

# INTRODUCTION

Are you ready to take your TallyPrime skills to the next level? Look no further than the book "TallyPrime 4.0 (Advanced Usage)" written by Sanjay Satapathy. In this comprehensive guide, Mr. Satapathy dives deep into the advanced features and functionalities of TallyPrime, helping readers unlock the full potential of this powerful accounting software.

With TallyPrime 4.0, Tally Solutions has introduced several new features and enhancements to make accounting even more efficient and streamlined. However, fully harnessing these capabilities requires a deeper understanding of the software's advanced functionalities. This is where Sanjay Satapathy's book comes in.

Mr. Satapathy, a renowned expert in Tally and accounting, brings his years of experience and expertise to the table. His book serves as a comprehensive resource for both beginners and experienced users who want to explore the advanced features of TallyPrime 4.0.

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

Sanjay Satapathy, an experienced Tally expert and author, has meticulously crafted this book to cater to the needs of professionals, accountants, and business owners who want to enhance their understanding of TallyPrime 4.0 and leverage its advanced features for better financial management.

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

Whether you are a TallyPrime user looking to expand your knowledge or a business owner seeking to optimize your financial management processes, this book is a valuable resource that will empower you to make the most of TallyPrime 4.0.

With its comprehensive coverage and user-friendly approach, TallyPrime 4.0 (Advanced Usage) by Sanjay Satapathy is a must-read for anyone seeking to enhance their proficiency in TallyPrime and elevate their accounting practices to the next level.

"TallyPrime 4.0 (Advanced Usage)" caters to a wide audience, including:

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

**Get your Copy Today!**

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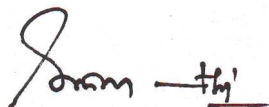
## Forward

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

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**Sanjay Satapathy**

(Author)

### ***Instruction :***

All are requested to attempt all Practical Assignment given after every Chapter with the help of your own TallyPrime Software, otherwise you will not able to display your Reports and Statements. After going through all the Chapters, you can maintain 100% independently of your Books of Accounts with Inventory with the help of your own TallyPrime Software.

### ***Practice on your own TallyPrime Software***

To get you own version of the original legal version of TallyPrime software to learn and practice at your convenience , please download the Education Version of the software (Free) from ...

<https://tallysolutions.com/download>



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# TallyPrime 4.0

## Table of Contents

### CHAPTER-1

#### 'COMPANY' Setup Using TallyPrime

"COMPANY" SETUP USING TallyPrime .....	18
1.2. Opening (Loading) the Company in TallyPrime:.....	22
1.3. Modification   Update   Alter Company Details   Delete Company .....	24

### CHAPTER-2

#### 'GST' Setup Using TallyPrime

"GST" SETUP USING TallyPrime.....	25
2.1. Activate GST for Your Company.....	25
2.1.1. Activate GST for Regular Dealers.....	25

### CHAPTER-3

#### "ACCOUNTING" Setup Using TallyPrime

"ACCOUNTING" SETUP USING TallyPrime .....	27
3.1. Account Groups in TallyPrime .....	28
3.1.1. Create Account Groups (under Single Group) one-by-one: .....	29
3.1.2. Advanced Configurations for Account Groups.....	30

#### [Practical Assignment-1]

#### Creation of Account Groups

3.2. Ledgers in TallyPrime .....	32
3.2.1. Creating a Single LEDGER :.....	33
3.2.2 Displaying, Altering and Deleting Ledger Accounts.....	34
3.2.3. Creating a Current Liabilities / Assets Ledger.....	35

#### [Practical Assignment-2]

#### Creation of Assets & Liabilities

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

#### [Practical Assignment-3]

#### Creation of Bank Account

3.2.5. Creating Party Ledgers (Sundry Debtor / Sundry Creditor) .....	39
---	----

#### [Practical Assignment-4]

#### Creation of Debtors and Creditors

3.2.6. Creating GST Ledger (CGST / SGST / IGST) under Duty and Taxes Group. ....	43
--	----

**[Practical Assignment-5]**  
**Creation of GST Ledger**

3.2.7. Creating Sales and Purchase Ledgers for GST Compliance:.....	44
---	----

**[Practical Assignment-6]**  
**Creation of Sales & Purchase Ledger**

3.2.8. Creating Expenses and Income Ledgers without GST Compliance.....	47
---	----

**[Practical Assignment-7]**  
**Creation of Income & Expenses Ledger without GST Compliance**

3.2.9. Creating Service Ledger with GST Compliance.....	49
---	----

**[Practical Assignment-8]**  
**Creation of Service Ledger with GST Compliance**

3.2.10. Creation of Ledger 'Rounded off (+/-)' for rounding the Invoice Value automatically. ....	50
---	----

## **CHAPTER-4**

### **"INVENTORY/STOCK/ITEM" Setup Using TallyPrime**

"INVENTORY" SETUP USING TallyPrime .....	51
--	----

4.1. Creating a Stock Group .....	52
-----------------------------------	----

4.1.1. Modifying / Deleting a Single Stock Group.....	54
---	----

**[Practical Assignment-9]**  
**Creation of Stock Group**

4.2. Creation of Stock Units of Measure .....	55
---	----

4.2.1. Simple Units of Measure .....	55
--------------------------------------	----

4.2.2. Compound Units of Measure .....	56
--	----

4.2.3. Alternation / Deletion of Stock Units .....	57
--	----

4.3. Creation of Stock Items.....	57
-----------------------------------	----

4.3.1. Apply GST Rate and HSN/SAC Details in Stock Item.....	58
--	----

**[Practical Assignment-10]**  
**Creation of Taxable Items & Goods**

4.3.2. Setting MRP details in Stock Items.....	62
--	----

4.3.3. Setting 'Nil-Rated', 'Exempted', 'Zero Rated' & 'Non-GST' Items & Goods using TallyPrime .....	63
---	----

4.3.3.1. Setting Nil-Rated & Exempted items and Goods :.....	64
--	----

**[Practical Assignment-11]**  
**Creation of Nil-Rated or Exempted Items or Goods**

4.3.3.2. Setting Non-GST Goods : .....	64
--	----

## CHAPTER-5

### **'PURCHASE PROCESS' Using TallyPrime**

<b>"PURCHASE PROCESS" USING TallyPrime .....</b>	<b>65</b>
5.1. Purchase Voucher (F9) .....	65
5.2. Local Purchase (within State) .....	66
<b>[Practical Assignment-12]</b>	
<b><u>Purchase of Items &amp; Goods - Within State</u></b>	
5.3. Interstate Purchase (Outside State) .....	69
<b>[Practical Assignment-13]</b>	
<b><u>Purchase of Items &amp; Goods - Outside State</u></b>	
5.4. Additional Charges/ Discount etc. included or Excluded in Assessable Value for GST Calculation .....	71
>> Creation of Additional Charges Ledger included in Assessable Value for GST Calculation in Purchase Bill71	
>> Creation of Additional Charges Ledger without Inclusion in Assessable Value for GST Calculation in Purchase Bill .....	
	72
5.5. Purchase Bill Voucher with Additional Charges / Discount both Inclusion or Exclusion in Assessable Value for GST Calculation. ....	72
<b>[Practical Assignment-14]</b>	
<b><u>Purchase of Items &amp; Goods with Additional Charges/ Discount etc. both Local and Outside State</u></b>	
5.6. Enter the Discount Percentage against each item – without using the Ledger Account	75
<b>[Practical Assignment-15]</b>	
<b><u>Purchase of Items &amp; Goods with Discount Percentage (%) against each items</u></b>	
5.7. Enter Discount Percentage and/or Amount on Item Rates – using the Ledger Account	77
<b>[Practical Assignment-16]</b>	
<b><u>Purchase of Items &amp; Goods with Discount Amount and / Or Percentage (%) against each items using Discount Ledger</u></b>	
5.8. Record Expenses with GST in Purchase Voucher (F9).....	79
(A) Create an Expenses Ledger with GST Compliance .....	
	80
<b>[Practical Assignment-17]</b>	
<b><u>Creation of Expenses with GST Compliance</u></b>	
5.9. Purchase of Fixed Assets (Capital Goods) with GST in Purchase Voucher (F9).....	82
<b>[Practical Assignment-18]</b>	
<b><u>Creation of Fixed Assets with GST Compliance</u></b>	

>>Record Purchase of Fixed Assets (Capital Goods) .....	84
---	----

### **[Practical Assignment-19]**

#### **Capital Goods Purchase Voucher [F9] – Accounting Invoice ( Alt+H)**

5.10. Purchase of 'Nil-Rated', 'Exempted', Items & Goods using TallyPrime .....	86
---	----

### **[Practical Assignment-20]**

#### **Purchase of 'Nil-Rated', 'Exempted', Items & Goods**

5.11. Purchase of FREE Items & Goods using TallyPrime .....	88
5.11.1. Account for free items using Actual and Billed quantities .....	88
5.11.2. Account for Free Items using Zero-Valued Transaction .....	89
5.12. Purchase Return / Debit Note Voucher (Alt+F5) .....	91
(A) Item Invoice Mode : .....	91
(B) Accounting Invoice Mode : .....	92

### **[Practical Assignment-21]**

#### **Purchase Return Transactions under Debit Note ( CTRL+F9) with GST Adjustment**

## **CHAPTER-6**

### **'SALES PROCESS' Using TallyPrime**

"SALES PROCESS" USING TallyPrime .....	94
6.1. Alter Pre-defined 'Sale' Voucher Types .....	94
6.1.1. 'General' Setting in Voucher Type .....	95
6.1.1.1. Method of Voucher Numbering.....	96
6.1.1.2. Configure in Method of Voucher Numbering for GST:.....	97
6.1.1.3. A further discussion on these options is necessary. ....	98
6.1.1.4. 'Printing' Setting in Voucher Type .....	99
6.3.1.5. 'Name of Class' Setting in Voucher Type .....	100
6.1.2. Voucher Classes for Sale Voucher .....	100
6.2. Sale Voucher with Item Invoice for GST Compliance .....	104
6.2.1. Sale of Goods and Services in a Single Invoice with multiple GST Rate. ....	104
6.2.3. GST Sale of a Composite Supply (Sale of Items & Goods with Expenses Apportioning) .....	106
6.3. Sale of 'Nil-Rated', 'Exempted', Supplies using TallyPrime .....	109

### **[Practical Assignment-22]**

#### **Sale of 'Nil-Rated', 'Exempted', Items & Goods**

6.4. Ledger to Round-off the Invoice Value Automatically in Sale Invoice. ....	111
6.5. Zero Valued Entries in Sale Invoice .....	112
6.5.1. Creating Zero Valued Entries ( Sale of Free Product) .....	112
6.5.2. Sales with Free Items (Different Actual and Billed Quantities in Sale Invoice) .....	113
6.6. Enable Item Rate (Inclusive of Tax) in Sale Invoice .....	114



6.6.1. Enable Item Rate (Inclusive of Tax) at the time of Item Creation / Alternation mode : .....	114
6.6.2. Activation of Item Rate Inclusive of Tax in F12: Configuration during Sale Entry. ....	115
6.7. Sales of Items with Discounts .....	116
6.7.1. Sales Discount on the Total Item Amount/Value .....	117
6.7.2. Sales with Trade Discount.....	118
6.7.2.1. Display Discount Percentage against each item – without using Ledger Account.....	118
6.7.2.2. Display Discount Percentage and Amount on Item Rates – using Trade Discount Ledger Account	119
6.8. Manage Selling Price Using Standard Price .....	121
6.8.1. Specify Standard Selling Price for Stock Item .....	121
6.8.2. Record Sales with Standard Selling Price.....	122

### **[Practical Assignment-23]**

#### **Sale of Taxable Items & Goods**

6.9. Sale Voucher with Accounting Invoice for Service Ledger .....	128
6.9.1. Sale Invoice with Service Charges within State (CGST / SGST) .....	130

### **[Practical Assignment-24]**

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

6.9.2. Sale Invoice with Service Charges Outside State (IGST) .....	132
---	-----

### **[Practical Assignment-25]**

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

6.10. Sales Return / Credit Note ( Alt+F6) .....	133
6.10.1. Mode of Transaction .....	133
(A) Item Invoice Mode.....	134
(B) Accounting Invoice Mode .....	135

### **[Practical Assignment-26]**

#### **Sales Return Transactions under Credit Note (ALT+F6) with GST Adjustment**

6.11. Debit Note for the Increase in Sale Value.....	138
--	-----

## **CHAPTER-7**

### **' Sales of Goods and Services Using e-Way Bill '**

Sales of Goods and Services Using e-Way Bill in TallyPrime.....	139
7.1. Enable / Setup e-Way Bill in TallyPrime .....	139
7.2. Create e-Way Bill Profile on the e-Way Bill Govt. Portal. ....	140
7.3. Generate Online e-Way Bill with Sales in TallyPrime .....	143
7.4. Print the Sales Invoice with e-Way Bill number using TallyPrime .....	146

## CHAPTER-8

### ' Printing of Sales Invoice with Multiple Configurations '

Printing of Sales Invoice with Multiple Configurations .....	147
8.1. Change of Invoice Title in Sales Invoice .....	147
8.2. Print Sales Invoice with Company LOGO .....	148
8.3. Printing Bank Details in Sales Invoice .....	150
8.4. Printing Previous and Current Balance in Invoice .....	151
8.5. Change Declaration / Terms & Conditions in Sales Invoices .....	152
8.6. 'Setting Print Size of your Sales Invoice' to Use Less Paper for Printing .....	153
8.7. Add Description for Items & Ledgers to Print in Invoice .....	155
8.7.1. Additional Description for Stock Items to Print .....	155
8.7.2. Additional description for ledgers to print .....	156
8.8. Print Proforma Invoice (Optional Voucher) .....	158
8.9. Print Invoice on Saving a Voucher .....	159

## CHAPTER-9

### ' Set Up Goods / Services Under Reverse Charge Mechanism (RCM) '

9.1. Set Up Goods / Services Under Reverse Charge Mechanism (RCM) .....	161
9.1.1. Configure Stock Item for RCM .....	161
9.1.2. Configure Service Ledger for RCM .....	162
9.1.3. Record inward supply of Goods under Reverse Charge Mechanism-RCM .....	163
9.1.4. Record inward supply of Services under Reverse Charge Mechanism-RCM .....	164
9.1.5. Manage Purchase Returns Under Reverse Charge Mechanism-RCM .....	165

## CHAPTER-10

### ' CONTRA VOUCHER' Using TallyPrime

"CONTRA VOUCHER" USING TallyPrime .....	166
10.1. Record Contra Voucher in Single-Entry Mode .....	166
10.1.1. Cash Deposit Voucher .....	167
10.1.2. Cash Withdrawal Voucher .....	168
10.1.3. Fund Transfer Voucher .....	168
10.1.4. Voucher Classes for Contra Voucher .....	168
10.1.4.1. For 'Cash Deposit' Class under Contra Voucher .....	169
10.1.4.2. For 'Cash Withdrawal' Class under Contra Voucher .....	170
10.1.4.3. For 'Fund Transfer' Class under Contra Voucher .....	170

### [Practical Assignment-27]

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

10.1.5. Contra Voucher in Day Book.....	171
10.1.6. Contra Register Report .....	172

## CHAPTER-11

### ' PAYMENT VOUCHER' Using TallyPrime

"PAYMENT VOUCHER" USING TallyPrime.....	173
11.1. Payment Voucher (F5).....	173
11.1.1. Voucher Classes for Payment & Receipt Voucher.....	175
11.1.2. Provide Narration for each Ledger in Payment Voucher.....	177

#### [Practical Assignment-28]

#### Payment Transactions

## CHAPTER-12

### ' RECEIPT ' Using TallyPrime

"RECEIPT VOUCHER" USING TallyPrime .....	182
12.1. Receipt Voucher(F6) .....	182
12.1.1. Cash Receipts in Single Entry mode.....	182
12.1.2. Bank Receipts in Single Entry mode .....	183
12.1.3. Printing a Receipt after recording a Receipt Voucher .....	183
12.1.3.1. Print the Receipt immediately after Saving the Voucher .....	183
12.1.3.2. Print the Receipt Voucher as a Formal Receipt .....	184

#### [Practical Assignment-29]

#### Receipt Transactions

## CHAPTER-13

### ' CONTRA VOUCHER' Using TallyPrime

"JOURNAL VOUCHER (F7)" USING TallyPrime.....	189
--	-----

#### [Practical Assignment-30]

#### Journal Transactions

## CHAPTER-14

### ' GST REPORT' to File GST Return Using TallyPrime

GST Reports to File GST Returns.....	191
14.1. Track GST Return Activities.....	192
14.1.1. Corrections Needed.....	193
14.1.2. Pending for Export.....	194
14.1.3. Exceptions in Reconciliation.....	194

14.1.4. Pending to be Signed .....	195
<b>14.2. GSTR -1 Report in TallyPrime .....</b>	<b>196</b>
14.2.1. Return View of GSTR-1 .....	196
14.2.1.1. Total Vouchers   View Statistics & Verify Details (GSTR-1 Report).....	197
14.2.1.2. Return View   View GST Details in the Portal Format (GSTR-1 Report).....	200
14.2.2. Nature View of GSTR-1 Report .....	204
14.2.3. Export GSTR-1 Report from TallyPrime in the JSON Format. ....	204
14.2.4. Sign GSTR-1 .....	206
14.2.4.1. Undo Signing GSTR-1 .....	207
<b>14.3. GSTR -3B Report in TallyPrime .....</b>	<b>207</b>
14.3.1. View Your GST Details in GSTR-3B Report.....	208
14.3.1.1. Header   View Company Information .....	208
14.3.1.2. Total Vouchers   View Statistics & Verify Details.....	208
14.3.1.3. Return View   View GSTR-3B Details in the Format of the Portal.....	210
14.3.2. Nature View of GSTR-3B Report .....	212
14.3.2.1. Liability (Including Inward Reverse Charge Supplies):.....	213
14.3.2.2. Input Tax Credit: .....	213
14.3.3. Export GSTR-3B in the JSON Format to File Return in GST Portal .....	214
14.3.3.1. Sign GSTR-3B .....	215
14.3.3.2. Undo Signing GSTR-3B.....	216
<b>14.4. GST Annual Computation Report in TallyPrime .....</b>	<b>216</b>
14.4.1. Vouchers Recorded for the Period .....	217
14.4.1.1. Resolution of Uncertain Transactions .....	217
14.4.2. Liability, Input Tax Credit, HSN/SAC Summary .....	218

## CHAPTER-15

### ' ORDER PROCESSING' Using TallyPrime

<b>Order Processing in TallyPrime .....</b>	<b>219</b>
<b>15.1. Purchase Order (Ctrl+F9) Processing in TallyPrime .....</b>	<b>219</b>
15.1.1. Receipt Note Voucher (GRN) (Alt+F9) against Purchase Order .....	220
15.1.2. Purchase Voucher (F9) against Receipt Note Voucher (GRN) .....	223
15.1.3. Purchase Order Outstanding .....	225
15.1.3.1. Purchase Order Outstandings Summary – Stock Group .....	225
15.1.3.2. Purchase Order Outstandings Summary – Stock Item .....	226
15.1.3.3. Purchase Order Outstandings Summary – Group .....	226
15.1.3.4. Purchase Order Outstandings Summary – Ledger .....	227
<b>15.2. Sales Order (Ctrl+F8) Processing in TallyPrime .....</b>	<b>228</b>
15.2.1. Delivery Note (Alt+F8) Against Sales Order .....	229
15.2.2. Sale Invoice (F8) Against Delivery Note.....	230

**CHAPTER-16****' Bill Of Material (BoM)' for Manufacturing Unit**

Bill of Materials (BoM) for Manufacturing .....	232
16.1. Setup Bill of Materials (BOM) .....	232
16.2. Creating a Manufacturing Voucher .....	235

**CHAPTER-17****' Price Levels & Price List ' Using TallyPrime**

Price Levels & Price List .....	236
17.1. Price Levels in TallyPrime .....	236
17.1.1. Create Price Levels.....	236
17.1.2. Price List in TallyPrime.....	237
17.1.3. Assign Price Levels to Ledger Accounts.....	239
17.2. Use Price Levels & Price List during Voucher Entry .....	241

**CHAPTER-18****' Cost Centre and Cost Category ' Using TallyPrime**

Cost Centre and Cost Category .....	242
18.1. Creating Cost Category and Cost Centre .....	242
18.2. Applying Cost Centres to Ledger Accounts .....	244
18.3. Cost Centres Allocation in Voucher Entry.....	245

**CHAPTER-19****' TDS (Tax Deducted At Source) ' Using TallyPrime**

TDS (Tax Deducted At Source).....	246
19.1. Enabling TDS in TallyPrime .....	246
19.2. Creating TDS Nature of Payment .....	247
19.3. Creating Master Ledger with TDS Transaction i.e. Expenses, Party Ledger, TDS Ledger .....	249
Step-1: Alter/Create Expenses Ledger i.e. Rent Paid .....	249
Step-2: Alter/Create Party Ledger i.e. N. Jatania & Co ( Under Sundry Creditor) as below : .....	249
Step-3 : Create TDS Ledger i.e. TDS on Rent .....	250
Step-4: TDS Transaction (Accounting for TDS on Expenses) .....	250
19.4. TDS on Advance Payment against Expenses .....	251
19.5. Recording Payment Transaction (TDS) .....	251

**CHAPTER-20****'Optional & Non-Accounting Vouchers'**

Optional & Non-Accounting Vouchers .....	252
20.1. Memo (Memorandum) Voucher .....	252
20.2. Optional Voucher .....	254
20.3. Post-dated Voucher .....	255
20.4. Physical Stock Voucher (Ctrl + F7) .....	255
20.5. Stock Journal Voucher (Alt+F7) .....	256
Additional Cost on Purchase in Stock Journal : .....	257
20.6. Rejection In Voucher .....	258
20.7. Rejection Out Voucher .....	259

**CHAPTER-21****'Consignment Transactions (Material In & Material Out)' in TallyPrime**

Consignment Transactions (Material In & Material Out) in TallyPrime .....	260
21.1. Issue Stock Items (Material Out) for Consignment Sales .....	260
21.2. Record Sales of Goods by Third Party (Consignment Sale) .....	262
21.3. Record Receipt of Goods Returned by Third Party (Material In) .....	263

**CHAPTER-22****'REPORTS' in TallyPrime**

REPORTS IN TallyPrime .....	264
22.1. Modifying Reports .....	265
22.2. Display Financial Statements in TallyPrime .....	267
22.2.1. Balance Sheet in TallyPrime .....	268
Set Closing Stock Manually in the Balance Sheet .....	268
22.2.2. Profit & Loss Account in TallyPrime .....	270
22.2.3. Receipts and Payments Report in TallyPrime .....	271
22.2.4. Trial Balance in TallyPrime .....	272
22.3. Display Books, Registers and Ledgers .....	273
22.3.1. Sales Register Report in TallyPrime .....	273
22.3.1.1. Columnar Sales Register .....	274
22.3.1.2. Extract of Sales Register .....	275
22.3.2. Purchase Register Report in TallyPrime .....	276
22.3.3. Cash /Bank Book Report in TallyPrime .....	277
22.3.4. Statement of Accounts Report in TallyPrime .....	279
22.3.5. Journal Register Report in TallyPrime .....	280
22.3.6. Day Book Report in TallyPrime .....	281

22.4. Display Inventory Reports and Statements .....	282
22.4.1. Stock Summary Report in TallyPrime .....	282
22.4.2. Stock Items Report in TallyPrime.....	283
Viewing Stock Item Vouchers.....	284
22.4.3. Godown / Location Summary Report in TallyPrime .....	284
22.4.4. Movement Analysis Report in TallyPrime .....	285
22.4.4.1. Movement Analysis (Stock Group Analysis) .....	285
22.4.4.2. Stock Item Movement Analysis.....	285
22.4.4.3. Accounts Group Movement Analysis .....	286
22.4.4.4. Ledger Movement Analysis .....	287
22.4.4.5. Transfer (Movement) Analysis .....	287
22.4.5. Stock Ageing Analysis Report in TallyPrime.....	288
22.4.5.1. Changing the Default Ageing Period .....	288
22.5. Display Management Information System(MIS) Reports.....	289
22.5.1. Cost Centre Reports.....	289
22.5.2. Ratio Analysis Reports .....	290
22.5.3. Cash Flow Reports .....	291
22.5.4. Funds Flow Statement Reports .....	292
22.5.5. Exception Reports.....	294
22.5.5.1. Negative Stocks Report .....	294
22.5.5.2. Negative Ledgers Report .....	294
22.5.5.3. Memorandum Voucher Register Report.....	295
22.5.5.4. Optional Vouchers Register Report.....	295
22.5.5.5. Post Dated Vouchers Register Report .....	295

## CHAPTER-23

### ' Filter in REPORTS ' using TallyPrime

Filter in REPORTS using TallyPrime .....	296
23.1. Apply Filter in Reports   Basic Filter, Multi-Filter, Advanced Filter .....	296
23.1.1. Basic Filter [Ctrl+F > F5] .....	296
23.1.2. Multi Filter [Ctrl+F > F6].....	298
23.1.3. Advanced Filter [Ctrl+F > F7] .....	300

## CHAPTER-24

### ' Dash Board ' in TallyPrime

DashBoard in TallyPrime .....	302
24.1. View Dashboard .....	302
24.2. Add/Remove Tile in Dashboard .....	303
24.2.1. Add Tile .....	303
24.2.2. Remove Tile .....	304
24.3. Change View of Dashboard .....	304
24.3.1. View Dashboard Horizontally/Vertically .....	304
24.3.2. View Dashboard with Predefined Views .....	304
24.4. Expand Tile in Dashboard .....	305

## CHAPTER-25

### ' OTHER UTILITIES ' in TallyPrime

OTHER UTILITIES .....	306
25.1. Security Control .....	306
25.1.1. Set Password in TallyPrime .....	306
25.1.2. Use Security Control .....	307
25.1.2.1. Creating Users and Passwords .....	307
25.1.2.2. Creating and Setting Up Voucher Type Security for Users .....	308
25.1.3. TallyVault Password .....	310
25.2. Year-end Processing & Moving Company Data to Next Financial Year .....	312
16.2.1. Change Current Period .....	312
25.2.2. Create New Company and Import the Opening Balances .....	312
Export closing balances from old company .....	313
Import Masters of closing balances as opening balances in new company .....	314
25.3. Splitting Company Data based on Financial Year .....	314
25.4. Group Company in TallyPrime .....	316
Creating a Group Company .....	316



## ASSIGNMENTS -1 TO 23

### ' PRACTICAL ASSIGNMENTS '

ASSIGNMENT-1 [COMPANY CREATION] .....	318
ASSIGNMENT-2 [GST ACTIVATION] .....	318
ASSIGNMENT-3 [ACCOUNT GROUPS CREATION] .....	318
ASSIGNMENT-4 [CREATING LIABILITIES / ASSETS LEDGER] .....	319
ASSIGNMENT-5 [CREATING PARTY LEDGERS – SUNDRY CREDITOR / SUNDRY DEBTOR] .....	321
ASSIGNMENT-6 [CREATING GST LEDGERS – ( IGST / CGST / SGST ) ] .....	322
ASSIGNMENT-7 [CREATING SALES & PURCHASE LEDGERS ] .....	322
ASSIGNMENT-8 [CREATING INCOME & EXPENSES LEDGERS ] .....	322
ASSIGNMENT-9 [CREATING STOCK GROUP ] .....	324
ASSIGNMENT-10 [CREATING UNIT OF MEASUREMENT ] .....	324
ASSIGNMENT-11 [CREATING STOCK ITEMS / PRODUCTS / GOODS ] .....	324
ASSIGNMENT-12 [ALTERING VOUCHERS CLASS – SALES I.E. GST ] .....	325
ASSIGNMENT-13 [ENTERING PURCHASE VOUCHER ] .....	326
ASSIGNMENT-14 [ENTERING PURCHASE VOUCHER TO RECORD EXPENSES] .....	327
ASSIGNMENT-15 [PURCHASE VOUCHER OF NIL-RATED, EXEMPTED ITEMS] .....	328
ASSIGNMENT-16 [ENTER PURCHASE RETURN / DEBIT NOTE VOUCHER] .....	328
ASSIGNMENT-17 [ENTER SALE VOUCHER] .....	328
ASSIGNMENT-18 [SALE VOUCHER OF NIL-RATED, EXEMPTED ITEMS] .....	330
ASSIGNMENT-19 [ENTER RECEIVED VOUCHER] .....	330
ASSIGNMENT-20 [ENTER PAYMENT VOUCHER] .....	331
ASSIGNMENT-21 [ENTER CONTRA VOUCHER – CASH DEPOSIT, CASH WITHDRAWAL, FUND TRANSFER] .....	332
ASSIGNMENT-22 [ENTER JOURNAL VOUCHER] .....	333
ASSIGNMENT-23 [RANDOM VOUCHER ENTRY MONTH-WISE FROM MAY 2023] .....	334
MAY - 2023 .....	334
JUNE - 2023 .....	335
JULY - 2023 .....	336
AUGUST - 2023 .....	338
SEPTEMBER – 2023 .....	339

## CHAPTER-1

# "COMPANY" SETUP USING TallyPrime

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

**Swayam Distribution Point (A Div. of TallyPrimeBook.Com)** is one Distributor/Dealer in Balasore, Odisha, with GSTN No - **21AGHPB2764P1ZD** deals with both Whole selling & Trading of different types of Products like ... Electronics, Electrical Home Appliance, Mobiles, Personal & Essential Products etc. etc. with the following information's and will maintain his Books of Accounts with the help of TallyPrime Accounting Software with effect from 01-04-2023.

**Swayam Sales & Co. (www.TallyPrimeBook.Com)**

Balasore, Odisha – 756001 (India)

GSTN - 21AGHPB2764P1ZD

Mob – 9437264738

Website : www.tallyprimebook.com

eMail ID : order@tallyprimebook.com

Financial Year begins from : 1-4-2023

Books beginning from : 1-4-2023

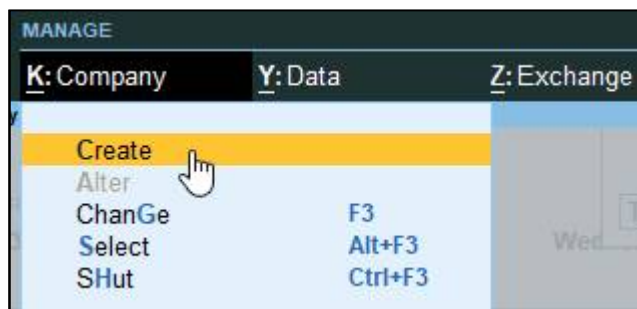
*Note :*

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

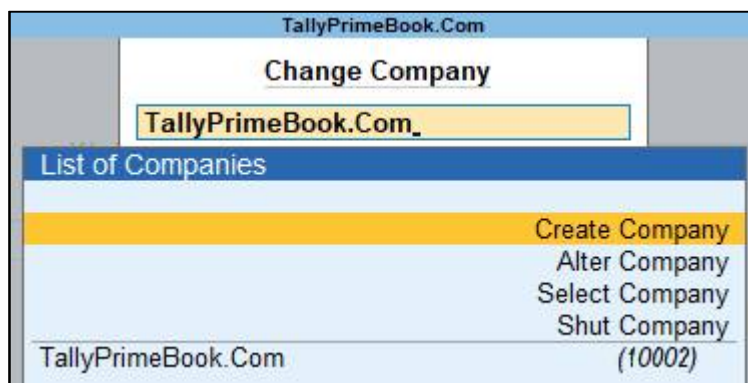
## Company Creation:

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

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



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



The Company Creation screen appears.

TallyPrime MANAGE  
SILVER K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: P

Company Creation

Company Data Path : E:\TallyPRIME\Data

Company Name : Swayam Distribution Financial year beginning from : 1-Apr-23  
Mailing Name : www.TallyPrimeBook.Com Books beginning from : 1-Apr-23  
Address : Balasore-Odisha (India)  
Pin-756001

State : Odisha

Country : India  
Pincode : 756001  
Telephone :  
Mobile : +91 - 9437264738  
Fax :  
E-mail : order@tallyprimebook.com  
Website : www.tallyprimebook.com

Base Currency symbol : ₹  
Formal name : INR

Accept ?  
Yes or No

Note :

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

Configuration

Provide Contact Details : Yes  
Set Edit Log applicability : No  
Use TallyVault Password to encrypt Company Data : No  
Use User Access Control : No  
Provide Additional Base Currency details : No

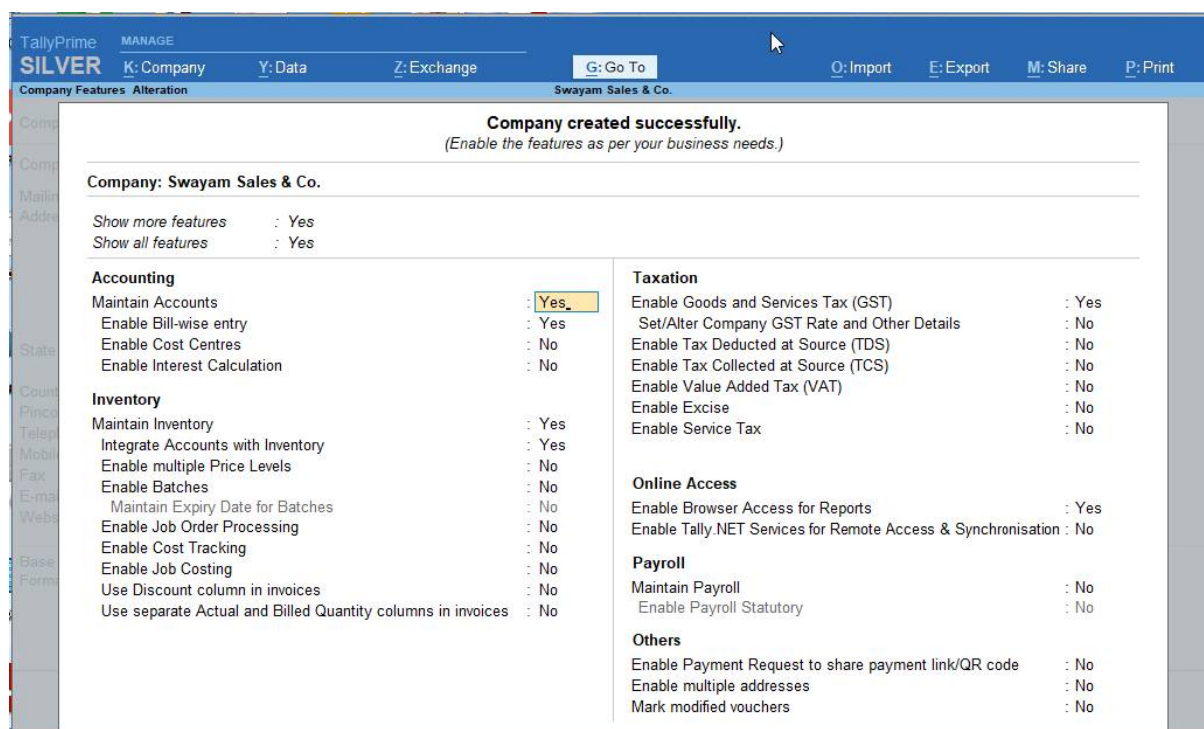
### F12 Configure options

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

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

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

1. Enable the required features for your Company.



You can enable or disable any of these features later.

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

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

## Books and Financial Year Details:

Financial year beginning from	: 1-Apr-23
Books beginning from	: 1-Apr-23

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

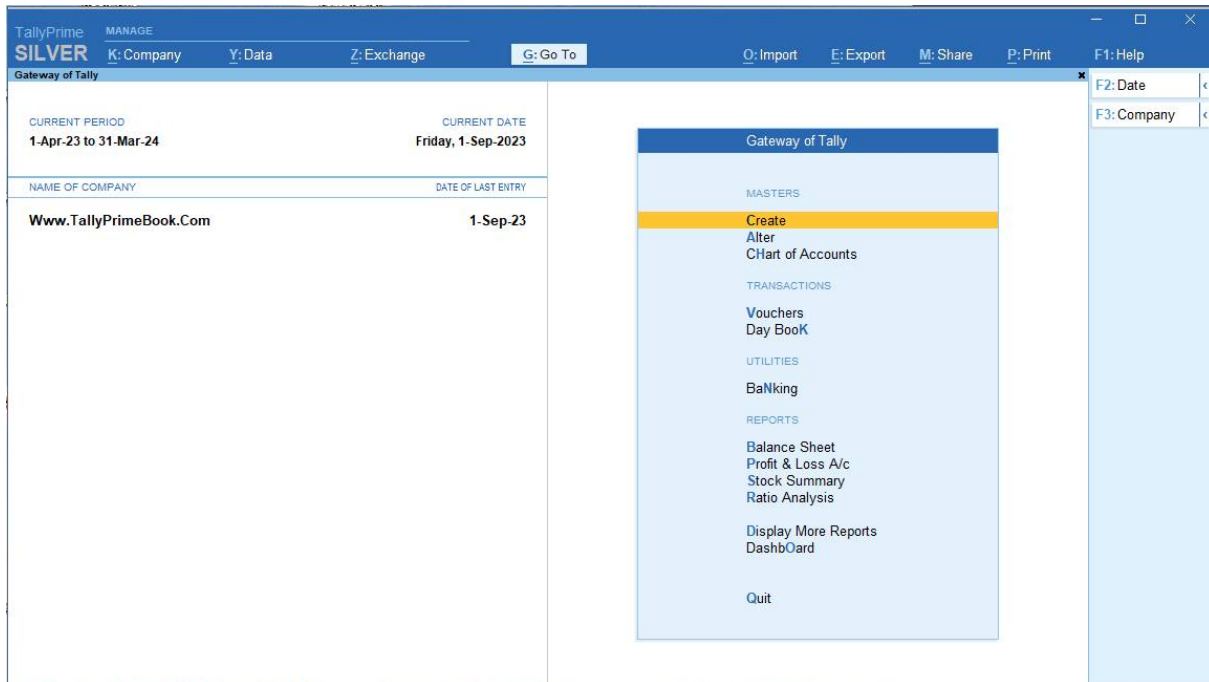
For example, if your computer date is set to 06-06-2023 and the region is set to India, the financial year is pre-filled as 01-04-2023.

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

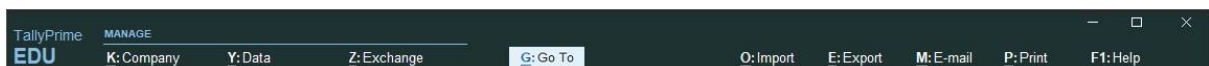
For example, you started to maintain your Books of Accounts in TallyPrime from 1-June-2023. You can update the **Books beginning from** date to 1-June-2023, while the financial year will be 1-Apr-2023.

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

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

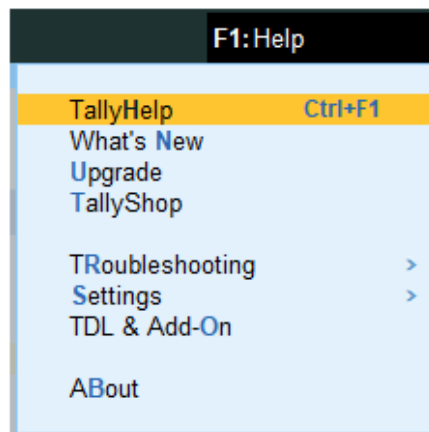


Top Menu :



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

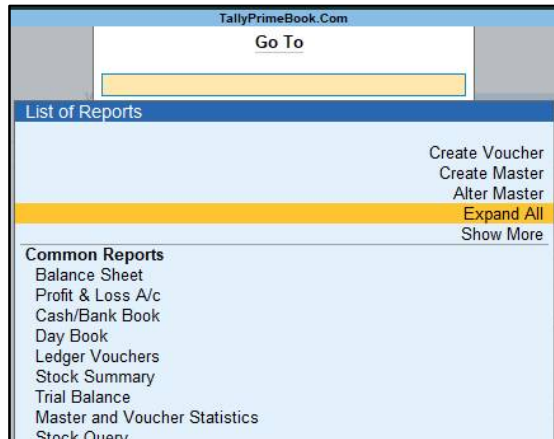
**F1 : Help Menu ..**



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

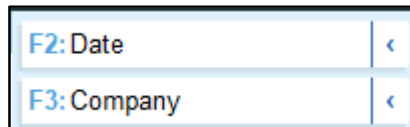
- **What's New**,
- **TallyShop** for buying add-ons,
- **Troubleshooting** to repair your application and data in case there are issues,
- **Settings** to configure your application,
- **TDL & Add-On** to manage your extensions/customisations, and an
- **About** report that shows the details of your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

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



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

## Right-Button Bar :



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

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

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

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

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

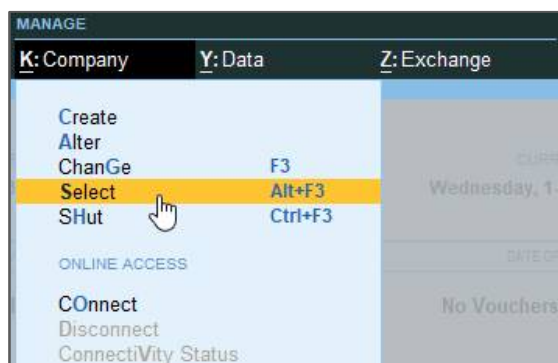
However, the shortcuts associated with different options are consistent across masters, vouchers and reports. For example, **F2** is always for date, **Alt+F2** is for period, **F10** in master screens is for Other Masters & voucher screens is for Other Vouchers, and **Ctrl+B** in reports is for Basis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

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

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

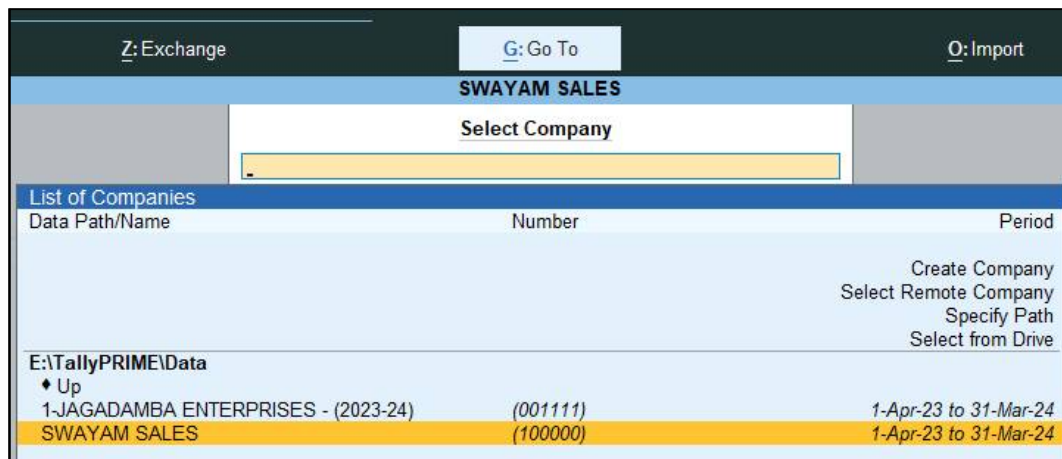
Once you have created a company, you can load/open the company in one of the following ways:

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





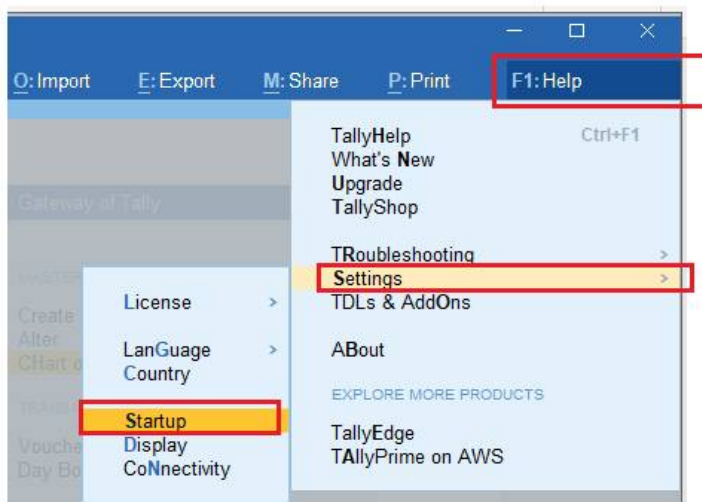
Alternatively, at the Gateway of Tally, press **Alt+F3 > Company > Select Company** from the List of Companies. If you have created more than one company, you can browse to the data path and select the required company to open.



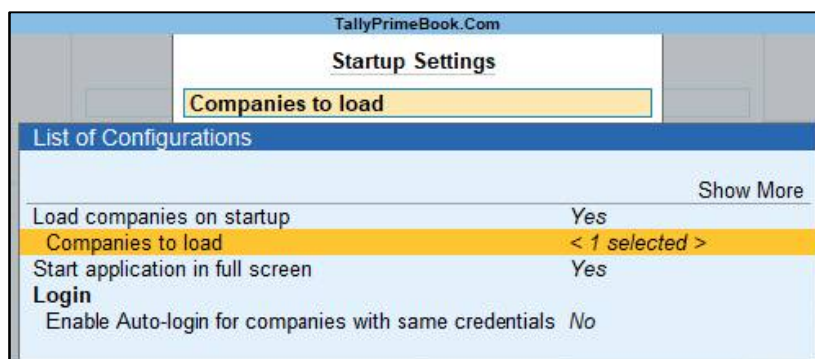
## Load company on Start-up

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

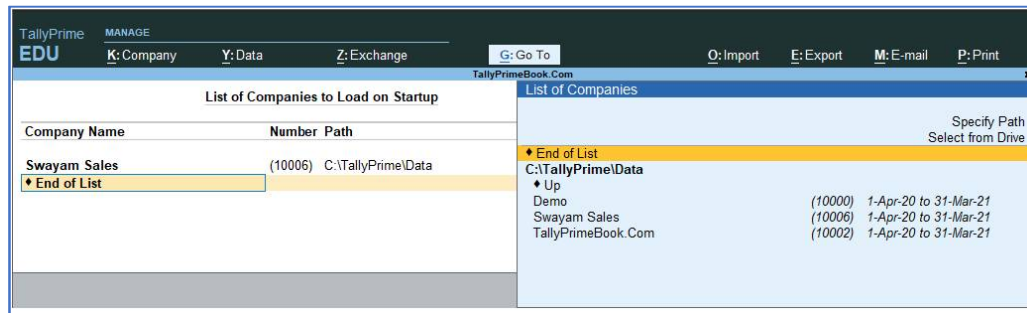
1. Open the **Startup Settings** screen: Press **F1 (Help) > Settings > Startup**.



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



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

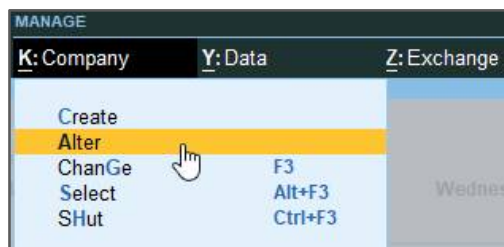


The companies that you select here will be loaded by default next time you open TallyPrime.

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

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

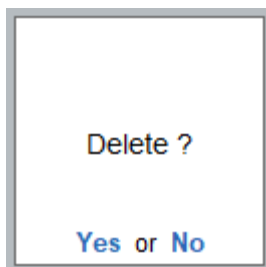
1. Press **Alt+K > Alter**



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



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





## CHAPTER-2

### "GST" SETUP USING TallyPrime

#### 2.1. Activate GST for Your Company

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

GST Registrations are of two types...

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

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

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

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

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

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

#### 2.1.1. Activate GST for Regular Dealers

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

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

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

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

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

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

4. Fill in the relevant details for GST registration:

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

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

Registration Types
Regular
Composition
Regular - SEZ

- Assessee of Other Territory:** If your business is located in an Exclusive Economic Zone (Other Territory). then you can enable this option. GST details will be applied accordingly in your masters and transactions.
- Periodicity of GSTR-1:** Select the Periodicity of GSTR1 as Monthly or Quarterly, based on the annual turnover of your business

- e. **Reconciliation Configuration:** A few options have been provided to help you with a smooth GST reconciliation. You can enable them based on your business preferences.

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

- i. **Use Voucher No. & Date as Supplier Invoice No. & Date:** Once you enable this option, the Voucher No. and Date will be considered as the Supplier Invoice No. and Date during reconciliation. In other words, even if you have not provided the Supplier Invoice No. and Date, then you don't have to worry, as the Voucher No. and Date will be considered.
  - ii. **Ignore zero (0) if prefixed in Supplier Document No.:** If your business does not prefix zeroes in the Document No., but your supplier follows this practice, then this might lead to a mismatch during reconciliation. However, once you enable this option, then the prefixed zeroes will be ignored, and you won't have to worry about a mismatch.
  - iii. **Ignore special characters if used in Supplier Document No.:** If your supplier prefers to use special characters, such as hyphen and slash, in the document number, then it might cause issues during reconciliation. However, once you enable this option, such special characters will be ignored and you will have a smooth reconciliation.
- f. **Registration Name:** This will be derived from the State selected earlier. For example, if you have selected Karnataka, then the Registration Name will appear as Karnataka Registration for easy identification. However, you will have the option to rename the registration, as needed. For example, if you have many branches or GST registrations in Karnataka, you can name the branches as Bengaluru Branch, Mangalore Branch, and so on.
- g. **Create another GST Registration for the Company:** Use this option to save multiple GST registrations within the same company. After saving the details, you can select the relevant registration while recording transactions, wherever needed. You can also create multiple registrations for your company from the Gateway of Tally or Go To > Create Master > GST Registration

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

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

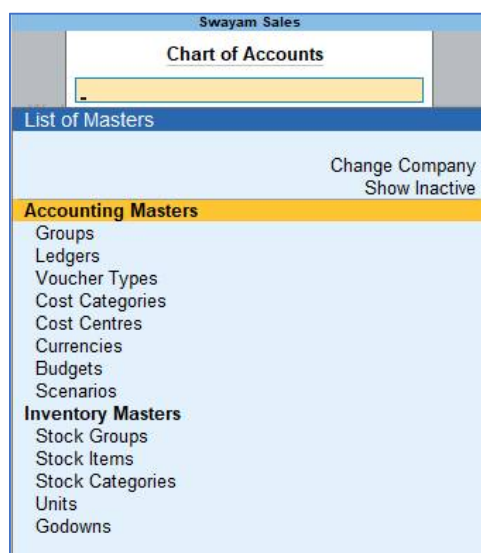
## CHAPTER-3

### **“ACCOUNTING” SETUP USING TallyPrime**

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

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

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



### 3.1. Account Groups in TallyPrime

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

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

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

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

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

15 Primary Groups	13 Sub Groups
<b>Balance Sheet ( 9 Groups)</b>	
Branch / Divisions	
Capital Account	Reserves & Surplus
Current Assets	Bank Accounts Cash-in-hand Deposits (Asset) Loans & Advances (Asset) Stock-in-hand Sundry Debtors
Current Liabilities	Duties & Taxes Provisions Sundry Creditors
Loans (Liability)	Bank OD A/c Secured Loans

	Unsecured Loans
Investments	
Fixed Assets	
Misc. Expenses (ASSET)	
Suspense A/c	
<b>Profit and Loss Account (6 Groups)</b>	
Direct Incomes	
Direct Expenses	
Indirect Expenses	
Indirect Incomes	
Sales Accounts	
Purchase Accounts	

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

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

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

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

**Group Creation**

Name : Manufacturing Expenses

(alias) :

Under : Direct Expenses

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

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

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

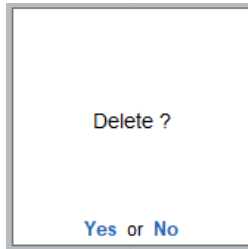
**You can also Alter / Modify any Groups ...**

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

## Delete a Created Group (No Default Group)

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

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



### 3.1.2. Advanced Configurations for Account Groups

1. **Gateway of Tally > Create > type or select Group and press Enter.**  
Alternatively, press **Alt+G** (Go To) > **Create Master > type or select Group and press Enter.**
  2. Select **F12: Configure** (Group Configuration) and enable '**Yes**' - **Show more Configurations.**
- The group creation screen with advanced options is displayed as shown below:

Configuration	
Show more configurations	: <input checked="" type="checkbox"/> Yes
<b>General Details</b>	
Provide aliases for Name	: Yes
Provide language aliases for Name	: No
Allow Groups to behave like Sub-ledger	: Yes
Allow Nett Credit/Debit Balances for Reporting	: Yes
Use Group for calculation (for example: Taxes & Discounts) (for Sales invoices)	: Yes
Select Appropriation Methods to allocate Additional Costs (in Invoice Mode for Purchases only)	: Yes
<b>Statutory Details</b>	
Provide GST Details	: No
Provide HSN/SAC details	: Yes
Provide HSN/SAC description	: Yes
Select Nature of Transaction	: No
Provide breakup of Tax Rate	: No
Provide Cess Rate details	: No
Enable Reverse Charge calculation	: No
Eligible for Input Tax Credit	: No

In the Group Creation screen :

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

1. Enter a name for the group.

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

## [Practical Assignment-1]

### Creation of Account Groups

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

***Current Liabilities (Pre-defined)***

*Deposit Received*  
*Advances Received*  
*Expenses and Outstanding Payable*  
*Bank Overdraft A/c*

***Sundry Creditor (pre-defined):***

*Local Creditor*  
*Other Creditors*  
*Outside Creditor (IGST)*

***Loan & Advances (Assets)-Pre-defined***

*Loan to Staff*  
*Loan to Others*  
*Advances given*

***Sundry Debtor (pre-defined) :***

*Corporate Customer*  
*Wholesale Customer*  
*Local Customers*  
*Outside Customers (IGST)*

***Indirect Expenses (pre-defined):***

*Administrative Expenses-GST*  
*Administrative Expenses*  
*Salaries & Staff Expenses*  
*Selling & Distribution Expenses-GST*  
*Selling & Distribution Expenses*



**Indirect Incomes (pre-defined):**

*Interest Earnings*

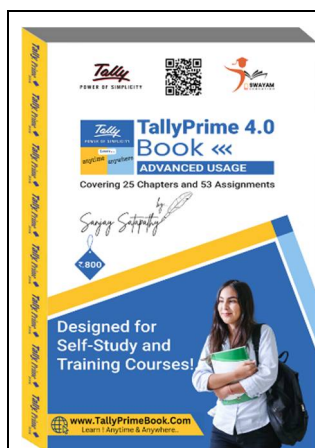
*Other Income*

**Direct Income (Pre-defined)**

*Services (GST)*

**Current Assets (Pre-defined)**

*Refunds / Claim Receivable*



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