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# SALES PROCESS GOODS & SERVICES

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**TallyPrime 4.1**

By

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150



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## INTRODUCTION

TallyPrime 4.1 is a widely used accounting software that offers a range of features to streamline business operations. One of the key aspects of any business is the Sales Process, and TallyPrime 4.1 provides comprehensive tools to manage this crucial aspect efficiently.

The book "Sales Process in TallyPrime 4.1 " serves as a comprehensive guide for users who want to learn how to optimize their sales processes using this software. Whether you are a small business owner, an accountant, or a sales professional, this book will provide you with valuable insights and practical tips to enhance your sales operations.

This book is designed for Business Owners, Sales Professionals, and Accounting Staff who use TallyPrime to manage their sales processes. It is also a valuable resource for individuals seeking to gain a comprehensive understanding of sales process management in TallyPrime.

Readers will learn how to create and manage customer records, generate sales invoices, track sales orders, and monitor sales performance using TallyPrime-Rel.3. The book also covers advanced topics such as inventory management, price and discount management, and integrating sales data with other modules in TallyPrime 4.1.

With step-by-step instructions, screenshots, and real-world examples, this book offers a practical approach to understanding and implementing the sales process in TallyPrime 4.1. It is designed to help users of all skill levels, whether you are a beginner or an experienced Tally user.

Whether you want to streamline your sales operations, improve customer satisfaction, or gain better insights into your business's financial health, "Sales Process in TallyPrime 4.1 " is a valuable resource that will empower you to make the most of this powerful accounting software.

The book is written in a clear and concise style and is easy to follow. It is packed with screenshots and illustrations that help to make the concepts clear. The book is also up-to-date with the latest features of TallyPrime 4.1

If you would like to learn more about TallyPrime 4.1, you can visit the Tally website (<https://tallysolutions.com/>) or contact Tally customer support.

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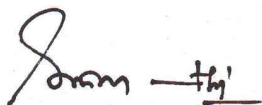
### Forward

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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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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# CONTENTS

## Sales Process of Goods & Services in TallyPrime 4.1

|                                                                                                      |    |
|------------------------------------------------------------------------------------------------------|----|
| 1. Creating Party Ledgers (Sundry Debtor).....                                                       | 10 |
| 2. Creating GST Ledger ( CGST / SGST / IGST) under Duty and Taxes Group.....                         | 12 |
| <i>Practical Assignment (Creation of GST Ledger)</i>                                                 |    |
| 3. Creating Sales for GST Compliance.....                                                            | 14 |
| 4. Creation of Ledger 'Rounded off (+/-)' for rounding the Invoice Value automatically.....          | 16 |
| 5. Creating a Stock Group.....                                                                       | 17 |
| 6. Creation of Stock Units of Measure.....                                                           | 19 |
| (i) Simple Units of Measure .....                                                                    | 19 |
| (ii) Compound Units of Measure .....                                                                 | 20 |
| 7. Creation of Stock Items .....                                                                     | 21 |
| (i) Apply GST Rate and HSN/SAC Details in Stock Item .....                                           | 22 |
| <i>Practical Assignment (Creation of Taxable Items &amp; Goods)</i>                                  |    |
| 8. Setting 'Nil-Rated' , 'Exempted' , 'Zero Rated' & ' Non-GST' Items & Goods using TallyPrime ..... | 26 |
| (i) Setting Nil-Rated & Exempted items and Goods .....                                               | 26 |
| <i>Practical Assignment (Creation of Nil or Exempted Items &amp; Goods)</i>                          |    |
| 9. Alter Pre-defined 'Sale' Voucher Types in TallyPrime .....                                        | 29 |
| (i) 'General' Setting in Voucher Type.....                                                           | 30 |
| (ii). A further discussion on these options is necessary.....                                        | 33 |
| (iii). 'Printing' Setting in Voucher Type .....                                                      | 35 |
| (iv). 'Name of Class' Setting in Voucher Type .....                                                  | 36 |
| 10. Voucher Classes for Sale Voucher .....                                                           | 36 |
| 11. Sale Voucher with Item Invoice for GST Compliance .....                                          | 40 |
| 12. Sale of Goods and Services in a Single Invoice with multiple GST Rate .....                      | 41 |
| 13. GST Sale of a Composite Supply (Sale of Items & Goods with Expenses Apportioning) .....          | 43 |

|                                                                                                 |           |
|-------------------------------------------------------------------------------------------------|-----------|
| <b>14. Sale of 'Nil-Rated' , 'Exempted', Supplies using TallyPrime 4.1</b> .....                | <b>47</b> |
| <b>15. Ledger to Round-off the Invoice Value Automatically in Sale Invoice</b> .....            | <b>48</b> |
| <b>16. Zero-Valued Transaction in Sale Invoice</b> .....                                        | <b>49</b> |
| Creating Zero Valued Entries ( Sale of Free Product ) .....                                     | 49        |
| <b>17. Sales with Free Items (Different Actual and Billed Quantities in Sale Invoice)</b> ..... | <b>51</b> |
| <b>18. Enable Item Rate (Inclusive of Tax) in Sale Invoice</b> .....                            | <b>53</b> |
| (i). Enable Item Rate (Inclusive of Tax) at the time of Item Creation / Alternation mode.....   | 53        |
| (ii). Activation of Item Rate Inclusive of Tax in F12: Configuration during Sale Entry .....    | 54        |
| <b><i>Practical Assignment (Sales Transactions)</i></b>                                         |           |
| <b>19. Sale Voucher with Accounting Invoice for Service Ledger</b> .....                        | <b>59</b> |
| (A) Creating Service Ledger with GST Compliance.....                                            | 60        |
| <b><i>Practical Assignment (Creation of Service Ledger)</i></b>                                 |           |
| (B) Sale Invoice with Service Charges within State (CGST / SGST) .....                          | 62        |
| <b><i>Practical Assignment (Sales of Services - CGST &amp; SGST)</i></b>                        |           |
| (C) Sale Invoice with Service Charges Outside State (IGST) .....                                | 65        |
| <b><i>Practical Assignment (Sales Transactions of Services)</i></b>                             |           |
| <b>20. Sales Return / Credit Note ( Alt+F6)</b> .....                                           | <b>66</b> |
| (A) Item Invoice Mode .....                                                                     | 67        |
| (B) Accounting Invoice Mode.....                                                                | 67        |
| <b><i>Practical Assignment (Sales Return / Credit Note Transactions)</i></b>                    |           |
| <b>21. Debit Note for the Increase in Sale Value</b> .....                                      | <b>70</b> |
| <b>22. Sales of Goods and Services Using e-Way Bill in TallyPrime 4.1</b> .....                 | <b>71</b> |
| (A) Enable / Setup e-Way Bill in TallyPrime .....                                               | 71        |
| (B) Generate Online e-Way Bill with Sales in TallyPrime.....                                    | 73        |
| (C) Print the Sales Invoice with e-Way Bill number using TallyPrime – Rel.3 .....               | 76        |
| <b>23. Sales Order (Ctrl+F8) Processing in TallyPrime 4.1</b> .....                             | <b>77</b> |
| (A). Delivery Note (Alt+F8) Against Sales Order .....                                           | 79        |
| (B) Sale Invoice (F8) Against Delivery Note.....                                                | 81        |
| <b>24. Point of Sale (POS) Transaction in TallyPrime 4.1</b> .....                              | <b>82</b> |
| (A) Creating POS Voucher Type to Record POS Invoice.....                                        | 83        |
| (B) Record POS Invoice with Multiple Modes of Payment .....                                     | 84        |

|                                                                                              |            |
|----------------------------------------------------------------------------------------------|------------|
| <b>25. Sales of Items with Discounts</b> .....                                               | <b>86</b>  |
| A. Sales Discount on The Total Item Amount.....                                              | 86         |
| B. Sales with Trade Discount .....                                                           | 87         |
| <b>26. Manage Selling Price Using Standard Price</b> .....                                   | <b>91</b>  |
| A. Specify Standard Selling Price for Stock Item.....                                        | 91         |
| B. Record Sales with Standard Selling Price .....                                            | 92         |
| <b>27. Manage Selling Price Using Price Levels &amp; Price List in TallyPrime 4.1</b> .....  | <b>93</b>  |
| (1). Price Levels in TallyPrime .....                                                        | 93         |
| (2). Price List in TallyPrime .....                                                          | 95         |
| (3). Assign Price Levels to Ledger Accounts.....                                             | 96         |
| (4). Use Price Levels & Price List during Voucher Entry.....                                 | 98         |
| <b>28. Consignment Transactions (Material In &amp; Material Out) in TallyPrime 4.1</b> ..... | <b>99</b>  |
| (1) Issue Stock Items (Material Out) for Consignment Sales.....                              | 99         |
| (2) Record Sales of Goods by Third Party (Consignment Sale).....                             | 102        |
| (3) Record Receipt of Goods Returned by Third Party (Material In).....                       | 103        |
| <b>29. Printing of Sales Invoice with Multiple Configurations</b> .....                      | <b>105</b> |
| (1) Change of Invoice Title in Sales Invoice.....                                            | 105        |
| (2) Print Sales Invoice with Company LOGO.....                                               | 107        |
| (3) Printing Bank Details in Sales Invoice.....                                              | 108        |
| (4) Change Declaration / Terms & Conditions in Sales Invoices.....                           | 110        |
| (5) 'Setting Print Size of your Sales Invoice' to Use Less Paper for Printing .....          | 111        |
| (6) Add Description for Items & Ledgers to Print in Invoice.....                             | 114        |
| (7) Print Proforma Invoice (Optional Voucher) .....                                          | 118        |
| (8) Print Invoice on Saving a Voucher .....                                                  | 120        |
| <b>30. GSTR-1 Report in TallyPrime 4.1</b> .....                                             | <b>122</b> |
| (1). Return View of GSTR-1 .....                                                             | 123        |
| (2). Nature View of GSTR-1 Report.....                                                       | 132        |
| (3). Export GSTR-1 Report from TallyPrime 4.1 in the JSON Format.....                        | 133        |
| (4). Sign GSTR-1.....                                                                        | 134        |
| <b>31. FAQ – Sales Process in TallyPrime 4.1</b> .....                                       | <b>136</b> |
| 1. How to Ascertain Previous Sales Rate of the Goods ?.....                                  | 136        |
| 2. How to Print Two Sales Invoices in the same Page ?.....                                   | 137        |
| 3. How to Scan Barcode in TallyPrime?.....                                                   | 137        |

Sales Process of Goods & Services in TallyPrime 4.1

|     |                                                                                                                                           |     |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 4.  | Why are Bill-wise Details Not Displayed for Outstanding Allocation in Sales Invoice?.....                                                 | 137 |
| 5.  | How to use Barcode Scanners for Billing/Invoicing in TallyPrime?.....                                                                     | 138 |
| 6.  | How do we Get the Bill-wise Details to be Displayed during Invoicing? .....                                                               | 139 |
| 7.  | How can we Display a Separate Column for entering Discount while Invoicing? .....                                                         | 139 |
| 8.  | Can I change the Title of a Sales Invoice to 'Tax Invoice'? .....                                                                         | 140 |
| 9.  | While Printing an Invoice, How to Set the Number of Copies and provide the Type of Copy as Original, Duplicate and So on?.....            | 141 |
| 10. | How to Put an Invoice Entry on Hold, Record another Transactions, and Resume or Recall the Invoice Entry without Losing Information?..... | 142 |
| 11. | Can we Print Complete Contact Details in Invoice in addition to Billing Address.....                                                      | 143 |
| 12. | Why is Sales Ledger Field not appearing during Voucher Entry? .....                                                                       | 146 |
| 13. | How to Disable Dispatch Details and Order Details in the Invoice? .....                                                                   | 147 |
| 14. | How to Skip the Dispatch Details after selecting the Party Ledger? .....                                                                  | 148 |
| 15. | How Do I Cancel a Sales Invoice? .....                                                                                                    | 148 |



# 'Sales Process' of Goods & Services in TallyPrime 4.1

TallyPrime 4.1 is a comprehensive business management software that offers a range of features to streamline various processes. One of the key functionalities of TallyPrime 4.1 is its sales module, which enables businesses to efficiently manage their sales transactions.

The sales process in TallyPrime 4.1 begins with the creation of a sales voucher. This voucher serves as a record of the sales transaction and contains details such as the customer's information, the items sold, and the amount payable. The software allows users to easily create sales vouchers and customize them according to their business requirements.

Once the sales voucher is created, users can generate invoices to provide to their customers. TallyPrime 4.0 offers flexible invoice customization options, allowing businesses to add their logo, company details, and other relevant information. This helps in maintaining a professional and consistent brand image.

After generating the invoice, TallyPrime 4.1 automatically updates the inventory and accounts receivable. This ensures that the stock levels are accurately maintained and the financial records are up to date.

TallyPrime 4.1 also provides features to track the status of sales orders, manage credit limits, and generate sales reports. These features help businesses in monitoring their sales performance, identifying trends, and making informed decisions.

One of the key functionalities of TallyPrime 4.1 is its ability to handle sales of goods and services efficiently.

When it comes to sales, TallyPrime 4.1 provides a user-friendly interface that allows users to create and manage sales invoices with ease. Whether you are selling physical products or offering services, TallyPrime 4.1 enables you to record and track your sales transactions accurately.

With TallyPrime 4.1, you can generate sales invoices customized to your business requirements. The software allows you to add relevant details such as customer information, item descriptions, quantities, and prices. You can also apply discounts or add additional charges as needed. TallyPrime 4.1 automatically calculates the total amount payable, including taxes.

Furthermore, TallyPrime 4.1 offers the flexibility to create different types of sales invoices based on your business needs. Whether you require a regular sales invoice, a bill of supply for exempted goods or services, or a delivery note, TallyPrime 4.1 has got you covered.

Another noteworthy feature of TallyPrime 4.1 is its ability to handle sales returns seamlessly. If a customer returns a product or cancels a service, TallyPrime 4.1 allows you to record the return or cancellation and automatically adjusts the inventory and financials accordingly.

# 1. Creating Party Ledgers (Sundry Debtor)

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

To create a Party Ledger:

1. **Gateway of Tally > Create > type or select Ledger and press Enter.**  
Alternatively, press **Alt+G (Go To) > Create Master > type or select Ledger and press Enter.**
2. Enter the **Name** of the Party ledger
3. Select **Sundry Creditors / Sundry Creditors** from the **List of Groups** in the **Under** field.
4. In **Mailing details**, the State is your default local State. You can change name of State from the State List if your Suppliers belongs to Outside State.

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

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

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

| Tax Registration Details         |                   |
|----------------------------------|-------------------|
| PAN/IT No.                       | :                 |
| Registration type                | : Regular_        |
| GSTIN/UIN                        | : 21AAACC1206D2ZR |
| Set/Alter additional GST details | : No              |

| GST Registration Types |           |
|------------------------|-----------|
|                        | Show More |
| ◆ Unknown              |           |
| Composition            |           |
| Regular                |           |
| Unregistered/Consumer  |           |

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

## Sales Process of Goods & Services in TallyPrime 4.1

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

**Ledger Alteration** SWAYAM SALES

Name : Laxmi & Com  
(alias) :

Under : Local Customers (Sundry Debtors)

**Mailing Details**  
Name : Laxmi & Com  
Address :  
State : Odisha  
Country : India  
Pincode : 756001

**Banking Details**  
Provide bank details : No

**Tax Registration Details**  
PAN/IT No. :  
Registration type : Regular  
GSTIN/UIN : 21AAACC1206D2ZR  
Set/Alter additional GST details : No

**List of States**  
New State  
Change Country  
♦ Not Applicable  
Andaman & Nicobar Islands  
Andhra Pradesh  
Arunachal Pradesh  
Assam  
Bihar  
Chandigarh  
Chhattisgarh  
Dadra & Nagar Haveli and Daman & Diu  
Delhi  
Goa  
Gujarat  
Haryana  
Himachal Pradesh  
Jammu & Kashmir  
Jharkhand  
Karnataka  
Kerala  
Ladakh  
Lakshadweep  
Madhya Pradesh  
Maharashtra  
Manipur  
Meghalaya  
Mizoram  
Nagaland  
Odisha  
Puducherry  
Punjab  
Rajasthan  
Sikkim  
Tamil Nadu  
Telangana  
Tripura  
Uttarakhand  
Uttar Pradesh  
West Bengal

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

Opening Balance (on 1-Apr-23) : 7,500.00 Dr

### Important Points:

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

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

**GST Registration Types**

Show More

- Unknown
- Composition
- Regular
- Unregistered/Consumer

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

## 2. Creating GST Ledger ( CGST / SGST / IGST) under Duty and Taxes Group.

Tax Ledgers should be created under Duties and Taxes group which contains all tax accounts like GST, and other trade taxes and total liability.

To account for the different taxes to be paid under GST (central tax, state tax, union territory tax, integrated tax, and cess), you have to create a tax ledger for each tax type.

The following GST Ledgers will be created :

- SGST [ State Tax for both Purchase and Sale within State ]
- CGST [ Central Tax for both Purchase and Sale within State ]
- IGST [ Integrated Tax for both Purchase and Sale Outside State]

### i. To create 'SGST' ledger

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

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

Sales Process of Goods & Services in TallyPrime 4.1

2. In **Under**, select **Duties & Taxes**.
3. Select **GST** as the **Type of duty/tax**.

4. Select **State Tax** as the **Tax type**.

*Note : Percentage of Calculation should be 0% ( Don't Change ) due to multiple Tax Rate*

Similarly, you can create ledgers CGST & IGST by selecting the relevant **Tax type** under **GST**.

For CGST Ledger :

For IGST Ledger :

|                              |                                           |                                                 |
|------------------------------|-------------------------------------------|-------------------------------------------------|
| Under                        | : Duties & Taxes<br>(Current Liabilities) | Mailing Details<br>Name                         |
| Type of Duty/Tax<br>Tax type | : GST<br>: <b>IGST</b>                    | Tax Types<br>IGST<br>CGST<br>SGST/UTGST<br>Cess |
| Percentage of calculation    | : 0 %                                     |                                                 |
| Rounding method              | :                                         |                                                 |

---

**[Practical Assignment]**  
**(Creation of GST Ledger)**

---

Create the following GST Ledgers :

|                                                    |
|----------------------------------------------------|
| <b>Duties &amp; Taxes:</b><br>CGST<br>SGST<br>IGST |
|----------------------------------------------------|

## 3. Creating Sales for GST Compliance

If many items you sell have the same tax rate, specify the tax rate and other GST details in your sales ledger.

If you sell items with multiple tax rates, **you can still maintain a single Sales Ledger for both within and outside State Sales**, and record all GST details at the stock item or stock group level.

### I. Creating a Sales Ledger: Sales-GST/IGST (both for Local & Outside State)

To Create a Sales Ledger i.e. GST-Sales

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

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

## Sales Process of Goods & Services in TallyPrime 4.1

| Ledger Alteration                       |                      | SWAYAM SALES                    |
|-----------------------------------------|----------------------|---------------------------------|
| Name<br>(alias)                         | Sale - GST/IGST      | Total Opening Balance           |
|                                         |                      | 11,22,000.00 Dr                 |
|                                         |                      | 25,00,000.00 Cr                 |
|                                         |                      | <i>Difference</i>               |
|                                         |                      | 13,78,000.00 Cr                 |
| Under                                   | Sales Accounts       | <b>Mailing Details</b>          |
| Type of Ledger                          | Not Applicable       | Name                            |
|                                         |                      | Address                         |
| <b>Statutory Details</b>                |                      | <b>Banking Details</b>          |
| Include in Assessable Value calculation | Not Applicable       | Provide bank details            |
| GST applicability                       | Applicable           | No                              |
| <b>HSN/SAC &amp; Related Details</b>    |                      | <b>Tax Registration Details</b> |
| HSN/SAC Details                         | As per Company/Group | PAN/IT No.                      |
| Source of details                       | Not Available        |                                 |
| HSN/SAC                                 |                      |                                 |
| Description                             |                      |                                 |
| <b>GST Rate &amp; Related Details</b>   |                      |                                 |
| GST Rate Details                        | As per Company/Group |                                 |
| Source of details                       | Not Available        |                                 |
| Taxability Type                         |                      |                                 |
| GST Rate                                | 0 %                  |                                 |
| Opening Balance ( on 1-Apr-23 ) :       |                      |                                 |

2. Enter the **Name** of the Sales ledger i.e. Sale – GST/IGST (You can also Name – Sale A/c)
3. Select **Sales Account** from the **List of Groups** in the **Under** field.
4. Types of Ledger – Not Applicable.
5. Include in Assessable Value calculation (under Statutory Details) – Not Applicable
6. GST applicability – Applicable
7. **HSN/SAC & Related Details:** Select **As per Company/Group**

You have three options to choose from.

|                                      |                      |
|--------------------------------------|----------------------|
| <b>HSN/SAC &amp; Related Details</b> |                      |
| HSN/SAC Details                      | As per Company/Group |
| Source of details                    | Not Available        |
| HSN/SAC                              |                      |
| Description                          |                      |

List of Actions

Show Less

- As per Company/Group
- Specify Details Here
- Use GST Classification
- Specify in Voucher

**Specify Details Here:** Once you select this option, you will be able to enter the details right here in Company GST Details.

**Use GST Classification:** This option allows you to select a previously created GST Classification, or create one on the spot. The details will be applied accordingly.

### Sales Process of Goods & Services in TallyPrime 4.1

**Specify in Voucher:** If you are not aware of the details at the moment, and if you want to add the details directly in the transaction, then you can select this option.

#### 8. **GST Rate Details:** Select **As per Company/Group**

Like in the previous field (**HSN/SAC Details**), you have the same three options to choose from.

Don't specify the details in the GST Details because GST Rate specified in all Items will automatically Calculate the CGST and SGST as well as IGST,.

#### 7. Select the **Type of supply**. By default the type of supply is set to **Goods**.



The screenshot shows the 'GST Rate & Related Details' window. On the left, there is a list of fields: GST Rate Details, Source of details, Taxability Type, GST Rate, and Type of Supply. The 'Type of Supply' field is highlighted, and a dropdown menu is open showing three options: Capital Goods, Goods (which is selected and highlighted in yellow), and Services. The 'GST Rate' field shows '0 %'. The 'Source of details' field shows 'As per Company/Group' and 'Not Available'.

#### 8. Press **Ctrl + A** to save.

[ Note : Only one Ledger i.e. Sale-GST/IGST will be created for all type of GST Sales ]

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

You can create a Ledger 'Rounded off (+/-)' to round-off the invoice value automatically.

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

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

**Note :** If you already created the given Ledger Rounded Off (+/-), you can alter as below



The promotional banner features the book cover on the left, which is titled 'SALES PROCESS GOODS & SERVICES' and is priced at ₹.800. The author is Sanjay Satpathy. The main text on the right says 'Enjoying the Sample!' in red, followed by 'Buy the e-Book Online to continue the Full E-Book.' in blue. Below this is the website 'www.TallyPrimeBook.Com' and a QR code.