Tally Prime 6.0 _updated_

Release 5 & Higher
UPDATED: 2025-26

Tally POWER OF SIMPLICITY

TallyPrime e-Book PDF

ADVANCED USAGE

COVERING 25 CHAPTERS & 58 ASSIGNMENTS

By _Sanjay Satapathy_

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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.

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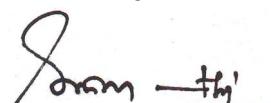
Forward

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.

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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

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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

eMail ID : order@tallyprimebook.com

Financial Year begins from	:	1-4-2024
Books beginning from	:	1-4-2024
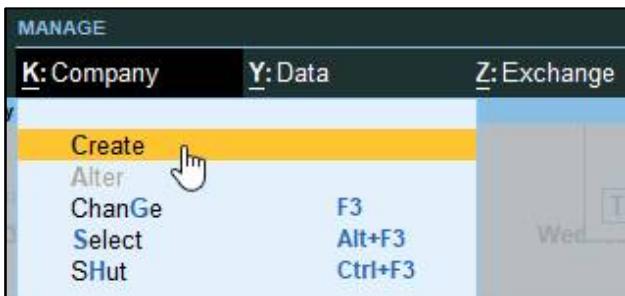
> *Note :*
>
> *Your can change your Local State with your GST No. DUE TO GST TRANSACTIONS. If your put your local state, all GST transaction with in your state will be CGST & SGST. So while creating Sundry Debtor or Sundry Creditor or any other Credit Party, their State and GST No. depends your within State transactions or Outside State Transaction.*

Company Creation:

You can create a Company profile by using the following procedure :
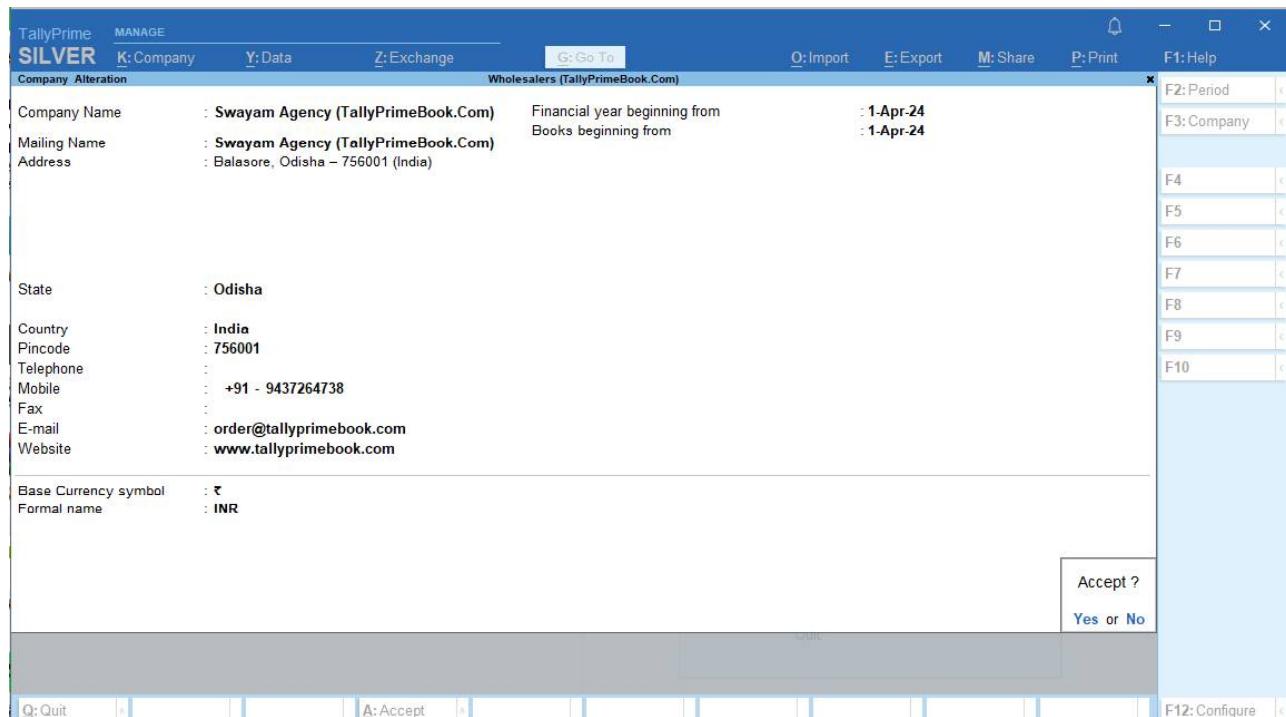
1.   Press **Alt+K > Create**.

Alternatively, at the Gateway of Tally, press **F3 > Company > Create Company**
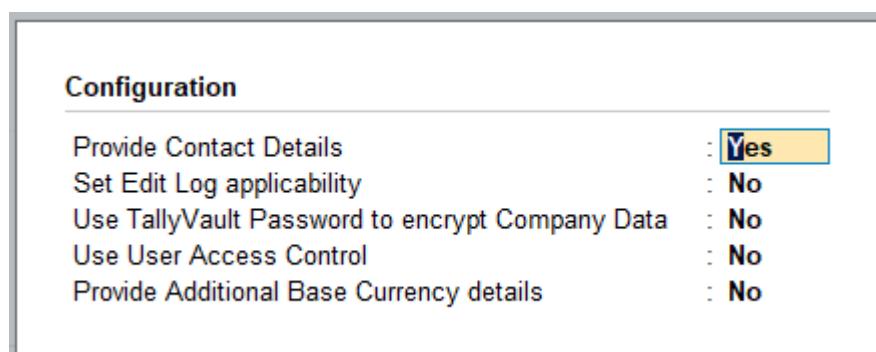
The Company Creation screen appears.

Note :

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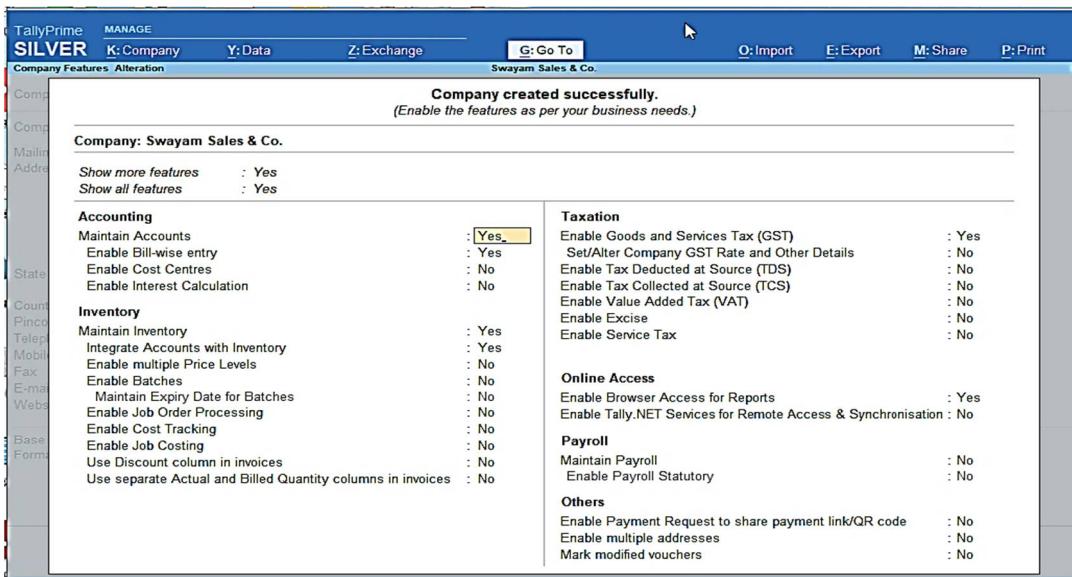
F12 Configure options

- **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 begins from** : TallyPrime pre-fills this field based on the date settings of your computer and the **Country** selected in the **Company Creation** screen.
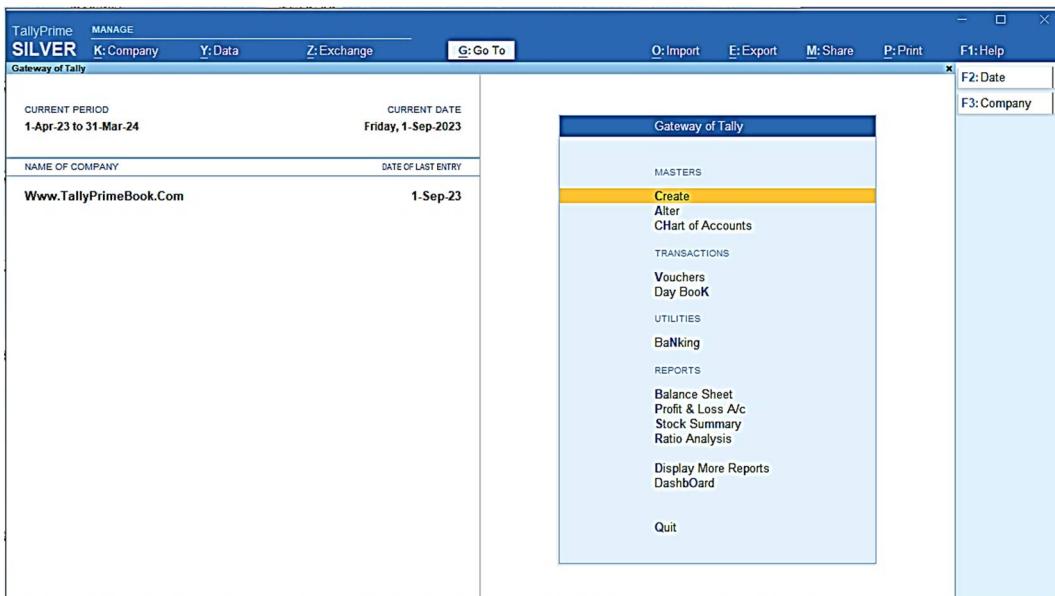
For example, if your computer date is set to 06-06-2024 and the region is set to India, the financial year is pre-filled as 01-04-2024.

- **Books beginning from** : By default, TallyPrime fills this field with the **Financial year begins from** date. You can update this, as needed.
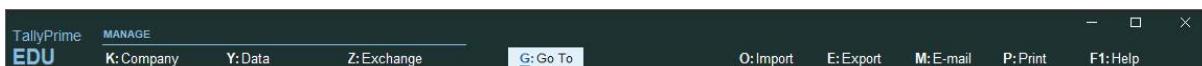
For example, you started to maintain your Books of Accounts in TallyPrime from 1-June-2024. You can update the **Books beginning from** date to 1-June-2024, while the financial year will be 1-Apr-2024.

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

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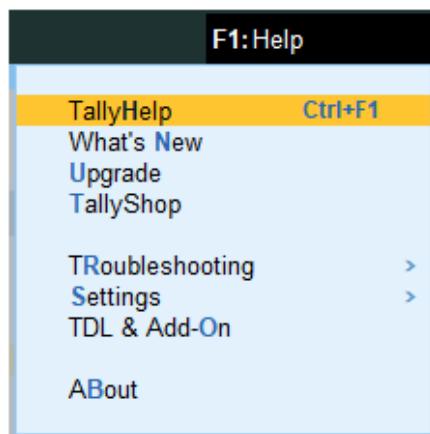
Top Menu :

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.
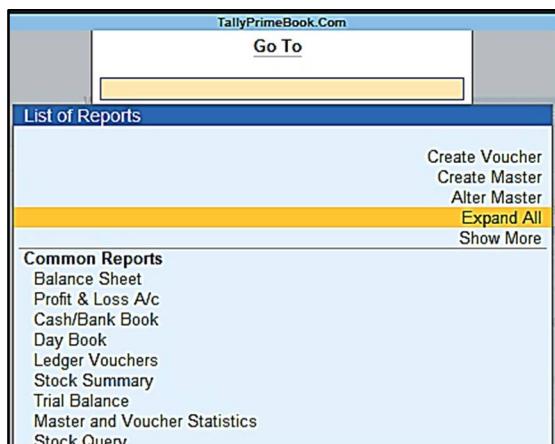
F1 : Help Menu ..

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 …
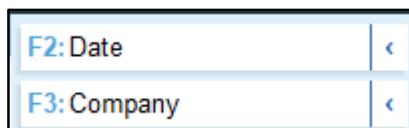
- **What's New**,
- **TallyShop** for buying add-ons,
- **Troubleshooting** to repair your application and data in case there are issues,
- **Settings** to configure your application,
- **TDL & Add-On** to manage your extensions/customisations, and an
- **About** report that shows the details of your 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 <u>**F2: Period**</u> and <u>**F3: Select Company**</u>.

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.
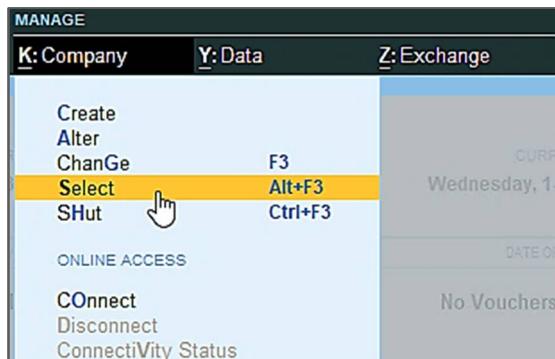
However, the shortcuts associated with different options are consistent across masters, vouchers and reports. For example, **F2** is always for date, **Alt**+**F2** is for period, **F10** in master screens is for Other Masters & voucher screens is for Other Vouchers, and **Ctrl**+**B** in reports is 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:
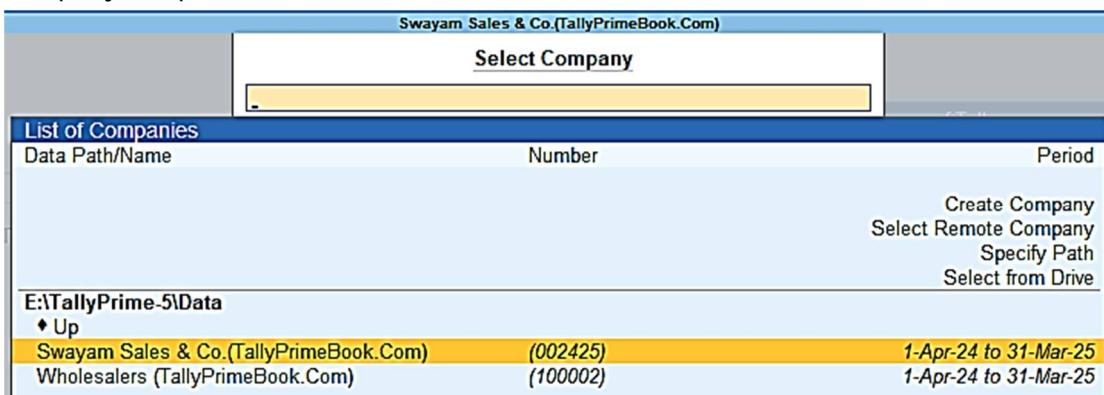
Once you have created a company, you can load/open the company in one of the following ways:

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

Alternatively, at the Gateway of Tally, press **Alt+F3 > Company > Select Company** from the List of Companies.
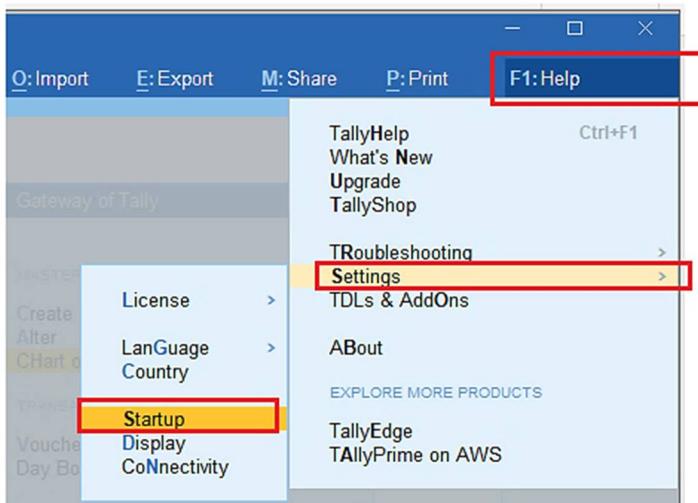
If you have created more than one company, you can browse to the data path and select the required company to open.
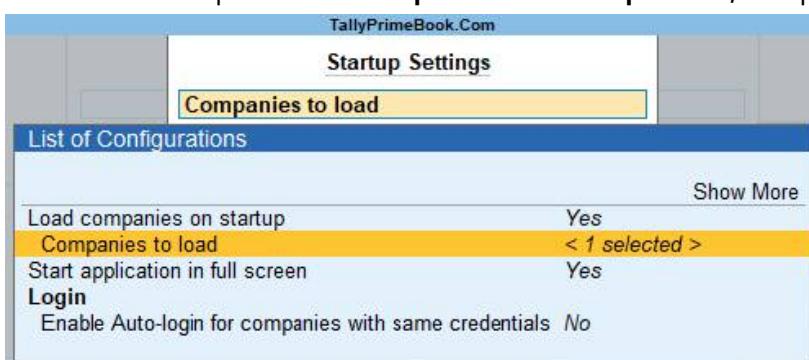
Load company on Start-up

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**.

---

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

3. In the **List of Companies to Load on Startup** screen, select one or more companies, based on your need.

4. Select **End of List**, after your have selected the companies to be loaded on startup.
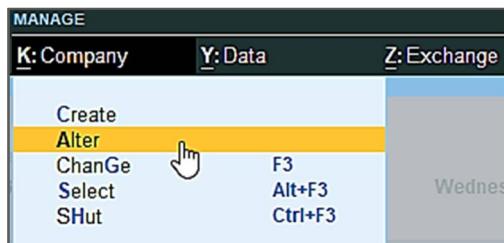
The companies that you select here will be loaded by default next time you open TallyPrime.
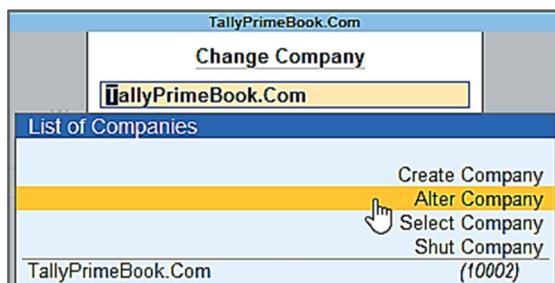
1.3. Modification | Update | Alter Company Details | Delete Company

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.

1. 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

Accounting                                      Taxation
Maintain Accounts                     : Yes     Enable Goods and Services Tax (GST)                      : Yes
  Enable Bill-wise entry              : No        Set/Alter Company GST Rate and Other Details           : No
  Enable Cost Centres                 : No      Enable Tax Deducted at Source (TDS)                      : No
  Enable Interest Calculation         : No      Enable Tax Collected at Source (TCS)                     : No
                                                Enable Value Added Tax (VAT)                             : No
Inventory                                       Enable Excise                                            : No
Maintain Inventory                    : Yes     Enable Service Tax                                       : No
  Integrate Accounts with Inventory   : Yes
  Enable multiple Price Levels        : No
  Enable Batches                      : No      Online Access
    Maintain Expiry Date for Batches  : No      Enable Browser Access for Reports                        : Yes
  Enable Job Order Processing         : No      Enable Tally.NET Services for Remote Access & Synchronisation : No
  Enable Cost Tracking                : No
  Enable Job Costing                  : No      Payroll
  Use Discount column in invoices     : Yes     Maintain Payroll                                         : No
  Use separate Actual and Billed Quantity columns in invoices : No    Enable Payroll Statutory        : No

                                                Others
                                                Enable Payment Request to share payment link/QR code     : Yes
                                                Enable multiple addresses                                : No
                                                Mark modified vouchers                                   : No
```
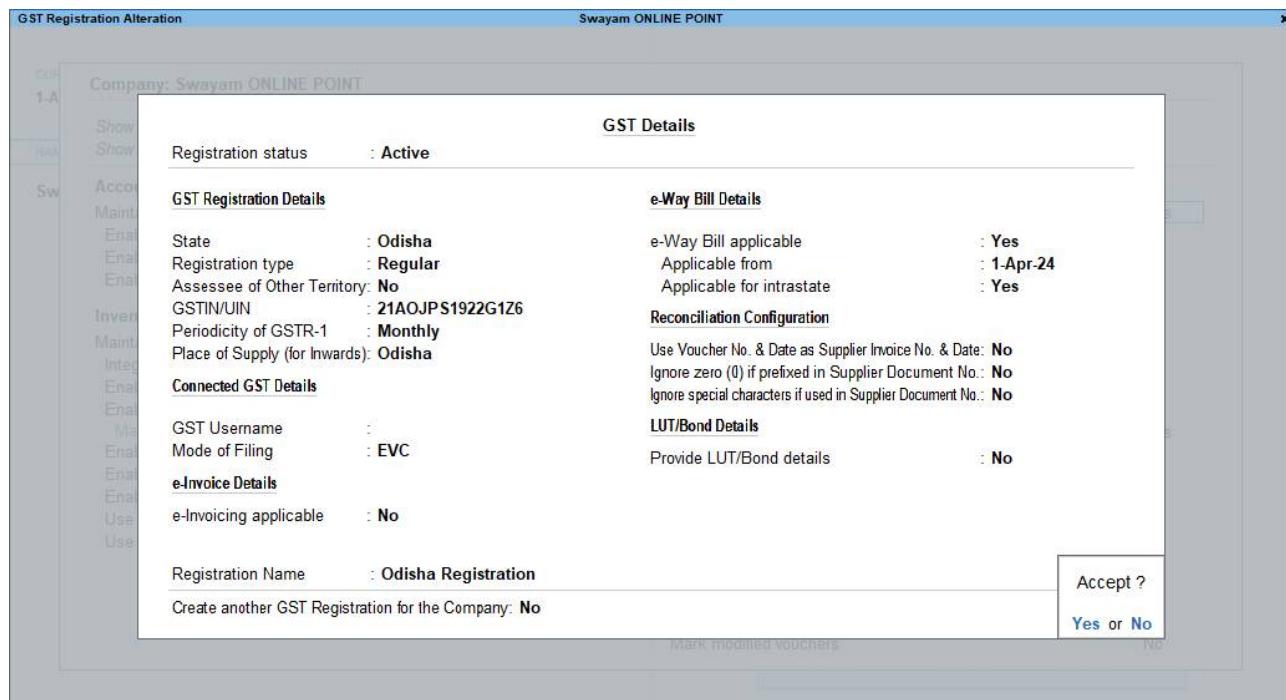
[Note : Enable Bill-wise Entry Option to – NO]

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:

```
GST Registration Details

State                          : Odisha
Registration type              : Regular
Assessee of Other Territory    : No
GSTIN/UIN                      : 21AGHPB2764P1ZD
Periodicity of GSTR-1          : Monthly
Place of Supply (for Inwards)  : Odisha
```

a. **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.

b. **Registration type:** You can select the Registration type as **Regular, Composition**, or **Regular – SEZ**, as per your original GST registration with the department.

c. **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.

d. **Periodicity of GSTR-1:** Select the Periodicity of GSTR1 as Monthly or Quarterly, based on the annual turnover of your business

e. **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.

i. *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.

ii. *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.

iii. *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**.

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.

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.

---

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

4. 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
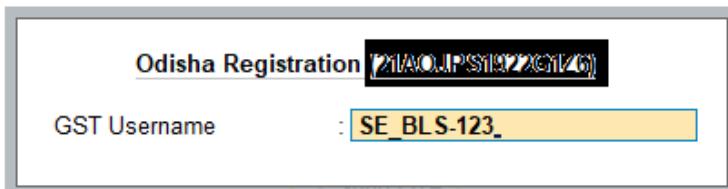
GST Login & Logout is a handy report where you can view the GST sessions for all your GST registrations. You can see both the active as well as inactive sessions, along with the validity of the sessions.

This report also provides you with the great flexibility to log out of all your sessions at one go.
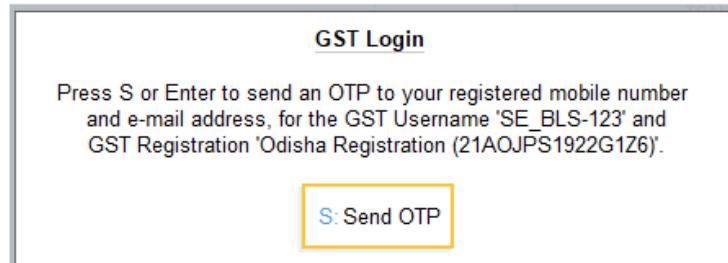
1. Press **Alt+Z** (Exchange) > **GST Login & Logout**.

2. Log in to your GST profile.
    a. Enter your **GST Username**.

Odisha Registration (21AOJPS1922G1Z6)

GST Username : SE_BLS-123_

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

GST Login

Press S or Enter to send an OTP to your registered mobile number and e-mail address, for the GST Username 'SE_BLS-123' and GST Registration 'Odisha Registration (21AOJPS1922G1Z6)'.

S: Send OTP

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**.

Swayam Sales

Chart of Accounts

List of Masters

Change Company
Show Inactive

Accounting Masters
Groups
Ledgers
Voucher Types
Cost Categories
Cost Centres
Currencies
Budgets
Scenarios
Inventory Masters
Stock Groups
Stock Items
Stock Categories
Units
Godowns

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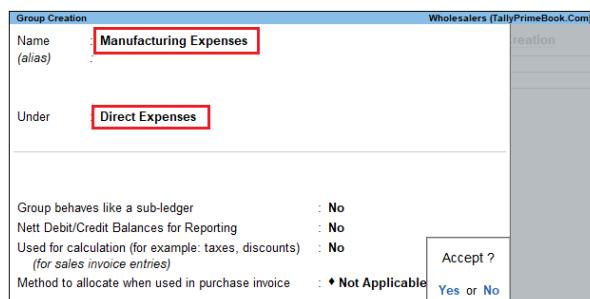
Indirect Expenses	
Indirect Incomes	
Sales Accounts	
Purchase Accounts	

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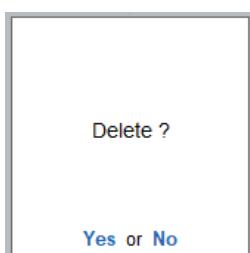
You can also Alter / Modify any Groups ...

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 Alternation 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)  : Yes
   (for Sales invoices)
Select Appropriation Methods to allocate Additional Costs   : Yes
   (in Invoice Mode for Purchases only)

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) : No
   (for sales invoice entries)
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) ...

> *CURRENT LIABILITES (Pre-defined)*
> DEPOSIT RECEIVED
> ADVANCES RECEIVED
> *SUNDRY CREDITOR (pre-defined):*
> DISTRIBUTORS
> CLEARING & FORWARDING AGENTS
> CREDITORS FOR EXPENSES
> *PROVISIONS (Pre-defined)*
> EXPENSES / OUTSTANDING PAYABLE
> *FIXED ASSETS (Pre-defined)*
> OFFICE EQUIPMENTS
> *SUNDRY DEBTORS (Pre-defined)*
> DEALER
> RETAILER
> *LOAN & ADVANCES (ASSETS)-Pre-defined*
> LOAN TO STAFF
> LOAN TO OTHERS
> ADVANCES
> *INDIRECT EXPENSES -Pre-defined*
> 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
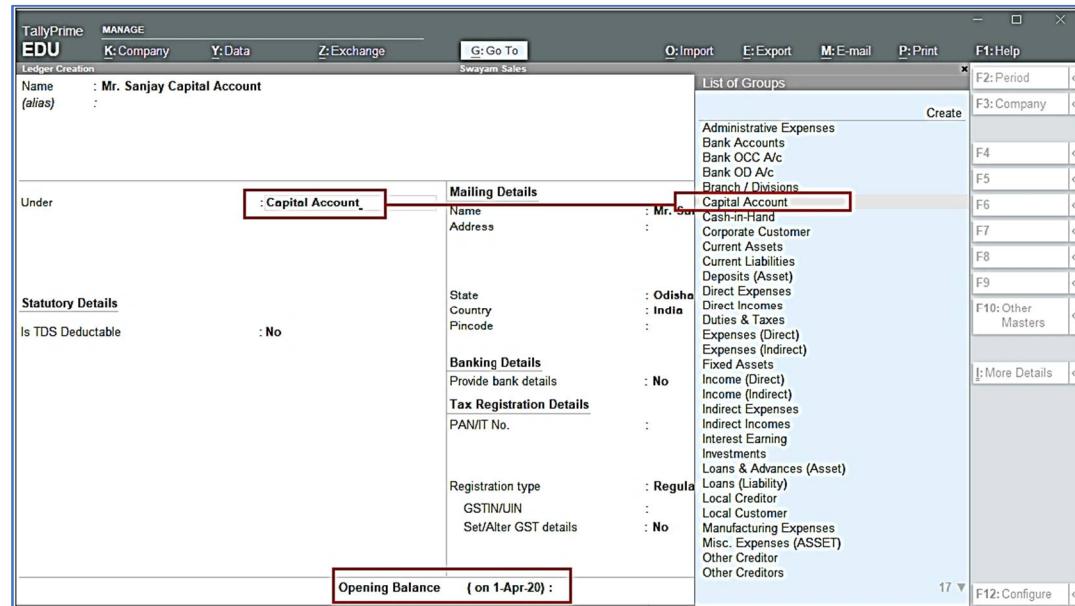
This Ledger is created under the Group Primary. Previous year's Profit or Loss is entered as the opening balance for this ledger. The balance entered here is treated as the opening profit/loss and shown in the Balance Sheet as opening balance of Profit and Loss account in the Liabilities side.

You cannot delete this ledger, but you can modify the same.
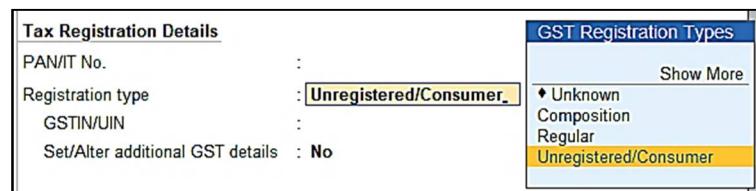
3.2.1. Creating a Single LEDGER:

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 require)

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*

3.2.2 Displaying, Altering and Deleting Ledger Accounts

You can alter any information of the ledger master with the except for the closing balance under the group s**tock-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 Alternation 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)*

Tax Registration Details		GST Registration Types	
PAN/IT No.	:		Show More
Registration type	: **Unregistered/Consumer**	♦ Unknown	
GSTIN/UIN	:	Composition	
Set/Alter additional GST details	: **No**	Regular	
		Unregistered/Consumer	

LIABILITIES	Total
CAPITAL A/C	
Partner-Sanjay Captial a/c	10,00,000
Partner-Soumya Capital a/c	10,00,000
RESERVES & SURPLUS	
Profit & Loss - Current Year	-
Profit & Loss - Previous Year	-
LOANS (LIABILITY)	
SECURED LOANS	
Bank-HDFC Loan A/c	1,50,000
Bank-ICICI Term Loan on Equipment	50,000
UNSECURED LOANS	
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
CURRENT LIABILITIES	
DUTIES & TAXES [See Assignment -5]	
CGST	-
SGST	-
IGST	-

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

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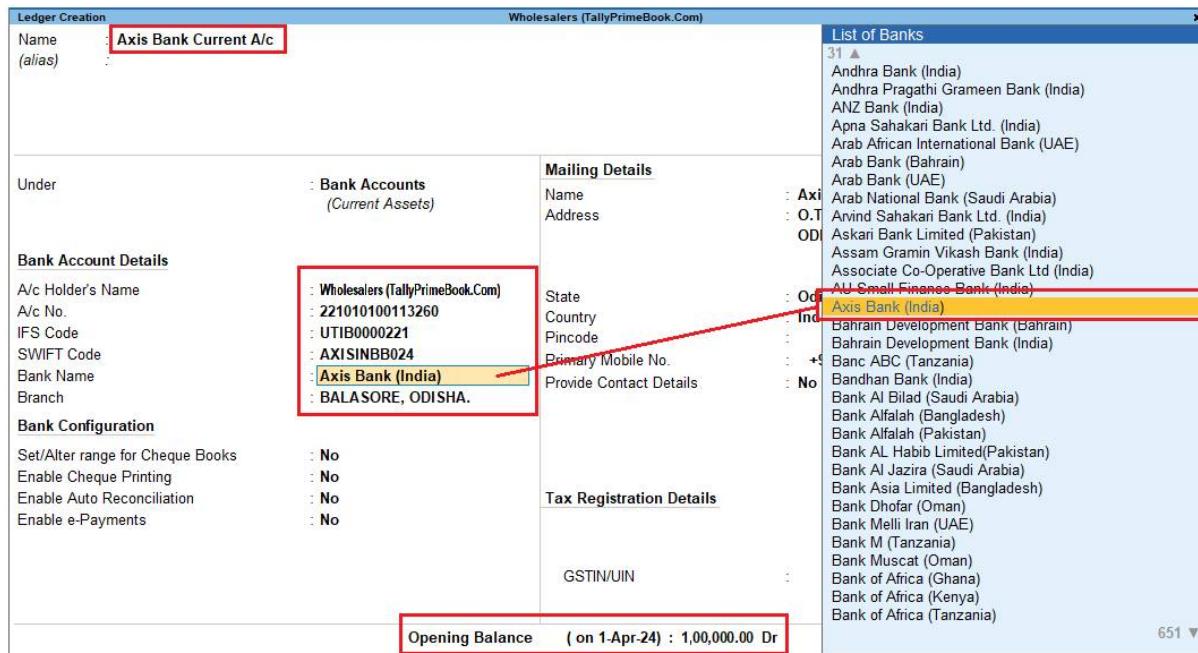
*Note: The **Books Beginning date** is pre-filled in **Effective Date for Reconciliation** field.*

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 in 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
Bank Account (Group)	
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.
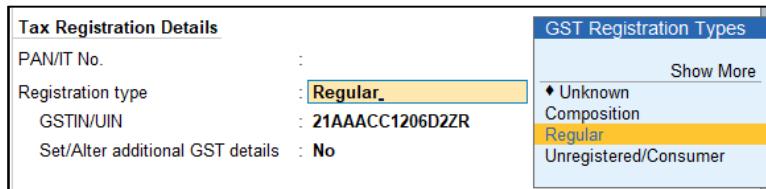
---

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.

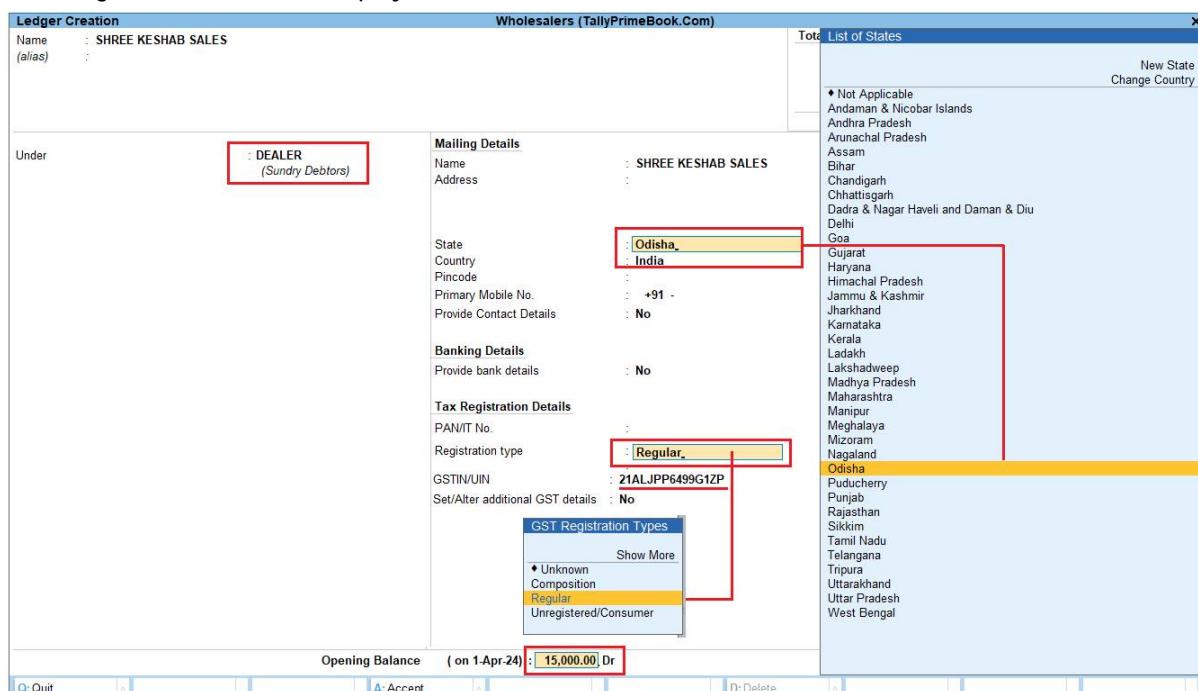|	
State	: **Odisha**
Country	: **India**
Pincode	: **756001**

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:

Tax Registration Details		GST Registration Types
PAN/IT No.	:	Show More
Registration type	: **Regular**	◆ Unknown
GSTIN/UIN	: 21AAACC1206D2ZR	Composition
		Regular
Set/Alter additional GST details	: **No**	Unregistered/Consumer

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

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

Ledger Creation	Wholesalers (TallyPrimeBook.Com)		List of States
Name : SHREE KESHAB SALES			New State / Change Country
(alias) :			◆ Not Applicable
			Andaman & Nicobar Islands
			Andhra Pradesh
			Arunachal Pradesh
			Assam
Under : DEALER (Sundry Debtors)	**Mailing Details**		Bihar
	Name : SHREE KESHAB SALES		Chandigarh
	Address :		Chhattisgarh
			Dadra & Nagar Haveli and Daman & Diu
			Delhi
	State : Odisha		Goa
	Country : India		Gujarat
	Pincode :		Haryana
	Primary Mobile No. : +91 -		Himachal Pradesh
	Provide Contact Details : No		Jammu & Kashmir
			Jharkhand
			Karnataka
	Banking Details		Kerala
	Provide bank details : No		Ladakh
			Lakshadweep
	Tax Registration Details		Madhya Pradesh
	PAN/IT No. :		Maharashtra
			Manipur
	Registration type : Regular		Meghalaya
			Mizoram
	GSTIN/UIN : 21ALJPP6499G1ZP		Nagaland
	Set/Alter additional GST details : No		Odisha
			Puducherry
	GST Registration Types		Punjab
	Show More		Rajasthan
	◆ Unknown		Sikkim
	Composition		Tamil Nadu
	Regular		Telangana
	Unregistered/Consumer		Tripura
			Uttarakhand
			Uttar Pradesh
			West Bengal
Opening Balance (on 1-Apr-24) : 15,000.00 Dr			
Q: Quit	A: Accept		D: Delete

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:

- 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**.

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