However, the shortcuts associated with different options are consistent across masters, vouchers and reports. For example, **F2** is always for date, **Alt+F2** is for period, **F10** in master screens is for Other Masters & voucher screens is for Other Vouchers, and **Ctrl+B** in reports is for Basis of Values.

In a similar manner, there are predefined list of buttons for different actions. Check different buttons when you are on different screens to know these options better.

## 1.2. Opening (Loading) the Company in TallyPrime:

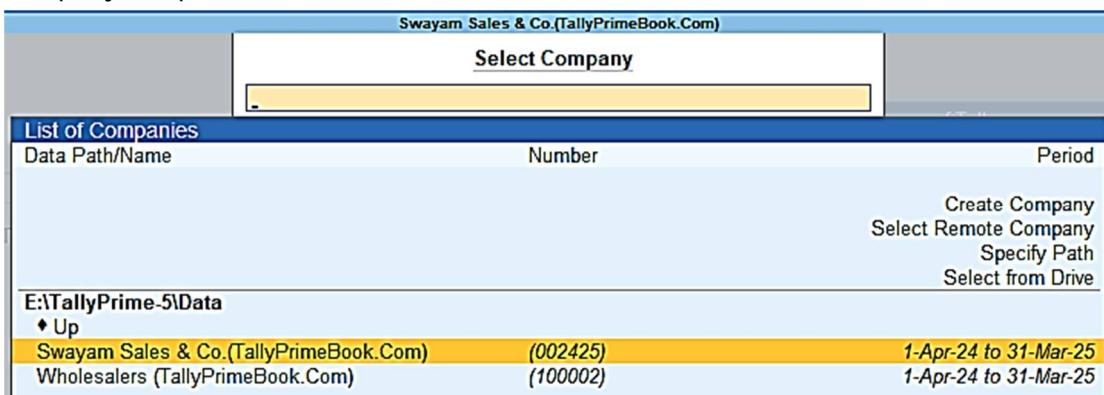
Once you have created a company, you can load/open the company in one of the following ways:

1. Press **Alt+K > Select (Alt+F3)**



Alternatively, at the Gateway of Tally, press **Alt+F3 > Company > Select Company** from the List of Companies.

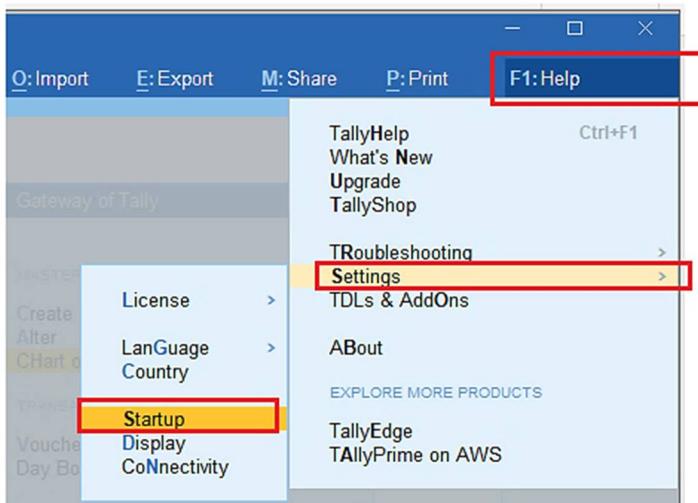
If you have created more than one company, you can browse to the data path and select the required company to open.



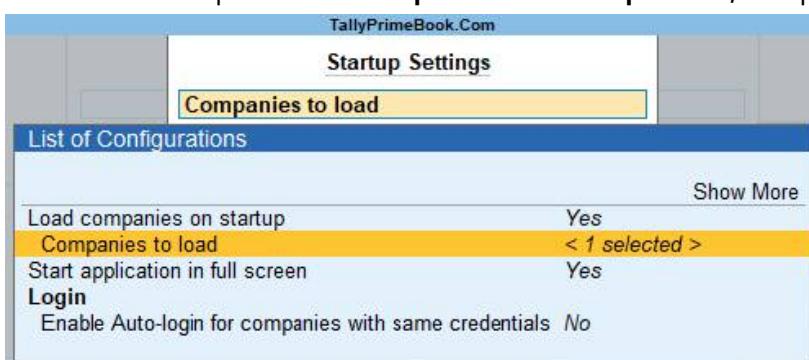
## Load company on Start-up

If you wish to load one or more companies by default, whenever you open TallyPrime, you can configure the same.

1. Open the **Startup Settings** screen: Press **F1 (Help) > Settings > Startup**.



- Set the option **Load companies on startup** to Yes, and press **Enter** on **Companies to load**.



- In the **List of Companies to Load on Startup** screen, select one or more companies, based on your need.
- Select **End of List**, after you have selected the companies to be loaded on startup.

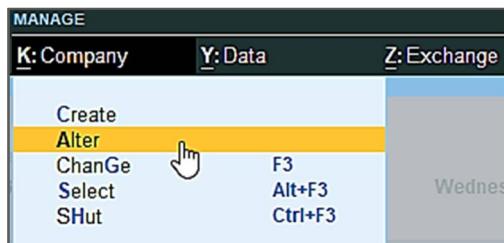


The companies that you select here will be loaded by default next time you open TallyPrime.

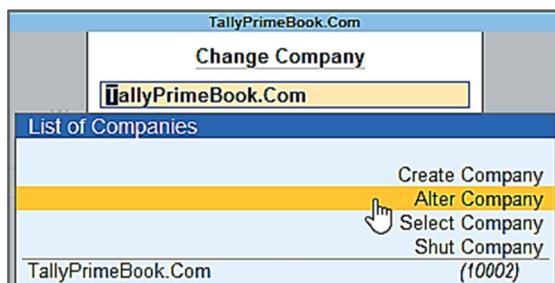
### 1.3. Modification | Update | Alter Company Details | Delete Company

If your company address, phone number, or any other contact information was not provided earlier or has changed, you can update such details in TallyPrime. Any changes made to these details will be reflected accordingly in your reports and printed invoices.

- Press **Alt+K > Alter**



Alternatively, at the Gateway of Tally, press **F3 > Company > Alter Company**



If you do not need the company anymore, you can delete the company as well by pressing **Alt+D** in Company Alternation mode screen and Press **Y** (Yes).



## **CHAPTER-2** **“GST” Setup Using TallyPrime**

### 2.1. Activate GST for Your Company

To use TallyPrime for GST compliance, you need to activate the GST feature. Once activated, GST-related features are available in ledgers, stock items, and transactions, and GST returns can be generated.

GST Registrations are of two types...

#### 1. **GST Regular Scheme ( for Regular Dealer)**

The **GST regular scheme** is for the general taxpayers whose turnover is above the threshold limit.

Under the GST regular scheme, all individuals with turnover above 40 lacs are required to take **GST Registration**. They are required to pay GST on goods & services as per the applicable rates and do regular **GST return filing**.

#### 2. **GST Composition Scheme ( for Composite Dealer)**

The composition scheme is meant for small businesses whose **turnover of taxable goods** not more than ₹1.5 crores (*In case of North-Eastern states and Himachal Pradesh, the limit is now ₹. 75\* lakh.*), where **GST has to be borne by the seller** @1% of such turnover by traders, @2% by manufacturers, 5% for Restaurants & 6% for Service Providers.

A Composition Dealer has to issue **Bill of Supply**. They **cannot issue a Tax Invoice**. This is because the tax has to be **paid by the dealer out of pocket**. A Composition Dealer is not allowed to recover the GST from the customers.

## 2.1.1. Activate GST for Regular Dealers

To use TallyPrime for GST compliance, you need to activate the GST feature. Once activated, GST-related features are available in ledgers, stock items, and transactions, and GST returns can be generated.

1. Open the company for which you need to activate GST.
2. Press **F11** (Features) > set **Enable Goods and Services Tax (GST)** to Yes.

| Company: SWAYAM SALES                                      |                                                                    |
|------------------------------------------------------------|--------------------------------------------------------------------|
| Show more features : Yes                                   | Show all features : Yes                                            |
| <b>Accounting</b>                                          |                                                                    |
| Maintain Accounts : Yes                                    | Enable Bill-wise entry : No                                        |
| Enable Cost Centres : No                                   | Enable Interest Calculation : No                                   |
| <b>Inventory</b>                                           |                                                                    |
| Maintain Inventory : Yes                                   | Integrate Accounts with Inventory : Yes                            |
| Enable multiple Price Levels : No                          | Enable Batches : No                                                |
| Enable Expiry Date for Batches : No                        | Enable Job Order Processing : No                                   |
| Enable Cost Tracking : No                                  | Enable Job Costing : No                                            |
| Use Discount column in invoices : Yes                      | Use separate Actual and Billed Quantity columns in invoices : No   |
| <b>Taxation</b>                                            |                                                                    |
| Enable Goods and Services Tax (GST) : Yes                  | Set/Alter Company GST Rate and Other Details : No                  |
| Enable Tax Deducted at Source (TDS) : No                   | Enable Tax Collected at Source (TCS) : No                          |
| Enable Value Added Tax (VAT) : No                          | Enable Excise : No                                                 |
| Enable Service Tax : No                                    |                                                                    |
| <b>Online Access</b>                                       |                                                                    |
| Enable Browser Access for Reports : Yes                    | Enable Tally.NET Services for Remote Access & Synchronisation : No |
| <b>Payroll</b>                                             |                                                                    |
| Maintain Payroll : No                                      | Enable Payroll Statutory : No                                      |
| <b>Others</b>                                              |                                                                    |
| Enable Payment Request to share payment link/QR code : Yes | Enable multiple addresses : No                                     |
| Mark modified vouchers : No                                |                                                                    |

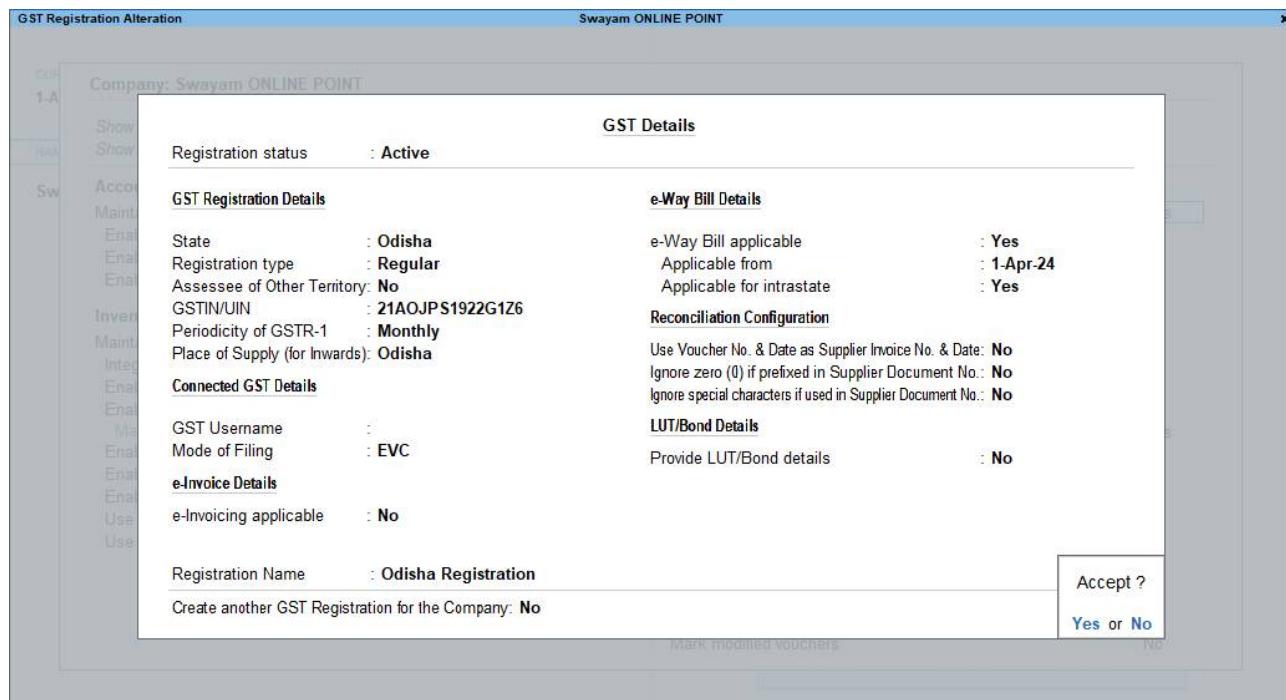
[ Note : Enable Bill-wise Entry Option to – NO ]

3. Press **F12** and enable the required options. You will find configurations related to Place of Supply, Reconciliation, LUT/Bond, and so on.

| Configuration                                                                     |  |
|-----------------------------------------------------------------------------------|--|
| Show Registration Name : No                                                       |  |
| Select Place of Supply (for inwards) : No                                         |  |
| Use Voucher No. & Date as Supplier Invoice No. & Date for Reconciliation : No     |  |
| Ignore zero (0) if prefixed in Supplier Document No. for Reconciliation : No      |  |
| Ignore special characters if used in Supplier Document No. for Reconciliation: No |  |
| Provide LUT/Bond details : No                                                     |  |

4. Fill in the relevant details for GST registration:

| <u>GST Registration Details</u>        |  |
|----------------------------------------|--|
| State : Odisha                         |  |
| Registration type : Regular            |  |
| Assessee of Other Territory : No       |  |
| GSTIN/UIN : 21AGHPB2764P1ZD            |  |
| Periodicity of GSTR-1 : Monthly        |  |
| Place of Supply (for Inwards) : Odisha |  |



- State:** The State selected during Company Creation will be reflected here. If you update the State here, it will also be updated in the Company and existing transactions.
- Registration type:** You can select the Registration type as **Regular**, **Composition**, or **Regular – SEZ**, as per your original GST registration with the department.



- Assessee of Other Territory:** If your business is located in an Exclusive Economic Zone (Other Territory), then you can enable this option. GST details will be applied accordingly in your masters and transactions.
- Periodicity of GSTR-1:** Select the Periodicity of GSTR1 as Monthly or Quarterly, based on the annual turnover of your business
- Reconciliation Configuration:** A few options have been provided to help you with a smooth GST reconciliation. You can enable them based on your business preferences.

#### Reconciliation Configuration

Use Voucher No. & Date as Supplier Invoice No. & Date : No  
 Ignore zero (0) if prefixed in Supplier Document No. : No  
 Ignore special characters if used in Supplier Document No.: No

- Use Voucher No. & Date as Supplier Invoice No. & Date:** Once you enable this option, the Voucher No. and Date will be considered as the Supplier Invoice No. and Date during reconciliation. In other words, even if you have not provided the Supplier Invoice No. and Date, then you don't have to worry, as the Voucher No. and Date will be considered.
- Ignore zero (0) if prefixed in Supplier Document No.:** If your business does not prefix zeroes in the Document No., but your supplier follows this practice, then this might lead to a mismatch during reconciliation. However, once you enable this option, then the prefixed zeroes will be ignored, and you won't have to worry about a mismatch.
- Ignore special characters if used in Supplier Document No.:** If your supplier prefers to use special characters, such as hyphen and slash, in the document number, then it

might cause issues during reconciliation. However, once you enable this option, such special characters will be ignored and you will have a smooth reconciliation.

- f. **Registration Name:** This will be derived from the State selected earlier. For example, if you have selected Karnataka, then the Registration Name will appear as Karnataka Registration for easy identification. However, you will have the option to rename the registration, as needed. For example, if you have many branches or GST registrations in Karnataka, you can name the branches as Bengaluru Branch, Mangalore Branch, and so on.
- g. **Create another GST Registration for the Company:** Use this option to save multiple GST registrations within the same company. After saving the details, you can select the relevant registration while recording transactions, wherever needed. You can also create multiple registrations for your company from the Gateway of Tally or Go To > Create Master > GST Registration

|                                                     |                       |
|-----------------------------------------------------|-----------------------|
| Registration Name                                   | : Odisha Registration |
| Create another GST Registration for the Company: No |                       |

5. Press **Ctrl+A** to save the details.

## 2.1.2. Set Up Connected GST for Your Business to Manage GST Profile in TallyPrime

You can stay connected to the GST portal like never before and easily perform activities such as **GSTR-1 filing and upload and download** of returns. To get started, you need to perform a few simple steps on the GST portal and on TallyPrime, which will set the foundation for your Connected GST journey. The first step is to ensure that API requests are enabled for your profile on the GST portal. Subsequently, you can set up the details for Connected GST in TallyPrime, as per your details on the portal.

### 2.1.2.1. Enable API Requests on the GST Portal

To start with Connected GST, you must first enable API requests for your profile on the **GST portal**. This will ensure that you can seamlessly file GSTR-1, upload and download your returns, or perform other Connected GST activities right here in TallyPrime.

1. Log in to the GST portal.
2. Click your username in the top right corner.
3. Select My Profile from the list of options.



4. In the **My Profile** screen, under **Quick Links**, click **Manage API Access**.

| Profile                                                                                                                                           | Place of Business                                                                            | Geocoded Places of Business                        | Address and Contacts | Other Business |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------|----------------|
| GSTIN/UIN<br>90AHC010233HJZC                                                                                                                      | Legal Name of Business<br><b>SK ABDUL HAI</b>                                                | Trade Name<br><b>UNIQUE PLYWOOD &amp; HARDWARE</b> |                      |                |
| Centre Jurisdiction<br><b>CBEC_Zone - KOLKATA,Commissionerate - HALDIA,Division - HALDIA-II DIVISION,Range - RANGE-I (Jurisdictional Offices)</b> | State Jurisdiction<br><b>Commissionerate - West Bengal,Circle - KEDARPUR,Range - TAMILUK</b> | Date of Registration<br><b>08/03/2028</b>          |                      |                |
| Constitution of Business<br><b>Proprietorship</b>                                                                                                 | Taxpayer Type<br><b>Regular</b>                                                              | GSTIN / UIN Status<br><b>Active</b>                |                      |                |
| Compliance Rating<br><b>NA</b>                                                                                                                    | Field Visit Conducted?<br><b>No</b>                                                          |                                                    |                      |                |

5. Set the **Enable API Request** option to **Yes**.
6. Set the **Duration** to 6 hours, as this is the current recommendation.

This will ensure that your session remains safe and secure for 6 hours, after which you can log in again, as per your requirements.

Manage API Access

Enable API Request  Yes  No

**Duration\***

6 hrs  
Select  
**6 hrs**  
30 days

Please note that any user sessions created through GSP after enabling access will remain active for the duration mentioned even after disabling access. However, any new user session through GSP will not be allowed if access to API is disabled.

**CONFIRM**

7. Click **Confirm**.

Now you can proceed to manage the credentials in TallyPrime and reap the benefits of the Connected GST experience.

### 2.1.2.2. Specify Connected GST Details

To enjoy the benefits of Connected GST in TallyPrime, you can set up your GST details, such as GST Username and Mode of Filing, in your company features. Once you have specified the details here, they will appear in the flow of Connected GST activities such as upload, download, and filing.

However, TallyPrime also provides you with the flexibility to specify the same details directly in the flow of the Connected GST activities.

1. Press **F11** and set **Enable Goods and Services (GST)** to **Yes**. The **GST Details** screen opens.
2. Under **Connected GST Details**, specify the **GST Username** that was registered on the GST portal.

- Specify the **Mode of Filing** as either Digital Signature Certificate (**DSC**) or Electronic Verification Code (**EVC**), as per your business requirements.

**GST Details**

Registration status : Active

**GST Registration Details**

State : Odisha  
Registration type : Regular  
Assessee of Other Territory: No  
GSTIN/UIN : 21AOJPS1922G1Z6  
Periodicity of GSTR-1 : Monthly  
Place of Supply (for Inwards): Odisha

**Connected GST Details**

GST Username : **SE\_BLS-123**  
Mode of Filing : **EVC**

**e-Invoice Details**

e-Invoicing applicable : No

Registration Name : Odisha Registration

Create another GST Registration for the Company: No

**e-Way Bill Details**

e-Way Bill applicable : Yes  
Applicable from : 1-Apr-24  
Applicable for intrastate : Yes

**Reconciliation Configuration**

Use Voucher No. & Date as Supplier Invoice No. & Date: No  
Ignore zero (0) if prefixed in Supplier Document No.: No  
Ignore special characters if used in Supplier Document No.: No

**LUT/Bond Details**

Provide LUT/Bond details : No

- Press **Ctrl+A** to save the details.

Now you are all set to experience the trailblazing features such as upload, download, and filing.

## Manage GST Login & Logout

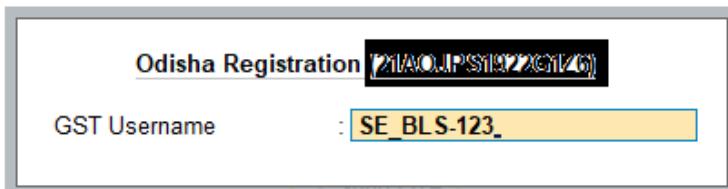
**GST Login & Logout** is a handy report where you can view the GST sessions for all your GST registrations. You can see both the active as well as inactive sessions, along with the validity of the sessions.

This report also provides you with the great flexibility to log out of all your sessions at one go.

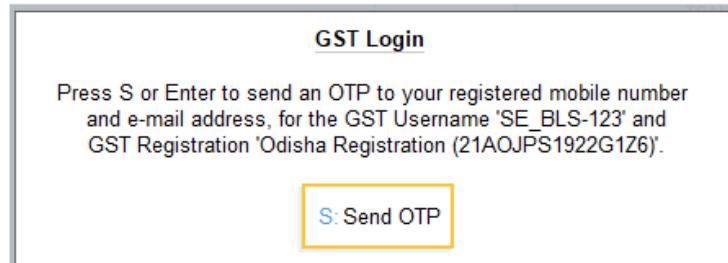
- Press **Alt+Z** (Exchange) > **GST Login & Logout**.



- Log in to your GST profile.
  - Enter your **GST Username**.



- b. Enter the OTP received on your registered mobile number, after which your vouchers will be exported to the GST portal.



Once you have logged in, the session will be valid for six hours, which will ensure the safety and security of your activities.

## CHAPTER-3

### **"ACCOUNTING" Setup Using TallyPrime**

TallyPrime gives you great flexibility in setting up your **Chart Of Accounts**. It allows you to group your ledger accounts right at the time of creating your accounts chart. Your reports and statements reflect the desired classification at all times.

List of accounts displays the existing chart of accounts, listed as groups, in alphabetical order.

- **Gateway of Tally > Chart of Accounts** > select master type you want to see in **Chart of Accounts**.
- Alternatively, press **Alt+G** (Go To) > type or select **Chart of Accounts** > select master type you want to see in **Chart of Accounts** and press **Enter**.



## 3.1. Account Groups in TallyPrime

Groups are collection of ledgers of the same nature. Account groups are maintained to determine the hierarchy of Ledger Accounts, which is helpful in determining and presenting meaningful and compliant reports. Using this you can generate reports, which are meaningful as well as compliant with laws.

At the highest level, accounts are classified into **Capital** or **Revenue** – and more specifically into **Assets**, **Liabilities**, **Income** and **Expenditure**.

TallyPrime provides you with **28 Pre-defined Groups**, of these **15 are Primary Groups** and **13 are Sub-Groups**. You can also create your own groups, either as **Sub-groups** or **Primary Groups**.

The lowest level would be the Ledger Account. All Voucher entries are passed using ledgers.

TallyPrime has Pre-Defined Ledgers for **Cash (under Cash-in-hand group)** and for the **Profit & Loss A/c (under primary group)**.

| 15 Primary Groups                         | 13 Sub Groups                                                                                                    |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Balance Sheet ( 9 Groups)</b>          |                                                                                                                  |
| Branch / Divisions                        |                                                                                                                  |
| Capital Account                           | Reserves & Surplus                                                                                               |
| Current Assets                            | Bank Accounts<br>Cash-in-hand<br>Deposits (Asset)<br>Loans & Advances (Asset)<br>Stock-in-hand<br>Sundry Debtors |
| Current Liabilities                       | Duties & Taxes<br>Provisions<br>Sundry Creditors                                                                 |
| Loans (Liability)                         | Bank OD A/c<br>Secured Loans<br>Unsecured Loans                                                                  |
| Investments                               |                                                                                                                  |
| Fixed Assets                              |                                                                                                                  |
| Misc. Expenses (ASSET)                    |                                                                                                                  |
| Suspense A/c                              |                                                                                                                  |
| <b>Profit and Loss Account (6 Groups)</b> |                                                                                                                  |
| Direct Incomes                            |                                                                                                                  |
| Direct Expenses                           |                                                                                                                  |

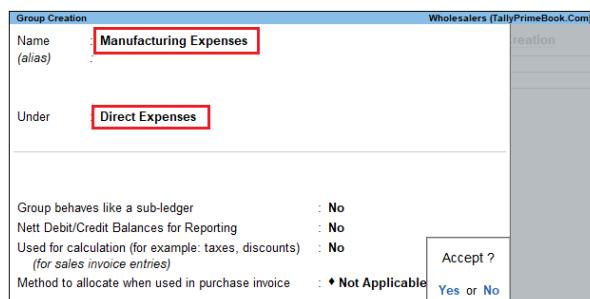
|                   |  |
|-------------------|--|
| Indirect Expenses |  |
| Indirect Incomes  |  |
| Sales Accounts    |  |
| Purchase Accounts |  |

Out of the 15 Primary Groups, **9 Primary Groups appear in the Balance Sheets** that are Capital in nature and **6 Primary Groups appear under Profit & Loss account** which are Revenue in nature.

### 3.1.1. Create Account Groups (under Single Group) one-by-one:

1. **Gateway of Tally > Create** > type or select **Group** and press **Enter**. Alternatively, press **Alt+G** (Go To) > **Create Master** > type or select **Group** and press **Enter**.
2. After giving Name to the Group, In the field **Under**, from the **List of Groups** displayed, select the parent group under which the group has to be classified.

For example, **Manufacturing Expenses** under **Direct Expenses** .



A new group created under primary will not be reflected in reports until you pass masters / transactions for that group.

**You can also View any Groups...**

Go to **Gateway of Tally > Chart of Accounts > Groups > Enter**

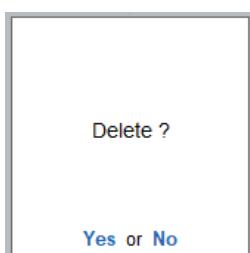
**You can also Alter / Modify any Groups ...**

Go to **Gateway of Tally > Alter > Groups** > Select or type **Group Name** and **Press Enter** to **Alter** .

#### Delete a Created Group (No Default Group)

Groups can be deleted from the alteration screen, provided no transactions has been made or no sub-groups has been created .

Just Pres Alt+D in Alteration screen, and press Y.



### 3.1.2. Advanced Configurations for Account Groups

1. **Gateway of Tally > Create** > type or select **Group** and press **Enter**. Alternatively, press **Alt+G** (Go To) > **Create Master** > type or select **Group** and press **Enter**.

2. Select **F12: Configure** (Group Configuration) and enable '**Yes**' - **Show more Configurations**.

The group creation screen with advanced options is displayed as shown below:

**Configuration**

Show more configurations : **Yes**

**General Details**

|                                                                                                          |       |
|----------------------------------------------------------------------------------------------------------|-------|
| Provide aliases for Name                                                                                 | : Yes |
| Provide language aliases for Name                                                                        | : No  |
| Allow Groups to behave like Sub-ledger                                                                   | : Yes |
| Allow Nett Credit/Debit Balances for Reporting                                                           | : Yes |
| Use Group for calculation (for example: Taxes & Discounts)<br><i>(for Sales invoices)</i>                | : Yes |
| Select Appropriation Methods to allocate Additional Costs<br><i>(in Invoice Mode for Purchases only)</i> | : Yes |

**Statutory Details**

|                                   |       |
|-----------------------------------|-------|
| Provide GST Details               | : No  |
| Provide HSN/SAC details           | : Yes |
| Provide HSN/SAC description       | : Yes |
| Select Nature of Transaction      | : No  |
| Provide breakup of Tax Rate       | : No  |
| Provide Cess Rate details         | : No  |
| Enable Reverse Charge calculation | : No  |
| Eligible for Input Tax Credit     | : No  |

In the Group Creation screen :

**Group Creation**

Name : **Manufacturing Expenses**  
(alias) :

Under : **Direct Expenses**

Group behaves like a sub-ledger : **No**  
Nett Debit/Credit Balances for Reporting : **No**  
Used for calculation (for example: taxes, discounts)  
*(for sales invoice entries)* : **No**  
Method to allocate when used in purchase invoice : **♦ Not Applicable**  
Set/Alter TDS details : **No**

1. Enter a name for the group.
2. Enter a group category. If a group is created under **Primary** you must select from asset, expenses, income or liability.
3. Select the **Nature of Group** .
4. Select **Yes** for the option **Group behaves like sub-ledger?** to allow groups to act as a ledger.  
When the option **Group behaves like sub-ledger?** is set to **No** , all the ledgers that are grouped is displayed in detailed mode.  
When the option **Group behaves like sub-ledger?** is set to **Yes** , the ledgers grouped under the same is not displayed in detailed mode.
5. Set **Nett Debit/Credit Balances for Reporting?** to **Yes** to display net debit or credit balance in the report (whichever is higher).
6. Set **Used for Calculation (e.g. taxes, discounts)?** to **Yes** if ledgers under this group have percentages for discounts or taxes to be used in invoice entry. This is displayed while passing voucher in invoice mode and for automatic calculations.
7. Select **Method to Allocate when used in Purchase Invoice** from the **Allocation Methods** list to allocate the expense of the item in the ratio of the quantity or value.

## **[Practical Assignment-1]**

### **Creation of Account Groups**

**Create the following Accounts Groups with Normal Letter (Italic Letters are Default (or Pre-defined) Group) ...**

|                                                        |
|--------------------------------------------------------|
| <b><i>CURRENT LIABILITIES (Pre-defined)</i></b>        |
| DEPOSIT RECEIVED                                       |
| ADVANCES RECEIVED                                      |
| <b><i>SUNDAY CREDITOR (pre-defined):</i></b>           |
| DISTRIBUTORS                                           |
| CLEARING & FORWARDING AGENTS                           |
| CREDITORS FOR EXPENSES                                 |
| <b><i>PROVISIONS (Pre-defined)</i></b>                 |
| EXPENSES / OUTSTANDING PAYABLE                         |
| <b><i>FIXED ASSETS (Pre-defined)</i></b>               |
| OFFICE EQUIPMENTS                                      |
| <b><i>SUNDAY DEBTORS (Pre-defined)</i></b>             |
| DEALER                                                 |
| RETAILER                                               |
| <b><i>LOAN &amp; ADVANCES (ASSETS)-Pre-defined</i></b> |
| LOAN TO STAFF                                          |
| LOAN TO OTHERS                                         |
| ADVANCES                                               |
| <b><i>INDIRECT EXPENSES -Pre-defined</i></b>           |
| SALARIES & STAFF EXPENSES                              |
| MARKETING EXPENSES                                     |
| ADMINISTRATIVE EXPENSES                                |
| FINANCIAL EXPENSES                                     |
| ADMINISTRATIVE TAXES                                   |
| DEPRECIATION                                           |

## **3.2. Ledgers in TallyPrime**

A ledger is the actual account head to identify your transactions and are used in all accounting vouchers.

For example, purchase, payments, sales, receipts, and others accounts heads are ledger accounts. Without a ledger, you cannot record any transaction.

All **Ledgers** have to be classified into **Groups**. These groups and ledgers are classified into **Profit and Loss or Balance Sheet**.

The creation and usage of Groups in TallyPrime has been explained earlier. Now you will learn how TallyPrime works with Ledgers.

### **Pre-defined Ledgers in TallyPrime**

There are two **pre-defined ledgers** available in TallyPrime, they are:

(i) Cash

This Ledger is created under the Group Cash-in-hand. You can enter the opening balance as on the date of books beginning from. You can also alter the name and even delete the Ledger.

## (ii) Profit and Loss Account

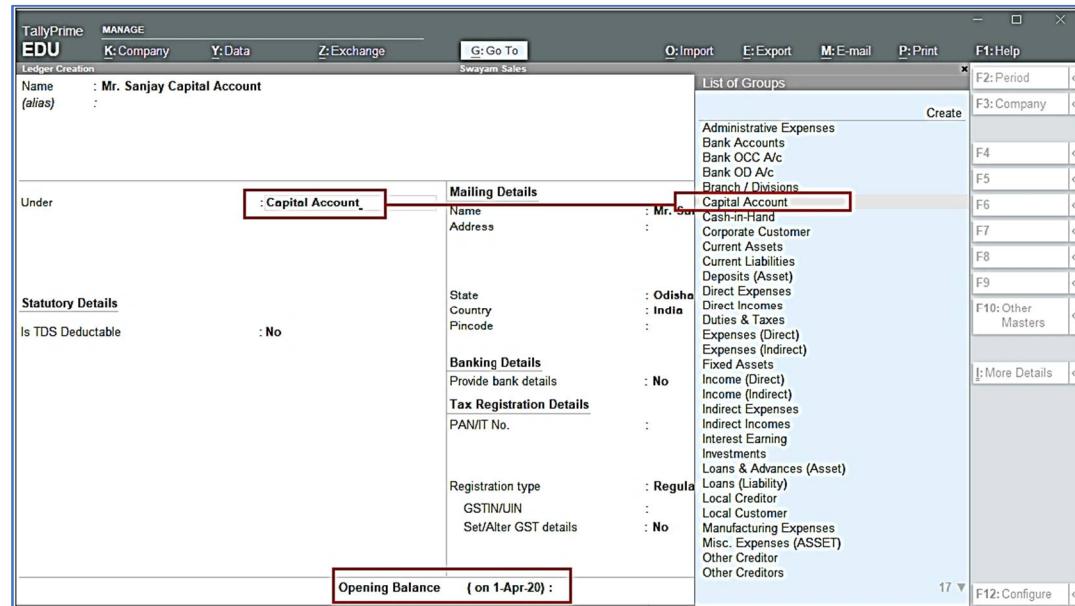
This Ledger is created under the Group Primary. Previous year's Profit or Loss is entered as the opening balance for this ledger. The balance entered here is treated as the opening profit/loss and shown in the Balance Sheet as opening balance of Profit and Loss account in the Liabilities side.

You cannot delete this ledger, but you can modify the same.

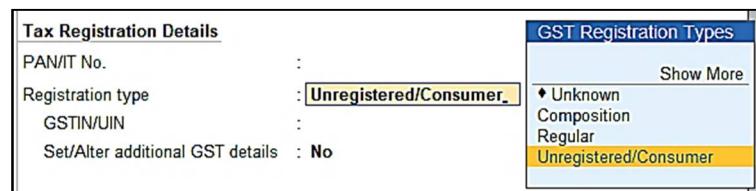
### 3.2.1. Creating a Single LEDGER:

1. **Gateway of Tally > Create > type or select Ledger and press Enter.**

Alternatively, press **Alt+G** (Go To) > **Create Master** > type or select **Ledger** and press **Enter**.



2. Name Box : enter the name of ledger, alias is used for short name.
3. Select the group under which the ledger will be created.
4. You can select Tax Registration type : Regular (required GST No) or Unregistered/Consumer (No GST No required)



5. Enter the Opening Balance.

#### F12 : Configure (Ledger)

Configuring F12 (functional key): You can also configure your ledger creation as per your requirement by using 'F12'.

To view and show all Configurations...you have to enable Yes of two option inside Configuration screen.

|                          |       |
|--------------------------|-------|
| Show more configurations | : Yes |
| Show all configurations  | : Yes |

| Configuration                                                                                                               |   |     |
|-----------------------------------------------------------------------------------------------------------------------------|---|-----|
| Show more configurations                                                                                                    | : | Yes |
| Show all configurations                                                                                                     | : | Yes |
| <b>General Details</b>                                                                                                      |   |     |
| Provide aliases for Name                                                                                                    | : | Yes |
| Provide language aliases for Name                                                                                           | : | No  |
| Provide Description for Ledgers                                                                                             | : | No  |
| Provide Notes for Ledgers                                                                                                   | : | No  |
| Behave as Payment Gateway Ledger                                                                                            | : | Yes |
| Provide Credit Limits                                                                                                       | : | No  |
| Use Inventory Allocations for Ledgers                                                                                       | : | No  |
| Select Type of Ledger to auto-calculate values in Invoice mode<br>( <i>Cash/Trade discount or invoice rounding values</i> ) | : | Yes |
| Select Appropriation Methods to allocate Additional Costs<br>( <i>in Invoice Mode for Purchases only</i> )                  | : | No  |
| Provide Percentage of Calculation and Rounding Method<br>( <i>for auto-calculation during voucher entry</i> )               | : | Yes |
| Provide Opening Balances for Ledgers                                                                                        | : | Yes |
| <b>Party Details</b>                                                                                                        |   |     |
| Provide Mailing Details                                                                                                     | : | Yes |
| For Income and Expense Accounts also                                                                                        | : | No  |
| Provide Contact Details                                                                                                     | : | No  |
| Provide Bank Details                                                                                                        | : | Yes |
| <b>Bank &amp; Payment Request Details</b>                                                                                   |   |     |
| Provide Effective Date of Reconciliation<br>( <i>for Bank &amp; Payment Gateway Ledgers</i> )                               | : | No  |
| Provide Bank Account Details for Bank Ledgers                                                                               | : | Yes |
| Set Bank Reconciliation and e-Payments<br>( <i>for supported Banks only</i> )                                               | : | Yes |
| Provide Cheque Book and Cheque Printing details<br>( <i>for Post-Dated Vouchers</i> )                                       | : | Yes |
| Set Bank Ledgers as Notional Bank Ledgers<br>( <i>for Post-Dated Vouchers</i> )                                             | : | No  |
| <b>Tax Details</b>                                                                                                          |   |     |
| Select type of Duties or Taxes<br>( <i>for Ledgers behaving as Duties &amp; Taxes only</i> )                                | : | Yes |
| Set Ledgers to behave as Duties and Taxes                                                                                   | : | No  |
| Include additional Ledger Value to calculate Assessable Value                                                               | : | Yes |
| <b>Party Tax Registration Details</b>                                                                                       |   |     |
| Provide GST Registration Details                                                                                            | : | Yes |
| Assessee of Other Territory                                                                                                 | : | No  |
| Use Ledger as common Party                                                                                                  | : | No  |
| Ignore prefixes and suffixes in Doc No. for reconciliation                                                                  | : | No  |
| <b>GST Details</b>                                                                                                          |   |     |
| Provide GST Details                                                                                                         | : | Yes |
| For Non-Revenue Accounts also                                                                                               | : | No  |
| Provide HSN/SAC details                                                                                                     | : | Yes |
| Provide HSN/SAC description                                                                                                 | : | Yes |
| Select Nature of Transaction                                                                                                | : | No  |
| Provide breakup of Tax Rate                                                                                                 | : | No  |
| Provide Cess Rate details                                                                                                   | : | No  |
| Enable Reverse Charge calculation                                                                                           | : | No  |
| Eligible for Input Tax Credit                                                                                               | : | No  |
| Select Type of Supply                                                                                                       | : | Yes |

### 3.2.2 Displaying, Altering and Deleting Ledger Accounts

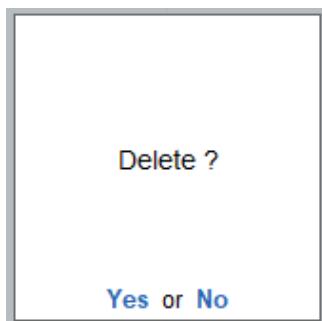
You can alter any information of the ledger master with the exception for the closing balance under the group **stock-in-hand**.

#### To display/alter a ledger

- Gateway of Tally > Alter > type or select **Ledger Name** and press **Enter** to Alter.  
Alternatively, press **Alt+G** (Go To) > **Alter Master** > type or select **Ledger** and press **Enter**.

#### To delete a ledger

- Press **Alt+D** and press **Y**. (*In Alteration mode screen of Ledger*)



**Note:** You can delete the ledger if no vouchers have been created under it. If you want to delete a ledger for which vouchers have been created, you have to first delete all the vouchers from that ledger and then delete the ledger account.

### 3.2.3. Creating a Current Liabilities / Assets Ledger

Accounts like Outstanding Liabilities, Statutory Liabilities and other minor liabilities can be created directly under Current Liabilities and Assets can be classified as Current assets and Fixed assets.

The **Ledger Creation** screen appears as shown above in **Para- 3.2.1.** :

## [Practical Assignment-2]

# Creation of Asset & Liabilities

### **Create the following Assets & Liabilities Ledgers with Opening Balance as given:**

In our given Practical Assignment, you must remember all the Bold Letter are Groups (not required to create) under which you have to create all the Ledgers with given Opening Balance

**Note :**

1. All Bold Capital Letters are Pre-defined Groups (Not required to be create) to be select while creating Ledgers.
2. Ledgers of Small Letter are required to be Create Newly with Opening Balance as given
3. Include in Assessable Value Calculation – Not Applicable [Default – Don't change]
4. Tax Registration type of all above Ledgers are Unregistered / Consumers (GST No. Not required)

|                                  |   |                                                                     |
|----------------------------------|---|---------------------------------------------------------------------|
| <b>Tax Registration Details</b>  |   | <b>GST Registration Types</b>                                       |
| PAN/IT No.                       | : | Show More                                                           |
| Registration type                | : | ♦ Unknown<br>Composition<br>Regular<br><b>Unregistered/Consumer</b> |
| GSTIN/UIN                        | : |                                                                     |
| Set/Alter additional GST details | : |                                                                     |

| <b>LIABILITIES</b>                             |  | <b>Total</b> |
|------------------------------------------------|--|--------------|
| <b>CAPITAL A/C</b>                             |  |              |
| Partner-Sanjay Capital a/c                     |  | 10,00,000    |
| Partner-Soumya Capital a/c                     |  | 10,00,000    |
| <b>RESERVES &amp; SURPLUS</b>                  |  |              |
| Profit & Loss - Current Year                   |  | -            |
| Profit & Loss - Previous Year                  |  | -            |
| <b>LOANS (LIABILITY)</b>                       |  |              |
| <b>SECURED LOANS</b>                           |  |              |
| Bank-HDFC Loan A/c                             |  | 1,50,000     |
| Bank-ICICI Term Loan on Equipment              |  | 50,000       |
| <b>UNSECURED LOANS</b>                         |  |              |
| Mr. A-Loan a/c                                 |  | 50,000       |
| Mr. X-Loan a/c                                 |  | 75,000       |
| Family Member - 1 Loan a/c                     |  | 50,000       |
| Family Member - 2 Loan a/c                     |  | 10,000       |
| Loan From C&F Agent                            |  | 25,000       |
| <b>CURRENT LIABILITIES</b>                     |  |              |
| <b>DUTIES &amp; TAXES [See Assignment -5 ]</b> |  |              |
| CGST                                           |  | -            |
| SGST                                           |  | -            |
| IGST                                           |  | -            |

|                                              |                  |
|----------------------------------------------|------------------|
| <b>SUNDRY CREDITORS [See Assignment - 4]</b> | <b>4,00,000</b>  |
| <b>DISTRIBUTORS</b>                          |                  |
| <i>[See Assignment No- 4 ]</i>               |                  |
| <b>CLEARING &amp; FORWARDING AGENTS</b>      |                  |
| <i>[See Assignment No- 4 ]</i>               |                  |
| <b>CREDITORS FOR EXPENSES</b>                |                  |
| <i>[See Assignment No- 4 ]</i>               |                  |
| <b>DEPOSITS RECEIVED</b>                     |                  |
| Deposit Received from Mr. A                  | 30,000           |
| Deposit Received from Customer - 1           | 20,000           |
| <b>ADVANCES RECEIVED</b>                     |                  |
| Advance Received From Customer - 1           | 10,000           |
| Advance Received From Customer - 2           | 10,000           |
| <b>PROVISIONS</b>                            |                  |
| <b>EXPENSES / OUTSTANDINGS PAYABLE</b>       |                  |
| Salaries/Bonus Payable                       | 50,000           |
| GST Payable                                  | 20,000           |
| Expenses Payable                             | 20,000           |
| Interest Payable                             | 30,000           |
| <b>Total LIABILITIES</b>                     | <b>30,00,000</b> |

### 3.2.4. Creating Bank Account Ledgers in TallyPrime

Bank ledgers contain relevant information about a bank that you use to make or receive payments. You can provide information such as Bank name, Account no., IFS code, and address while creating bank ledgers.

#### To create a bank ledger

1. **Gateway of Tally** > **Create** > type or select **Ledger** and press **Enter**. Alternatively, press **Alt+G** (Go To) > **Create Master** > type or select **Ledger** and press **Enter**.
2. Enter the **Name** of the bank for the bank ledger.
3. Select **Bank Account** from the **List of Groups**, in the **Under** field.

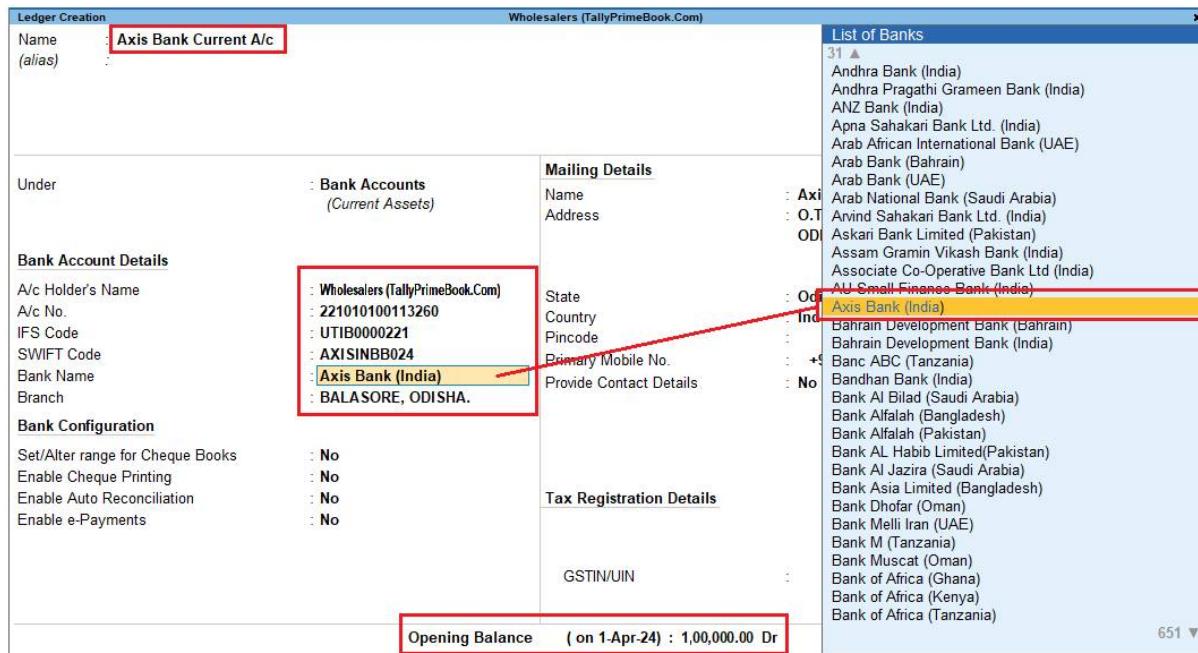
**Note:** The **Books Beginning date** is pre-filled in **Effective Date for Reconciliation** field.

4. Provide the following details in **Bank Accounts details**:
  - o **A/C holder's name** - It prefills the company name; however, you can alter this name by pressing **Backspace**.
  - o **A/c no.** - Provide the account number of your bank.
  - o **IFS code** - Provide the IFS code for your bank.

**Note:** If the IFS code is incorrect, the system prompts the warning message "Invalid IFS Code. The IFS Code must contain 4 alphabets, followed by 0 and 6 numbers/alphabets. **For example**, UTIB0000221."

- o **Bank name** - Select the bank name from the **List of Banks**.

The Ledger Creation screen appears as shown below:



**Note:** The **List of Banks** is displayed only when TSS and internet connectivity is available. Additionally, the **Bank Configuration** displays options that are applicable for the bank you select.

## [Practical Assignment-3]

### Creation of Bank Account

Create the following Bank Ledger with Opening Balances given:

|                             | Opening Balance |
|-----------------------------|-----------------|
| <b>Bank Account (Group)</b> |                 |
| Axis Bank Current A/c       | 1,00,000        |
| SBI Current A/c             | 50,000          |

### 3.2.5. Creating Party Ledgers (Sundry Debtor / Sundry Creditor)

A business deals with customers, wholesalers, retailers, Suppliers and many such business parties on a day-to-day basis. You need to create party ledgers to record transactions that you make, which may involve Sales , Purchase, Receipts or Payments, or Sales or Purchase from these parties.

To create a Party Ledger:

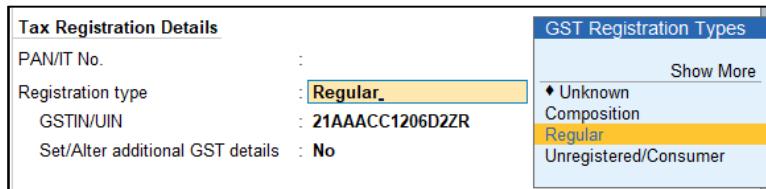
1. **Gateway of Tally > Create >** type or select **Ledger** and press **Enter**. Alternatively, press **Alt+G** (Go To) > **Create Master** > type or select **Ledger** and press **Enter**.
2. Enter the **Name** of the Party ledger
3. Select **Sundry Creditors / Sundry Creditors** from the **List of Groups** in the **Under** field.

4. In **Mailing details**, the State is your default local State. You can change name of State from the State List if your Suppliers belongs to Outside State.

|         |          |
|---------|----------|
| State   | : Odisha |
| Country | : India  |
| Pincode | : 756001 |

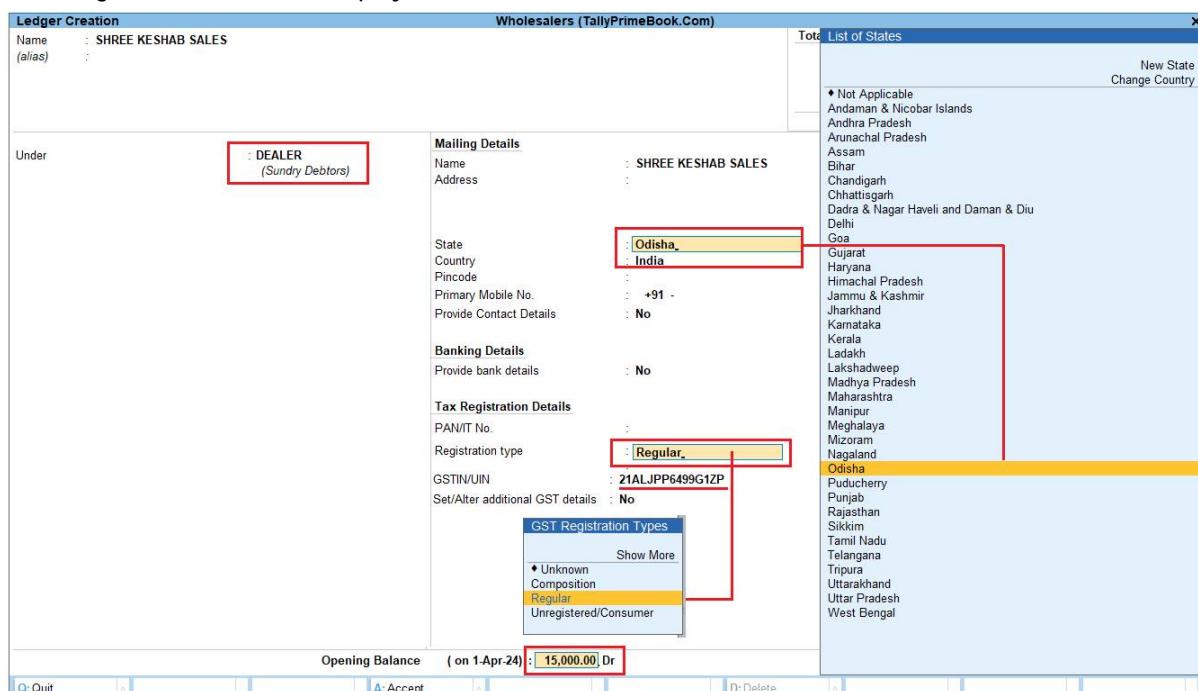
6. Enable the option **Tax Registration Details**.
- o Select the relevant **Registration Type** from the **List of registration Types**.
  - o Enter the 15-digit GSTIN or UIN issued by the tax authority.
  - o If the supplier is an e-commerce operator, then enable the option **Behave as e-Commerce Operator?**

The **GST Details** screen appears as shown below:



- o Press **Ctrl+A** to accept.

The **Ledger Creation** screen displays as shown below:



### Important Points:

- GST involves within State (Local) and Outside State (Outside).
- GST within State transactions are classified into CGST & SGST & Outside State transaction is IGST.
- TallyPrime will select CGST , SGST (with state transaction) or IGST (outside State transaction) on the basis of Party Ledger Address i.e. State & Party Registration type i.e. Composition or Consumer or Regular or Unregistered/Consumer. If Party is Registered either under Composition or Regular, then GSTIN / UIN No. has to be mentioned. TallyPrime will validate the GSTIN / UIN No. on the basis of State selection under Mailing details.
- So the most important part at the time creation of Party Ledger is its selection of State in Mailing Address and type of Registration under Tax Registration Details as per screen below:

|                                  |                   |
|----------------------------------|-------------------|
| <b>Mailing Details</b>           |                   |
| Name                             | : Laxmi & Com     |
| Address                          | : Balasore-756001 |
| State                            | : Odisha          |
| Country                          | : India           |
| Pincode                          | : 756001          |
| <b>Banking Details</b>           |                   |
| Provide bank details             | : No              |
| <b>Tax Registration Details</b>  |                   |
| PAN/IT No.                       | :                 |
| Registration type                | : <b>Regular</b>  |
| GSTIN/UIN                        | : 21AGHPB2764P1ZD |
| Set/Alter additional GST details | : No              |

**GST Registration Types**  
Show More  
 ♦ Unknown  
 Composition  
**Regular**  
 Unregistered/Consumer

- TallyPrime will calculate GST automatically on the basis of GST Rate given in Items & Goods in case of Accounts with Inventory and in case of Accounts only GST Rate given in Sales or Purchase Ledger:

### 3.2.6. Directly Create Party Ledgers Using GSTIN/UIN (Rel.5)

You can now create or alter your party ledgers at the click of a button. With the help of the Fetch Details Using GSTIN/UIN button, you can instantly fetch the party details available on the GST portal and update it directly in the party ledger.

However, you also have the flexibility to create your party ledgers offline or manually, as per your business preferences.

The Fetch Details Using GSTIN/UIN feature will significantly save your time and effort, as you don't have to manually type any of the details of the party, apart from the GSTIN/UIN at the beginning.

You won't have to worry about the correctness or recency of the information, as it is being fetched in real time from the portal. You will be able to view and update all the available information about your party, starting from the name to the address details, such as state, area and pincode, and also the PAN.

#### 1. Gateway of Tally > Create/Alter > Ledger.

|                                                            |                                 |                                        |                                          |
|------------------------------------------------------------|---------------------------------|----------------------------------------|------------------------------------------|
| <b>Ledger Creation</b>                                     |                                 | Swayam Sales & Co.(TallyPrimeBook.Com) |                                          |
| Name<br>(alias)                                            | Mahira Plyboard India Pvt. Ltd. |                                        |                                          |
|                                                            |                                 | Total Opening Balance                  | F2: Period                               |
|                                                            |                                 | 64,10,253.38 Dr                        | F3: Company                              |
|                                                            |                                 | 64,10,253.38 Cr                        | F4                                       |
|                                                            |                                 |                                        | F5                                       |
|                                                            |                                 |                                        | F6                                       |
|                                                            |                                 |                                        | F7                                       |
|                                                            |                                 |                                        | F8                                       |
|                                                            |                                 |                                        | F9                                       |
|                                                            |                                 |                                        | F10: Other Masters                       |
|                                                            |                                 |                                        | <b>L: Fetch Details Using GSTIN /UIN</b> |
|                                                            |                                 |                                        | B: Get HSN /SAC Info                     |
|                                                            |                                 |                                        | C: Get Address                           |
|                                                            |                                 |                                        | D: Get Tax Reg.                          |
|                                                            |                                 |                                        | E: Get Bank Details                      |
|                                                            |                                 |                                        | F12: Configure                           |
| <b>Under</b> : Sundry Debtors<br><i>(Current Assets)</i>   |                                 |                                        |                                          |
| <b>Mailing Details</b><br>Name : Mahira<br>Address :       |                                 |                                        |                                          |
| State : Odisha<br>Country : India<br>Pincode :             |                                 |                                        |                                          |
| Primary Mobile No. : +91 -<br>Provide Contact Details : No |                                 |                                        |                                          |
| <b>Banking Details</b><br>Provide bank details : No        |                                 |                                        |                                          |
| <b>Tax Registration Details</b><br>PAN/IT No. :            |                                 |                                        |                                          |
| Opening Balance ( on 1-Apr-24 ) :                          |                                 |                                        |                                          |
| <a href="#">Q: Quit</a>                                    |                                 | <a href="#">A: Accept</a>              | <a href="#">D: Delete</a>                |



The image shows the cover of the 'TallyPrime e-Book PDF ADVANCED USAGE' book. It features the Tally Prime logo at the top left, followed by the text 'Release 5 & Higher' and 'UPDATED: 2025-26'. The title 'TallyPrime e-Book PDF ADVANCED USAGE' is prominently displayed in the center. Below the title, it says 'COVERING 25 CHAPTERS & 58 ASSIGNMENTS' and 'By Sanjay Sastipati'. To the left of the title, there's a small portrait of a woman holding books. To the right, there's a blue hexagonal graphic containing a white silhouette of a person carrying books. At the bottom left, there's a small illustration of a character holding a book and pointing towards the download link. The bottom right corner shows a price of ₹800 and three blue arrows pointing left.

# Enjoying the Sample!

## Buy the e-Book (PDF) Online to Read the Full Book.

[www.TallyPrimeBook.Com](http://www.TallyPrimeBook.Com)