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IND notes

Levels in tally care: -

Level 1 [L1] / Premium: Tele call desks

Premium Plus:

Premium Plus (Telcall) + Dial a Expert Call

Premium Plus (E-mails + High priority tickets of Premium Telcall)

Premium Plus (WhatsApp and WebChat)

Optima desk:

Optima India Telcall

Optima India Email (E-mails +SMS+ Direct)

Optima International (Customers+Partners - both Telcalls+Emails) Privileged (Overflowing calls from Preferred+Optima, Non BD Tally)

Preferred Telcall (APS)

L2 Escalations

L2 Online Escalations

Offline

L2 Offline - Functional Customer

L2 Offline - Functional Partner

L2 Offline - Data & Technical Customer

L2 Offline - Data & Technical Partner

L2 Offline-TPAWS & TPS Partners

L2 Offline - Portal & Backend (P&B and WhatsApp) 12 Offline - Social Media & L3 Validations

CSAT (Support)

L3/RND:

Bugs and enhancements issues [Noted issues]

Bug: Option given in product but not working fine.

Enhancement: Planning to new feature in the product.

Quality desk: It is a desk which evaluates the quality

Tally website : www.Tallysolutions.com
 Support mail: support@tallysolutions.com
 Help website : help.tallysolutions.com
 Call : 1800 309 8859
 Whats app : 9019910043

Products of tally: -

1] TallyPrime:

TallyPrime is our New Version of Tally – Tally Simplified. It has host of features which will improve overall experience of Tally usage and bring lot of convenience. TallyPrime brings you all with bundle of benefits such as;

□ E-invoice , Online E-way bill , E-payments , DSC , Whatsapp , excel Import ,MSME features ,Connected GST , etc,

The older version before **TallyPrime** was **Tally ERP.9**

Tally erp 9 is a complete business solution which include Accounting, Inventory, BOM based Manufacturing inventory, multi-location / multi-godowns, multi- currency, Budgets and Controls, POS, Group Company Consolidations, Statutory Taxes (GST, Excise, VAT, CST, TDS, TCS, FBT, Service tax etc), Payroll and other major and minor capabilities.

2] Tally shopper 9:

Shoper 9 is the best choice for retail / point-of-sale (POS) business management3]

3] TallyPrime Server:

Tally Prime Server offers powerful data server capabilities over the Gold license. This server-based Data Architecture unleashes greater concurrency, secured data access, and advanced monitoring capabilities.

The older version before Tally Prime Server was Tally.Server 9.

4] Tally Prime Developer:

Tally Prime Developer is a comprehensive development environment designed specifically for the TDL (Tally Definition Language).

Earlier versions of Tally:

Tally ERP 9 6.6.3 (last version of Tally erp 9)

Tally 9 ,Tally 8.1 ,Tally 7.2 , Tally 6.3 , Tally 5.4 ,Tally 5.0 , Tally 4.5

What are versions and releases: -

Versions: Major changes and enhancements in product will happen via new version.

Releases: Minor changes and enhancements in product will happen via new releases in the same version.

For Example Tally prime 1.2.3 , here 1 and 2 are version and 3 is release.

If we want to upgrade version it requires valid TSS , if the upgradation is of release then we can upgrade without TSS.

Types of license:-

Indian / SAARC

International

USA/CANADA

Editions or packages of Tally Prime:

1.Silver/Single User

This license can be used only in one system at a time.

Silver rental : $750 + 135 (18\% \text{gst}) = 885 \text{ PM}$

Silver perpetual (permanent) : $22,500 + 4050 (18\% \text{gst}) = 26550$

2.Gold/Multi User

This license can use in 'N' number of system at a time under LAN network.

Gold rental: $2250 + 405 (18\% \text{gst}) = 2655$

Gold perpetual (permanent) : $67500 + 12150 = 79650$

Server: Server is the main system in which Tally license will be activated and license will be saved in license file.

Clients: Clients are those systems which will access license from server and run under single LAN network.

CA discount in Gold license / Auditor pack :

For the Ca's passed before 2015 50% , in and after 2015 80% (but should not disclose in call)
It is the pack for auditors, who have FRN or MRN number.

FRN= Firm registration number.

MRN = Membership registration number.

How to get CA discount?

From Tallysolutions.com > resources > CA community > Special offer > provide the details and submit

Mail will be sent to the given mail id with the discount and purchase link , customer can click on the given link and purchase the license.

=====

TSS [Tally software services]:- [1 Year] (new perpetual license gets 1 year free TSS , for rental license TSS is included)

Silver TSS: $4500 + 810 (18\% \text{gst}) = 5310$

Gold TSS: $13500 + 2430 (18\% \text{gst}) = 15930$

Benefits:-

Always can upgrade to latest releases.

Remote access.

Browser access.

E-payments. And QR code , payment links.

Data Synchronization using tally.net server.

Online E-way bill generation using TallyPrime.

Online E-invoice generation using TallyPrime.

Whats app from Tally prime 4.0

Connected GST

Validate party GSTIN

Deployment:-

Recommended System Configurations to install TallyPrime: -

Tally help: Recommended System Configurations for TallyPrime

Downloading and installing TallyPrime: -

Tally help: Upgrade to TallyPrime and TallyPrime Edit Log to Start Using It: Download, Install, and Activate.

How to check system name and system configuration?

☞ Right click on the This PC or on My Computer > select properties > complete system information will be displayed with system name there.

System requirements to Install TallyPrime

Particulars	Recommended Configuration
Processor	1.8 GHz 64-bit (x64) architecture processor; Core2 Duo, Dual Core, Core i3, Core i5, Core i7 equivalent, or above
RAM	4 GB or more
Hard Disk	150 MB free space to install the application (This excludes the space required to store company data.)
Monitor Resolution	1366 × 768
Operating System	64-bit editions of Microsoft Windows 7, Windows Server 2008 R2, or above, including Windows 11
Other MS Office software	64-bit editions of MS Office software such as Excel, Word, and so on

Licensing Activities: -

Activate license: - To get license for the first time we have to perform activate license activity. Or when license is being rejected under multi-site environment.

It requires, Serial number and activation key (it will be available in the invoice, which will be sent in mail)

Tally SL: 712345678 , 712121212 , 796969686

Single site :- 1 serial number under one unique account id / mail id

Multi site:- multiple serial numbers under same mail id / account id

How to Activate license under single site :-

Open Tally application > activate license > provide serial number, activation key , mail id and confirm mail id> enter > provide the unlock key

(Unlock key will be sent to the given mail Id.)

If not received the unlock key

1.from the unlock key screen > press > alt+r > get unlock key or

2.from Tallysolutions.com > Support > scroll down > Get Unlock key for Activation > provide sl and fill captcha > submit.

Activate license under multi site:-

Refer help article : License Activation | Reactivation | Surrender | Update Activate Multi->>Site License

open tally in admin> activate license > alt+s > provide

SL and activation key , account id(main mail id) , provide site id (unique branch name) > provide site admin mail id > ctrl+a > select create new site > provide the unlock key which have been received in the mail id

Surrender license: - To remove license from current system where license is active we perform this activity.

It requires: Tally.net id (registered mail id and password)

Scenarios : -

To shift the license server to different system, folder or drive

To upgrade Operating system/windows

To carry out any maintenance activity in the server

Release upgrade in different folder

How to surrender license?(need to open tally in admin mode)

A. From Tally Prime application :-

F1 > settings > license > manage license > ctrl+F7 (provide Tally.net id and password)

B. From Tally erp 9 :-

From GOT > f12 > licensing > surrender (provide Tally.net id and password)

C. From control center:

Tallysolutions.com > login from admin mail id > control center > account management > license management > click on (...) > edit > click on (...) surrender > provide remarks > submit.

Reactivate license: - To get back the surrendered license in any system the reactivate license activity will be performed.

It requires: Tally.net id (registered mail id and password)

Scenarios to reactivate :-

Shifting license server

Tally reinstalled due to system format or crash

Operating system is updated. Eg: Windows 8 to windows 11

Use license from network: - To get license in clients from server system under single LAN network this activity will be performed.

Mainly used by Gold users

Used to connect LAN client.node system with Server to access the license

Client & Server should be in same LAN & IP range

Configure license manually or connect to active license

Update license: (Refresh license)

It requires: Tally.net id (registered mail id and password)

*TSS renewed, rental license renewed

*change of admin id

* any changes in license information

* purchase or renewal of Add on.

How to update license :-

F1 > setting > license > manage license > F5(provide tally.net id and password)

SU / Silver License: -

SU License in System 'A'. Brought new system 'B', now want to move license from A to B
Surrender license in system 'A' and Re-activate license in system 'B'.

MU / Gold License: -

MU License in System 'A' [server]

Total 10 systems, 1 is server ['A'] and 9 ['B' to 'J'] are clients. System 'A' = Activate license.

In Systems 'B' to 'J' client, need to configure the license by using option 'Use License from Network'.

Licensing cycle:

- >> Activate (To get license for the first time)
- >> Surrender (To remove the existing license)
- >> Re-activate (To get back the removed license in the same or different systems)
- >> update license (refresh)
- >> In all the client always perform use license from network.

Note: Tally.net password will be sent from the Tally Solutions to the registered admin ID/Tally.net ID once the license is activated successfully. While using the same for the first time, it will prompt to change/reset the password, need to set required password as tally.net password, that new one will be the permanent password [Tally.net password].

Upgrade Tally Application release / version: -

The process of moving from lower release or version to upper/latest release or version is called as upgrade.

How to upgrade from older release to upper/latest release?

☐ From Tally Prime application > F1 > Upgrade > the latest release will be displayed below the release > Place cursor on it > enter > Click on Upgrade Now.

(if not getting the latest release then from upgrade > f12 > show all release to yes)

Upgrade Tally License: -

Converting Tally prime silver to Tally prime gold, or Indian license into international license is also called as upgrade of license.

It can be done in website, i.e. from buy now > renew > upgrades > choose required upgrade pack and proceed to upgrade.

Note: Tally exe/ application / icon, all are same.

Accounting: -

Accounting is identifying, measuring, recording, classifying and summarizing Business transactions, analyzing and interpreting the results there of, and communicating the results of the interpretations to the end users for decision making.

Accounting terms: -

- Assets
- Liabilities
- Drawings
- Capital
- Bad debts
- Purchases
- Purchase returns
- Sales
- Sales returns
- Debtors
- Creditors
- Stock
- Revenue
- Transactions

As profit making is a goal.

Debit: Is amount owned by an account or due from an account or charged to an account for the benefit received by that account from our business.

Credit: Is the amount owed to an account for the benefit given by that account to Our business in the belief that its value will be returned at a later date.

Double entry system of accounting:

Every business transactions has two-fold effect, where in two accounts are affected in opposite directions. Thus, if a complete record were to be made of each such transaction, it is necessary to debit one, credit another account. Recording of this two fold effect of every transaction is called the Double Entry System of Accounting.

Types of accounts:-

There are 3 types of accounts maintained for transactions by applying golden rules.

1. Personal account
2. Real account
3. Nominal account

Golden rules of accounting:-

Personal account:

Debit the receiver

Credit the giver

Real account:

Debit what comes in

Credit what go's out

Nominal account:

Debit all expenses and losses.

Credit all incomes and gains.

Journal vouchers: -

1. MR. Abdul and Mr. Abbas started their business with 50000 at cash and 50000 in bank respectively
2. Purchased goods worth of RS 50000 for cash
3. Sold goods worth of RS 75000 to Star super market.
4. Paid office rent of 20000
5. received commission of 5000 from Mr. Ram by cash
6. Sold goods worth of 1000 to MR. Rajesh and allowed discount of Rs.100

Manual book keeping :- Maintaining to books of accounts manually in books

Computerized accounting: - Maintaining all the accounts in computer software

How to create a company??

In desktop create a folder> ex: Abdul 21 (with your name) > open folder and create a new folder "tally prime 5.1" > open that folder and press alt+d > ctrl+c

Open Tally application>>create company> back space >ctrl+v> enter > enter>provide mailing name and other important details for your company>> give financial year and books beginning date>>press ctrl a.

alternatively, Press alt + f3>>create company. OR press alt + k>>create

Mailing name: The name which we want to print on the invoices and MIS [Management information system] reports.

Financial year begins from: Financial year beginning date of the country.

Book beginning from: Starting date of the transactions in the Co.

Check f12 configurations

Company F11 Features:

F11 features are the options where major company features and different modules can be enabled.

F12 configurations:

F12 configurations are the options where minor company features or screen level configuration [settings] can be made.

How to alter the company?

alt + k>>alter>>select the co.>>alter details>>ctrl+ a.

How to delete the company?

alt+k>>alter>>select co.>>alt+d>>yes>

How to select co.??

first load more than one company>>then press
alt+k>>select>>select the company.
alternatively, Press alt + f3

How to change the company?

press alt+k>>change>>select the co.
alternatively press f3.

How to shut company?

press alt k>>shut>>select co.
alternatively, press ctrl+f3.

A] Accounting masters

Ledgers:

Ledger is a name of any account, which is used to record any accounting transaction for certain balance/value of amount.

Ex: D-mart a/c, packing charges a/c, Purchase a/c and Sales a/c.

In Tally we have 2 default pre-defined ledger account those are cash a/c and profit and loss a/c.

How to create ledgers

From Gateway of tally > create> ledger > give name , select group and provide details > ctrl+a

How to alter ledgers

From Gateway of tally > alter> ledger > make required changes > ctrl+a

Name	Under	Opening balance
Aslam DR	Sundry Debtors	
Bilal DR	Sundry Debtors	5000
Askhok CR	Sundry Creditors	
Chandran CR	Sundry Creditors	85000
Sales ledger	Sales account	
Purchase ledger	Purchase Account	
SBI bank	Bank account	
commission received	Indirect income	
Rent paid	Indirect expenses	

Groups:

The bunch of similar kind or similar nature of ledger accounts are called as groups.

Ex: Sundry debtors, Indirect expenses, Indirect incomes and Current assets,etc.

In Tally we have 28 pre-defined groups.

Out of 28 pre-defined groups 15 will come under primary groups 13 will be sub-groups

Out of 15 primary groups,

9 will appear in B/s that are in capital in nature.

6 will appear in P and L a/c that are in revenue in nature.

3] Voucher type:

It is the type of a transaction or a entry.

Contra : F4

Payment: F5

Receipt: F6

Purchase : F9

Debit note: alt+f5

Sales : F8

Credit note: alt+f6

In TallyPrime we have 24 pre-defined voucher types.

B] Inventory masters :-

Units: units are the measurement used to specify the items , like KG, ltr, units etc

From GOT > create > unit > provide name and formal name > ctrl+a

Symbol	Formal name
U	Units
Nos	Numbers
Pcs	Pieces
Kgs	Kilograms
Ltr	Litters

Stock items:

The identity of any good or individual inventory or Item are called as stock items.

Ex: LG LED TV 30 to 22 inch, HP 64 bit advance laptop and Tata Indica car.

From GOT > create > stock item > provide name > select required unit and details > ctrl+a

Item Name	Unit	QTY	Rate	Amount
Laptop	Nos	10	30000	300000
TV	Nos	10	10000	100000
Milk	LTR	10	50	500
Chair	Nos	10	200	2000
Mobiles	Pcs	10	10000	100000

Stock groups:

Stock groups are those which will help to track [To have group wise reports] same brands of stock items or goods, by selecting relevant group in stock item creation/alteration.

Ex: LG, Samsung and Videocon, etc.

Stock categories:

It is used for parallel allocation to the stock item by maintaining type/nature of stock item.

Ex: TV's, Computers and laptops, etc.

Note: Stock group and category can be used vice versa also, based on the requirements and needs.

Q. in stock summary in group view I am getting only values I am not getting the qty and rate.

Sol:

Godowns:

The locations or warehouses which are used to store the goods.

Note: To get godowns term instead of location term, need to navigate to > F1 > Settings > Country > Use accounting terminology as = India/ SCAARC.

Chart of accounts:

Chart of accounts is a feature where we can display, create, alter and multiple accounting and inventory masters of a company in single screen with ease.

Article in TallyPrime: Chart of Accounts in TallyPrime.

Transactions: -

Purchase and Sales, Debit note [Purchase returns] and Credit note [Sales returns] transaction/vouchers.

In Tally above transactions can be recorded in 3 modes (ctrl+h to change the mode)

Item invoice mode.

Accounting invoice mode.

As voucher / Double entry mode.

Item invoice mode: This mode is useful to select the inventory and to specify quantity and rate while recording transactions.

Or

This mode is helpful to record transactions by selecting stock items.

Structure to note down

Voucher type :	Date:
Party a/c name :	
Sales/purchase ledger :	
Name of item	Qty rate amount

Accounting invoice mode: This mode is useful to record the transactions of services by selecting ledgers.

Structure:

Voucher type :	Date:
Party a/c name :	
Particulars	rate amount

Voucher / Double entry mode: This mode is useful to record both inventory and services transactions in debit and credit mode.

Structure:

Particulars	Debit	Credit
-------------	-------	--------

Note: In purchase or sales in item invoice mode after current balance, if we not getting “purchase or sales ledger option” need to go to f12 >> enable the option “use common ledger for item allocation”.

Payment, receipt and contra transactions/vouchers

There are 2 modes in above transactions:

1] Single entry mode. 2] Double entry mode.

To get single entry mode in payment, receipt and contra voucher >> from voucher screen >>(ctrl+h) Change mode >> Select single entry mode.

Structure of single entry mode

Voucher type :	date:
Account name:	
Particular's	amount

Structure of Double entry mode

Voucher type :	Date :
Particulars :	Debit Credit

How to record basic transaction in Tally?

1. started business with cash

got>>voucher>>open the journal (f7)/receipt(f6)voucher>>give the date>>dr. the cash a/c>>cr. the capital a/c

2.how to record purchase transaction??

got>>voucher>>open the purchase voucher type (F9)>>give the date>>select the supplier invoice no. and date>>select party creditors>>select purchase ledger>>select the stock item>>give qty, rate and amount>>cntrl a to save the transaction.

3.How to record payment transaction?

Got>>voucher>>f5 payment>>give date>>select cash in account>>select the party to whom we are making payment>>cntrl a

4.how to record basic sales transaction?

Got>>voucher>>f8 sales voucher type>>give date>>select the party debtors>>select the ledger sales>>select the stock item>>give qty,rate and amount>>cntrl a to save the transaction.

5.how to record receipt transaction?

Got>>voucher>>f6>>receipt>>give date>>select cash>>select the debtor party >> give the amount>>cntrl a

6.how to record basic contra entry

a.for cash withdrawn from bank

Got>>voucher>>f4 contra>>select cash>>then select bank>>give the withdrawal amount>>cntrl+a.

b.for cash deposit in the bank

Got>>voucher>>f4 contra>>select bank>>then select the cash>>give the amount>>cntrl+a to save the transaction.

How to check all entered transaction

GOT > day book (f2 to change date , alt+f2 to change period)

Article in TallyPrime:

Accounting Entry in TallyPrime.

Article in Tally ERP 9: Accounting Vouchers - Voucher Entry Configuration

Final accounts: -Final accounts are financial statements that show a business's financial performance and position at the end of an accounting period.

Trial balance: It is the statement of all ledger accounts for a specific period.

Balance sheet:

It is a statement of company assets and liabilities as on specific date.

Trading , Profit and loss a/c: It is a combination of trading account and P and L account, trading account displays

The gross profit or gross loss, P and L account displays net profit or loss of the co for specified period.

Note: Once we pass transaction using stock item, we can't edit units of that item
Courser will skip that option in item alteration screen.

Note: While making purchase of any goods or services, the rate we specify in the rate column is called as COST, and while making sales of any goods or services the rate what we specify is called as SELLING PRICE [cost + profit margin].

Note: The closing stock value is always valued by [closing quantity * cost of that 1 quantity].

Q.How to get final accounts in GOT?

A.

(create a new company like Abdul Ltd (your name Ltd)and post all the transaction)

How to provide suffix and pre-fix

Which means now we have voucher numbers 1,2,.....

We can use is like ABC/1/23-24 where "ABC/" is prefix and "/23-24" are suffix

Note: voucher number should contain special characters only "/" or "-" other than this no other special character should be used. Voucher number should not start with 0 or any special character, and there should be no any space also.

From GOT > alter > voucher types > sales > (f12 : define multiple numbering series to no ctrl+a) > set/alter additional numbering details to yes.

Provide the suffix and prefix with applicable date.

Maintaining income and expenses accounts instead of P and L account report: -

Income and expenses account will be maintained by the non-profit organizations [NPO]. It will show the income and expenses of the co.

Q.How to get income and expenses instead of profit and loss account

A.

Invoicing or Invoice printing: -

Note: The shortcut key for the print menu is Alt + P, the shortcut key to print current invoice or current report or current window is Ctrl + P.

Accounts only company:-

The companies which are not dealing with inventory, those are dealing only with accounts [Only with services] those companies are called as accounts only companies.

To maintain accounts only company, go to F11 features and disable option "Maintain inventory".

How to give manual opening and closing stock?

1.F11 > integrate accounts with inventory to "No" (if inventory is enabled)

2. from GOT >create > ledger > name: stock in hand > under stock in hand , provide opening balance > ctrl+a

3. from GOT > alter > ledger > stock in hand > provide closing date and closing value.

Now check the P&L with the given period

Zero valued transactions:-

These are the transactions which will have no value.

Ex: Giving sample, giving donation, giving free quantity etc.

In Tally Prime to record zero valued transactions, need to enable “allow zero valued transactions” in voucher type alteration.

For example, > from Got > alter > voucher type > sales > “allow zero valued transactions” to yes.

Multiple Mailing Address: -

When our company or our customers/Suppliers have multiple addresses we can use this option in Tally for printing and mailing purposes.

To print our company multiple addresses: -

Assume we have two branches, one is HSR layout branch [primary address] and other one is Koramangla branch.

The HSR layout branch address is provided in company creation or alteration, to print Koramangla address on the invoice .

Go to F11 features > under others set “Enable multiple addresses” Yes > Enter > Address type screen will be displayed > At serial no 1 primary address will be displayed, reaccept the address > At serial no 2 enter the Koramangla as address type > Enter > in mailing details screen fill the Koramangla address details > Save.

To provide multi address to party

From GOT > create/ alter > ledger > set/alter multi mailing details to yes , and provide the address type > enter> and complete address , ctrl+a

Article in Prime: - Set Up Tally Prime | Load Company, Data Path, Auto Login, Language, Multiple Addresses.

Company logo printing: -

Tally Prime help: Print Invoices and Reports in Tally Prime.

Tally ERP 9 help: Sales Invoice Printing Configuration.

Printing Vouchers and Reports – FAQ.

Format supported : JPEG/JPG , BMP

From GWT/Any other screen >> alt + p >> Configuration >> enter on “Include company logo” >> company details screen will be displayed >> Enable the “Include company logo” >> Image path = paste the logo folder path >> Image file name = select the logo file name >> accept.

Note: To paste the logo path in Tally ERP 9 need to copy the path along with file name Go to logo folder > alt + D > click End key > back slash [\] > logo name will be Displayed below > place cursor on the logo name > click ctrl + A to highlight the path > click ctrl + c to copy complete path with file name.

Options in voucher type alteration

Use effective date for vouchers

Enable zero value

Make optional by default

Print after save

Use for POS (in sales)

Voucher class

Voucher number series (from release 3.0 on wards)

Voucher number series where you can provide multiple numbering series for a single voucher

From GOT > alter > voucher type > sales > f12 > define multiple voucher numbering series to vouchers to yes. > ctrl+a

define multiple voucher numbering series to vouchers to yes > create series > provide series name > voucher numbering method > and required details and ctrl+a

TYPES OF VOUCHER NUMBERINGS

1. Automatic (defined series will continue automatically)
2. Automatic manual override (defined series will continue automatically, still if you want to change ,you can change it manually in the voucher)
3. Manual (you can give the required voucher number in the entry)
4. Multi user auto (its used in the multi user environment)
5. none (no voucher number)

types of voucher numbering behavior(for automatic and multi user auto)

Renumbering - for example you have passed entries till 1-5 ,if you delete voucher number 3 , then the existing voucher number 4 will become 3 and 5 will become 4

Retain numbering-(it was implicated from release 3.0 onwards) for example you have passed entries till 1-5 ,if you delete voucher number 3 , still the 4 remains 4 and 5 remains 5 , voucher number 3 will be moved to (unused voucher number)

How to use unused voucher number.or the deleted voucher number

from voucher (ex.sales) ctrl+i > enter on voucher number > show unused > enter on the required voucher number.

Automatic (Manual Override) :

Given series will continue, if you want you can give required voucher number/series in middle.

note > if you posted 1,2,3,4,5 , while passing 6 you mentioned it as 100 later you deleted the 100 , then from now onwards it will not continue from 6 ,it will continue 100... onwards

If its 2.1 below, need to create new "voucher Type" or open voucher alteration > set/ alter additional configuration > need to give new applicable date and give number from where it should continue

if its 3.0 onwards > open voucher alteration > set/ alter additional configuration to yes > f12 > alter last entered voucher number to yes > in "last entered" field give the number in which last entry was passed

ex:5 , so from now onwards will continue from 6.

Types of UOM [Units of measures]

There are 2 types

Simple unit

Compound unit

Simple unit: It is the measurement of only one unit.

EX: Numbers, Box.

Compound unit: It is the combination of 2 simple units. Ex: Dozen of 12 Numbers, KG of 1000 Grams. And same can be selected in the stock items

How to create compound unit?

GOT > create > unit > back space > compound enter > select the base unit and conversion units
EX: Bag of 25 kgs

Note: When we use compound unit for items, if we want to make transaction with second unit, without using first unit. Then we have to enter quantity and symbol of that second unit in quantity column.

Alternate unit's option:

This is the option used when 1 stock will be measured in different units of measures. When the measurement won't be constant.

How to give alternative units

From stock item creation screen > f12 > use alternative unit to yes

Then select the base unit and alternative unit

Ex: Unit: Box , alternative unit : pcs

Where : 25 pcs = 1 box

Optional voucher:-

Any transaction can be marked as optional by pressing **ctrl+L**

Once transaction is marked as optional it will not affect the books of accounts

If we make Sales transaction as Optional its **Proforma invoice**.

short cuts:-

select company > alt+f3

shut company > ctrl+f3

change company > f3

date > f2

period > alt+f2

create on fly > alt+c (to create a required master)

alter on fly > ctrl+enter (to alter the master from transactions or reports)

GOTO > alt+g

switch to > ctrl+g

add voucher > alt+a

insert voucher > alt+i

cancel voucher > alt+x

delete voucher > alt+d

duplicate voucher > alt+2 (from daybook or report keep the cursor on transaction and press alt+2 a copy of that voucher will get opened)

delete master > alt+d (if its not in use)

detailed mode > alt+f5

detailed for particular head > shift+enter

change view > ctrl+h

basis of values > ctrl+b

select > space bar

select all > ctrl+space bar

Additional ledgers:-

Like packing charges, discount etc

In item invoice after selecting stock items press enter 2 time now we can select additional ledgers

Voucher class:- (where we can select the ledgers and automate the work)

From got > alter > voucher type > sales > under name of class > provide name as sales > enter > select the sales ledger and the additional ledgers and save it .

Bill wise

Bill-Wise Details:- Bill-wise details is a feature in Tally that helps businesses track their outstanding payments and receipts by linking them to specific invoices or bills.

Bill-wise details can be used for:

- Tracking bills for expenses
- Tracking installments to be paid
- Tracking loan amounts to be received
- Generating payables or receivables reports
- Maintaining balances used
- Tracking total bill value
- Tracking how much was paid
- Tracking how much was received
- Tracking how much is still pending to be paid

Types of Bill wise reference:

Advance reference: for any advance receipt and payment entries this reference is used.

New reference: for all new entries [i. e entries which are not dependent on other entries] this reference is used.

Against reference: for the dependent entries [i. e against any other entries you are recording current entry] then you have to use this reference.

On Account: when you are not sure whether it is new/advance/against reference then to place the entry on hold we use On-account. (if the reference is selected as On account, then it will not be reflecting in receivables or payables it will reflect only in the ledger outstanding.

Enabling bill wise details

Step 1: In F11 company features >> Enable “Maintain bill wise entry”

Step 2: In party ledger >> enable “maintain balances bill by bill” to yes

Step 3: In purchase or sales or debit or credit note transactions >> f 12 configurations >> Disable “Use defaults bill-wise details for bill allocation”

(now while saving he transaction after the total amount column we will get the bill wise screen)

Enabling bill wise details to get bill wise details screen in receipts, payments and

journals:

Scenario 1: If bill wise details screen needed before giving amount manually.

Step 1: In party ledger >> enable “maintain balances bill by bill”

Step 2: In f12 >> Enable the option pre-allocate bills for payments/ receipts/ journals vouchers.

Scenario 2: If bill wise details screen needed after giving amount manually.

Step 1: In party ledger >> enable “maintain balances bill by bill”

Step 2: In f12 >> Disable the option pre-allocate bills for payments/ receipts/ journals vouchers.

Step 3: Disable the option >> Use defaults for bill allocation. [In journal]

Q.in sales while saving transaction I am not getting bill wise details.

1. check in f12 > use default bill wise details for bill allocation to no

2.check in party

3. check in f11.

(if in ledgers “inventory values are affected is set to yes, then cursor will skip the bill wise details option, vise versa)

Report: -

Display> statement of account > outstanding > receivables/payables/ledger/group.

Display > accounts book > ledger > select party > F5

Ageing analysis: -

Where we can see in how many bills are pending in the given period.

Display> statement of account > outstanding > receivables/payables/ledger/group > F6 > give ageing > ctrl+a

How to settle multiple bills of a party in one shot?

Display> statement of account > outstanding > ledger > select party > select bills > alt+b > select account and ctrl+a > entry will get opened then ctrl+a

While passing payment /receipt selected party and selected against reference , but not getting the list of pending bills

➤ F12 > show list of bill to yes.

Credit day :-

Days allowed to the party to make the payment. can be provided in party ledger creation/alteration.

For multiple parties in one shot

GOT > chart of accounts > ledger > alt+h > credit limit.

Check for credit day during voucher entry: -

If the party has crossed the due date and has not made the payment, while passing sales transaction we will get error as bill is due.

Credit limit:

Credit limit is the maximum amount of credit extended to a buyer.

It can be provided in party ledger

For multiple parties in one shot

GOT > chart of accounts > ledger > alt+h > credit limit.

Payment performance: -

Which how many days in average the party is paying us the amount.

From GOT > Ratio analysis > Rec turn over in days.

Party Previous balance:- (4.0 onwards)

From sales > ctrl+p > configure > Show Previous and Current Balances of Ledger to yes.

Bill wise sorting: - (5.0 onwards)

F1 > setting > display > Sorting Method for Pending Bills in Vouchers > select required format

Q.i have received advance of 5k and I have made sales of 15K how to adjust (which are the transactions recorded and which are the reference selected)

Q.I have made sales of 20k and I have received the amount of 30k from party(which are the transactions recorded and which are the reference selected)

Q.my party has 3 pending bills of Rs.15k, 30k and 10k , he paid me 40k and didn't told this has to be adjusted for which bill , what I can do in receipt.

How to print confirmation of accounts:?

GOT > display > accounts book > ledger > select party > ctrl+p > configure > report type > confirmation of accounts > ctrl+a > preview/print

How to print remainder letter for single party?

GOT > display > statement of accounts > outstanding > ledger > ctrl+p > configure > report type > remainder letter > ctrl+a > preview print

How to print remainder letter for all parties: -

GOT > display > statement of accounts > outstanding > receivables > ctrl+p > configure > report type > remainder letter > ctrl+a > preview print

Q>In sales not getting the bill wise details screen

From sales f12 > use default bill wise details to no

Ctrl+enter on party > maintain balance bill by bill to yes

F11 > maintain balance bill by bill to yes

Q. in payment or receipt I am getting the bill wise details screen after selecting the party itself I want it after providing amount

A. f12 > pre allocate bill to "No"

Q.my party has pending bills still while passing payment/receipt I am not getting the list of bills to select

A.F12 > show list of bills for selection to yes

Multi-currency :-

dealing with currencies other than base currency (ex:\$,€ etc;)

1. create currency (\$) > FROM GOT > create > currency > create new > symbol \$ (shift+4)> Formal name (press alt+H ,type usd , select usd) > ctrl+A.

Alt + 156 –Pound Sterling - £

Alt + 0165 – Japanese Yen - ¥

Alt + 0128 – Euro - €

shift+4 = \$

2.create ledger as "forex gain/loss" under indirect income/expenses (you create under expenses)

3.alter> voucher class in JV.(from GOT > alter > voucher types > journal>"under class" enter name as forex gain loss> enter > enable - use class for forex gain loss > select forex / gain loss ledger > ctrl+a > ctrl+a

or

in tally prime ,you can open a JV > ctrl+h > Use for Forex Gain/Loss Adjustments , then post entry

4> create foreign party under Sundry debtors

5> post sales in USD

6> pass receipt in USD (check balance sheet)

7> check B/S you will get forex gain loss.

8> record JV in forex gain loss

How to record JV for forex gain loss?

GOT > voucher > f7(journal) > ctrl+h > use for forex gain loss> select "forex gain loss ledger in account " > select party in particulars.

Purchase for multi-currency

create "Adnan from turkey"

7-5-24 purchase 5 Vivo V25 for 250\$ each at 82/\$

8-5-24 make payment of entire amount at 83/\$

check B/s (is it gain or loss)

post JV

FAQ

types of gain loss

unrealised forex gain/loss: when you have posted sales and still you have not posted the receipt , but due to rate changes, tally will show you the difference amount as gain/ loss

realies forex gain/ loss:

after posting the sales and then you have posted the receipt , the differed amount will show as gain loss

Q.why I am getting forex gain loss in balance sheet

agent: are you using multiple currencies

customer: no

agent: enter on balance sheet > enter on the "un adjusted forex gain loss" > enter > enter > you will get the party name > ctrl+enter (on party name) > ctrl+i > enter on currency > select the base currency. (if here you are getting "RS." then slect "₹" > ctrl+a > ctrl+a , now check the report.

if customer says "Yes he use foreign currency"

agent: explain the forex concept in tally.

If you are using multi currency for ex:\$, you have passes sales or any voucher in dollars (ex:1\$=80) and now the current value have my be changed (ex:1\$=82) , so the difference of 2rs will reflect as forex gain/loss in balance sheet. You need to record JV to adjust the amount post passing the receipt.

=====

Q.why i am not getting bill wise details for foreign party

> check the currency in ledger >(if its other than base currency) need to inform > sir/mam as if now bill wise details is available only for base currency ledger , for foreign currency we have taken under requirement. So, if you want to enable bill wise for this party , need to select ledger currency as base currency.

Q.I have passed sales in dollars and i have recorded the receipt ,but in forex gain/loss getting the complete amount of receipt?

> check if the receipt is been passed in INR.When the sales is recorded in dollars receipt also should be passed in dollars only. If you pass sales in dollars and receipt in INR ,then complete amount of receipt will reflect as forex gain/loss.

How to provide standard rate of currency

- 1.From GOT > alter > currency > provide the data and rate in standard rate column
- 2.from GOT > alter > rate of exchange > select currency > provide date and rate.

Cost centers

Cost centers and cost categories: -

The cost centres in tally refers to an organizational unit to which costs or expenses can be allocated during transactions, while the cost categories are used to accumulate costs or profits for the parallel sets of cost centers.

Cost categories :- department

Cost centers :- executives (based on scenario)

Step 1: Enable cost centres in F11 features of a company.

Step 2: Create required cost categories. (HSR branch , Koramangala branch)

Step 3: Create cost centers under relevant cost categories.

Step 4: Enable cost centres option in the required ledgers [i.e. expenses and income ledgers or party ledger]

Step 5: Use cost categories and cost centres in vouchers.

Note: To use cost centres in sales voucher in Item invoice mode, need to disable the option use common ledger account for item allocation in F12 configurations of the voucher.

Note: To allocate ledger values to cost centres, the option “cost centres are applicable” should be enabled in the ledger alteration.

Step 6: Check the reports ‘from GWT >> Display more reports >> Statements of accounts >> Cost centres.

Note: Cost centre allocation screen will not get in item invoice mode of purchase voucher, it is noted issue as alternative need to record purchase transaction in as voucher mode

Cost Centre Classes : The purpose of Cost Centre Classes is to facilitate predetermined allocation of cost centres to Ledger accounts (like expenses and incomes) during voucher entry. The Automation of cost centre allocation involves creation of classes and predefining percentages for cost centres.

Cost centre classes affect all voucher types. In voucher entry, depending upon the cost centre class, the allocation will be carried out in the background without the allocation screen being displayed at all.

got>>create>>show more>>cost center class>>give name of the class travel charges>>cntrl record payment transaction>>select cash in account>>then select the cost center class if cost center class is not coming press f12 enable the option select cost center/class >>then select travel charges>>select the ledger and give the amount 10000>>save the payment transaction>>now check the cost center report cost is automatically allocated.

Tally Prime help:

Cost Centre or Profit Centre Allocation

Cost Centres in TallyPrime – FAQ

Tally ERP.9 help:

Using Cost Categories and Cost Centres Cost Categories

Cost Centres & Cost Categories – FAQ

Note: If we not required cost allocation screen [to allocate cost centres] in any voucher, go to respective ledger alteration and disable “Cost centres and applicable”. If we not getting that option go to F12 configuration >> enable “Apply cost centres for ledgers”.

Note: To pre-allocate cost centres or to pre-select cost centres in any voucher we can use cost center class [To get it, go to F12 > “Select cost centre/class set to Yes” and “Show list of cost centres set to Yes”].

Note: Enabling the option “**Allocate revenue items**” in cost centres is helpful to select cost centres in Purchase, Sales, Expenses and Income.

Enabling the option “**Allocate non-revenue items**” in cost centres is helpful to select cost centres in Assets and liabilities entries.

Note: To create any cost category need to enable “Allocate revenue items” or “Allocate non-revenue items” any one option, otherwise cost category cannot be saved.

Opening balance for cost centres after splitting:

Tally ERP.9 Help: How to give the opening balance breakup to the cost centres after splitting my company data or to the newly created companies in Tally. ERP9?

Tally prime help: Cost Centres in TallyPrime – FAQ > opening balance

How to give disable cost Centre ?

Once cost center is been used then we cannot disable the cost Centre , need to disable the cost Centre from ledgers in which its enabled , then we can disable in f11

Interest Calculation

Interest calculation:-

Interest is the legitimate return [Lawful return] on the money invests and chargeable in business on delay payments.

There are 2 types of interests:

1.Simple interest: Simple interest is calculated on the principal, or original, amount of a loan.

2.Compound interest: Compound interest is calculated on the principal amount and the accumulated interest of previous periods, and thus can be regarded as “interest on interest.”

Simple interest

Simple interest will be charged only on the principle amount.

Ex: $10000 * 5/100 * 31/365 = 42 * 12 = 504$

Compound interest

Compound interest will be charged on principle amount and on interest amount of the previous period.

Ex: $10000 * 5/100 * 31/365 = 42$

$10000 + 42 = 10042$

Second month:

On $10042 * 5/100 * 31/365 = 43$

Third month:

$10042 + 43 = 10085$.

Enabling interest calculation in TallyPrime:

Step 1: In F11 >> enable interest calculation

Step 2: In party or loan ledger >> enable ‘Activate interest calculation’ and set interest parameters.

Simple interest calculation process for loan given or credit sales:-

1st Payment/journal entry for loan given or credit sales

2nd Debit note for the reflecting interest amount in books.

3rd Receipt entry for the loan + interest settlement.

Simple interest calculation process for loan received or credit purchase:-

1st Receipt entry for loan receiving or credit purchase

2nd Credit note entry for the reflecting interest amount in books [By creating class in voucher type]

03rd Payment entry for the loan + interest settlement.14

Rounding methods:

If amount is 50.23 RS

Downward rounding = 50

Upward rounding = 51

Normal rounding = 50

Simple interest calculation process for credit purchases:-

1st Credit purchase

2nd Credit note entry for the reflecting interest amount in books 3rd Payment entry for purchase amount + interest settlement.

Simple interest calculation process for credit sales:-

1st Credit sales

2nd Debit note entry for the reflection of interest amount in books. 3rd Receipt entry for sales amount + interest settlement

1111111111

Compound interest calculation process for credit sales: -

1st Credit sales.

2nd Debit note for the reflecting interest amount in books.

3rd Debit note for the reflecting interest amount in books [How many months/years we need to compound the interest, those many credit note transactions need to pass at end of every month/year].

4th Receipt entry for receiving sales amount + interest settlement.

Note: When we make credit sales and credit purchases need to enable interest calculation in party ledgers, when we give loans and take loans need to enable interest calculation loan given and loan taken ledgers.

Note: Debit note is recorded to reflect receivable interest amount in books, Credit note is recorded to reflect payable interest amount in books.

Note: To calculate compound interest, need to record debit note/ credit note at the end of every month/ year to add the interest amount to the principle amount.

TallyPrime help: Interest Calculation in TallyPrime

Tally ERP.9 help: Interest Calculation

MSME(Micro ,Small ,Medium enterprises)

MSME feature in TallyPrime Rel. 4.1

Benefits of being MSME registered: i.e all Micro, Small, and Medium Enterprises registered under MCA)

- ❑ MSME feature – Identify, Track, Pay, and Report Payments to MSME Businesses i.e., The solution of tracking pending bills ensures timely payments for both registered MSMEs and for businesses trading with MSMEs by identifying the MSME status and avoid the hassle of delayed payments.

MSME domain part in brief: All Industries engaged in Production or Manufacture of goods or rendering services are recognized as MSMEs as per below classification under the Micro, Small and Medium Enterprises Act. Development (MSMED) Act under MCA (Mistry of Corporate Affairs).

MSME registration to be done online in the government portal of udyamregistration.gov.in at no cost. Registration is not mandatory, but to avail the benefits better to register. Single entity registration irrespective of multiple branches.

Category	Investments in Plant & Machinery or in Land & Buildings, Furniture & Fittings directly related to Services rendered	Annual Turnover
Micro Enterprise	< 1 Crore	< 5 Crores
Small Enterprise	1 - 10 Crores	5 - 50 Crores
Medium Enterprise	10 - 20 Crores	50 - 250 Crores

Benefits of being MSME registered: i.e all Micro, Small, and Medium Enterprises registered under MCA)

- ✓ Bank Loans (Surety Free): Subsidy on Patent Registration:
- ✓ Overdraft Interest Rate Exemption:
- ✓ Industrial Promotion Subsidy Eligibility:
- ✓ Fewer Electricity Bills:
- ✓ ISO Certification Charges Reimbursement:
- ✓ Protection against Payments (Delayed Payments): To protect MSME registered companies, Supreme Court has mandated that any buyer trading with registered MSMEs must make payment on or before the agreed date of payment or within 45 days from the date goods or services accepted/received by the buyer. **(This complies as per MSME ministry)**
- ✓ If buyer delays the payment for more than 45 days, then buyer must pay 3 times the rate of interest on the amount due as notified by RBI. . **(This is non-compliance as per MSME ministry)**

Few more compliance & Non-compliance as per MSME ministry

- ✓ **All registered MSMEs must print Udyam Registration Number on documents-** It is considered advisable that the Micro and Small Enterprises Should mention/get printed on their letterhead, supply order, sheets, invoices, bills, and other relevant documents.
- ✓ **Compliance applicable for Companies i.e., Public or Private Company, Micro or Small Companies;** trading with registered MSMEs have outstanding dues i.e. Unpaid bill to MSEs it is mandatory to disclose them in Form MSME-1 and file the same with the ROC (Registrar of Companies).

Time Period	Half yearly return date of MSME Form I
October to March	30th April
April to September	31st October

- ✓ **Late Filing Penalty for MSME Form 1** - Includes non-furnishing, furnishing complete/incorrect information, then penalty with a fine up to Rs.25000 (Co.), Rs.25000/- (Min) & Rs.3 lacs (max) with imprisonment of 6 months for directors or both. Therefore, it is mandatory for directors to file the MSME form 1.

Few more compliance & Non-compliance as per MSME ministry

- ✓ **Interest charged on delayed payments** - The penal interest chargeable for delayed payment to an MSME enterprise is three times of the bank rate notified by the Reserve Bank of India.
- ✓ **MSME SAMADHAAN-Delayed Payment Monitoring System-** MSME Samadhaan is a Portal created by Office of DC(MSME), Ministry of Micro, Small and Medium Enterprises (MSME) where Micro and Small Enterprises (MSEs) can file their applications online regarding delayed payments.
- ✓ **Unpaid bills by due date nor paid within financial year ending will be disallowed under section 43b(h)** of income tax act i.e., cannot claim these expenses as deductions as its not cleared so pay Income Tax. However, any due amount to MSMEs if paid by within the F/y end can claim as deduction in the same year.

UDYAM number : UDYAM-KA-04-1234567

MSME in Tally prime:- for company

F11 > ctrl+I (more details) > MSME registration details >

Type of enter prise : micro / small / medium

UDYAM registration number : UDYAM-KA-04-1234567

Activity type : Manufacturing , service , trader

(same will get printed in invoice)

MSME history of company

F11 > ctrl+I (more details) > show more > MSME registration details (history)

For party :

GOT > create/alter > ledger > select party > F12 > provide MSME Registration details to yes > ctrl+a > Set/alter MSME registration details to yes > provide the details (type of enterprise, udyam no, activity type) and ctrl+a

How to check reports of pending bills for MSME suppliers

Alt+g > out standing MSME bills (or)

GOT > Display > statement of accounts > outstanding > payables > ctrl+b > show bills of > Micro & Small Parties > ctrl+a

How to check bills pending in upcoming days

Alt+g > out standing MSME bills > ctrl+b > Type of Bills > Bills Due in Upcoming Days > provide the days > ctrl+a (OR)

GOT > Display > statement of accounts > outstanding > payables > ctrl+b > Type of Bills > Bills Due in Upcoming Days > provide the days > ctrl+a

How to update MSME details of multiple parties?

GOT > Display > MSME reports > update party MSME details > select required group or all items

F8 : all ledger / Incomplete MSME detail

Alt+h > to update details or particular party

Alt+r > to update details to multiple parties.'

MSME form 1

GOT > Display > MSME reports > MSME form 1 statement

Saved View : (Save View of Reports in TallyPrime)

The Save View feature in from TallyPrime Release 2.0 enables you to save the view of a report the way you want for future reference.

To use saved view from reports make required changes in f12 , then press ctrl+L

To change it to default view > ctrl+h > show original view

To delete saved view > from report > ctrl+h > delete saved view > select view and delete

To delete all saved view in one shot > f1 > trouble shooting > delete saved view for all companies > and select yes.

Filter – (3.0 onwards) ctrl+f

Type of filters:-

Basic

Advance

Multi.

To default the type of filter:-

F1 > setting > display > Default Filter mode for Reports > select required filter

Below tally prime 3.0

Alt+f12 > range.

Dashboard:- (Use Dashboard in TallyPrime to Analyse Business Information and Data Trends)

Dashboard in TallyPrime caters to all your important business information on a single interface, which enables better data analysis and insights. It amalgamates data from more than 350 reports in TallyPrime and acts as a monitoring tool that provides you with a bird's-eye view of your business health.

Pre defained dashboards:-

Purchase Dashboard

Sales Dashboard

Default dashboard

F2 : change period of current tile

Ctrl+F2 : change period of all tiles

Alt+v : expand tile

Alt+a : Add tile

Alt+C : Configure tile , alt+d : remove tile

Advance inventory notes.

Discounts:-

Discount as ledger

Discount % in column

Discount amount in column

Cash/trade discount

Discount % in column

F11 > Use discount column in invoice to yes.

Now we will get the discount column in transaction (purchase ,sales , DN,CN)

Discount Amount in column

Can suggested cash trade discount

Or its under requiriedment , need to suggested add on “Various Discount on Product 3.0”

Cash trade discount (we will learn in GST concept)

Actual and billed

With this option we can pass the transaction with offers like buy 1 get 1 , buy 3 get 1 etc;

F11 > use separate Actual and billed quantity columns in invoice to yes > ctrl+a.

(now in sales , purchase , DN and CN we will get the actual and billed column , same can be printed as well)

Godowns:-

The locations or warehouses which are used to store the goods.

From GOT > create > godown/location > create new > provide name > allow storage of material to yes.

In GOT > create > I am not getting godown option getting it as location?

A.

(Now lets post purchase sales transaction with godowns , as now we use godowns make sure while passing transaction we should select the proper godown)

Reports

Got > display > inventory books > godowns

Basic Inventory Vouchers:

1. Stock journal voucher: alt+f7

Stock journal is a voucher which is used to for the internal movement of goods.

[Ex: movement of goods from one godown to another godown or converting raw material to finish goods]

2. Internal godown transfer > stock journal > ctrl+h > Use for Inter-Godown Transfers

3. Physical stock

Physical stock is a voucher which is used to show exact stock is available in what quantity as on specific date.

[Ex: Sugar of 100 Kgs has been purchased and stored in the Godown, after 2 months when we check the balance only 98 Kgs sugar is available, we can post this transaction with the available quantities]

Batches / lots: If you maintain inventory or stock items in lots, you can store them using the Batches feature in TallyPrime. Batches help in better management of stock items with limited shelf life or perishable goods.

Step 1: Enable batches in F11 features.

Step 2: Enable batches in stock item.

(now let's create stock item and post the transactions)

Report:-

GOT > display > inventory books > batch

How to check negative batches

GOT > display > inventory books > batch > select item > ctrl+j > negative batches

GOT > display > statement of inventory > stock query > select item > ctrl+j > negative batches

How to check batches about to expire?

GOT > statement of inventory > Ageing analysis > primary > F9 > Ageing style: to be expired .

F6 9 (ageing periods) provide the required periods

How to check expired batches?

GOT > statement of inventory > Ageing analysis > primary > F9 > Ageing style: by date of purchase > show only expired batches to yes

Order Processing

Purchase order cycle	Sales order cycle
Purchase order (100)	Sales order (100)
Receipt note(80)	Delivery note (80)
Rejection out (10)	Rejection In (10)
Purchase (70)	Sales (70)
Debit note	Credit note
Payment	Receipt

Tally Help: Record Purchase Order and Receipt Note

Record Sales Order and Delivery Note in TallyPrime

(Now let's post the transactions)

To enable this required vouchers

From GOT > vouchers > F10 > show in active > select voucher ex: purchase order

To check the sales and purchase order outstanding

from GWT >> Display more reports > Statements of inventory > go to sales order outstanding and purchase order outstanding reports.

Pre-Close orders:-

You may have to close orders with negligible quantities left, or you are not planning to supply those pending items to the customers.

Method 1:-

GWT >> Display more reports > Statements of inventory > go to sales order outstanding / purchase order outstanding reports > All orders> alt+w (preclosoe order) > provide preclose quantity and remarks > ctrl+a

Method 2:-

Open the purchase/sales order > F12 >> provide detail to preclose order to yes , in item allocation screen provide the pre-close quantity and remarks

To check the receipt note, delivery note, rejection in and rejection out etc. registers from GWT navigate to > Display more reports > Inventory Books > Drill to required reports.

To check the reports of:

Goods received but bills not recorded: - receipt note is passed and purchase bills are pending

Bills recorded but goods not received: purchase bills are passed using tracking numbers but receipt notes are pending/not recorded

Navigate from GWT > Display more reports > Statements of inventory > Purchase bills pending.

To check the reports of:

Goods delivered but bills not made: delivery note is passed and sales bill is pending

Bills made but goods not delivered: sales bills are passed using tracking number but delivery notes are pending/not recorded

Navigate from GWT > Display more reports > Statements of inventory Sales bills pending

Quotation: -

A quotation, or quote, is a document that a supplier submits to a potential client with proposed price for the supplier's goods or services based on certain conditions.

To print quotation **sales order**, need to mark as **optional**.

Re-order levels/Re-order quantities and Minimum order quantity: -

To maintain the minimum balance quantities in stock we can use re-order, so that if the stock come below the re-order we can place order.

Ex: Reorder level/Re-order quantity = 10 , Minimum order quantity = 05

How to configure re-order levels and Minimum order quantities: -

Step 1: Activate the purchase order voucher type in voucher type alteration screen.

Step 2: From GWT > Go to Alter > Show more > Reorder levels (Stock item) or {Stock groups} or (Stock categories) > Set required re-order levels and minimum order quantities.

Step 3: To view re-order status report.

GWT >> Display more reports >> Statements of inventory >> Re-order status >> Stock group or category>> Select respective group or category and check order to be placed.

Tally Prime help: Reorder Stock Items | Reorder Status and Reorder Quantity
Help ERP.9: Reorder Levels and Reorder Quantity.

Manufacturing:-

Now let's learn how to convert raw material to finish products

Let's create a godown as **Raw materials** and **finished goods**

Stock items: (all to be stored in raw material godown)

Raw material:-

Body [10 Nos]

Tyres [50 pcs]

Engine [10 pcs]

Mirrors [30 pcs]

Glass [60 pcs]

Finished goods:-

CAR (no opening balance to be provided)

How to post manufacturing journal

GOT>vouchers>alt+f7(stock journal)>ctrl+h>Use for Manufacturing Journal >5cars

BOM:-Bill of materials (Manage Inventory in Manufacturing - Bill of Materials for a Stock Item)

Bill of Materials (BoM) is a list detailing the components and quantities needed to produce a product.it has to be created in the finished products

How to create BOM

GOT > create/alter > stock item > CAR > f12 > set components list (bill of materials) in Stock items to yes > ctrl+a

Alter components (BOM) to yes > provide name (CAR) > enter > provide unit on measure and select the required components > ctrl+a

Now let's post Manufacturing Journal with BOM for 5 Cars

To copy BOM we can use ctrl+C

Now let's check the godown reports, cost estimation, stock transfer reports

Job work orders:- out sourcing work

There are 2 types of orders in job work

Job work in order : where customer provides raw material to us, we will convert it to finished goods

Job work out order : where we provide raw material to third party, they convert it to finished goods and return it to us.

Job work in Process	Job work out process
JOB work in order	Job work out order
Material in (JWIMI)	Material out (JWOMO)
Stock journal	Material in (JWOMI)
Material out (JWIMO)	Purchase in account
Sales in account	Payment
Receipt	

Job work in order processing: (Job Worker (Job Work In))

Step 1: Go to F11 > Enable "Enable job order processing"

Step 2: Create required masters:

Ledgers [Party ledger and Job work service given ledger]

Stock items [Raw materials, finished goods with BOM]

Voucher type alteration or new voucher type creation

1. **Material in (JWIMI)** > enable the option "Use for job work" and enable "Use for job work in".
2. **Material out (JWIMO)** enable the option "Use for job work" and enable "Use for job work in"

Godown creation : Job work in party godwon [by enabling third party stock with us]

Step3:

Pass below transactions by tracking transactions bill by bill

JOB work in order

Material in (JWIMI)

Stock journal

Material out (JWIMO)

Sales in account

Receipt

Step4:

To get related reports of job work, navigate to GWT > DMR > Job work report.

(note:- when passing the job work in process we did not selected the destination godown and consumption in material out and material in where as in job work out process we need to selected both destination and consumption godown as job work out party godown)

Job work out order processing: (Principal Manufacturer (Job Work Out))

Step 1: Go to F11 > Enable “Enable job order processing”

Step 2: Create required masters:

Ledgers [Party ledger and Job work service taken ledger]

Stock items [Raw materials, finished goods with BOM]

Voucher type alteration or new voucher type creation

Material out (JWOMO)> enable the option “Use for job work”

Material in (JWOMI)> enable the option “Use for job work” and “Allow consumption”].

Godown creation: Job work out party godown [by enabling our stock with third party]

Step 3: Pass below transactions by tracking transactions bill by bill

Job work out order

Job work out order

Material out (JWOMO)

Material in (JWOMI)

Purchase in account

Payment

Step4:

To get related reports of job work, navigate to GWT > DMR > Job work report. After opening any report short cut key to switch to job work in to job work out and vice versa is [F8].

Price levels and price lists: - (Manage Buying and Selling Prices.)

While doing business, you deal with multiple levels of customers like Wholesalers, Retailers or Dealers. We can provide the rate based on the customer type

Step1: F11 (Features) > set Enable multiple Price Levels to Yes.

Step2: Create multiple Price Level > create > price level
Wholesaler, Retailer, Consumers

Step3: Create Master > press Price Lists (Stock Group).

Step 4: Record sales voucher with Price List

(we can either select the type of customer during voucher entry or we can configure directly in the party ledger)

Note: To modify the rate per unit in the voucher, press F12 (Configure) and set the option Modify all fields during entry to Yes

Revise Price Lists:

You may need to revise the prices and discounts in your price list. In TallyPrime, you can easily decrease or increase the prices and discounts for multiple stock items in one go. You can also view the price list defined earlier in a separate column.

How to revise Price list: (: Manage Buying and Selling Prices.)

Gateway of Tally > Alter > type or select Price List (Stock Group or Stock Category) > press Alt+R (Revise Price).>> Select the Stock Group Name > select the Price Level > enter the applicability date.>>Update the price list by entering the amount and/or discount.>>Select the required Type to Revise Price and Revise Discount.>>Press Enter.

Note: Short cut key for revise price is Alt + R, it can be performed from master creation or alteration screen.

Standard Cost – the cost will be auto picked while purchase stock items

Standard selling price – this price will be auto picked in sales transaction

From stock item creation / alteration screen > f12 > Provide Standard Buying and Selling rates to yes > ctrl+a > Alter standard rates to yes > provide the required applicable date and rate

POS [Point of sale]: - (Point of Sale)

Point of Sale transactions may occur at a retail shop, where transaction are done with immediate cash or other modes ,no credit.

Create > voucher type > POS sales > under sales > use for POS invoicing to yes.

Note: If we enable Use for POS invoicing in voucher type creation or alteration, Print voucher after saving will also enabled automatically.

Note: The short cut key for multi-mode or single-mode payment is Alt + I.

Note: If you want to print party name in POS without creating ledger, enter the name manually in buyer/party details screen.

Stock Valuation Methods : to calculate the value of our closing stock

Stock valuation can be calculated using a number of different Costing methods.

At Zero Cost

Avg. Cost (default) total inward value/ total inward qty

FIFO

FIFO Perpetual

Last Purchase Cost

LIFO Annual

LIFO Perpetual

Std. Cost

Monthly Avg. Cost.....

Market Valuation methods

At Zero Price

Avg. Price

Last Sales Price

Std. Price

How to select valuation method in stock items

From stock item creation / alteration screen > f12 > Use costing and market valuation methods for stock items to yes , now we can select the required method

Replication to understand the difference

Create a group as **Costing method items**

Create stock items with each Costing method (opening 10 @ 100)

Post Purchase for all stock items with 10 @ 120 , **check the reports**

Post sales for all stock items with 5 @ 150 , **check the report.**

Note: To check the cost and selling price of the stock items in all the valuation methods, need to navigate to stock summary > click A+N [auto column] > select = stock valuation methods in front of the auto column option > Accept, Tally displays you all the methods in column wise.

Note: To check cost or selling price of any stock item in single valuation method, from stock summary report > click Alt + C new column > in auto column details, select required valuation method > accept.

Note: For zero costing and zero pricing we not required separate column to see cost as zero, so those columns are not given in A+N [auto column]

Note: In Tally the default costing method is “Average costing” and default market valuation method is “Average Price” for every stock items.

Increase or decrease of closing rate or quantity:-

(Stock Items – FAQ > How to alter the closing stock quantity and the stock value?)

1. Increase or decrease of only Quantity

Need to pass physical stock with the available QTY

if in tally its 10 and physically you have 25 , need to pass physical stock with 25 qty

2. Increase of value

Formula:-

Estimated Value/Total Closing Quantity = XXX

XXX * Total Inward quantity = YYY

YYY - Total Inward Value = ZZZ

Need to pass **stock journal** and select stock item in "**Destination**" and give the value only

3. Decrease of closing value

Formula:-

Estimated Value/Total Closing Quantity = XXX

XXX * Total Inward quantity = YYY

YYY - Total Inward Value = ZZZ

(note: here you will get the result in {-}, take the value only)

Need to pass **Rejection out** and give the **value only**

Stock item Behaviours

Enablement > from stock item creation/alteration screen > f12 > Set options for Stock item behaviour to yes

1. **Treat all sales as new manufacturer** :- when its enabled and if you post the sale , the stock will not getting decreased from stock summary
2. **Treat all purchase as consumed** :- when this option is enabled , if you post the purchase transaction then stock will not get increased
3. **Treat all rejectin inward as scrap**:- when this option is enabled if we post rejection in it will be treaded as scrap and stock qty will not get increased in stock summary

Replication

create > stock item > consultancy charges (u) f12 > Set options for Stock item behavior to yes > ctrl+a

Provide behavior options to yes > Treat all sales as new manufacturer yes

> now post sales for Gita , consultancy charges , 100 @ 5000

> check stock summary

create > stock item > stationary (u)

Provide behavior options to yes > Treat all purchase as consumed to yes.

now purchase stationary, in cash , 10 @ 1000 each

Now let's check the other inventory reports available.

Group compnay:-

where we can merge 2 or more companies and we can see the financial reports.

Pre-requisites:-

- >All member companies must have same base currency.
- >all companies FY should be same
- >all companies f11 , can be same for better reporting.
- > all the member companies must be loaded in GOT to create the group company.

How to create group company.

Load the member companies in GOT (ltd and ind company)

alt+k > create > alt+r > name : group company > state : karnataka > select both the companies. ctrl+a

now close all the companies (ctrl+f3) then load only the group company.

now you can see combined financial reports only (balance sheet, P&L etc)

We cannot see the statutory reports (like gst etc) its under requirement

we can see combined report only till monthly summary, if we enter in any particular company then it will be the report of the first member company.

Additional Cost / Cost tracking

When we purchase goods we may have paid some additional charges like transportation charges , packing charges etc, like I have purchase Sofa for 10000 and have paid transportation charges of 500 , now I want to show the cost price as 10500.

For the same we have 2 methods

- 1.enabled in additional ledger
2. with the help of Cost tracking feature.

Tracking additional cost with ledger

Create ledger for example, transportation charges, f12 > select appropriation methods to allocation additional cost to yes > ctrl+a

in "Method of appropriation to allocate additional cost in purchase invoice to - Appropriate by qty or Appropriate by value

Now post purchase of Sofa at 10000 and transportation charges of 500 and check the stock summary.

Enable Item cost tracking:

Step1: Go to F11 > Enable "Enable cost tracking"

Step2: Go to required stock item alteration screen > enable "Enable cost tracking"

Step3: While passing entry with the above stock item, in item allocation screen "cost tracking to = provide unique new number" for tracking cost and revenue.

Step4: In other transactions of income and expenses for tracking above cost training number enable "Allow cost allocation (Stock items)", while passing entry "Stock item cost allocation for" window opens > Cost Track To = Select above cost tracing number and pass entry.

Step5: To get "Item track cost breakup" navigate to From GWT > Display more report > Statements of inventory > Item cost analysis > cost tracking break-up > Select required cost track number

To close cost tracking from report alt+s (close cost track)

Banking

Cheque printing: - (Cheque Payment, Printing and Configuration in TallyPrime)

Step1: Go to bank ledger creation/alteration > enable the option “set/alter range for cheque book” > provide from and to cheque numbers, no of cheque will be auto captured, > enter the cheque book name > save the window.

Step2: In same bank ledger alteration enable the options “enable cheque printing” “set/alter cheque printing configuration” > In list of cheque formats select required format > enter > cheque printing configuration window opens > enable required options > save the ledger.

Step3: Record Payment entry by selecting transaction type as cheque in Bank allocation screen ,after saving entry Tally itself will prompt you for cheque printing > insert cheque leaf in to printer and take cheque print.

Cheque printing report

GOT > Banking > cheque printing > select bank > select voucher by spacebar > ctrl+p

Note: The Toggle button to include printed cheques/exclude printed cheques is F8 from cheque printing report.

How to cancel cheque, blank cheque, re-use cancelled cheque.

From got > banking > cheque register > select book > select cheque > Alt + S alter status in cheque (as cancelled cheque, or as blank, or to re-use cancelled cheque)

Note: for blank cheque first need to enable zero valued in payment voucher type.

Postdated transaction: ctrl+t

Any transaction can be marked as postdated by posting it in future date by pressing ctrl+t , the transaction will not effected the books of account until any regular transactions posted on that date.

Postdated cheque: posting a cheque payment / receipt transaction in future date

(Recording and Tracking Post-dated Cheques)

Post a Payment/receipt transaction in future date and future Instrument number in bank allocation, and ctrl+T

Report > GOT > Banking > postdated summary, here you will get, postdated payment and postdated receipts

Deposit slip: - (Creation and Configuration of Bank Ledgers, Payment Advice and Deposit Slips in TallyPrime)

A **deposit slip** is a small physical form that a bank customer includes when depositing money into a bank account.

There are 2 types of deposit slips.

1. **Cash deposit slip**: When we need to deposit cash in to bank

Got > Banking > deposit slip > F5 > select the required vouchers > ctrl+p

2 copies will get printed , 1 for bank and 1 for customer , with dinominations.

2. **Cheque deposit slip**: when we need to deposit cheque or DD into bank

Got > Banking > deposit slip > select the required vouchers > ctrl+p

2 copies will get printed , 1 for bank and 1 for customer.

Help TP: Banking | Ledgers, Deposit Slips & Payment Advice Help TP: Cash Deposit Slip.

Help ERP.9: Cheque Deposit Slip.

Payment advice: -

This is a document issued by the customer to the supplier to clarify his bills has been settled, and it provides the invoice reference, date and other required information as well.

Gateway of Tally > Banking > Payment Advice > select party > select vouchers > ctrl+p

(f the option All Items is selected, the payment advice for all transactions will be displayed.)

Bank reconciliation : (Reconciliation of Bank Statements in TallyPrime)

A Bank Reconciliation is a process to match all the transactions and bank balances of an organisation with the accounting records of the organisation for a particular period. You can perform the reconciliation manually as well as automatically.

There are 2 types:-

1. **Manual bank reconciliation** : In manual reconciliation, you need to manually update the bank clearing date against each transaction.

Banking > bank reconciliation > select bank > given bank date manually or alt+s (set bank date) give the date (voucher date or instrument data or any specific date)

2. **Auto bank reconciliation** : If you want to reconcile your bank transactions automatically without spending much time then you can enable the option of auto-reconciliation in your bank ledger.

Auto Bank reconcillation steps:-

A. Downlaod bank statement (in excel format)

B. Enable auto bank reconciliation in bank ledger

Got>>create/alter>>ledger>>bank ledger>>enable auto reconciliation>>enable set/alter auto reconciliation configuration>>give folder path for new bank statement>>folder path for imported bank statement>>cntrl a

C.Got>>banking>>bank reconciliation>>select bank ledger>>press alt o>>select bank statement>>select the correct path>>select file type (csv,excel,MT 940,supported or all)>>select file name>>import will start>>transaction present in books will autoreconcile with imported bank statement>>cntrl a to accept brs.

Balance as per company books: - Total amount of the entries which are reconciled

Note:PDF format for bank statement is not supported in Tally, its under requirement.

Optoins in Bank reconciliation

alt+h > opening BRS

create voucher > alt+j

reconcile unlinked > alt+q

reconcile all unlinked > alt+r

set bank > alt+s

delete unlinked > alt+v

delete all unlinked > alt+w

E-payments :- (EPAYMENT IN TALLY PRIME)

Using the e-Payments facility in TallyPrime, you can send payment instructions to the bank quickly and securely, without visiting the bank. To use e-Payment as a mode of payment you need to configure your bank ledger. You can record a payment voucher and select e-Payment as the mode of payment and later export the payment instructions which can be loaded to the bank portal.

Step 1 :- contact bank for e-payment facility(ONLY 17 BANKS ARE ALLOWED) (help:- Contact Details of Banks for e-Payments)

step 2 :- enable epayment in bank ledger

step 3 : post payment transaction by selecting transaction type as E-fund in bank allocation screen, if its below 2 lac its NEFT if its above 2 lac its RTGS

step 4 : GOT > Banking > E-payments

step 4: export the transaction details in text file

step 5 : upload it in bank portal

Payment Request:- (Payment Request in TallyPrime)

TallyPrime now comes with the Payment Request feature that will help you generate and share payment links and QR codes (using Payment Gateway or UPI) in a jiffy. This will also empower your parties to settle the payments with you, instantly and conveniently.

Supported payment gateways

Razorpay

PayU

UPI (in Razor pay and PayU we will get link and QR , and in UPI we can generate only QR)

Create Merchant Profile using Payment Gateway

PayU

Razorpay

1. Open TallyPrime and enable the **Payment Request** feature:
 - a. Pres **F11 > Show more features > Yes**.
 - b. Set the **Enable Payment Request to share payment link/QR code** option to **Yes**.
The **Merchant Profile Details** screen will appear, where you can set up your Merchant Profile.
2. Set up the Merchant Profile:
 - a. Under **Name**, enter the username with which you want to maintain this profile.
 - b. Under **Payment Method (Payment Gateway/UPI)**, specify the Payment Gateway with which you have registered this particular profile.
 - c. Enter the **Merchant ID**, as registered on the Payment Gateway portal.
 - d. Enter the **Registered E-mail** and/or **Registered Mobile**.
One or both of these fields will appear as per the Payment Gateway selected.
 - e. Under **Payment link expires in**, set the expiry period after which your payment link will be considered as invalid.
The default period will be pre-filled as per the Payment Gateway selected; for example, 180 days for Razorpay and 365 days for PayU. You can update this, if needed.

Under **Save payment link while generating from reports**, select:

- i. **Yes**, to directly save the link in the voucher every time.
- ii. **No**, to never save the link in the voucher during link generation.
- iii. **Ask Every Time**, to select your preference every time the link is generated.
 - iv. Press **Ctrl+A** to save the Merchant Profile with the necessary details.

Create Merchant Profile using UPI

1. Open TallyPrime and enable the **Payment Request** feature:
 - a. Pres **F11 > Show more features > Yes**.

- b. Set the **Enable Payment Request to share payment link/QR code** option to **Yes**.
The **Merchant Profile Details** screen will appear, where you can set up your Merchant Profile.
2. Set up the Merchant Profile:
 - a. Under **Name**, enter the username with which you want to maintain this profile.
 - b. Select **UPI** Under **Payment Method (Payment Gateway/UPI)**.
 - c. Enter the **UPI ID**, as registered with the UPI service provider.
 - d. Under **Merchant Name**, the Company Name will be filled in by default. However, you have the flexibility to update this name, if needed.
 - e. Under **Save QR code while generating from reports**, select:
 - ii. **Yes**, to directly save the QR code in the voucher every time.
 - ii. **No**, to never save the QR code in the voucher during link generation.

Ask Every Time, to select your preference every time the QR code is generated

3. Press **Ctrl+A** to save the Merchant Profile with the necessary details.

Enable the payment link option in the voucher type:

- a. Press **Alt+G** (Go To) > **Create/Alter > Voucher Type**, and select or create the required voucher type for your sales transaction.
- b. Set the **Generate payment link/QR code after saving voucher** option to **Yes**.
- c. Press **Ctrl+A** to save the voucher type.

Now record and save the transaction QR code will get generated , once after generating we can take print

View the generated payment link/QR code details

Open the relevant transaction.

Press **Ctrl+O** (Related Reports) > **Payment Link/QR Code**.

The **Payment Link Details** screen appears

For UPI-based payments, the **QR Code Details** screen will appear

How to check the generated and not generated vouchers.

From daybook > ctrl+b > type of voucher

How to generate payment link/qr for a party for multiple bills

Alt+z > generate payment link/qr > other > select party > f12 > provide reference > select the required bills and ctrl+a (in the selected bills qr code and link have been saved)

How to generate for multiple parties in one shot

Daybook > selected the required vouchers > alt+z > generate payment link/qr > current > selected required details > ctrl+a

How to generate for Ledger report

GOT > Display > accounts book > ledger > ctrl+P , generate.

How to generate for remainder letter.

GOT > display > statement of accounts > outstanding > ledger > ctrl+p

E-way bill

document generated by the supplier when the goods value/invoice value is more 50000 before dispatching the goods

(it can be generated by the buyer if the supplier is unregistered)

Mandatory fields

Category	Information	Category	Information
Transaction details	<ul style="list-style-type: none"> Supply Type Sub-supply Type Transaction Type 	Item Details	<ul style="list-style-type: none"> Product Name Product Description HSN Quantity/UQC
Document Details	<ul style="list-style-type: none"> Document No. Date Document type 	Transportation details	<ul style="list-style-type: none"> Distance (<i>Export-Import</i>) Transport Mode Vehicle Number Vehicle Type Transporter Name/ID Document No./Date
Consignor/Consignee Details	<ul style="list-style-type: none"> GSTIN Pin code (<i>Export-Import</i>) Address State 		
Value details	<ul style="list-style-type: none"> Taxable/Tax /Invoice value Tax Rates 		

Transaction types:

Regular

bill to ship to

bill from dispatch from

combination of 2 and 3

Q. How to register in eway bill portal (One-Time Setup for e-Way Bill)

A. Open browser > <https://ewaybillgst.gov.in/> > register > provide gstin > send OTP > (provide the OTP received in the register mobile number or registered mail id) > submit

Q. How to create api user for eway bill (One-Time Setup for e-Way Bill)

A. login to eway bill portal > Click Registration > For GSP > sent opt > (provide the opt received in the register mobile number or registered mail id) > submit > add new > Select Tally (India) Private Limited IPL under GSP Name. > Enter your preferred username and password, and click Add to save the details

Q. How to change api user password

login to eway bill portal > user management > gsp > provide otp > change password > select user > provide new password

Q> How to freeze api user

login to eway bill portal > user management > gsp > provide otp > freeze> select user > freeze

Q.How to enable E-way bill in Tally prime (One-Time Setup for e-Way Bill)

1.F11 > GST > E-way bill applicable to yes > provide applicable date > ctrl+a

2.set alter gst > set/alter company gst rate and other details to yes > print eway bill with invoice to yes > ctrl+a > ctrl+a

3.GOT > vouchers > sales > f12 > send for eway bill after saving voucher to yes

Q.How to generate eway bill for sales (e-Way Bill in TallyPrime)

A. pass sales transaction > provide gst eway bill details to yes.

Provide Sub type , document type

Consignor details

Consignee details

provide distance (to calculate distance from **3.0 onwards** click alt+L eway bill portal for distance calculation will get opened , calculate distance for dispatch from to ship to and provide in tally

Or From **5.1 on wards** leave the distance blank and send for eway bill , once the E-way bill is generated , the distance will get filled automatically)

provide transporter details and vehicle details ctr+a > ctr+a > generate eway bill to yes > provide the user name and password

Transporter ID, is transporter GSTIN

transporter details or vehicle details (part B)any one is mandatory

if eway bill is generate with only transporter details, goods cannot be dispatched until we update part B

if eway bill is generate only with vehicle details we can move the goods

Q. How to generate eway bill for transaction below 50k

A. pass sales transaction > ctrl+i > show more > e-Way Bill Applicability > generate e-way bill by ignoring the threshold limit to yes

ctrl+i > e-Way Bill - All Details > provide the details > ctrl+a > ctrl+a > send for eway bill to yes.

Q. How to generate eway bill for export transaction

Only Eway bill:-

In Eway bill details screen , in consignee details > pincode (pincode of last place in india)

Actual state (the last state within india)

E-way bill with E-invoice

In party details screen > consignee details , > pincode (pincode of last place in india)

State (the last state within india)

(if same is not mentioned in below 5.1 it used to get rejected as “ship to details are mandatory

From 5.1 it will move to “missing invalid” need to enter and correct it)

Q. How to generate eway bill for credit note?

A. pass credit note > provide eway bill details to yes > provide details and save the transaction

alt+g > eway bill > ctrl+b > Include Sales Returns to yes > ctrl+a > alt+z > send for eway bill > send

Q. How to generate eway bill for purchase/debit note when party is registered

A. pass purchase transaction > provide eway bill details to yes > provide details and save the transaction

alt+g > eway bill > ctrl+b > Include Non-URD Purchases to yes > ctrl+a > alt+z > send for eway bill > send

Q. How to generate eway bill for purchase/debit note when party is unregistered

A. pass purchase transaction > provide eway bill details to yes > provide details and save the transaction

alt+g > eway bill > ctrl+b > Include URD Purchases to yes > ctrl+a > alt+z > send for eway bill > send

Q. How to generate away bill for branch transfer for within state

A. 1.create a ledger (ex: Branch), under Branch / Divisions, provide address, gstin of company

2.create a ledger as branch transfer, under sales account > gst rate and related details screen

gst rate details: specify details here

taxability: exempt

nature of transaction: Branch Transfer Outward

type of supply: goods

3.open delivery note

now select party > select "branch transfer"

select item > in item allocation tracking number as not applicable

then provide away bill details to yes, provide the required details > save the transaction

4.while sending for away bill we will get as "mandatory information not provided"

alt+g > away bill > uncertain > here you will get as "party gstin/uin and company gstin/uin cannot be same" > enter > alt+j(accept as is) > yes

alt+z > send for away bill > send

Q. How to generate away bill for branch transfer for interstate

create a ledger (ex: Branch), under Branch / Divisions, provide address, gstin of branch state

pass sales transaction and generate away bill.

(if required without GST, can follow same process as mentioned for within state, but here need to pass sales and generate away bill)

Q. How to generate E-way bill for multiple vouchers in one shot

A. From GOT > alt+z > send for away bill> send

(when we have multiple transaction, if we need few to send the select the required transaction by pressing space bar then click on send) (if need to send all then click on send)

Q. while sending sales for eway bill getting as mandatory information not provided

A. alt+g > eway bill > check entry is in missing invalid or uncertain > enter check the reason and resolve it > then alt+z > send for eway bill > send

E-way bill cancellation : - (e-Way Bill in TallyPrime)

Once after generate eway bill ,we can't make any changes in that ,need to cancel the EWB

Eway bill can be cancelled within 24 HR of generation only

if it has exceeded 24hrs > need to pass credit note and generate eway bill for that credit note

once after cancelling if required we can generate new EWB in same voucher number

Q.How to cancel eway bill.

Alt+g > eway bill > eway bill generated > (bring cursor in required voucher) > f10 (cancel eway bill)
provide reason and remarks > ctrl+a

alt+z > send for eway bill > send

Q. I have marked a transaction for cancellation now I don't want to cancel it?

alt+g > eway bill > pending for exchange > for eway bill cancellation > alt+f0 > yes

Q. i have cancelled eway bill from portal , how to update the same in tally

IF TSS is valid

alt+g > eway bill > eway bill generated > (bring cursor in required voucher) > F6 (get EWB info)

then it will get moved to eway bill cancelled by eway bill system.

IF TSS has expired

alt+g > eway bill > eway bill generated > (bring cursor in required voucher) > ctrl+f10 (mark as cancelled)

Part B updating: - (e-Way Bill in TallyPrime)

if we have generated eway bill only with the transporter details we cannot move the goods, later we can update it.

or Due to Transshipment, like first it was in road now it will be continuing from train/ship etc or due to change of vehicle changing the vehicle

Q. How to update party B details after generating eway bill

alt+g > eway bill > eway bill generated > (bring cursor in required voucher) > F7 (update part B) > provide the details > ctrl+a

alt+z > send for eway bill > send

Q>. i have marked a transaction for part b update now I don't want to update it?

A> alt+g > eway bill > pending for exchange > for party B update > alt+f7

Q. I have updated part B from portal, how to update the same in tally

alt+g > eway bill > eway bill generated > (bring cursor in required voucher) > ctrl+f17 > mark as part b updated

Extend eway bill:- (e-Way Bill in TallyPrime)

once after generating eway bill, before delivering the goods to customer if we think the pending time is not sufficient we can extend it

eway bill can be extended only before 8 hrs or expiry or 8 hrs after expiry, if its within 8hrs we can't extend it.

Q. How to extend eway bill

alt+g > eway bill > eway bill generated > f9 (extend EWB) > provide required details > ctrl+a

alt+z > send for eway bill > send

Consolidated eway bill: - (e-Way Bill in TallyPrime)

when we are delivering goods from same vehicle for multiple customers we can generate consolidated eway bill after generating individual eway bill numbers

from tally directly we can't generate consolidated eway bill, it's under requirement, we can export json from tally prime and upload it to portal and generate consolidated eway bill

Q. How to export for consolidated eway bill

A.alt+g > eway bill register > ctrl+h > consolidated eway bill > (now you will get the transaction with same vehicle number) > select the required vouchers by pressing space bar > alt+ e > consolidated eway bill > export

(json will get exported upload it into portal generate, then we can provide the consolidated eway bill number in tally manually)

Logging to eway bill portal

Eway bill > consolidated eway bill > upload

Q.i want to generate eway bill for job work, material out/ in

A.Its Possible from 5.1 on wards , if customer is below 5.1 need to suggest to upgrade to the latest release. (for material out the experience is same as Sales voucher , for materil in the experience is same as purchase voucher)

Q. i want to give multiple vehicle numbers in same eway bill number

A. currently its under required, (need to provide alternative solutions based on scenario as follows)

I) multiple goods in multiple vehicles in same sales

Sol: need to pass 2 delivery notes if 2 vehicles and generate eway bill for both delivery notes then track and pass sales and need not to generate eway bill in sales

II) one item but parts are going in 2 different vehicles

enable zero valued in delivery note

need to pass 2 delivery notes

DN 1 > select item provide quantity and provide half rate > generate eway bill

DN 2 > select item provide only value and generate eway bill

pass sales track both DN and need not to generate eway bill in sales

Q.in sales not getting provide gst eway bill details option

confirm the total invoice value

confirm its in item invoice mode (as we cannot generate eway bill for service accounting invoice)

ctrl+enter in item and check type of supply should be goods, (check in all items)

confirm the voucher date and check the eway bill applicability date in f11 > gst > eway bill

Q. while sending for eway bill getting as eway bill rejected by eway bill system

eway bill alt+g > > eway bill rejected by eway bill system > (ask the reason and resolve by following help article "Reasons for Rejection of e-Way Bill and Resolutions"

alt+g > eway bill > eway bill rejected by eway bill system > alt+r (mark as resolve)

alt+z > send for eway bill > send.

Q. eway bill got rejected as “distance given is too high or low”

(“confirm if they are generating only eway bill or einvoice and eway bill”)

only E-way bill

open the transaction > gst eway bill details screen > ask the consignor detail (from) pin code and consignee details (to) pin code > alt+L (if its 3.0 or above) provide the from and to pin codes > check the distance and provide the same in tally distance field. Or its 5.1 or above leave the distance blank and send for E-way bill.

E-invoice and eway bill (here IRN will be generated and eway bill is been rejected)

open voucher > eway bill details > here check the consignor pin code > ctrl+A > einvoice details screen will appear > f12 > dispatch details to yes, check here also same pin code reflecting, if no, then need to cancel irn, cancel entry and pass new transaction and give the same pin code and address in eway bill and invoice screen and generate, both will get generated.

Other common rejections (Reasons for Rejection of e-Way Bill and Resolutions)

HSN does not belong to goods

invalid party gstin

document date cannot be future date

Could not cancel eway bill, please contact helpdesk

You Cannot Extend as EWB can be Extended only 8 hours before or after w.r.t Validity of EWB...!!

The Consignor GSTIN is blocked from e-waybill generation as Return is not filed for past 2 months

How to create transporter as ledger?

Create a party ledger under SD/SC > set / alter additional gst > is party transporter to yes

Eway bill print

F11 > set alter GST > print e-way bill with invoice to yes

From sales > ctrl+p > configure > print e-way bill to yes

3.0 onwards new enhancements

Print only e-way bill

Ctrl+p > configure > Exclude Invoice from printing to yes

Print detail or regular

Ctrl+p > configure > Format of e-Way Bill > regular / detailed

E-way bill report: -

Missing invalid – here we will get transaction in which eway bill related details are missing

Uncertain transaction

Rejected by eway bill system – when eway bill is been rejected

Pending for exchange: -

- For generation

- For cancellation

- For part B updating

- For extension

Eway bill generated

- With part B

- Without part B

Eway bill cancelled by eway bill system

Marked as cancelled

User excluded

How to generate offline EWB (e-Way Bill in TallyPrime)

Pass and save transaction > alt+z> send for eway bill > export (now in tally transaction will be moved to exported for eway bill generation)

Json will get exported , upload it in eway bill portal and generate eway bill

Upload it to portal

Login to eway bill portal > eway bill > generate bulk > choose file > upload

E-invoice: -

e-Invoicing means the registration of all taxable invoices (B2B) on the central portal (IRP) of the tax department.

Once the invoices are registered, the IRP will generate a unique Invoice reference number (IRN) and sends the signed invoice information using which QR code need to be printed on the invoice

IRN will be formed by combining the following details together (in simpler words link the following details together) and computing SHA 256 hash

- ✓ *Supplier GSTIN*
- ✓ *Financial Year of the Invoice*
- ✓ *Document Type (Invoice, Credit Note, etc.)*
- ✓ *Invoice Number or Document Number*

Applicability and implementation dates:-

Date of applicability	AATO
1-oct-20	>= 500 cr
1-jan-21	>= 100 cr
1-apr-21	>= 50 cr
1-apr-22	>= 20cr
1-oct-22	>=10cr
1-aug-23	>= 5cr

Pre-activity ;-

Taxpayers will receive a communication from the department

Note: Taxpayers who are above Rs.5 Crore but not enabled for e-Invoicing can get enabled voluntarily by clicking Registration -> e-Invoice Enablement.

Register in IRP portal and create API user

Start generating IRN

Documents to be reported for E-invoice system

B2B / B2G Tax invoice (not required for B2B bill of supply or b2c transactions)

Export invoice (irrespective of item is taxable or exempted / nil rated)

RCM (outward supplies)

Credit notes

Debit Notes (only in case of Sales price escalation ie., Sales Ledger is used in debit Note)

Key Facts of E-invoice :-

- Invoice without IRN or QR code is not a Legal Document
- IRN is mandatory for generating e-way bill
- Using the IRN, e-way bill can be generated on IRP portal or in e-way bill portal
- For invoices that do not require registration on IRP (B2C Invoices) for those e-way bill can be generated through e-way bill portal, like earlier
- Invoices registered on E-invoice portal cannot be modified. Any errors can be corrected only by cancelling it and issuing new invoice
- E-invoice can be cancelled within 24hrs of e-invoice generation and have to pass credit note if its more than 24hrs
- In case of both e-way bill and e-invoice need to be cancelled, e-way need to be cancelled first and then IRN
- New invoice with a fresh invoice no. will have to be raised and uploaded on IRP, since same invoice number cannot be used for generation of IRN
- Taxpayer can use department provided mobile app to verify authenticity of invoice.

How to register in IRP portal

Open the (<https://E-invoice1.gst.gov.in/>) home page, and click **Registration > Portal Login**.

Enter the GSTIN of your business in the following **e-Invoice Registration Form**, followed by the CAPTCHA code, and click **Go**.

Enter the business details, as required, and click **Send OTP** to verify the details.

Enter the code received on your registered mobile number, and click **Verify OTP**.

After verifying the OTP, you will be asked to enter a username and password to create your login credentials. > Confirm and save the details.

Create API User Profile

Open the IRP home page, and click Login.

Log in with the username and password created while registering on IRP.

Click API Registration > User Credentials > Create API User.

Select Through GSP

Select Tally (India) Private Ltd in the Select your GSP field.

Specify the API username and password, and click Submit to save the details.

A user profile will be created with Tally (India) Private Ltd as the GSP.

e-Invoicing Setup in TallyPrime

1.Press F11 and set Enable Goods and Services (GST) to Yes. The GST Details screen opens

2.Set the option e-Invoicing applicable to Yes. The related options for e-invoicing will now be visible:

Applicable from: Set the date from which your transactions will be applicable for e-invoicing.

Invoice bill from place: Specify the location where your supplies are billed from, which can be the same location or different from where your supplies are shipped from.

3.Press Ctrl+A to save the details.

Single Invoice Upload for IRN Generation

For sales / credit note / debit note (price escalation) :-

provide GST E-invoice details to yes > provide bill to and ship to place > ctrl+a > ctrl+a > do you want to generate e-invoice to yes > provide the api user name and password

(if we have both EWB and e-invoice , in transaction we will get as “provide gst/EWB/E-invoice details)

For receipt / journal

Post transaction and calculate GST manually

Ctrl+I >E-invoice > provide details and save the transaction

Alt+z > send for E-invoice > send

Q. How to generate E-invoice for multiple vouchers in one shot

A. From GOT > alt+z > send for E-invoice > send

(when we have multiple transaction, if we need few to send the select the required transaction by pressing space bar then click on send)

(if need to send all then click on send)

Q. while sending sales for E-invoice getting as mandatory information not provided

A.alt+g > E-invoice > check entry is in missing invalid or uncertain > enter check the reason and resolve it

then alt+z > send for E-invoice > send

Q. while sending for E-invoice getting as E-invoice rejected by E-invoice system

alt+g > E-invoice > E-invoice rejected by E-invoice system > (ask the reason and resolve by following help article "Reasons for Rejection of e-Way Bill and Resolutions"

alt+g > E-invoice > E-invoice rejected by E-invoice system > alt+r (mark as resolve)

alt+z > send for E-invoice > send.

Offline generation

As to generate E-invoice from Tally, TSS should be active , if TSS is expired and still need to generate E-invoice , they can generate it directly from portal by uploading json

Or sometimes due to technical issues.

Follow the help article (Online and Offline e-Invoice Generation on IRP Using TallyPrime - Offline e-Invoicing (JSON Export)

Once after uploading in portal , if TSS is valid or TSS is renewed within 3 days , they can perform get IRN info , or else update the irn details manually and can't take the print out with qr code.

E-invoice cancellation: -

Once after generating E-invoice, we can't make any changes in that, need to cancel the IRN

E-invoice can be cancelled within 24 HR of generation only

if it has exceeded 24hrs > need to pass credit note and generate E-invoice for that credit note

Need to pass new voucher with updated details and generate IRN

Q.How to cancel E-invoice (within 24hrs)

(confirm if they have generated only E-invoice , or E-invoice with EWB bill ,

If its EWB and E-invoice both , first guide to cancel EWB bill then cancel irn

If its only E-invoice guide to cancel e-invoice)

Alt+g > E-invoice > E-invoice generated > (bring cursor in required voucher) > f10 (cancel E-invoice) provide reason and remarks > ctrl+a (now it will move to pending for exchange – for IRN cancellation)

alt+z > send for E-invoice > send

open the transaction and cancel the voucher (alt+x)

Q. I have marked a transaction for cancellation now I don't want to cancel it?

alt+g > E-invoice > pending for exchange > for E-invoice cancellation > alt+f0 > yes

Q. i have cancelled E-invoice from portal, how to update the same in tally

A)) If its within 3 days, and TSS is valid

Alt+g > e-invoice > IRN generated > bring the cursor on voucher > alt+L (get irn info)

(then transaction will be moved to IRN cancelled from E-invoice system)

B)) if transaction is more than 3 days or TSS is expired if its within 3 days also

alt+g > E-invoice > E-invoice generated > (bring cursor in required voucher) > ctrl+f10 (mark as cancelled)

(then transaction will be moved to marked as cancelled)

=====

can i generate E-invoice for export transaction where items are exempted

Yes we can generate

=====

can i generate E-invoice for exempted items for B2B transaction

No as einvoice is applicable only on tax invoice as the opposite party has to claim ITC , from tally we cannot generate

If still you want to generate ,you can generate it manually

open E-invoice portal > Help > Tools > bulk generation tool > download the tool and here itself video is given how to use the tool.

=====

E-invoice rejected

Duplicate IRN

when you are trying to generate einvoice for the voucher number for which already IRN is generated you will get this rejection

how to check if its generated or not

open the voucher > einvoice details to yes > copy IRN > open Einvoice portal > logging > in left side click on einvoice > then click on print > provide the IRN and print

(if the previous irn is generated within 3 days you will get the details , if its more than 3 days you will not get it here , need to check in GSTR 1)

if the trasaction in portal and book are same

alt+g > einvoice > rejected > get irn info

if the trasaction in portal and book are different

change the voucher number or current voucher and send, cancel entry from current voucher number and pass new entry in new voucher nubmer.

=====

Distance given in too high or low (EWB rejected)

confirm if they are generating only EWB or einvoice and EWB

only E-way bill

check the distance of dispatch from and ship to from EWB > pin to pin and provide it in EWB details screen

E-invoice and EWB (here IRN will be generaed and EWB is been rejected)

open vocuher > EWB details > here check the consignor pincode > ctrl+A > einvoice details screen will appear > f12 > dipatch details to yes , check here also same pincode reflecting , if no , then need to cancel irn , cancel entry and pass new transaction and give the same pincode and address in EWB and einvoice screen and generate , both will get generated.

=====

State filed is required (E-invoice rejected)

open transaction

check in party ledger - check if state is selected from list or given manually

check in party details screen - ---""-----

check in E-invoice dispatch details screen - ---""-----

check in f11 - ---""-----

check in company alteration - ---""-----

=====

E-invoice got rejected as "filed location is required" or "filed location should be minimum 3 max 50"

f11 > gst > E-invoice details > provide "invoice bill from place" > of minimum 3 and max 50 characters

alt+g > e-invoice > rejected > alt+r (mark as resolved)

alt+z > send for E-invoice

Voucher information mismatch with QR code

Once after generating IRN if we make any changes in the transaction it will mode to this filed

To resolve enter on voucher information with qr code > alt+f5 (for detailed mode) , check which filed is getting In **red color**.

In sales not getting E-invoice option

Check party is regular or unregistered

Check goods / service should be taxable

Check the E-invoice applicable date in f11 > gst > einvoice

vouchers	E-way bill	E-invoice
company threshold limit		
transaction limit		
item invoice/goods		
accounting invocie/ service		
b2b tax invocie		
b2b bill of supply		
b2c		
export taxable		
export exempt		

Advance licensing

Revision on licensing process

How to check IP address?

windows+r > CMD > IPconfig > check the IP v4 address.(192.168.30.3)

IP range :- the third place in ip address

192.168.30.3 , 192.168.30.4 , 192.168.31.5

To configurate license in client , both server and client should be in same IP range and same subnet mask.

Tally.lic-

once after activating or reactivating the license in server this file will get generated in tally installed folder

its work is to provide license to server

once after surrendring the license ,it will get deleted.

If tally.lic gets deleted or currrupted Tally will turn to eduation mode.

Rigt click on tally icon > open file location.

Tally gateway server:-

once after activating or reactivating the license in server TGS will get installed in services

Its work is to provide the licesen to server and to provide the license to client.

Default port number is 9999

If TGS gets stopped Tally will turn to education mode

window+r > services.msc > tally gateway server 11.0

(note: TGS 11.0 is TP TGS , TGS 10.0 is ERP TGS)

How to confirm/reject license under multi site?

tallysolutions.com > login > control centre > account mangagement > license management > click on (...) > edit > select confirm/reject > provide remarks > submit.

Q.My license is showing as rejected ?

agent: as license was previously activated under multi site , it may have been rejected by administrator , we need to activate the license again under multi site

Agent: Do you have SL and activation key

customer > Yes

Agent:- open tally in admin> activate license > alt+s > provide SL and activation key , provide site id (unique branch name) > provide mail id > confirm mail id > ctrl+a > select create new site > provide the unlock key which have been received in the mail id

customer> No

Agent: Then drop a mail to support@tallysolutions.com , stating your license is been rejected and you need activation key to activate the license.

Reasons Tally will turn to education mode:-

Server Machine	Client/ Nodes
System format/hard disk changes	TGS not configured
Windows updated	LAN issues\unable to reach server\Wi-fi connection
Rental license expired	License compromised
Tally.LIC file not available/deleted	LAN/IP range is different
Ineligible release upgrade	Windows firewall restriction
TGS is inactive/offline	
TGS is stopped/not working/intermittent stoppage	
License is compromised	

Tally Turned to education mode:-

help :- TallyPrime Turned to Educational Mode on the Server Computer or Client Computer

Server or client

Server turned to education mode

l> close tally > right click on tally > open file location > delete Tally.lic

(if its not available close Tally folder)

II > windows+r > services.msc > Tallygateway server > right click on most recent one > properties > recovery (in first , second and subsequent failures select "restart the services" and in restart services after provide 0) > click ok

III> stop and disable the TGS other than most recent one

IV > give firewall exception to Tally.exe , TGS and port (help:-Add TallyPrime EXE and Ports to Firewall Exceptions List)

V > open tally in admin and reactivate the license.

Client turned to education mode

In client:- open Tally and use license from network

in server:- check IP and port number

in client :- use license from network > configure manually > provide the IP and port number

in client:- check the ip and confirm if its in same ip range or not

In client:- check ping response

windows+r > cmd > ping space "provide the server ip address" space -t

check the response if time

if its less than 5ms provide the "firewall exception" in server (for tally.exe,TGS,port)

if its more like 20,40,100ms etc or getting as "request time out" , "host not reachable"

inform to contact system admin / IT person as there is issue in network

(if firewall exception is given open tally in client and select use license from network)

Firewall exceptions need to follow help article “Add TallyPrime EXE and Ports to Firewall Exceptions List” , or we can refer to BSS .

To start with firewall in server

Right click on tally icon ,open file location > alt+d > ctrl+c ,

Then we can open the control panel and we can follow the process.

Once after opening browse , press alt+d > ctrl+v , then we can continue.

FAQ

Q.How to reset tally.net password?

A. If you know the existing password

Ans. Login to control centre > my profile > change password.

B.If you dont know the existing password

Ans. Open Tallysolutions.com > login > Reset Password > provide mail id , (mail will be sent to the mail id with link , click on the link and reset the password)

c.not getting the reset password mail

Ans.check the spam , junk

resend from CRM

still not getting , inform to drop a mail fro support@tallysolutions.com

Q.I have requested for reset password, but not received the mail

Ans.

i. Once inform to check in spam and junk

ii. check the status in CRM > and resent it

iii.If still not getting , inform to drop a mial to suppor@tallysolutions.com

Q.How to change the registered email id**A.If you know mail id and password.**

i. Ans. Login to control centre > account management > change account admin > provid the new admin mail id.(new password will be sent to new mail id)

B.If you know mail id ,you have access for it

i. first reset password , then change mail id from control centre

C.if you dont have access to mail id and don't know the control centre password.

i.Need to drop a mail to support@tallysolutions.com with "base invoice purchase copy" and company letter head with seal and signature.

Q.Silver to gold conversion.**A.1 silver to gold.**

Tallysolutoins.com > buy now > upgrade > silver to gold > make the payment

B.2 silver to gold

i.Need to purchase 1 more license and activate it.

a.then need to surrender 2 license from Tally applicatoin

b.all 3 serial numbers must have same account name

ii. Need to drop a mail to support@tallysolutions.com with company letter head with seal and signature.

C. 3 silver to Gold

- a. need to surrender 2 license from Tally applicatoin
- b.all 3 serial numbers must have same account name
- ii. Need to drop a mail to support@tallysolutions.com with company letter head with seal and signature.

=====

Q.How to downgrade from Gold to silver

Ans.Need to drop a mail to support@tallysolutions.com

Note: once after downgrading , if the renew the TSS of silver , then they can go back to gold once after TSS is expired.

=====

Q.How to merge license under multi site

Ans.Need to drop a mail to support@tallysolutions.com with "base invoice purchase copy" and company letter head with seal and signature.

=====

Q.How to split license from multi site

Ans.Need to drop a mail to support@tallysolutions.com with "base invoice purchase copy" and company letter head with seal and signature.

=====

Q.Can i use Tally prime and Tally erp 9 in same system?

Ans.yes, need to activate/reactivate the license in Tally prime

Install Tally erp in different drive or folder > open Tally erp 9 > configure existing license > select license .

From Tally prime 5.1 onwards if customer is getting errors related to licensing ,in the error screen itself ctrl+f1 option is given ,if customer click on that it will directly take them to the related help article to the exact error code with the resolutions.

Data management

Files and Folders available in Tally Prime installed folder

Tally.exe (tally application)

Tally setup

Tallygatewayserver.exe

Capsules folder :- this folder contains supporting files which helps tally run smoothly , for ex: we have Tally.ini which is related to banking

Lang folder:- where we can keep the language files and we can configure it in Tally

Tally.ini: this is tally configuration settings files , in this file , configurations will be saved , like data path , preload company , odbc , etc

Tallygateway.ini : this is related to Tally gateway port configuration.

Tallycfg.tsf: it contains F12 configurations

Tally.lic : license file

Tally.imp : import log and errors

Tally.spl : it contains any error while performing split.

Config folder:- here saved views and excel mapping templates will be saved.

=====

Tally data folders and files

Tally 5 - Tally 7.2 - 4 digit folder (1000) and .500 files

Tally , Tally erp 9 till Tally prime 2.1 - 5 digit folder (10000) and .900 files

Tally prime 3.0 onwards - 6 digit folder (100000) and .1800 files

Company.900/1800 :-

This file contains the information of Company Profile with Statutory Info.

Cmpsav.900/1800 :-

This file is a Backup of Company.900/1800.

Manager.900/1800 :-

This file consists the master level information like, Groups, Ledgers

LinkMgr.900/1800 :-

This file contains the details of bill references, order numbers, batch

TranMgr.900/1800:-

This file contains the transactions entered

TMESSAGE.TSF :-

This file consists the information of masters/vouchers created, and information is pushed to database as per the nature of information.

=====

How to configure data path?

From GOT > alt+y > data paty > company data path > select the path > ctrl+a

=====

how to preload company?

F1 > setting > startup > load companies on startup to yes > companies to load > select the companies to load and ctrl+a.

=====

How to take data backup

from GOT > alt+y > backup > select the destination path (where you want to store the backup)> enter > select the company and ctrl+a

(always taking the backup in new folder recommended)

=====

How to restore data

alt+y> restore > select the destination (where you want company to be restored) > enter > select the folder where backup is existing and select company

(always restore the backup in new folder recommended)

=====

Q. while taking data backup from Tally getting error as "unable to backup"

Solution: Tally help: Data – Errors & Resolutions >> unable to backup

=====

Auto backup: -

its under requirement need to suggested add on "Schedule Auto Backup Module 1.0"

or Tally help :- Auto Backup Your TallyPrime Data Using Cobian Backup

=====

Tally vault:- (Set TallyVault for Your Company) (Data Security – FAQ)

its high security and encrypts the data, after enabling this in select company screen we will not get company name instead we will get as (*****)

Before enabling Tally vault take data backup....

from > Alt+k > tally vault > enter password > ctrl+a

To change/remove tally vault password > from GOT > alt+k > tally valut > enter old password and new password (if want to remove then leave the new password blank)

Q.I forgot my tally vault password.

A. it can't be retrieved need to check with backup before providing the password.

=====

Security control:- (User Management in TallyPrime) (Data Security – FAQ)

Data security refers to the process of protecting data from Unauthorized access

Confidentiality: Protects data from Unauthorized users

Availability: Guarantees that the data is available for authorized access

how to enable

Take data backup

alt+k > security > control user access to company data to yes > provide user name and password > ctrl+A

how to create users

alt+k > user roles > (scrol down) provide name > enter > use basic failities of : data entry > select disallow and allow accordingly.

How to create users > user name and passowrd

alt+k > users and passwords > select user roll (as per requirement) > provide user name and passwords > ctrl+a

How to remove security control

alt+k > security control > control user access to company data to No > provide the existing password > ctrl+a

Q.i have forgot my user name and password

agent:- user or admin

User:- contact the admin to chagne the password

Admin:-

agent : do you have any user level login

customer: yes

agent : need to create a new company and export import the data.

customer : NO

then password cannot be broke ,kindly check with earlier backup

=====

Tally audit :- in which we can see which user has created which user has alter , its used for audit purpose (security control has to been enabled to use this)

alt+K > Enable Tally audit features to yes > ctrl+a

once user has done new entries (vouchers or masters)

from admin level: -

from GOT > display > statement of accounts > Tally audit > voucher types > select voucher > alt+r (accept one) / alt+s (accept all)

(after accepting the transaction if any chages is done we will come to know who has created and who has altered , where as if before accepting its been altered then the altered person will be shown as created)

to check report

from GOT > display > statement of accounts > Tally audit > voucher types > select voucher

or

from daybook > f12 > Show entered by/alterd by to yes > ctrl+a

=====

Data migration:-

Process of changing data from older versions to latest version. Making the older version data compatible with the latest version data.

data migration required

tally/Tally erp 9 to Tally prime any release

Tally prime 2.1 to Tally prime latest release (3.0 or above)

(migration changes in Tally prime 5.1 when data is migrated from 2.1 or below to Tally prime 5.1 or above , that is they can select

Set 'Numbering behaviour for insertion/deletion' as 'Retain Original Voucher No.' for : All Sales Voucher Types / All Voucher Types

Create HSN/SAC summary for : All Sections / All Sections Except B2C

HSN length : 4/6/8

data migration of Tally 7.2 to Tally prime

7.2 data > Tally erp 9 > Tally prime 3.0 above

download and keep the migration tool in Tally erp installed folder (tally erp 9 should be in license mode)

run the tool and migrate the 7.2 data to Tally erp 9

migrate the Tally erp 9 data to Tally prime.

Tallyprime > Tally prime edit log (vise versa)

=====

Data split:-(Split Company Data in TallyPrime)

Data Split in TallyPrime refers is a process of separating the data which will reduce the data size

Pre-requisites:-

data backup

data has to been fainalised by CA/auditor

Need to cleare tracking/orders before split , as it will not get carry forwarded

Data verification:-

alt+y (data) > split > verify > select company > ctrl+a

(it will get verify, after verify if getting "no errors found " can proceed to split the data, if getting error need to follow help article "Verify Company – Errors & Resolution" and resolve the issue)

data split process: -

alt+y (data) > split > Split data > select company > provide split from data (ex 1-4-24) > ctrl+a

post split , existing data will remain same 2 child companies will get created

Ex :main data 22-25 (split from 1-4-24)

child 1 : 22-24

child 2 : 24-25

Q. not getting split option in alt+y

> login from admin level.

Q. while performing split getting error

> check Tally.spl in open file location.

Q. while performing data split getting MAV error

> take backup > perform simple rewrite and check, if issue persist perform zero rewrite.

=====

Data sharing: - (Data Sharing in Windows – FAQ)

to share the data from server to client

How to share

add security: -

Right click on data folder > properties > security > edit > add > enter everyone > check names > OK > now click on full control > apply > ok

data sharing: -

Right click on data folder > properties > sharing > advance sharing > tick on share this folder > permissions > tick on full control > apply > ok > apply > ok.

once after sharing in the same sharing tab we will get the shared path , need to provide it in client and configure.

How to un-share re-share the data.

Right click on data folder > properties > sharing > advance sharing > untick share this folder > apply > ok > apply > ok

add security:-(as above)

data sharing:-(as above)

=====

In select company screen not getting company name getting it as folder

agent: in server or client

server

agent: can you let me know the digit of folder (note down) ,now press , ctrl+alt+b , which relase its showing

customer: - 6 digit , tally prime 2.1

agent: sir/mam , the data belongs to Tally prime 3.0 or later and you are trying to load it in 2.1 , kindly upgrade to latest version tally prime 5.0 and check.

client-

agent: check in server

customer : in server its showing

agent: in client can you let me know the digit of folder (note down) ,now press , ctrl+alt+b , which relase its showing

customer:- 6 digit , tally prime 2.1

agent: sir/mam , in server its Tally prime 3.0 or later and in client its 2.1 ,kidly upgrade the release as same in server.

Data errors

MAV errors - C0000005

Help article :- Memory Access Violation (MAV) – FAQ

MAV error while opening Tally.

- 1>open tally.ini > default companies to no
- 2> windos+r > services.msc > Print spooler > right click > stop
- 3> screen resolution for tallyprime > 1366*768
- 3> take backup and reinstall application.

MAV error while opening particular company

- 1> Take data backup
- 2> check the data files size (tranmgr,link mgr , manager, if any of this is 1 kb need to suggested to check with backup , if its more than perform repair)
- 3> **perform simple rewrite** > open Tally prime > ctrl+alt+r (sor) f1 > trouble shoothing > company data > repair > select company and repair.
- 4> **zero rewrite** > delete the .tsf files of 0 and 1 kb from data > right click on tally icon > properties > copy Target path , windows+r > "target path"space"data path"space0 , tally opens > ctrl+alt+r> repair data.

MAV error while printing

- 1> restart print spooler
- 2 > take data backup > alt+k > alter > change base currency symbol to "Rs." and formal name to "Indian Rupees"
- 3> take backup and rename Tallycfg.tsf

MAV error while performing data split

- 1> take data backup
- 2> perform simple rewrite ,if issue perist
- 3> zero rewrite > open data folder > delete the .tsf files of 0 and 1 kb ,right click on tally icon > copy Target path , windows+r > "target path"space"data path"space0 , tally opens > ctrl+alt+r> repair data.

MAV error while performing Rewrite

- 1>Perform zero rewrite > open data folder > delete the .tsf files of 0 and 1 kb ,right click on tally icon > copy Target path , windows+r > "target path"space"data path"space0 , tally opens > ctrl+alt+r> repair data.

MAV error while exporting in PDF format

- 1.Restart the print spooler and check
- 2.Stop the print spooler and check
- 3.Take data backup and rename Tallycfg.tsf

=====

Tranmgr.900/1800 ,linkmgr.900/1800,manager.900/1800 (you will get any one error)1> check file size of the error file
ex > tranmgr.900/1800 , if it is 0 or 1 kb suggest to restore earlier backup if its more like "1000 kb , 5000 kb " , perform
Zero rewrite

File Damaged need to Repair

1> perform simple rewrite , if issue persist > perform Zero rewrite

Unable to read message for update

open the data fodler , check the file size of Tmessage.tsf,if its 0 or 1 kb delete it and open the company , if its has more size like 100 kb like that , then cut the tmessage.tsf file and paste it into the desktop and load the data.

Debug Location

ask the ID in the error and perform ID rewrite

ID rewrite:- right click on tally icon > copy Target path , windows+r > "target path"space"data path"space 106, tally opens > ctrl+alt+r> repair data.

Tally performance issue.

if tally is working slow while opening company , or while saving vouchers or while opening report or while opening particular report , its know as performance issue.

Performance issue while opening company

in server

after opening company

alt+k > online access > connect compnay on start up to no.

in client

first inform to check in server

if getting issue only in server > check ping responce if its less than 5ms unshare and reshare the data and check.

check the data folder size

issue persist check the RAM of server and RAM in client

check the statistics of company , total vouchers , total masters (ledger, stock items)

if its huge ,if suggest to split the data from where its been finalised.

q1: While opening tally getting error as "Application settings are lost, tally will start with default settings"
query: my F12 configurations are not getting saved, after restarting Tally its turning to default.

Ans.Open Tally.ini give (.) in location of tallysav.tsf

=====

while opening compnay getting error as internal error contact tally solutions error code zero

*check the file size

*take data backup , and perform zero repair.

=====S

While opening company getting error code 32

reasons: -

Trying to copy the data folder when it is in use

Due to third party backup tools

solution: -

Add *.tsf file extensions in the external backup tool

Do not copy the data when it is in use

Data interchange

Export / Import

From Tally Prime we can export the data in various formats and we can import the data in tally by excel and XML format

Export vouchers/reports:-

From Tally prime we can export the vouchers or reports in various formats (ASCII , excel,HTML ,PDF, JPEG)
From vouchers or reports > ctrl+e > f8(select format) , f6(export to) select the required location and export.

Export import:

From tally prime we can export and import the data from on company to another in XML format, or if we have data in excel we can import it in Tally prime.

SL	Pre requisites
1	Present data backup is taken
2	Both the company's Financial years should be same
3	Both the companies should have same F11 features
4	This process should be tried after business hours or during weekends
5	Ensure that both the companies are created separately

How to export Masters: - (Export Data in TallyPrime)

alt+e > masters > F8(file format) > F6 (export to) selected the required folder > configure > type of master (all master, accounting master, inventory master etc,) ctrl+a > export

Include dependent master: the master which has dependent masters, like for stock items we have dependent masters UOM, stock group etc;

Export configurations: -

Report details: -

<i>Type of Master> All Masters</i>	<i>Include dependent masters</i>
<i>Export closing balance as opening balance</i>	<i>Select Master Name Style</i>

Export Settings:-

<i>Encoding Language : default</i>	<i>File format : XML</i>
<i>Export to (Local Drive)</i>	<i>Location , name, language</i>

How to export transactions: -(Export Data in TallyPrime)

alt+e > transaction > F8(file format) > F6 (export to) selected the required folder > configure > period (if required) > ctrl+a > export.

Export configurations: -

Report details	Export Settings
<i>show Narrations</i>	<i>Encoding language</i>
<i>Show Voucher No</i>	<i>File format</i>
<i>Include dependent masters</i>	<i>Export to</i>
<i>Type of Voucher entries All Vouchers</i>	<i>Location , name, language</i>

How to import Masters: - (How to Import Data into TallyPrime)

Alt+o > masters >

- File format: To Import masters file format should be XML (Data Interchange)
- File Path: location of exported file
- File to Import: File name e.g., Master.xml
- Behavior of Import if master already exists:
 - **Combine Opening Balance:** merge the exported balance with the existing balance of the master
 - **Ignore Duplicates:** Not to consider duplicates during import.
 - **Modify with New Data:** modify the existing balance with new balance.

((once after importing if we have any errors we can check in alt+y > all exceptions))

How to import Transactions: -(How to Import Data into TallyPrime)

Alt+o > transaction > select folder and file > ctrl+a

((once after importing if we have any errors we can check in alt+y > all exceptions))

To match 2 books total vouchers and masters we can navigate to (display > statement of accounts > statistics)

Import configurations:- alt+O > configuration

1. Location of Import/Export files
2. Behavior of Import when expectation exists (Behaviors of Import)
3. Overwrite Voucher (Yes/No)
4. Remove Invalid character, tabs extra spaces (Excel import)
5. Import batch size (Behavior & Impact) of adding
6. Enable detailed log(Tally. Imp) Impact of configuration

Import from Excel:- (How to Import Data into TallyPrime)

We can use templates provided by Tally prime or if we have data in excel we can map it in Tally prime and we can import the data.

Q.Customer calling for first time, wanted to know how to import data in Tally prime from excel

Sol: - Send help videos from CRM

Q.Customer has gone through help and has done mapping facing issue.

Sol:- suggested you will create a lead partner will reach out to customer in chargeable basis

If customer is not agreeing to pay , need to escalate with FS permission.

Data Synchronization: - Valid TSS required

A Simulation between two or more instances of Tally Prime in a client server environment

During synchronization, data is transferred from the client to the server and from the server to the client

Data Exchange happens Via Internet or with Private IP

Types of Synchronization with Tally.net

Online synch

On-demand synch

Data Synchronization with static ip (TSS is not required)**Do's**

- Create separate companies in HO and Branches (Head office and Branch office)
- The Financial year and Company features should be same both the sides
- Ensure data backup is taken
- Pre-fix with branch name or of any choice e.g. Br Payment such that the data is synchronized to the same voucher type other side

Don'ts

- Do not copy the company data to the other side
- Do not alter default the default masters i.e. ledgers, groups, voucher types etc..
- Deletion of Client rule or server rule is not recommended
- Restoring data backup in either of the side is not suggested

Pre-requisites: -

Valid Tally Software service

Internet connection

Good Internet bandwidth (minimum 3 Mbps)

Dedicated IP for IP sync only

alt+z > data synchronization > client server configuration > Tally prime acting as : server/client/both

Online synch:-**Server:-**

Enable security

F11 > Enable Tally.net services for Remote access and synchronization to yes

(note down the account id from license information screen, check the connect name in alt+k online access contact details)

alt+k > connect

Client:- Create rules

alt+z > client rules > create > master/transaction

alt+z > synchronization

Server :- accept rules

alt+z > server rules > activate > master / transaction > activate rules to yes.

Client: - perform synch

Alt+z > synchronization (check the reports in both the sides)

To match 2 books total vouchers and masters we can navigate to (display > statement of accounts > statistics)

((After performing synch if we get any error we can check in alt+y > all exceptions))

Online synch:-

Server should be connected and synch has to be performed in client

On demand :-

Both side connecting of company is not required , and both side synch has to be performed

Tally Prime on AWS (2.0 and above) : (Upgrade to TallyPrime on AWS Virtual Computer)

To streamline this for you, we have collaborated with Amazon Web Services (AWS), the world's most comprehensive and broadly adopted cloud service, to make our flagship product, TallyPrime, available on the cloud.

As a part of this collaboration, virtual machines provided by AWS allow you to use your TallyPrime license and data remotely, ensuring your operations run seamlessly from different locations.

How to place order:

Login to control center > Tally prime AWS > fill the details and submit

Or

Elcom.digital > find a partner or get a call back > fill the details

Notifications in TallyPrime:-

Missing to act on time-sensitive and mandatory activities can result in significant downtime for your business. The Notifications report in TallyPrime 5.0 ensures that you receive timely notifications to upload or download vouchers from the GST portal, and manage your TSS and license.

You no longer need to worry about remembering activities like renewing your TSS (Tally Software Services) or refreshing the GST status of the vouchers. The Notifications report in TallyPrime notifies you and presents a consolidated view to track all such activities. It also delivers the platform to take necessary actions directly from the report

The Notification framework in TallyPrime 5.0 includes a new Bell icon to indicate notifications with the help of a red dot. You can customize the appearance of the red dot as per your preference.

Ctrl+alt+n

E-mail :- (E-mail | Using Gmail, Yahoo, Outlook to Send Invoices, Reports, & Reminder Letters)

Electronic mail, commonly shortened to “email,” is a communication method that uses electronic devices to deliver messages across computer networks.

Email feature introduced in Tally 6.3 which supports emailing of reports and transactions

Q.How to configure mail

Alt+m > Email configuration > show more > Pre-defined Email profile > create > provide email from and additional required details.

Q.How to provide mail id in ledgers?

From GOT > alter > ledger > select ledger > f12 > provide contact details to yes > ctrl+a

From ledger screen > provide contact details to yes > provide mail id > ctrl+a

Q.How to sent mail from Tally prime ?

From reports or vouchers > ctrl+m > select from and to mail id ,> (provide message optional) > ctrl+a > f8 (file format) > (configurations as per requirement) > **M E-mail** (it will be sent)

Q.While sending mail getting error as “Authentication failed”,“ E-mail cannot be sent press f1 for help?

Need to generate app password by following help article

E-mail | Using Gmail, Yahoo, Outlook to Send Invoices, Reports, & Reminder Letters >> Authenticate E-mail service providers for sending

=====

Digital Signature:- (Digital Signature in TallyPrime for PDF Documents) Tally prime 2.1

If your business is a company and audited under Section 44 AB, you must already have Digital Signature Certificate (DSC) dongle. However, if you are yet to issue a DSC dongle then you can get it issued by one of the certified authorities such as – Emudra , Capricon etc;

Connect DSC dongle to your computer or laptop to use Digital signature

While exporting the documents in PDF format we can add the digital signature.

If required while printing , select Microsoft print to PDF as printer , it will get exported in pdf with signature.

How to check the certificate?

You can also check the certificates in windows:

1. On the Windows taskbar, open Search > type Internet Options > press Enter.

2 .Click the Content tab > Certificates.

All your existing digital signature certificates along with other digital certificates will be listed.

Whatsapp in Tally prime : - (How to Send Documents Using TallyPrime with WhatsApp)

In Tally prime we can use whatsapp app feature to send documents reports to stake folders

Requirements to use whatsapp in Tally prime:-

Tally prime 4.0 or above

Valid TSS to send from Tally prime or they can send from interact portal.

New number is suggested (if we use old number old chats will be deleted)

GST Certificate or website or Face book business page or own website

Face book business page with following requirements

- a) DB : company logo
- b) Cover page : company building
- c) Bio : of minimum 2 lines with contact details and working days and hours

Q.How to raise request for Whatsapp in Tally prime.

Control Centre > whatsapp for business > fill the details and submit

(Tally partner will reach to the customer within 24 hrs and follow up)

Price:

Subscription : 1300+234(gst) , customer will get 100rs in wallet

RECHARGE WALLET: 675+gst = 500 in wallet , 2700+gst = 2000 in wallet

Conversation: 0.11 per conversation

Message for a particular number within 24 hrs

How to add whats app numbers in Tally prime

Alt+m > manage > whatsapp no.> enter whatsapp details > provide the registered mobile number

Business name > enter user name and password.

How to configure send after save

Sol: from voucher type alteration > whatsapp after saving to yes.

Add number in ledger

Alter > ledger > select party > F12 > provide contact details to yes, provide multiple mobile number to yes.(if required) , then provide the mobile number accordingly.

From vouchers or reports to send current we can use **ctrl+alt+w**

ODBC :- (Extract Data Using ODBC in TallyPrime)

We can extract the data of Tally prime in excel with the help of ODBC. To extract the data from excel , excel should be 64 bit.

How to configure?

Open Tally prime in Admin

Alt+z > data synchronisation > client server configuration> Enable odbc to yes > port number 9000(default can change if required) > ctrl+a , restart to yes.

Open the company from which you want to extract the data

Open Excel > Data > from other source > from Microsoft query > select Tally odbc > select required fields and extract the data.

While extracting data in excel getting error as “mismatch in driver”

Tally prime is 64 bit , excel is 32 bit , upgrade the excel to 64 bit

Edit log:-

As per MCA from 2023-24 onwards all the business who comes under MCA and who maintains the book of accounts in software, has to maintain audit trail in which who has created who has altered all the details should be captured.

Tally Prime Edit log :-

Edit Log in TallyPrime allows you to keep a trail of each activity performed in transactions and masters to help you have a better internal control over your Company data. Irrespective of the nature of changes made in the data – financial, functional, or internal, the Edit Log feature keeps a trail of the activities in Company data.

In Tally prime Edit log version we cannot disable the edit log feature

In Tally prime gold , we can enable and disable the edit log from company creation/alteration screen

Edit log can be check in individual Masters or vouchers by pressing alt+Q

From day book > ctrl+b > show report for >> all vouchers

>> alter vouchers

>> non altered vouchers

From day book > ctrl+b > Included vouchers

We can also see the deleted masters as well

Chart of accounts > ledger / stock item > ctrl+b > Include Deleted Ledgers to yes.

Browser access.

Tally help :View TallyPrime Reports in Browser

Requires valid TSS

we can configure browser access and access the tally data thorough any browser ,system or mobile

Silver license - can configure 1 user for browser access

GOld license - can confiugre 10 users for browser access.

How to configure

a) if only one user

open company

f11 > enable browser access for reports to yes.

alt+k > security > Email id for browser access > select or give email id> ctrl+a .(if exsiting mail id is given ,we can use the same tally.net password, if new mail id is given password will be sent to the given mail id.)

then alt+k > connect

Now open Tallysolutions.com , in system or mobile

login > provide the mail id and password > login > select company and see the reports.

B) if for multiple users

open company

f11 > enable browser access for reports to yes.

enable security control if not enabled (by taking backup)

alt+k > users and passwords > select user roll as "tally.net user" > select or give mail id > allow browser access to yes.ctrl+a .(if existing mail id is given , we can use the same tally.net password, if new mail id is given password will be sent to the given mail id.)

then alt+k > connect

Now open Tallysolutions.com , in system or mobile

login > provide the mail id and password > login > select company and see the reports.

Remote access.

Help : Remote Access in TallyPrime

requires valid TSS , both side server and client same Tally version/release has to be installed

Through remote access we can access the tally data remotely from any other system by installing tally application in that. and in remote end license in not required it can be in education mode.

in server and in remote side same Tally release must be installed.

Silver license - can configure 1 user for Remote access

Gold license - can configure 10 users for Remote access.

How to configure: -

Open company

for remote access need to enable security in server company if not enabled (by taking backup)

f11 > Enable Tally.net services for remote access and synchronisatoin to yes

alt+k > users and passwords > select user roll as "tally.net user" > select or give mail id > allow browser access to yes.ctrl+a .

(if existing mail id is given ,we can use the same tally.net password, if new mail id is given password will be sent to the given mail id.)

then alt+k > connect

in client/ remote end

Install tally of same release as in server.

Open tally > select remote company > provide the Tally.net id and password. > select the company and access it.

Note: in server we can configure and connect multiple companies for same user, but in client / remote end, we can open only one company, if 2 companies are configured, if one company is selected, need to close that first but ctrl+f3, then we can select the another company.

Tally Plug-ins :- (Manage Tally Plug-Ins)

When your business requires specific services beyond the standard TallyPrime features, you can use Tally Plug-Ins, such as Tally Capital, which will be available to customers of TallyCapital partners. You can use this for checking your credit report, getting loan eligibility details, and applying for a business loan, in just a few steps, whenever your business needs one.

Such plug-ins developed by Tally Solutions extend the capabilities of Tally Prime application without impacting the existing features. Starting TallyPrime Release 5.0, Tally Plug-Ins will be available as an integral part of the application, enabling you to manage them as per your business needs.

Tally capital:-

Access to capital is imperative for any business to maximize its growth and head toward its full potential.

Business Loans

Create Loan Application

Loan Application Status

Alter Loan Application

Loan Disbursement Summary

Business Loan Eligibility

*Eligibility as per bank statement

*Eligibility as per Tally data

Check Credit Score

Loan EMI Calculator

TCS – tax collected at source (TCS in TallyPrime)

Enablement's: -

F11 > Enable TCS to yes , provide details

Create TCS nature of goods:-

From GOT > create > TCS nature of goods > provide name or (alt+h for helper select the nature) > provide the rate and threshold limit and save it

create a sales/income ledger with TCS

Create TCS ledger under duties and taxes

Enable TCS in party.

Post sales transaction and select TCS ledger

(if any additional ledgers are used in transaction like gst etc, if tcs is applicable in that make it applicable, if not make it not applicable , it should not be undefined.)

Check the report >

Display > statutory report > tcs > form 27 EQ > save the return alt+b and export .

Filing

Export the file

Import it in the tool downloaded from NSDL website , and validate

Then upload it.

TCS is not getting calculated?

Check in party TCS is enabled

Check in sales/income ledger

Check the TCS ledger if nature is selected

Check the TCS nature and exemption limit

If all masters are correct, save the transaction open it again and select the tcs ledger.

TDS – tax deducted at source (Record TDS Transactions in TallyPrime)

Enablement's: -

F11 > Enable TDS to yes , provide details

Create TDS nature of Payments:-

From GOT > create > TDS nature of Payments > provide name or (alt+h for helper select the nature) > provide the rate and threshold limit and save it

create a purchase/expenses ledger with TDS

Create TDS ledger under duties and taxes

Enable TDS in party.

Post Purchase transaction and select TDS ledger

(if any additional ledgers are used in transaction like gst etc, if TDS is applicable in that make it applicable, if not make it not applicable, it should not be undefined.)

Check the report >

Display > statutory report > TDS > form 26Q > save the return (alt+b) and export.

Filing

Export the file

Import it in the tool downloaded from NSDL website, and validate

Then upload it.

TDS is not getting calculated?

Check in party TDS is enabled

Check in purchase/expenses ledger

Check the TDS ledger if nature is selected

Check the TDS nature and exemption limit

If all masters are correct , save the transaction open it again and select the TDS ledger.

Record TDS on Purchase of Goods Under Section 194Q

TallyPrime 5.0 ensures comprehensive automation of TDS calculations as per Section 194Q of the Finance Bill 2021. This latest feature allows businesses to effortlessly handle TDS transactions, automatically calculating TDS when recording vouchers, and ensuring compliance with new tax rules.

Per Section 194Q of the Finance Bill 2021, TDS must be deducted when purchasing goods if your business's annual turnover in the previous financial year exceeded Rs. 10 crores. TDS is deducted on purchases exceeding Rs. 50 lakh from a seller in a financial year. The tax rate is 0.1% if the seller has a PAN and 5% if they do not have a PAN. For example, if you purchase goods worth Rs. 60 lakhs from a seller with a PAN, TDS is deducted on Rs. 10 lakhs (the amount above Rs. 50 lakhs) at 0.1%.

It is to be noted that, the following entities are exempted from TDS deduction under Section 194Q.

- Government Entities
- Entities charging TCS under section 206C (Except 206C(1H))
- e-Commerce Operator u/s 194O
- NRI Entities

For exemptions (GOV entities , party collecting tcs , ecommerce, NRI)

In party ledger :

Deductee type : company resient – for , party collecting TCS

Deductee type : company resient – for Ecommerce

Deductee type : Government – for Government Entities

Deductee type : company/individual – non resident – for NRI

Use advance TDS Entreis to yes

Set/alter zero / lower deduction to yes

Select nature > 194Q (govt.) – for Government Entities

194Q (194 O) - for Ecommerce

194Q (206C) - for , party collecting TCS

194Q (NRI) - for NRI

Accounting FAQ

Q1. How to create ledgers in Tally prime

From got > create > ledger > provide name > select group and required details > ctrl+a

Q2.How to create groups

From GOT > create > group > provide name > select required group and required details > ctrl+a

Q3.How to create simple units

From GOT > create > unit > provide symbol and name > ctrl+a

Q4.How to create compound units

GOT > create > unit > back space > compound enter > select the base unit and conversion units

EX: Bag of 25 kgs

Q5.How to create Alternative unit

From stock item creation screen > f12 > use alternative unit to yes

Then select the base unit and alternative unit

Ex: Unit: Box , alternative unit : pcs

Where : 25 pcs = 1 box

Q6.How to create Stock item

From GOT > create > stock item > provide name > select required unit and details > ctrl+a

Q7.how to create Stock group

From > GOT > create > stock group > provide details., should quantities of items be added to yes.

(if “should quantities of item be added is set to no , then in stock summary group view we will not get quantity and rate)

Q8.How to create stock category

From GOT > create > Stock category> provide details> ctrl+a

Q9.How to create multiple ledgers in one shot

GOT > chart of accounts > ledger > alt+h > multi create > provide name> select group > give opening balance (if required) > ctrl+a

Q9.How to create multiple Stock items in one shot

GOT > chart of accounts > stock items > alt+h > multi create > provide name> select group > give opening balance (if required) > ctrl+a

Q10. How to remove opening balance of all ledgers in one shot

GOT > chart of accounts > ledger > alt+h > multi alter > alt+b > ctrl+a

Q10. How to remove opening balance of all Stock items in one shot

GOT > chart of accounts > stock items > alt+h > multi alter > alt+b > ctrl+a

Q11.In Profit and loss account I am not getting opening and closing stock

F11 > integrate accounts with inventory to Yes > ctrl+a (now check once)

Q12.How to give manual opening and closing stock on shot

- 1.F11 > integrate accounts with inventory to “No” (if inventory is enabled)
 2. from GOT >create > ledger > name: stock in hand > under stock in hand , provide opening balance > ctrl+a
 3. from GOT > alter > ledger > stock in hand > provide closing date and closing value.
- Now check the P&L with the given period

Q13. Sales ac / purchase account is not listing in front of sales/purchase ledger option while passing sales/purchase transaction?

Alt+g > alter master > ledger > select the sales/purchase ledger > f12 > use inventory allocation for ledgers to yes > ctrl+a > inventory values are affected to yes> ctrl+a

Q14. In sales/purchase ledger alteration cursor is skipping the inventory values are affected option

Ctrl+I > inventory values are affected > disable bill wise and enable the inventory values are affected > ctrl+A

Q15. Sales/purchase ledger option is not coming below party ac name?

- i.press ctrl+h to change the mode select item invoice
- ii. press f12 from sales voucher>>enable the option select common ledger for item allocation>>ctrl a.
- iii.f8/f9 > if getting voucher class make it not applicable

Q16.while checking balance sheet asset side head is coming on liability side head and liability side head is coming on asset side head?

open balance sheet>>press f12>>method of showing balance sheet>>liabilities/asset>> cntrl a.

Q17.while checking balance sheet current asset is coming on liability and current liability is coming on asset side.

Ans-if current asset total is coming on credit side then it will show on liability side if current liability total is coming on debit side then it will come on asset side.

Q18.while checking balance sheet difference in opening balance is coming how to remove that balance??

i.From > got > display > trial balance > f5(ledger wise) > f12 > show opening balance to yes > ctrl+a

ii.Now check in which side you are getting the difference in opening balance (debit side or credit side)

iii. Now check if in any ledger you have given more opening balance ctrl+enter on that ledger and correct the opening balance

iii. if the given opening balances are correct then need to provide opening balance in ledger (like if you are getting DIOP in DR side need to give DR opening balance or if you are getting DIOP in CR side need to give CR opening balance.

I don't know in which ledger I should mention

i.Note down the DIOP amount and DR or Cr

ii.alt+g > create master > ledger > provide name as "suspense account" > select under group as "suspense account" > provide the opening balance and dr/cr accordingly > ctrl+a

iii.Now check the balance sheet.

Q19..how to see/delete unused masters (like ledger/stock item)?

Got>>chart of accounts>>ledger/stock item>>cntrl j exception report>>show unused>>enter (if want to delete press ctrl+space > alt+d)

Q20.How to see/delte used masters (like ledger/stock item)?

Got>>chart of accounts>>ledger/stock item>>cntrl j exception report>>show used>>enter (if want to delete press ctrl+space > alt+d)

Q20.how to reuse deleted voucher number from TP 3.0 onwards

from voucher (ex.sales) ctrl+i > enter on voucher number > show unused > enter on the required voucher number.

Q21.I am using automatic voucher number now want to use automanual in same voucher type .

i.From GOT > alter > voucher type > sales > f12 > define multiple voucher numbering series to vouchers to yes. > ctrl+a

ii.define multiple voucher numbering series to vouchers to yes > create series > provide series name (ex auto manual)> select voucher numbering method (auto manual) > and required details and ctrl+a

Bill wise related

Q22.In sales not getting the bill wise details screen

From sales f12 > use default bill wise details to no

Ctrl+enter on party > maintain balance bill by bill to yes

F11 > maintain balance bill by bill to yes

In party ledger alteration my cursor is skipping the file bill by bill

Ctrl+I >enter on maintain balance bill by bill > now enable it ctrl+a

Q23. in payment or receipt I am getting the bill wise details screen after selecting the party itself I want it after providing amount

f12 > pre allocate bill to “No” > ctrl+a

Q24.my party has pending bills still while passing payment/receipt I am not getting the list of bills to select

F12 > show list of bills for selection to yes > ctrl+a

Q25.I have posted sales transaction by I am not getting that bill in receivables

From GOT > display > statement of accounts > ledger > select party > check if getting as on account > enter on it, now you will get the sales transaction below > enter on it > click on total amount below > enter > now you will get the bill wise details screen > select new reference and ctrl+a save the transaction

Q26. How to settle multiple bills of a party in one shot?

GOT > Display> statement of account > outstanding > ledger > select party > select bills (by space or ctrl+space) > alt+b > select account and ctrl+a > entry will get opened then ctrl+a

Q27.How to give credit limit for all parties in one shot?

GOT > chart of accounts > ledger > alt+h > credit limit.

Q28.How to give credit days for all parties in one shot

GOT > chart of accounts > ledger > alt+h > credit limit.

Q29.How to print party previous balance in invoice

From sales > ctrl+p > configure > Show Previous and Current Balances of Ledger to yes.

Q30.how to sort the bills as per user

F1 > setting > display > Sorting Method for Pending Bills in Vouchers > select required format

Q31.How to print confirmation of accounts:?

GOT > display > accounts book > ledger > select party > ctrl+p > configure > report type > confirmation of accounts > ctrl+a > preview/print

Q32.How to print remainder letter for single party?

GOT > display > statement of accounts > outstanding > ledger > ctrl+p > configure > report type > remainder letter > ctrl+a > preview print

Q33.How to print remainder letter for all parties: -

GOT > display > statement of accounts > outstanding > receivables > ctrl+p > configure > report type > remainder letter > ctrl+a > preview print

Q. why I am getting my debtor party in payables, >

press enter, now below you will get the receipt transaction, enter and open it , you have selected advance reference ?

So this bill be reflecting in payables as its create a credit balance, once after passing sales against it , it will be cleared.

Q. why I am getting my creditor party in receivables.

press enter, now below you will get the payment transaction, enter and open it , you have selected advance reference ?

So this bill be reflecting in receivables as its create a debit balance balance, once after passing purchase against it , it will be cleared.

Multi currency related

What are types of gain loss

unrealised forex gain/loss: when you have posted sales and still you have not posted the receipt , but due to rate changes,(like sales in other exchange rate or by providing standard rete) tally will show you the difference amount as gain/ loss

realies forex gain/ loss:

after posting the sales and then you have posted the receipt , the differed amount will show as gain loss

Q34.why I am getting forex gain loss in balance sheet

agent: are you using multiple currencies

customer: no

agent: enter on balance sheet > enter on the "un adjusted forex gain loss" > enter > enter > you will get the party name > ctrl+enter (on party name) > ctrl+i > enter on currency > select the base currency. (if here you are getting "RS." then slect "₹" > ctrl+a > ctrl+a , now check the report.

if customer says "Yes he use foreign currency"

agent: explain the forex concept in tally.

If you are using multi currency for ex:\$, you have passes sales or any voucher in dollars (ex:1\$=80) and now the current value have my be changed (ex:1\$=82) , so the difference of 2rs will reflect as forex gain/loss in balance sheet. You need to record JV to adjust the amount post passing the receipt.

Q35. How to record JV for forex gain loss?

GOT > voucher > f7(journal) > ctrl+h > use for forex gain loss> select “forex gain loss ledger” in account (if not create create one under indirect income or expenses by pressing alt+c) > select party in particulars.

Q35.How to provide standard rate of currency

- 1.From GOT > alter > currency > provide the data and rate in standard rate column
- 2.from GOT > alter > rate of exchange > select currency > provide date and rate.

Q36.why i am not getting bill wise details for foreign party

check the currency in ledger >(if its other than base currency) need to inform > sir/mam as if now bill wise details is available only for base currency ledger , for foreign currency we have taken under requirement. So, if you want to enable bill wise for this party , need to select ledger currency as base currency.

Q37.I have passed sales in dollars and i have recorded the receipt ,but in forex gain/loss getting the complete amount of receipt?

> check if the receipt is been passed in INR.When the sales is recorded in dollars receipt also should be passed in dollars only. If you pass sales in dollars and receipt in INR ,then complete amount of receipt will reflect as forex gain/loss.

Cost centers:-

Q.I want to see cost center wise Profit and loss account

Currently we have take it under requirement ,need to suggest add on “Cost Centre Wise Profit and Loss Account 1.9”

Q. I am not getting cost center in purchase invoice mode.

Currently in under requirement , as alternative need to post the transaction is as voucher mode .

Q38.I want to use qty for service billing in accounting invoice mode.

As if now we have taken it under requirement , need to purchase add on “detailed service billing”

Q39.Purchase and sales of fixed assets.

Create a fixed assets ledger like “machinery” under fixed assets

Post purchase transaction in Accounting invoice mode. Rs.100000

If depreciation is required need to post JV.

We cannot make direct sales for fixed assets ledger
Need to create a new ledger as "sales of fixed assets" under sales account.
Post sales in accounting invoice mode. (80000 or 120000)
Need to post jv to adjust it against the fixed assets.

If it was sold for 80000 , then 20k loss is been occurred
If its been sold for 120000 20k profit gained.

Q40. My closing stock is not getting matched in profit and loss account

A: have you given manual opening and closing by creating ledger.

Customer : No.

A: enter in closing stock and press F12 > show stock items with zero quantity or balance to yes
> ctrl+a > check once.

Customer : Yes.

A: f11 > Intergrade accounts with inventory to no > ctrl+a > check once.

Inventory FAQ

Q1.while passing sales my cursor is skipping the quantity filed?

Bring cursor on the item > ctrl+enter > select the unit.

Q2.I want to change the unit of stock item , but cursor is not moving on that.ex: from pcs to units

agent : do you want to change the unit for one particular stock item or all

I) if its only for one stock item

check how many transactions have been passed, from stock summary
create a new stock item with similar name and select the required unit,
and now either change the stock items in the previous transaction, or can continue with the new stock items

or else need to create a new company, create a required item in that company, and export and import the data

II) all my stock items are in "pcs" need to change it to "units"

from GOT > alter > unit > pcs > change it to units.

Q3.How to decrease the no of decimal places in units from 4 to 2 or 0

once after recording the transaction we cannot decrease the decimal places , its under requirement

need to create new company

create the required unit and required no of decimal places.

export masters from existing company, and import in new company, select the behavior as Ignore duplicates

export transaction from existing company and include dependent masters to no.

import the data in new company.

Q4. In stock summary in group view I am not getting the closing qty , getting only value?

Shift enter on that group name , now in the below stock items are you getting same units for all items or different

Different units: as it has different units , we will not get the closing qty

Same units: alt+g > alter master > stock group > f12 >

Q5.i have created a godown by while passing transaction it's not reflecting

Alt+g > alter master > godown/location > select godown > f12 > allow storage of material to yes > ctrl+a > allow storage of material to yes > ctrl+a >

Q6. In stock summary I am not getting few of the stock items

F12 > show stock items with zero quantity or balance to yes > ctrl+a

Q7. In stock summary I am getting a item with negative qty and value

Or in stock summary for a item I am getting only value not getting qty

Shift+enter on the stock item , check how many godowns are reflecting and which godown is in negative balance , enter on that godown which has negative balance, now in monthly summary check in which month you are getting the negative value , enter on that month , now in month view check after which transaction you are getting negative value ,

enter and open the transaction , click on the stock item name > enter > in item allocation screen replace the godown with the godown which has balance

or

pass stock journal and transfer the goods from the positive godown to negative godown.

Q8.How to delete godown if its used

GOT > display > inventory books > godwons/locations > select godown which want to be deleted > you will get the stock items > enter on the stock items and enter entre and open the transaction and replace the godown with main location or any other godwon, same has to be done for all items , then

>. From got > alter > godown/location > select godown > alt+d

Q9.How to check negative batches

GOT > display > inventory books > batch > select item > ctrl+j > negative batches

GOT > display > statement of inventory > stock query > select item > ctrl+j > negative batches

Q10.How to check batches about to expire?

GOT > statement of inventory > Ageing analysis > primary > F9 > Ageing style : to be expired .

F6 9(ageing periods) provide the required periods

Q11.How to check expired batches?

GOT > statement of inventory > Ageing analysis > primary > F9 > Ageing style : by date of purchase > show only expired batches to yes

Q12. While passing sales or delivery note I am unable to tract the order number , it's not getting listed.

From GOT > display > statement of inventory > sales order outstanding > all orders > F12 > show pre close order details to yes > ctrl+a

Agent : are you getting that order which you are unable to track.

Customer : yes

Agent : so you have pre close the order , do you want to use that order

Custoerm yes :

Agent : shift enter on that , below you will get the sales order enter and open that

Now press f12 >show cleared sales to yes and provide detail to pre-close order to yes > ctrl+a , in item allocation screen remove pre-close quantity and remarks

Q13.while passing sales i am getting item allocation screen

agent , in item allocation screen are you getting godown or batches or tracking number or order number?

1.godown

Agent : Do you use multiple godowns ?

customer: yes

agent: then item allocation screen cannot be disabled , as items has to be allocated , from where we are buying and from where we are selling

customer : No,

agent: bring your cursor in godown and press space bar

now how many godowns , and other than main location what you are getting

customer: 2 , and says the other godown name

agent: from GOT > display > inventory books > godowns/locatoin > select the 2nd godown > now need to enter on each item and drill down till the transaction , then from item allocation screen replace the 2nd godown with main locatoin , like wise need to do for all items and transaction , then you can delete it from

GOT > alte > godown/location > select godown > alt+d

2.tracking number

agent : now from sales invoice press f10 .. here under inventory vouchers while vouchers are visible except stock journal and physical stock

(note down the vouchers said by them)

agent : do you use those vouchers

customer : yes

agent: then we cannot disable the item allocation screen, as we need to tack and allocate it.

customer: no

agent : now come to gateway of tally > alter > voucher type > (inform to select the vouchers which were there one by one) activate this voucher type to no > ctrl+a.

3.Batch-

agent: do you use batches

customer: yes

agent: then we cannot disable the item allocation screen as the batches has to be allocated.

Customer : no

Agent : then bring your cursor on stock item > ctrl+enter > maintain batched to no > ctrl+a .

4.Order number

agent: now from sales invoice press f10. here under Order vouchers which vouchers are reflecting

(note down the vouchers said by them)

agent: do you use those vouchers

customer: yes

agent: then we cannot disable the item allocation screen as we need to track and allocate it.

customer: no

agent: now come to gateway of tally > alter > voucher type > (inform to select the vouchers which were there one by one) activate this voucher type to no > ctrl+a.

Q14. In stock summary i am getting sales bill pending

agent: from got > dispaly > statement of inventoty > sales bill pending > now here are you getting like "bills made goods not delivered" or "goods delivered bills not made"

Bills made goods not delivered:

Agent : do you use delivery note before sales or you post sales only.

customer : i use both

agent: now press enter , you will get the sales entry below , enter and open it , now click on the item name and press enter > in the item allocation screen you will get tracking number , kindly select the proper traking number and save the transaction and check.

Customer: no i use only sales.

Agent : now press enter , you will get the sales entry below , enter and open it , now click on the item name and press enter > in the item allocation screen you will get tracking number , kindly select as "Not applicable" and save the transaction.....(continue in next page)

Now take a data backup first

from GOT > alter > voucher type > delivery note > activate this voucher type to "No" > ctrl+a

Goods delivered bills not made:

Agent: so you have posted the delivery note , once after passing sales by tracking this it will get resolved.

Q15. I want to configure barcode in Tally prime.

i.If customer has bar code and want to mention it in Tally prime

Open stock item alteration > and provide the bar code number in name alias, now while posting transaction they can scan the barcode in item and item will get picked.

ii.If customer wants to print the Barcode from Tally prime itself.

Currently its under requirement , need to suggested the add on 'Barcode Label Print P1.3'

Banking FAQ

Q. In Payment/receipt not getting the bank allocation screen

A. F12 > use default bank allocation to no.

Q>In bank reconciliation screen i want to see the report of the given period only.

A. form bank reconciliation report > ctrl+b > Include all Unreconciled Transactions till date to no

Q.in bank reconciliation report ,i have reconcilled some transactions its not reflecting now ,how to see that

A. form bank reconciliation report > ctrl+b >Include Reconciled Transactions to yes.

Q.i have my books begining from 1-4-24 but i want to do reconciliation only from oct only how

A.from GOT > alter > ledger > select bank ledger > f12 > provide effective date for bank reconciliation for bank ledgers to yes > ctrl+a > now in effective date for reconciliation give the required data ex:1oct24

Q.while saving payment or receipt gettig as no cash or bank is debited or credited

A.Confirm in which mode they are passing transaction (sing or double entry)

inform to select bank/cash ledger (if its payment cash/bank has to be credited , and if its receipt cash/bank has to be debited.)

Q.while saving payment or receipt getting error as "proper paylink is not given "

> f12 > use default bank allocation , (ask if its yes or no) , (if its yes inform to make it no and save the transaction , if its no iform to make it yes and save the transaction)

Q.i have split the data and previous year unreconcilled transactions are coming as opening ,how to delete that ? or

Q. How to delete opening BRS

A.form GOT > banking > reconciliation > select bank > alt+h > alt+j > ctrl+a

Q>while saving payment i am not getting check print option

A.1f12 > print cheque after saving voucher

2.in bank allocation screen , transaction type should be cheque

3.ctrl+enter on bank ledger > enable cheque printing and select the cheque

Q> in bank ledger not getting list of banks

A. check if its under bank accounts group.

If its under bank accounts > check if tally is in education mode or in license mode , as in education mode we will not get the list of banks

If tally is in license mode still not getting

1. close tally
2. right click on tally icon > open file location > capsules > check if tally.oif is available (if its available cut and paste it in the desktop , if its not available close folder)
3. windows+r > services.msc > restart the TGS
4. open Tally in admin and update the license.

Q> facing performance issue while passing payment/receipt

1. close tally
2. right click on tally icon > open file location > capsules > check if tally.oif is available (if its available cut and paste it in the desktop , if its not available close folder)
3. windows+r > services.msc > Tally gateway server > right click on it > restart.
4. open Tally in admin and update the license.

Q. While providing cheque range , cursor is skipping the from column

(from got > alter > ledger > bank ledger > set/alter range for cheque books to yes)

Agent : have you provided range already

Customer: yes

Agent : as you have already provided the range and you might have posted the transaction , now you can press enter and below the existing range you can provide the new range.