

Creating & Maintaining Company

Creating a company in Tally prime is a simple, one-time activity. The company data created can be modified, exported, and other company data can be imported into your company at any given point of time.

To create a company in Tally prime

Go to Gateway of Tally > F3> Create Company

Company Alteration		National Trading Company		O: Import	E: Export	M: E-
TallyPrime EDU	MANAGE	K: Company	Y: Data	Z: Exchange	G: Go To	
Company Name	: National Trading Company	Financial year beginning from		: 1-Apr-22		
Mailing Name	: National Trading Company	Books beginning from		: 1-Apr-22		
Address	: 14, Kailash Business Park, Vikroli West Mumbai					
State	: Maharashtra					
Country	: India					
Pincode	: 400079					
Telephone	: 022222331144					
Mobile	: 9876543210					
Fax	:					
E-mail	: nationaltrading@gmail.com					
Website	:					
Base Currency symbol	: ₹					
Formal name	: INR					
						Accept ? Yes or No

Company feature option active

Company Features Alteration		National Trading Company		O: Import	E: Export	M: E-mail								
TallyPrime EDU	MANAGE	K: Company	Y: Data	Z: Exchange	G: Go To									
CURRENT PERIOD	1-Apr-22 to 31-Mar-23	CURRENT DATE	Friday, 1-Apr-2022											
NAME OF COMPANY	National Trading													
Company: National Trading Company <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> Show more features : Yes Show all features : Yes </td> <td style="width: 50%;"> Taxation Enable Goods and Services Tax (GST) : Yes Enable Tax Deducted at Source (TDS) : Yes Enable Tax Collected at Source (TCS) : No Enable Value Added Tax (VAT) : No Enable Excise : No Enable Service Tax : No </td> </tr> <tr> <td> Accounting Maintain Accounts : Yes Enable Bill-wise entry : Yes Enable Cost Centres : No Enable Interest Calculation : No </td> <td> Online Access Enable Browser Access for Reports : Yes Enable Tally.NET Services for Remote Access & Synchronisation : No </td> </tr> <tr> <td> Inventory Maintain Inventory : Yes Integrate Accounts with Inventory : Yes Enable multiple Price Levels : No Batches Maintain Expiry Date for Batches : No Enable Job Order Processing : No Enable Cost Tracking : No Enable Job Costing : No Use Discount column in invoices : No Use separate Actual and Billed Quantity columns in invoices : No </td> <td> Payroll Maintain Payroll : No Enable Payroll Statutory : No </td> </tr> <tr> <td></td> <td> Others Enable multiple addresses : No Mark modified vouchers : No </td> </tr> </table>							Show more features : Yes Show all features : Yes	Taxation Enable Goods and Services Tax (GST) : Yes Enable Tax Deducted at Source (TDS) : Yes Enable Tax Collected at Source (TCS) : No Enable Value Added Tax (VAT) : No Enable Excise : No Enable Service Tax : No	Accounting Maintain Accounts : Yes Enable Bill-wise entry : Yes Enable Cost Centres : No Enable Interest Calculation : No	Online Access Enable Browser Access for Reports : Yes Enable Tally.NET Services for Remote Access & Synchronisation : No	Inventory Maintain Inventory : Yes Integrate Accounts with Inventory : Yes Enable multiple Price Levels : No Batches Maintain Expiry Date for Batches : No Enable Job Order Processing : No Enable Cost Tracking : No Enable Job Costing : No Use Discount column in invoices : No Use separate Actual and Billed Quantity columns in invoices : No	Payroll Maintain Payroll : No Enable Payroll Statutory : No		Others Enable multiple addresses : No Mark modified vouchers : No
Show more features : Yes Show all features : Yes	Taxation Enable Goods and Services Tax (GST) : Yes Enable Tax Deducted at Source (TDS) : Yes Enable Tax Collected at Source (TCS) : No Enable Value Added Tax (VAT) : No Enable Excise : No Enable Service Tax : No													
Accounting Maintain Accounts : Yes Enable Bill-wise entry : Yes Enable Cost Centres : No Enable Interest Calculation : No	Online Access Enable Browser Access for Reports : Yes Enable Tally.NET Services for Remote Access & Synchronisation : No													
Inventory Maintain Inventory : Yes Integrate Accounts with Inventory : Yes Enable multiple Price Levels : No Batches Maintain Expiry Date for Batches : No Enable Job Order Processing : No Enable Cost Tracking : No Enable Job Costing : No Use Discount column in invoices : No Use separate Actual and Billed Quantity columns in invoices : No	Payroll Maintain Payroll : No Enable Payroll Statutory : No													
	Others Enable multiple addresses : No Mark modified vouchers : No													

TALLY PRIME WITH GST

Company Alteration		MANAGE		G: Go To		O: Import		E: Export		M: E-		
		K: Company	Y: Data	Z: Exchange	National Trading Company							
Company Name		: National Trading Company		Financial year beginning from Books beginning from				: 1-Apr-22				
Mailing Name Address		: National Trading Company : 14, Kailash Business Park, Vikroli West Mumbai						: 1-Apr-22				
State		: Maharashtra										
Country		: India										
Pincode		: 400079										
Telephone		: 022222331144										
Mobile		: 9876543210										
Fax		:										
E-mail		: nationaltrading@gmail.com										
Website		:										
Base Currency symbol		: ₹										
Formal name		: INR										
<input type="button" value="Accept ?"/> Yes or No												

Altering Company

To alter details of an existing company

Go to Gateway of Tally>Click> F3: Company Info

Select Alter

Select the company from list of companies

Press Enter to view the Company Alteration Screen.

Make necessary changes in the required fields

Press Enter to save

Deleting a Company

To Delete a Company

Select the company to be deleted

Go to Gateway of Tally> F3: cmp Info

Select Alter

Press Enter

Select the Company to be deleted.

Press Alt+D to Delete. A confirmation message appears

Multiple Godowns

You can create multiple Godowns to store items at multiple locations.

Go to Gateway of Tally > Masters > create > Inventory Masters > Godown

Create Following Godowns

1. Office Godown
2. Storage Godown

To Create a Godown

Go to Gateway of Tally > Inventory Info. > Godown > Create.

Enter the Name – Office Godown

Under – Primary

Accept – Yes

Exercise: - Similarly Create Storage Godown

TallyPrime EDU		MANAGE
		<u>K:</u> Company <u>Y:</u> Data
Godown Creation		
Name : Office Godown (alias) :		
Under : <input checked="" type="checkbox"/> Primary	Accept ? Yes or No	

TallyPrime EDU		MANAGE
		<u>K:</u> Company <u>Y:</u> Data
Godown Creation		
Name : Storage Godown (alias) :		
Under : <input checked="" type="checkbox"/> Primary		

Stock Group

You can Create stock groups for classifying items based on common features. You can also apply a common tax rate for all items in a stock group.

Create Stock Groups of the following

Samsung

Sony

To Create a Stock Group

1. Go to Gateway of Tally > Inventory Info > Stock Group > Create
2. Enter the Name of the stock group (Samsung)
3. Select the required group in the Under field
4. Enable the option of Quantity of item be Added

The Stock Group screen appears as shown below:

Exercise: Similarly Create Stock Group of **Sony**

TallyPrime		MANAGE	
EDU	K: Company	Y: Data	Z
Stock Group Alteration (Secondary)			
Name (alias)	: Samsung		
Under	: ♦ Primary		
Should quantities of items be added	: Yes		
Set/Alter GST Details	: No		
Stock Group Alteration (Secondary)			
Name (alias)	: Sony		
Under	: ♦ Primary		
Should quantities of items be added	: Yes		
Set/Alter GST Details	: No		

Stock Categories

Stock Category Offer a Parallel classification of stock items. Like stock Groups, classification is done Based on similarity in behavior.

The advantage of Categorizing items is that you can classify the stock items (based on functionality) together –across different stock group which enables you to obtain reports on alternatives or substitutes for a stock item.

To create a Stock

Go to gateway of Tally > Master> Inventory Info> Stock Category> Create

Creation screen is displayed as shown below.

Enter the name of the Stock Category (for example LCD)

Specify whether it is primary category or a sub-category of another category in the fields UnderSelect Primary from the list.

TallyPrime		MANAGE	
EDU	K: Company	Y: Data	Z
Stock Category Creation			
Name (alias)	: LCD		
Under	: ♦ Primary		

Exercise: Create Stock Categories of the following

1. LED
2. PLASMA

Activating GST for your Company

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

TALLY PRIME WITH GST

To activate GST

1. Open the company for which you need to activate GST.
2. PRESS F11

Company: National Trading Company

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

3. Enable Goods & Service (GST) –YES

GST Details

GST Registration Details	Invoice Features
State : Maharashtra	e-Way Bill applicable : No
Registration type : Regular	e-Invoicing applicable : No
Assessee of Other Territory : No	
GST applicable from : 1-Apr-22	
GSTIN/UIN : 27AAAGM0289C2Z1	
Periodicity of GSTR1 : Monthly	
Additional Features	
Set/alter GST rate details : No	
Enable tax liability on advance receipts : No	
Enable tax liability on reverse charge (Purchase from unregistered dealer)	
Enable GST Classifications : No	
Provide LUT/Bond details : No	

State: Displays the state you have selected for your company. Helps in identifying local and Interstate transactions. If you change the state, it will be updated in the company details.

GST LEDGER CREATION

Let's Create Ledgers with different tax slabs in GST

Creating Ledger of Purchase GST @12%

1. Go to Gateway of Tally > Master>Ledger> Create

The ledger Creation screen appears as below:

The screenshot shows the 'Ledger Creation' screen in Tally Prime. The top menu bar includes 'MANAGE', 'K: Company', 'Y: Data', 'Z: Exchange', 'G: Go To' (highlighted in blue), 'National Trading Company', 'O: Import', 'E: Export', and 'M'. The main area has sections for 'Name' (Purchase Gst @12%), 'Under' (Purchase Accounts), 'Type of Ledger' (Not Applicable), 'Statutory Details' (Applicable, No, Goods), and 'Mailing Details' (Name, Address). On the right, there are sections for 'Banking Details' (Provide bank details, No) and 'Tax Registration Details' (PAN/IT No.). At the bottom, there is an 'Accept ?' button with 'Yes or No' options.

Name : Purchase Gst @12%	Total Opening Balance
Under : Purchase Accounts	Mailing Details Name : Address :
Type of Ledger : Not Applicable	Banking Details Provide bank details : No
Statutory Details Is GST applicable : Applicable Set/Alter GST Details : No Type of Supply : Goods	Tax Registration Details PAN/IT No. :
Opening Balance (on 1-Apr-22) :	
Accept ? Yes or No	

2. Enter the Name of the ledger account (for example Purchase GST@12).
3. Duplicate names are not allowed.
4. Under: Select (Purchase Accounts) from the List of Groups.
5. Inventory values are affected? set to Yes
6. Is GST Applicable? Select Yes
7. Set Alter GST Details? set to NO
8. Type of Supply: Goods
9. Accept the Screen

Creating Ledger of Purchase GST @18%

1. Go to Gateway of Tally > Master>Ledger> Create

The ledger Creation screen appears as below:

The screenshot shows the 'Ledger Creation' screen in Tally Prime. The top menu bar includes 'MANAGE', 'K: Company', 'Y: Data', 'Z: Exchange', 'G: Go To' (set to 'National Trading Company'), 'O: Import', 'E: Export', and 'M'. The main area has fields for 'Name : Purchase Gst@18%' and '(alias) :'. A 'Total Opening Balance' field is also present. On the left, there are sections for 'Under' (set to 'Purchase Accounts'), 'Type of Ledger' (set to 'Not Applicable'), and 'Statutory Details' (with 'Is GST applicable' set to 'Applicable'). On the right, there are sections for 'Mailing Details' (Name and Address), 'Banking Details' (Provide bank details set to 'No'), and 'Tax Registration Details' (PAN/IT No.). At the bottom, there is an 'Accept ?' checkbox with 'Yes or No' options.

1. Enter the Name of the ledger account (for example Purchase GST@18%).
2. Duplicate names are not allowed.
3. Under: Select (Purchase Accounts) from the List of Groups.
4. Inventory values are affected? set to Yes
5. Is GST Applicable? Select Yes
6. Set Alter GST Details? set to NO
7. Type of Supply: Goods

Accept the Screen

Creating Ledger of Purchase GST @28%

1. Go to Gateway of Tally > Master>Ledger> Create

TALLY PRIME WITH GST

The ledger Creation screen appears as below:

This screenshot shows the 'Ledger Alteration' section of the Tally Prime interface. The top menu bar includes 'TallyPrime EDU', 'MANAGE K: Company Y: Data Z: Exchange', 'G: Go To National Trading Company', 'Q: Import E: Export', and 'M'. A sub-menu 'Ledger Alteration' is open, showing 'Purchase Gst @28%' highlighted in yellow. The main area displays ledger details:

- Name (alias):** Purchase Gst @28%
- Under:** Purchase Accounts
- Type of Ledger:** (empty)
- Statutory Details:**
 - Is GST applicable: Applicable
 - Set/Alter GST Details: No
 - Type of Supply: Goods
- Mailing Details:** Name, Address (both empty)
- Banking Details:** Provide bank details: No
- Tax Registration Details:** PAN/IT No. (empty)
- Opening Balance (on 1-Apr-22):** (empty)

1. Enter the Name of the ledger account (for example Purchase GST@28).
2. Duplicate names are not allowed.
3. Under: Select (Purchase Accounts) from the List of Groups.
4. Inventory values are affected? set to Yes
5. Is GST Applicable? Select Yes
6. Set Alter GST Details? set to NO
7. Type of Supply: Goods

Accept the Screen

Creating Ledger of Sale GST@ 12%

This screenshot shows the 'Ledger Creation' section of the Tally Prime interface. The top menu bar includes 'TallyPrime EDU', 'MANAGE K: Company Y: Data Z: Exchange', 'G: Go To National Trading Company', 'Q: Import E: Export', and 'M'. A sub-menu 'Ledger Creation' is open, showing 'SALE GST@12%' highlighted in yellow. The main area displays ledger details:

- Name (alias):** SALE GST@12%
- Under:** Sales Accounts
- Type of Ledger:** Not Applicable
- Statutory Details:**
 - Is GST applicable: Applicable
 - Set/Alter GST Details: No
 - Type of Supply: Goods
- Mailing Details:** Name, Address (both empty)
- Banking Details:** Provide bank details: No
- Tax Registration Details:** PAN/IT No. (empty)
- Opening Balance (on 1-Apr-22):** (empty)
- Accept ?** (checkbox labeled 'Yes or No')

1. Enter the Name of the ledger account (for example Sale GST@12%).
2. Duplicate names are not allowed.
3. Under: Select (SALE Accounts) from the List of Groups.
4. Inventory values are affected? set to Yes
5. Is GST Applicable? Select Yes
6. Set Alter GST Details? set to NO
7. Type of Supply: Goods

Accept the Screen

Creating Ledger of Sale GST@ 18%

The screenshot shows the 'Ledger Creation' screen in TallyPrime. The top menu bar includes 'MANAGE', 'K: Company', 'Y: Data', 'Z: Exchange', 'G: Go To' (highlighted in blue), 'O: Import', 'E: Export', and 'N:'. The company name 'National Trading Company' is displayed. The main area shows the ledger details:

Name : SALE GST @18%	(alias) :	Total Opening Balance
Under : Sales Accounts		Mailing Details
Type of Ledger	: Not Applicable	Name : Address :
Statutory Details		Banking Details
Is GST applicable	: Applicable	Provide bank details : No
Set/Alter GST Details	: No	Tax Registration Details
Type of Supply	: Goods	PAN/IT No. :

At the bottom right, there is a 'Accept ?' button with 'Yes or No' options.

1. Enter the Name of the ledger account (for example Sale GST@18%).
2. Duplicate names are not allowed.
3. Under: Select (SALE Accounts) from the List of Groups.
4. Inventory values are affected? set to Yes
5. Is GST Applicable? Select Yes
6. Set Alter GST Details? set to NO
7. Type of Supply: Goods

Accept the Screen

Creating Ledger of Sales GST@28%

1. Go to Gateway of Tally > Master > Ledger > Create.

The Ledger Creation screen appears as below:

The screenshot shows the 'Ledger Creation' screen in TallyPrime EDU. The top menu bar includes 'MANAGE', 'K: Company', 'Y: Data', 'Z: Exchange', 'G: Go To', 'O: Import', 'E: Export', and 'M:'. The sub-menu 'National Trading Company' is selected. The main area has sections for 'Under' (Sales Accounts), 'Type of Ledger' (Not Applicable), 'Statutory Details' (GST applicable, Set/Alter GST Details, Type of Supply), 'Mailing Details' (Name, Address), 'Banking Details' (Provide bank details, No), and 'Tax Registration Details' (PAN/IT No.). At the bottom, there is a field for 'Opening Balance (on 1-Apr-22)' and a 'Yes or No' accept dialog box in the bottom right corner.

1. Enter the Name of the ledger account (for example Sale GST @28%).
2. Duplicate names are not allowed.
3. Under: Select (SALE Accounts) from the List of Groups.

4. Inventory values are affected? set to Yes
5. Is GST Applicable? Select Yes
6. Set Alter GST Details? set to NO
7. Type of Supply: Goods

Accept the Screen

Creating Ledger of Central Tax (CGST)

CGST is a part of Goods and Service Tax(GST). CGST means Central Goods and Service Tax, one of the three categories under Goods and Service Tax (CGST, IGST and SGST) with a concept of one tax one nation.

1. Go to Gateway of Tally > Master > Ledger > Create.

The Ledger Creation screen appears as below:

The screenshot shows the 'Ledger Creation' screen in TallyPrime. The top navigation bar includes 'TallyPrime EDU', 'MANAGE' (with sub-options K: Company, Y: Data, Z: Exchange), 'G: Go To' (with 'National Trading Company' selected), 'O: Import', 'E: Export', and 'M:'. The main area is titled 'Ledger Creation' and shows the following details:

Name : Central Tax(CGST)	(alias) :	Total Opening Balance
Under :	Duties & Taxes (Current Liabilities)	Mailing Details
Type of duty/tax Tax type	: GST : Central Tax	Name : Address :
Percentage of calculation	: 0 %	Banking Details
Rounding method	: Not Applicable	Provide bank details : No
		Tax Registration Details
		PAN/IT No. :

At the bottom right, there is a 'Accept ?' button with 'Yes or No' options.

2. Enter the Name of the ledger account (for example Central Tax (CGST))
3. Duplicate name is not allowed.

4. Under: Select (Duties & Taxes) from the List of groups
5. Type of Duty: GST
6. Tax type: Central Tax
7. Accept the Screen

Creating Ledger of State Tax(SGST)

SGST is a part of Goods and Service Tax(GST). SGST means State Goods and Service Tax, one of the three categories under Goods and Service Tax (CGST, IGST and SGST) with a concept of one tax one nation.

1. Go to Gateway of Tally > Master> Ledger > Create.

The Ledger Creation screen appears as below:

Ledger Creation		National Trading Company		Total Opening Balance
Name : S GST (alias)				
Under : Duties & Taxes (Current Liabilities)		Mailing Details Name : Address :		
Type of duty/tax : GST	Tax type : State Tax	Banking Details Provide bank details : No Tax Registration Details PAN/IT No. :		
Percentage of calculation : 0 %	Rounding method : Not Applicable			
Accept ? <input type="button" value="Yes or No"/>				
Opening Balance (on 1-Apr-22) :				

1. Enter the Name of the ledger account (for example State Tax (SGST))
2. Duplicate name is not allowed.
3. Under: Select (Duties & Taxes) from the List of groups
4. Type of Duty: GST
5. Tax type: State Tax

Accept the Screen

Creating Ledger of Integrated Tax (IGST)

IGST means Integrated Goods and Service Tax, one of the three categories under Goods and Service Tax (CGST, IGST, SGST) With a Concept of one tax one nation. IGST falls under Integrated Good and Service Tax Act 2016. IGST is charged when movement of goods and service from one state to another.

1. Go to Gateway of Tally > Master > Ledger > Create.

The Ledger Creation screen appears as below:

The screenshot shows the 'Ledger Creation' window in TallyPrime. The top menu bar includes 'MANAGE', 'G: Go To', 'O: Import', 'E: Export', and 'M:'. The main area is titled 'Ledger Creation' and shows the following details:

Name : Integrated Tax (IGST)	(alias) :	Total Opening Balance
Under : Duties & Taxes (Current Liabilities) Type of duty/tax : GST Tax type : Integrated Tax Percentage of calculation : 0 % Rounding method : ♦ Not Applicable		Mailing Details Name : Address :
		Banking Details Provide bank details : No Tax Registration Details PAN/IT No. :
Accept ? <input type="button" value="Yes or No"/>		
Opening Balance (on 1-Apr-22) :		

1. Enter the Name of the ledger account (for example Integrated Tax (IGST)
2. Duplicate name is not allowed.
3. Under: Select (Duties & Taxes) from the List of groups
4. Type of Duty: GST
5. Tax type: Integrated Tax

Accept the Screen

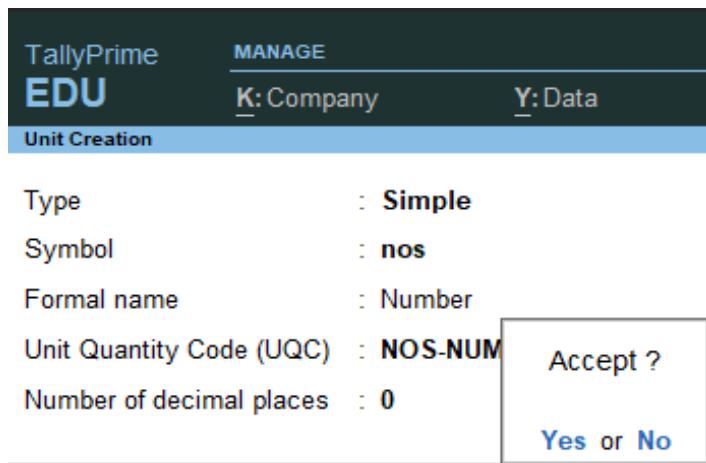
CREATING SIMPLE UNIT OF MEASURE

Stock items are mainly purchased and sold on the basis of quantity. The quantity in turn is measured by units. In such cases, it is necessary to create the unit of measure. The units of measure can either be simple or compound. Examples of simple units are: nos, meters, kilograms, pieces etc.

TO CREATE SIMPLE UNIT OF MEASURE.

1. GO TO GATEWAY OF TALLY > MASTER> CREATE>INVENTORY MASTER> UNIT

Creation screen is displayed as shown below:



Simple unit are nos, pcs, and so on. Compound unit is a combination of two simple units.

By default tally prime will show the simple unit for creating the unit of measure.

You can select the compound units by clicking on that fields or by using **SHIFT+ TAB** [cursor will go to the previous fields].

2. Define the Symbol of the unit, for example, Nos. This symbol is used in all displays and printouts. (Type: NOS)
3. Specify the Formal Name of the symbol, for example, Numbers. This formal name is useful during the consolidation of data of different companies, where the symbols might be the same but are assigned to different units. The formal name will be used to match them. (Type : Numbers)
4. Unit Quantity code (UQC) Select NOS-NUMBERS
5. In this field you can specify the Number decimal places for the Units from 0 to 4.
This field is useful for units measured in fractions.

Stock Item

Stock items are tradeable goods. You can create a stock item inventory master, and select the same in transactions. Stock items can be created with MRP applicable globally or for specific state.

Creating Stock Items

To create a stock item

GO to Gateway of Tally > Master > Inventory Master > Stock Item>

In the Name field type **SAMSUNG Ft02**

1. Under - Select **Samsung** from list of Stock Groups
 2. Press F 12 configure and all options set Yes.
 3. Show more configure: Yes
 4. Use Category for stock Items: **yes**
 5. In the field of Category Select **LCD Category**
 6. In the field of Unit of Measure Select
NOS
 7. GST Applicable: **Applicable**
 8. Set Alter GST Details: set to **Yes**

General Details	
Show more configurations	Yes
Show all configurations	No
Provide aliases for Name	: Yes
Provide language aliases for Name	: No
Provide Part No. for Stock Items	: No
Provide Descriptions for Stock Items	: No
Inventory Details	
Use Stock Category for Stock Items	: Yes
Use Stock Category for Stock Items	: Yes
Provide Units of Measurement (UoM) for Stock Items	: No
Use Alternative Units	: No
Set Components List (Bill of Materials) in Stock Items	: No
Provide Standard Buying and Selling Rates	: No
Provide BOM Details	: No
Set default Accounting Allocations for Stock Items (in Invoice Mode)	: No
Provide Opening Balances for Stock Items	: Yes
GST Details	
Set GST details	: Yes
Statutory Details	
Set Inclusive of Duties and Taxes option	: No
Provide Rate of Duty	: Yes

Fill the details as shown below:

9. Press F 12 configure and all options set Yes.

10. Fill the details as shown below:

GST Details for Stock Item: SAMSUNG	
HSN/SAC Details	
Description	: SAMSUNG TV
HSN/SAC	: 8528
Tax Details (From 1-Apr-22)	
Calculation type	: On Value
Taxability	: Taxable
Tax Type	
Integrated Tax	28 %
Central Tax	14 %
State Tax	14 %
Cess	0 %

Type of Supply : **Goods**

Accept the Screen

What is **HSN** Code?

The Harmonized Commodity Description and Coding System generally refers to "Harmonized System of Nomenclature" or simply "HSN". It is a multipurpose international product nomenclature developed by the World Customs Organization (WCO). It first came into effect in 1988.

India is a member of World Customs Organization(WCO) since 1971. It was originally using 6-digit HSN codes to classify commodities for Customs and Central Excise. Later Customs and Central Excise added two more digits to make the codes more precise, resulting in an 8-digit classification

Exercise: Same way, create the following Stock Items

Name	Under	Category	Units	Rate of GST(%)
Samsung FT03	Samsung	LCD	NOS	28%
Samsung G49	Samsung	LED	NOS	28%
Samsung G55	Samsung	LED	NOS	28%
Sony SP09	Sony	LED	NOS	28%
Sony SP12	Sony	LED	NOS	28%
Sony Plas55	Sony	Plasma	NOS	28%
Sony Plas65	Sony	Plasma	NOS	28%

Voucher Entry

Date	Transaction
01/04/2022	Mr. Rajesh Sawant started a new business National Trading Company bringing cash of RS. 2,50,000 & Cheque of Rs- 20,00,000 of RBI_ Bank. Cheque was deposited in RBL Bank (Ch.No.987654)

1. Create ledger of **Rajesh Sawant Capital Account** under group **Capital Accounts**

Ledger Creation

Name : RAJESH SAWANT CAPITAL A/C (alias) :	Total Opening Balance
Under : Capital Account	Mailing Details Name : RAJESH SAWANT CAPITAL A/C Address : State : Maharashtra Country : India Pincode : Banking Details Provide bank details : No Tax Registration Details PAN/IT No. : Registration type : Regular GSTIN/UIN : Set/Alter GST details : No
Opening Balance (on 1-Apr-22) :	
<input type="button" value="Accept ?"/> <input type="button" value="Yes or No"/>	

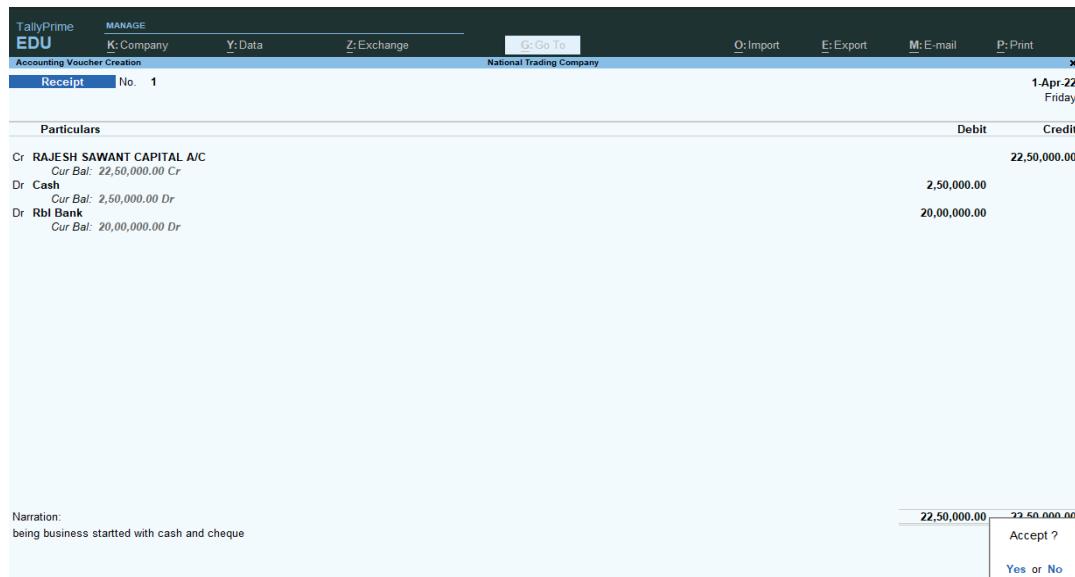
2. Go to Gateway of Tally > Transaction > Voucher > F6: Receipt
- Press F2 to change the date 01/4/2022
- Ctrl+H for Change Voucher Mode
- Select single entry mode for payment/receipt/contra vouchers
- Press F 12: Configure
- Use cr./dr. instead of to/ By during voucher entry

Voucher Configuration

Configuration	
Show more configurations : No	
General Details Use Cr/Dr instead of To/By during voucher entry : Yes Provide Supplier Inv/Ref No. and Date : No Warn on negative Cash Balance : Yes Preallocate bills for Payment/Receipt/Journal Vouchers : Yes Show list of Bills for selection : Yes Show Final Balances for each Bill : Yes	Bank Details Use default Bank Allocations : No Use Auto Cheque Numbering : Yes Select Cheque Range : Yes Set Ledger-wise Bank Allocations during voucher creation : No Print Cheque after saving Voucher : Yes Show Cheque details before printing : Yes GST Details Provide Party details for GST : No Modify Tax Rate details of GST : No Allow Tax difference up to : 0 Actual versus Computed Tax : Greater or Lesser

TALLY PRIME WITH GST

7. In Credit field select ledger of Rajesh Sawant Capital A/c
8. In Credit amount field type Rs.22,50000
9. In Debit field select ledger of Cash from the list of ledgers
10. In Debit amount field type Rs.2,50000
- 11. In Again Debit Field Press Alt+C to create ledger of RBI— Bank under **Bank Accounts**.**
12. In amount field amount appears automatically.
13. In Bank Allocation screen enter Ch.No 987654 in Inst No. field
14. Accept the Screen.



Order Processing

Enabling Order Processing

To Enable purchase order and sales order processing in Tally Prime, you have to activate the required Features in F11: Features

Enable the following features in the Order Processing section:

Enable job order processing- yes

Transaction > Voucher> F10> Show Inactive> Order Voucher>Purchase Order for Ctrl +F9

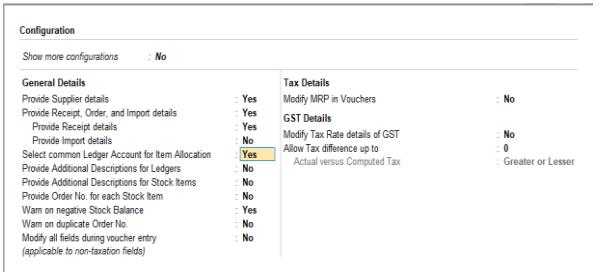
Transaction > Voucher> F10> Show Inactive> Order Voucher> Sale Order for Ctrl +F8

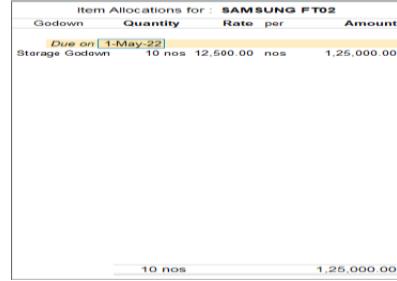
Purchase Order

Date	Transaction				
1105/2022	National Trading Company place an Order to Smart Electronics India for the following items. Order No. PO/001				
Items	Godown	Quantity	Rate	CST RATE	
Samsung FT02	Storage Godown	10 nos	12,500	28%	
Samsung FT03	Storage Godown	10 nos	13,000	28%	
Samsung G49	Storage Godown	10 nos	25,000	28%	
Samsung G55	Storage Godown	10 nos	28,000	28%	

Click on F12: Configure and ensure that
Enable Supplementary details? Yes,
Use Common ledger account for item allocation?

Yes

1. Press F2 to change the date: 01/05/2022
 2. With the help of Alt + C create ledger of **Smart Electronics** under **Sundry Creditors**.
 3. Set Alter GST Details? Yes,
 4. In Registration type: Regular and Enter
 5. Party A/c Name: **Smart Electronics**
 6. Skip Supplier's Details Screen
 7. Order No: PO/001
 8. In Purchase Ledger select Purchase GST @28
 9. Name of the Item: Samsung Ft02.
 10. In the item Allocation Sub Screen fill up details in the field of Godown..
 11. Select Storage Godown from the list of Godown.
 12. In the field of Quantity type 10 nos., in the field of Rate type Rs 2, 500, Amount will display automatically.
- 



TALLY PRIME WITH GST

13. Then after select the next Item from the list of Items and make the entry in the same way in the same Voucher.

12 . Press Enter or Y to accept the voucher

TallyPrime EDU		MANAGE		G: Go To	O: Import	E: Export	M: E-mail	P: Print	x
		K: Company	Y: Data	Z: Exchange	National Trading Company				
Order Voucher Alteration (Secondary)									
Purchase Order	No. 1								
Party A/c name	: Smart Electronic								
Current balance	:								
Purchase ledger	: Purchase Gst @28%								
Current balance	:								
Name of Item					Quantity	Rate per	Amount		
SAMSUNG FT02					10 nos	12,500.00 nos	1,25,000.00		
SAMSUNG FT03					10 nos	13,000.00 nos	1,30,000.00		
SAMSUNG G49					10 nos	25,000.00 nos	2,50,000.00		
SAMSUNG G55					10 nos	28,000.00 nos	2,80,000.00		
									7,85,000.00
Narration: BEING STOCK ITEM ORDER TO SMART ELECTRONIC									
						40 nos	7,85,000.00		

Exercise :Similarly, do this Transaction

Date	Transaction				
1/05/2018	Hindustan Trading Company place an Order to Prasant Enterprises for the following items. Order No. PO/002 (Prasant Enterprises under Group Sundry Creditors)				
	Items	Godown	Quantity	Rate	GST RATE
	Sony SP09	Storage Godown	10 nos	27,000	28%
	Sony SP12	Storage Godown	10 nos	31,000	28%
	Sony Plas55	Storage Godown	10 nos	55,000	28%
	Sony Plas65	Storage Godown	10 nos	65,000	28%

Alter a Purchase

You can alter a Purchase Order by displaying it from various places but is easier through the Purchase Orders Book or the Day BOOK.

Gateway of Tally > Display > Inventory Books > purchase Order Book

Press Alt+F2 to Change Period: From 01/05/2022 To 31/05/2022

Receipt Note

Transaction>Voucher>F10>Show Inactive>Inventory Voucher>Receipt Note (Alt +F9)>enter

Date	Transaction
2/05/2022	National Trading Company Received the goods from Smart Electronics against Order No.PO/OOI dated 1/05/2022

Go to Gateway Of Tally > Transaction> Vouchers >F10> (Alt + F9) Receipt Note

1. Press F2to change the Date: 02/05/2022
2. In the Ref field type: **SE/OOI**
3. Party's A/c Name: **Smart Electronics**
4. Then after Order details screen appears, select PO/OOI from the list.

Order Details	
Order No(s)	Mode/Terms of Payment:
PO/001	Date: 1-May-22 Other References :
	Terms of Delivery :
Receipt Details	
Receipt Doc No. :	
Dispatched through :	
Destination :	
Carrier Name/Agent :	
Bill of Lading/LR-RR No.:	Date:
Motor Vehicle No. :	

5. All Items are display automatically with Quantity, Rate and Amount on the basis of Purchase Order.

Press Enter, Enter.... & Accept the Voucher

Name of Item	Quantity	Rate per	Amount
SAMSUNG FT02	10 nos	12,500.00 nos	1,25,000.00
SAMSUNG FT03	10 nos	13,000.00 nos	1,30,000.00
SAMSUNG G49	10 nos	25,000.00 nos	2,50,000.00
SAMSUNG G55	10 nos	28,000.00 nos	2,80,000.00
			7,85,000.00

Exercise: Similarly, make another Receipt note entry.

Date	Transaction
2/05/2022	National Trading Company received the goods from Prashant Enterprises against Order No. PO/002 dated 1/05/2018 (Ref. No PE/002)

Rejection Out

Date	Transaction
31/05/2022	National Trading Company returns 2nos Samsung FT03 from PO/OOI to Smart Electronics

1. Transaction>Voucher>F10>>Show Inactive>Inventory Voucher>Rejection out (Ctrl +F5)>enter
2. Press F2 to change the date 31/05/2022
3. In the field of ledger Account select **Smart Electronics**
4. Select **Samsung FT03** from the Stock Item List.
5. From the list of Tracking Numbers select **RN/OOI**
6. In the Item Allocations Screen of **Samsung FT03**, In the Quantity field type
7. Skip the Narration field.
8. Accept the Voucher.
9. Rejection Out Voucher Screen

Ledger Account	Supplier's Name and Address
Smart Electronic	Smart Electronic
Name of Item	Quantity Rate per Amount
SAMSUNG FT03 Tracking No. : RN/001 Order No. : PO/001 Due on : 1-May-22	2 nos 13,000.00 nos 26,000.00 Storage Godown 2 nos 13,000.00 nos 26,000.00
Narration:	2 nos 26,000.00

Item Allocations for : SAMSUNG FT03				
Godown	Quantity	Rate per	Amount	
Tracking No. : RN/001	Order No.: PO/001	Due on	1-May-22	
Storage Godown	2 nos	13,000.00	nos	26,000.00
	2 nos		26,000.00	

Purchase Voucher

Date	Transaction
1/06/2022	Smart Electronics raised an Invoice of Purchased against RN/001 .

1. Go to Gateway of Tally > Transaction> Vouchers > **F9 Purchase** and make the
2. Entry in as **Invoice mode**,
3. Press F2 to change the date: **01/06/2022**
4. Supplier Invoice No.**SE/001**.
5. Party's A/c Name: **Smart Electronics**.
6. Then after list of Tracking No. sub screen appears, select **RN/001** from the list.
7. In the Party Details Screen On the Basis of tracking **PO/001 & RN/001**, it takes the items with the **Quantity, Rate & Amount automatically**.
8. Press Enter and pass on from the entire item list.
9. Then after Press one more Enter.
10. Select **SGST** from the list of ledgers.
11. The Amount of GST calculates automatically.
12. Select **CGST** from the list of ledgers
13. Press Page up to view last entry.
14. **Press Alt+A: Tax Analysis, Press Alt+F1 for detailed.**

TALLY PRIME WITH GST

TallyPrime EDU **MANAGE**

Accounting Voucher Creation

G: Go To **National Trading Company**

O: Import **E: Export** **M: E-mail** **P: Print**

Purchase No. 1 **1-Jun-22**
 Supplier Invoice No.: SE/001 Date : 1-Jun-22 Wednesday
 Party A/c name : Smart Electronic
 Current balance :
 Purchase ledger : Purchase Gst @28%
 Current balance :

Name of Item	Quantity	Rate per	Amount
SAMSUNG FT02	10 nos	12,500.00 nos	1,25,000.00
SAMSUNG FT03	8 nos	13,000.00 nos	1,04,000.00
SAMSUNG G49	10 nos	25,000.00 nos	2,50,000.00
SAMSUNG G55	10 nos	28,000.00 nos	2,80,000.00
Central Tax(CGST)			7,59,000.00
S GST			1,06,260.00
			1,06,260.00
Narration:	38 nos		9,71,520.00

Accept The Voucher

Press Page Up to view last entry.

Press Alt+A: Tax Analysis, press Alt+F1: For detailed

GST - Tax Analysis			
Particulars	Taxable Value	Tax rate	Duty/Tax Value
Purchase Taxable	7,59,000.00		2,12,520.00
SAMSUNG FT02 (8528) Item Value (Purchase Value 1,25,000.00)	1,25,000.00		35,000.00
Central Tax		14%	17,500.00
State Tax		14%	17,500.00
SAMSUNG FT03 (8528) Item Value (Purchase Value 1,04,000.00)	1,04,000.00		29,120.00
Central Tax		14%	14,560.00
State Tax		14%	14,560.00
SAMSUNG G49 (8528) Item Value (Purchase Value 2,50,000.00)	2,50,000.00		70,000.00
Central Tax		14%	35,000.00
State Tax		14%	35,000.00
SAMSUNG G55 (8528) Item Value (Purchase Value 2,80,000.00)	2,80,000.00		78,400.00
Central Tax		14%	39,200.00
State Tax		14%	39,200.00
Total	2,12,520.00		

Press ESC to Come out from Tax Analysis Screen.

Stock Transfer

When there is more than one Godown Cr. Locations are used, Stock Journal is useful to record

Transfers of stock from one location or department to another or to an external agency.

Date	Transaction		
2/06/2022	Transfer the following items from Storage to Office Godown .		
	Items SAMSUNG FTC2 SAMSUNG FT03 SAMSUNG G4g SAMSUNG G55	Quantity 10 nos 08 nos 10 nos 10 nos 10 nos	

GO to

Gateway of Tally > Transaction> Vouchers > Stock Journal (Alt* F7)

2. Press F2 to change the Date: 02/06/2022
3. There are two portion **Source (Consumption) & Destination (Production)**
4. In the field of **Source (Consumption)** fill up the following details
5. In the name of Item Select **SAMSUNG FT02**, select **Storage Godown** from the list of Godowns.
6. In the Quantity field type **10 nos**. Rate & Amount will be display automatically
7. Then after select the other Item **SAMSUNG FT03**, select **Storage Godown** from the list of Godowns and enter the quantity **8 nos (2 Items are rejected)**
8. Same ways select all the items with **storage Godown**
9. In the field of **Destination (Production)** fill up the following details
10. In the Name of item field select **SAMSUNG FT02**, select **Office Godown** from the list of Godowns.
11. In the Quantity field type **10 nos**, Rate & Amount will be displays automatically
12. Then after select the other item **SAMSUNG FT03** and **same way select all the items**
13. Skip the Narration field

The screenshot shows the 'Stock Journal' screen in Tally Prime. The header includes 'TallyPrime', 'MANAGE', 'EDU', 'Inventory Voucher Alteration (Secondary)', 'Stock Journal No. 1', 'G: Go To National Trading Company', 'Q: Import', 'E: Export', 'M: E-mail', 'P: Print', and the date '2-Jun-22 Thursday'. The main area is titled 'Transfer of Materials' and contains two tables:

Name of Item	Source (Consumption)			Destination (Production)					
	Name of Item	Godown	Quantity	Rate	Godown	Quantity	Rate	Amount	
SAMSUNG FT02	Storage Godown	10 nos	12,500.00/nos	1.25,000.00	SAMSUNG FT02	Office Godown	10 nos	12,500.00/nos	1.25,000.00
SAMSUNG FT03	Storage Godown	8 nos	13,000.00/nos	1.04,000.00	SAMSUNG FT03	Office Godown	8 nos	13,000.00/nos	1.04,000.00
SAMSUNG G4g	Storage Godown	10 nos	25,000.00/nos	2.50,000.00	SAMSUNG G4g	Office Godown	10 nos	25,000.00/nos	2.50,000.00
SAMSUNG G55	Storage Godown	10 nos	28,000.00/nos	2.80,000.00	SAMSUNG G55	Office Godown	10 nos	28,000.00/nos	2.80,000.00

At the bottom, it says 'Narration: being stock item transfer storage godown to office godown' and shows totals: 38 nos and 7,59,000.00.

14. Accept the Voucher

2 Exercise:

Similarly make the entry of following Transaction in Stock Journal Voucher.

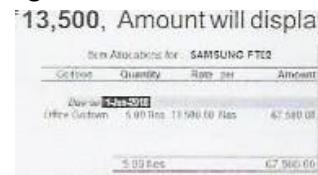
Date	Transaction		
2/06/2022	Transfer the following items from Storage to Office Godown.		
	Items	Quantity	
	Sony SP09	10 nos	
	Sony SP12	10 nos	
	Son Plas55	10 nos	
	Sony Plas65	10 nos	

Sales Order

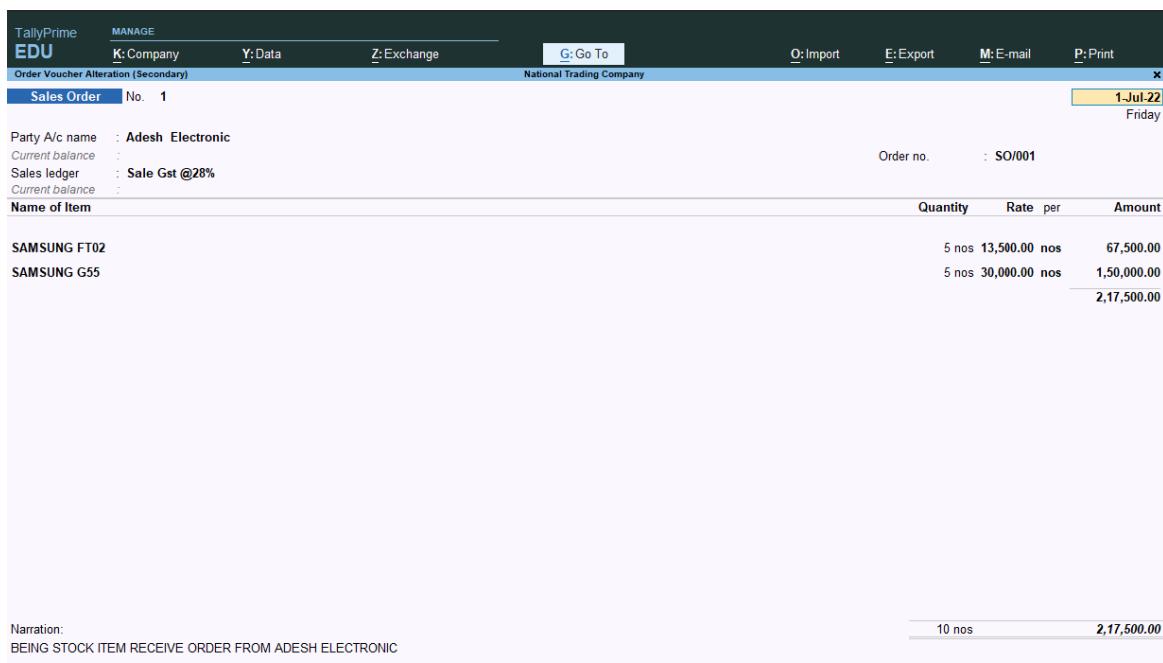
Date	Transaction				
1/07/2022	National Trading Company received an Order from Aadesh Electronics for the following Items. Order No. SO/001				
	Items	Godown	Quantity	Rate	GST RATE
	Samsung FT02	Office Godown	5 nos	13,500	28%
	Samsung G55	Office Godown	5 nos	30,000	28%

Transaction > Voucher> F10> Show Inactive> Order Voucher> Sale Order for Ctrl +F8

1. Press F2 to change the date: 01/07/2022
2. In Party's A/c Name with the help of Alt+C Create ledger of Aadesh Electronic under Sundry Debtors
3. Skip the dispatch details screen
- Order No: SO/001**
4. In Sales ledger field select **Sales GST @28%**
5. In the Name of the Item select **Samsung FT02** (Once the name is given then Item Allocations sub-screen for **Samsung FT02** display)
6. In the Item Allocation Sub screen fill up details — In the field of Godown, Select **Office Godown** from the list of Godown,,
7. In the field of Quantity type 5 nos. In the field of Rate type 13,500, Amount will display automatically.
8. Then after select the Next Item from the list of Items and make the entry in the same way in the same Voucher.
9. Skip the Narration field.



TALLY PRIME WITH GST



10. Accept the Voucher.

Exercise: Similarly make the entry of following Transaction in Sales Order Voucher-

Date	Transaction				
11/07/2022	National Trading Company received an Order from Star Electronics for the following Items. Order No. SO/002				
	Items	G Odown	Quantity	Rate	GST RATE
	Sony SP09	Office Godown	5 nos	33,000	28%
	Sony Plas55	Office Godown	5 nos	65,000	28%

Alter Sales Order

You can alter a sales Order by displaying it from various places but it is easier through the Sales Orders Book or the Day Book.

Gateway of Tally > Display > Day Book > F4: change> voucher and select Sales Orders

OR

Display >inventory Books Sales Order Book

PressAlt+F2 to change the period from 01/07/2022 to 31/07/2022

Delivery Note

Transaction > Voucher > F10 > Show Inactive > Inventory Voucher > Delivery note for Alt +F8

1. Press F2 to change the date: **01/07/2022**
2. In the Ref field type **DN/OOI**
3. Party's A/C Name **Aadesh Electronics**
4. **Select SO/OO1** from list of orders
5. All Items with Quantity, Rate & Amount will be display automatically on the basis of Sales Order
6. In Item Allocation screen, **select DN/OOI** from the list of **Tracking Numbers**
- 7. Press Enter**
8. Provide GST/e-Way Bill details: **No**
9. Accept the Voucher

Name of Item	Quantity	Rate per	Amount
SAMSUNG FT02	5 nos	13,500.00 nos	67,500.00
SAMSUNG G55	5 nos	30,000.00 nos	1,50,000.00
			2,17,500.00

Narration:
BEING STOCK ITEM DELIVERED TO ADESH ELECTRONIC

10. **Exercise:** Similarly make the entry of the following Transaction in Delivery Note Voucher

Date	Transaction
1/07/2022	National Trading Company delivered the SonySP09 & Sony Plas55 to Star Electronics against the Order No. SO/002(Ref No. DN/002)

Rejection In

Date	Transaction
2/7/2022	Aadesh Electronics return 1 nos of SAMSUNG G55 from SO/001 to National Trading Company

Transaction > Voucher> F10> Show Inactive> Inventory Voucher>Rejection In for Ctrl +F6

1. Press F2 to change the date: 02/07/2022
2. In the field of ledger Account select Aadesh Electronics
3. In Customer's Name & Address field select the same ledger
4. Select SAMSUNG G55 from the Stock Item List
5. From the list of Tracking Numbers select DN/001

Item Allocations for : SAMSUNG G55			
Godown	Quantity	Rate per	Amount
Tracking No. : DN/001	Order No.: SO/001	Due on 1-Jul-22	
Office Godown	1 nos	30,000.00 nos	30,000.00

6. In the Quantity field type 1 nos enter and accept the screen
7. Fill Narration field
8. Accept the screen

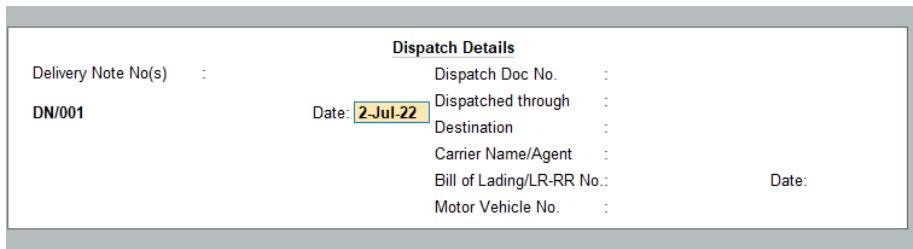
Ledger Account		Customer's Name and Address		
Adesh Electronic		Aadesh Electronic		
Name of Item		Quantity	Rate per	Amount
SAMSUNG G55		1 nos	30,000.00 nos	30,000.00
Tracking No. : DN/001 Order No.: SO/001 Due on 1-Jul-22		Office Godown	1 nos	30,000.00 nos
Narration: being stock item reject from adesh electronic				

Sales Voucher

Date	Transaction
31/07/2022	National Trading Company raised an invoice to Aadesh Electronics Of Sales against the DN/OOI.

1. Go to Gateway of Tally > Transaction > Voucher > F8 Sales

2. Press F2 to change the date: **31/07/2022**
3. Ref. **AE/001**
4. Party's A/C Name **Aadesh Electronics**
5. In Sales ledger field select **Sales GST @ 28%**
6. Then after list of Tracking No. sub screen appears, **select DN/001** from the list
7. On the Basis of **Tracking DN/001**, It takes the Items with Quantity, Rate & Amount automatically.



8. Press Enter and pass on from the entire items list

9. Then After Give one more Enter

10 Select SGST from the list of ledgers

11. The Amount of GST Calculates automatically

12 Sameway select CGST from the list of ledgers Sales Voucher screen appears:

Name of Item	Quantity	Rate per	Amount
SAMSUNG FT02	5 nos	13,500.00 nos	67,500.00
SAMSUNG G55	4 nos	30,000.00 nos	1,20,000.00
Central Tax (CGST) S GST			1,87,500.00
			26,250.00
			26,250.00
Narration:	9 nos		2,40,000.00

11. Accept the Voucher

12. Press Page up for last entry

13. Press Alt+A: Tax Analysis, Press Alt+F1 for Detailed

14. Press Esc to come out from Tax Analysis screen

Exercise: Similarly make the entry of following Transaction in Sales Voucher

Date	Transaction
31/07/201	National Trading Company raised an invoice to Star Electronics of Sales against the DN/002.

Invoicing

What Is Invoicing?

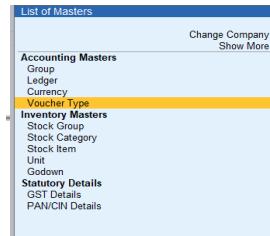
An invoice or bill is a commercial document issued by a seller to the buyer, indicating the products, quantities, and agreed prices for products or services the seller has provided the buyer. An invoice indicates the buyer must pay the seller, according to the payment terms. The buyer has a maximum amount of days to pay these goods and are sometimes offered a discount if paid before.

In the rental industry, an invoice must include a specific reference to the duration of the time being billed, so rather than quantity, price and discount the invoicing amount is based on quantity, price, discount and duration. Generally speaking, each line of a rental invoice will refer to the actual hours, days weeks, month etc. being billed.

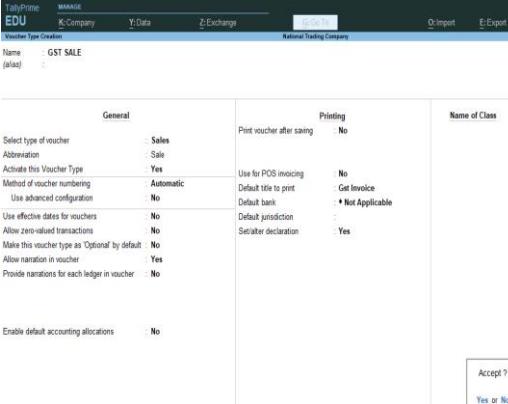
From the point of view of a seller, an invoice is a sales invoice. From the point of view of a buyer, an invoice is a purchase invoice. The document indicates the buyer and seller, but the term invoice indicates money is owed or owing. In English, the context of the term invoice is usually used to clarify its meaning, such as "We sent them an invoice" (they owe us money) or "We received an invoice from them" (we owe them money).

Tally Provide us different Voucher Types like sales, Purchase, Payment, Receipt, Journal, Contra etc. if you want to create Voucher Types from the Invoicing Purpose, you can create voucher types also.

To Create Voucher Type of GST Sales

1. In the Name field type **GST Sales**
 2. Go to Gateway of Tally > Accounts Info. > Voucher Types > Create
- 
3. In the field of Type of Voucher select **Sales** from the list of **Voucher Types**.
 4. Method of voucher numbering: **Automatic**
 5. Default Title to print type: **GST Invoice**
 6. To set Terms & Conditions of your business, set/alter **declaration set to Yes**

Voucher Type Creation Screen



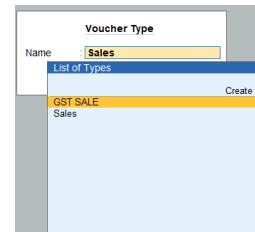
General		Printing		Name of Class
Select type of voucher	Sales	Print voucher after saving	No	
Abbreviation	Sale	Use for POS invoicing	No	
Activate this Voucher Type	Yes	Default title to print	Get Invoice	
Method of voucher numbering	Automatic	Default bank	* Not Applicable	
Use advanced configuration	No	Default jurisdiction		
Use effective dates for vouchers	No	Set later declaration	Yes	
Allow zero-valued transactions	No			
Make this voucher type as 'Optional' by default	No			
Allow narration in voucher	Yes			
Provide narrations for each ledger in voucher	No			
Enable default accounting allocations				No
Accept? Yes or No				

With the help of that at the time of Sales Entry, Different options of Voucher Types shown. Gateway of Tally > Accounting Vouchers > F8 Sales



Date	Transaction				
01/08/2018	National Trading Company sold the following items to NARESH TRADERS				
ITEM	GODOWN	QUANTITY	RATE	GST RATE	
SONY PLAS 65	Office Godown	5 nos	₹85,000	28%	

1. Go to Gateway of Tally > Transaction> Vouchers > F8 Sales > GST Sales
2. Press Change the Date: **01/08/2022**
3. In the Ref field type: **NT/OOI**
4. In the field of Party's, A/c Name with the help of (ALT*C) create a ledger of **NARESH TRADERS under Sundry Debtors with Mailing Details & Tax Information.**
5. Skip the Buyer's detail Screen
6. In **Sales Ledger** select **Sale GST @ 28%**
7. In the Name of Item Field select **SONY PLAS 65** from the list of item
8. Form the list of Tracking No. **select Not Applicable**
9. From the list of Orders select **Not Applicable**
10. From the list of Godown select **Office Godown**
11. In the field of **Quantity field type 5 nos**
12. In the **Rate field type 85,000/-**
13. Total Amount will be display automatically
14. Give one more Enter
15. Then after **select SGST** from the list of Ledgers.
16. Amount will appear automatically
17. **Select CGST** from the list of ledgers, Amount will appear automatically
18. Skip the Narration **Field Accept the Voucher**



The screenshot shows the 'Accounting Voucher Creation' window for a 'GST SALE'. The transaction details are as follows:

- No.: 1
- Reference No.: NT/001
- Date: 1-Aug-22
- Party A/c name: NARESH TRADERS
- Current balance: 1,87,500.00 CR
- Sales ledger: Sale Gst @28%
- Contra reference: 1,87,500.00 CR
- Name of Item: SONY PLAS 65
- Quantity: 5 nos
- Rate per: 85,000.00 nos
- Amount: 4,25,000.00
- Central Tax (CGST): 59,500.00
- STATE GST (S GST): 59,500.00

A confirmation dialog box at the bottom right asks "Accept ?" with "Yes or No" options.

Give Page up key to use last Entry

Press (CTRL+P)

Press C: FOR CONFIGURE and make setting as per following screen

List of Configurations	
6 ▲	
Show Quantity with Alternate Unit	Yes
Show Alternate Unit in separate column	No
Show Actual Quantity	No
Show Rate	Yes
Show Bill-wise details	No
Show Batch details	Yes
Show Godown Name	No
Show Godown Address	No
Show Part No.	No
Show Additional Descriptions for Stock Items	Yes
Show Additional Descriptions for Ledgers	No
Display name for Stock Items	Name Only
Show Narration	No
Show Subtotals after each line	No
Show Narration for each entry	No
Statutory Details	
Show Rate of Duty for Stock Items	No
Show Item-wise GST details	No
Show GST Rate (in %)	No
Show HSN/SAC	Yes
Show GST Analysis	Yes
Show HSN/SAC details	Yes
Show LUT/Bond details	Yes
Show Tax Invoice in Base Currency	No
Show Tax Amount for Export Invoice	Yes
Header Information	
Title	Gst Invoice
Subtitle (if any)	
Title (for Optional Vouchers)	PROFORMA INVOICE
Show Page Number	Yes
Optimise printing to save paper	No
Choose details to show second page onwards	No

Accept the Screen

PRESS I: FOR PREVIEW AND ALT+Z FOR ZOOM

Invoice Screen

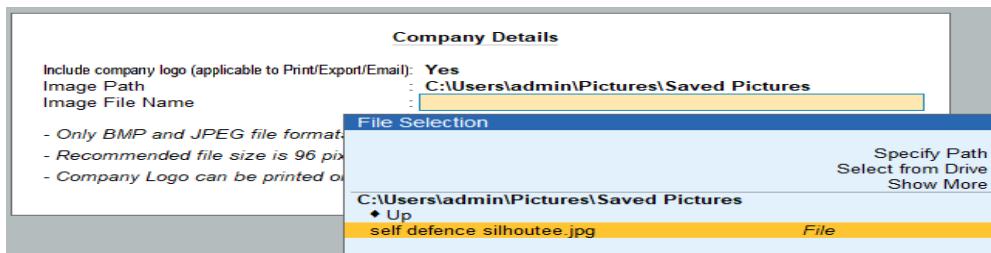
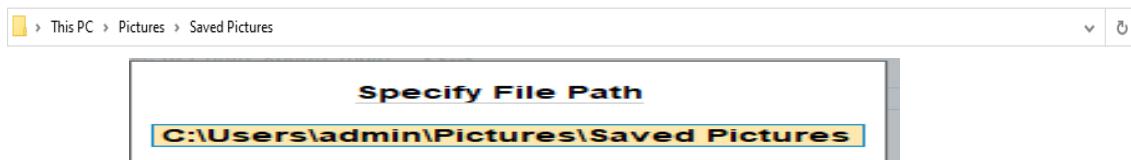
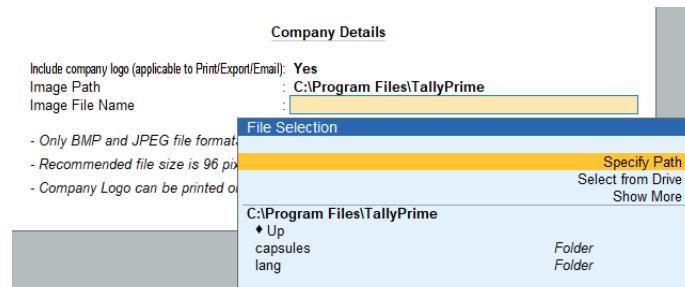
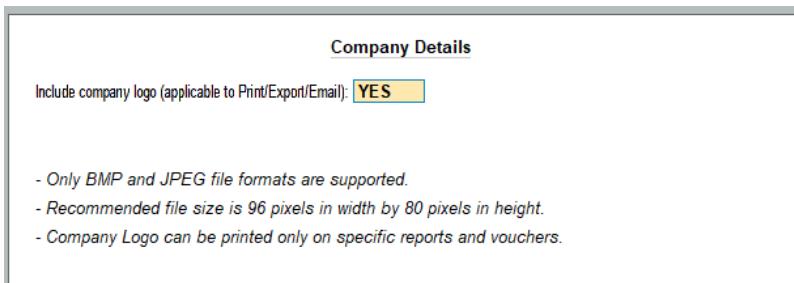
Get invoice						
National Trading Company 14, Kathadi, Business Park, Virar West Mumbai GST INN/TIN: 27AAAGM0299C2Z1 State Name : Maharashtra, Code : 27 E-Mail : nationaltrading@gmail.com						
Invoice No.: 1-Aug-22 Delivery Note: Master Terms of Payment Reference No. & Date: N1001 dt. 1-Aug-22 Buyer's Order No.: Cashed						
Consignee (Ship To) NAKESH TRADERS State Name : Maharashtra, Code : 27						
Buyer (Shipto) NAKESH TRADERS State Name : Maharashtra, Code : 27						
Delivery Details Dispatch Date: 1-Aug-22 Dispatched Through: Destination						
Terms of Delivery						
Description of Goods						
Sl No.	Item Description	HSN/SAC	Quantity	Date	Per	Amount
1	SONY PLAS 55	8525	5 nos	05.00.00	INR	4,25,000.00
						59,500.00
						59,500.00
						Total
						3 nos
						₹ 5,44,000.00
Actual Chassis (Inwards) INR Five Lakh Forty Four Thousand Only						
HSN/SAC: <input type="checkbox"/> 8525 Description: <input type="checkbox"/> Central Tax: <input type="checkbox"/> State Tax: <input type="checkbox"/> Rate: <input type="checkbox"/> Value: <input type="checkbox"/> Amount: <input type="checkbox"/> Total: <input type="checkbox"/> 10% <input type="checkbox"/> 12% <input type="checkbox"/> 14% <input type="checkbox"/> 16% <input type="checkbox"/> 18% <input type="checkbox"/>						
10% <input type="checkbox"/> 12% <input type="checkbox"/> 14% <input type="checkbox"/> 16% <input type="checkbox"/> 18% <input type="checkbox"/> Total: <input type="checkbox"/> ₹ 5,44,000.00 <input type="checkbox"/> ₹ 59,500.00 <input type="checkbox"/> ₹ 59,500.00 <input type="checkbox"/>						
Tax Amount (Inwards) : INR One Lakh Nineteen Thousand Only						
Disclaimer We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.						
for National Trading Company Authorised Signature						
This is a Computer Generated Invoice						

Company Logo in Invoice

This option allows to print the company's logo on the selected vouchers, reports and invoices.

To Activate the option of Company Logo

Go to Gateway of tally > day book> select voucher>press> Alt+P> Configuration>select Include Company Logo>Enter>Select company>company details> Include company logo (applicable to print export/email>yes>enter>select image file name option> select specify file path> go to file explore >picture>select save folder>select folder path>copy> back to tally prime>pest in specify file path> enter> select image name>back>Ctrl +A > esc> day book> select voucher> ctrl + P > press- I for preview invoice > Alt + Z for zoom invoice.



0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21																																																																																																																																																																																																																																																																																																																										
Get Invoice																																																																																																																																																																																																																																																																																																																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td colspan="3"> National Trading Company 14, Kallib Business Park, Virar West Mumbai GST IN/UIN: 27AAAGM0289C2Z1 State Name : Maharashtra, Code : 27 E-Mail : nationaltrading@gmail.com </td> <td style="width: 10%;">Invoice No.</td> <td style="width: 10%;">Date</td> </tr> <tr> <td></td> <td colspan="3"></td> <td>1</td> <td>1-Aug-22</td> </tr> <tr> <td></td> <td colspan="3"></td> <td>Delivery Note</td> <td>Mode of Payment</td> </tr> <tr> <td></td> <td colspan="3"></td> <td>Reference No. & Date</td> <td>Other Reference</td> </tr> <tr> <td></td> <td colspan="3"></td> <td>NT1001 dt. 1-Aug-22</td> <td></td> </tr> <tr> <td></td> <td colspan="3"></td> <td>Buyer's Order No.</td> <td>Order</td> </tr> <tr> <td></td> <td colspan="3"></td> <td>Dispatch Doc. No.</td> <td>Delivery Note Date</td> </tr> <tr> <td></td> <td colspan="3"></td> <td>Dispatched through</td> <td>Destination</td> </tr> <tr> <td></td> <td colspan="3"></td> <td colspan="4">Terms of Delivery</td> </tr> <tr> <td colspan="21"> Consignee (Ship To) NARESH TRADERS State Name : Maharashtra, Code : 27 </td> </tr> <tr> <td colspan="21"> Buyer (Bill To) NARESH TRADERS State Name : Maharashtra, Code : 27 </td> </tr> <tr> <td colspan="21"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S/N</th> <th style="width: 40%;">Description of Goods</th> <th style="width: 10%;">HSN/SAC</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">Rate</th> <th style="width: 10%;">per</th> <th style="width: 10%;">Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SONY PLAS 65</td> <td>8528</td> <td>5 nos</td> <td>85,000.00</td> <td>nos</td> <td>4,25,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>50,500.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>50,500.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Total</td> <td></td> <td>₹5,44,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>E. & O.E.</td> </tr> </tbody> </table> </td> </tr> <tr> <td colspan="21"> Amount Chequeable (In words) INR Five Lakh Forty Four Thousand Only </td> </tr> <tr> <td colspan="21"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">HSN/SAC</th> <th style="width: 10%;">Headcode</th> <th style="width: 10%;">Central Tax</th> <th style="width: 10%;">State Tax</th> <th style="width: 10%;">Total</th> </tr> <tr> <th></th> <th></th> <th>Rate</th> <th>Amount</th> <th>Rate</th> <th>Amount</th> <th>(Tax Amount)</th> </tr> </thead> <tbody> <tr> <td>8528</td> <td></td> <td>14%</td> <td>30,500.00</td> <td>14%</td> <td>30,500.00</td> <td>1,19,000.00</td> </tr> <tr> <td></td> <td>Total</td> <td>14%</td> <td>30,500.00</td> <td>14%</td> <td>30,500.00</td> <td>1,19,000.00</td> </tr> </tbody> </table> </td> </tr> <tr> <td colspan="21"> Tax Amount (In words) : INR One Lakh Nineteen Thousand Only </td> </tr> <tr> <td colspan="21"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> Declaration We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct. </td> <td style="width: 50%; vertical-align: top; text-align: right;"> For National Trading Company <small>Authorised Signatory</small> </td> </tr> </table> </td> </tr> <tr> <td colspan="21" style="text-align: center;"> This is a Computer Generated Invoice </td> </tr> <tr> <td colspan="21" style="text-align: center;"> PgUp PgDn PgRight » PgLeft « Home End Zoom Page: 1 of 1 In Inches Print Mail Esc </td> </tr> </table>																						National Trading Company 14, Kallib Business Park, Virar West Mumbai GST IN/UIN: 27AAAGM0289C2Z1 State Name : Maharashtra, Code : 27 E-Mail : nationaltrading@gmail.com			Invoice No.	Date					1	1-Aug-22					Delivery Note	Mode of Payment					Reference No. & Date	Other Reference					NT1001 dt. 1-Aug-22						Buyer's Order No.	Order					Dispatch Doc. No.	Delivery Note Date					Dispatched through	Destination					Terms of Delivery				Consignee (Ship To) NARESH TRADERS State Name : Maharashtra, Code : 27																					Buyer (Bill To) NARESH TRADERS State Name : Maharashtra, Code : 27																					<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S/N</th> <th style="width: 40%;">Description of Goods</th> <th style="width: 10%;">HSN/SAC</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">Rate</th> <th style="width: 10%;">per</th> <th style="width: 10%;">Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SONY PLAS 65</td> <td>8528</td> <td>5 nos</td> <td>85,000.00</td> <td>nos</td> <td>4,25,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>50,500.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>50,500.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Total</td> <td></td> <td>₹5,44,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>E. & O.E.</td> </tr> </tbody> </table>																					S/N	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount	1	SONY PLAS 65	8528	5 nos	85,000.00	nos	4,25,000.00							50,500.00							50,500.00					Total		₹5,44,000.00							E. & O.E.	Amount Chequeable (In words) INR Five Lakh Forty Four Thousand Only																					<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">HSN/SAC</th> <th style="width: 10%;">Headcode</th> <th style="width: 10%;">Central Tax</th> <th style="width: 10%;">State Tax</th> <th style="width: 10%;">Total</th> </tr> <tr> <th></th> <th></th> <th>Rate</th> <th>Amount</th> <th>Rate</th> <th>Amount</th> <th>(Tax Amount)</th> </tr> </thead> <tbody> <tr> <td>8528</td> <td></td> <td>14%</td> <td>30,500.00</td> <td>14%</td> <td>30,500.00</td> <td>1,19,000.00</td> </tr> <tr> <td></td> <td>Total</td> <td>14%</td> <td>30,500.00</td> <td>14%</td> <td>30,500.00</td> <td>1,19,000.00</td> </tr> </tbody> </table>																					HSN/SAC	Headcode	Central Tax	State Tax	Total			Rate	Amount	Rate	Amount	(Tax Amount)	8528		14%	30,500.00	14%	30,500.00	1,19,000.00		Total	14%	30,500.00	14%	30,500.00	1,19,000.00	Tax Amount (In words) : INR One Lakh Nineteen Thousand Only																					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> Declaration We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct. </td> <td style="width: 50%; vertical-align: top; text-align: right;"> For National Trading Company <small>Authorised Signatory</small> </td> </tr> </table>																					Declaration We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.	For National Trading Company <small>Authorised Signatory</small>	This is a Computer Generated Invoice																					PgUp PgDn PgRight » PgLeft « Home End Zoom Page: 1 of 1 In Inches Print Mail Esc																				
	National Trading Company 14, Kallib Business Park, Virar West Mumbai GST IN/UIN: 27AAAGM0289C2Z1 State Name : Maharashtra, Code : 27 E-Mail : nationaltrading@gmail.com			Invoice No.	Date																																																																																																																																																																																																																																																																																																																																										
				1	1-Aug-22																																																																																																																																																																																																																																																																																																																																										
				Delivery Note	Mode of Payment																																																																																																																																																																																																																																																																																																																																										
				Reference No. & Date	Other Reference																																																																																																																																																																																																																																																																																																																																										
				NT1001 dt. 1-Aug-22																																																																																																																																																																																																																																																																																																																																											
				Buyer's Order No.	Order																																																																																																																																																																																																																																																																																																																																										
				Dispatch Doc. No.	Delivery Note Date																																																																																																																																																																																																																																																																																																																																										
				Dispatched through	Destination																																																																																																																																																																																																																																																																																																																																										
				Terms of Delivery																																																																																																																																																																																																																																																																																																																																											
Consignee (Ship To) NARESH TRADERS State Name : Maharashtra, Code : 27																																																																																																																																																																																																																																																																																																																																															
Buyer (Bill To) NARESH TRADERS State Name : Maharashtra, Code : 27																																																																																																																																																																																																																																																																																																																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S/N</th> <th style="width: 40%;">Description of Goods</th> <th style="width: 10%;">HSN/SAC</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">Rate</th> <th style="width: 10%;">per</th> <th style="width: 10%;">Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SONY PLAS 65</td> <td>8528</td> <td>5 nos</td> <td>85,000.00</td> <td>nos</td> <td>4,25,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>50,500.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>50,500.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Total</td> <td></td> <td>₹5,44,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>E. & O.E.</td> </tr> </tbody> </table>																					S/N	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount	1	SONY PLAS 65	8528	5 nos	85,000.00	nos	4,25,000.00							50,500.00							50,500.00					Total		₹5,44,000.00							E. & O.E.																																																																																																																																																																																																																																																																																	
S/N	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount																																																																																																																																																																																																																																																																																																																																									
1	SONY PLAS 65	8528	5 nos	85,000.00	nos	4,25,000.00																																																																																																																																																																																																																																																																																																																																									
						50,500.00																																																																																																																																																																																																																																																																																																																																									
						50,500.00																																																																																																																																																																																																																																																																																																																																									
				Total		₹5,44,000.00																																																																																																																																																																																																																																																																																																																																									
						E. & O.E.																																																																																																																																																																																																																																																																																																																																									
Amount Chequeable (In words) INR Five Lakh Forty Four Thousand Only																																																																																																																																																																																																																																																																																																																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">HSN/SAC</th> <th style="width: 10%;">Headcode</th> <th style="width: 10%;">Central Tax</th> <th style="width: 10%;">State Tax</th> <th style="width: 10%;">Total</th> </tr> <tr> <th></th> <th></th> <th>Rate</th> <th>Amount</th> <th>Rate</th> <th>Amount</th> <th>(Tax Amount)</th> </tr> </thead> <tbody> <tr> <td>8528</td> <td></td> <td>14%</td> <td>30,500.00</td> <td>14%</td> <td>30,500.00</td> <td>1,19,000.00</td> </tr> <tr> <td></td> <td>Total</td> <td>14%</td> <td>30,500.00</td> <td>14%</td> <td>30,500.00</td> <td>1,19,000.00</td> </tr> </tbody> </table>																					HSN/SAC	Headcode	Central Tax	State Tax	Total			Rate	Amount	Rate	Amount	(Tax Amount)	8528		14%	30,500.00	14%	30,500.00	1,19,000.00		Total	14%	30,500.00	14%	30,500.00	1,19,000.00																																																																																																																																																																																																																																																																																																	
HSN/SAC	Headcode	Central Tax	State Tax	Total																																																																																																																																																																																																																																																																																																																																											
		Rate	Amount	Rate	Amount	(Tax Amount)																																																																																																																																																																																																																																																																																																																																									
8528		14%	30,500.00	14%	30,500.00	1,19,000.00																																																																																																																																																																																																																																																																																																																																									
	Total	14%	30,500.00	14%	30,500.00	1,19,000.00																																																																																																																																																																																																																																																																																																																																									
Tax Amount (In words) : INR One Lakh Nineteen Thousand Only																																																																																																																																																																																																																																																																																																																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> Declaration We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct. </td> <td style="width: 50%; vertical-align: top; text-align: right;"> For National Trading Company <small>Authorised Signatory</small> </td> </tr> </table>																					Declaration We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.	For National Trading Company <small>Authorised Signatory</small>																																																																																																																																																																																																																																																																																																																									
Declaration We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.	For National Trading Company <small>Authorised Signatory</small>																																																																																																																																																																																																																																																																																																																																														
This is a Computer Generated Invoice																																																																																																																																																																																																																																																																																																																																															
PgUp PgDn PgRight » PgLeft « Home End Zoom Page: 1 of 1 In Inches Print Mail Esc																																																																																																																																																																																																																																																																																																																																															

Notes: It is essential that the logo is saved as a Bitmap or JPEG image file and resides in the path specified by you. Ensure that the extension. bmp/ Jpg are also specified while providing the location of logo.

The recommended size of the logo image is 96 x 80 (Width x Height) pixels

To Print Company Logo on Sales Invoice

1. Go to Gateway of Tally > Display > Account Books > Sales Register > Press enter On July
2. Select the Voucher of Aadesh Electronics date 31/07/2022 and press Enter
3. Click on Print or Press Alt+P
4. Click on Yes to Print

Multi Address in Invoice & Report

The Multi Address feature in Tally.ERP9 allows you to maintain multiple mailing details for your company and ledgers, i.e.

Create multiple addresses for your company and use them in your invoices and reports. For instance:

Create a single ledger with multiple addresses along with their statutory taxation details for instance, purchasing goods from a supplier having multiple locations. This will help in minimizing the creation of same party ledger for different branches in your company. Print multiple addresses in Payment/ Receipt voucher and recorded in/sent to Head Office.

In National Trading Company

To Activate the option of Multi Address

I Go to gateway of Tally > F11: Features>Other>Enable multiple Address> yes

Primary >Enter> Enter > Accept. Press enter and save the screen

In Ledger Name type Arya Enterprises

In Under select Sundry Debtors from the list of Groups

In Mailing details enter the details of party's THANE BRANCH

Address Types	
1. * Primary	
2. THANE BRANCH	
3. PUNE BRANCH	
4. []	

In Mailing details enter the details of party's THANE BRANCH Screen appears as follows:

Mailing details for: THANE BRANCH	
Mailing name	: NATIONAL TRADING CO. THANE
Address	: WAGALE EASTED,SHOP010,
Pincode	: 421231
Phone no.	: 44646848
Mobile no.	: 78414131145
Fax no.	: 45224
E-mail	:
Website	:

2 "Maintain Multiple Mailing Details for Company & Ledgers?" set to Yes

TALLY PRIME WITH GST

Ledger Creation		National Trading Company		Total Opening Balance
Name	: ARYA ENTERPRISES			
(alias)	:			
Under	: Sundry Debtors (Current Assets)	Mailing Details		
Maintain balances bill-by-bill	: Yes	Name	: ARYA ENTERPRISES	
Default credit period	:	Address	:	
Check for credit days during voucher entry	: No	State	: Maharashtra	
		Country	: India	
		Pincode	:	
		Set/alter multiple mailing details	: YES	
		Banking Details		
		Provide bank details	: No	
		Tax Registration Details		
		PAN/IT No.	:	
		Registration type	: Regular	
		GSTIN/UIN	:	
		Set/Alter GST details	: No	
Opening Balance (on 1-Apr-22) :				

3. Set/Alter multiple mailing details set to Yes
4. On Pressing Enter, Address Type Screen of Arya Enterprises appears, in which type THANE Branch Office

Mailing Details for : THANE BRANCH OFFICE

Address	: AYA ENTERPRISE G6, SHALIMAR TOWER, PIPE ROAD, KURLA WEST
State	: Maharashtra
Country	: India
Pincode	:
Statutory and Taxation Information	
PAN/income tax no.	:
TIN/sales tax no.	:
CST no.	:
GST Details	
Registration type	: Regular
Assessee of Other Territory	: No
GSTIN/UIN	: 27AAACP048571ZT

12. Enter the Tax Information of Party and Accept the Screen Screen appears as follows:

To Use Multiple Addresses in Voucher Entry

Date	Transaction
01/08/2018	National Trading Company sold 2 nos of SONY PLAS 55 at the rate of to Arya Enterprises. GST Rate is 28%.

Go to Gateway of Tally > Accounting Vouchers > F8 Sales > GST Sales

1. Press F2 to change the date: 01/08/2018
2. In Ref. type AE/OOI
3. In F12: Configure Allow Separate Buyer & Consignee Name

Set to Yes

4. In Party's A/c Name select Arya Enterprises from the list of ledgers
5. In Buyer's Details Screen in Consignee Address Type select Primary and in Buyers select Branch office
6. Press Enter, Enter and Accept the Buyer's Details Screen
7. In Sales ledger field select Sales GST @ 28%
8. In Name of Item select Not Applicable
9. In Tracking No. select Not Applicable
10. 11 In Order No. select Not Applicable
- 11. In Godown select **Office Godown****
12. In Quantity type 2 nos
13. In Rate type - 65,000
14. Amount appears automatically
15. Press one more time Enter
16. Select ledger SGST from the list of Ledgers. 18 Amount appears automatically Ig. Select Ledger CGST from the list Of ledgers
19. Skip the Narration field
17. 21 . Accept the Screen Sales Voucher Screen
- 18.

TALLY PRIME WITH GST	
Configuration	
Provide separate Buyer and Consignee details	: Yes
Provide Mailing Name	: Yes
Provide Pincode	: No
Provide GST Registration details	: Yes
Provide Place of Supply	: Yes

TALLY PRIME WITH GST

TallyPrime MANAGE

EDU K: Company Y: Data Z: Exchange

G: Go To National Trading Company

O: Import E: Export M: E-mail P: Print

Accounting Voucher Creation

GST SALE No. 2 1-Aug-22
 Reference No : AE/001 Date : 1-Aug-22 Monday

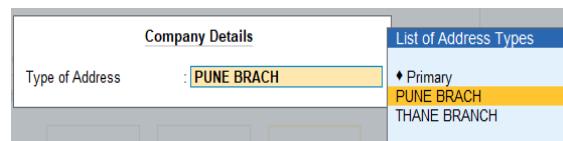
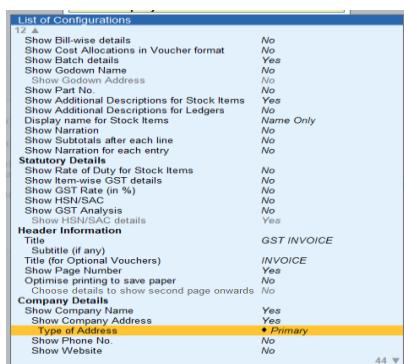
Party A/c name : ARYA ENTERPRISES
 Current balance :
 Sales ledger : Sale Gst @28%
 Current balance : 6,12,500.00 Cr

Name of Item	Quantity	Rate per	Amount
SONY PLAS55	2 nos	65,000.00 nos	1,30,000.00
Central Tax(CGST)			18,200.00
STATE GST (S GST)			18,200.00
<hr/>			
Narration:	2 nos 1,66,400.00		

or Click on Print option set to Yes, Press Alt+Z to Zoom

FOR TITLE NAME CHANGE PRESS F7

CHANG BRANCH NAME > GO TO CONFIGURE>SHOW MORE>COMPANY DETAILS> SHOW COMPANY ADDRESS> YES> TYPE OF ADDRESS >PRESS ENTER> SELECT BRANCH NAME PUNE BRANCH



You can select company address to print

CTRL+A> PRESS I>ALT +Z FOR ZOOM

GST INVOICE

NATIONAL TRADING CO PUNE BRANCH PMPRI CHINCHWAD GSTIN/UIN: 27AAAGM0289C2Z1 State Name : Maharashtra, Code : 27		Invoice No.	Dated	
		2	1-Aug-22	
		Supplier Invoice No. & Date	Other References	
		AE/001 dt. 1-Aug-22		
Consignee (Ship to) National Trading Company				
GSTIN/UIN : 27AAAGM0289C2Z1 State Name : Maharashtra, Code : 27				
Supplier(Bill from) ARYA ENTERPRISES				
State Name : Maharashtra, Code : 27				
Sl.	Description of Goods	Quantity	Rate per	Amount
1	SONY PLAS55	2 nos	65,000.00 nos	1,30,000.00
	Central Tax(CGST) STATE GST (S GST)			18,200.00 18,200.00

To Print Multiple Addresses in Invoice
 Press Page up Key Press Alt+P

Batch Wise Details

Batch details are used to identify the movement of the inventory in batches or lots. Many organizations also purchase in lots in order to monitor the result of the lots purchased individually. Hence, Tally has used the term Batch/Lot.

Batches/Lots are also often used often used to monitor the date of manufacture, date of receipt or the date of expected time when it cannot be used for any purpose (perished or expired).

Tally handles both the situations when you know both the manufacturing date and the expiry date to take the decision as required.

Batch-wise details are given for maintaining batch information pertaining to stock items. The various options are activating batch-wise details, setting manufacturing date and expiry date. Manufacturing date and expiry date options can be used only in accordance with batch-wise details as per requirements.

Go To Gateway of Tally F11: Features > Accounting> Enable Batches – yes

Maintain Expiry Date for batches- yes

Company: National Trading Company	
Show more features	: Yes
Show all features	: Yes
Accounting	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: No
Enable Interest Calculation	: No
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: No
Enable Batches	Yes
Maintain Expiry Date for Batches	: Yes
Enable Job Order Processing	: no
Enable Cost Tracking	: No
Enable Job Costing	: No
Use Discount column in invoices	: No
Use separate Actual and Billed Quantity columns in invoices	: No
Taxation	
Enable Goods and Services Tax (GST)	: Yes
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
Online Access	
Enable Browser Access for Reports	: Yes
Enable Tally.NET Services for Remote Access & Synchronisation	: No
Payroll	
Maintain Payroll	: No
Enable Payroll Statutory	: No
Others	
Enable multiple addresses	: Yes
Mark modified vouchers	: No

Go to Gateway Of Tally > Master> create > Stock Items > Create

1. In the Name field type Music System
2. In the field of Under Select Primary from the list of Group
3. In the Category field select Not Applicable from the list of Categories
4. In the Unit field select nos. from the list
5. Maintain in Batches Sets Yes
6. Track Date of Mfg : yes
7. Use Expiry Date : Yes
8. GST Applicable: Applicable
9. Set/Alter GST Details Set to Yes, fill up GST Details as shown

Stock Item Alteration		National Trading Company	
Name	Music System (alias)	Under Category	Primary Not Applicable
Units	nos	Statutory Details	GST Applicable Set/Alter GST Details Type of Supply Applicable yes Goods
Additional Details	Maintain in batches Track date of manufacturing Use expiry dates Yes Yes Yes	Rate of Duty (eg 5)	
		Quantity	Rate per
		Opening Balance	Value

GST Details for Stock Item: Music System	
HSN/SAC Details	
Description	: Music System
HSN/SAC	: 8522
Tax Details	
Calculation type	: On Value
Taxability	: Taxable
Tax Type	Integrated Tax Central Tax State Tax Cess 10 % 9 % 9 % 0 %
Rate	

- 10 Type of Supply select Goods
 - 11. Skip all other fields
 - 12 Accept the Screen
 - 13 Stock Item creation screen
 - 14 Type of Supply select **Goods**
 - 15 Accept the Screen

Stock Item creation screen

Entering Batch-wise Details for Purchase voucher

Date	Transaction										
02/08/2018	Purchase the following items from Darshan Communication.										
	<table> <thead> <tr> <th>ITEM</th> <th>GODOWN</th> <th>QUANTITY</th> <th>RATE</th> <th>GST RATE</th> </tr> </thead> <tbody> <tr> <td>Music System</td> <td>Office Godown</td> <td>10 nos</td> <td>5000</td> <td>18%</td> </tr> </tbody> </table>	ITEM	GODOWN	QUANTITY	RATE	GST RATE	Music System	Office Godown	10 nos	5000	18%
ITEM	GODOWN	QUANTITY	RATE	GST RATE							
Music System	Office Godown	10 nos	5000	18%							

Go to Gateway of Tally > Accounting Vouchers > F9 Purchase

- i. Press F2 to change the Date: 02/08/2022
 - ii. In the Supplier Invoice No type **DC/001**
 - b.** In the field of parties, A/c Name with the help of **Alt*C Create a ledger Of**
 - c. Darshan Communication under Sundry Creditors**
 - i. Skip the Supplier's Details Screen
 - ii. In Purchase ledger **select Purchase Gst @18%** from the list of ledgers
 - iii. In the field of Name of Item **select Music System** from the list of Items
 - iv. Then after Sub screen of item Allocation for Music System appears**
 - In the Tracking No. field select Not Applicable
 - e. In the field of Order, no select Not Applicable
 - i. In the field of Godown **Select Office Godown**
 - ii. In the field of Batch/Lot No. select New Number
 - iii. Define Batch/01 in New Number**
 - iv. In the Quantity field type 10 nos
 - v. In the Rate field type: 5000
 - vi. Amount appears automatically
 - vii. Mfg Date: 22-Aug-22 AND Expiry date: 2-Sep-2025

2. Give one Time more Enter
3. Select SGST from the list of Ledgers
4. Amount of GST will be display automatically
5. Select CGST from the list of ledgers
6. Skip the Narration field
7. Accept the Voucher

TallyPrime EDU

MANAGE

Accounting Voucher Alteration (Secondary)

Purchase No. 3
Supplier Invoice No.: DC/001 Date : 2-Aug-22
Party A/c name : DARSHAN COMMUNICATION
Current balance : 59,000.00 Cr
Purchase ledger : Purchase Gst(@18%)
Current balance : 50,000.00 Dr

Name of Item	Quantity	Rate per	Amount
Music System	10 nos	5,000.00 nos	50,000.00
Central Tax(CGST) STATE GST (S GST)			4,500.00 4,500.00

Narration: 10 nos 59,000.00

02/08/2022	Purchase 10 nos of Music System From Orange Communication on rate of 5000 for GST Rate 18% (Batch/02).
------------	--

1. Go to Gateway of Tally > Accounting Vouchers > F9 Purchase
2. Press F2 to change the Date : 02/08/2022
3. In the Supplier Invoice No type OC/001
4. Create a leger of **Orange Communication under Sundry Creditors**
5. In the field of Party's A/c Name with the help of **Alt+C** Create ledger of Orange Communication under Orange Communication
6. In Purchase Ledger field select Purchase GST @ 18 % from the list of ledgers
7. Skip the Supplier's details Screen
8. In the field of Name of Item select Music System from the list of items
9. Then after Sub screen of item Allocation for Music System appears
10. In the Tracking No. Field Not Applicable
11. In the field 01 Order No. select Not Applicable

12. In the field of Godown select Office Godown
 13. In the field of Batch/Lot No. select New Number
 14. **Define Batch/02** in New Number
 - 15. In the Quantity field type 10NOS in the Rate field type5000**
 16. Amount appears automatically
 17. Mfg Date: 22-Aug-22 AND Expiry date: 2-Sept-2025

New Number

BATCH/02

18. Give one Time more Enter
 19. Select SGST from the list of Ledgers
 20. Amount of GST will be display automatically
 21. Select CGST from the list of ledgers
 22. Skip the Narration field

TALLY PRIME WITH GST

23. Accept The Voucher

TallyPrime EDU		MANAGE	G: Go To	O: Import	E: Export	M: E-mail	P: Print	X
		K: Company	Y: Data	Z: Exchange	National Trading Company			
Purchase No. 4		Supplier Invoice No.: OC/001	Date : 2-Aug-22					2-Aug-22 Tuesday
Party A/c name : ORANGE COMMUNICATION								
Current balance :								
Purchase ledger : Purchase Gst@18%								
Current balance : 50,000.00 Dr								
Name of Item						Quantity	Rate per	Amount
Music System						10 nos	5,000.00 nos	50,000.00
Central Tax(CGST) STATE GST (S GST)						4,500.00 4,500.00		
Narration:						10 nos	<input type="checkbox"/> Accept ? <input type="checkbox"/> Yes or No	

IN SALE BATCH WISE ENTRY

Date	Transaction
31/08/2022	Sold 5 nos of Music System (Batch/01) to Aadesh Electronics on rate of ₹8000 for GST Rate 18%

1. Go to Gateway of Tally > Accounting Vouchers > F8 Sales > GST Sales
2. Press F2 to change to Date: 31/08/2022
3. In the Ref. field type AE/002
4. In the field of Party is A/c Name select Aadesh Electronics from the list of ledgers
5. Skip the Buyer's details Screen
6. In sales ledger screen select Sales GST @18% from the list of ledger 7. In the field of Name of Item select Music System from the list of Items
7. Then after sub screen of item Allocation for Music System appears
8. In the Tracing No. Field Not Applicable
9. In the field of Order No. select Not Applicable
10. In the field of Godown select Office Godown
11. In the field of Batch/Lot, list of Active Batches appears
12. In the Field of Batch/Lot No. select

Batch/01

Item Allocations for : Music System				
Godown	Batch/Lot No.	Quantity	Rate per	Amount
Office Godown	BATCH/01	5 nos	8,000.00 nos	40,000.00
2-Aug-22	2-Sep-25			

TALLY PRIME WITH GST

14. In the Quantity field type 5 nos, Rate field type 8000
15. 16. Amount will be display automatically
16. Give one time more Enter
17. Select SGST from the list of ledgers Ig. Amount of GST will be display automatically

TallyPrime EDU		MANAGE										
		K: Company	Y: Data	Z: Exchange	G: Go To		National Trading Company		O: Import	E: Export	M: E-mail	P: Print
Accounting Voucher Creation												x
GST SALE		No. 2		Date	:	31-Aug-22					31-Aug-22	
Reference No		: AE/002									Wednesday	
Party A/c name		: Adesh Electronic										
Current balance		: 2,40,000.00 Dr										
Sales ledger		: SALE GST @18%										
Current balance		:										
Name of Item							Quantity	Rate per	Amount			
Music System							5 nos	8,000.00 nos	40,000.00			
Central Tax (CGST)									3,600.00			
STATE GST (S GST)									3,600.00			
Narration:									5 nos			47,200.00

18. Select CGST from the list of ledgers
19. Skip the Narration fields.
20. Accept the Voucher

To check Batch Wise Report

Go to Gateway of Tally Prime>Display>Batch>Select Music System> Select Name of Batch/01

TallyPrime EDU		MANAGE											
		K: Company	Y: Data	Z: Exchange	G: Go To		National Trading Company		O: Import	E: Export	M: E-mail	P: Print	
Batch Vouchers												x	
Stock Item : Music System		Batch Name : BATCH/01		Mfg Date : 2-Aug-22		Expiry Date : 2-Sep-25						1-Aug-22 to 31-Aug-22	
Date	Particulars				Vch Type		Vch No.	Inwards		Outwards		Closing	
								Quantity	Value	Quantity	Value	Quantity	Value
2-Aug-22	DARSHAN COMMUNICATION				Purchase		3	10 nos	50,000.00	10 nos	50,000.00		
31-Aug-22	Adesh Electronic				GST SALE		2			5 nos	40,000.00	5 nos	25,000.00
Totals as per 'Default' valuation :								10 nos	50,000.00	5 nos	40,000.00	5 nos	25,000.00

Same way you can check report of Batch/02

Separate Actual & Billed Quantities

The need for different actual and billed quantities may arise in several instances. For example:

- Extra inventory is sent to cover up for any stock that reaches in damaged condition, ■ Inventory sent as extra samples
- Stock dispatched to the customer as quantity discount, etc.

These are only a few of the examples of why different actual and billed quantity is used.

Tally Walk-through to "Use Different Actual and Billed Quantities"

F11: Select Company>Inventory> Use Separate Actual & Billed Quantities Column in invoices: Yes

Ctrl+A> Esc

Company: National Trading Company	
Show more features : Yes	
Show all features : Yes	
Accounting	
Maintain Accounts : Yes	
Enable Bill-wise entry : Yes	
Enable Cost Centres : No	
Enable Interest Calculation : No	
Inventory	
Maintain Inventory : Yes	
Integrate Accounts with Inventory : Yes	
Enable multiple Price Levels : No	
Enable Batches : Yes	
Maintain Expiry Date for Batches : Yes	
Enable Job Order Processing : No	
Enable Cost Tracking : No	
Enable Job Costing : No	
Use Discount column in invoices : No	
Use separate Actual and Billed Quantity columns in invoices : Yes	
Taxation	
Enable Goods and Services Tax (GST) : Yes	
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	
Online Access	
Enable Browser Access for Reports : Yes	
Enable Tally.NET Services for Remote Access & Synchronisation : No	
Payroll	
Maintain Payroll : No	
Enable Payroll Statutory : No	
Others	
Enable multiple addresses : Yes	
Mark modified vouchers : No	

Date	Transaction						
	Name	GODown	Actual nos	Billed	Rate	GST	Amount
01/09/2018	Goods sold to Nilesh Traders	on sale of 5 T.V, 1	is given free of cost				
	SAMSUNG G49	Office Godown	06 NOS	05 nos	40000	28%	20000

1. Go to Gateway of Tally > Accounting Vouchers > F8 Sales > GST Sales
2. You'll notice that the Quantities column is divided into two columns, namely Actual and Billed
3. Press F-2 to change the Date: 01/09/2022
4. In the Ref. field type NT/002
5. In the field of Party's/c Name select Naresh Traders from the list of ledgers
6. In the sales ledger screen select Sales GST @28%

TALLY PRIME WITH GST

Party Details			
Buyer (Bill to)	: ARYA ENTERPRISES	Consignee (Ship to)	: ARYA ENTERPRISES
Address Type	: THANE BRANCH OFFICE	Address Type	: THANE BRANCH OFFICE
Mailing Name	: ARYA ENTERPRISES	Mailing Name	: ARYA ENTERPRISES
Address	: Arya Enterprises G6,SHALIMAR TOWER, PIPE ROAD, KURLA WEST	Address	: Arya Enterprises G6,SHALIMAR TOWER, PIPE ROAD, KURLA WEST
State	: Maharashtra	State	: Maharashtra
Country	: India	Country	: India
GST Registration type	: Regular	GSTIN/UIN	: 27AAACP048571ZT
GSTIN/UIN	: 27AAACP048571ZT		
Place of Supply	: Maharashtra		

10. In the field of Order No. select Not Applicable
11. In the field of Godown select Office Godown
12. In the Actual Quantity field 6 nos
13. In the Billed Quantity field type 5 nos
14. In the Rate field type u0,000/-
15. Amount will be display automatically
16. Give one time more Enter
17. Select SGST from the list of Ledgers
18. Amount of GST will be display automatically
19. Select CGST from the list of ledgers
20. Skip the Narration field
21. Accept the Voucher

7. Skip the buyer's details Screen
8. In the field of Name of Item select SAMSUNG G49 from the list of Items
9. Then after Sub Screen of Item Allocation for SAMSUNG G49 Appears
10. In the Tracking No. Field Not Applicable

TALLY PRIME WITH GST

TallyPrime **MANAGE**
EDU **K:** Company **Y:** Data **Z:** Exchange **G: Go To:** National Trading Company **Q: Import** **E: Export** **M: E-mail** **P: Print**

Sales No. 2 **1-Sep-22**
 Reference No : NT/002 Date : 1-Sep-22 Thursday
 Party A/c name : NARESH TRADERS
 Current balance : 5,44,000.00 Dr
 Sales ledger : Sale Gst @28%
 Current balance : 6,12,500.00 Cr

Name of Item	Quantity		Rate per	Amount
	Actual	Billed		
SAMSUNG G49	6 nos	5 nos	40,000.00 nos	2,00,000.00
Central Tax(CGST)				28,000.00
STATE GST (S GST)				28,000.00
	6 nos	5 nos		

Narration:
 BEING GOODS SOLD TO NARESH TRADERS

Accept ?
 Yes or No

Notes: Actual Quantity affects the Inventory Books & Billed Quantity will reflect in Accounting Books.

Zero Valued Entries

Zero Valued Entries in Vouchers

Zero valued entries in voucher are required when, for example, you need to dispatch inventory as free samples or tree replacements, etc. You can make the issue entry with the required quantity details but entry the value as zero-because you want your entry to reflect only in your inventory books and not your accounting books.

DATE	TRANSACTION					
01/09/2022	GOODS RECEIVED FREE FROM PRASHANT ENTERPRISES.					
	NAME	GODOWN	QUANTITY	RATE	GST RATE	AMOUNT
	SONY PLASS 55	OFFICE GODOWN	01 NOS	NIL	28%	0

Party give Sample at free of Cost

Use separate actual and billed quantity columns set to No

Go to Gateway of Tally > Master > Alter > voucher Type > Purchase > Allow Zero-valued Transaction > Yes

1. Go to Gateway of Tally > Accounting Vouchers > F9 Purchase
 2. Press F2 to Change the Date: 1/09/2022
 3. In the Supplier Invoice No. type PE/002
 4. In the field of Party's, Ac Name select Prashant Enterprises from the list of ledgers
 5. Skip the Supplier's Details Screen
 6. In Purchase ledger select Purchase GST @28%
 7. In the field of Name of Item select SONY PLAS 55 from the list of Items
 8. Then after Sub screen of Item Allocation for SONY PLAS 55 appears
 9. In the Tracking NO- field Not Applicable
 10. In the field of Order No. select Not Applicable
 11. In the field of Godown select Office Godown
 12. Type Quantity as 10 nos
 13. Skip the Rate Field in the Rate field type 0 or Give Spacebar

Item Allocations for : SAMSUNG FT02				
Godown	Quantity	Rate per	Amount	
Tracking No. : ♦ Not Applicable	Order No. : ♦ Not Applicable			
Office Godown	1 nos			

TALLY PRIME WITH GST

14. Amount will be display None
15. Give one time more Enter
16. Skip the Narration field
17. Accept the Voucher.

TallyPrime EDU **MANAGE**

K: Company **Y: Data** **Z: Exchange** **G: Go To** **National Trading Company** **O: Import** **E: Export** **M: E-mail** **P: Print**

Accounting Voucher Creation **X**

Purchase	No. 5	Date	1-Sep-22	1-Sep-22
Supplier Invoice No.	1			Thursday
Party A/c name	Aadesh Electronic			
Current balance	2,87,200.00 Dr			
Purchase ledger	Purchase Gst @12%			
Current balance				
Name of Item	Quantity	Rate per	Amount	
SAMSUNG FT02	1 nos			
* End of List				
Narration: free sample				<input type="button" value="Accept ?"/> <input type="button" value="Yes or No"/>

Additional Costs of Purchase

The cost of an item is the rate at which the item is purchased. However, there are other expenses which add to the cost of purchasing the item. Hence, the additional cost details are required to be incorporated in the actual cost of purchase.

These additional costs may be different in nature and may also be given in the purchase bill like Sales tax on Purchases, Packing charges, Cartage incurred, etc. These are other costs involved which are being paid separately, such as, freight incurred by the company in order to bring the goods from the customs or transport company, etc.

To get the actual cost of purchase, all those extra additional expenditure involved are to be added to the cost of purchase. Let us now see how Tally handles this requirement.

Activate Additional Cost Details

F11 : Features > Inventory Features

"Enable cost tracking" set to Yes

Company: National Trading Company	
Show more features	: Yes
Show all features	: Yes
Accounting	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: Yes
Enable Interest Calculation	: No
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: No
Enable Batches	: Yes
Maintain Expiry Date for Batches	: Yes
Enable Job Order Processing	: No
Enable Cost Tracking	Yes
Enable Job Costing	: No
Use Discount column in invoices	: No
Use separate Actual and Billed Quantity columns in invoices	: No
Taxation	
Enable Goods and Services Tax (GST)	: Yes
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
Online Access	
Enable Browser Access for Reports	: Yes
Enable Tally.NET Services for Remote Access & Synchronisation	: No
Payroll	
Maintain Payroll	: No
Enable Payroll Statutory	: No
Others	
Enable multiple addresses	: Yes
Mark modified vouchers	: No

Date	Transaction
02/09/2022	National Trading Company purchased nos of SONY PLAS 65 for 68000 per piece on GST Rate 28% from Prashant Enterprise and paid Packing charge Rs. 1000.

Create Accounting Group of Expense on Purchase

Go to Gateway of Tally > Accounts Info. > Groups > single Group > Create

Name: Expense on Purchase

Under: Purchase Accounts

Method to Allocate when used in purchase invoice: Appropriate by Value

Skip the other fields

Accept the Screen

Group Creation		National Trading Company	
Name	: Expenses of Purchase	Master Creation	
(alias)	:	LAST ENTRY	
Under	: Purchase Accounts	1-Sep-22	
		Last Entered 1-Sep-22	
		List of Allocation Methods	
		<ul style="list-style-type: none"> ♦ Not Applicable Appropriate by Qty Appropriate by Value 	

Create Ledger of Packing Expenses

1. GO to Gateway of Tally > Accounts Info. > Ledgers > single Ledger > Create
2. Name: Packing Expenses
3. Under: Expense on Purchase
4. Inventory values are affected Set to No
5. Is GST Applicable: Not Applicable
6. Include in assessable value calculation for: GST
7. Appropriate to: Both
8. Skip All other field
9. Accept the Screen

Ledger Creation

Name (alias)	:	Packing Expenses	Total Opening Balance
Under	:	Expenses of Purchase (Purchase Accounts)	Mailing Details
Type of Ledger	:	♦ Not Applicable	Name Address
Statutory Details		Banking Details	
Is GST applicable	:	♦ Not Applicable	Provide bank details
Set/Alter GST Details	:	No	Tax Registration Details
Include in assessable value calculation for	:	GST	PAN/IT No.
Appropriate to	:	Both	
Method of Calculation	:	Based on Value	
Opening Balance (on 1-Apr-22) :			Accept ?
			Yes or No

Make an entry in Purchase Voucher

Go Gateway of Tally > Accounting Vouchers > F9 Purchase

Press F-2 to change the Date: 2/09/2022

2. In The Supplier Invoice No field type PE/003
3. In the field of Party's A/c Name select ledger of Prashant Enterprise from the list of ledgers
4. In list of Tracking No select End of List
5. In Purchase ledger select Purchase GST 28%
6. In the Field of Name of Item select SONY PLAS 65 from the list of items
7. Then after sub screen of item select Not Applicable
8. In the field of Order No. select Not Applicable
9. In the field of Order No. select Not Applicable
10. In the field Of Godown select Office Godown
11. Type Quantity as 3 nos
12. In the Rate field 68000
13. Amount will be display automatically
15. Give One time more Enter
16. Select ledger Packing Expenses
17. Enter amounRs1000 and press Enter

18. Select ledger of SGST from the list of ledgers
19. Select ledger of CGST from the list of ledgers

TALLY PRIME WITH GST

20. Press Alt+A: Tax Analysis, Press Alt+F1 for details

Particulars	GST - Tax Analysis	Taxable Value	Tax rate	Duty/Tax Value
Purchase Taxable				
SONY PLAS 65 (B528)		2,05,000.00		57,400.00
Item Value (Purchase Value 2,04,000.00)	2,04,000.00	2,05,000.00		57,400.00
Packing Expenses (1,000.00 / 2,04,000.00 * 2,04,000.00)	1,000.00			
Central Tax			14%	28,700.00
State Tax			14%	28,700.00
				287,700.00
				Total 57,400.00

To View the effect of Additional Cost of purchase Value

Go to Gateway of Tally > Display > Inventory Books > Stock Item > SONY PLAS 65
Press Enter on September.

Show Rates set to Yes in E 12: Configure and Accept the Screen

TallyPrime EDU	MANAGE	K: Company	Y: Data	Z: Exchange	G: Go To National Trading Company	O: Import	E: Export	M: E-mail	P: Print	>
Stock Item Vouchers										
Stock Item: SONY PLAS 65										
1-Sep-22 to 30-Sep-22										
Date	Particulars	Vch Type	Vch No.	Inwards	Outwards	Closing				
1-Sep-22	Opening Balance			Quantity Rate Value	Quantity Rate Value	Quantity Rate Value				
				5 nos 65,000.00	3,25,000.00	5 nos 65,000.00				
2-Sep-22	PRASHANT ENTERPRISES	Purchase	6	3 nos 68,333.33	2,05,000.00		8 nos 65,769.23	5,26,153.81		
Totals as per 'Default' valuation :										
				8 nos 66,250.00	5,30,000.00	0 nos	8 nos 65,769.23	5,26,153.81		

Separate Discount Column on Invoices

Separate Discount Column on Invoices is useful to get separate column of Discount in Purchase & Sales

Voucher, so that Discount is deducted from the rate of item and total amount appears.

F11 : Feature > F2: Inventory Features

"Separate Discount Column in Invoices" set to Yes

Company: National Trading Company	
Show more features	: Yes
Show all features	: Yes
Accounting	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: Yes
Enable Interest Calculation	: No
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: No
Enable Batches	: Yes
Maintain Expiry Date for Batches	: Yes
Enable Job Order Processing	: No
Enable Cost Tracking	: Yes
Enable Job Costing	: No
Use Discount column in invoices	: Yes
Use separate Actual and Billed Quantity columns in invoices	: No
Taxation	
Enable Goods and Services Tax (GST)	: Yes
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
Online Access	
Enable Browser Access for Reports	: Yes
Enable Tally.NET Services for Remote Access & Synchronisation	: No
Payroll	
Maintain Payroll	: No
Enable Payroll Statutory	: No
Others	
Enable multiple addresses	: Yes
Mark modified vouchers	: No

Date	Transaction
02/09/2022	National Trading Company purchased 10 nos of SONY PLAS 55 for 6000 per piece on GST Rate 28% from Prashant Enterprise and received 10% Discount.

Go to Gateway of Tally > Accounting Voucher F9 Purchase

1. Press F2 to change the Date: **02/09/2022**
2. In the Supplier Invoice No. field type: **PE/004**
3. In the Party's A/c Name select **Prashant Enterprise** from The list of ledgers
4. Skip the Party details screen
5. In Purchase Ledger field select **Purchase GST @28%**
6. In the field of Name of item select **SONY PLAS 55** from the list of items
7. Then after Sub screen of item Allocation for **SONY PLAS 55** appears
8. In the Tracking NO. field select Not Applicable
9. In the field of Order No. select Not Applicable
10. In the field of Godown select **Office Godown**
11. Enter Quantity 10 nos
12. In the Rate field type RS.60000
13. Enter Discount 10% in Discount column

TALLY PRIME WITH GST

Item Allocations for : SONY PLAS55				
Godown	Quantity	Rate per	Disc %	Amount
Tracking No. : • Not Applicable	Order No. : • Not Applicable			
Office Godown	10 nos	60,000.00 nos	10 %	5,40,000.00

10 nos 5,40,000.00

TallyPrime EDU		MANAGE		National Trading Company		G: Go To		O: Import		E: Export		M: E-mail		P: Print	
Accounting Voucher Creation		K: Company		Y: Data		Z: Exchange		X		2-Sep-22		Friday			
Purchase No. 7		Supplier Invoice No.: PE/004		Date : 2-Sep-22											
Party A/c name : PRASHANT ENTERPRISES															
Current balance : 2,62,400.00 Cr															
Purchase ledger : Purchase Gst @28%															
Current balance : 10,94,000.00 Dr															
Name of Item								Quantity		Rate per		Disc %		Amount	
SONY PLAS55								10 nos		60,000.00 nos		10 %		5,40,000.00	
Central Tax(CGST)														75,600.00	
STATE GST (\$GST)														75,600.00	
Narration: discount												Accept ?			
												Yes or No			

Multiple Price Levels & Price Lists

In organizations dealing in multiple products for sale, a list of all the items along with price details is maintained for the purpose of reference. This list is called Price List.

Price Lists are maintained in various structure for different types of buyers (customers), viz.,

Wholesalers, Dealers, Retailer, etc. Since the price list is structured based on the classification of buyers — it is referred at the time of making sales. Since the sale prices do change (on the basis of time), the changes will have to appear in the price List also.

The price List is designed keeping in mind the nature of buyer (customer). There may be customers who buy large quantities or high-value buyers, etc. Considering these factors, a special discount may be offered through the Price List in an online system of software technology, it is desired that the Let us now see how tally handles such a situation through the price List feature.

Active price list and define Price Levels

Company: National Trading Company		
Show more features	:	Yes
Show all features	:	Yes
Accounting		
Maintain Accounts	:	Yes
Enable Bill-wise entry	:	Yes
Enable Cost Centres	:	Yes
Enable Interest Calculation	:	No
Taxation		
Enable Goods and Services Tax (GST)	:	Yes
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
Inventory		
Maintain Inventory	:	Yes
Integrate Accounts with Inventory	:	Yes
Enable multiple Price Levels	:	Yes
Enable Batches	:	Yes
Maintain Expiry Date for Batches	:	Yes
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
Online Access		
Enable Browser Access for Reports	:	Yes
Enable Tally.NET Services for Remote Access & Synchronisation	:	No
Payroll		
Maintain Payroll	:	No
Enable Payroll Statutory	:	No
Others		
Enable multiple addresses	:	Yes
Mark modified vouchers	:	No

Go
to Gateway of
Tally>

Master>Inventory Master> Price level>company price level>

- 1) Wholesaler
- 2) Retailer

Select List (stock Group)->

stock Group Name> All items

price Level > Retailer

Applicable from > 2 Sept 2022

National Trading Company	
Stock Group Name	: All Items
Price Level	: Retailer
Applicable From	: 2-Sep-22
Change Company Show More	
Accounting Masters	

TALLY PRIME WITH GST

Same
way

TallyPrime EDU		MANAGE			G: Go To		O: Import	E: Export	M: E-mail	P: Print
		K: Company	Y: Data	Z: Exchange			National Trading Company			
Under Group	: ♦ All Items									
Price Level	: Retailer		Applicable From:	2-Sep-22						
S.No.	Particulars	Quantities	Rate	Disc. %			Historical Details			
		From: Less than		(if any)			Rate	Disc. %		Cost Price
1.	SAMSUNG FT02									11,904.76/nos
		3 nos	13,500.00/nos							
		3 nos	13,000.00/nos	2 %						
		4 nos	12,000.00/nos							
2.	SAMSUNG FT03									13,000.00/nos
		3 nos	15,000.00/nos							
		4 nos	14,500.00/nos							
			14,200.00/nos	2 %						
3.	SAMSUNG G49									25,000.00/nos
		3 nos	27,000.00/nos							
		4 nos	26,000.00/nos	2 %						
			25,200.00/nos							
4.	SAMSUNG G55									28,000.00/nos
		3 nos	32,000.00/nos							
		4 nos	30,000.00/nos	2 %						
			29,500.00/nos							
5.	SONY PLAS55									55,312.50/nos
		3 nos	59,000.00/nos							
		4 nos	57,500.00/nos	2 %						
			57,000.00/nos							
6.	SONY PLAS 65									65,434.78/nos
		3 nos	70,000.00/nos							
		4 nos	68,500.00/nos	2 %						
			68,000.00/nos							
7.	SONY SP09									27,000.00/nos
		3 nos	32,000.00/nos							
		4 nos	30,500.00/nos	2 %						

TallyPrime EDU		MANAGE			G: Go To		O: Import	E: Export	M: E-mail	P: Print
		K: Company	Y: Data	Z: Exchange			National Trading Company			
Under Group	: ♦ All Items									
Price Level	: Retailer		Applicable From:	2-Sep-22						
S.No.	Particulars	Quantities	Rate	Disc. %			Historical Details			
		From: Less than		(if any)			Rate	Disc. %		Cost Price
6.										
		3 nos	14,500.00/nos							
		4 nos	14,200.00/nos	2 %						
3.	SAMSUNG G49									25,000.00/nos
		3 nos	27,000.00/nos							
		4 nos	26,000.00/nos	2 %						
			26,200.00/nos							
4.	SAMSUNG G55									28,000.00/nos
		3 nos	32,000.00/nos							
		4 nos	30,000.00/nos	2 %						
			29,500.00/nos							
5.	SONY PLAS55									55,312.50/nos
		3 nos	59,000.00/nos							
		4 nos	57,500.00/nos	2 %						
			57,000.00/nos							
6.	SONY PLAS 65									65,434.78/nos
		3 nos	70,000.00/nos							
		4 nos	68,500.00/nos	2 %						
			68,000.00/nos							
7.	SONY SP09									27,000.00/nos
		3 nos	32,000.00/nos							
		4 nos	30,500.00/nos	2 %						
			30,000.00/nos							
8.	SONY SP12									31,000.00/nos
		3 nos	36,000.00/nos							
		4 nos	35,500.00/nos	2 %						
			35,000.00/nos							

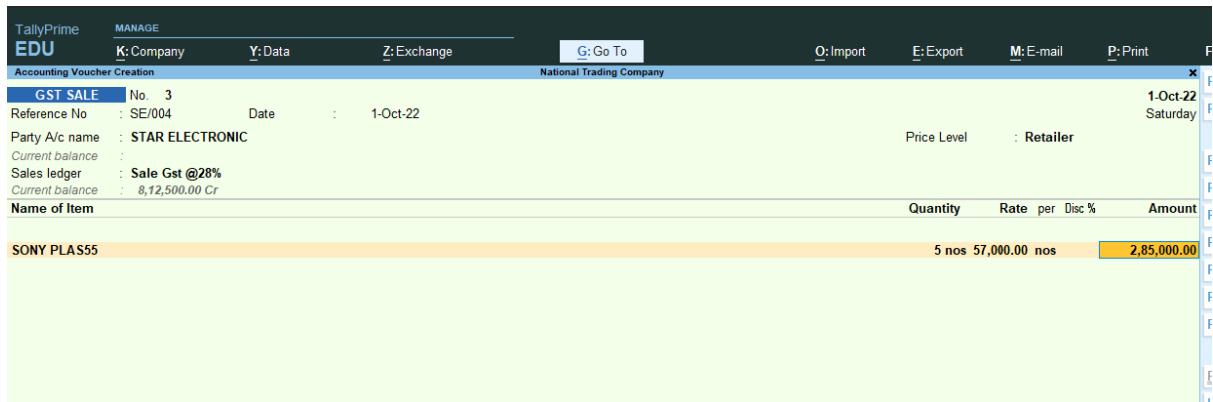
creates Pricelist for Wholesale applicable from 02/09/2018

Date	Transaction
01/10/2022	National Trading Company Sold g nos of SONY PLAS SS and 5 nos of SAMSUNG FT02 to Star Electronics on the basis of retail from the Price List.

Notes: At the time of entry select Retail Sales from the list of Price Levels.

Go to Gateway of Tally > Accounting Vouchers > F8 Sales > GST Sales

2. Press F2 to change the Date: **01/10/2022**
3. In the Ref field type **SE1004**
4. In the field of Party's, A/c Name select **Star Electronics** from the list of ledgers
5. Skip the Buyer's details Screen
6. Select Retail, in field of the price level as shown-



7. In the Sales ledger screen select Sales GST @ 28% from the list of ledgers
8. In the field of Name of Item select SONY PLAS 55 from the list of Items
9. Then after Sub screen of Item Allocation for SONY PLAS 55 appears
10. In the Tracking No. field select Not Applicable
11. In the field of Order No. select Not Applicable
12. In the field of Godown select Office Godown
13. In the Quantity field type 8 nos
14. Rate, Discount and Amount will be display automatically
15. Select the name of item i.e. SAMSUNG FT02 from the list of the items
16. Then after sub screen of item Allocation for SAMSUNG Ft02appears
17. In the Tracking No. field Not Applicable
18. In the field of order No. selects Not Applicable
19. In the field of Godown select Office Godown
20. In the Quantity field type 5 nos
Rate; Discount and Amount will be display automatically
21. Give one time more Enter
22. Select SGST from the list of ledgers
23. Amount of GST will be display automatically
24. Select CGST from the list Of ledgers
25. Skip the Narration field
26. Accept the Voucher

Point of sale (POS)

POS is an acronym for Point of sale. Point of sale can be a retail outlet, a checkout counter in a shop, or any other location where a sale transaction takes place. POS system is a computerized cash register which adds up the sales totals. calculates

The equipment required for POS to work effectively is cash registers, card readers, and barcode scanners and so on.

Advantages of a Point of Sale system are

- It helps to calculate sales and manage Cash drawer.
- It manages inventory and facilitates the barcode scanner operations.
- It offers a flexible simpler way of querying your inventory and sales database.
- It helps you track product movement and the cost to push certain brands over others.
- It tracks and records the date and time of every sale made at your Point of Sale.

■ Point of sale (POS) Features in Tally

The screenshot shows the TallyPrime EDU software interface with the following details:

- Top Menu:** TallyPrime EDU, MANAGE, K: Company, Y: Data, Z: Exchange, G: Go To, Khan Pvt. Ltd., O: Import, E: Export.
- Current Window:** Voucher Type Creation.
- Fields:**
 - Name : POS INVOICE
(alias) :
- General Tab (Left):**

General	
Select type of voucher	: Sales
Abbreviation	: POS
Activate this Voucher Type	: Yes
Method of voucher numbering	: Automatic
Use advanced configuration	: No
Allow zero-valued transactions	: No
Allow narration in voucher	: Yes
Provide narrations for each ledger in voucher	: No
Enable default accounting allocations	: No
- Printing Tab (Middle):**

Printing	
Print voucher after saving	: Yes
Use for POS invoicing	: Yes
Message to print (1)	: "THANK YOU"
Message to print (2)	: "VISIT AGAIN"
Default title to print	: POS INVOICE
Set/alter declaration	: Yes
- Name of Class Tab (Right):** This tab is currently empty.
- Action Buttons (Bottom Right):**
 - Accept ?
 - Yes or No

Point of sale (POS) Features in Tally

Creation POS Voucher Type

1. Go to Gateway of Tally > Accounts Info. > Voucher Types > Create
2. In the Name field type as **POS Invoice**
3. Select the voucher type as Sales from the list of Voucher Types
4. Type the Abbreviations as **POS**
5. Method of Numbering is set by default to Automatic
6. Set Use Advance Configuration set to No
7. Use Common Narration set to Yes
8. Set print after saving Voucher to Yes

9. Use for **POS Invoicing to Yes**
10. Message 1: "**Thank You**"
11. Message 2: "**Visit Again**"
12. In the field of Default Print Title type **POS Invoice**
13. Skip the other field

Make entry of the following transaction using POS Invoice Voucher type

Date	Transaction
01/10/2022	National Trading company sold 1 nos of SONY SP12 @ 40,000 by cash. Customer Paid rs. 52,000

14. Go to Gateway of Tally > Accounting Vouchers > F8: Sales > POS Sales Press F12: Configure
15. Skip Quantity during POS Invoicing for faster entry set to NO
16. Enable entry of party details in POS invoice set No
17. Press F-2 to change the Date :01/10/2022
18. In the field of Godown select Office Godown
19. In Sales Ledger field select Sales GST @28% from the list of Ledgers
20. Select Not applicable in Price Level
21. In the Field of Name of Item select SONY SP 12 from the list of Items
22. In the Quantity field type, 1 nos
23. In rate Field type 40,000 and press Enter
24. Amount will be display Automatically
25. Select SGST & CGST from the list of ledgers
26. Amount of GST will be display automatically
27. In cash Field select Cash
28. In Cash Tendered field type round figure i.e Rs 52,000
29. In Balance Will display automatically
30. Skip t
31. he Narration field
32. Accept the Voucher

TALLY PRIME WITH GST

Configuration

Show more configurations : Yes
 Show all configurations : Yes

General Details

Provide Buyer details : Yes
 Provide Party details in POS Invoice : No
 Skip the Quantity field during voucher entry : Yes
 Warn on negative Stock Balance : No
 Modify the Rate field during voucher entry : No
 Skip the Discount field during voucher entry : Yes
 Show Quantity of Stock Items for the selected Godown : No
 Provide Additional Descriptions for Stock Items : No
 Modify all fields during voucher entry (applicable to non-taxation fields) : No
 Use Expired Batches for Stock Items : No
 Show Batches with Zero Quantity : Yes
 Select Cost Centre/Class : No
 Show list of Cost Centres : No
 Provide Cash/Trade Discount : No
 Skip the Date field during voucher creation : Yes
 Warn when Voucher No. exceeds 16 characters : Yes
 Show Current Balance of Ledgers : Yes
 Show Balances as on Voucher date : No

Tax Details

Provide Rate Inclusive of Tax for Stock Items : No
 Modify Rate Inclusive of Tax : No
 Calculate Tax on Current Subtotal (else calculations are on Inventory Total only) : No
GST Details
 Modify Tax Rate details of GST : No
 Allow Tax difference up to : 0
 Actual versus Computed Tax : Greater or Lesser

3 ▾

Provide Details of Tax on Sales/Bills	Yes	300
Provide Details of Tax on Purchase/Bills	Yes	300
Provide Details of Tax on Purchase Returns	Yes	300
Provide Details of Tax on Sales Returns	Yes	300

TALLY PRIME WITH GST

TallyPrime EDU **MANAGE**

K: Company **Y: Data** **Z: Exchange** **G: Go To** **O: Import** **E: Export** **M: E-mail** **P: Print**

Accounting Voucher Creation **National Trading Company**

Point Sale No. 1 **1-Oct-22**
Saturday

Godown : Office Godown
Sales Ledger : Sale Gst @28%
Current balance : 10,97,500.00 Cr

Name of Item	Quantity	Rate per	Disc %	Amount
SONY SP12	1 nos	40,000.00	nos	40,000.00
Central Tax(CGST)				5,600.00
STATE GST (S GST)				5,600.00
				51,200.00
				1 nos
				51,200.00

Cash : Cash **51,200.00** Cash tendered : **52,000.00** Balance : **800.00**

Narration:

Accept ?
Yes or No

To view & Print POS Invoice

As you accept voucher screen press Y to print invoice. Press Alt Z for Zoom.

TallyPrime EDU **MANAGE**

K: Company **Y: Data** **Z: Exchange** **G: Go To** **O: Import**

National Trading Company
14, Kaillash Business Park, Vikroli West Mumbai
GSTIN/UIN: 27AAAGM0289C2Z1
State Name : Maharashtra, Code : 27
E-Mail : nationaltrading@gmail.com

POS INVOICE **Time : 21:22 hrs**

Bill No. : 1 Date : 1-10-2022

SI	Description Batch	Mfg Dt.	HSN/SAC	Qty Exp Dt.	Rate	Amount
1	SONY SP12		8528	1	40,000.00	40000.00
5			Central Tax(CGST)			5600.00
			STATE GST (S GST)			5600.00
6			Total	1		₹ 51200.00
7	CGST @14%		On		40,000.00	5,600.00
	SGST @14%		On		40,000.00	5,600.00
8	Total					11,200.00
9	Cash				51200.00	
	Cash Tendered				52000.00	
	Balance				800.00	
	Total Paid				51200.00	

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

"THANK YOU"
"VISIT AGAIN"

Bill-wise Details

With the help of Bill-wise details you will learn how to maintain details of bills specify credit periods and obtain receivable and payable reports. While you were learning about Tally accounting, you entered sales, purchases, receipts and payment without regard to the fact that such entries relate to particular invoices. It would be difficult to match a payment to an invoice where there is a large number of entries, in that case bills can be adjust with the help of Bill-wise Details Businesses usually wish to maintain details of their creditors and debtors at the invoice level and. in Tally. this is called Bill-wise accounting. It is also called as Accounts Receivables and Accounts Payables, for Sundry Debtors and Sundry Creditors respectively.

Activate Bill-wise Details

Go to F11 : Features : Accounting Features

"Maintain Bill-wise Details?" set to Yes

Keep the option No for Non Trading A/c

Company: Khan Pvt. Ltd.		All the
Show more features	: Yes	
Show all features	: Yes	
Accounting		
Maintain Accounts	: Yes	
Enable Bill-wise entry	: Yes	
Enable Cost Centres	: No	
Enable Interest Calculation	: No	
Inventory		
Maintain Inventory	: Yes	
Integrate Accounts with Inventory	: Yes	
Enable multiple Price Levels	: No	
Enable Batches	: No	
Maintain Expiry Date for Batches	: No	
Enable Job Order Processing	: No	
Enable Cost Tracking	: No	
Enable Job Costing	: No	
Use Discount column in invoices	: No	
Use separate Actual and Billed Quantity columns in invoices	: No	
Taxation		
Enable Goods and Services Tax (GST)	: Yes	
Enable Tax Deducted at Source (TDS)	: Yes	
Enable Tax Collected at Source (TCS)	: No	
Enable Value Added Tax (VAT)	: No	
Enable Excise	: No	
Enable Service Tax	: No	
Online Access		
Enable Browser Access for Reports	: Yes	
Enable Tally.NET Services for Remote Access & Synchronisation	: No	
Payroll		
Maintain Payroll	: No	
Enable Payroll Statutory	: No	
Others		
Enable multiple addresses	: No	
Mark modified vouchers	: No	

previously created customer and supplier account under the Groups Sundry Debtors and sundry creditors will automatically have Bill-wise details set to **Yes**.

Activating the Bill-wise feature in F11: Features, the ledger masters under Sundry Debtors and Sundry Creditors automatically display an addition option called "Maintain balances bill-by bill". Setting this option to Yes we get an additional option "Default Credit Period".

When you enter details of sales and purchases with Bill-wise turned on. Tally invites you to identify the invoice with an appropriate reference number, the reference can then be used to allocate payments to the correct invoice to maintain an accurate account of outstanding.

"Default Credits Period" —Credit period is the number of days allowed to the sundry debtor to pay back or assigned to our sundry creditor to remind us of our payables. Specifying the period here is automatically reflected in the transaction it can be altered if required.

10)	01/07/2022	Purchased following items from Rajesh Info. Tech on Default credits of 15 days.												
		<table border="1"> <thead> <tr> <th>Name of Items</th> <th>Qty</th> <th>Rate</th> <th>GST</th> </tr> </thead> <tbody> <tr> <td>High Capacity Stabilizers</td> <td>5</td> <td>900</td> <td>18%</td> </tr> <tr> <td>Open Well Pumps</td> <td>10</td> <td>450</td> <td>12%</td> </tr> </tbody> </table>	Name of Items	Qty	Rate	GST	High Capacity Stabilizers	5	900	18%	Open Well Pumps	10	450	12%
Name of Items	Qty	Rate	GST											
High Capacity Stabilizers	5	900	18%											
Open Well Pumps	10	450	12%											

FOR CREATE INVENTORY**GO TO GATE WAY OF TALLY > MASTER> CREATE> STOCK ITEM> HIGH CAPACITY STABILIZERS**

TallyPrime
EDU MANAGE K: Company Y: Data Z: Exchange G: Go To O:
Stock Item Creation National Trading Company

Name : HIGH CAPACITY STABILIZER
(alias) :

Under Category	: Primary : Not Applicable	Statutory Details	GST Applicable : Applicable Set/Alter GST Details : Yes
Units	: nos	Type of Supply	: Goods
Additional Details		Rate of Duty (eg 5)	: 0
Maintain in batches	: No	Quantity Rate per Value	
Opening Balance	:	Accept ? Yes or No	

HIGH CAPACITY STABILIZER

HSN/SAC Details

Description	:
HSN/SAC	:

Tax Details
(From 1-Apr-22)

Calculation type	: On Value
Taxability	: Taxable

Tax Type

Integrated Tax	18 %
Central Tax	9 %
State Tax	9 %
Cess	0 %

TALLY PRIME WITH GST

TallyPrime **EDU** **MANAGE**
K: Company **Y: Data** **Z: Exchange** **G: Go To** **O: Imp**
National Trading Company

Stock Item Creation

Name : OPEN WELL PUMPS
(alias) :

Under Category	:	<input checked="" type="radio"/> Primary <input type="radio"/> Not Applicable
Units	:	nos
Additional Details		
Maintain in batches	:	No
Statutory Details GST Applicable : <input checked="" type="checkbox"/> Applicable Set/Alter GST Details : Yes Type of Supply : Goods Rate of Duty (eg 5) : 0		
Quantity Rate per Value Opening Balance :		
<input type="button" value="Accept ?"/> Yes or No		

TallyPrime **EDU** **MANAGE**
K: Company **Y: Data** **Z: Exchange** **G: Go To** **O: Imp**
National Trading Company

GST Details

Name : OPEN WELL PUMPS
(alias) :

Under Category	:	<input checked="" type="radio"/> Primary <input type="radio"/> Not Applicable
Units	:	nos
Additional Details		
Maintain in batches	:	No
HSN/SAC Details Description : HSN/SAC :		
Tax Details Calculation type : On Value Taxability : Taxable Tax Type Integrated Tax : 12 % Central Tax : 6 % State Tax : 6 % Cess : 0 %		
Opening Balance :		

TO CREATE PARTY LEDGER

GO TO GATE WAY OF TALLY > MASTER> CREATE> ACCOUNTING> LEDGER>

NAME > RAJESH INFO TECH

UNDER > SUNDAY CREDITOR

MAINTAIN BALANCE BILL-BY – BILL > YES

DEFAULT CREDIT PERIOD > 15 DAYS

ENTER >

SET ALTER DETAILS > YES > ENTER AND ACCEPT

TALLY PRIME WITH GST

TallyPrime EDU		MANAGE																																																																																																																																																	
		<u>K:</u> Company	<u>Y:</u> Data	<u>Z:</u> Exchange	<u>G:</u> Go To				<u>O:</u> Import	<u>E:</u> Export	<u>M:</u>																																																																																																																																								
National Trading Company																																																																																																																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Ledger Creation</td> <td colspan="9" style="text-align: right;">Total Opening Balance</td> </tr> <tr> <td>Name</td> <td>:</td> <td colspan="7">RAJESH INFO TECH</td> <td></td> </tr> <tr> <td>(alias)</td> <td>:</td> <td colspan="7"></td> <td></td> </tr> <tr> <td colspan="11" style="height: 40px;"></td> </tr> <tr> <td>Under</td> <td>:</td> <td colspan="2">Sundry Creditors (Current Liabilities)</td> <td colspan="3" rowspan="3"> Mailing Details Name : RAJESH INFO TECH Address : State : Maharashtra Country : India Pincode : Set/alter multiple mailing details : No </td> <td colspan="4"></td> </tr> <tr> <td>Maintain balances bill-by-bill</td> <td>:</td> <td colspan="2">Yes</td> <td colspan="4"></td> </tr> <tr> <td>Default credit period</td> <td>:</td> <td colspan="2">15 Days</td> <td colspan="4"></td> </tr> <tr> <td>Check for credit days during voucher entry</td> <td>:</td> <td colspan="2">No</td> <td colspan="4"></td> </tr> <tr> <td colspan="11" style="height: 40px;"></td> </tr> <tr> <td>PAN/IT No.</td> <td>:</td> <td colspan="3" rowspan="3"> Banking Details Provide bank details : No Tax Registration Details PAN/IT No. : Registration type : Regular GSTIN/UIN : Set/Alter GST details : Yes </td> <td colspan="6"></td> </tr> <tr> <td>Registration type</td> <td>:</td> <td colspan="6"></td> </tr> <tr> <td>GSTIN/UIN</td> <td>:</td> <td colspan="6"></td> </tr> <tr> <td colspan="11" style="height: 40px;"></td> </tr> <tr> <td colspan="11" style="text-align: center; padding-top: 5px;"> Opening Balance (on 1-Apr-22) : <input style="width: 100px; border: 1px solid black; height: 20px;" type="text"/> </td> </tr> </table>											Ledger Creation		Total Opening Balance									Name	:	RAJESH INFO TECH								(alias)	:																				Under	:	Sundry Creditors (Current Liabilities)		Mailing Details Name : RAJESH INFO TECH Address : State : Maharashtra Country : India Pincode : Set/alter multiple mailing details : No							Maintain balances bill-by-bill	:	Yes						Default credit period	:	15 Days						Check for credit days during voucher entry	:	No																	PAN/IT No.	:	Banking Details Provide bank details : No Tax Registration Details PAN/IT No. : Registration type : Regular GSTIN/UIN : Set/Alter GST details : Yes									Registration type	:							GSTIN/UIN	:																		Opening Balance (on 1-Apr-22) : <input style="width: 100px; border: 1px solid black; height: 20px;" type="text"/>										
Ledger Creation		Total Opening Balance																																																																																																																																																	
Name	:	RAJESH INFO TECH																																																																																																																																																	
(alias)	:																																																																																																																																																		
Under	:	Sundry Creditors (Current Liabilities)		Mailing Details Name : RAJESH INFO TECH Address : State : Maharashtra Country : India Pincode : Set/alter multiple mailing details : No																																																																																																																																															
Maintain balances bill-by-bill	:	Yes																																																																																																																																																	
Default credit period	:	15 Days																																																																																																																																																	
Check for credit days during voucher entry	:	No																																																																																																																																																	
PAN/IT No.	:	Banking Details Provide bank details : No Tax Registration Details PAN/IT No. : Registration type : Regular GSTIN/UIN : Set/Alter GST details : Yes																																																																																																																																																	
Registration type	:																																																																																																																																																		
GSTIN/UIN	:																																																																																																																																																		
Opening Balance (on 1-Apr-22) : <input style="width: 100px; border: 1px solid black; height: 20px;" type="text"/>																																																																																																																																																			

GO TO GATEWAY OF TALLY > VOUCHER> PURCHASE VOUCHER (F9) >

CHANGE DATE F2> 01/07/2022

SUPPLIER INVOICE NO. >RIT/001

PARTY NAME > RAJESH INFO TECH

PURCHASE LEDGER > PURCHASE @ 18%

NAME OF ITEM SELECT> HIGH CAPACITY STABILIZER

SELECT LOCATION > OFFICE GODOWN

QUANTITY > 5

RATE >900

END OF LIST

SELECT ANOTHER STOCK ITEM > OPEN WELL PUMP

SELECT LOCATION > OFFICE GODOWN

QUANTITY > 10

RATE >450

END OF LIST

ENTER

ENTER

SELECT >CGST ENTER

SELECT > SGST

ENTER

BILL WISE DETAILS

TYPE OF REF – NEW REF

TALLY PRIME WITH GST

DUE DATE AUTOMATICALLY CALCULATE ENTER AND ACCEPT

TallyPrime **EDU** **MANAGE**

Accounting Voucher Creation

Purchase No. 2		Date : 1-Jul-22	1-Jul-22	
Supplier Invoice No.: RIT/001			Friday	
Party A/c name :	RAJESH INFO TECH			
Current balance :				
Purchase ledger :	Purchase Gst@18%			
Current balance :	1,00,000.00 Dr			
Name of Item		Quantity	Rate per	Amount
HIGH CAPACITY STABILIZER		5 nos	900.00 nos	4,500.00
OPEN WELL PUMPS		10 nos	450.00 nos	4,500.00
Central Tax(CGST)				9,000.00
STATE GST (S GST)				675.00
				675.00
Narration:		15 nos		10,350.00

Bill-wise Details for : RAJESH INFO TECH Upto: ₹ 10,350.00 Cr					
Type of Ref	Name	Due Date, or Credit Days (wef: 1-Jul-22)	Amount	Dr/ Cr	
New Ref	RIT/001	15 Days (16-Jul-22)	10,350.00 Cr		
10,350.00 Cr					

"Maintain Bill-wise Details

TALLY PRIME WITH GST

10)	01/07/2017	Purchased following items from AMIT TRADER on credits of 15 days.			
Name of Items	Qty	Rate	GST		
High Capacity Stabilizers	5	900	18%		
Open Well Pumps	10	450	12%		

TO CREATE PARTY LEDGER

GO TO GATE WAY OF TALLY > MASTER> CREATE> ACCOUNTING> LEDGER>

NAME > AMIT TRADER

UNDER > SUNDAY CREDITOR

MAINTAIN BALANCE BILL-BY – BILL > YES

DEFAULT CREDIT PERIOD > _____

ENTER >

SET ALTER DETAILS > YES > ENTER AND ACCEPT

TallyPrime		MANAGE		National Trading Company		M	
EDU		K: Company Y: Data Z: Exchange		G: Go To O: Import E: Export			
Ledger Creation Name : AMIT TRADER (alias) :				Total Opening Balance <input type="text"/>			
Under : Sundry Creditors <small>(Current Liabilities)</small> Maintain balances bill-by-bill : Yes Default credit period : Check for credit days during voucher entry : No				Mailing Details Name : AMIT TRADER Address : State : Maharashtra Country : India Pincode : Set/alter multiple mailing details : No			
				Banking Details Provide bank details : No			
				Tax Registration Details PAN/IT No. : Registration type : Regular GSTIN/UIN : Set/Alter GST details : Yes			
Accept ? <input type="button" value="Yes or No"/>							
Opening Balance (on 1-Apr-22) :				<input type="text"/>			

GO TO GATEWAY OF TALLY > VOUCHER> PURCHASE VOUCHER (F9) >

CHANGE DATE F2> 01/07/2022

SUPPLIER INVOICE NO. >AT/001

PARTY NAME > AMIT TRADER

PURCHASE LEDGER > PURCHASE @ 18%

NAME OF ITEM SELECT > HIGH CAPACITY STABILIZER

SELECT LOCATION > OFFICE GODOWN

QUANTITY > 5

RATE >900

END OF LIST

SELECT ANOTHER STOCK ITEM > **OPEN**

SELECT LOCATION

QUANTITY

RATE >450

END OF

ENTER

ENTER

SELECT

SELECT > SGST

ENTER

BILL WISE DETAILS

TYPE OF REF – NEW

TallyPrime EDU **MANAGE**

K: Company Y: Data Z: Exchange **G: Go To National Trading Company** **O: Import E: Export M: E-mail P: Print**

Accounting Voucher Alteration (Secondary) **X**

Purchase No. 3 **Supplier Invoice No.: AT/001** **Date : 1-Jul-22** **1-Jul-22** **Friday**

Party A/c name : AMIT TRADER
Current balance : 10,350.00 Cr
Purchase ledger : Purchase Gst@18%
Current balance : 1,19,350.00 Dr

Name of Item	Quantity	Rate per	Amount
HIGH CAPACITY STABILIZER	9 nos	900.00 nos	8,100.00
OPEN WELL PUMPS	5 nos	450.00 nos	2,250.00
			10,350.00
Central Tax(CGST)			864.00
STATE GST(S GST)			864.00

Bill-wise Details for : AMIT TRADER
Upto: ₹ 10,350.00 Cr

Type of Ref	Name	Due Date, or Credit Days (wef: 1-Jul-22)	Amount	Dr/ Cr
New Ref	AT/001	15 days	10,350.00	Cr

Narration:

Accept ?
Yes or No

Types of Adjustment

New Ref., Agst Ref, Advance and on Account.

New Ref

This is selected for new financial transactions. Since the raising of an invoice signals a new transaction that will end on payment, New Ref should be selected.

Agst Ref

You will select Agst Ref to set off payment against the previously entered New Ref. In which you can see the details of Pending Bills, and select the required bill.

Advance

This is relevant where you receive or pay money in advance You can adjust this advance when making the sale or purchase entry. at that time, it will be available for adjustment.

On Account

On Account is selected when you are unable to make a payment or a receipt against specific pending references. Typically, you would do this in cases of lump sum payments where a number of bills are pending but you are not instructed against which bill the money should be adjusted. At the time of entry, you can understand all these options in better way.

New Reference

Date	Transaction
02/10/2022	National Trading Company Sold 3 nos of SONY PLAS 65 @85,000 by and 3 nos of SONY PLAS 55 @ 65,000 to Himani Electronics

1. Go to Gateway of Tally > Accounting Vouchers > F8: Sales> GST Sales
2. Press to change the Date: 02/10/2022
3. Ref No.HM/001
4. In the field of Party's Name with the help of Alt4C to create Ledger Himani Electronics Under Sundry Debtors
5. At the time of Ledger Creation of Himani Electronics Maintain Balance bill-bybill set to Yes
6. Skip Party Details Screen
7. Price Level Not Applicable
8. In Sales ledger field select Sales GST @ 28%
9. In the field of name of Item select SONY PLAS 65 from the list of Items
10. In the Tracking No. filed select Not Applicable
11. In the field of Order No. select Not Applicable
12. In the field of Godown select Office Godown
13. In the Quantity filed type 3 nos
14. In the rate filed type 85,000 and press Enter

TALLY PRIME WITH GST

15. Amount will be display automatically

In the field of name o Amount will show automatically

In Dr/cr Type Dr.

Sales Voucher Screen

Accounting Voucher Alteration (Secondary)		National Trading Company Akanksha			
GST SALES	No. 6				2-Oct-22 Sunday
Reference No	: HM/001	Date	:	2-Oct-22	
Party A/c name	: HIMANI ELECTRONICS				
Current balance	:				
Sales ledger	: Sale GST@28%				
Current balance	: 23,63,500.00 Cr				
Name of Item		Quantity	Rate per	Amount	
SONY PLAS65		3 NOS	85,000.00 NOS	2,55,000.00	
SONY PLAS55		3 NOS	65,000.00 NOS	1,95,000.00	
CENTRAL TAX (CGST)				4,50,000.00	
STATE TAX (SGST)				63,000.00	
				63,000.00	
Narration:		6 NOS		5,76,000.00	
New bill entry					

16. f Items select the second Items SONY PLAS SS from the list of Items

17. In the Tracking no. field select Not Applicable

18. In the field of Order No. select Not Applicable

19. In the field of Godown select Office Godown

20. In the Quantity field type 3 nos

21. In rate Field type ₹ 65,000 and press Enter

22. Amount will be display automatically.

23. Give one time more Enter Select SGST from the list of Ledgers 24 _Amount of GST will be display automatically.

24. Same way select CGST from the list of ledgers

25. Then Display Bill-wise Details Screen

26. In type of Ref Field select New Ref

27. In Name Field Type Ref NO HM/001

28. Skip Duo Date Field by pressing Enter

Bill-wise Details for: Himani Electronics Upto: ₹ 5,76,000.00 Dr				
Type of Ref	Name	Due Date or Credit Days (wef: 2-Oct-2018)	Amount	Do Cr
New Ref	HM/001		5,76,000.00 Dr	
5,76,000.00 Dr				

To show the Outstanding Reports

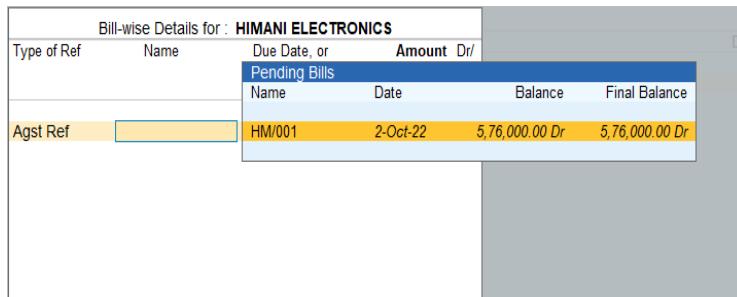
Go to Gateway of Tally > Display > Statements of Accounts > Outstanding > Ledger > select Himani Electronics from list of ledgers select F1 : Detailed to show the detail.

Making a bill-wise Receipt Voucher Entry using Agst Ref

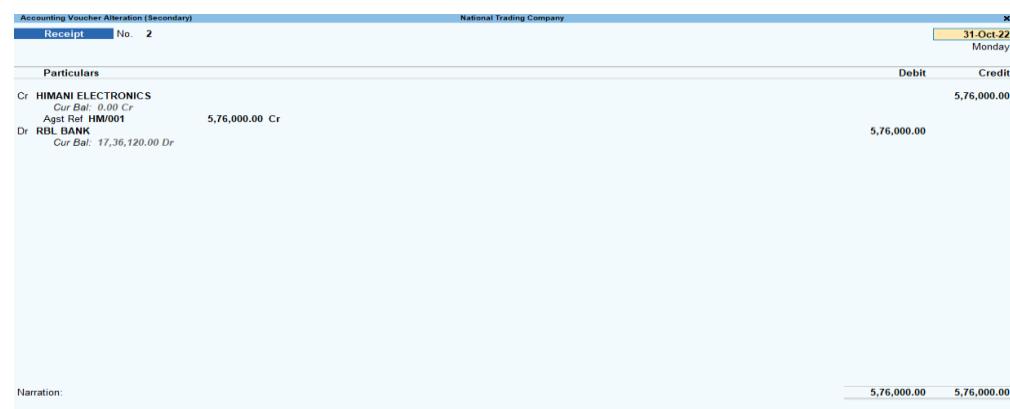
Against reference

Date	Transaction
31/10/2022	National Trading Company received the full amount of payment against the invoice number HM/001 from Himani Electronics by cheque (Ch. No 654321)

1. Go to gateway of tally > Accounting Vouchers > F6 Receipts
2. Press F12 & Activate Use Single Entry Mode for Pymt/Rcpt/Contra set to No
3. Press F2 to Change the Date : 31/10/2022
4. In the Cr field select Himani Electronics, From the list of ledgers
5. Entry Amount as 5,76,000 and Press Enter
6. Then Appears Bill – Wise Details screen
7. In the type Ref filed select Agst Ref
8. In name field select pending bill no HM/001



9. Press enter then Amount display automatically
10. In the field Cr/Dr Cr will display automatically
11. In the Dr Account select ledger of RBL Bank from the list of ledgers
12. Amount will display automatically
13. In the field Received from Himani electronics will appears automatically
14. Enter Cheque No. 654321 in instrument no. Field. Enter
15. Accept the screen



Report

Go to gateway of tally > Display > Statements of Accounts > Outstanding > Ledger and select Himani electronics and Enter > Range of bill to show select All bills > Alt + F1: Detailed

Advance

You have already noticed this option in the Bill-Wise sub screen at the time of entering a voucher. Advance is for Payments or receipts that are made in advance against which you will adjust the purchase or sales bill later.

Date	Transaction
1/11/2022	Company paid 35,000 in advance to Java Infotech by Chqe No. 234567

1. Go to gateway of tally > Accounting Vouchers > F5 Payment
2. Press F2 to change date 1/11/2022
3. In debit field press Alt + C and create ledger of **Java Infotech** under **Sundry Creditors**
4. In Amount filed type 35,000
5. Bill wise details screen appears, select advance from type of Ref
6. In name field type Advance -**JI/001**

Bill wise details screen appears as follows:

Bill-wise Details for : JAVA INFOTECH					
Type of Ref	Name	Due Date, or Credit Days (wef: 1-Nov-22)	Amount	Dr/ Cr	
Advance	JI/001		35000		

7. In credit field select RBL Bank
8. In bank allocation Screen, In Inst No field type Cheque No : 234567
9. Skip the narration field.
10. Accept the screen.

Accounting Voucher Alteration (Secondary)		National Trading Company	
Payment	No. 1	Debit	Credit
Particulars			
Dr JAVA INFOTECH Cur Bal: 72,520.00 Cr Advance JI/001	35,000.00 Dr	35,000.00	
Cr RBL BANK Cur Bal: 17,36,120.00 Dr			35,000.00
Narration:			
		35,000.00	35,000.00

TALLY PRIME WITH GST

Date	Transaction
2/11/2022	Company received invoice of 3 nos of SAMSUNG G55 @ 28,000 from Java Infotech GST Rate is 28% Invoice No JV/001 Agst Advance – Adv- JI/001

1. Go to gateway of Tally > Accounting Voucher > F9: Purchase
2. Press F2 to change date 2/11/2022
3. In Supplier Invoice no JI/001
4. In party's A/c Name select Java infotech
5. In purchase ledger field select Purchase GST @ 28%
6. In name of item field select Samsung G55 from the list of items
7. Select office godown in godown field
8. In Quantity field type 3 nos
9. In rate field type 28,000
10. Amount will appears automatically
11. Press one more Enter
12. Select CGST, SGST ledger from the list of ledgers, amount will appears automatically
13. Bill wise details screen appears, select Agst Ref in Type of Ref
14. From the list of pending bills select ADV- JI/001

Bill-wise Details for : JAVA INFO TECH Upto: ₹ 1,07,520.00 Cr						
Type of Ref	Name	Due Date, or Pending Bills	Amount Dr/			
Agst Ref	JV/001	JV/001 JV/001	1-Nov-22 2-Nov-22	35,000.00 Dr 1,07,520.00 Cr	35,000.00 Dr 1,07,520.00 Cr	Final Balance
						1,07,520.00 Cr

Accounting Voucher Alteration (Secondary)		National Trading Company		
Purchase	No. 11			
Supplier Invoice No.:	JV/001	Date	2-Nov-22	
Party A/c name	JAVA INFOTECH			
Current balance	72,520.00 Cr			
Purchase ledger	PURCHASE GST @ 28%			
Current balance	40,53,000.00 Dr			
Name of Item				
SAMSUNG G55	Quantity Rate per Amount			
	3 NOS 28,000.00 NOS 84,000.00			
CENTRAL TAX (CGST) STATE TAX (SGST)	11,760.00 11,760.00			
Narration:	3 NOS 1,07,520.00			

Accept the screen.

To check the report

Go to Gateway of tally > display > Account Books > Ledger > Select Java Infotech Press Alt + F2 to change the period

Ledger Vouchers		National Trading Company			1-Nov-22 to 2-Jan-23	
Date	Particulars	Vch Type	Vch No.	Debit	Credit	
1-Nov-22	RBI Bank	Payment	1	35,000.00		
2-Nov-22	Purchase GST@28%	Purchase	11		1,07,520.00	
				Opening Balance : 35,000.00	Current Total : 1,07,520.00	Closing Balance : 72,520.00

On account

You have already noticed this option in the Bill-wise Sub-screen at the time of entering a voucher. On account display those amount (Receipts & Payments) which are NOT setoff against specific sales or purchase bill- and are marked as on account at the time of entry.

In other words, on account means lump sum payments which are not adjusted against any specific pending bills

Date	Transaction
1/12/2022	Company sold 2 nos of SONY SP12 @ 40,000 to Tej Dealers is 28% B. N.-TD/001.

1. Go to gateway of tally > Accounting Vouchers> F8: Sales > GST sales
2. Press F2 to change the date 1/12/2022
3. In reference No type TD/001
4. In part's A/c name select ledger of Tej Dealers
5. Skip Buyer's details screen
6. In price level select not applicable
7. In sales ledger screen select sales GST @28%
8. In name of item select Sony SP12 from the list of items
9. In the tracking no. field select Not Applicable
10. In the field on Order No. Select Not Applicable
11. In the field of Godown select office godown
12. In Quantity column type 2nos
13. Amount will appear automatically
14. Press one more enter and select ledger of SGST, amount will appear automatically
15. Select ledger of CGST, amount will appear automatically
16. Bill wise details screen appears, in type of Ref select new ref, in the name field type TD-001
17. Skip the due date or credit days field

TALLY PRIME WITH GST

Accounting Voucher Alteration (Secondary)		National Trading Company		
GST Sales	No. 7	Date	1-Dec-22 Thursday	
Reference No	: TD/001			
Party A/c name	: TEJ DEALERS			
Current balance	: 62,400.00 Dr			
Sales ledger	: Sale GST@28%			
Current Balance	: 23,63,500.00 Cr			
Name of Item		Quantity	Rate per	Amount
Sony SP12		2 NOS	40,000.00 NOS	80,000.00
Central Tax (CGST)				11,200.00
State Tax (SGST)				11,200.00
Narration:		2 NOS	1,02,400.00	

Exercise: Same way make the following entry

Date	Transaction
2/12/2022	Company sold 2nos of SAMSUNG G55 @ 30,000 to Tej Dealers, GST Rate is 28% B. N. -TD/002. Goods sold from office godown.

Date	Transaction
2/12/2022	Company sold 2nos of SAMSUNG FT03 @ 18,000 to Tej Dealers, GST Rate is 28% B.N.-TD/002. Goods sold from office godown.

Receipt Voucher

Date	Transaction
31/12/2022	Company received on account payment of 1,62,000 to by cheque from Tej Dealers. (Ch. No. 123456)

1. Go to gateway of tally> Accounting Voucher> F6: Receipt
2. Press F2 to change the date 31/12/2022
3. In credit field select Tej Dealers from the list of ledgers
4. In bill wise details screen, in type of ref field select
On Account
5. In amount field type 1,62,400

Bill-wise Details for : TEJ DEALERS				
Type of Ref	Name	Due Date, or Credit Days (wef: 2-Dec-22)	Amount	Dr/ Cr
On Account			1,62,400.00 Cr	
			1,62,400.00 Cr	

TALLY PRIME WITH GST

6. In debit field select RBL Bank from the list of ledgers
7. Amount in debit field appears automatically
8. In bank allocation screen, mention Ch. No- 123456 in Inst No field.
9. Skip the narration filed
10. Accept the screen

Accounting Voucher Alteration (Secondary)		National Trading Company	
Receipt	No. 3	2-Dec-22 Friday	
Particulars		Debit	Credit
Cr TEJ DEALERS			1,62,400.00
Cur Bal: 62,880.00 Dr			
On Account	1,62,400.00 Cr		
Dr Rbl Bank			1,62,400.00
Cur Bal: 17,36,120.00 Dr			
Narration:		1,62,400.00	1,62,400.00

To check the report of bill wise outstanding of Tej Dealers

Go to gateway of tally > Display > Accounts books > Ledger > Select ledger of Tej dealers

Unique Vouchers		National Trading Company	
Ledger	TEJ DEALERS	1-Dec-22 to 2-Jan-23	
Date	Particulars	Vch Type	Vch No.
1-Dec-22	Sale GST@28%	GST Sales	7
2-Dec-22	Sale GST@28%	GST Sales	8
2-Dec-22	Sale GST@28%	GST Sales	9
2-Dec-22	Rbl Bank	Receipt	3
			1,62,400.00
		Opening Balance :	
		Current Total :	2,25,280.00
		Closing Balance :	62,880.00

Click on Alt+ B: Bill wise

Ledger Voucher Outstanding		National Trading Company	
Ledger :	TEJ DEALERS	1-Apr-22 to 2-Jan-23	
Date	Ref. No.	Opening Amount	Pending Amount
1-Dec-22	TD/001	1,02,400.00 Dr	1,02,400.00 Dr
2-Dec-22	TD/002	76,800.00 Dr	1,22,880.00 Dr
	Sub Total	1,79,200.00 Dr	2,25,280.00 Dr
2-Jan-23	On Account	1,62,400.00 Cr	1,62,400.00 Cr
		16,800.00 Dr	62,880.00 Dr

Interest calculation

Interest is a legitimate return on money invested and chargeable in the business world on loans and also on delayed payments. Interest can be calculated on the basis of **Simple Interest or compound Interest**.

Simple interest – This is calculated on the principal amount a certain specified rate for a specified Period.

Compound interest – This is calculated on the principal amount + Interest amount of the last year at a certain specified rate for a specified rate for a specified period.

Interest figures are typically desired in the following situation.

On outstanding balance amount.

On outstanding bills/invoices/transaction(Receivables and payable)

You will learn how to get tally to calculate interest. The basic task is to set up tally so that interest is calculated automatically based on the set-up. Then all you do is generate the reports.

To activate interest calculation.

Go to F11: features > F1: Accounting Features

“Activate interest calculation” set to Yes

Company: National Trading Company		
Show more features	:	Yes
Show all features	:	Yes
Accounting		
Maintain Accounts	:	Yes
Enable Bill-wise entry	:	Yes
Enable Cost Centres	:	Yes
Enable Interest Calculation	:	Yes
Inventory		
Maintain Inventory	:	Yes
Integrate Accounts with Inventory	:	No
Enable multiple Price Levels	:	No
Enable Batches	:	Yes
Maintain Expiry Date for Batches	:	No
Enable Job Order Processing	:	No
Enable Cost Tracking	:	No
Enable Job Costing	:	No
Use Discount column in invoices	:	No
Use separate Actual and Billed Quantity columns in invoices	:	No
Taxation		
Enable Goods and Services Tax (GST)	:	Yes
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
Online Access		
Enable Browser Access for Reports	:	Yes
Enable Tally.NET Services for Remote Access & Synchronisation	:	No
Payroll		
Maintain Payroll	:	No
Enable Payroll Statutory	:	No
Others		
Enable multiple addresses	:	Yes
Mark modified vouchers	:	No

Date	Transaction				
1/12/2022	National trading company purchased the following goods from Nilesh traders on credit for 30 days. Interest is to be calculated at 10% per annum.				
ITEM	QUANTITY	RATE	VALUE	GST RATE	
Samsung FT03	10nos	13,500	1,35,000	28%	
Sony Plass 55	10nos	55,000	5,50,000	28%	

To create ledger of Nilesh Traders

Go to gateway of tally > Accounts info > Ledgers > Single Ledger > Create

1. Name: Nilesh Traders
2. Under: Sundry Creditors
3. Maintain balance bill by bill: Yes
4. Skip default credit period field
5. Check for credit days during voucher entry set to Yes
6. Activate interest calculation: Yes
7. Interest calculation sub-screen appears, fill up details as shown below

Interest Parameters	
Calculate Interest Transaction-by-Transaction	: Yes
Override Parameters for each Transaction	: Yes
Include transaction date for interest calculation:	
For amounts added	: No
For amounts deducted	: No
Rate : 10 % per 365-Day Year	on Credit Balances Only

8. Set/Alter GST details set to Yes and fill up the details
9. Accept the screen.

Make a entry of the transaction in a purchase voucher

1. Go to gateway of tally > accounting voucher > F9 purchase
2. Press F2 to change the date: 1/12/2022
3. In the supplier invoice no. field type NT/001
4. In the field of party's A/c name select Nilesh Traders from the list of ledgers
5. Skip the supplier's details screen
6. In purchase ledgers field select purchase GST@28% from the list of ledgers
7. In the field of name of item select SAMSUNG FT03 appears
8. Then after sub screen of item allocation for SAMSUNG FT03 appears
9. In the tracking no. field Not Applicable
10. In the field of order no. selected Not Applicable
11. In the field of Godown select Office Godown
12. Enter Quantity 10nos
13. In the rate field type 13,500
14. Amount will be display automatically
15. In the field of name of item select SONY PLAS 55 from the list of items
16. Then after sub screen of item allocation for SONY PLAS 55 appears
17. In the tracking no. field Not Applicable

18. In the field of order no. select Not Applicable
19. In the field Godown select Office Godown
20. Enter Quantity 10 nos
21. In the rate field type 55,000
22. Amount will be display automatically
23. Select SGST from the list of ledgers
24. Amount will be display automatically
25. Select CGST from the list of ledgers
26. Then display bill-wise details screen
27. In bills wise details screen select New Ref
28. In name field type ref no-NT-001
29. In due date field enter 30 days
30. Amount will show automatically
31. In Dr/Cr type Cr

Bill-wise Details for : NILESH TRADERS Upto: ₹ 8,76,800.00 Cr					
Type of Ref	Name	Due Date, or Credit Days (wef: 1-Dec-22)	Amount	Dr/ Cr	
New Ref	NT/001	30 Days (31-Dec-22)	8,76,800.00 Cr		
8,76,800.00 Cr					

32. Interest parameters screen appears:
33. Accept the voucher

Interest Parameters		
Rate :	10 % per 365-Day Year	on Credit Balances Only

34. Purchase Voucher screen

Accounting Voucher Alteration (Secondary)		National Trading Company		
Purchase	No. 12			1-Dec-22 Thursday
Supplier Invoice No.:	NT/001	Date	:	1-Dec-22
Party A/c name	: NILESH TRADERS			
Current balance	: 0.44 Cr			
Purchase ledger	: Purchase GST@28%			
Current balance	: 40,53,000.00 Dr			
Name of Item		Quantity	Rate per	Amount
Samsung FT03		10 NOS	13,500.00 NOS	1,35,000.00
Sony Plas55		10 NOS	55,000.00 NOS	5,50,000.00
Central Tax (CGST) State Tax (SGST)				6,85,000.00 95,900.00 95,900.00
Narration:		20 NOS		8,76,800.00

To view ledger interest

Go to gateway of tally > Display > Statement of accounts > Interest calculation > Ledger > select Nilesh traders and change the period from: 1/4/2022 To 31/3/2022

For detailed Report Press Alt + F1

You can see the interest amount

TALLY PRIME WITH GST

Ledger interest screen appears

Ledger Interest Calculation		National Trading Company		X	
Ledger : NILESH TRADERS		1-Apr-22 to 31-Mar-23			
Date	Ref. No.		Opening Amount	Pending Amount	Interest
1-Dec-22	NT/001	0.44 Cr 3-Jan-23 31-Mar-23 88 days	10 %	0.01 Cr	8,76,800.00 Cr 0.44 Cr 0.01 Cr

Date	Transaction
2/01/2022	National trading company paid by cheque to nilesh traders towards bill dated 1/12/2022. Cheque no. 987654 (Note: Due to late payment (2 Days). National trading company has to pay interest in addition to the bill amount)

In Tally, voucher class of simple interest in credit note

To create voucher class of simple interest in credit note

Go to gateway of tally > Account info > Voucher types > Alter > select credit note from the voucher types list, Tabdown the cursor to name of class field

1. Name of class : Type Simple Interest
 2. Press enter to view of the voucher type class screen use class screen
 3. Use class to interest accounting : Yes
 4. Amount to be treated as compound interest ? : No

Voucher Type Alteration		National Trading Company
Name : (alias)	Credit Note :	
General		Printing
Select type of voucher	Credit Note	Print voucher after saving : No
Abbreviation	C/note	Default jurisdiction :
Activate this Voucher Type	Yes	
Method of voucher numbering	Automatic	Default title to print :
Use advanced configuration	No	
Use effective dates for vouchers	No	
Allow zero-valued transactions	No	
Make this voucher type as 'Optional' by default	No	
Allow narration in voucher	Yes	
Provide narrations for each ledger in voucher	No	
Enable default accounting allocations	No	
		Name of Class
		SIMPLE INTEREST

Accept the voucher type class and credit note alteration screen.

To activate the option of Credit Note

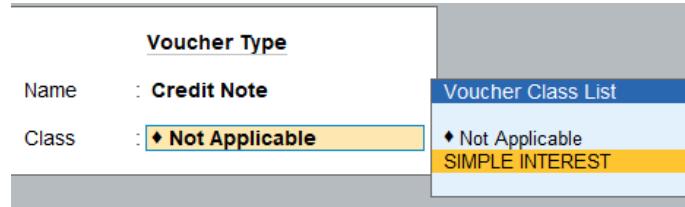
Go to gateway of tally > Press F11: Features > F1: Accounting features

“Use Debit/Credit Notes?” set to Yes and Accept the screen

TALLY PRIME WITH GST

To make the entry of Credit Note

Go to gateway of Tally > Accounting Voucher > Alt + F6 : Credit Note > Select Simple Interest Voucher class



1. Press F2 to change the Date : 2/1/2022
2. In original invoice No type NT/001
3. In original invoice Dt. Type 1/12/2022
4. In the field of Cr select Nilesh Traders from the list of ledgers
5. Then appears interest details screen :

Interest Details for - NILESH TRADERS					
List of Interest Bills					
Name	Name	Int.From	Int.Days	Balance	Interest
	NT/001	31-Dec-22	2 days	480.00 Dr	480.44 Cr

6. Amount will display automatically
7. The appears bill-wise details screen
8. In the type of ref field select New ref
9. In name field select pending bill no NT/001
10. Than after interest parameters screen appears, press enter and accept the screen
11. In Dr. field press Alt+C to create ledger of interest paid under Indirect expenses
12. Press enter then amount display automatically
13. Accept the screen

Accounting Voucher Alteration (Secondary)		National Trading Company			
Credit Note	No. 1	Voucher class	SIMPLE INTEREST	Debit	Credit
Particulars					
Cr NILESH TRADERS Cur Bal: 480.44 Cr Agst Ref NT/001	30 Days	480.44 Cr			480.44
Dr INTERST PAID Cur Bal: 480.44 Dr				480.44	
Narration: INDIRECT EXPENSES					

Make an entry of payment to Nilesh Traders with Interest

1. Go to gateway of Tally > Accounting Vouchers > F5 payment press F12: Configure "show table of bills for selection" and " Show final balance of bill " set to Yes
2. Press F2 to change the date 2/1/2022
3. In Debit account: Nilesh Traders

4. Then display bill-wise details screen
5. In that type ref field select Agst Ref. Select both pending bill
6. In credit account: RBL Bank
7. Amount display automatically
8. Screen type Ch. No. in Inst No field
9. Accept the screen

Cost Centres & Cost Categories

Cost Centres

By far the most versatile tool for management information Tally's cost centres allow dimensional analysis of financial information. While a ledger account would indicate the nature of a transaction, it would not readily disclose except in the narration, which part of an organization was involved. By providing cost centres, a transaction can be allocated to it, which would then enable viewing of all transactions for a cost centre.

A cost centre can be said to be any unit of an organization (generally revenue) can be allocated. When only costs or expenses are allocated units, they are referred to as cost centres. Tally gives you the cost centre break-up of each transaction as well as details of transaction for each cost centre. You can now obtain a Profit and Loss account of each cost/profit centres. For your purpose, the terms cost centre and profit centre are interchangeable.

You will now learn to allocate transactions like expenses and incomes to cost centres with a view to assess their performance.

TALLY PRIME WITH GST

To Create Cost Centre

Activate the feature cost centres in the F11: Company features > Accounting features "Maintain Cost Centres" "Set to Yes"

Screen appears as follows:

Company: National Trading Company	
Show more features : Yes Show all features : Yes	
Accounting	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: Yes
Enable Interest Calculation	: No
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: No
Enable multiple Price Levels	: No
Enable Batches	: Yes
Maintain Expiry Date for Batches	: No
Enable Job Order Processing	: No
Enable Cost Tracking	: No
Enable Job Costing	: No
Use Discount column in invoices	: No
Use separate Actual and Billed Quantity columns in invoices	: No
Taxation	
Enable Goods and Services Tax (GST)	: Yes
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
Online Access	
Enable Browser Access for Reports	: No
Enable Tally.NET Services for Remote Access & Synchronisation	: No
Payroll	
Maintain Payroll	: No
Enable Payroll Statutory	: No
Others	
Enable multiple addresses	: No
Mark modified vouchers	: No

To Create Cost Centre

Go to gateway of tally > Account Info. > Cost Centres > Create

Main Office under Primary

Cost centre creation

screen

Cost Centre Alteration	
Name	: Main Office
(alias)	:
Under	: Primary

Exercise: Similarly, create cost center of Branch Office

Branch Office under Primary

Date	Transaction
1/1/2022	National Trading Company paid office expenses of 60,000 by cheque, out of which 30,000 for Main Office and remaining 30,000 for Branch Office

In F12: Configure "Use single entry mode for pymt/Rect/Contra?" set to No

1. Go to gateway of tally > Accounting Voucher > F5 : Payments
2. Press F2 to change the date : 1/1/2022
3. In Dr. field with the help of Alt+C create ledger of Office Expenses under Indirect Expenses, In which Cost Centre are applicable set yes
4. In amount type 60,000 and press enter
5. Cost allocation subscreen appears, select Main Office in name of cost centre, in amount field type 30,000

6. Then select branch office and enter 30,000 in the amount field
7. In Cr. Field select RBL bank from the list of ledgers, and amount will appears automatically.
8. Then after Bank allocation screen appears, enter the required information.
9. Skip the narration field
10. Accept the screen

Cost Categories

Cost categories have been introduced for organization requiring allocation of resource to parallel sets of cost centres. Such organization would usually be project oriented.

When parallel allocation of transition amount across cost centres is required- Tally's cost category feature can be used.

For example

1. There are two location as Main Office & Branch Office.
2. There are certain expenses like Salary Expenses incurred by two employee

Therefore in such an instance, we require to allocate Office wise and Employee-wise.

This is possible by using Cost Categories.

Where the same amount is allocated twice-once to the project and then the person.

3. Go to gateway of tally > F11: Features > F1 Accounting Features "More than One Payroll/ Cost Category" set to Yes
4. With the help of Ctrl+A accept the screen

Go to gateway of Tally > Account Info > Cost Categories > Single Cost Categories > Create

1. In the Name of Category type Employee

Allocate Revenue Items set to Yes and Allocate Non-revenue items set to No

Cost Category Alteration	
Name (alias)	: EMPLOYEE
Allocate Revenue Items	: Yes
Allocate Non-revenue items	: No

2. Accept the cost category creation screen.

To Create Cost Centres

Go to gateway of tally > Accounts Info. > Cost centres > Single cost centre > Create

1. Press up arrow key or backspace and select the employee from the list of cost categories
2. Press spacebar and select Employee for the Category
3. Type kiran in the Name of Cost Centre
4. In under field select Primary and Accept the screen.

Cost Creation screen

Cost Centre Alteration	
Category	: EMPLOYEE
Name (alias)	: Kiran
Under	: ♦ Primary

Exercise : Similarly, create Cost Centre of Kareena

The cost centres Kiran and Kareena have been created under the Cost Category Employee.

The cost centre Main Office & Branch Office are automatically fall under Primary Cost Category. It is tally's default category.

Go to gateway of tally > Accounting Voucher > F5: Payment

Date	Transaction
2/1/2022	National Trading Company paid salary expense 30,000 by cheque, out of that expenses 15,000 for Main Office and remaining 15,000 for Branch Office, In cost category 15,000 paid to Kiran and 15,000 to Kareena.

1. Press F2 to change the date : 2/1/2022
 2. In Dr. field create ledger of Salary Expenses under Indirect Expenses with the help of Alt+C
 3. In the amount field type 30,000
 4. Then after cost allocation subscreen for Salary Expenses appears
 5. In category select Primary Cost Category
 6. Select main office from the list cost centres , in the amount field type 15,000
 7. Then after select Branch Office from the list of cost centres, in amount field 15,000 appears automatically.
 8. Now select employee from the list of cost categories
 9. In the cost centres screen related to employee cost category select Kiran and enter the amount of 15,000 in the amount field
 10. Then after select Kareena and enter the amount 15,000 in the amount field

Cost Allocations for : SALARY EXPENSES	
Upto: ₹ 30,000.00 Dr	
Cost Category	
Name of Cost Centre	
Primary Cost Category	
MAIN OFFICE	15,000.00
BRANCH OFFICE	15,000.00
	30,000.00
EMPLOYEE	
KIRAN1	15,000.00
KAREENA	15,000.00
	30,000.00

11. In Cr. Field select RBL Bank amount of 30,000 appears automatically
 12. Then after Bank Allocation Screen appears
 13. Enter the required details in Bank Allocation Screen
 14. Accept the screen

Accruing Wages Payable (Debit)		National Trading Company	
Payment	No. 2		X Jan 23 Monday
Particulars		Debit	Credit
Dr SALARY EXPENSES			
Dr Bank 30,000.00 Dr		30,000.00	
Primary Cost Category			
BRANCH OFFICE	15,000.00 Dr		
MAIN OFFICE	15,000.00 Dr		
EMPLOYEE			
KIRAN	15,000.00 Dr		
KAREENA	15,000.00 Dr		
Cr IBM Bank			30,000.00
Cur Bal: 26,73,400.00 Dr			

To Display Cost Centre Information

So far we have created cost centres and allocated different transaction to cost centres. It is now time to view the kind of information that they provide—that is, let us generate reports

Wherever you care, come back to the Gateway of tally > Display > Statement of Accounts > Cost Centres > Category Summary

Summary report:

Cost Category Summary		National Trading Company		
Particulars		National Trading Company 1-Apr-22 to 2-Jan-23		
		Transactions	Closing	
Debit	Credit			
EMPLOYEE		30,000.00	30,000.00 Dr	
KAREENA	15,000.00	15,000.00 Dr		
KIRAN	15,000.00	15,000.00 Dr		
Primary Cost Category	30,000.00	30,000.00 Dr		
BRANCH OFFICE	15,000.00	15,000.00 Dr		
MAIN OFFICE	15,000.00	15,000.00 Dr		

Cost Centre Break-up

This report displays ledger and group summarized information for the selected cost centre. You can drill down to the list of voucher.

Ledger Break-up

This report displays the summarized information of all cost centres for the selected ledger. You can drill down to the list of voucher.

Group Break-up

This report displays the summarized information of all cost centres for the selected group. You can drill down to the list of voucher.

BILL OF MATERIALS (BOM)

A Bill of Materials is a list of constituent items along with quantity details that can be allocated for the manufacture of a certain product, by-product or likewise. This facilitates immediate reduction in stock of the item automatically. This process of listing the items that make up another item is made possible in tally by enabling the Bill Materials Facility.

Bill of Material (BOM) is created only for those items that begin assembled in-house. Therefore, you need to specify a BOM at the time of creating a Stock item or while altering the stock item. For trading items, you do not need a BOM.

Create a new company Harshada Industries as per following screen which engaged in the business of assembling and manufacturing computers.

Company Alteration		Harshada Industries Akanksha	
Company Name	: Harshada Industries	Financial year beginning from	: 1-Apr-22
Mailing Name	: Harshada Industries	Books beginning from	: 1-Apr-22
Address	: Sahara Business Park Andheri West		
State	: Maharashtra		
Country	: India		
Pincode	: 400058		
Telephone	:		
Mobile	: 9245758458		
Fax	:		
E-mail	: harshadaindustries@gmail.com		
Website	:		
Base Currency symbol	: ₹		
Formal name	: INR		

To enable GST

Go to gateway of Tally > F11. Features > F3: Statutory & Taxation Features

“Enable Goods & Services Tax (GST) “Set To Yes

“Set/Alter GST Details” set to Yes

Enter GSTIN Number and accept the screen

Create the following GST Ledgers

Name	Under	Inventory Values are affected	Is GST Applicable	Set/Alter GST Details
Purchase GST @18%	Purchase Accounts	Yes	Yes	No
Sales GST @ 18%	Sales Accounts	Yes	Yes	No

Create the following GST Ledgers

Go to Gateway of Tally > Account Info > Ledgers > Single Ledger > Create

Name	Under	Type of Duty/Tax	Tax Type	Percentage of Calculation
State Tax (SGST)	Duties & Taxes	GST	State Tax	0%
Central Tax (CGST)	Duties & Taxes	GST	Central Tax	0%

Name	Under	Maintain balance bill by bill
Rajesh Infotech	Sundry Creditors	Yes
Wintech Computer	Sundry Creditors	Yes
Career Computer	Sundry Creditors	Yes

Name	Under	Is GST Applicable
Wages	Direct Expenses	Not Applicable
Overheads	Direct Expenses	Not Applicable

To Create Multiple Godowns

Create the following godowns

Go to gateway of Tally > Inventory Info > Godowns > Single Godown > Create

1. Raw material Godown under Primary

The screenshot shows the 'Godown Alteration' window. In the 'Name' field, 'ROW MATERIAL GODOWN' is entered. In the 'Under' field, it is specified as 'Primary'. The window has a blue header bar.

2. Assembling godown under Primary
3. Finished Goods Godown under Primary

To Create Unit of Measure

Go to Gateway of Tally > Inventory Info. > Units of Measure > Create

1. Type : Simple
2. Symbol : Nos
3. Formal Name : Numbers
4. Unit Quantity Code (UQC) : NOS-NUMBERS
5. Number of Decimal Places : 0
6. Accept the Screen

The screenshot shows the 'Unit Alteration' window. The 'Type' is set to 'Simple', 'Symbol' is 'Nos', 'Formal name' is 'NUMBERS', 'Unit Quantity Code (UQC)' is 'NOS-NUMBERS', and 'Number of decimal places' is '0'. The window has a blue header bar.

Sameway, Create Unit Boxes

1. Type : Simple
2. Symbol : Box
3. Formal Name : Boxes
4. Unit Quantity Code (UQC) : BOX-BOX
5. Number of Decimal Places : 0
6. Accept the Screen

To Create the Stock Groups

Go to Gateway of Tally > Inventory Info > Stock Groups > Single Stock Group > Create

1. Raw Material under Primary

The screenshot shows the 'Stock Group Alteration' dialog box. The 'Name' field contains 'ROW MATERIAL'. Below it, the 'Under' field is set to 'Primary'. At the bottom, there are two options: 'Should quantities of items be added' (Yes) and 'Set/Alter GST Details' (No).

Exercise : Same way, create required the following stock items

In this Company, we required the following stock items

Item Name	Under	HSN Code	GST Rate
Processor (Core 2 Duo)	Raw Material	8473	18%
Processor (Dual Core)	Raw Material	8473	18%
LED Monitor	Raw Material	8471	18%
Hard Disk	Raw Material	8471	18%
Keyboard	Raw Material	8471	18%
Motherboard	Raw Material	8473	18%
Computer (Core 2 Duo)	Finished Goods	8473	18%
Computer (Dual Core)	Finished Goods	8473	18%

To Create the Raw Material Stock Items

Go to Gateway of Tally > Inventory Info > Stock Items > Single Stock Item > Create

1. Name : Processor (Core 2 Duo)
2. Under : Raw Material
3. Units : Nos
4. GST Applicable : Applicable
5. Set/Alter GST Details : Yes

6. GST Details subscreen appears, fill up the details
7. Type of Supply : Goods
8. Accept the screen

The screenshot shows the 'Stock Item Alteration' screen for 'Processor (Core 2 Duo)'. The 'Name (alias)' field is populated. The 'Under Category' is 'ROW MATERIAL' and 'Not Applicable' is selected. 'Units' is 'NOS'. In the 'Statutory Details' section, 'GST Applicable' is checked ('Applicable'), 'Set/Alter GST Details' is 'No', 'Type of Supply' is 'Goods', and 'Rate of Duty (eg 5)' is empty. At the bottom, there are columns for 'Quantity', 'Rate per', and 'Value', with 'Opening Balance' listed under Quantity.

Exercise: Sameway, Create the other Raw Material Item Like **Processor (Dual Core), LED, Moniter, Hard disk, Keyboard, Motherboard.**

To Create Stock Item Mouse

Press F12: Configure : Uses Alternate Units for Stock Items Set to Yes

The screenshot shows the 'Configuration' screen for 'Mouse'. Under 'General Details', 'Provide aliases for Name' is 'Yes', 'Provide language aliases for Name' is 'No', 'Provide Part No. for Stock Items' is 'No', and 'Provide Descriptions for Stock Items' is 'No'. Under 'Inventory Details', 'Use Stock Group for Stock Items' is 'Yes', 'Use Stock Category for Stock Items' is 'Yes', 'Provide Units of Measurement (UoM) for Stock Items' is 'Yes', 'Use Alternative Units' is checked ('Yes'), 'Set Components List (Bill of Materials) in Stock Items' is 'No', 'Provide Standard Buying and Selling Rates' is 'No', 'Provide MRP Details' is 'No', 'Set default Accounting Allocations for Stock Items (in Invoice Mode)' is 'No', and 'Provide Opening Balances for Stock Items' is 'Yes'. Under 'GST Details', 'Set GST details' is 'Yes', 'Statutory Details' is 'Set Inclusive of Duties and Taxes option' is 'No', and 'Provide Rate of Duty' is 'Yes'.

1. Name : Mouse
2. Under : Raw Material
3. Units : Nos
4. Alternate Units : Box
5. In Where field type (1 box = 10 nos)
6. GST Applicable : Applicable
7. Set/Alter GST Details : Yes
8. Type of Supply : Goods
9. Reporting UQC : NOS-NUMBERS
10. Accept the Screen

TALLY PRIME WITH GST

Stock Item Alteration		Harshada Industries		
Name (alias)	: MOUSE			
Under Category	: ROW MATERIAL			
Units Alternate units where	: NOS : BOX : 1 BOX = 10 NOS	Statutory Details GST Applicable : <input checked="" type="checkbox"/> Applicable Set/Alter GST Details : Yes Type of Supply Reporting UQC : Goods NOS-NUMBERS Rate of Duty (eg 5) : 0		
		Quantity	Rate per	Value
	Opening Balance	:		
<input type="button" value="Accept ?"/> Yes or No				

To Create Finished Stock Item

Go to Gateway of Tally > Inventory Info. > Stock Items > Single Stock Item > Create >

Press F12: Enables Component list details (Bill of Material) Set to Yes

1. Name : Computer (Core 2 Duo)
2. Under : Finished Goods
3. Units : NOS
4. Alternate Units : Not Applicable
5. Set Component (BOM) set Yes
6. In Name of BOM type Computer (Core 2 Duo)
7. Stock Items Components (BOM) screen appears
8. In Units of Manufacture type 1 nos
9. Fill up the data of Row Material used in Computer (Core 2 Duo) as per following screen
10. GST Applicable : Applicable
11. In GST Details Subscreen fill up details
12. Type of supply : Goods
13. Accept the Screen

Exercise: Same way, Create Stock Items of Computer (Dual Core) under group Finished Goods by using following BOM details

BOM Name Components of Unit of Manufacture	Computer (Dual Core) Computer (Dual Core) 1nos		
	Item Name	Godown	Quantity
	Processor (Dual Core)	Assembling Godown	1nos
	Mouse	Assembling Godown	1nos
	LED Monitor	Assembling Godown	1nos
	Hard Disk	Assembling Godown	1nos
	Keyboard	Assembling Godown	1nos
	Motherboard	Assembling Godown	1nos

TALLY PRIME WITH GST

Entering purchase voucher of raw materials items

Date	Transaction																				
1/5/2022	A Company purchase the following items from Rajesh Infotech, Supplier Invoice No RI/001. (GST Rate is 18%)																				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 30%;">Item Name</th><th style="text-align: center; width: 20%;">Under</th><th style="text-align: center; width: 20%;">Quantity</th><th style="text-align: center; width: 30%;">Rate</th></tr> </thead> <tbody> <tr> <td>Processor (Core 2 Duo)</td><td>Raw Material</td><td>50 nos</td><td>4,000</td></tr> <tr> <td>Processor (Dual Core)</td><td>Raw Material</td><td>50 nos</td><td>5,000</td></tr> <tr> <td>LED Monitor</td><td>Raw Material</td><td>50 nos</td><td>5,000</td></tr> <tr> <td>Hard Disk</td><td>Raw Material</td><td>50 nos</td><td>2,500</td></tr> </tbody> </table>	Item Name	Under	Quantity	Rate	Processor (Core 2 Duo)	Raw Material	50 nos	4,000	Processor (Dual Core)	Raw Material	50 nos	5,000	LED Monitor	Raw Material	50 nos	5,000	Hard Disk	Raw Material	50 nos	2,500
Item Name	Under	Quantity	Rate																		
Processor (Core 2 Duo)	Raw Material	50 nos	4,000																		
Processor (Dual Core)	Raw Material	50 nos	5,000																		
LED Monitor	Raw Material	50 nos	5,000																		
Hard Disk	Raw Material	50 nos	2,500																		

1. Go to Gateway of Tally > Accounting Vouchers > F9: Purchase (As Invoice)
2. Press F12: Configure “Use Common ledger account for item allocation” set to Yes
3. Press F2 to change the date 1/5/2022
4. Supplier Invoice no. RI/001
5. In the field of Party's A/c name select ledger Rajesh Infotech
6. Fill the Supplier details screen
7. In purchase ledger select Purchase GST @18% from the list of ledgers
8. Select processor (Core 2 Duo) from the list of items
9. In the Godown field select Raw Material Godown
10. In the Quantity type 50 nos
11. In the rate field type 4000
12. Amount will be display Automatically
13. Then After select all item one by one
14. Then after press one more Enter
15. Select ledger SGST from the list of ledgers
16. The amount of GST calculates Automatically
17. Select ledger CGST from the list of Ledgers
18. In Bill-wise detail screen select New Ref in Type of Ref.
19. Skin the Narration field
20. Accept the voucher

The complete purchase Voucher Screen appears as following:



Accounting Voucher Alteration (Secondary)

Purchase No. 1
Supplier Invoice No.: RI/001 Date : 1-May-22
Party A/c name : RAJESH INFOTECH
Current balance : 9,73,500.00 Cr
Purchase ledger : PURCHASE GST@18%
Current balance : 10,40,000.00 Dr

	Quantity	Rate per	Amount
Processor (Core 2 Duo)	50 NOS	4,000.00 NOS	2,00,000.00
Processor (Dual Core)	50 NOS	5,000.00 NOS	2,50,000.00
LED Monitor	50 NOS	5,000.00 NOS	2,50,000.00
Hard Disk	50 NOS	2,500.00 NOS	1,25,000.00
			8,25,000.00
CENTRAL TAX (CGST)			74,250.00
STATE TAX (SGST)			74,250.00
			148,500.00

Provide GST/e-Way Bill details : No
Narration:
200 NOS
Accept ?
Yes or No

TALLY PRIME WITH GST

Exercise: Same way Make Following entry

Date	Transaction		
2/5/2022	A company purchase the following items from Wintech Computer, Supplier invoice no WC/001. (GST Rate is 18%)		
Item Name	Under	Quantity	Rate
Keyboard	Raw Material	50nos	500
Motherboard	Raw Material	50nos	3500
Mouse	Raw Material	50nos	300

Entering stock journal voucher for stock transfer

Date	Transaction
31/5/2022	A company transfer the following stock items from Raw Material Godown to Assembling Godown
Stock Items	Quantity
Processor (Core 2 Duo)	20nos
Processor (Dual Core)	20nos
LED Monitor	20nos
Hard Disk	20nos
Keyboard	20nos
Motherboard	20nos
Mouse	20nos

Go to Gateway of Tally > Inventory Voucher > Alt+F7: Stock Journal

1. Press F2 to change the date: 31/5/2022
2. Enter the all items according to the entries in the Source (Consumption) Column and then after enter the all items in the Destination (Production) column
3. Accept the screen.

The complete stock journal screen

Transfer of Materials			
Name of Item	Source (Consumption)	Destination (Production)	
	Godown Quantity Rate Amount	Godown Quantity Rate Amount	
Processor (Core 2 Duo)	ROW MATERIAL GODOWN 20 NOS 4,000.00/NOS 80,000.00	Processor (Core 2 Duo) ASSEMBLING GODOWN 20 NOS 4,000.00/NOS 80,000.00	
Processor (Dual Core)	ROW MATERIAL GODOWN 20 NOS 5,000.00/NOS 1,00,000.00	Processor (Dual Core) ASSEMBLING GODOWN 20 NOS 5,000.00/NOS 1,00,000.00	
LED Monitor	ROW MATERIAL GODOWN 20 NOS 5,000.00/NOS 1,00,000.00	LED Monitor ASSEMBLING GODOWN 20 NOS 5,000.00/NOS 1,00,000.00	
Hard Disk	ROW MATERIAL GODOWN 20 NOS 2,500.00/NOS 50,000.00	Hard Disk ASSEMBLING GODOWN 20 NOS 2,500.00/NOS 50,000.00	
Keyboard	ROW MATERIAL GODOWN 20 NOS 300.00/NOS 10,000.00	Keyboard ASSEMBLING GODOWN 20 NOS 300.00/NOS 10,000.00	
Motherboard	ROW MATERIAL GODOWN 20 NOS 3,500.00/NOS 70,000.00	Motherboard ASSEMBLING GODOWN 20 NOS 3,500.00/NOS 70,000.00	
MOUSE	ROW MATERIAL GODOWN 20 NOS 300.00/NOS 6,000.00	MOUSE ASSEMBLING GODOWN 20 NOS 300.00/NOS 6,000.00	
	140 NOS 4,16,000.00		140 NOS 4,16,000.00

Narration: BEING STOCK ITEMS TRF FROM ROW MATERIAL GODOWN TO ASSEMBLING GODOWN

TALLY PRIME WITH GST

To create Voucher Type of Manufacturing Journal

Go to Gateway of Tally > Accounts Info > Voucher Types > Create

1. Name : Manufacturing Journal
2. Under : Stock Journal
3. Activate this voucher type : Yes
4. Method of voucher numbering : Automatic
5. Allow narration in voucher : Yes
6. 'Use as a Manufacturing Journal : Yes

Manufacturing Journal screen

Date	Transaction
1/6/2022	A company manufacture 10nos of Computer (Core 2 Duo), Wages 2500 & Overhead 3500

Go to Gateway of Tally > Inventory Vouchers > Alt+7: Stock Journal > Select Manufacturing Journal

1. Press F2 to change the date 1/6/2022
2. In name of Product select Computer (Core 2 Duo)
3. In the Godown select Finished Goods Godown
4. In Quantity type 10nos
5. On the basis of BOM the list of components with Quantity and Rate displays automatically
6. In type of additional cost select Wage from the list of ledgers & type 2500 in the amount column
7. Press enter and select ledger Overhead & type 3500 in the amount column
8. Press enter and Accept the screen

TALLY PRIME WITH GST

To check the stock summary Report

Go to Gateway of Tally > Stock Summary > Press Alt+F1

The complete stock summary screen appears as follows:

Entering stock journal voucher by using voucher class of transfer

Date	Transaction	
2/6/2022	A Company transfer the following stock items from Raw Material Godown to Assembling Godown	
	Stock Items	Quantity
	Processor (Core 2 Duo)	20nos
	Processor (Dual Core)	20nos
	LED Monitor	20nos
	Hard Disk	20nos
	Keyboard	20nos
	Motherboard	20nos
	Mouse	20nos

To Alter Voucher type of Stock Journal

Go to Gateway of Tally > Inventory Info > Voucher Types > Alter > Select Stock Journal

The complete voucher type alteration screen appears as follows.

Voucher Type Alteration		Harshada Industries																															
Name (alias)	: Stock Journal																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">General</td> <td style="width: 50%;">Printing</td> </tr> <tr> <td>Select type of voucher : Stock Journal</td> <td>Print voucher after saving : No</td> </tr> <tr> <td>Abbreviation : Stk Jnl</td> <td></td> </tr> <tr> <td>Activate this Voucher Type : Yes</td> <td></td> </tr> <tr> <td>Method of voucher numbering : Automatic</td> <td></td> </tr> <tr> <td>Use advanced configuration : No</td> <td></td> </tr> <tr> <td>Use effective dates for vouchers : No</td> <td></td> </tr> <tr> <td>Allow zero-valued transactions : No</td> <td></td> </tr> <tr> <td>Make this voucher type as 'Optional' by default : No</td> <td></td> </tr> <tr> <td>Allow narration in voucher : Yes</td> <td></td> </tr> <tr> <td>Use as a Manufacturing Journal : No</td> <td></td> </tr> <tr> <td>Track Additional Costs for Purchases : No</td> <td></td> </tr> </table>		General	Printing	Select type of voucher : Stock Journal	Print voucher after saving : No	Abbreviation : Stk Jnl		Activate this Voucher Type : Yes		Method of voucher numbering : Automatic		Use advanced configuration : No		Use effective dates for vouchers : No		Allow zero-valued transactions : No		Make this voucher type as 'Optional' by default : No		Allow narration in voucher : Yes		Use as a Manufacturing Journal : No		Track Additional Costs for Purchases : No		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="background-color: #ADD8E6;">Name of Class</td> </tr> <tr> <td colspan="3">TRANSFER</td> </tr> </table>		Name of Class			TRANSFER		
General	Printing																																
Select type of voucher : Stock Journal	Print voucher after saving : No																																
Abbreviation : Stk Jnl																																	
Activate this Voucher Type : Yes																																	
Method of voucher numbering : Automatic																																	
Use advanced configuration : No																																	
Use effective dates for vouchers : No																																	
Allow zero-valued transactions : No																																	
Make this voucher type as 'Optional' by default : No																																	
Allow narration in voucher : Yes																																	
Use as a Manufacturing Journal : No																																	
Track Additional Costs for Purchases : No																																	
Name of Class																																	
TRANSFER																																	

Stock Summary		Harshada Industries		
		1-Apr-22 to 1-Jul-22		
		Closing Balance		
		Quantity	Rate	Value

FINISHED GOODS		15 NOS	17,100.00	2,56,500.00
Computer (Core 2 Duo)		5 NOS	16,400.00	82,000.00
Computer (Dual Core)		10 NOS	17,450.00	1,74,500.00
LED Monitor		20 NOS	3,100.00	7,14,000.00
Keyboard		30 NOS	2,500.00	75,000.00
Motherboard		30 NOS	500.00	15,000.00
MOUSE		30 NOS	5,000.00	1,50,000.00
Processor (Core 2 Duo)		30 NOS	3,500.00	1,05,000.00
Processor (Dual Core)		30 NOS	3,500.00	9,00,000.00
		40 NOS	4,000.00	1,60,000.00
		40 NOS	5,000.00	2,00,000.00

Activate Window
245 NOS Go To Setting 9,70,500.00

TALLY PRIME WITH GST

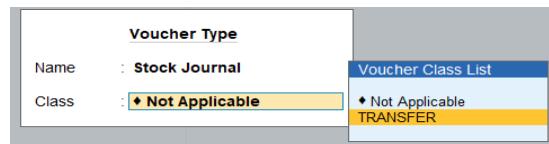
1. In Name of Class field type transfer
2. Use class for inter Godown Transfers set to Yes
3. Accept the screen



To create Stock Journal Voucher

Go to gateway of Tally > Inventory Voucher > Alt+F7: Stock Journal

1. In voucher type screen select stock journal in name field
2. In class field select Transfer



3. Press F2 to change the date 2/6/2022
4. In Destination Godown select Assembling godown
5. Fill up the details as per following screen
6. Accept the screen

Name of Item	Godown	Quantity	Rate	Amount
Processor I (Core 2 Duo)	ROW MATERIAL GODOWN	20 NOS	4,000.00/NOS	80,000.00
Processor II (Dual Core)	ROW MATERIAL GODOWN	20 NOS	5,000.00/NOS	1,00,000.00
LED Monitor	ROW MATERIAL GODOWN	20 NOS	5,000.00/NOS	1,00,000.00
Hard Disk	ROW MATERIAL GODOWN	20 NOS	2,500.00/NOS	50,000.00
Keyboard	ROW MATERIAL GODOWN	20 NOS	500.00/NOS	10,000.00
Motherboard	ROW MATERIAL GODOWN	20 NOS	3,500.00/NOS	70,000.00
MOUSE	ROW MATERIAL GODOWN	20 NOS	300.00/NOS	6,000.00
Narration: STOCK ITEMS TRF FROM ROW MATERIAL GODOWN TO ASSEMBLING GODOWN				
140 NOS 4,16,000.00				
Activate Voucher Go to Settings to activate				

Exercise :

Sameway, make the following transaction in Manufacturing Journal

Date	Transaction
1/7/2022	A company manufacture 10 nos of computer (Dual Core), wages 3000 & Overhead 3500

Entering sales voucher of finished item

Date	Transaction
1/7/2022	A company sold 5 nos computer (Core 2 duo), @ 27000 to career computer Ref No. CC/001 (GST Rate is 18%)

Go to Gateway of tally > Accounting Voucher > F8: Sales

1. Press F2 to change the date: 1/7/2022
2. In the Ref field type CC/001
3. In the field of Party's A/c name select ledger Career Computer
4. Fill up the buyer's details screen
5. In sales ledgers field select sales GST @18% from the list of ledgers
6. In the field of Name of item select computer (Core 2 Duo) from the list of items
7. Then after sub screen of item allocation for computer (Core 2 Duo) appears
8. In the Godown field select finished goods godowns
9. In the quantity field type 5 nos
10. In the rate field type 27000
11. Amount will be display automatically
12. Give one more Enter
13. Select ledger SGST from the list of ledgers
14. Amount of GST will be display automatically
15. Select ledger of CGST from the list of ledgers
16. In bill-wise details screen select New Ref. in type of Ref & type CC/001 in name field.
17. Skip the narration field
18. Accept the voucher

The complete sales voucher screen appears

Accounting Voucher Alteration (Secondary)		Harshada Industries	
Sales	No 1	Date	1-Jul-22
Reference No	CC/001		1 Jul 22
Party A/c name	CAREER COMPUTER		Friday
Current balance	1,35,000.00 Dr		
Sales ledger	SALES GST@18%		
Current balance	1,35,000.00 Cr		
Name of Item		Quantity	Rate per
Computer (Core 2 Duo)		5 NOS	27,000.00 NOS
			1,35,000.00
CENTRAL TAX (CGST)			12,150.00
STATE TAX (SGST)			12,150.00
Provide GST/e-Way Bill details : No			
Narration:		5 NOS 1,35,000.00	
		Activate Voucher	
		For the Settlement Period	

To check the Stock Report

Go to Gateway of Tally > Stock Summary

Press Alt+F1 for Detailed

Stock Summary		Harshada Industries	
Particulars		1-Apr-22 to 1-Jul-22	
		Closing Balance	
Quantity	Rate	Value	
15 NOS	17,000.00	255,000.00	
5 NOS	16,400.00	82,000.00	
10 NOS	17,450.00	174,500.00	
230 NOS	3,104.35	7,14,000.00	
30 NOS	2,500.00	75,000.00	
30 NOS	500.00	15,000.00	
30 NOS	5,000.00	1,50,000.00	
30 NOS	3,500.00	1,05,000.00	
30 NOS	3,200.00	96,000.00	
40 NOS	4,000.00	1,60,000.00	
40 NOS	5,000.00	2,00,000.00	

TALLY PRIME WITH GST

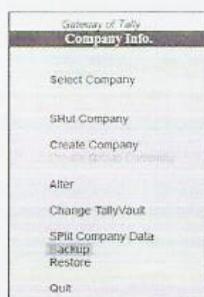
Backup

Tally.ERP 9 has a flexible backup mechanism where in you can virtually take a back up of the data from one storage medium to another like hard disk drive, pen drive or in a network.

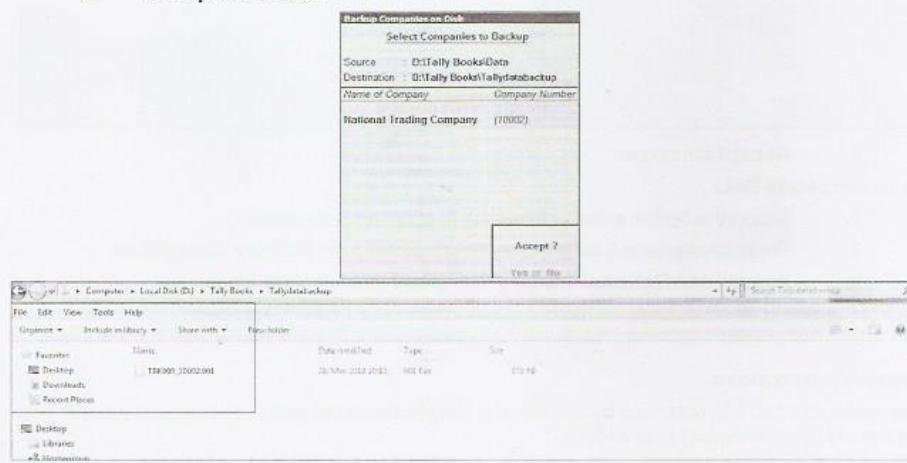
To take Data Back up

Open the National Trading Company

1. Select Backup option from Company Info. Screen.



2. In the **Source** field existing Path of Tally.ERP 9 data appears automatically. Example: C:\Tally Books\Data
3. In the **Destination** field enter the path where you want to Store the data backup (pen drive/Portable Hard Disk etc.,) Example : D:\Tally Books\Tallydatabackup.
4. Select the **companies** whose backup has to be taken from the **List of Companies**
5. Accept the Screen



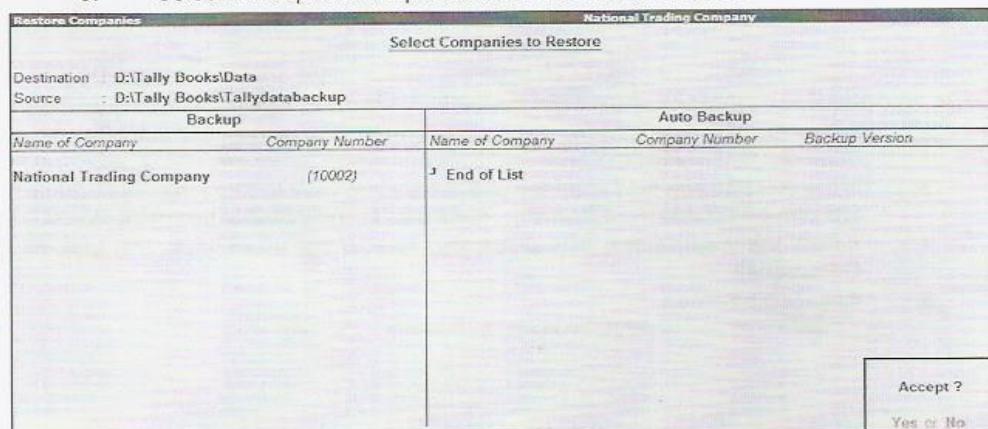
Tally.ERP9

Restore

Restore latterly means 'to bring back' of Data. Tally allows restoring of Data from any medium into any other storage medium. In Tally's context restore means- we have a Tally backup and we wish to work on the data backup instead of the current data. This can be achieved by simply restoring from the existing data backup.

To Restore the Data

1. From the **Company info**. Screen, select **Restore** option
2. You have to specify the **Destination**. (Where Tally).ERP 9 has to store the Data Backup) Example: D:/Tally Books\Data
3. Then specify the **Source**. (Where you want Tally. ERP 9 to take the Data from) Example D:/Tally Books\Tallydatabackup
4. Tally then displays the list of companies you have in the source.
5. Select the required companies to be restored as desired.



6. Accept the screen.

To open restore Data

1. Select the option **select company** in company info menu
2. Press backspace & in Directory field type the path D:/Tally Books\Data
3. You can see **National Trading Company** in list of companies

Restore option is also available on the company information(ALT+F3) screen.

Restore precautions

It is preferable NOT to restore a backup on the Original data directory- primarily to ensure that No Data is unintentionally overwritten.

Split company Data

Tally's flexible period-less accounting permit you to enter Data for any number of financial years. However, the presence of old Data loads the system and slow processing speed. Spiting financial data over financial years helps you to retain the benefit of recording the data, While maintaining a highly responsive system.

When you split the data, two things happens:

1. New companies are created for the respective split periods
2. Full data is retained in the original company.

Important pre-split Activity

(Not carrying out these will result in mismatched information)

Before you split data, ensure that:

1. All Unadjusted Forex Gain/Losses have been fully adjusted by journal entries. Verify that the item Dose not appear in the Balance sheet.
2. There are no purchase bills/ sales bills to come. Check the profit and loss account and inventory statement –purchase/sales bills pending. You may adjust them to the respective party accounts or to respective '**Bills pending**' accounts.
3. Ensure that the Backup of the data exists.

Let us now learn how to split company data.

Tally walk through to split company data

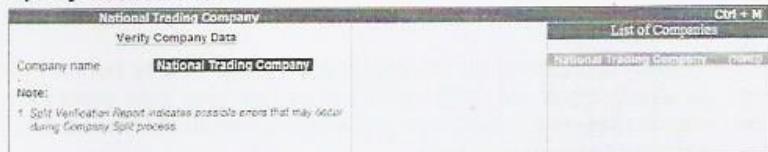
1. Load **National Trading Company** from default path
2. At the **Gateway of Tally > select F3 (Alt+F3):Cmp info.**
3. Press **Enter** on Split Company Data



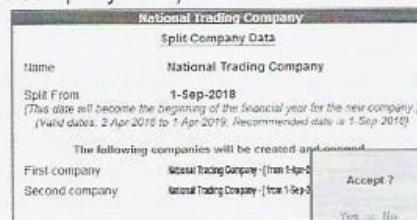
4. Two options appears (1) **Select company** (2) **Verify company data**
5. Select **Verify Company Data** before spitting.

Tally.ERP9

Verify Company Data screen :



6. If there is no Error message appears “No error(s) found”
7. Press Esc and select “Select Company”
8. Tally prompts you to reselect the company name. Select NationalTrading company.
9. In Split from field enter the Data 1-Sep 2018 (Enter the Data from Which you want to split the company Data)



10. Press Enter and accept to the split. Tally creates two new companies.
National Trading Company (From 1-Apr-2018)
National Trading Company (from 1-Sep-2018)

To Verify the data of split companies

Select National Trading Company (from 1-Apr-2018)

Go to Gateway of Tally > Display > Day Book

Press Alt+F2 to change the period from : 01/04/2018 to 31/08/2018

Day Book		National Trading Company (From 1-Apr-2018)				Ctrl + M	
Date	Particulars	Wth Type	Trans. No.	Credit Amount Debits QTY	Credit Amount Debits QTY	1-Apr-2018 to 31-Aug-2018	
15-08-2018	Sant Electronics	Purchase	1	1,25,638.00			
19-08-2018	Purdan Enterprises	Purchase	2		1,10,018.00		
23-08-2018	SAMSUNG F132	Sales Return	3	10.00 Net			
25-08-2018	SONY SP09	Sales Return	2	10.00 Net			
26-08-2018	SONY SP09	Sales Return	1	12.00 Net			
42-09-2018	Sant Electronics	Purchase	1		9,17,518.00		
25-09-2018	SAMSUNG F132	Sales Return	4	10.00 Net			
17-10-2018	SAMSUNG F132	Sales Return	3	5.00 Net			
17-10-2018	SONY SP09	Sales Return	2	5.00 Net			
17-10-2018	Aakash Electronics	Sales	1	2,17,500.00			
17-10-2018	Sant Electronics	Sales	2	60,000.00			
27-10-2018	Sant Electronics	Refund	3		-1,00.00		
27-10-2018	Aakash Electronics	Sales	1	2,40,000.00			
27-10-2018	Sant Electronics	Sales	2	1,27,200.00			
11-11-2018	MARESH TRADERS	GST Sale	1	1,64,000.00			
11-11-2018	MARESH TRADERS	GST Sale	2	1,56,200.00			
27-10-2018	India Tax Consultation	Purchase	3		59,039.00		
28-10-2018	Uttara Communication	Purchase	5		14,229.00		
31-10-2018	Aakash Electronics	GST Sale	3	47,266.00			

In the above screen you can notice that National Trading Company (from 1-Apr-2018) contains the data from April to September

Sameway, you can verify the Data of National Trading Company (from 31-Aug-2018) which contains the Data from September to March.

Export & Import of Data

We will now learn about Tally.ERP 9's export and import capabilities, which enables Tally.ERP 9 to interact globally. Statements and data from Tally.ERP 9 can be exported to other programmes like spreadsheets and databases. Only data from Tally.ERP 9 can be imported and not data from other systems. Importing from other systems involves the usage of Tally.ERP 9's definition Language TDL and this is outside the Scope of this training.

Export of Data

You might need to export information for different purposes, viz,

- To Re-import into another company run on Tally.
- To Export into other applications.

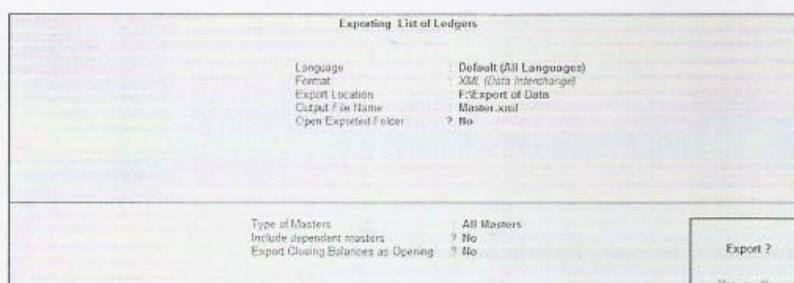
To export data for Re-import into Tally, the masters have to be first exported & then the transactions.

Exporting Masters

Open National Trading Company

1. Go to **Gateway of Tally > Display > List of Accounts** > Click on **Export** or **Press Alt + E**
2. In **Language** select **Default (All Languages)**
3. In **Format** different Formats are available like ASCII, EXCEL, HTML, JPEG, PDF XML, select **XML (data interchange)** in Format field.
4. In **Export Location** By Default the **Tally.ERP 9 storage path** appears.
5. In Output File Name **Master.xml** appears automatically. (Different Formats have different extenstions, which appears after file Name)
6. Open Exported Folder set to **No**.
7. In Type of Masters select **All Masters**.
8. Export Closing Balances as opening set to yes or No as per your requirement.

Export Screen appears

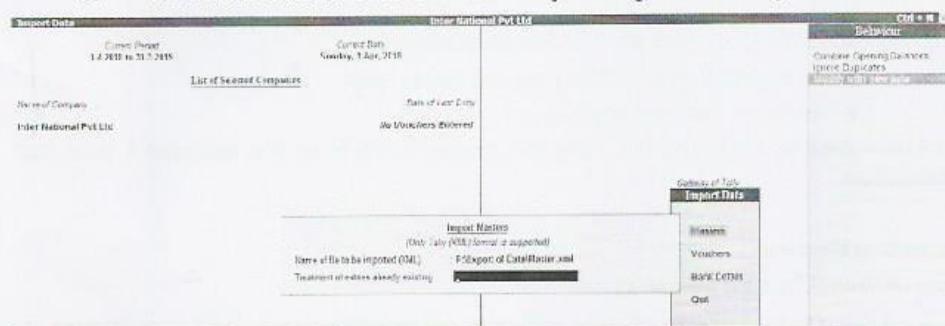


9. Accept the screen.

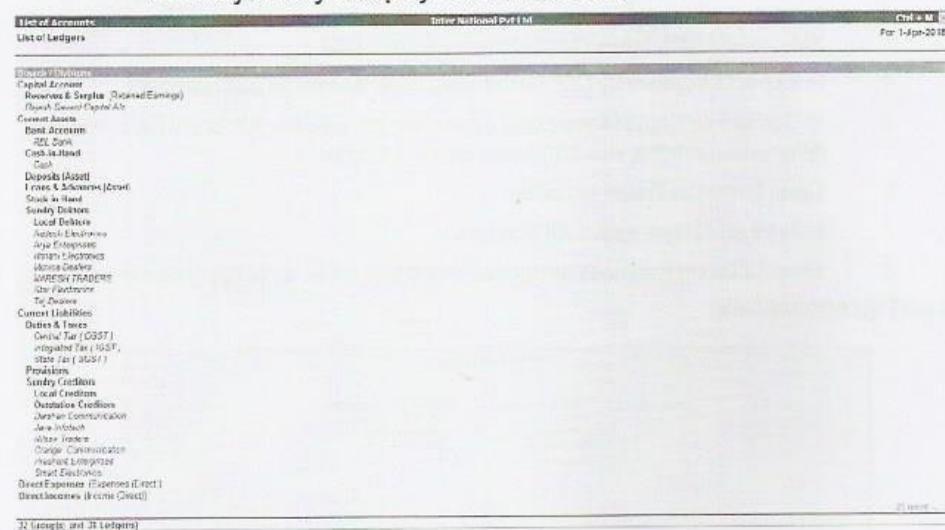
Tally.ERP9

Import of Data

1. From **Gateway of Tally** Screen with the help of Alt + F1 shut the National Trading Company
2. Create a new company **Inter National Company**
3. Go to **Gateway of Tally > Import of Data**
4. Select **Masters**
5. Type the file name in Import File Name field as **Master.xml**
6. In the field of Treatment of entries already existing select **Modify with new data**



7. At Accepting the Screen data import successfully, which can be check from **Gateway of Tally > Display > List of Accounts**



Shut Inter National Company by pressing Alt + F1

Export to Excel

- Tally.ERP 9 now comes with the functionality, where in all reports can be exported to Microsoft Excel Spreadsheet. This feature enables you export any report generated by Tally.ERP 9 in to Excel.

To Export the Trail Balance of National Trading Company in Excel

1. Select the National Trading Company
 2. Go to Gateway of Tally > Display > Trail Balance and Click on Export or press Alt+ E
 3. Export option set to No
 4. In Format Select Excel Spreadsheet
 5. Enter the details as per screen and Accept the screen

Exporting - Trial Balance	
Language	Default (All Languages)
Format	Excel (Spreadsheet)
Export Location	G:\Tally\ERP9 6.3.1
Output File Name	TrialBal.xlsx
Output sheet name	Trial Balance
Update existing file	Yes
Excel (Spreadsheet) formatting:	Yes
with colour	No
Open Exported File	? Yes
Scale factor for values	Default
Show base currency symbol	? No
Show Opening Balances	? No
Show Transactions	? No
Show Closing Balances	? Yes
Show Percentages	? No
Method of information	Grouped
Format	Detailed
Expand all levels in detailed format	? Yes
Show All Accounts (incl. Empty A/c's)	? No
Export ?	
View Help	

Report in Excel Spread sheet appears as follows:

Tally.ERP 9

Security Control

Security control is required in an environment where many people work on the accounts on a single computers or on network. In a typical business environment, different level of staff have different responsibilities and, therefore, different authority.

Tally has a variety of management reports, which are sensitive in nature. The security control feature in Tally is used to set access and authority right for group of people, to allow or prevent them from doing one or more of the following in different area of Tally : create, Alter, Display and Print information.

Security control can also be used to prevent access to the system. The authority levels or Types of Security in Tally decide the right of the users.

Tally has different security set-ups, Owner, Data Entry, Tally.NET User, Tally.NET Auditor. The owner has full access and right to all parts of Tally, except Tally Audit, which is reserved for the administrator alone.

Data Entry has restricted right. You are allowed to create other security types based on these predefined types.

Security control can be activated during company creation or from the company Alteration screen. Once activated Tally instructs you to enter the name of the administrator and a password. This Security control feature restricts unauthorized user from accessing, viewing and altering the data in Tally.

In National Trading Company

To activate the Security Control System,

Go to **Gateway of Tally > F3 (Alt + F3) : Cmp Info. > Alter**

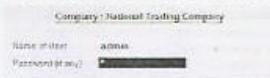
1. On Selecting National Trading Company, Company Alteration Screen appears
2. "Use Security Control ?" set to Yes
3. Type admin in the Name of Administrator field
4. Type admin as Password (Password is case sensitive)
5. Type admin in the Repeat field

The screenshot shows the 'Company Alteration' screen with the following details:

- Name:** National Trading Company
- Primary Billing Details:**
 - Mailing name: National Trading Company
 - Address: 14 Rishi Business Park
 - City: Mumbai
 - State: Maharashtra
 - Country: India
 - Pincode: 400078
- Books and Financial Year Details:**
 - Financial year begin from: 14-APR
 - Books beginning from: 14-APR
- Security Control:**
 - Use security control: Yes
 - Use tally audit features: No
- Contact Details:**
 - Phone no.: 02222331144
 - Mobile no.: 9876543210
 - Email ID: natiotrading@gmail.com
- Basic Currency Information:**
 - Date currency symbol: ₹
 - From date: 01-01-2017
 - From date: 01-01-2017
 - Always use same amount and symbol: Yes
 - Show amount in rupees: ₹
 - Number of decimal places: 2
 - When displaying amount after decimal: Use dot as decimal separator for negative amounts: Yes
 - Use comma as thousands separator: Yes

6. Use Tally Audit Features set to No
7. Press **Enter** to Accept the screen

8. Message appears that you want to **reload** company if toy select **Yes** it appears screen of **User Name & Password**
9. Type **admin** in both the field and Press **Enter**



Notes: The password is case sensitive. Any variation in the case will not allow you to login to Tally.

Users and Passwords

Go to **Gateway of Tally > F3 (Alt + F3) Cmp Info. > Security control > Users and Password**

1. Press **Enter** on **Users and Password** and select **Data Entry** from Security Levels
2. For Different security levels of security list, different right can be give
3. In **Name of User** type **Akash**
4. In **Password** type **akash@123** and accept the screen

List of Users for Company					
Name: National Trading Company					
Security Level	Username	Password (if any)	Allow Remote Access	Allow Local TDL Files	Allow SMS Access
Data Entry	Akash	*****	No	No	No

Shut the **National Trading company** and again Log in same company with User Log in Credentials

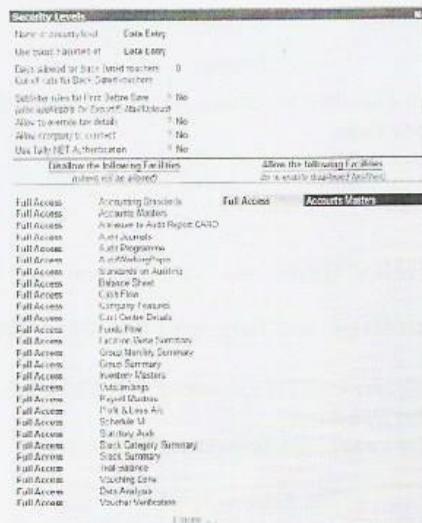
1. **Gateway of Tally screen** appears as per following screen in the basic of setting **Users & Password**
2. In the screen you can not see **Accounts Info.** and **Inventory Info.** In **Masters** and **Balance sheet, Profit & Loss A/c** and **stock summary** in reports.
3. **Shut the Company**

Security Levels

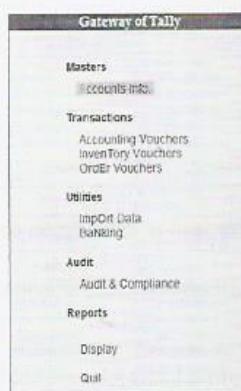
1. Open **National Trading Company** with the **Name of Administrator (admin)**
2. Go to **Gateway o Tally > F3 (Alt + F3) : Cmp Info. > Security control > Typing of security**
3. On selecting **Data Entry** from the list of **Security Levels**
4. **In use of Basic facilities of Data Entry**

Tally.ERP9

5. By Default Full Access of Accounts Masters Facilities is Disallow
 6. In Allow the following Facilities Portion select **Accounts Masters** and give Full Access Facility



7. Accept the screen and shut the company
 8. Open National Trading Company with the Name of User (Akash)
 9. In Gateway of Tally screen from Masters Accounts Info. Menu can access.



Tally Vault

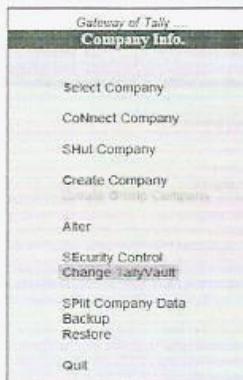
The security of data, Financial or otherwise, is always a matter of concern for business as most Organization depend on the confidentiality of information. The Tally Vault feature is an enhanced security system – which allows for encryption of the company data with most secure methods encryption being used.

Tally Vault ensures that under no circumstances, the original information is available in any form. The technique could be likened to encryption-decryption-on-the fly and the decrypted from of data is never stored in the system.

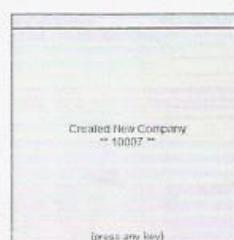
Tally Walk Through to use Tally Vault

Tally Vault option can be activated from company creation screen or in company Info. Menu

1. In National Trading Company select **Alt+F3** from **Gateway of Tally** screen
2. Select **Change Tally Vault** and press **Enter**



3. In Name filed of change Tally Vault screen select **National Trading company**
4. In **New Password** enter password **123456**
5. In **Repeat Password** enter the password again
6. **Accept** the screen
7. On pressing Enter Information Screen appears as follows:

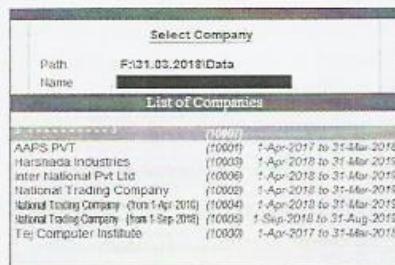


8. After Tally Vaulting a Company, Tally.ERP 9 retains the Original Company and **create a new encrypted company having (*****)**

Tally.ERP9

9. The Number **10007** is help to identify your company
10. Press **Esc** and come back to **Company Info.** Menu
11. Shut the **National Trading Company** with the help of **Alt + F1** and Go **select Company**

You can not the name of Tally Vaulted company. This ensure that nobody can access your data



12. Select Tally Vaulted company **10007** (*****) from the list of companies
13. Type the **Password** and press **enter** to open the **National Trading Company**
14. Press **ALT + F1** to shut the company

Note: Do not forget your **TallyVault Password** because the data once lost cannot be retrieved.

Tally Audit

In tally ERP 9 tally feature can be used after enabling security control. Tally audit feature can be used by administrator / auditor.

To enable Tally audit Feature

Open National Trading Company with the name of Administrator (admin)

1. Go to **Gateway of Tally > F3: company info > alter**
2. Select **National Trading Company** and press **enter**. Company Alteration screen appears in which "**Use Tally Audit Feature?**" set to **Yes**

Company Alteration		GST/HST and Financial Year Details	
Name:	National Trading Company		
Primary Billing Details		GST/HST and Financial Year Details	
Trading name: Address:	National Trading Company 11 Kailash Industrial Park Vidarbha 441001 Mumbai India		
Country:	India		
State:	Maharashtra		
Pincode:	400075		
Current Details		Security Control	
Phone no:	9222227744	Use security control:	<input checked="" type="checkbox"/> Yes
Mobile no:	9876543210	(Use security to view Tally feature):	<input checked="" type="checkbox"/>
Fax no:		Name of administrator:	admin
Email Address:	nationaltrading@gmail.com		
		Repeat password:	
		<input checked="" type="checkbox"/> Use Tally Audit feature	
		(Default opening in Financial Mode): <input checked="" type="checkbox"/> Yes	
Base Currency Information			
Base currency symbol:	₹	Balances of decimal places:	2
Precise name:	INR	When displaying amounts with decimal:	2
Symbol symbol to amount:	<input checked="" type="checkbox"/> No	No. of decimal places for amount in words:	2
Add space between amount and symbol:	<input checked="" type="checkbox"/> Yes		
Show amount in millions:	<input checked="" type="checkbox"/> No		

3. **Accept the screen.**
4. **Press Esc** and come back to Gateway of Tally screen to Audit the vouchers

To Audit the Vouchers

1. Go to **Gateway of Tally > Display > statements of accounts > Tally audit > Voucher Types**

Audit Statistics		National Trading Company	
Voucher Type wise		Total	29
Last 12 Months			
Purchase	2		
Purchase	5		
Purchase	1		
GST Sale	3		
FCO Receipt	3		
Sales	1		
Sales	2		
Total	29		

2. **Select Purchase** from the list of voucher and press **Enter**
3. Bring the Cursor on any month and press **Enter**

Tally.ERP9

4. Press Alt+F2 to change the period 01/04/2018 to 31/03/2019

Tally Audit Listing		National Trading Category			From Date	
Date	Particulars	Sub Type	Vch No.	Date	Category	
2-4-2018	Entered By : Unknown			1-Apr-2018		
2-4-2018	Bhartiya Communication Entered By : Unknown	Purchase	7	29,00.00		
3-4-2018	Orange Communication Entered By : Unknown	Purchase	1	67,50.00		
3-4-2018	Pratishna Enterprises Entered By : Unknown	Purchase	4			
2-9-2018	Pratishna Enterprises Entered By : Unknown	Purchase	6	2,02,40.00		
2-9-2018	Pratishna Enterprises Entered By : Unknown	Purchase	6	4,94,700.00		
2-11-2018	Jayesh Traders Entered By : Unknown	Purchase	7	1,12,200.00		
1-12-2018	Jayesh Traders Entered By : Unknown	Purchase	8	1,12,200.00		

5. On verification of the transactions the auditor clicks on F7: Accept One to accept transaction one by one or clicks on F7: Accept All the transactions. acceptance of the transaction by the auditor. The transaction will be removed from Audit listing Details.

Same way audit can be made from masters and users also.

Introduction to GST

GST is a transformational tax reform in our country since independence. All the existing indirect taxes being currently levied by Central and State Governments will be subsumed under GST. GST can be termed as “One Tax, One Nation and One Market”. GST is a highly compliance driven law.

Evolution of GST

GST is already adopted in 165 countries and India joins the club as 166th country. The journey of GST started in the year 2003. The critical milestones are as below

14th June 2016 – Draft Model GST Law on public domain

3rd Aug – Rajya Sabha passes the bill

8th Aug – Lok Sabha passes the bill

8th Sept – President Ascent

12th Sept – Cabinet Approval to form GST Council

16th Sept – Govt. notifies GST Council

22nd/23rd Sept – First Council Meeting

26th Sept – Draft Rules on public Domain – Reg. Paymt. & Tax Invoice

27th Sept – Draft Return Rules & Return Formats

What is GST?

GST stands for Goods and Services Tax which is concurrent levy of taxes on “Supply” of Goods and Services. GST in India will be dual system, where the central and State together will levy tax on supply of goods and / or services , within the state (Intra-State) and Inter-State.

Why GST?

The current indirect tax system with multiplicity of taxes (Central Levy:-excise duty, Service Tax , Various Cess and State Levies:- VAT, Entry Tax, Octroi, Luxury Tax, Entertainment taxes, Purchase Tax etc.) at different rates- at multiple points (at the time of manufacture, trade rendering services etc.) This has led to several inefficiencies and limitation. One of the major limitation is the cascading effect of tax. Under the current regime, Excise charged by the manufacturer on billing to a Dealer, the Credit of input cannot be claimed by a dealer, and thus forming part of cost to dealer which leads to cascading of tax.

Under GST the credit utilization will be available across the supply chain till it reaches the end consumer. Secondly, tax on tax is eliminated. Example:- Under the current tax regime. VAT is charged on the assessable value plus on Excise duty.

- A. Simpler Tax Structure : As multiple taxes on a goods or service are eliminated and a single tax comes into place, the tax structure is expected to be much simpler and easier to understand and administer.
- B. Eliminates Cascading effect of taxes: One of the key feature of GST is seamless availability of input credit set-off mechanism. This helps in eliminating the cascading effect and benefit is passed on to consumer.
- C. Increased Revenue: A simpler tax structure can bring about greater compliance. Thus increasing the number of tax payers and in turn tax revenues for the Government

D. Technology Driven System: GST compliance is going to be transaction based and with cross matching concept, where, outward supply and inward supply will be matched to determine the net tax liability for a given dealer. Millions of dealers and Billions of transaction need to be processed and 'Technology' will play a pivotal role in the successful implementation and administration of compliance.

Structure of GST

GST is a dual concept tax system. Under this system, tax is administered, collected and shared by both Centre and states based on the nature of transaction (Within State or interstate). The tax components of GST are:

CGST : CGST stands for Central GST This is applicable on supplies within the State
Tax collected will be shared to Centre

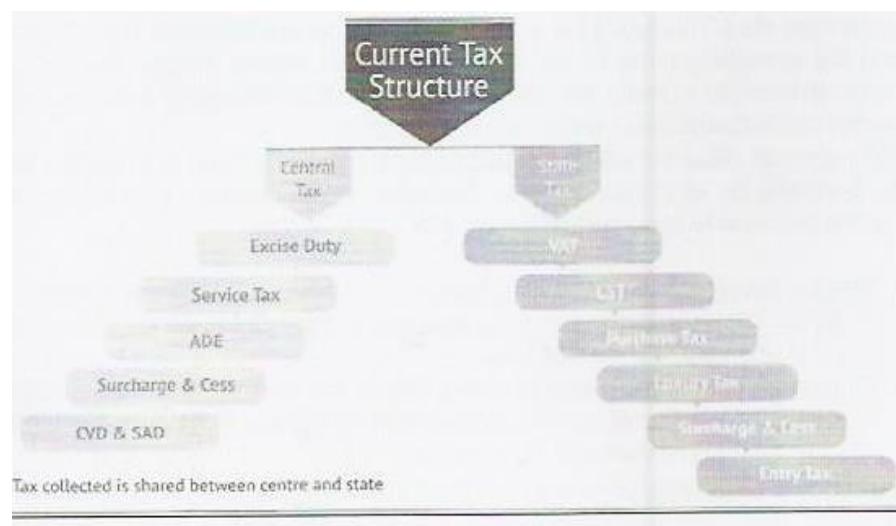
SGST : SGST stands for GST This is applicable on supplies within the State Tax
collected will be shared to state

IGST : IGST stands for integrated GST This is applicable on interstate and import
transactions Tax collected is share between Centre and State

Why is dual GST required?

India is a federal country where both the Centre and the States have been assigned the powers to levy and collect taxes through appropriate legislation. Both the levels of Government have distinct responsibilities to perform according to the division of powers prescribed in the Constitution for which they need to raise resources. A dual GST will, therefore, be in keeping with the Constitutional requirement of fiscal federalism.

While we now know the tax components of GST, it is equally important for you to know the taxes existing in current regime and how this are subsumed under GST



Highlights of GST

Common threshold limit across the country: GST – ensures a common threshold limit, irrespective of whether your manufacturer or dealer, either dealing in goods and/or services. Under current regime different indirect taxes has varying threshold limit.

Example, the threshold limit for excise is 1.5 crore, service tax Rs. 10 lakhs and under VAT the threshold limit ranges from Rs. 5 lakhs to 20 lakhs which are state specific.

Continuity of Tax credit across the supply chain till it reaches the consumer: GST aims at providing seamless flow of tax-credits throughout the value-chain, and across boundaries of States. This is one of the fundamental feature of GST.

Elimination of tax cascading effect in the supply chain: with the availability of seamless flow of input tax credit throughout the supply chain would ensure the elimination of cascading of taxes.

Pan based Registration: The registration of business will be PAN based. In arriving the aggregate turnover, all the business vertical operating across the country with same PAN will be considered.

Point of taxation will be ‘supply’: Unlike the current indirect tax system, each tax system has different taxable event like Excise duty on removal of goods, VAT on sales etc. supply is the single taxable event to discharge the duty liability.

Valuation method broadly as ‘Transaction Value’ : Transaction value is the sole valuation method applied in determining the value of taxable supply. Transaction value is the actual price paid or payable for the supply of goods/services.

Branch transfers taxable and credit eligibility: Branch transfers will be treated as taxable supply and requisite levy needs to be charged on such a supply. However, such levy is fully allowed as input credit.

Tax credit on Interstate inward supply of goods: under the current regime the tax on interstate purchase forms part of cost of goods. Under GST, input tax credit is available on interstate inward supply of goods and/or services.

Threshold Limits

This means that the day a dealer crosses Rs. 10 lakh/Rs 20 lakh turnover, he is registered and needs to start charging GST and is eligible to claim input tax credit. All existing dealers registered with any of the current laws (VAT/Excise/ST) will also be required to be registered under GST by default.

The turnover considered here is aggregate pan-India turnover of a business entity and not state-wise. Turnover (Aggregate) includes value of

1. Taxable Supplies
2. Non-Taxable Supplies
3. Exempt Supplies
4. Zero Rate Supplies
5. Export Supplies
6. Less: value of supplies on which tax is levied on reverse charge basis & the value

Example

Let us take as example to illustrate liability of business to register under GST

Super Cars Ltd. Is a car manufacturing unit in Karnataka And also they own 'Super Cars Service Ltd' service unit located in Karnataka and Delhi. Additional details are furnished below

Business Unit	Location	PAN Number	Turnover in Rs
Super Cars Ltd.	Karnataka	AEHCS3476M	78 cores
Super Cars Service Ltd	Karnataka	AEHCS3476M	80 Lakhs
Super Cars Service Ltd	Delhi	AEHCS3476M	65 Lakhs

As per the example,

All 3 units are registered under same PAN 'AEHCS3476M'

In arriving the aggregate turnover, the turnover, of all the 3 units (Super Cars Ltd. And Super cars service ltd. Located in Karnataka and Delhi) will be considered.

Therefore, the aggregate turnover will be Rs. 79.45 Cr. (Super Cars Ltd. Rs 78 Cr. + Super cars services Ltd. Of Karnataka Rs 80 lakhs + Super cars services Ltd of Delhi Rs 65 lakhs) and are required register under GST.

Mandatory Registration

The following category of suppliers will be mandatorily required to be registered irrespective of turnover:

- Taxable person carrying on interstate supply
- Casual and non-resident taxable persons
- Businesses liable to pay tax under reverse charge
- Agents supplying on behalf of taxable person
- Input service distributor
- Sellers on ecommerce platforms
- Aggregator supplying services under his brand name (Ecommerce Companies)
- Persons responsible to deduct TDS (Government Departments)

Registration will be 15-digit PAN based GSTIN with following structure.

State Code	PAN												Entity Code	Blank	Check Digit
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

GST (Goods & Services Tax)

GST (Goods & Services Tax)

GST is a single tax on the supply of goods and services, right from the manufacturer to the consumer. Credits of input taxes paid at each stage will be available in the subsequent stage of value addition, which makes GST essentially a tax only on value addition at each stage.

GST can be implemented in Tally prime by using any one method of the following

1. Defining at Company Level
2. Defining at Stock Group Level
3. Defining at Stock item level
4. Defining at Ledger Level
5. Creating GST Classification

GST on company level

You can use company level only when, all stock items of your business comes under same HSN code and same GST Rate. Here we will set GST Rate at company level, so we don't need to define GST Rate at any other masters. At the time of entry GST amount will calculated on the basis of GST essentially a tax only on value addition at each stage.

To Create Company

Go to Company Info > Create Company

Company Alteration		MOBILE WORD
Company Name	: MOBILE WORD	Financial year beginning from Books beginning from
Mailing Name	: MOBILE WORD	: 1-Apr-23
Address	: SHOP NO. 11 SHALIMAR TOWER, KURLA (W)	
State	: Maharashtra	
Country	: India	
Pincode	: 400028	
Telephone	:	
Mobile	: 9865256384	
Fax	:	
E-mail	:	
Website	:	
Base Currency symbol	: ₹	
Formal name	: INR	

TALLY PRIME WITH GST

To set GST Rate

Press F11 > F3 Statutory & Taxation

Enable Goods and Services Tax (GST) set to Yes

Company: MOBILE WORD	
Show more features	: Yes
Show all features	: Yes
Accounting	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: No
Enable Interest Calculation	: No
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: No
Enable Batches	: No
Maintain Expiry Date for Batches	: No
Enable Job Order Processing	: No
Enable Cost Tracking	: No
Enable Job Costing	: No
Use Discount column in invoices	: No
Use separate Actual and Billed Quantity columns in invoices	: No
Taxation	
Enable Goods and Services Tax (GST)	: Yes
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
Online Access	
Enable Browser Access for Reports	: No
Enable Tally.NET Services for Remote Access & Synchronisation	: No
Payroll	
Maintain Payroll	: No
Enable Payroll Statutory	: No
Others	
Enable multiple addresses	: No
Mark modified vouchers	: No

Set/Alter GST Details set to Yes

GST Details subscreen appears, fill up the details as shown

GST Details	
GST Registration Details	
State	: Maharashtra
Registration type	: Regular
Assessee of Other Territory	: No
GST applicable from	: 1-Apr-23
GSTIN/VIN	: 27APPK2320R1ZM
Periodicity of GSTR1	: Monthly
Additional Features	
Set/alter GST rate details	: Yes
Enable tax liability on advance receipts	: No
Enable tax liability on reverse charge (Purchase from unregistered dealer)	: No
Enable GST Classifications	: No
Provide LUT/Bond details	: No
Invoice Features	
e-Way Bill applicable	: No
e-Invoicing applicable	: No

To create accounting masters

Create purchase party account

Go to gateway of tally > Accounts info > Ledgers > Create

Create Ledgers to Rakesh Mobiles

Under: Sundry Creditors

Ledger Alteration		MOBILE WORD		Total Opening Balance
Name	: RAKESH MOBILE			
(alias)	:			
Under	: Sundry Creditors (Current Liabilities)	Mailing Details	RAKESH MOBILE	
Maintain balances bill-by-bill	: Yes	Name	:	
Default credit period	:	Address	:	
Check for credit days during voucher entry	: No	State	Maharashtra	
Inventory values are affected	: No	Country	India	
		Pincode	:	
		Banking Details	No	
		Provide bank details	: No	
		Tax Registration Details		
		PANIT No.	:	
		Registration type	: Regular	
		GSTIN/VIN	:	
		Set/Alter GST details	: YES	
		Opening Balance	(on 1-Apr-23) :	

TALLY PRIME WITH GST

Set/Alter GST details? Yes

Fill up the details as shown and Accept the both screen

GST Details	
Registration type	: Regular
Assessee of Other Territory	: No
Is e-commerce operator	: No
Consider Party as Deemed Exporter for Purchases	: No
Party Type	: <input checked="" type="radio"/> Not Applicable
GSTIN/UIN	: 27AAAGM289CZZI

To create ledger of local purchase

Go to Gateway of Tally > Accounts Info > Ledgers > Single Ledger > Create

Create ledger as per following screen

The screenshot shows the 'Ledger Creation' window. The top header includes 'Ledger Creation', 'MOBILE WORD', and 'Total Opening Balance'. The main area has the ledger name 'LOCAL PURCHASE' entered. It contains several sections:

- Mailing Details:** Fields for Name and Address, both left empty.
- Purchase Accounts:** Under dropdown set to 'Under', and 'Purchase Accounts' dropdown showing 'Purchase Accounts'.
- Inventory values are affected:** Set to 'Yes'.
- Type of Ledger:** Set to ' Not Applicable'.
- Statutory Details:** Fields for 'Is GST applicable', 'Set/Alter GST Details', and 'Type of Supply'. 'Is GST applicable' is checked ('Applicable').
- Banking Details:** Fields for 'Provide bank details' (set to 'No') and 'PAN/IT No.', both left empty.
- Tax Registration Details:** Fields for 'PAN/IT No.' and 'GSTR No.', both left empty.
- Opening Balance (on 1-Apr-23):** A large empty text field.

To create ledger for Central Tax (CGST) Ledger

Create ledger as per following screen

The screenshot shows the 'Ledger Creation' window. The top header includes 'Ledger Creation', 'MOBILE WORD', and 'Total Opening Balance'. The main area has the ledger name 'Central Tax (CGST)' entered. It contains several sections:

- Mailing Details:** Fields for Name and Address, both left empty.
- Duties & Taxes (Current Liabilities):** Under dropdown set to 'Duties & Taxes (Current Liabilities)', and 'Duties & Taxes (Current Liabilities)' dropdown showing 'Duties & Taxes (Current Liabilities)'.
- Type of duty/tax:** Under dropdown set to 'GST', and 'GST' dropdown showing 'GST'.
- Tax type:** Under dropdown set to 'Central Tax', and 'Central Tax' dropdown showing 'Central Tax'.
- Inventory values are affected:** Set to 'No'.
- Percentage of calculation:** Set to '0 %'.
- Rounding method:** Set to ' Not Applicable'.
- Banking Details:** Fields for 'Provide bank details' (set to 'No') and 'PAN/IT No.', both left empty.
- Tax Registration Details:** Fields for 'PAN/IT No.' and 'GSTR No.', both left empty.
- Opening Balance (on 1-Apr-23):** A large empty text field.

TALLY PRIME WITH GST

To create ledger for State Tax (SGST) Ledger

Create ledger as per following screen

Ledger Creation		MOBILE WORD	
Name : State Tax (SGST) (alias)			
		Total Opening Balance	
Under : Duties & Taxes (Current Liabilities)		Mailing Details Name : Address :	
Type of duty/tax : GST Tax type : State Tax Inventory values are affected : No Percentage of calculation : 0 %		Banking Details Provide bank details : No Tax Registration Details PAN/IT No. :	
Rounding method : Not Applicable			
		Opening Balance (on 1-Apr-23) :	

Inventory Masters Creations

To Create Units

Go to Inventory Info > Units of Measure > Create

Fill up the details as shown

Unit Creation	
Type	: Simple
Symbol	: Nos
Formal name	: Numbers
Unit Quantity Code (UQC)	: NOS-NUMBERS
Number of decimal places	: 0

To create stock item

Go to inventory info > Stock Items > Create >

Create Stock item of Samsung J7 as shown below

Stock Item Creation		MOBILE WORD	
Name : SAMSUNG J7 (alias)			
		Statutory Details	
Under Category : Primary Units : Not Applicable Nos		GST Applicable : Applicable Set/Alter GST Details : Yes Type of Supply : Goods Rate of Duty (eg 5) : 0	
		Quantity Rate per Value	
		Opening Balance :	

TALLY PRIME WITH GST

To Create Purchase Voucher

Date	Transaction
2/4/2022	A company purchased goods from Rakesh Mobile 2 nos of Samsung J7 @ ₹ 18000 B.N. - RK/001. GST Rate is 12%

Go to Gateway of tally > Accounting Vouchers > Press F9: Purchase

Press F12 & Use Common ledger account for item allocations set to Yes

Configuration	
<i>Show more configurations</i>	: Yes
<i>Show all configurations</i>	: No
General Details <ul style="list-style-type: none"> Provide Supplier details : Yes Provide Receipt, Order, and Import details : No Provide Order details : No Provide Import details : No Select common Ledger Account for Item Allocation : Yes Use default Bill-wise details for Bill Allocation : No Provide Additional Descriptions for Ledgers : No Provide Additional Descriptions for Stock Items : No Warn on negative Stock Balance : Yes Provide Supplier Invoice details : Yes Modify all fields during voucher entry (applicable to non-taxation fields) : No Skip the Date field during voucher creation : Yes Show Turnover from selected Party A/c : No Show Current Balance of Ledgers : Yes Show Balances as on Voucher date : No Show final Ledger Balance : Yes 	
Bank Details <ul style="list-style-type: none"> Print Cheque after saving Voucher : No Show Cheque details before printing : No Calculate Tax on Current Subtotal (else calculations are on Inventory Total only) : Yes 	
GST Details <ul style="list-style-type: none"> Allow Tax difference up to 0 : 0 Actual versus Computed Tax : Greater or Lesser 	
Importer's Details	

Make entry as per following screen

Ledger Alteration Name : RAKESH MOBILE (alias)	MOBILE WORD	Total Opening Balance
Mailing Details Name : RAKESH MOBILE Address : State : Maharashtra Country : India Pincode :		
Banking Details Provide bank details : No Tax Registration Details PAN/IT No. : Registration type : Regular GSTIN/UIN : Set/Alter GST details : Yes		
Opening Balance (on 1-Apr-22) :		

Press Alt + A to show tax analysis, Press Alt + F1 for Details

GST - Tax Analysis			
Particulars	Taxable Value	Tax rate	Duty/Tax Value
Purchase Taxable	36,000.00	4.320.00	
Samsung J7 Item Value (Purchase Value 36,000.00)	36,000.00	36,000.00	4,320.00
Central Tax		6%	2,160.00
State Tax		6%	2,160.00
			Total Activate-Media 4,320.00

TALLY PRIME WITH GST

Press Esc to back

Press Enter to save Voucher

To view the Reports

Go to Gateway of Tally > Display > Statutory Reports > GST > GSTR-2

GSTR-2		MOBILE WORD		1-Apr-22 to 30-Apr-22	
GSTIN/UIN : 27APPPK2320R1ZM				Voucher Count	
Particulars				1	
Total Vouchers		Included in Return		0	
Invoices ready for returns		0		0	
Invoices with mismatch in information		0		0	
Uncertain Transactions (Corrections needed)		Not relevant in this Return		1	
Incomplete Information in HSN/SAC Summary (Corrections needed)		0		0	
Particulars		Voucher Count	Taxable Amount	Tax Amount	Total ITC Available
To be reconciled with the GST portal					Reconciliation Status
B2B Invoices - 3 4A					
Credit/Debit Notes Regular - 6C					
To be uploaded on the GST portal					
B2BUR Invoices - 4B					
Import of Services - 4C					
Import of Goods - 5					
Credit/Debt Notes Unregistered - 6C					
Nil Rated Invoices - 7 - (Summary)					
Advance Paid -10A - (Summary)					
Adjustment of Advance - 10B - (Summary)					
Total Inward Supplies					
ITC Reversal/Reclaim - 11 - (Summary)					
Total No. of Invoices					
HSN/SAC Summary - 13					
Reverse Charge Liability to be Booked					
Reverse Charge Inward Supplies					0.00
Import of Service					0.00
Advance Payments					
Amount Unadjusted Against Purchases					

Activate Window

Press Enter on B2B Invoices

To Create Sales Voucher

Date	Transaction
2/4/2022	A company sold goods to Amol Mobile, 1 nos of Samsung J7 @ 22000 Gst Rate is 12% B.N. –Am/001

To Create Sales Party ledger

Go to Gateway of Tally > Accounts Info > Ledgers > Create

Create ledger of Amol Mobile as shown below :

Ledge Alteration Name : AMOL MOBILE (alias) :		MOBILE WORD		Total Opening Balance
Under Maintain balances bill-by-bill Default credit period Check for credit days during voucher entry Inventory values are affected		Sundry Debtors (Current Assets) Yes No No		Mailing Details Name Address AMOL MOBILE 52, KUNAL COMPLEX SECTOR 2 AIROLI
				State Country Pincode Maharashtra India
		Banking Details Provide bank details Tax Registration Details PAN/IT No. Registration type GSTIN/UIN Set/Alter GST details		No Regular Yes
Opening Balance (on 1-Apr-22) :				

TALLY PRIME WITH GST

Set/Alter GST Details? Yes

Fill up the details as shown

<u>GST Details</u>	
Registration type	: Regular
Assessee of Other Territory	: No
Is e-commerce operator	: No
Consider Party as Deemed Exporter for Purchases	: No
Party Type	: * Not Applicable
GSTIN/UIN	: 27AAC8242M1ZE

Accept the screen

To create the ledger of local sales goods

Go to Gateway of Tally > Account Info > Ledgers > Create

Create ledgers as per following screen

Ledger Alteration		MOBILE WORD	Total Opening Balance
Name : LOCAL SALES (alias) :			
Under : Sales Accounts Inventory values are affected : Yes Type of Ledger : * Not Applicable		Mailing Details Name : Address :	
Statutory Details Is GST applicable : * Applicable Set/Alter GST Details : No Type of Supply : Goods		Banking Details Provide bank details : No Tax Registration Details PAN/IT No. :	
Opening Balance (on 1-Apr-22) : 			

TALLY PRIME WITH GST

To Create Sales Voucher

Go to Gateway of Tally > Accounting Voucher > F8: Sales

Make entry as per following screen

Accounting Voucher Alteration (Secondary)			MOBILE WORD		
Sales	No. 1	Date		2 Apr 22	
Reference No	AM001				
Party A/c name	AMOL MOBILE				
Current balance	24,640.00 Dr				
Sales ledger	LOCAL SALES				
Current balance	22,000.00 Cr				
Name of Item			Quantity	Rate per	Amount
Samsung J7			1 Nos	22,000.00 Nos	22,000.00
Central Tax (CGST)					1,320.00
State Tax (SGST)					1,320.00
Narration:			1 Nos	Activation	24,640.00

Press Alt + A to show Tax Analysis, Press Alt + F1 : For Details

To view print preview

Voucher select > Alt + P > I-Preview

Press Alt + Z to Zoom

Tax Invoice																		
1	Invoice No.	Date																
2		2-Apr-22																
3	Mode/Terms of Payment																	
4	Mobile																	
5	State Name : Maharashtra, Code : 27																	
6	Reference No. & Date:																	
7	AM-001 dt 2-Apr-22																	
8	Delivery Order No.:																	
9	Billed																	
10	Consignee (Shipto):																	
11	AM OL MOBILE																	
12	S2, KUNAL COMPLEX																	
13	BESIDE AIROLI																	
14	GSTIN/UIN : 27AAAC8242M1ZE																	
15	State Name : Maharashtra, Code : 27																	
16	Terms of Delivery																	
17	Delivery (Shpt to)																	
18	AM OL MOBILE																	
19	S2, KUNAL COMPLEX																	
20	BESIDE AIROLI																	
21	GSTIN/UIN : 27AAAC8242M1ZE																	
22	State Name : Maharashtra, Code : 27																	
23	Items Description																	
24	HSN/SAC																	
25	Quantity																	
26	Rate																	
27	per																	
28	Amount																	
29																		
30																		
31																		
32																		
33																		
34																		
35																		
36																		
37																		
38																		
39																		
40																		
41																		
42																		
43																		
44																		
45																		
46																		
47																		
48																		
49																		
50																		
51																		
52																		
53																		
54																		
55																		
56																		
57																		
58																		
59																		
60																		
61																		
62																		
63																		
64																		
65																		
66																		
67																		
68																		
69																		
70																		
71																		
72																		
73																		
74																		
75																		
76																		
77																		
78																		
79																		
80																		
81																		
82																		
83																		
84																		
85																		
86																		
87																		
88																		
89																		
90																		
91																		
92																		
93																		
94																		
95																		
96																		
97																		
98																		
99																		
100																		
101																		
102																		
103																		
104																		
105																		
106																		
107																		
108																		
109																		
110																		
111																		
112																		
113																		
114																		
115																		
116																		
117																		
118																		
119																		
120																		
121																		
122																		
123																		
124																		
125																		
126																		
127																		
128																		
129																		
130																		
131																		
132																		
133																		
134																		
135																		
136																		
137																		
138																		
139																		
140																		
141																		
142																		
143																		
144																		
145																		
146																		
147																		
148																		
149																		
150																		
151																		
152																		
153																		
154																		
155																		
156																		
157																		
158																		
159																		
160																		
161																		
162																		
163																		
164																		
165																		
166																		
167																		
168																		
169																		
170																		
171																		
172																		
173																		
174																		
175																		
176																		
177																		
178																		
179																		
180																		
181																		
182																		
183																		
184																		
185																		
186																		
187																		
188																		
189																		
190																		
191																		
192																		
193																		
194																		
195																		
196																		
197																		
198																		
199																		
200																		
201																		
202																		
203																		
204																		
205																		
206																		
207																		
208																		
209																		
210																		
211																		
212																		
213																		
214																		
215																		
216																		
217																		
218																		
219																		
220																		
221																		
222																		
223																		
224																		
225																		
226																		
227																		
228																		
229																		
230																		
231																		
232																		
233																		
234																		
235																		
236																		
237																		
238																		
239																		
240																		
241																		
242																		
243																		
244																		
245																		
246																		
247																		
248																		
249																		
250																		
251																		
252																		
253																		
254																		
255																		
256																		
257																		
258																		
259																		
260																		
261																		
262																		
263																		
264																		
265																		
266																		
267																		
268																		
269																		
270																		
271																		
272																		
273																		
274																		
275																		
276																		
277																		
278																		
279																		
280																		
281																		
282																		
283																		
284																		
285																		
286																		
287																		
288																		
289																		
290																		
291																		
292																		
293																		
294																		
295																		
296																		
297																		
298																		
299																		
300																		
301																		
302																		
303																		
304																		
305																		
306																		
307																		
308																		
309																		
310																		
311																		
312																		
313																		
314																		
315																		
316																		
317																		
318																		
319																		
320																		
321																		
322																		
323																		
324																		
325																		
326																		
327																		
328																		
329																		
330																		
331																		
332																		
333																		
334																		
335																		
336																		
337																		
338																		
339																		
340																		
341																		
342																		
343																		
344																		
345																		
346																		
347																		
348																		
349																		
350																		
351																		
352																		
353																		
354																		
355																		
356																		
357																		
358																		
359																		
360																		
361																		
362																		
363																		
364																		
365																		
366																		
367																		
368																		
369																		
370																		
371																		
372																		
373																		
374																		
375																		
376																		
377																		
378																		
379																		
380																		
381																		
382																		
383																		
384																		
385																		
386																		
387																		
388																		
389																		
390																		
391																		
392																		
393																		
394																		
395																		
396																		
397																		
398																		
399																		
400																		
401																		
402																		
403																		
404																		
405																		
406																		
407																		
408																		
409																		
410																		
411																		
412																		
413																		
414																		
415																		
416																		
417																		
418																		
419																		
420																		
421																		
422																		
423																		
424																		
425																		
426																		
427																		
428																		
429																		
430																		
431																		
432																		
433																		
434																		
435																		
436																		
437																		
438																		
439																		
440																		
441																		
442																		
443																		
444																		
445																		
446																		
447																		
448																		
449																		
450																		
451																		
452																		
453																		
454																		
455																		
456																		
457																		
458																		
459																		
460																		
461																		
462																		
463																		
464																		
465																		
466																		
467																		
468																		
469																		
470																		
471																		
472																		
473																		
474																		
475																		
476																		
477																		
478																		
479																		
480																		
481																		
482																		
483																		
484																		
485																		
486																		
487																		
488																		
489																		
490																		
491																		
492																		
493																		
494																		
495																		
496																		
497																		
498																		
499																		
500																		
501																		
502																		
503																		
504																		
505																		
506																		
507																		
508																		
509																		
510																		
511																		
512																		
513																		
514																		
515																		
516																		
517																		
518																		
519																		
520																		
521																		
522																		
523																		
524																		
525																		
526																		
527																		
528																		
529																		
530																		
531																		
532																		
533																		
534																		
535																		
536																		
537																		
538																		
539																		
540																		
541																		
542																		
543																		
544																		
545																		
546																		
547																		
548																		
549																		
550																		
551																		
552																		
553																		
554																		
555																		
556																		
557																		
558																		
559																		
560																		
561																		
562																		
563																		
564																		
565																		
566																		
567																		
568																		
569																		
570																		
571																		
572																		
573																		
574																		
575																		
576																		
577																		
578																		
579																		
580																		
581																		
582																		

TALLY PRIME WITH GST

To view the Reports

Go to Gateway of Tally > Display > Statutory Reports > GST > GSTR-1

Screen appears as follows:

GST on Stock Group Level

Here we will discuss about how to define GST on Group Level. In Business many of products are there and all products are fall under different types of GST Rate as per different stock groups. In this scenario GST can be defined on Stock Group level.

To Create Stock Groups

Go to Inventory Info > Stock Groups > Create

To create Stock Group Mobile with GST Rate 12%

Fill up the details as shown

Stock Group Creation	
Name (alias)	: Mobile
Under	: Primary
Should quantities of items be added	: No
Set/Alter GST Details	: Yes

Set/Alter GST details set to Yes

Fill up the details as shown

GST Details for Stock Group: Mobile	
HSN/SAC Details	
Description	: Mobile
HSN/SAC	: 8517
Tax Details	
Taxability	: Taxable
Tax Type	Rate
Integrated Tax	12 %
Central Tax	6 %
State Tax	6 %
Cess	0 %

Accept the Screen

To Create Stock Group Mobile Accessories With GST Rate @18%

Fill up the details as shown

Stock Group Creation	
Name (alias)	: MOBILE ACCESSORIES
Under	: Primary
Should quantities of items be added	: No
Set/Alter GST Details	: Yes

TALLY PRIME WITH GST

Set/Alter GST details set to Yes

Fill the details as shown & Accept the Screen

GST Details for Stock Group:
MOBILE ACCESSORIES

HSN/SAC Details

Description	:	MOBILE ACCESSORIES
HSN/SAC	:	8518

Tax Details
(From 1-Apr-22)

Taxability	:	Taxable
Tax Type	:	Rate
Integrated Tax	:	18 %
Central Tax	:	9 %
State Tax	:	9 %
Cess	:	0 %

To Create Stock Items

Go to Inventory Info > Stock Items > Create

To create stock item Samsung J1 Under Stock Group Mobile

Fill the details as shown & Accept the Screen

Stock Item Creation MOBILE WORD

Name : Samsung J1 (alias) :			
Under Category	:	Mobile	: * Not Applicable
Units	:	NOS	
		Statutory Details	
		GST Applicable	: * Applicable
		Set/Alter GST Details	: No
		Type of Supply	: Goods
		Rate of Duty (eg 5)	: 0
Opening Balance		Quantity	Rate per
:			
:			
:			

To Create Stock item Samsung J2 under Stock group Mobile

Fill the details as shown & Accept the Screen

Stock Item Creation MOBILE WORD

Name : Samsung J2 (alias) :			
Under Category	:	Mobile	: * Not Applicable
Units	:	NOS	
		Statutory Details	
		GST Applicable	: * Applicable
		Set/Alter GST Details	: No
		Type of Supply	: Goods
		Rate of Duty (eg 5)	: 0
Opening Balance		Quantity	Rate per
:			
:			
:			

TALLY PRIME WITH GST

To create stock item Earphone under stock Group Mobile Accessories

Fill the details as shown & Accept the screen

Stock Item Creation		MOBILE WORD	
Name (alias)	: Earphone		
Under Category	: MOBILE ACCESSORIES	Statutory Details	
Units	: NOS	GST Applicable	: * Not Applicable
		Set/Alter GST Details	: * Applicable
		Type of Supply	: No
		Rate of Duty (eg 5)	: Goods
			: 0
		Quantity	Rate per
Opening Balance			Value

To create stock item Charger under stock Group Mobile Accessories

Fill the details as shown & Accept the Screen

Stock Item Creation		MOBILE WORD	
Name (alias)	: Charger		
Under Category	: MOBILE ACCESSORIES	Statutory Details	
Units	: NOS	GST Applicable	: * Not Applicable
		Set/Alter GST Details	: * Applicable
		Type of Supply	: No
		Rate of Duty (eg 5)	: Goods
			: 0
		Quantity	Rate per
Opening Balance			Value

To create purchase voucher

Date	Transaction
1/6/2022	A Company purchase goods from Swami Distributors Samsung J1 10 nos @10000, GST Rate is 12 % and Earphone 10 nos @250, GST Rate is 18% SD/001

Go to Gateway of Tally > Accounting Voucher > Press F9 > Purchase

Make purchase entry as per following screen

Accounting Voucher Details		MOBILE WORD	
Purchaser No.	2	Date	1-Jun-22
Supplier Invoice No.	SD/001	Party A/c name	SWAMI DISTRIBUTORS
Current balance		Purchase ledger	LOCAL PURCHASE
Purchase amount	30,000.00 Dr	Name of Item	
		Samsung J1	Quantity
		Earphone	Rate per
			Amount
			10 NOS 10,000.00 NOS 1,00,000.00
			10 NOS 250.00 NOS 2,500.00
			1,02,500.00
			6,225.00
			6,225.00
CENTRAL TAX(GST) STATE TAX (SGST)		Narration:	20 NOS
			Accept ?
			Activate Window
			Go to Set Yes or No

TALLY PRIME WITH GST

Press Alt + A to show Tax Analysis

Press Alt + F1

GST - Tax Analysis			
Particulars	Taxable Value	Tax rate	Duty/Tax Value
Purchase Taxable	1,02,500.00	12.45%	12,450.00
Samsung J2 (6517) Item Value (Purchase Value 1,00,000.00)	1,00,000.00	6%	6,000.00
Central Tax		6%	6,000.00
State Tax			450.00
Charger (6518) Item Value (Purchase Value 2,500.00)	2,500.00	9%	225.00
Central Tax		9%	225.00
State Tax			

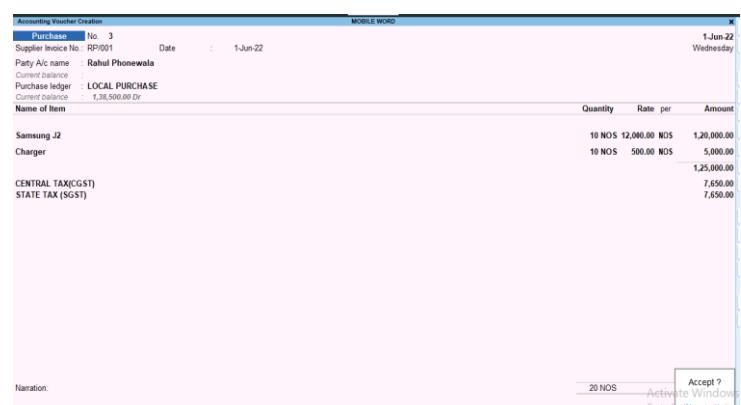
Total Activate Window 12,450.00

Press Esc to back

Press Enter to save Voucher

Date	Transaction
1/6/2022	A Company purchase goods from Rahul Phonewala 10 nos of Samsung J2 @ 12000, GST Rate is 12% and 10 nos of Charger @ 500, GST Rate is 18% -RP/001

Make Purchase Entry as per following screen

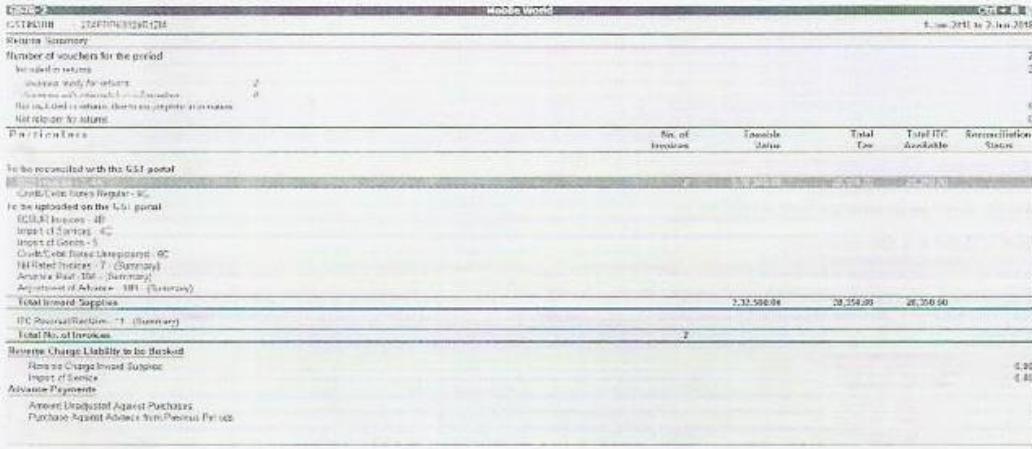
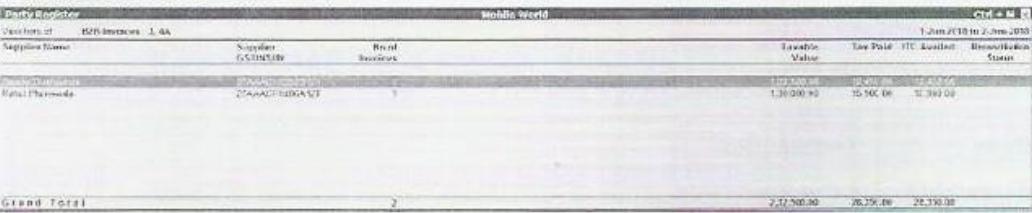


Press Alt + A to show Tax Analysis

Press Alt+ F1

GST - Tax Analysis			
Particulars	Taxable Value	Tax rate	Duty/Tax Value
Purchase Taxable	1,20,000.00	14.40%	16,320.00
Samsung J2 (6517) Item Value (Purchase Value 1,20,000.00)	1,20,000.00	6%	7,200.00
Central Tax		6%	7,200.00
State Tax			900.00
Charger (6518) Item Value (Purchase Value 5,000.00)	5,000.00	9%	450.00
Central Tax		9%	450.00
State Tax			

Total Activate Window 16,320.00

To View the Report					
Go to Gateway of Tally > Display >Statutory Reports > GST > GSTR-2					
					
Press Enter on B2B Invoices					
					

Sales Voucher

To create sales party master

Go to Gateway of Tally > Accounting Info > ledgers > Create

Create ledger of Arif Communication under Sundry Debtors

To Create Sales Voucher

Date	Transaction
2/6/2022	A Company sold goods to Arif Communication 10 nos of Samsung J1 @ 12500, GST Rate is 12% and 10 nos of Earphone @300, GST Rate is 18%

Go to gateway of tally > Accounting Vouchers > Press F8: Sales

Press F12 & Use common ledger account for item allocations set to No

Make sales Entry as per following screen

TALLY PRIME WITH GST

To view the Report of GSTR-1

Go to gateway of tally > Display > Statutory Reports > GST > GSTR-1

To view the reports of GSTR 3B

Go to gateway of tally > Display > Statutory Reports > GST > GSTR-3

Press Alt + F1 for details

GST On Stock Item Level

GST rates can be defined while creating stock items. This is useful when an organization trades in stock items of more than one tax percentage.

In our earlier features we have also learned about GST on stock item level with B2B invoices entries with local transactions, now we will learn about different scenarios like B2B , B2C, Credit & Debit Note etc with this level.

Create a new company Superior Bags as shown below:

The screenshot shows the 'Company Creation' dialog box. It contains the following information:

Company Data Path	: C:\Users\Public\TallyPrime\data
Company Name	: SUPERIOR BAGS A
Mailing Name	: SUPERIOR BAGS A
Address	: 14, SHALIMAR TOWAR, KURLA
Financial year beginning from	: 1 Apr 23
Books beginning from	: 1 Apr 23
State	: Maharashtra
Country	: India
Pincode	: ...
Telephone	: ...
Fax	: ...
E-mail	: ...
Website	: ...
Base Currency symbol	: ₹
Format name	: INR

At the bottom right, there is a 'Accept ?' button with 'Yes or No' options.

To activate GST options

Press F11 : features : Statutory & Taxations

Enables Goods and Services tax (GST) –Yes

The screenshot shows the 'Company: SUPERIOR BAGS A' dialog box under 'Features'. The 'GST' checkbox is selected. Other checkboxes include:

- Enable Goods and Services Tax (GST) : Yes
- 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

Set/Alter GST rate Details: Yes

The screenshot shows the 'GST Details' dialog box. It contains two main sections:

- GST Registration Details:**
 - State : Maharashtra
 - Registration type : Regular
 - Assessee of Other Territory : No
 - GST applicable from : 1-Apr-23
 - GSTIN/UN : 27APMPQ201ZM
 - Periodicity of GSTR1 : Monthly
- Invoice Features:**
 - e-Way Bill applicable : No
 - e-Invoicing applicable : No

B2B Invoices

It means Business to Business Invoice

Details of sales made to Registered parties having GST filled here

There registered parties may be within state or Outside State

Hence, both local and interstate sales to registered parties are covered here

TALLY PRIME WITH GST

B2B Interstate Purchase

To create ledger of Purchase GST @ 28%

Go to gateway of Tally > Accounts Info > ledgers > single ledgers > Create

Create ledger as show below:

Name : PURCHASE GST @2%		SUPERIOR BAGS A	
(alias)		Total Opening Balance	
<p>Under</p> <p>Purchase Accounts</p> <p>Mailing Details</p> <p>Name : <input type="text"/></p> <p>Address : <input type="text"/></p> <p>Inventory values are affected</p> <p>Type of Ledger : Yes <input checked="" type="radio"/> Not Applicable <input type="radio"/></p> <p>Statutory Details</p> <p>Is GST applicable : Applicable <input checked="" type="radio"/> No <input type="radio"/></p> <p>Sat/Alter GST Details</p> <p>Type of Supply : Goods <input type="text"/></p> <p>Banking Details</p> <p>Provide bank details : No <input type="checkbox"/></p> <p>Tax Registration Details</p> <p>PAN/TIN No. : <input type="text"/></p>			
<p>Opening Balance (on 1 Apr-23) :</p>		<p>Accept ?</p> <p>Yes or No</p>	

Create ledger of IGST as shown below :

Ledger Creation		SUPERIOR BAGS A	Total Opening Balance
Name : IGST (alias) :			
		Mailing Details	
Under	: Duties & Taxes (Current Liabilities)	Name :	
Type of duty/tax	: GST	Address :	
Tax type	: Integrated Tax		
Inventory values are affected	: No		
Percentage of calculation	: 0 %		
Rounding method	: * Not Applicable		
		Banking Details	
		Provide bank details	: No
		Tax Registration Details	
		PAN/IT No.	:
		Accept ?	
Opening Balance (on 1-Apr-23) :		Yes or No	

Create ledger of Rahul bags as shown below:

Ledger Creation		SUPERIOR BROS A		Total Opening Balance
Name (alias)	RAHUL BAGS			
Under	Sundry Creditors (Current Liabilities)	Mailing Details		
Maintain balances bill-by-bill Default credit period Check for credit days during voucher entry: Inventory values are affected	Yes No No	Name Address State Country Pincode	RAHUL BAGS Rajasthan India	
		Banking Details Provide bank details	No	
		Tax Registration Details PAN/ITIN Registration type GSTIN/UIN	Regular	
		Set/Alter GST details	Yes	
		Opening Balance (on 1-Apr-23) :	<input type="text"/>	

Fill up GST Details as shown below:

Accept the screen

Registration type : Regular
Assessee of Other Territory : No
Is e-commerce operator : No
Consider Party as Deemed Exporter for Purchases : No
Party Type : Not Applicable
GSTIN/IN : 29AAEYCR54AE129

TALLY PRIME WITH GST

To create Units of Measure

Go to gateway of tally > Inventory Info > Units of Measure > Create

Unit Creation	
Type	: Simple
Symbol	: NOS
Formal name	: NUMBERS
Unit Quantity Code (UQC)	: NOS-NUMBERS
Number of decimal places	<input type="text" value="2"/>

To Create Stock item

Go to gateway of tally > Inventory info > Stock items > Create

Create stock items as shown below:

Stock Item Creation		SUPERIOR BAGS A		
Name (alias)	: TRAVELLING BAG			
Under Category Units	<input checked="" type="radio"/> Primary <input type="radio"/> Not Applicable <input type="radio"/> NOS		Statutory Details GST Applicable : <input checked="" type="checkbox"/> Applicable Set/Alter GST Details : <input checked="" type="checkbox"/> Yes Type of Supply : <input checked="" type="checkbox"/> Goods Rate of Duty (eg 5) :	
	Opening Balance	Quantity	Rate per	Value

Fill up GST Details as shown below:

GST Details for Stock Item: TRAVELLING BAG	
HSN/SAC Details	
Description	:
HSN/SAC	: 4202
Tax Details	
Calculation type	: On Value
Taxability	: Taxable
Tax Type	Rate
Integrated Tax	28 %
Central Tax	14 %
State Tax	14 %
Cess	<input type="text" value="0"/> %

Type of Supply : Select Goods

Accept the Screen

Recording Interstate Purchase Voucher

Date	Transaction
1/5/2022	A Company Purchased 200 nos of Travelling Bags @5000 from Rahul Bags (Rajasthan). GST rate is 28% B.N. TB/001

Go to gateway of tally > Accounting Vouchers > F9: Purchase

Make an entry as follows:

TALLY PRIME WITH GST

Amounting Voucher Creation		SUPERIOR BAGS A			X
Purchase	No. 1	Supplier Invoice No.:	TB/001	Date :	1-May-23
Party A/c name	: RAHUL BAGS	Current balance			1-May-23 Monday
Purchase ledger	: Purchase Gst @28%	Current balance			
Name of Item		Quantity	Rate per	Amount	
TRAVELLING BAG		200.00 NOS	5,000.00 NOS	10,00,000.00	
IGST				2,80,000.00	
Narration:		200.00 NOS	Activate Windows	12,80,000.00	

To check GST Report

Go to Gateway of Tally > Display > Statutory Reports > GST > GSTR-2

GSTR-2

GSTR-2						SUPERIOR BAGS A	X
GSTIN/UIN : 27APPH8320R12M						1-Apr-23 to 31-Mar-24	
Particulars						Voucher Count	
Total Vouchers						1	1
Included in Return							
Invoices ready for returns	1						
Invoices with mismatch in information	0						
Uncertain Transactions (Corrections needed)							
Not relevant in this Return						0	0
Incomplete Information in HSN/SAC Summary (Corrections needed)						0	0
Particulars		Voucher Count	Taxable Amount	Tax Amount	Total ITC Available	Reconciliation Status	
To be reconciled with the GST portal							
B2B Invoices - 3, 4A	1	10,00,000.00	2,80,000.00	2,80,000.00			
Credit/Debit Notes Regular - 6C							
To be uploaded on the GST portal							
B2BUR Invoices - 4B							
Import of Services - 4C							
Import of Goods - 6							
Credit/Debt Notes Unregistered - 6C							
Nil Rated Invoices - 7 - (Summary)							
Advance Paid Amount - (Summary)							
Adjustment of Advance - 10B - (Summary)							
Total Inward Supplies		10,00,000.00	2,80,000.00	2,80,000.00			
ITC Reversal/Reclaim - 11 - (Summary)							
Total No. of Invoices	1						
HSN/SAC Summary - 13							
Reverse Charge Liability to be Booked							
Reverse Charge Inward Supplies							
Import of Service							
Advance Payments							
Amount Unadjusted Against Purchases							
						Activate Windows	

Press enter on B2B Invoices, you can drill down up to transaction details

GSTR-2 - Vendor Register						SUPERIOR BAGS A	X
Details of Supplier Name	B2B Invoices - 3, 4A	Supplier GSTIN/DIN	No. of Invoices	Taxable Amount	Tax Paid	ITC Availed	1-Apr-23 to 31-Mar-24
RAHUL BAGS	23AAACB8343E129		1	10,00,000.00	2,80,000.00	2,80,000.00	
Grand Total							
				10,00,000.00	2,80,000.00	2,80,000.00	Activate Windows

B2B Inter State Sales

In this chapter we will record sales done to registered dealer outside state.

Create ledger of Gulfam & Sons which is Inter State Customer

Go to gateway of Tally > Accounts Info > Ledger >
Single ledger > Create

Ledger Creation		SUPERIOR BAGS A		Total Opening Balance
Name (alias)	Gulfam & Sons	Mailing Details	Gulfam & Sons	
Under	Sundry Creditors (Current Liabilities)	Name Address		
Maintain balances bill-by-bill	Yes	State Country Pincode	Panjab India	
Default credit period		Banking Details	Provide bank details	No
Check for credit days during voucher entry	No	Tax Registration Details	PAN/ITIN No.	
Inventory values are affected	No	Registration type	GSTIN/UIN	Regular
		Set/Alter GST details	Set/Alter GST details	Yes
		Opening Balance	(on 1 Apr-23)	

TALLY PRIME WITH GST

Fill up GST Details as shown below

GST Details	
Registration type	: Regular
Assessee of Other Territory	: No
Is e-commerce operator	: No
Consider Party as Deemed Exporter for Purchases	: No
Party Type	: * Not Applicable
GSTIN/UIN	03AACB5343E129

Create ledger of Sale GST @28%

Create ledger as per following screen & Accept the screen

The screenshot shows the 'Ledger Creation' window for creating a new ledger named 'SALES GST @28%'. The window is divided into several sections:

- Ledger Creation:** Shows the ledger name 'SALES GST @28%' and the company code 'SUPERIOR BAGS A'.
- Total Opening Balance:** A large empty field.
- Under:** Set to 'SALES'.
- Sales Accounts:** Shows 'Inventory values are affected' (Yes) and 'Type of Ledger' (Not Applicable).
- Mailing Details:** Fields for Name and Address are present but empty.
- Statutory Details:** Shows 'Is GST applicable' (Applicable), 'Set/Alter GST Details' (Goods), and 'Type of Supply' (Not Applicable).
- Banking Details:** Shows 'Provide bank details' (No), 'Tax Registration Details', and 'PAN/IT No'.
- Opening Balance (on 1-Apr-23):** An empty field.

Recording Interstate Sales Voucher

Date	Transaction
2/5/2022	A Company sold 50 nos of Travelling Bags @6000 to Gulfam & Sons (Punjab). GST Rate is 28% B.N. – GS/001

Go to gateway of Tally > Accounting Vouchers > F8: Sales

Make an entry as follows:

The screenshot shows the 'Accounting Voucher Alteration (Secondary)' window for Sales ledger entry. The details are as follows:

- Sales:** No. 1, Reference No. GS/001, Date: 2-May-23.
- Party A/c name:** Gulfam & Sons.
- Current balance:** 3,40,000.00 Dr.
- Sales ledger:** SALES GST @28%.
- Current balance:** 3,00,000.00 Cr.
- Name of Item:** TRAVELLING BAG.
- Quantity:** 50.00 NOS.
- Rate per:** 6,000.00 NDS.
- Amount:** 3,00,000.00.
- IGST:** 84,000.00.
- Narration:** 50 NOS.
- Total Amount:** 3,84,000.00.

Click Alt + A : Tax Analysis and Click on Alt +F1: For Detailed.

Accept the Voucher

To check the report of GSTR-1

Go to Gateway of Tally > Display > Statutory Reports > GST > GSTR-1

GSTR-1

B2C Invoices

B2C Large

It means Business to Large Customer Invoices

It means interstate sales to Unregistered persons of amount more than 250000

B2C Small

It means Business to Small Customer Invoices

Interstate sales to Unregistered Person and amount is up to 250000

Local Sales to Unregistered person even if amount greater than 250000

Continue in SUPERIOR BAGS

Create ledger of Naina Trading Company as show below. It is Local Party

Ledger Creation		SUPERIOR BAGS A	Total Opening Balance
Name : NAINA TRADING COMPANY (alias) :			
Under : Sundry Debtors (Current Assets)		Mailing Details	
Maintain balances bill-by-bill : Yes		Name : NAINA TRADING COMPANY	
Default credit period :		Address :	
Check for credit days during voucher entry : No		State : Maharashtra	
Inventory values are affected : No		Country : India	
		Pincode :	
		Banking Details	
		Provide bank details :	No
		Tax Registration Details	
		PAN/ITIN No. :	
		Registration type :	Regular
		GSTIN/UIN :	
		Set/Alter GST details :	<input checked="" type="checkbox"/> Yes

In GST details screen, fill up details as shown below:

GST Details		Registration Types
Registration type	: Unregistered	Unknown Composition Consumer Regular Unregistered
Assessee of Other Territory	:	
Is e-commerce operator	:	
Consider Party as Deemed Exporter for Purchases	:	
Party Type	:	
GSTIN/UIN	:	

Accept the screen

TALLY PRIME WITH GST

Create ledger of Central Tax (CGST) as shown below:

Ledger Creation		SUPERIOR BAGS A	
Name (alias)	: CGST		Total Opening Balance
Under	Duties & Taxes (Current Liabilities)	Mailing Details	
Type of duty/tax Tax type Inventory values are affected Percentage of calculation	: GST : Central Tax : No : 0 %	Name	:
Rounding method	: Not Applicable	Address	:
		Banking Details	
		Provide bank details	: No
		Tax Registration Details	
		PAN/IT No.	:
		Opening Balance (on 1-Apr-23) : <input type="text"/>	

Create ledger of State Tax (SGST) as shown below:

Ledger Alteration		SUPERIOR BAGS A	
Name : SGST (alias) :		Total Opening Balance	
<p>Under</p> <p>Type of duty/tax Tax type Inventory values are affected Percentage of calculation</p> <p>Rounding method</p>		<p>Duties & Taxes (Current Liabilities)</p> <p>: GST : State Tax : No : 0 %</p> <p>: Not Applicable</p> <p>Mailing Details</p> <p>Name : Address :</p> <p>Banking Details</p> <p>Provide bank details : No</p> <p>Tax Registration Details</p> <p>PAN/IT No. :</p>	
<p style="text-align: center;">Opening Balance (on 1-Apr-23) : <input type="text"/></p>			

Sales to Unregistered Dealer Voucher

Date	Transaction
1/8/2022	A Company sold 30 nos of Travelling bags @ 6000 to Naina Trading Company. GST Rate is 28% B.N. NT/001

To make sales entry

Go to gateway of Tally > Accounting Vouchers > F8: Sales

Make entry as per following screen

TALLY PRIME WITH GST

Accounting Voucher Alteration (Secondary)			SUPERIOR BAGS A		
Sales No.	2	Date	1-Aug-23	1-Aug-23	Tuesday
Reference No	NT/001				
Party A/c name	NAINA TRADING COMPANY				
Current balance	2,30,400.00 Dr				
Sales ledger	SALES GST@28%				
Current balance	4,80,000.00 Cr				
Name of Item		Quantity	Rate per	Amount	
TRAVELLING BAG	30.00 NOS	6,000.00 NOS	1,80,000.00		
CGST			25.200.00		
SGST			25.200.00		
Narration:	30.00 NOS	Activate Window	2,30,400.00		
					Go to Continue the action

To Check Report of GSTR-1

Go to Gateway of Tally > Display > Statutory Reports > GST > GSTR-1

GSTR-1		SUPERIOR BAGS A			
GSTIN : 27APPH8320R1ZM		1-Apr-23 to 31-Mar-24			
Particulars		Voucher Count			
Total Vouchers		3			
Included in Return		1			
Incomplete Information in HSN/SAC Summary		1			
Not relevant in this Return		1			
Uncertain Transactions (Corrections needed)		1			
SI No.	Particulars	Voucher Count	Taxable Amount	Tax Amount	Invoice Amount
1	B2B Invoices - 4A, 4B, 4C, 6B, 6C				
2	B2C(Large) Invoices - 5A, 5B				
3	B2C(Small) Invoices - 7	1	1,80,000.00	50,400.00	2,30,400.00
4	Credit/Debit Notes(Registered) - 9B				
5	Credit/Debit Notes(Unregistered) - 9B				
6	Exports Invoices - 6A				
7	Tax Liability(Advances received) - 11A(1), 11A(2)				
8	Adjustment of Advances - 11B(1), 11B(2)				
9	Nil Rated Invoices - 8A, 6B, 8C, 8D				
	Total	1	1,80,000.00	50,400.00	2,30,400.00
	HSN/SAC Summary - 12				
	Document Summary - 13				

Press enter on B2C (Small) invoices, you can drill down up transaction level

GSTR-1 - Voucher Register		SUPERIOR BAGS A						
Details of Particulars	D2C(Small) Invoices - 7	Taxable Amount	Rate of Tax	Integrated Tax Amount	Central Tax Amount	State Tax Amount	1-Apr-23 to 31-Mar-24 Cess Amount	Tax Amount
Maharashtra		1,80,000.00	28 %	25,200.00	25,200.00	50,400.00		
	Grand Total	1,80,000.00						

Credit/Debit Notes (Registered)

Continue with SUPERIOR BAGS

Recording Credit note for Sales Return

Date	Transaction
31/5/2022	Gulfam & Sons returned 2 nos of Travelling Bags @ 6000. Original Invoice No- GS/001 & Original Invoice Date : 2/5/2022

TALLY PRIME WITH GST

Go to Gateway of Tally > Accounting Voucher > Ctrl + F8: Credit Note

Make Credit Note Entry as per following screen

Accounting Voucher Alteration (Secondary)

Credit Note No. 1

SUPERIOR BAGS A

Date: 31-May-23
Day: Wednesday

Name of Item	Quantity	Rate per	Amount
TRAVELLING BAG	2.00 NOS	6,000.00 NOS	12,000.00
IGST			3,360.00
Total:	2.00 NOS	15,360.00	

Provide GST details : Yes

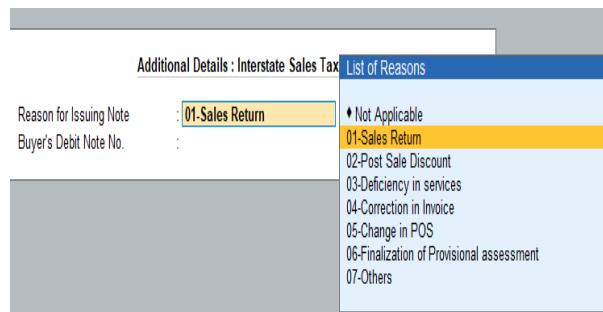
Narration:

List of Reasons

- Not Applicable
- 01-Sales Return**
- 02-Post Sale Discount
- 03-Deficiency in services
- 04-Correction in Invoice
- 05-Change in POS
- 06-Finalization of Provisional assessment
- 07-Others

Provide GST Details Set to Yes

In Nature of Transaction select 01-Sales Return



To check effect in GSTR-1 Report

Go to Gateway of Tally > Display > Statutory Reports > GSTR-1

TALLY PRIME WITH GST

Nil Rated Invoices

It is the supply of goods and services that have 0% GST but allows you to claim ITC on inputs

Example : Grains, Salt, Jaggery etc.

Create a new company SV Corporation as show below:

Company Creation			
Company Data Path	: C:\Users\Public\TallyPrime\data		
Company Name	: SV CORPORATION	Financial year beginning from	: 1-Apr-23
Mailing Name	: SV CORPORATION	Books beginning from	: 1-Apr-23
Address	: PLOT NO 15, AMAGOAN INDUSTRIAL ESTATE VILLAGE AMAGOAN PALGHAR		
State	: Maharashtra		
Country	: India		
Pincode	: 401606		
Telephone	:		
Mobile	:		
Fax	:		
E-mail	:		
Website	:		
Base Currency symbol	: ₹		
Formal name	: INR		
<input type="button" value="Accept ?"/> Yes or No			

To Active GST Option

Go to Gateway of Tally > F11: Features > Enable Goods & Services Tax (GST) set to Yes

Company created successfully. (Enable the features as per your business needs.)			
Company: SV CORPORATION			
Show more features	: Yes	Taxation	
Show all features	: Yes	Enable Goods and Services Tax (GST)	: Yes
Accounting		Enable Tax Deducted at Source (TDS)	: No
Maintain Accounts	: Yes	Enable Tax Collected at Source (TCS)	: No
Enable Bill-wise entry	: Yes	Enable Value Added Tax (VAT)	: No
Enable Cost Centres	: No	Enable Excise	: No
Enable Interest Calculation	: No	Enable Service Tax	: No
Inventory			
Maintain Inventory	: Yes	Online Access	
Integrate Accounts with Inventory	: Yes	Enable Browser Access for Reports	: Yes
Enable multiple Price Levels	: No	Enable Tally.NET Services for Remote Access & Synchronisation	: No
Enable Batches	: No	Payroll	
Maintain Expiry Date for Batches	: No	Maintain Payroll	: No
Enable Job Order Processing	: No	Enable Payroll Statutory	: No
Enable Cost Tracking	: No	Others	
Enable Job Costing	: No	Enable multiple addresses	: No
Use Discount column in invoices	: No	Mark modified vouchers	: No
Use separate Actual and Billed Quantity columns in invoices	: No		

Set/Alter GST Details set to Yes

Fill up GST Details as shown below & Accept both the screen

GST Details			
GST Registration Details			
State	: Maharashtra	Invoice Features	
Registration type	: Regular	e-Way Bill applicable	: No
Assessee of Other Territory	: No	e-Invoicing applicable	: No
GST applicable from	: 1-Apr-23		
GSTRNIN	: 27AAJCM8667K1ZN		
Periodicity of GSTR1	: Monthly		
Additional Features			
Set/alter GST rate details	: Yes		
Enable tax liability on advance receipts	: No		
Enable tax liability on reverse charge	: No		
(Purchase from unregistered dealer)			
Enable GST Classifications	: No		
Provide LUT/Bond details	: No		

TALLY PRIME WITH GST

To Create Purchase & Sales Masters

Go to Gateway of Tally > Accounts Info > Ledger > Single > Create

Create Ledger of Purchase Nil Rated as shown below:

Ledger Creation		SV CORPORATION	Total Opening Balance
Name (all/sg)	: PURCHASE NIL RATED		
Under	: Purchase Accounts	Mailing Details	
Inventory values are affected	: Yes	Name	:
Type of Ledger	: * Not Applicable	Address	:
 Statutory Details		 Banking Details	
Is GST applicable	: * Applicable	Provide bank details	No
Set/Alter GST Details	: No	Tax Registration Details	
Type of Supply	: Goods	PAN/IT No.	:
Opening Balance (on 1-Apr-23) : XXXXXXXXXX			

Create ledger of Sales Nil Rated as shown below:

Ledger Creation		SV CORPORATION	Total Opening Balance
Name : SALES NIL RATED (alias) :			
 Under : Sales Accounts		Mailing Details	
Inventory values are affected : Yes Type of Ledger : Not Applicable		Name : Address :	
 Statutory Details		Banking Details	
Is GST applicable : Applicable Set/Alter GST Details Type of Supply : Goods		Provide bank details : No Tax Registration Details PAN/IT No. :	
 Opening Balance (on 1-Apr-23) :			

To Create Unit of Measure

Go to Gateway of Tally > Inventory Info > Units of Measure > Create

Create Unit of KG as shown below:

Unit Creation	
Type	: Simple
Symbol	: KG
Formal name	: KILOGRAM
Unit Quantity Code (UQC)	: KGS-KILOGRAMS
Number of decimal places	: <input type="text" value="3"/>

To Create Stock Item

Go to Gateway of Tally > Inventory Info > Stock Items > Single Stock Item > Create

Create Stock Item of Jaggery as shown below:

The screenshot shows the 'Stock Item Creation' window for 'JAGGERY'. The 'Name (alias)' field is filled with 'JAGGERY'. Under 'Category Units', 'Under Category' is set to 'Primary' and 'Units' is 'KG'. In the 'Statutory Details' section, 'GST Applicable' is checked ('Applicable'), 'Set/Alter GST Details' is checked ('Yes'), 'Type of Supply' is 'Goods', and 'Rate of Duty (eg 5)' is '0'. At the bottom, there are fields for 'Opening Balance', 'Quantity', 'Rate per', and 'Value'.

Set/Alter GST Details set to Yes

Fill up GST Details as shown below:

The screenshot shows the 'GST Details for Stock Item: JAGGERY' window. Under 'HSN/SAC Details', 'Description' is blank and 'HSN/SAC' is '17011310'. Under 'Tax Details (From 1-Apr-23)', 'Calculation type' is 'On Value' and 'Taxability' is 'Nil Rated'. A dropdown menu for 'Taxability' is open, showing options: Unknown, Exempt, Nil Rated (which is highlighted), and Taxable. Other sections visible include 'MASTERS' (Create, Alter, Chart of Accounts) and 'TRANSACTIONS' (Vouchers, Day Book).

Create ledger of Sujal Traders under Sundry Creditors

Purchase Voucher

Date	Transaction
1/7/2022	A company purchased 500 KG Jaggery @65 From Sujal Traders on Credit B.N.- ST/001

To make Purchase Voucher Entry

Go to Gateway of Tally > Accounting Vouchers > F9: Purchase

Make entry as per following screen

TALLY PRIME WITH GST

Accounting Voucher Creation		SV CORPORATION		X
Purchase No.	1	Date	: 1-Jul-23	
Supplier Invoice No.	ST/001			1-Jul-23 Saturday
Party A/c name	SUJAL TRADERS			
Current balance				
Purchase ledger	PURCHASE NIL RATED			
Current balance				
Name of Item		Quantity	Rate per	Amount
JAGGERY		500.000 KG	65.00 KG	32,500.00
* End of List				
Narration:				500.000 KG 32,500.00

To check GSTR-2 Report

Go to Gateway of Tally > Display > GST > GSTR-2

GSTR-2		SV CORPORATION		X
GSTIN/UN : 27AAJCM866TK1ZN		Date : 1-Apr-23 to 31-Mar-24		
Particulars				Voucher Count
Total Vouchers				1
Included in Return				1
Invoices ready for returns				1
Invoices with mismatch in information				0
Uncertain Transactions (Corrections needed)				0
Not relevant in this Return				0
Incomplete Information in HSN/SAC Summary (Corrections needed)				0
Particulars		Voucher Count	Taxable Amount	Tax Amount
To be reconciled with the GST portal				
B2B Invoices - 3,4C				
Credit/Debit Notes - Regular - 6C				
To be uploaded on the GST portal				
B2BUR Invoices - 4B				
Import of Services - 4C				
Import of Goods - 4				
Credit/Debit Notes - Integrated - 6C				
Nil Rated Invoices - 7 - (Summary)		1	32,500.00	
Advance Paid - 10A - (Summary)				
Adjustment of Advance - 10B - (Summary)				
Total Inward Supplies			32,500.00	
ITC Reversal/Reclaim - 11 - (Summary)				
Total No. of Invoices			1	
HSN/SAC Summary - 13				
Reverse Charge Inward Supplies				0.00
Import of Service				
Advance Payments				
Amount Unadjusted Against Purchases				

Activate Window

Export Invoices

We covers Export (Exempted) Transaction

Press Alt + F1 to shut SV Corporation, Continue with SUPERIOR BAGS

To Create Sales Export Exempt

Go to Gateway of Tally > Accounts info > Ledger > Create

Create Sales Export Exempt ledger as shown below:

Ledger Alteration		SV CORPORATION		Total Opening Balance
Name : SALES EXPORT EXEMPT (alias) :				
Under	Sales Accounts	Mailing Details		
Inventory values are affected Type of Ledger	: Yes * Not Applicable	Name Address		
Statutory Details		Banking Details		
Is GST applicable Set/Alter GST Details Type of Supply	* Applicable Yes Goods	Provide bank details Tax Registration Details PAN/IT No.	: No	
Opening Balance (on 1-Apr-23) : []				

Set/Alter GST Details set to Yes

GST Details for Ledger: SALES EXPORT EXEMPT	
HSN/SAC Details	
Description	:
HSN/SAC	:
Nature of transaction	* Not Applicable
Tax Details (From 1-Apr-23)	
Taxability	Exempt
Tax Type	Exempt
Integrated Tax	0 %
Central Tax	0 %
State Tax	0 %
Cess	0 %
Taxability	
Exempt	
* Unknown	
* Exempt	
* Nil Rated	
* Taxable	

TALLY PRIME WITH GST

Create Master of Sales Export Party

Create ledger of Devillers Corporation, customer is in South Africa fill up details as shown below:

Ledger Alteration		SV CORPORATION		Total Opening Balance
Name : DEVILLERS CORPOTRON (alias) :				
Under : Sundry Debtors <small>(Current Assets)</small>		Mailing Details Name : DEVILLERS CORPOTRON Address :		
Maintain balances bill-by-bill : Yes Default credit period :	Check for credit days during voucher entry : No Inventory values are affected : No	Province : Maharashtra County : South Africa Pincode :		
		Banking Details Provide bank details : No		
		Tax Registration Details PANIT No. : Registration type : GSTIN/UIN :		
		Set/Alter GST details :		
Opening Balance (on 1-Apr-23) : 				

Sales Export Exempt Voucher

Go to Gateway of Tally > Accounting Vouchers > F8: Sales

Date	Transaction
1/8/2022	A Company Export 25 nos of Travelling Bags @9500 to Devillers Corporation. B.N.- DC/001

Accounting Voucher Creation		SV CORPORATION		1-Aug-23 Tuesday					
Sales : No. 1 Reference No : DC/001 Date : 1-Aug-23	Party A/c name : DEVILLERS CORPOTRON Current balance :	Sales ledger : SALES EXPORT EXEMPT Current balance :	Name of Item						
		TRAVELLING BAGS <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">Rate per</th> <th style="width: 10%;">Amount</th> </tr> <tr> <td>25 NOS</td> <td>9,500.00 NOS</td> <td>237,500.00</td> </tr> </table>		Quantity	Rate per	Amount	25 NOS	9,500.00 NOS	237,500.00
Quantity	Rate per	Amount							
25 NOS	9,500.00 NOS	237,500.00							
* End of List									
Provide GST details : No Narration:		25 NOS 237,500.00		Activate Window <small>Can be customized in setup</small>					

TO

To Check report of GSTR-1 with Export Invoices

Go to gateway of Tally > Display > Statutory Reports > GST > GSTR-1

Screen appears as follows:

TALLY PRIME WITH GST

GSTR-1		SV CORPORATION		1 Apr 23 to 31 Mar 24		
GSTIN : 27AAJCM8667K1ZN				Voucher Count		
Particulars						
Total Vouchers						
Included in Return						
Included in HSN/SAC Summary						
Incomplete Information in HSN/SAC Summary (Corrections needed)						
Not relevant in this Return						
Uncertain Transactions (Corrections needed)						
SI No.	Particulars	Voucher Count	Taxable Amount	Tax Amount		
1	B2B Invoices - 4A, 4B, 4C, 6B, 6C					
2	B2C(Large) Invoices - 5A, 5B					
3	B2C(Small) Invoices - 7					
4	Credit/Debit Notes(Registered) - 9B					
5	Credit/Debt Notes(Unregistered) - 9B					
6	Exports Invoices - 6A	1	2,37,500.00	2,37,500.00		
7	Tax Liability(Advances received) - 11A(1), 11A(2)					
8	Adjustment of Advances - 11B(1), 11B(2)					
9	Nil Rated Invoices - 8A, 8B, 8C, 8D					
Total		1	2,37,500.00	2,37,500.00		
HSN/SAC Summary - 12						
Document Summary - 13						

On pressing entry on Exports Invoices, you can drill down up to sales entry

GSTR-1 - Voucher Register		SV CORPORATION										1 Apr 23 to 31 Mar 24	
Vouchers of	Particulars	Vch No.	Vch Type	Shipping No.	Shipping Date	Port Code	Taxable Amount	Integrated Tax Amount	Central Tax Amount	State Tax Amount	Cess Amount	Total Tax Amount	Gross Total Amount
1 Aug 23 SVL CORPORATION Sales	Exports Invoices - 6A	1					2,37,500.00					2,37,500.00	2,37,500.00
Grand Total													
Activate Window Go to Settings													

Sas

Slab Rate Wise Sales

In many of products like shoes, Readymade Garments, Raincoats etc government has implemented slab rate wise GST Rates. In this examples we will discuss about that.

Create a new company Virat Shoes as shown below:

Company Creation			
Company Data Path	: C:\Users\Public\TallyPrime\data		
Company Name	: VIRAT SHOES	Financial year beginning from Books beginning from	: 1-Apr-23
Mailing Name	: VIRAT SHOES		: 1-Apr-23
Address	: UG-6, AVIR, NIML GALAXY L.B.S. MARG MULUND WEST, MUMBAI		
State	: Maharashtra		
Country	: India		
Pincode	: 400080		
Telephone	:		
Mobile	:		
Fax	:		
E-mail	:		
Website	:		
Base Currency symbol	: ₹		
Formal name	: INR		
<input type="button" value="Accept ?"/> <input type="button" value="Yes or No"/>			

To Activate option of GST

Go to Gateway of Tally > F11 > Statutory & Taxation > Enables Goods & Services Tax (GST) set to Yes

Set/Alter GST Details Set to Yes

Fill up the GST Details as shown below:

TALLY PRIME WITH GST

Company created successfully. <i>(Enable the features as per your business needs.)</i>	
Company: VIRAT SHOES	
Show more features : Yes Show all features : Yes	
Accounting	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: No
Enable Interest Calculation	: No
Taxation	
Enable Goods and Services Tax (GST)	: Yes
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
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: No
Enable Batches	: No
Maintain Expiry Date for Batches	: No
Enable Job Order Processing	: No
Enable Cost Tracking	: No
Enable Job Costing	: No
Use Discount column in invoices	: No
Use separate Actual and Billed Quantity columns in invoices	: No
Online Access	
Enable Browser Access for Reports	: Yes
Enable Tally.NET Services for Remote Access & Synchronisation	: No
Payroll	
Maintain Payroll	: No
Enable Payroll Statutory	: No
Others	
Enable multiple addresses	: No
Mark modified vouchers	: No
GST Details	
GST Registration Details	
State	Maharashtra
Registration type	Regular
Addressess of Other Territory	No
GST applicable from	1 Apr 23
GSTRIN/URN	2788LPS12HE52
Periodicity of GSTR1	Monthly
Additional Features	
Set/alter GST rate details	: Yes
Enable tax liability on advance receipts	: No
Enable tax liability on reverse charge	: No
(Purchase from unregistered dealer)	
Enable GST Classifications	: No
Provide LUT/Bond details	: No

To create GST Masters

Go to Gateway of Tally > Account Info > Ledgers > Single Ledger > Create

Create ledger of Purchase GST as shown below

Ledger Creation Name : PURCHASE GST (alias) :		VIRAT SHOES Total Opening Balance	
Under Purchase Accounts			
Inventory values are affected Type of Ledger			
Statutory Details Is GST applicable Set/Alter GST Details Type of Supply			
Mailing Details Name Address			
Banking Details Provide bank details			
Tax Registration Details PAN/IT No.			
Opening Balance (on 1-Apr-23) :			

Create ledger of Sales GST as shown below:

Ledger Creation Name : SALES GST (alias) :		VIRAT SHOES Total Opening Balance	
Under Sales Accounts			
Inventory values are affected Type of Ledger			
Statutory Details Is GST applicable Set/Alter GST Details Type of Supply			
Mailing Details Name Address			
Banking Details Provide bank details			
Tax Registration Details PAN/IT No.			
Opening Balance (on 1-Apr-23) :			

TALLY PRIME WITH GST

Create ledger of State Tax (SGST) as shown below:

Ledger Creation		VIRAT SHOES	
Name : STATE TAX (SGST) (alias) :		Total Opening Balance : <input type="text"/>	
Under : Duties & Taxes (Current Liabilities) Type of duty/tax : GST Tax type : State Tax Inventory values are affected : No Percentage of calculation : 0 % Rounding method : * Not Applicable		Mailing Details Name : Address :	
		Banking Details Provide bank details : No Tax Registration Details PAN/ITIN No. :	
		Opening Balance (on 1-Apr-23) : <input type="text"/>	

Create ledger of Central Tax (CGST) as shown below:

Ledger Creation		VIRAT SHOES	
Name : CENTRAL TAX (CGST) (alias) :		Total Opening Balance : <input type="text"/>	
Under : Duties & Taxes (Current Liabilities) Type of duty/tax : GST Tax type : Central Tax Inventory values are affected : No Percentage of calculation : 0 % Rounding method : * Not Applicable		Mailing Details Name : Address :	
		Banking Details Provide bank details : No Tax Registration Details PAN/ITIN No. :	
		Opening Balance (on 1-Apr-23) : <input type="text"/>	

To Create Units of Measure

Go to Gateway of Tally > Inventory Info > Units of Measurer > Create

Unit Creation	
Type :	Simple
Symbol :	NOS
Formal name :	NUMBERS
Unit Quantity Code (UQC) :	NOS-NUMBERS
Number of decimal places :	<input type="text" value="0"/>

To Create Stock Items

Go to Gateway of Tally > Inventory Info > Stock Items Single Stock Items > Create

Create Stock Items of Mens Leather Shoes as shown below:

Stock Item Creation		VIRAT SHOES	
Name : MENS LEATHER SHOES (alias) :		Total Opening Balance : <input type="text"/>	
Under Category : Units : NOS		* Primary * Not Applicable Statutory Details GST Applicable : Yes Set/Alter GST Details : Type of Supply : Goods Rate of Duty (eg 5) :	
		Quantity : <input type="text"/> Rate per : <input type="text"/> Value : <input type="text"/>	

TALLY PRIME WITH GST

Set/Alter GST Details set to Yes

<u>GST Details for Stock Item:</u>	
MENS LEATHER SHOES	
HSN/SAC Details	
Description	:
HSN/SAC	: 6403
Tax Details	
(From 1-Apr-23)	
Calculation type	On Item Rate
Taxability	: * Unknown
Tax Type	Rate
Integrated Tax	0 %
Central Tax	0 %
State Tax	0 %
Cess	0 %

Calculation Type
 On Item Rate
 On Value

In Calculation Type select On Item Rate

Fill up the details as shown below:

Stock Item : MENS LEATHER SHOES							
Consider additional expense/income for slab rate calculation							
Rate	Up to	Tax Type	Integrated Tax Rate	Central Tax Rate	State Tax Rate	Cess Valuation Type	Rate
Greater than 0	500	Taxable	5 %	2.50 %	2.50 % Based on Value		0 %
500	1,000	Taxable	12 %	6 %	6 % Based on Value		0 %
1,000		Taxable	18 %	9 %	9 % Based on Value		0 %

In Type of Supply: Select Goods

Accept the screen

Create ledger of Foot Prints under Sundry Creditors

Ledger Creation		VIRAT SHOES	Total Opening Balance
Name (alias)	FOOT PRINTS		
Under	Sundry Creditors (Current Liabilities)	Mailing Details	
Maintain balances bill-by-bill Inventory values are affected	No No	Name Address	FOOT PRINTS
		State Country Pincode	Maharashtra India
		Banking Details	
		Provide bank details	No
		Tax Registration Details	
		PANIT No.	
		Registration type	Regular
		GSTIN/UIN	
		Set/Alter GST details	Yes
		Opening Balance (on 1-Apr-23) :	<input type="text"/>

Purchase Voucher

Date	Transaction
1/7/2022	A Company purchase 300 nos of Mens Leather Shoes @ 450 and 200 nos of Mens Leather Shoes @1200 on credit from Foot Prints. B.N.-FT/001

Go to Gateway of Tally > Accounting Vouchers > F9: Purchase

Make Entry as per following screen

TALLY PRIME WITH GST

Accounting Voucher Creation

VIRAT SHOES

Purchase No.	1	Date	1-Jul-23	1-Jul-23 Saturday
Supplier invoice No.	FT/001			
Party A/c name	FOOT PRINTS			
Current balance				
Purchase ledger	PURCHASE GST			
Current balance				
Name of Item		Quantity	Rate per	Amount
MENS LEATHER SHOES		300 NOS	450.00 NOS	135,000.00
MENS LEATHER SHOES		200 NOS	1,200.00 NOS	240,000.00
CENTRAL TAX(CGST)				37,500.00
STATE TAX (SGST)				24,375.00
				24,375.00

Narration: 500 NOS **Activate Window**

Press Alt + A : Tax Analysis,

Press Alt+F1: For Detailed

GST - Tax Analysis			
Particulars	Taxable Value	Tax rate	Duty/Tax Value
Purchase Taxable	375,000.00	49.950.00	
MENS LEATHER SHOES (6400) (GST on item rate @ 450/NOS) Item Value (Purchase Value 135,000.00)	135,000.00		6,750.00
Central Tax		2.50%	3,375.00
State Tax		2.50%	3,375.00
MENS LEATHER SHOES (6400) (GST on item rate @ 1200/NOS) Item Value (Purchase Value 240,000.00)	240,000.00		43,200.00
Central Tax		9%	21,600.00
State Tax		9%	21,600.00
			Total 49,950.00

Date	Transaction
1/8/2022	A Company sold 200nos of Mens Leather Shoes @800 and 100 nos of mens Leather Shoes @1800 On credit to Sunil Shoes. B.N.-SS/001

Create Ledger of Sunil Shoes under Sundry Debtors

Go to Gateway of Tally > Accounting Vouchers > F8: Sales

Make entry as per following screen

Accounting Voucher Creation

VIRAT SHOES

Sales No.	1	Date	1-Aug-23	1-Aug-23 Tuesday
Reference No	SS/001			
Party A/c name	SUNIL SHOES			
Current balance				
Sales ledger	SALES GST			
Current balance				
Name of Item		Quantity	Rate per	Amount
MENS LEATHER SHOES		200 NOS	800.00 NOS	160,000.00
MENS LEATHER SHOES		100 NOS	1,800.00 NOS	180,000.00
CENTRAL TAX(CGST)				34,000.00
STATE TAX (SGST)				25,800.00
				25,800.00

Narration: 300 NOS **Activate Window**

TALLY PRIME WITH GST

Press Alt+A : Tax Analysis to view Tax Calculation,

Press Alt+F1: For Detailed

GST - Tax Analysis			
Particulars	Taxable Value	Tax rate	Duty/Tax Value
Sales Taxable			
MENS LEATHER SHOES (6403) (GST on item rate @ 800/NOS) Item Value / Sales Value 1,60,000.00 Central Tax State Tax	1,60,000.00	6% 6%	9,600.00 9,600.00 32,400.00
MENS LEATHER SHOES (6403) (GST on item rate @ 1800/NOS) Item Value / Sales Value 1,80,000.00 Central Tax State Tax	1,80,000.00	9% 9%	16,200.00 16,200.00
			Total Activate Window 51,600.00

To Check Report of GSTR-2

Go to Gateway of Tally > Display > Statutory Reports > GST > GSTR-2

GSTR-2		VIRAT SHOES			
GSTIN/UIN : 27BBLPS3724E1Z		1-Jul-23 to 31-Jul-23			
Particulars		Voucher Count			
Total Vouchers		Voucher Count	1	1	
Included in Return					
Invoices ready for returns	0				
Invoices with mismatch in information	1				
Uncertain Transactions (Corrections needed)					0
Not relevant in this Return					0
Incomplete Information in HSN/SAC Summary (Corrections needed)					0
		Voucher Count	Taxable Amount	Tax Amount	Total ITC Available
					Reconciliation Status
To be recorded with the GST portal					
B2B Invoices - 3 - 44	1	3,75,000.00	49,950.00	49,950.00	
Credit/Debit Notes Regular - 5C					
To be uploaded on the GST portal					
B2BUR Invoices - 4B					
Import of Services - 4C					
Import Goods - 5D					
Credit/Debit Notes Unregistered - 8C					
Nil Rated Invoices - 7 - (Summary)					
Advance Paid - 10A - (Summary)					
Adjustment of Advance - 10B - (Summary)					
Total Inward Supplies			3,75,000.00	49,950.00	49,950.00
ITC Reversal/Reclaim - 11 - (Summary)					
Total No. of Invoices	1				
HSN/SAC Summary - 13					
Reverse Charge Liability to be Booked					
Reverse Charge Inward Supplies					0.00
Import of Service					0.00
Advance Payments					
Amount Unadjusted Against Purchases					
					Activate Window

Supply of Services

Tally Pro Training is providing Training and Consultancy.

Create a New Company Tally Pro Training as shown below:

Company Alteration		TALLY PRO TRAINING	
Company Name	: TALLY PRO TRAINING	Financial year beginning from	: 1-Apr-23
Mailing Name	: TALLY PRO TRAINING	Books beginning from	: 1-Apr-23
Address	: SHOP NO 65, DEVI CHOWK DOMBIVLI		
State	Maharashtra		
Country	India		
Pincode	:		
Telephone	:		
Mobile	:		
Fax	:		
E-mail	:		
Website	:		
Base Currency symbol	₹		
Formal name	INR		
<input type="button" value="Accept ?"/> <input type="button" value="Yes or No"/>			

To Activate Option of GST

Go to Gateway of Tally > F11: Features > Statutory & Taxation >

Enables Goods & Services Tax (GST) set to Yes

Set Alter GST Details Set to Yes

Enter Company GSTIN Details

Company: TALLY PRO TRAINING	
Show more features : Yes	
Show all features : Yes	
Accounting	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: No
Enable Interest Calculation	: No
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: No
Enable Batches	: No
Maintain Expiry Date for Batches	: No
Enable Job Order Processing	: No
Enable Cost Tracking	: No
Enable Job Costing	: No
Use Discount column in invoices	: No
Use separate Actual and Billed Quantity columns in invoices	: No
Taxation	
Enable Goods and Services Tax (GST)	: Yes
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
Online Access	
Enable Browser Access for Reports	: Yes
Enable Tally.NET Services for Remote Access & Synchronisation	: No
Payroll	
Maintain Payroll	: No
Enable Payroll Statutory	: No
Others	
Enable multiple addresses	: No
Mark modified vouchers	: No

GST Details	
GST Registration Details	
State	: Maharashtra
Registration type	: Regular
Assessee of Other Territory	: No
GST applicable from	: 1-Apr-23
GSTIN/UN	: 27AJPP329P1ZK
Periodicity of GSTR1	: Monthly
Additional Features	
Set/alter GST rate details	: Yes
Enable tax liability on advance receipts	: No
Enable tax liability on reverse charge (Purchase from unregistered dealer)	: No
Enable GST Classifications	: No
Provide LUT/Bond details	: No
Invoice Features	
e-Way Bill applicable	: No
e-Invoicing applicable	: No

To Create Ledger of Training Fees

Go to Gateway of Tally > Accounts Info > Ledger > Create

Ledger Creation		TALLY PRO TRAINING		Total Opening Balance
Name : TRAINING FEES	(alias) :			
Under	Direct Incomes	Mailing Details		
Inventory values are affected	No ♦ Not Applicable	Name	:	
Type of Ledger		Address	:	
		State	:	
		Country	:	
		Pincode	:	
Statutory Details		Banking Details		
Is GST applicable	♦ Applicable	Provide bank details	: No	
Set/Alter GST Details	Yes	Tax Registration Details		
Type of Supply	Services	PAN/IT No.	:	
		Opening Balance (on 1-Apr-23) :		

TALLY PRIME WITH GST

Set/Alter GST Details set Yes

Fill up GST Details as shown below:

GST Details for Ledger: TRAINING FEES		
HSN/SAC Details		
Description	:	
HSN/SAC	:	998312
Nature of transaction	:	* Not Applicable
Tax Details		
Taxability	:	Taxable
Tax Type		Rate
Integrated Tax	:	18 %
Central Tax	:	9 %
State Tax	:	9 %
Cess	:	0 %

In Type of Supply select Services

Accept the Screen

Create ledger of Central Tax (CGST) as shown below:

Ledger Creation		TALLY PRO TRAINING	
Name	:	CENTRAL TAX (CGST)	
(alias)	:		
Mailing Details			
Name	:		
Address	:		
Duties & Taxes (Current Liabilities)			
Under	:	Duties & Taxes (Current Liabilities)	
Type of duty/tax	:	GST	
Tax type	:	Central Tax	
Inventory values are affected	:	No	
Percentage of calculation	:	0 %	
Rounding method	:	* Not Applicable	
Banking Details			
Provide bank details	:	No	
Tax Registration Details			
PAN/IT No.	:		
Total Opening Balance			
Opening Balance	(on 1-Apr-23) :	<input type="text"/>	

Create ledger of State Tax (SGST) as shown below:

Ledger Creation		TALLY PRO TRAINING	
Name	:	STATE TAX (SGST)	
(alias)	:		
Mailing Details			
Name	:		
Address	:		
Duties & Taxes (Current Liabilities)			
Under	:	Duties & Taxes (Current Liabilities)	
Type of duty/tax	:	GST	
Tax type	:	State Tax	
Inventory values are affected	:	No	
Percentage of calculation	:	0 %	
Rounding method	:	* Not Applicable	
Banking Details			
Provide bank details	:	No	
Tax Registration Details			
PAN/IT No.	:		
Total Opening Balance			
Opening Balance	(on 1-Apr-23) :	<input type="text"/>	

TALLY PRIME WITH GST

Date	Transaction
1/9/2022	A Company provides consulting services of 9000 to Richa Realtors Pvt. Ltd. GST Rate is 18% B.N.-RR/001

Create Ledger of Richa Realtors Pvt. Ltd under Sundry Debtors

Ledger Creation		TALLY PRO TRAINING		Total Opening Balance
Name : RICHA REALTORS PVT LTD	(alias) :			
Under		Sundry Debtors (Current Assets)	Mailing Details	RICHA REALTORS PVT LTD
Maintain balances bill-by-bill		: Yes	Name	:
Default credit period			Address	:
Check for credit days during voucher entry		: No	State	Maharashtra
Inventory values are affected		: No	Country	India
			Pincode	:
			Banking Details	
			Provide bank details	: No
			Tax Registration Details	
			PAN/ITIN No.	:
			Registration type	Regular
			GSTIN/UIN	:
			Set/Alter GST details	: No
Opening Balance (on 1-Apr-23) :				

To Make Sales Entry

Go to Gateway of Tally > Accounting Vouchers > F8: Sales

Make Entry in Accounting Invoice Mode

To change the mode click on Ctrl+H

Make Sales Entry as follows:

Accounting Voucher Creation			TALLY PRO TRAINING		
Sales	No. 1				
Reference No	: RR/001	Date	: 1-Sep-23		1-Sep-23
Party A/c name	RICHA REALTORS PVT LTD				Friday
Current balance	:				
Particulars			Rate per	Amount	
TRAINING FEES				9,000.00	
CENTRAL TAX(CGST)				810.00	
STATE TAX (SGST)				810.00	
Narration:				10,620.00	Activate Window

TALLY PRIME WITH GST

Press Alt+A to view Tax Analysis

Press Alt+F1: Details

GST Tax Analysis				
Particulars		Expenditure Value	Tax value	Duty/Tax Value
Sales Taxable		9,000.00	1,620.00	
TRAINING FEE (900/12)		9,000.00	1,620.00	
Sales Value				
Gst on Tax	1,620.00			162.00
Rtdv on Tax				810.00
Activite Wind				
Total Paid in Advance		1,020.00		

To check GSTR-1 Report

Go to Gateway of Tally > Display > Statutory Reports > GST > GSTR-1

E-Way Bill

Effective from 1st April 2018, all registered dealers need to generate e-Way bill for the interstate movement of goods if the total of taxable value and tax amount in the invoice exceeds Rs. 50000.

In tally prime, you can enter e-Way bill details only when such transactions are recorded with stock items. The provision to enter e-Way bill details is not available in accounting invoice mode, and in companies enabled to Maintain only accounts.

Export e-Way bill details to a JSON file from Tally prime

You can set up a company, record transactions with e-Way bill details, and create a JSON file in tally prime for upload to the portal.

Setup for e-Way bill

1. Open the company.
2. Press F11 >
3. Enables Goods and Services Tax (GST)- Yes
4. Set/alter GST details –Yes
5. In the company GST details screen, e-Way bill options, including the applicable date, threshold limit, and the value to be considered for the threshold limit provided.
6. Select the value to be considered for the threshold limit based on your business requirement.

GST Details		
GST Registration Details		Invoice Features
State	: Maharashtra	e-Way Bill applicable : Yes
Registration type	: Regular	Applicable from : 1-Apr-22
Assessee of Other Territory	: No	Threshold limit includes : Invoice value
GST applicable from	: 1-Apr-22	Threshold limit : 50,000
GSTIN/UIN	: 27AAAGM0289C2ZI	Applicable for intrastate : Yes
Periodicity of GSTR1	: Monthly	Threshold limit : 50,000
Additional Features		Print e-Way Bill with Invoice : No
Set/alter GST rate details	: Yes	e-Invoicing applicable : No
Enable tax liability on advance receipts	: No	
Enable tax liability on reverse charge (Purchase from unregistered dealer)	: No	
Enable GST Classifications	: No	
Provide LUT/Bond details	: No	

Note: You can enable the option e-Way bill applicable for intrastate? Based on the applicability of e-Way bill for your state.

You can change the settings as required. Based on the threshold limit entered, you can enter the details required for e-Way bill in the invoices.

In the party ledger, if you have selected the registration type as:

1. Regular or Composition: The GSTIN/UIN is considered as the transporter ID.
2. Unknown or Unregistered: Enter the 15-digit transporter ID.

TALLY PRIME WITH GST

Ledger Creation		National Trading Company		Total Opening Balance
Name : SHAH ENTERPRISES (alias) :				
Under	Sundry Creditors (Current Liabilities)	Mailing Details		
Maintain balances bill-by-bill Default credit period Check for credit days during voucher entry Inventory values are affected	Yes No No	Name Address State Country Pincode	SHAH ENTERPRISES 1ST FLOOR NANA PATOL SHOPING CENTER ANKLESHWAR Gujarat India	
		Banking Details	Provide bank details : No	
		Tax Registration Details	PAN/IT No.	Registration type : Unregistered
			GSTIN/UIN	
			Set/Alter GST details	Yes
Opening Balance (on 1-Apr-22) :				

GST Details

Registration type	: Unregistered
Assessee of Other Territory	:
Is e-commerce operator	:
Consider Party as Deemed Exporter for Purchases	:
Party Type	:
GSTIN/UIN	:
Is a transporter	: Yes
Transporter ID	:

Record invoice with details required for e-Way bill, and create JSON

When you enable e-Way bill for a company, the option Export e-Way bill details from invoice after saving? Is also enabled in the Voucher Configuration screen.

1. Go to Gateway of Tally > Accounting Voucher > F8: Sales.

Pending notes

What is TDS?

TDS or Tax Deducted at Source, is a means of indirect tax collection by Indian authorities according to the Income Tax Act, 1961. TDS is managed by the Central Board of Direct taxes. In this guide lets learn how to set-up TDS in Tally Prime.

In this Topic You will learn –

Head Topic	Points
TDS Features in Tally	Introduction
	Creating a New Company
	Enabling the TDS Feature in Tally
	Creating the TDS Statutory Masters
	TDS configuration
	Configuring the TDS at the Group Level
	Creating the Group and Enabling TDS
	Creating the Rent Ledger
	Creating the Party Ledger
	Creating the TDS and Bank Ledger
	Recording the Journal Voucher to Book Expenses
	Making Payment to the Party
	Configuring the TDS at the Ledger Level
	Creating the Nature of Payment
	Creating Three Ledgers
	Booking the Expenses
	Viewing the TDS Reports
	TDS in Tally
Transaction	Create Company
	Ledgers and Settings
	F11 : Features
	Transaction1
	Transaction2
	26Q

When and how to deduct TDS?

Income and expenditure such as salary, lotteries, interests from banks, payment of commissions, rent payment, payments to freelancers, etc. fall under the ambit of TDS.

When making payments under these segments, a percentage of the overall payment is withheld by the source that is making the payments.

Deductor

The source, which can be a person or an organization, is known as the Deductor.

Deductee

The person whose payment is getting deducted is called the Deductee.

For instance, Khan Pvt. Ltd. purchase audit service from Kapoor & Associates **Deductor is Khan Pvt Ltd.**

Deductee will be Kapoor & Associates.

How to activate TDS in Tally Prime

Go to Gateway of Tally > F11: Features > Statutory and Taxation

Enable following options by typing 'Yes'

Enable Tax deducted at source (TDS) ?

Set/alter TDS details?

TDS nature of payment.

Before creating TDS nature of payment, you should know there are some transactions specified under Income Tax rules attract TDS. Here is a list transaction and its payment code.

Section	Nature of Payment	Code
192	Payment to Govt. Employees other than Union Government Employees	92A
192	Payment of Employees other than Govt. Employee	92B
193	Interest on Securities	193
194	Dividend	194
194A	Interest other than interest on securities	94A
194B	Winnings from lotteries and crossword puzzles	94B

194BB	Winnings from horse race	4BB
194C	Payment of contractors and sub-contractors	94C
194D	Insurance Commission	94D
194E	Payments to non-resident Sportsmen/Sport Associations	94E
194EE	Payments in respect of Deposits under National Savings Schemes	4EE
194F	Payments on account of Re-purchase of Units by Mutual Funds or UTI	94F
194G	Commission, prize etc., on sale of Lottery tickets	94G
194H	Commission or Brokerage	94H
194I	Rent	94I
194J	Fees for Professional or Technical Services	94J
194K	Income payable to a resident assessee in respect of Units of a specified Mutual Fund or of the units of the UTI	94K
194LA	Payment of Compensation on acquisition of certain immovable property	4LA
194LB	Income by way of Interest from Infrastructure Debt fund	4LB
194LC	Income by way of interest from Indian company engaged in certain business	4LC
195	Other sums payable to a non-resident	195
196A	Income in respect of units of Non-Residents	96A
196B	Payments in respect of Units to an Offshore Fund	96B
196C	Income from foreign Currency Bonds or shares of Indian Company payable to Non-Resident	96C
196D	Income of foreign institutional investors from securities	96D

For more authority report and TDS rate chart visit income tax official website

TDS Reports

There are Two main reports in TDS Report section

Form 26 Q : As per the Income Tax Act, 1961, every corporate and government entity responsible for deduction of tax at source should furnish TDS returns containing details of deductee(s) and challan details relating to deposit of tax with the Income Tax Department. Form 26Q is the Quarterly return of TDS in respect of all payments other than salaries.

This is applicable for Resident and the due date for Government entities is July 31st, October 31st, January 31st, and May 15th; for non-government entities the due dates for filing returns are July 15th, October 15th, January 15th, and May 15th.

Form26 Q can be accessed from

Gateway of Tally > Display > Reports > Statutory Reports > TDS Reports > Form 26Q.

Form 27 Q : Form 27Q is a Quarterly return for deduction of tax in respect of payments made to non-residents other than salary.

Form 27 Q can be accessed in Tally Prime

Gateway of Tally > Display > Reports > Statutory Reports > TDS Reports > Form 27Q.

- Form 26Q
- Form 27Q
- Return Transaction Book
- Challan Reconciliation
- TDS Outstanding
- Ledgers without PAN

TALLY PRIME WITH GST

T.D.S. TAX CHALLAN		Single Copy (to be sent to ZAO)												
CHALLAN No./ITNS 281	Tax Applicable (Tick one)* TAX DEDUCTED AT SOURCE FROM (0020) COMPANY DEDUCEEES <input type="checkbox"/> (0021) NON-COMPANY DEDUCEEES <input checked="" type="checkbox"/>	Assessment Year 2016-17												
Tax Deduction Account No. (T.A.N). SGDL84551C														
Full Name JOHN SMITH LLP														
Complete Address with City & State S : 350 Fifth Avenue,, 25th Floor, Great Brigham's Mead Extended														
Kerala														
Tel. No. 04795465555		Pin 670001												
Type of Payment TDS Payable by Taxpayer <input checked="" type="checkbox"/> (200) TDS Regular Assessment (Raised by I.T. Deptt.) <input type="checkbox"/> (400)		Code * 94 J FOR USE IN RECEIVING BANK Debit to A/c / Cheque credited on <div style="border: 1px solid black; width: 150px; height: 20px; margin-top: 5px;"></div>												
DETAILS OF PAYMENTS Income Tax <input type="checkbox"/> 5,000.00 Fee under sec. 234E <input type="checkbox"/> Surcharge <input type="checkbox"/> Education Cess <input type="checkbox"/> Interest <input type="checkbox"/> Penalty <input type="checkbox"/> Total <input type="checkbox"/> 5,000.00		Amount (in Rs. Only) <div style="border: 1px solid black; width: 150px; height: 20px; margin-top: 5px;"></div>												
Total (in words): <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">CRORES</td> <td style="width: 15%;">LACS</td> <td style="width: 15%;">THOUSANDS</td> <td style="width: 15%;">HUNDREDS</td> <td style="width: 15%;">TENS</td> <td style="width: 15%;">UNITS</td> </tr> <tr> <td>Zero</td> <td>Zero</td> <td>Five</td> <td>Zero</td> <td>Zero</td> <td>Zero</td> </tr> </table>		CRORES	LACS	THOUSANDS	HUNDREDS	TENS	UNITS	Zero	Zero	Five	Zero	Zero	Zero	<div style="border: 1px solid black; width: 150px; height: 20px; margin-top: 5px;"></div>
CRORES	LACS	THOUSANDS	HUNDREDS	TENS	UNITS									
Zero	Zero	Five	Zero	Zero	Zero									
Paid in Cash/ Debit to A/c /Cheque No. <input type="text"/> Dated 2-Mar-2016		<div style="border: 1px solid black; width: 150px; height: 20px; margin-top: 5px;"></div>												
Drawn on <input type="text"/> (Name of the Bank and Branch)														
Date : 2-Mar-2016		Signature of person making payment <div style="border: 1px solid black; width: 150px; height: 20px; margin-top: 5px;"></div>												
<i>Tear Here</i> -----														
Taxpayers Counterfoil (To be filled up by taxpayer) TAN SGDL84551C Received from JOHN SMITH LLP (Name) Cash/ Debit to A/c /Cheque No. <input type="text"/> For Rs 5,000 Rs.(in words) Five Thousand Only. Drawn on <input type="text"/> (Name of the Bank and Branch) <u>Non Company(0021)</u> Deductees on account of Tax Deducted at Source (TDS) from 94 J for the Assessment Year 2016-17		SPACE FOR BANK SEAL <div style="border: 1px solid black; width: 150px; height: 20px; margin-top: 5px;"></div>												
<div style="border: 1px solid black; width: 150px; height: 20px; margin-top: 5px;"></div>														

Lab Exercise

Create a new company – Khan Pvt. Ltd. & solve the following transaction in the Current financial year, SBI Bank Opening Balance – 5,00,000/-

Tax Assessment Nsumber : WBTG01547A

Income Tax Circle/Ward (TDS) : WBTDS – 327

Deductor Type : Company
 Name of Person Responsible : Suraj Khan
 Designation : Accounts (HOD)

1. rahul Pvt. Ltd. purchase audit service from Kapoor & Associates (Individual / HUF Resident) for auditing books of accounts. Company raised Bill on Kapoor & Associates on dt.8/10/2022. Audit Fees of Rs. 40,000 paid to Kapoor & Associates through SBI Bank (Chq. No. 700501) dated 19/10/2022 after deducting TDS.
2. Rahul Pvt. Ltd. paid Commission of Rs.45,000 to Everest Enterprise (Company Resident) for the Sale made by them till 14/11/2022. Billed raised on Everest Enterprise on dt.16/11/2022 and bill paid through SBI (Chq. No. 500129) after deducting TDS on dt.19/11/2022.
3. Received Bill of Office Rent for the month of Nov.17 of Rs. 2,00,000 on 01/12/2022 from Anupam & Co. (Partnership Firm). Company paid bill through SBI (Chq. No. 500130) on 07/12/2022 after deducting TDS.
4. A company hired Joseph Contractor (Company Resident) a civil contractor for creation of machinery. Contract charges of Rs.1,60,000 billed on 4/1/2023. 60% amount was paid to him in advance on 1/1/2023 through SBI (Chq. No. 500141) Joseph Contractor finished their work and balance amt. was paid to him after deducting TDS though SBI (Chq. No. 500142) on 24/1/2022.

TDS paid dates –

1. Payment of TDS on Professional Fees is made through SBI (Chq. No. 700502) on 4/11/2022 to the Income Tax Department.
2. TDS on Commission paid through SBI (Chq. No. 500130) on 5/12/2022 to Income Tax Department.
3. TDS on rent paid through SBI (Chq. No. 500131) on 4/1/2023 to Income Tax Department.
4. TDS on Contract, payment is made through SBI (Chq. No. 500143) on 3/02/2023 to Income Tax Department.

TCS (Tax Collected at Source)

Create Company

Name : Shape Engineers
 State : Maharashtra
 Financial Year From : 1-4-2022
 Book Beginning From : 1-4-2022

Activate Feature

F11 Features → Statutory and Taxation → set yes to following lines

1. Enable Tax Collected at Source (TCS)? Yes
2. Set/Alter TCS details? Yes

<u>Company TCS Collector Details</u>	
TAN registration number	: ASWE14562A
Tax deduction and collection Account Number (TAN):	LKJH14785A
Collector Type	: Company
Collector branch/division	: Pune
Set/alter details of person responsible	? No
<u>Rate & Exemption Details</u>	
Ignore IT exemption limit	? No

Create TCS Nature of Goods

Accounts Info → Statutory Info → TCS Nature of Goods → Create → Press Ctrl+C for TCS Helper → Scrap

<u>TCS Nature of Goods</u>	
Name	: Scrap
Section	: 206C
Payment code	: 6CE
Rate	: 1 %
Rate, if PAN not available	: 0 %
Threshold/exemption limit	: [REDACTED]

Create Ledgers

Accounts Info → Ledger → Create

Name	Under
Global Finance Bank	Bank Accounts
Sales	Sales Accounts
TCS on Scrap	Duties and Taxes

Create Inventory

Inventory Info → Stock Items → Single Stock Items → Create

Name	Under	Unit	Nature of Goods	Quantity
Scrap	Primary	MT (Metric Tons)	Scrap	1500 MT

Transaction

Date	Transactions
10/07/2022	Sold 500 mt scrap to Vision Creators (Company Resident) @ Rs. 300/- each on 5 Days Credit, Invoice No. VC-01
12/07/2022	Receive Cheque of Rs. 1,51,500.00 from Vision Creators against Invoice No. VC-01 (Chq. No. 123789)

TCS at Lower Rate

Date	Transactions
14/07/2022	Sold 500 mt scrap to Sandstone Traders (Company Resident) @ Rs. 300/- each on 5 Days Credit, Invoice No. ST-01. The scrap attracts TCS at the rate of 0.5%
15/07/2022	Receive Cheque of Rs. 1,50,750.00 from Sandstone Traders against Invoice No. ST-01 (Chq. No. 123788)

In the Sandstone Traders ledger

Press F12 Configure and set yes to allow advanced entry in TCS master

Set yes to use advance configuration for TCS

Set yes to Set/alter zero/lower rate for collection

Zero / Lower Collection Details

Nature of Goods	Section Number	Certificate No. / Date	Applicable From	Applicable To	TCS
Scrap	206C	1234/1/4	1-4-2017	31-3-2018	0.50 %

TCS at Nil Rate

Date	Transactions
17/07/2022	Sold 200 mt scrap to Spectrum Production (Company Resident) @ Rs. 300/- each on 5 Days Credit, Invoice No. SP-01. The TCS is Nil because Spectrum Production is using the scrap only for manufacturing purpose.
18/07/2022	Receive Cheque of Rs. 60,000.00 from Spectrum Production against Invoice No. SP-01 (Chq. No. 123787)

In the Spectrum Production ledger

Set yes to use advance configuration for TCS

Set yes to Set/alter zero/lower rate for collection

Zero / Lower Collection Details

Nature of Goods	Section Number	Certificate No. / Date	Applicable From	Applicable To	TCS
Scrap	206C	1235/1/4	1-4-2017	31-3-2018	0 %

View TCS Outstanding

Display → Statutory Reports → TCS Reports → TCS Outstanding

TCS Nature of Goods Outstanding		TCS-Shape Engineering		Ctrl + M
Nature of Goods : ^ All Items				1-Apr-2017 to 18-Jul-2017
Nature of Goods		Company	Non Company	Total Pending
Scrap		2,250.00		2,250.00

Ctrl + M 

TCS Nature of Goods Outstanding		TCS-Shape Engineering			
Nature of Goods : Scrap		1-Apr-2017 to 18-Jul-2017			
Date	Ref. No.	Party's Name	Opening Amount	Pending Amount	Due on by days
10-Jul-2017	Sale / 1 / 1	Vision Creators	1,500.00 Cr	1,500.00	7-Aug-2017 0
14-Jul-2017	Sale / 2 / 3	Sandstone Traders	750.00 Cr	750.00	7-Aug-2017 0

TCS Payment to Government

Date	Transactions
30/07/2022	Paid TCS on Scrap to Government by cheque (Chq. No. 456123) Pass 2 Different Payment entry for this

What do mean by Payroll:

The total wages not including benefits, paid by business during each forecast year. The term refers to a series of accounting transaction involved in the process of paying employees for the service rendered after taking all the statutory and nonstatutory deduction into account, in conformance with the term of employment .company policy and the law of the land i. e payment of payroll taxes insurance premiums, employee benefit and other deductions .An efficient payroll system facilitates an error free accurate and timely employee payment while ensuring that the employment is well within the valid work permit.

In this Topic You will learn –

Head Topic	Points
Payroll Features	Enabling Payroll in Tally Prime
	Payroll Process
	Five Easy Steps to Generate a Pay Slip
	Create Payroll Masters
	Create Payroll Masters
	Create Salary Details
	Process Payroll and Generate Pay Slip
	Payroll Configurations
Payroll Masters	Employee Groups
	Creating Payroll Masters
	Creating Employee Groups
	Creating Other Groups
	Employee Master
	Creating Employee
	Creating Other Employees
	Payroll Units
	Creating Payroll Unit
	Creating Compound Payroll Unit
	Attendance or Production Types
	Attendance or Production Type
	Creating Attendance or Production Type
	Pay Heads
	Calculation Types
	Creating Earning Pay Head
	Creating Other Earning Pay Heads
	Creating Deduction Pay Head
	Creating another Deduction Pay Head
	Gratuity Expenses Pay Head

	Salary Details
	Creating Salary Details for Employee Group
	Creating Salary Details for Employee
Payroll Transactions	Types of Payroll Vouchers
	Payroll Processing
	Types of Payroll Vouchers
	Voucher Entry
	Attendance Voucher
	Payroll Voucher
Payroll Reports	List of Payroll Reports
	Pay Slip
	Pay Sheet
	Payroll Statement
	Purpose of Payroll Reports

Salient features

- It is fully integrated with accounts to give you the benefits of simplified payroll processing and accounting.
- It has user defined classification and sub classification for comprehensive reporting this may be related to the employees employee groups pay components departments etc.
- It provides the facility to create user defined earning and deducting pay heads.
- It allows flexible and user definable of masters.
- It supports user defined production units ie attendance production time based remuneration.
- It provides a flexible processing period.
- It provides comprehensive cost centre as well as employee wise costing reports.
- It ensure an accurate and timely salary processing employee statutory deduction and employer statutory contribution with the help of predefined process.
- It facilitates an accurate computation and deduction of esi, epf professional tax gratuity etc.
- It helps in generation of statutory forms and challans for EPF and ESI as prescribed.

Payroll Reports

PAYSLIP

To view or print report Go to Gateway of Tally Display >>Payroll Report>>Statement of Payroll>>Pay slip>>Single Payslip.

Select the name of employee, select period & press Enter.

For printing this payslip press Alt+P.

For exporting payslip to PDF Press Alt+E.

Payslip will be as follows –

Payroll Pay Slip for May-2017 Pay Slip for May-2017					
Anil Dalvi					
Employee Number:	65	Income Tax Number (PAN):	ABTPA4565K		
Function:	Primary	Universal Account Number (UAN):			
Designation:	Manager	PF account number:	7654321		
Location:	Chembur	ESI Number:			
Bank Details:	1258987896, HDFC Bank (In PR Account Number (PRAN):				
Date of joining:	1-Apr-2017				
Earnings	Amount	Gross Salary	Deductions	Amount	Gross Salary
Basic Pay	6000.00	6000.00	Income Tax		
Dearness Allowance	3000.00	3000.00	Provident Fund	720.00	720.00
Housing Rent Allowance	1800.00	1800.00	Professional Tax	200.00	200.00
Travelling Allowance	500.00	500.00			
Overtime					
Total Earnings	11300.00	11300.00	Total Deductions	920.00	920.00
			Net Amount	10380.00	10380.00
Amount (in words): INR Ten Thousand Three Hundred Eighty Only					
for Payroll					

Authorised Signatory

You can explore more in payroll reports with

- Pay sheet
- Payroll Statement
- Payment Advice
- Payroll Register
- Employee Profile
- Employee head count
- Employee pay head break-up
- Pay Head employee break-u

Payroll System in Tally

TALLY PRIME WITH GST

Create employee categories for payroll

NAME	ALLOCATE REVENUE ITEMS	ALLOCATE NON REVENUE ITEMS
Showroom	Yes	No
Store	Yes	No

Create employee groups for payroll

CATOGERY	NAME	UNDER
Showroom	Sales	Primary
Showroom	Cashier	Primary
Store	Store Keeper	Primary

Create unit

Type		FORMAL NAME	NUMBER OF DECIMAL PLACES
Simple	Hrs	Hours	0
Simple	Min	Minutes	0

Type	First Unit	Conversion	Second Unit
Compound	Hrs	60	Min

Create Attendance/Production type

NAME	UNDER	ATTAMDANCE TYPE
Present	Primary	Attendance/leave with pay
Absent	Primary	Leave without pay
Overtime	Primary	Production (unit- Hrs of 60 Min)

Pay Heads

PAY HEADS	
Basic salary	
HRA	20% of Basic Salary
DA	40% of Basic Salary
TA	At Actual Rate
Overtime Pay	On production
Provident Fund	8.33% of Basic Salary
Employee State Insurance	Flat Rate

Employee

CATEGORY	EMPLOYEE NAME		JOINING DATE
Showroom	Smita	Sales	01 Apr 2018
Showroom	Seema	Cashier	01 April 2018
Store	Raju	Store keep	01 April 2018

Salary details

EMPLOYEE NAME	BASIC SALARY	DA	TA	ESI	OVERTIME
Smita	10000		1500	120	-
Seema	7000		2000	120	500
Raju	4000		1000	120	-

Attendance voucher for the month of Sept 2018

EMPLOYEE NAME	PRESENT	ABSENT	OVERTIME
Smita	28	0	0
Seema	27	0	5
Raju	25	0	0

Payment in Payroll Voucher for the month of Sept 2022

Trail Balance – 42,200

Balance Sheet – 42,200

E-Payments in Tally Prime

In Modern Computer Institute (Banking) Company

Create Ledger

Standard Chartered Bank under Bank Accounts with Opening Balance Rs. 10,00,000/-

<u>Ledger Display</u>		<u>Mitesh-E-Payments</u>		<u>Ctrl + M</u>
Name : Standard Chartered Bank				<u>Total Opening Balance</u>
				11,00,000.00 Dr
				<u>Difference</u>
				11,00,000.00 Dr
Under	: Bank Accounts (Current Assets)	Name Address	<u>Mailing Details</u> Standard Chartered Bank	
<u>Bank Account Details</u>		Country State	: India : Maharashtra	Pincode :
A/c holder's name	: Mitesh-E-Payments			
A/c no.	: 741258			
IFS code	: AAAA0123456			
Bank name	: Standard Chartered Bank (India)			
Branch	: Mulund			
<u>Bank Configuration</u>				
Set cheque books	? No			
Set cheque printing configuration	? No			
Enable auto reconciliation	? Yes			
Set/alter auto BRS configuration	? No			
Enable e-Payments	? Yes			
Set/alter e-Payments configuration	? No			
Opening Balance (on 1-Apr-2018) : 10,00,000.00 Dr				

Date	Transactions
02/06/2022	Purchase Goods worth Rs. 5000/- from Ideal Book Shop on 2 days credit invoice no. IBS/002 (Voucher Mode)
03/06/2022	Paid Rs. 5000/- to Ideal Book Shop against invoice no. IBS/002 via e-Fund Transfer

Export E-Payment Instruction to Bank

U need to have your tally.net id registered with your bank to send the payment instruction directly to your bank for authorisation. For other banks u can export (csv format) the payment instruction in the required format and upload the same to your bank portal

Note: u must have tally license version for this activity

E-Payment Reports

Banking →e-Payments →Ready for sending to Bank

Bank Reconciliation

There are two types one is manual and other is auto reconcile

Manual Bank Reconciliation

1st Method

Banking →Bank Reconciliation →Select Bank →Change Period

2nd Method

Display →Account Books →Cash/Bank Book →Select Bank →Select Month →Press F5 Reconcile

3rd Method

Display →Account Books →Ledger →Kotak Mahindra Bank →From 01/04/2018 to
31/03/2019→Press F5 Reconcile

Auto Bank Reconciliation

Banking →Bank Reconciliation →Select Bank →Change Period →Press Alt+B Bank Statement

Note: u must have tally license version for this activity