

Tally Prime **6.0** updated

Release 5 & Higher
UPDATED: 2025-26



TallyPrime Printing Book

ADVANCED USAGE

COVERING 25 CHAPTERS & 58 ASSIGNMENTS

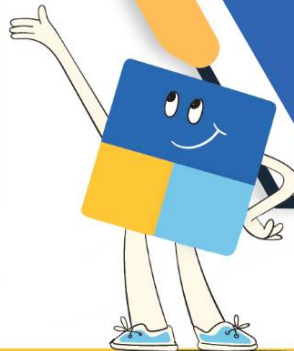
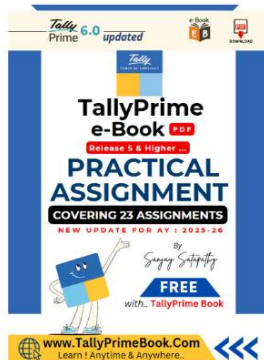
By
Sanjay Satapathy



PRINTING BOOK



FREE DOWNLOAD



₹ 850



www.TallyPrimeBook.Com
Learn ! Anytime & Anywhere..



INTRODUCTION

Are you ready to take your TallyPrime skills to the next level? Look no further than the book "TallyPrime 6 (Advanced Usage)" written by Sanjay Satapathy. In this comprehensive guide, Mr. Satapathy dives deep into the advanced features and functionalities of TallyPrime, helping readers unlock the full potential of this powerful accounting software.

With TallyPrime 6, Tally Solutions has introduced several new features and enhancements to make accounting even more efficient and streamlined. However, fully harnessing these capabilities requires a deeper understanding of the software's advanced functionalities. This is where Sanjay Satapathy's book comes in.

Mr. Satapathy, a renowned expert in Tally and accounting, brings his years of experience and expertise to the table. His book serves as a comprehensive resource for both beginners and experienced users who want to explore the advanced features of TallyPrime 6.

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

Sanjay Satapathy, an experienced Tally expert and author, has meticulously crafted this book to cater to the needs of professionals, accountants, and business owners who want to enhance their understanding of TallyPrime 6 and leverage its advanced features for better financial management.

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

Whether you are a TallyPrime user looking to expand your knowledge or a business owner seeking to optimize your financial management processes, this book is a valuable resource that will empower you to make the most of TallyPrime 6.

With its comprehensive coverage and user-friendly approach, TallyPrime 6 (Advanced Usage) by Sanjay Satapathy is a must-read for anyone seeking to enhance their proficiency in TallyPrime and elevate their accounting practices to the next level.

"TallyPrime 6 (Advanced Usage)" caters to a wide audience, including:

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

Get your Copy Today!

Disclaimer

No parts of this Book may be reproduced or utilized, in any form or by any means electronics or mechanical, including photographing, recording or by any means electronic or by any information storage or retrieval system, without the written permission of www.TallyPrimeBook.Com

Disclaimer

The names of Companies and persons used in this book have been used for illustrative purposes only.

The visitors may visit www.tallysolutions.com, the web site of Tally Solutions Pvt. Ltd. for resolving their doubts or for clarifications

Trademark:

TallyPrime, Tally, Tally9, Tally.ERP 9, Tally.Server9, Tally.NET & 'Power of Simplicity' are either registered trademarks or trademarks of Tally Solutions Pvt. Ltd. in India and/or other countries. All other trademarks are properties of their respective owners.

www.TallyPrimeBook.Com is not associated with any product or vendor mentioned in this book.

Notices

Information in this book is subject to change without prior notice and does not represent a commitment on the part of www.TallyPrimeBook.Com

"While every effort has been made to ensure that this book is free from errors or omissions, the author, publisher, printer shall not be liable in any manner whatsoever for any material or information published in this book."

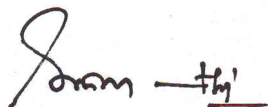
Forward

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.

www.TallyPrimeBook.Com believes in constant improvement of courseware and we welcome suggestions through our e-Mail ID: order@tallyprimebook.com

For

www.TallyPrimeBook.Com



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>



Author:

Sanjay Satapathy

SWAYAM EDUCATION

Mandal Bagicha, Hemkapada,
Sunhat, Balasore, Odisha-756003 (INDIA)

eMail ID : order@tallyprimebook.com

Web : www.TallyPrimeBook.Com

Mob – 9437264738

~ ~ ~ ~ ~

Published & Print with New Update for the Assessment Year – 2025-26

Price: ₹ . 850

TallyPrime 6 Book (Advanced Usage)

Table of Contents

CHAPTER-1

'COMPANY' Setup Using TallyPrime

1.2. Opening (Loading) the Company in TallyPrime:	22
1.3. Modification Update Alter Company Details Delete Company	23

CHAPTER-2

"GST" Setup Using TallyPrime

2.1. Activate GST for Your Company	24
2.1.1. Activate GST for Regular Dealers.....	25
2.1.2. Set Up Connected GST for Your Business to Manage GST Profile in TallyPrime	25
2.1.2.1. Enable API Requests on the GST Portal	25
2.1.2.2. Specify Connected GST Details	25

CHAPTER-3

"ACCOUNTING" Setup Using TallyPrime

3.1. Account Groups in TallyPrime	31
3.1.1. Create Account Groups (under Single Group) one-by-one:	32
3.1.2. Advanced Configurations for Account Groups	32

[Practical Assignment-1]

Creation of Account Groups

3.2. Ledgers in TallyPrime.....	34
3.2.1. Creating a Single LEDGER:	35
3.2.2 Displaying, Altering and Deleting Ledger Accounts.....	36
3.2.3. Creating a Current Liabilities / Assets Ledger.....	36

[Practical Assignment-2]

Creation of Asset & 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
3.2.6. Directly Create Party Ledgers Using GSTIN/UIIN (Rel.5)	41
3.2.7. Online GSTIN Validation in TallyPrime for single Party Ledger (Rel.5).....	45
3.2.8. View the Filing History of a Party Ledger (Rel.5)	46

[Practical Assignment-4]

Creation of Debtors and Creditors

3.2.9. Creating GST Ledger (CGST / SGST / IGST) under Duty and Taxes Group.	49
[Practical Assignment-5]	
Creation of GST Ledger	
3.2.10. Creating Sales and Purchase Ledgers for GST Compliance:.....	50
[Practical Assignment-6]	
Creation of Sales & Purchase Ledger	
3.2.11. Creating Expenses and Income Ledgers without GST Compliance.....	53
[Practical Assignment-7]	
Creation of Income & Expenses Ledger without GST Compliance	
3.2.12. Expenses Ledger with GST Compliance	56
[Practical Assignment-8]	
Creation of Expenses with GST Compliance	
3.2.13. Creating Service Ledger with GST Compliance.....	58
[Practical Assignment-9]	
Creation of Service Ledger with GST Compliance	
3.2.14. Incomes Ledger without GST Compliance.....	59
[Practical Assignment-10]	
Creation of Income Ledger without GST Compliance	
3.2.15. Income Ledger with GST Compliance	61
[Practical Assignment-11]	
Creation of Income Ledger with GST Compliance	
3.2.16. Creation of Ledger 'Rounded off (+/-)' for rounding the Invoice Value automatically.	62
3.2.17. Ledger of Additional Charges/ Discount etc. included in Assessable Value for GST Calculation	62
[Practical Assignment-12]	
Creation of Ledgers included in Assessable Value for GST Calculation in Purchase Bill	
3.2.18. Creation of Additional Charges Ledger without Inclusion in Assessable Value for GST Calculation in Purchase Bill	63
[Practical Assignment-13]	
Creation of Ledgers Excluded in Assessable Value for GST Calculation in Purchase Bill	
3.2.19. Ledger for RCM (Reverse Charge Mechanism).....	64
CHAPTER-4	
“INVENTORY” Setup Using TallyPrime	
4.1. Creating a Stock Group	67
4.1.1. Modifying / Deleting a Single Stock Group.....	68
[Practical Assignment-14]	
Creation of Stock Group	

4.2.	Creation of Stock Units of Measure.....	69
4.2.1.	Simple Units of Measure	70
4.2.2.	Compound Units of Measure	70
4.2.3.	Alternation / Deletion of Stock Units	71

[Practical Assignment-15]

Creation of Unit of Measurement

4.3.	Creation of Stock Items	72
4.3.1.	Apply GST Rate and HSN/SAC Details in Stock Item.....	73
4.3.2.	Online HSN/SAC Validation in TallyPrime for single Stock Item or Stock Group (Rel.5).....	74

[Practical Assignment-16]

Creation of Taxable Items or Goods

4.3.3.	Setting MRP details in Stock Items.....	77
4.3.4.	Setting 'Nil-Rated', 'Exempted', 'Zero Rated' & ' Non-GST' Items & Goods using TallyPrime	78
4.3.4.1.	Setting Nil-Rated & Exempted items and Goods :.....	79

[Practical Assignment-17]

Creation of Nil-Rated or Exempted Items or Goods

4.3.4.2.	Setting Non-GST Goods :	79
----------	-------------------------------	----

CHAPTER-5

“VOUCHERS” in TallyPrime

“VOUCHERS”	in TallyPrime.....	80
5.1.	Alter Pre-defined Voucher Types	80
5.1.1.	'General' Setting in Voucher Type.....	82
5.1.1.1.	Method of Voucher Numbering	82
5.1.1.2.	Configure Method of 'Purchase Voucher' Numbering to 'Manual'	84
5.1.1.3.	Configure in Method of 'Sale Voucher' Numbering for GST:	84
5.1.1.4.	A further discussion on these options is necessary.....	86
5.1.2.	'Printing' Setting in Voucher Type.....	87
5.1.3.	'Voucher Classes' for Sale Voucher	88

CHAPTER-6

“PURCHASE PROCESS” Using TallyPrime

“PURCHASE PROCESS”	USING TallyPrime	91
6.1.	Purchase Voucher (F9)	91
6.2.	Local Purchase (within State).....	92
6.2.1.	Fetch Party Details in Vouchers Using GSTIN/UIN (Rel.5).....	93
6.2.1.1.	Record Purchases Voucher using GSTIN/UIN to Fetch Party Details	94

[Practical Assignment-18]

Purchase of Items & Goods -Within State

6.3. Interstate Purchase (Outside State).....	99
[Practical Assignment-19]	
Purchase of Items & Goods -Outside State	
6.4. Additional Charges/ Discount etc. included or Excluded in Assessable Value for GST Calculation.....	103
>> Creation of Additional Charges Ledger included in Assessable Value for GST Calculation in Purchase Bill	103
>> Creation of Additional Charges Ledger without Inclusion in Assessable Value for GST Calculation in Purchase Bill	104
6.5. Purchase Bill Voucher with Additional Charges / Discount both Inclusion or Exclusion in Assessable Value for GST Calculation.	106
[Practical Assignment-20]	
Purchase of Items & Goods with Additional Charges/ Discount etc. both Local and Outside State	
6.6. Purchase of Items with Trade Discount	108
6.6.1. Enter the Discount Percentage against each item – without using the Ledger Account	109
[Practical Assignment-21]	
Purchase of Items & Goods with Discount Percentage (%) against each items	
6.6.2. Enter Discount Percentage and/or Amount on Item Rates – using the Ledger Account	111
[Practical Assignment-22]	
Purchase of Items & Goods with Discount Amount and / Or Percentage (%) against each items using Discount Ledger	
6.7. Record Expenses with GST in Purchase Voucher (F9)	114
(A) Create an Expenses Ledger with GST Compliance	114
[Practical Assignment-23]	
Creation of Expenses with GST Compliance	
(B). Record the following Expenses with GST in Purchase Voucher (F9) under Accounting Invoice :.....	117
[Practical Assignment-24]	
EXPENSES in PURCHASE VOUCHER [F9] – Accounting Invoice (Ctrl+H)	
6.8. Purchase of 'Nil-Rated', 'Exempted', Items & Goods using TallyPrime	119
[Practical Assignment-25]	
Purchase of -Nil Rated & Exempted Goods	
6.9. Purchase of FREE Items & Goods using TallyPrime.....	121
6.9.1. Account for free items using Actual and Billed quantities	122
6.9.2. Account for Free Items using Zero-Valued Transaction	123
6.10. Purchase Return / Debit Note Voucher (Alt+F5).....	124
(A) Item Invoice Mode :	124

[Practical Assignment-26]

Debit Note / Purchase Return

(B) Accounting Invoice Mode : 128

6.11. Credit Note for Increase in Purchase Value 128

Record a Credit Note to increase the Purchase Value: 128

CHAPTER-7

“SALES PROCESS” Using TallyPrime

“SALES PROCESS” USING TallyPrime 131

7.1. Configure in Method of ‘Sale Voucher’ Numbering for GST: 131

7.2. Record Sales Voucher using GSTIN/UIN to Fetch Party Details (Rel.5) 132

7.3. Sale Voucher with Item Invoice for GST Compliance 134

7.3.1. Sale of Goods and Services in a Single Invoice with multiple GST Rate. 134

7.3.2. GST Sale of a Composite Supply (Sale of Items & Goods with Expenses Apportioning) 137

7.4. Sale of ‘Nil-Rated’ , ‘Exempted’ , Supplies using TallyPrime 139

7.5. Ledger to Round-off the Invoice Value Automatically in Sale Invoice..... 141

7.6. Zero Valued Entries in Sale Invoice 142

Creating Zero Valued Entries (Sale of Free Product) 142

7.7. Sales with Free Items (Different Actual and Billed Quantities in Sale Invoice) 143

7.8. Enable Item Rate (Inclusive of Tax) in Sale Invoice 145

(i). Enable Item Rate (Inclusive of Tax) at the time of Item Creation / Alternation mode : 145

(ii). Activation of Item Rate Inclusive of Tax in F12: Configuration during Sale Entry..... 146

7.9. Sales of Items with Discounts 147

7.9.1. Sales Discount on The Total Item Amount..... 147

7.9.2. Sales with Trade Discount..... 148

7.9.2.1. Display Discount Percentage against each item – without using Ledger Account..... 148

7.9.2.2. Display Discount Percentage and Amount on Item Rates – using Ledger Account..... 150

7.10. Manage Selling Price Using Standard Price..... 151

7.10.1. Specify Standard Selling Price for Stock Item 151

7.10.2. Record Sales with Standard Selling Price..... 152

7.11. ‘e-Way Bill’ System on shipping of Material worth Rs.50,000 and more ... in TallyPrime 6 153

7.11.1. Enable / Setup e-Way Bill in TallyPrime 153

7.11.2. Create e-Way Bill Profile on the e-Way Bill Govt. Portal 154

7.11.3. Generate Online e-Way Bill with Sales in TallyPrime 157

7.11.4. Print the Sales Invoice with e-Way Bill number using TallyPrime 160

7.12. ‘Voucher Classes’ for Sale Voucher..... 161

[Practical Assignment-27]

Sales of Items & Goods -Within State

[Practical Assignment-28]

Sales of Items & Goods -Outside State

[Practical Assignment-29]

Sale of Items & Goods with Additional Charges/ Discount etc. both Local and Outside State

7.13. Sale Voucher with Accounting Invoice for Service Ledger	172
7.13.1. Sale Invoice with Service Charges within State (CGST / SGST)	174

[Practical Assignment-30]

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

7.13.2. Sale Invoice with Service Charges Outside State (IGST)	177
7.14. Sales Return / Credit Note Voucher (Alt+F6)	178
(A) Record Sales Return in Item Invoice Mode	178

[Practical Assignment-31]

Credit Note / Sales Return

7.15. Debit Note for the Increase in Sale Value	182
---	-----

CHAPTER-8

“GST on Reverse Charge Mechanism (RCM)” Using TallyPrime

GST on Reverse Charge Mechanism (RCM)	184
8.1. Set Up Goods / Services Under Reverse Charge Mechanism (RCM)	184
8.1.1. Configure Stock Item for RCM	184
8.1.2. Configure Service Ledger for RCM	185
8.1.3. Record inward supply of Goods under Reverse Charge Mechanism-RCM	186
8.1.4. Record inward supply of Services under Reverse Charge Mechanism-RCM	187
8.1.5. Manage Purchase Returns Under Reverse Charge Mechanism-RCM	189

CHAPTER-9

“Printing of Sales Invoice with Multiple Configurations” Using TallyPrime

Printing of Sales Invoice with Multiple Configurations	189
9.1. Change of Invoice Title in Sales Invoice	189
9.2. Print Sales Invoice with Company LOGO	191
9.3. Printing Bank Details in Sales Invoice	192
9.4. Printing Previous and Current Balance in Invoice	193
9.5. Change Declaration / Terms & Conditions in Sales Invoices	194
9.6. ‘Setting Print Size of your Sales Invoice’ to Use Less Paper for Printing	196

9.7.	Add Description for Items & Ledgers to Print in Invoice	197
9.7.1.	Additional Description for Stock Items to Print.....	197
9.7.2.	Additional description for ledgers to print.....	199
9.8.	Print Proforma Invoice (Optional Voucher).....	200
9.9.	Print Invoice on Saving a Voucher	202

CHAPTER-10

“RECEIPT VOUCHER” Using TallyPrime

“RECEIPT VOUCHER” USING TallyPrime 6		203
10.1. Receipt Voucher(F6)		203
10.1.1.	Cash Receipts in Single Entry mode.....	203
10.1.2.	Bank Receipts in Single Entry mode	203
10.1.3.	Printing a Receipt after recording a Receipt Voucher	204
10.1.3.1.	Print the Receipt immediately after Saving the Voucher.....	204
10.1.3.2.	Print the Receipt Voucher as a Formal Receipt.....	206

[Practical Assignment-32]

Receipt Transactions

CHAPTER-11

“CONTRA VOUCHER” Using TallyPrime

“CONTRA VOUCHER” USING TallyPrime.....		213
11.1. Record Contra Voucher in Single-Entry Mode		214
11.1.1.	Cash Deposit Voucher.....	215
11.1.2.	Cash Withdrawal Voucher	216
11.1.3.	Fund Transfer Voucher	216
11.1.4.	Voucher Classes for Contra Voucher	217
11.1.4.1.	For ‘Cash Deposit’ Class under Contra Voucher.....	218
11.1.4.2.	For ‘Cash Withdrawal’ Class under Contra Voucher	218
11.1.4.3.	For ‘Fund Transfer’ Class under Contra Voucher	219

[Practical Assignment-33]

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

11.1.5. Contra Voucher in Day Book.....		220
11.1.6. Contra Register Report		221

CHAPTER-12

“PAYMENT VOUCHER” Using TallyPrime

“PAYMENT VOUCHER” USING TallyPrime		221
12.1. Payment Voucher (F5)		221
12.1.1.	Voucher Classes for Payment & Receipt Voucher.....	223
12.1.2.	Provide Narration for each Ledger in Payment Voucher.....	225

[Practical Assignment-34]

Payment Transactions

CHAPTER-13

“JOURNAL VOUCHER” Using TallyPrime

“JOURNAL VOUCHER (F7)” USING TallyPrime 233

[Practical Assignment-35]

Journal Transactions

CHAPTER-14

“GST REPORTS” Using TallyPrime

GST Reports to File GST Returns in TallyPrime 236

14.1. GSTR -1 Report in TallyPrime..... 237

14.1.1. Return View of GSTR-1 238

14.1.1.1. Total Vouchers | View Statistics & Verify Details (GSTR-1 Report)..... 239

14.1.1.2. Return View | View GST Details in the Portal Format (GSTR-1 Report)..... 241

14.1.2. Nature View of GSTR-1 Report 245

14.1.3. Export GSTR-1 Report from TallyPrime in the JSON Format. 246

14.1.4. Upload GSTR-1 directly from TallyPrime to the GST Portal (Rel-5) 248

14.1.5. File GSTR-1 Directly from TallyPrime (Rel-5) 252

14.1.5.1. File GSTR-1 Using EVC (Electronic Verification Code)..... 252

14.1.6. Sign GSTR-1 255

14.1.6.1. Undo Signing GSTR-1 255

14.2. GSTR -3B Report in TallyPrime..... 256

14.2.1. View Your GST Details in GSTR-3B Report..... 256

14.2.1.1. Header | View Company Information 257

14.2.1.2. Total Vouchers | View Statistics & Verify Details..... 257

14.2.1.3. Return View | View GSTR-3B Details in the Format of the Portal..... 258

14.2.2. Nature View of GSTR-3B Report 261

14.2.2.1. Liability (Including Inward Reverse Charge Supplies):..... 262

14.2.2.2. Input Tax Credit: 262

14.2.3. Export GSTR-3B in the JSON Format (Offline) to File Return in GST Portal..... 263

14.2.4. Upload GSTR-3B directly from TallyPrime to the GST Portal (Rel-5) 264

14.2.5. Sign GSTR-3B..... 266

14.2.5.1. Undo Signing GSTR-3B..... 267

14.3. GST Annual Computation Report in TallyPrime 267

14.3.1. Vouchers Recorded for the Period 268

14.3.1.1. Resolution of Uncertain Transactions 269

14.3.2. Liability, Input Tax Credit, HSN/SAC Summary 269

CHAPTER-15

“e-INVOICE” Using TallyPrime

15.1. How to Generate e-Invoice Instantly in TallyPrime?	270
15.1.1. Mandatory Details for Generating e-Way Bill with e-Invoice.....	271
15.1.2. Generate IRN and Print QR Code on the e-invoice	272

CHAPTER-16

“BILL OF MATERIALS (BoM)” Using TallyPrime

Bill of Materials (BoM) for Manufacturing	274
16.1. Setup Bill of Materials (BOM).....	274
16.2. Creating a Manufacturing Voucher.....	277

CHAPTER-17

“PRICE LEVELS & PRICE LIST” Using TallyPrime

‘Price Levels & Price List’ using TallyPrime	279
17.1. Price Levels in TallyPrime.....	279
17.1.1. Create Price Levels.....	279
17.1.2. Price List in TallyPrime.....	280
17.1.3. Assign Price Levels to Ledger Accounts.....	282
17.2. Use Price Levels & Price List during Voucher Entry.....	284

CHAPTER-18

“COST CENTRE AND COST CATEGORY” Using TallyPrime

‘Cost Centre and Cost Category’ in TallyPrime	285
18.1. Creating Cost Category and Cost Centre	286
18.2. Applying Cost Centres to Ledger Accounts.....	287
18.3. Cost Centres Allocation in Voucher Entry	288

CHAPTER-19

“TDS (Tax Deducted At Source)” Using TallyPrime

TDS (Tax Deducted At Source) in TallyPrime	289
19.1. Enabling TDS in TallyPrime.....	289
19.2. Creating TDS Nature of Payment	290
19.3. Creating Master Ledger with TDS Transaction i.e. Expenses, Party Ledger, TDS Ledger	292
Step-1: Alter/Create Expenses Ledger i.e. Rent Paid	292
Step-2: Alter/Create Party Ledger i.e. N. Jatania & Co (Under Sundry Creditor) as below :	292
Step-3 : Create TDS Ledger i.e. TDS on Rent	293
Step-4: TDS Transaction (Accounting for TDS on Expenses)	293
19.4. TDS on Advance Payment against Expenses.....	294
19.5. Recording Payment Transaction (TDS).....	294

CHAPTER-20

“OPTIONAL & NON-ACCOUNTING VOUCHERS” Using TallyPrime

Optional & Non-Accounting Vouchers in TallyPrime	295
20.1. Memo (Memorandum) Voucher	295
20.2. Optional Voucher	297
20.3. Post-dated Voucher	298
20.4. Physical Stock Voucher (Ctrl + F7)	299
20.5. Stock Journal Voucher (Alt+F7)	299
Additional Cost on Purchase in Stock Journal :	300
20.6. Rejection In Voucher	301
20.7. Rejection Out Voucher.....	302

CHAPTER-21

“REPORTS” in TallyPrime

REPORTS IN TallyPrime	303
21.1. Modifying Reports	304
21.2. Display Financial Statements in TallyPrime	305
21.2.1. Balance Sheet in TallyPrime	306
21.2.2. Profit & Loss Account in TallyPrime.....	307
21.2.3. Receipts and Payments Report in TallyPrime.....	308
21.2.4. Trial Balance in TallyPrime.....	309
21.3. Display Books, Registers and Ledgers	310
21.3.1. Sales Register Report in TallyPrime	311
21.3.1.1. Columnar Sales Register	311
21.3.1.2. Extract of Sales Register	312
21.3.2. Purchase Register Report in TallyPrime	313
21.3.3. Cash /Bank Book Report in TallyPrime.....	314
21.3.4. Statement of Accounts Report in TallyPrime	316
21.3.5. Journal Register Report in TallyPrime	317
21.3.6. Day Book Report in TallyPrime.....	318
21.4. Display Inventory Reports and Statements	319
21.4.1. Stock Summary Report in TallyPrime	320
21.4.2. Stock Items Report in TallyPrime.....	321
Viewing Stock Item Vouchers.....	321
21.4.3. Godown / Location Summary Report in TallyPrime.....	322
21.4.4. Movement Analysis Report in TallyPrime	322
21.4.4.1. Movement Analysis (Stock Group Analysis).....	323
21.4.4.2. Stock Item Movement Analysis.....	323
21.4.4.3. Accounts Group Movement Analysis.....	324

21.4.4.4. Ledger Movement Analysis.....	324
21.4.4.5. Transfer (Movement) Analysis.....	325
21.4.5. Stock Ageing Analysis Report in TallyPrime.....	326
21.4.5.1. Changing the Default Ageing Period.....	326
21.5. Display Management Information System(MIS) Reports.....	327
21.5.1. Cost Centre Reports.....	327
21.5.2. Ratio Analysis Reports.....	328
21.5.3. Cash Flow Reports.....	329
21.5.4. Funds Flow Statement Reports.....	330
21.5.5. Exception Reports.....	332
21.5.5.1. Negative Stocks Report.....	332
21.5.5.2. Negative Ledgers Report.....	333
21.5.5.3. Memorandum Voucher Register Report.....	333
21.5.5.4. Optional Vouchers Register Report.....	333
21.5.5.5. Post Dated Vouchers Register Report.....	333

CHAPTER-22

“FILTER IN REPORTS” in TallyPrime

Filter in REPORTS using TallyPrime.....	334
22.1. Apply Filter in Reports Basic Filter, Multi-Filter, Advanced Filter.....	334
22.1.1. Basic Filter [Ctrl+F > F5].....	334
22.1.2. Multi Filter [Ctrl+F > F6].....	336
22.1.3. Advanced Filter [Ctrl+F > F7].....	338

CHAPTER-23

“DASH-BOARD” in TallyPrime

DashBoard in TallyPrime.....	340
23.1. View Dashboard.....	340
23.2. Add/Remove Tile in Dashboard.....	341
23.2.1. Add Tile.....	341
23.2.2. Remove Tile.....	342
23.3. Change View of Dashboard.....	342
23.3.1. View Dashboard Horizontally/Vertically.....	342
23.3.2. View Dashboard with Predefined Views.....	342
23.4. Expand Tile in Dashboard.....	343

CHAPTER-24

“OTHER UTILITIES” in TallyPrime

OTHER UTILITIES in TallyPrime.....	344
24.1. Security Control.....	344
24.1.1. Set Password in TallyPrime.....	344

24.1.2. Use Security Control	345
24.1.2.1. Creating Users and Passwords	345
24.1.2.2. Creating and Setting Up Voucher Type Security for Users.....	346
24.1.3. TallyVault Password.....	348
24.2. Year-end Processing & Moving Company Data to Next Financial Year	350
24.2.1. Change Current Period	350
24.2.2. Create New Company and Import the Opening Balances.....	350
Export closing balances from old company.....	351
Import Masters of closing balances as opening balances in new company.....	352
24.3. Splitting Company Data based on Financial Year	352
24.4. Group Company in TallyPrime	354
Creating a Group Company	354

CHAPTER-25 "STRIPE VIEW" in TallyPrime

Stripe View in TallyPrime	356
25.1. Enable Stripe View for all Reports / Vouchers.....	356
25.1.1. View Reports/Vouchers with Stripes.....	356
25.1.2. Enable Stripe View for Print, Export, E-mail, WhatsApp Reports with Stipes (Application Level)	357
25.2. Enable Stripe View for specific Report/Voucher	358
25.2.1. View Reports / Vouchers with Stripes.....	358
25.2.2. Print, Export, E-mail, WhatsApp with stripes.....	359

FREE e-Book (PDF) DOWNLOAD with TallyPrime 6 Book (Advanced Usage)

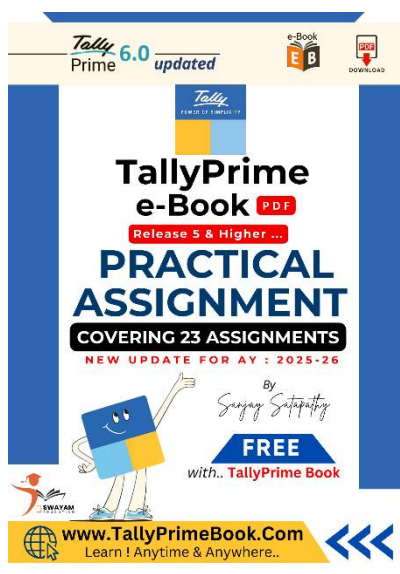


TABLE OF CONTENTS

PRACTICAL ASSIGNMENTS ON TALLYPRIME 6 (ADVANCED USAGE)

Assignment-1	:	[Company Creation]
Assignment-2	:	[GST Activation]
Assignment-3	:	[Account Groups Creation]
Assignment-4	:	[Creating Liabilities / Assets Ledger]
Assignment-5	:	[Creating Party Ledgers – Sundry Creditor / Sundry Debtor]
Assignment-6	:	[Creating GST Ledgers – (IGST / CGST / SGST)]
Assignment-7	:	[Creating Sales & Purchase Ledgers]
Assignment-8	:	[Creating Income & Expenses Ledgers]
Assignment-9	:	[Creating Stock Group]
Assignment-10	:	[Creating Unit of Measurement]
Assignment-11	:	[Creating Stock Items / Products / Goods]
Assignment-12	:	[Altering Vouchers Class – Sales i.e. GST]
Assignment-13	:	[Entering Purchase Voucher]
Assignment-14	:	[Entering Purchase Voucher to Record Expenses]
Assignment-15	:	[Purchase Voucher of Nil-Rated, Exempted Items]
Assignment-16	:	[Enter Purchase Return / Debit Note Voucher]
Assignment-17	:	[Enter Sale Voucher]
Assignment-18	:	[Sale Voucher of Nil-Rated, Exempted Items]
Assignment-19	:	[Enter Received Voucher]
Assignment-20	:	[Enter Payment Voucher]
Assignment-21	:	[Contra Voucher – Cash Deposit, Cash Withdrawal, Fund Transfer]
Assignment-22	:	[Enter Journal Voucher]
Assignment-23	:	[Random Voucher Entry Month-wise from May 2024 to September 2024]

CHAPTER-26

[TallyPrime e-Banking – What's New with the All-New TallyPrime 6]

CHAPTER-1

“COMPANY” SETUP USING TallyPrime

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

Swayam Agency (A Div. of TallyPrimeBook.Com) is one Distributor/Dealer in Balasore, Odisha, with GSTN No - **21AGHPB2764P1ZD** deals with both Whole selling & Trading of different types of Products like ... Electronics, Electrical Home Appliance, Mobiles, Personal & Essential Products etc. etc. with the following information's and will maintain his Books of Accounts with the help of TallyPrime Accounting Software with effect from 01-04-2024.

Swayam Agency (www.TallyPrimeBook.Com)

Balasore, Odisha – 756001 (India)

GSTN - 21AGHPB2764P1ZD

Mob – 9437264738

Website : www.tallyprimebook.com

eMail ID : order@tallyprimebook.com

Financial Year begins from : 1-4-2024

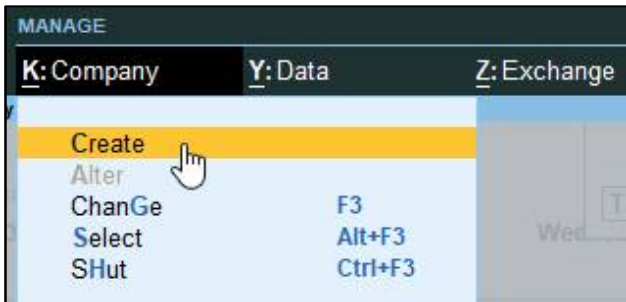
Books beginning from : 1-4-2024

Note :
 You can change your Local State with your GST No. DUE TO GST TRANSACTIONS. If you put your local state, all GST transaction within 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 on whether the transactions are within State or Outside State Transaction.

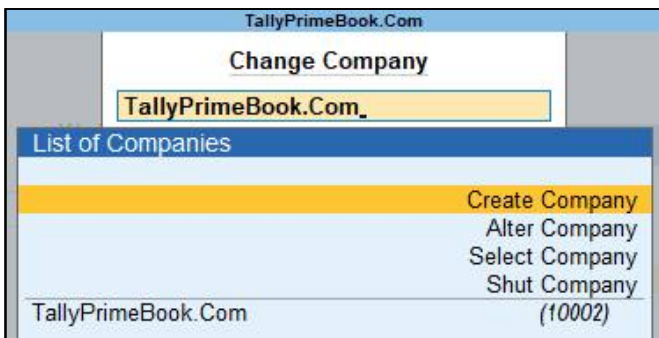
Company Creation:

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

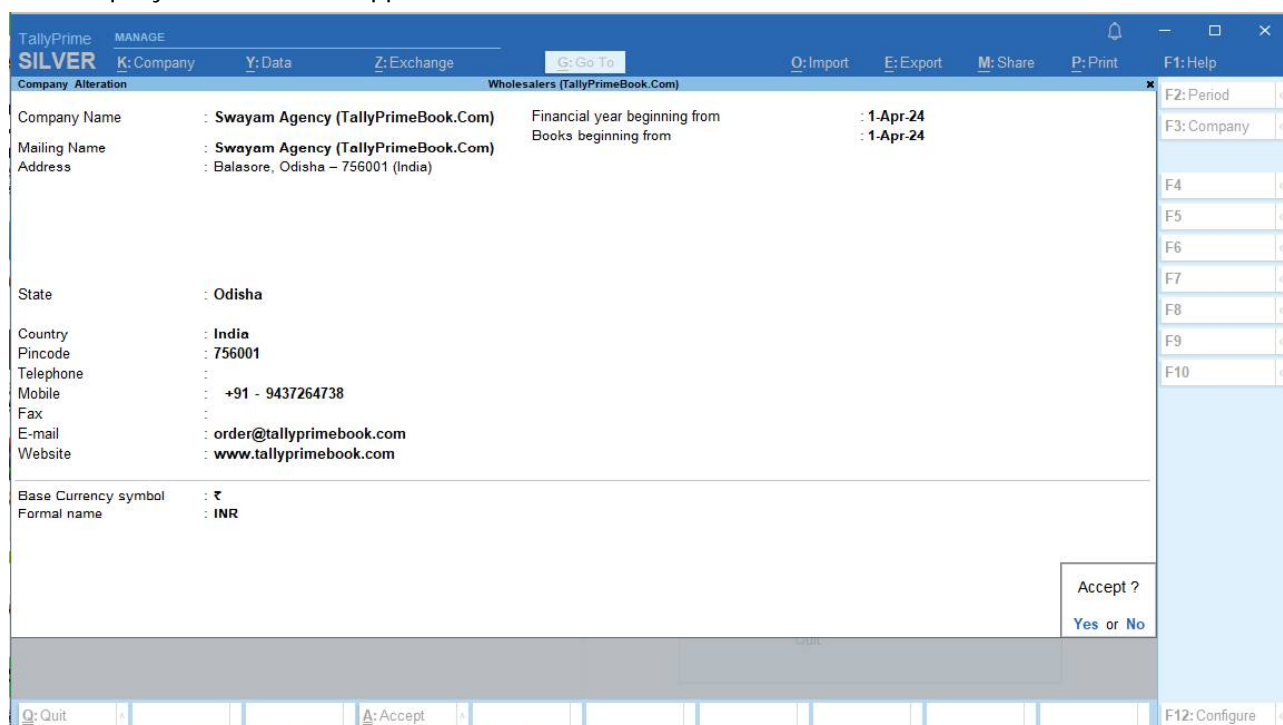
1. Press **Alt+K > Create**.



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

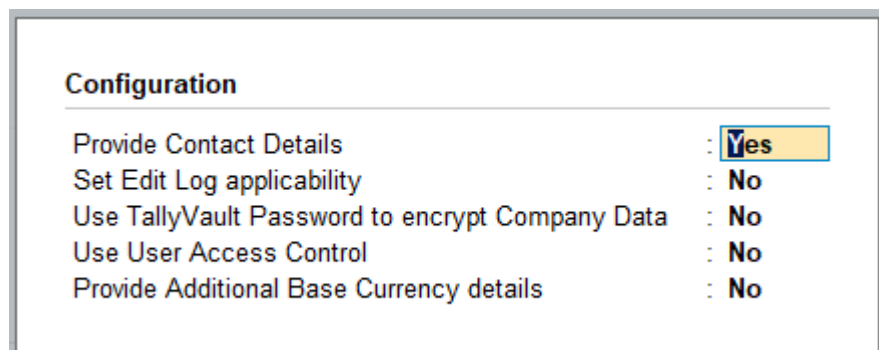


The Company Creation screen appears.



Note :

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



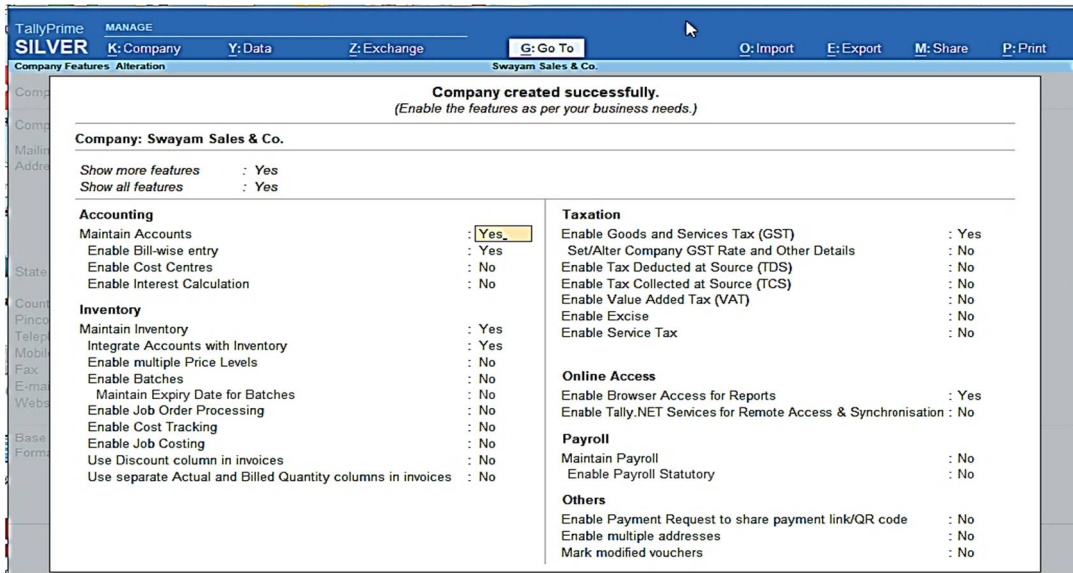
F12 Configure options

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

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

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

1. Enable the required features for your Company.

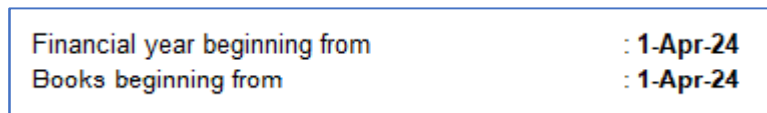


You can enable or disable any of these features later.

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

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

Books and Financial Year Details:



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

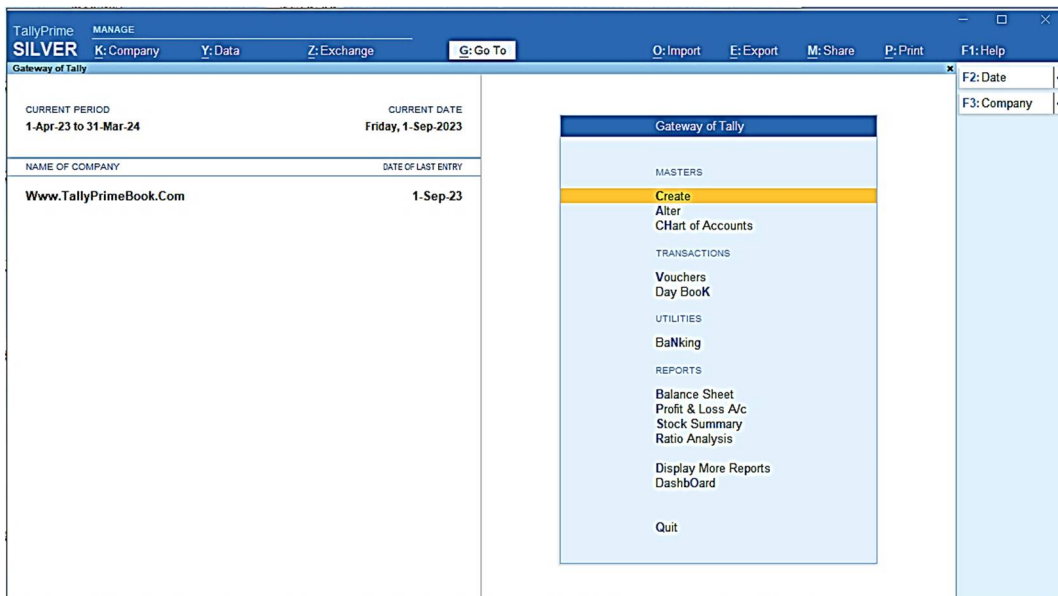
For example, if your computer date is set to 06-06-2024 and the region is set to India, the financial year is pre-filled as 01-04-2024.

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

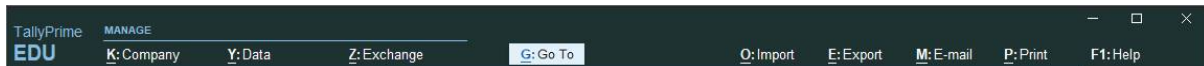
For example, you started to maintain your Books of Accounts in TallyPrime from 1-June-2024. You can update the **Books beginning from** date to 1-June-2024, while the financial year will be 1-Apr-2024.

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

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

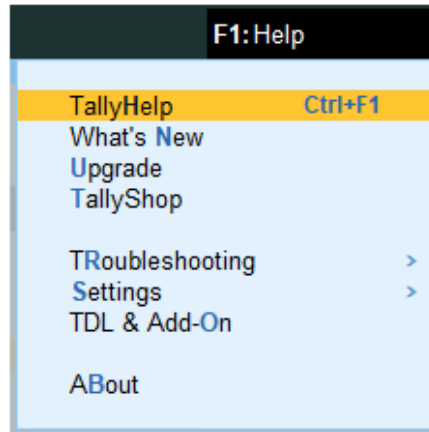


Top Menu :



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

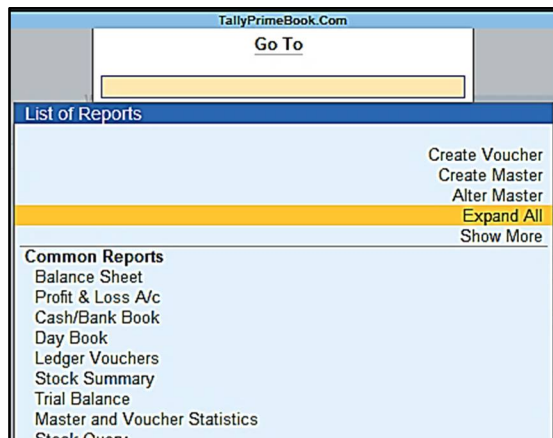
F1 : Help Menu ..



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

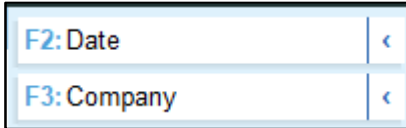
- **What's New**,
- **TallyShop** for buying add-ons,
- **Troubleshooting** to repair your application and data in case there are issues,
- **Settings** to configure your application,
- **TDL & Add-On** to manage your extensions/customisations, and an
- **About** report that shows the details of your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

G : Go To .. (Alt+G)



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

Right-Button Bar :



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

On pressing **Alt** key the options change to **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.

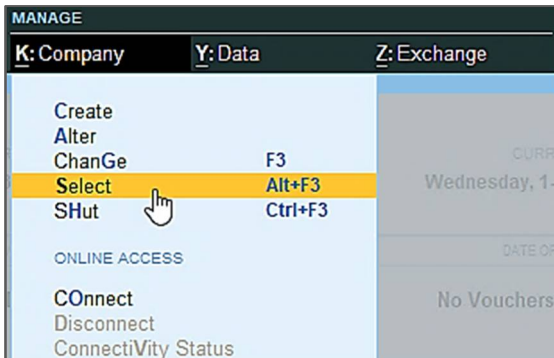
However, the shortcuts associated with different options are consistent across masters, vouchers and reports. For example, **F2** is always for date, **Alt+F2** is for period, **F10** in master screens is for Other Masters & voucher screens is for Other Vouchers, and **Ctrl+B** in reports is for Basis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

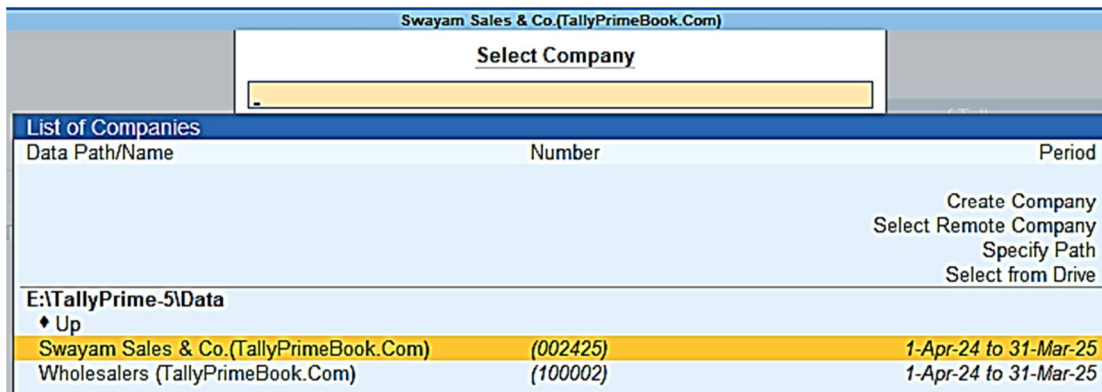
Once you have created a company, you can load/open the company in one of the following ways:

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



Alternatively, at the Gateway of Tally, press **Alt+F3 > Company > Select Company** from the List of Companies.

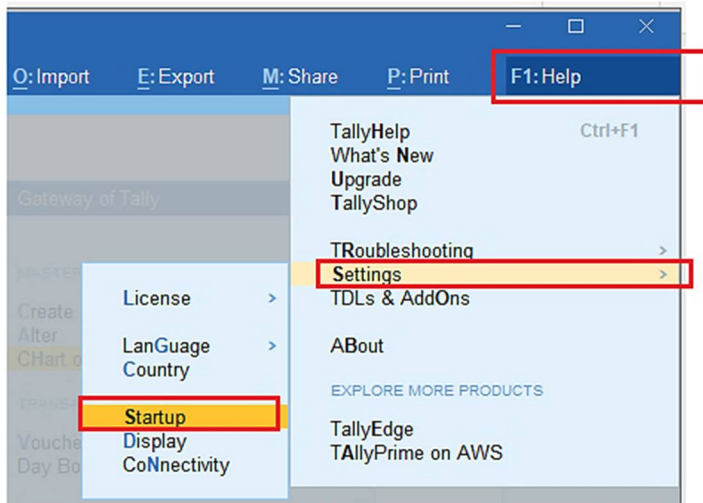
If you have created more than one company, you can browse to the data path and select the required company to open.



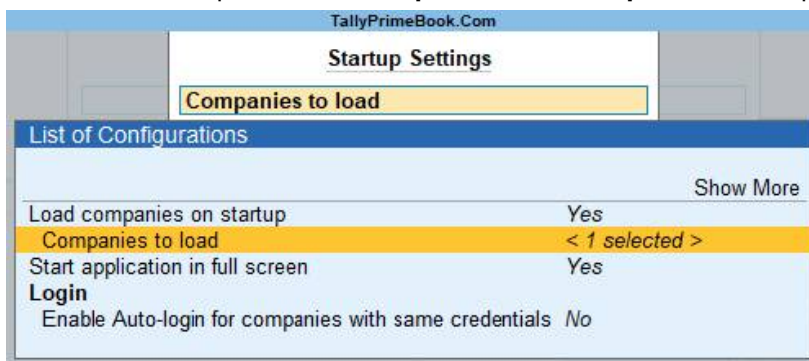
Load company on Start-up

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

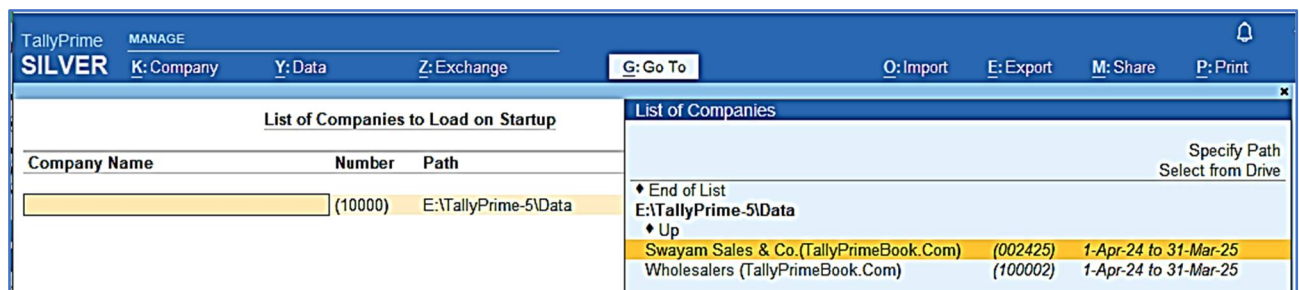
1. Open the **Startup Settings** screen: Press **F1 (Help) > Settings > Startup**.



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 your have selected the companies to be loaded on startup.

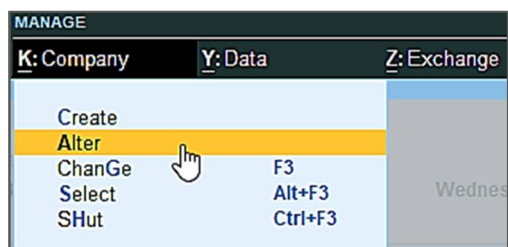


The companies that you select here will be loaded by default next time you open TallyPrime.

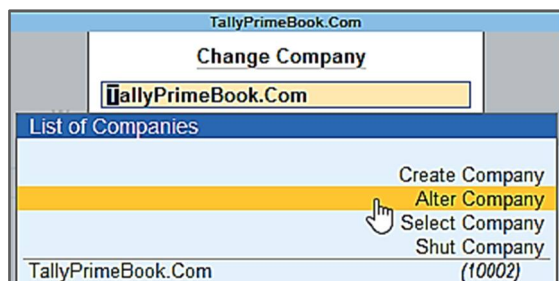
1.3. Modification | Update | Alter Company Details | Delete Company

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

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



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



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



CHAPTER-2

“GST” Setup Using TallyPrime

2.1. Activate GST for Your Company

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

GST Registrations are of two types...

1. GST Regular Scheme (for Regular Dealer)

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

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

2. GST Composition Scheme (for Composite Dealer)

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

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

2.1.1. Activate GST for Regular Dealers

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

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

Company: SWAYAM SALES	
Show more features	: Yes
Show all features	: Yes
Accounting	
Maintain Accounts	: Yes
Enable Bill-wise entry	: No
Enable Cost Centres	: No
Enable Interest Calculation	: No
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: No
Enable Batches	: No
Maintain Expiry Date for Batches	: No
Enable Job Order Processing	: No
Enable Cost Tracking	: No
Enable Job Costing	: No
Use Discount column in invoices	: Yes
Use separate Actual and Billed Quantity columns in invoices	: No
Taxation	
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
Online Access	
Enable Browser Access for Reports	: Yes
Enable Tally.NET Services for Remote Access & Synchronisation	: No
Payroll	
Maintain Payroll	: No
Enable Payroll Statutory	: No
Others	
Enable Payment Request to share payment link/QR code	: Yes
Enable multiple addresses	: No
Mark modified vouchers	: No

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

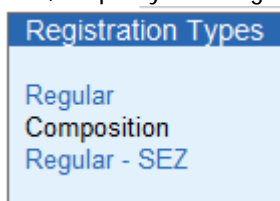
3. Press **F12** and enable the required options. You will find configurations related to Place of Supply, Reconciliation, LUT/Bond, and so on.

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

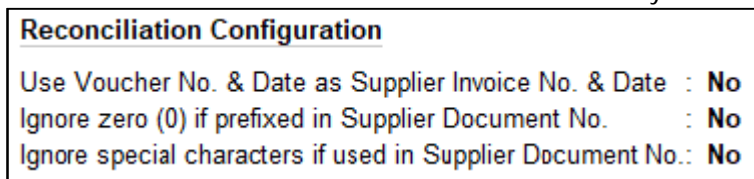
4. Fill in the relevant details for GST registration:

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

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



- c. **Assessee of Other Territory:** If your business is located in an Exclusive Economic Zone (Other Territory). then you can enable this option. GST details will be applied accordingly in your masters and transactions.
- d. **Periodicity of GSTR-1:** Select the Periodicity of GSTR1 as Monthly or Quarterly, based on the annual turnover of your business
- e. **Reconciliation Configuration:** A few options have been provided to help you with a smooth GST reconciliation. You can enable them based on your business preferences.



- i. **Use Voucher No. & Date as Supplier Invoice No. & Date:** Once you enable this option, the Voucher No. and Date will be considered as the Supplier Invoice No. and Date during reconciliation. In other words, even if you have not provided the Supplier Invoice No. and Date, then you don't have to worry, as the Voucher No. and Date will be considered.
- ii. **Ignore zero (0) if prefixed in Supplier Document No.:** If your business does not prefix zeroes in the Document No., but your supplier follows this practice, then this might lead to a mismatch during reconciliation. However, once you enable this option, then the prefixed zeroes will be ignored, and you won't have to worry about a mismatch.
- iii. **Ignore special characters if used in Supplier Document No.:** If your supplier prefers to use special characters, such as hyphen and slash, in the document number, then it

might cause issues during reconciliation. However, once you enable this option, such special characters will be ignored and you will have a smooth reconciliation.

- f. **Registration Name:** This will be derived from the State selected earlier. For example, if you have selected Karnataka, then the Registration Name will appear as Karnataka Registration for easy identification. However, you will have the option to rename the registration, as needed. For example, if you have many branches or GST registrations in Karnataka, you can name the branches as Bengaluru Branch, Mangalore Branch, and so on.
- g. **Create another GST Registration for the Company:** Use this option to save multiple GST registrations within the same company. After saving the details, you can select the relevant registration while recording transactions, wherever needed. You can also create multiple registrations for your company from the Gateway of Tally or Go To > Create Master > GST Registration

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

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

2.1.2. Set Up Connected GST for Your Business to Manage GST Profile in TallyPrime

You can stay connected to the GST portal like never before and easily perform activities such as **GSTR-1 filing and upload and download** of returns. To get started, you need to perform a few simple steps on the GST portal and on TallyPrime, which will set the foundation for your Connected GST journey. The first step is to ensure that API requests are enabled for your profile on the GST portal. Subsequently, you can set up the details for Connected GST in TallyPrime, as per your details on the portal.

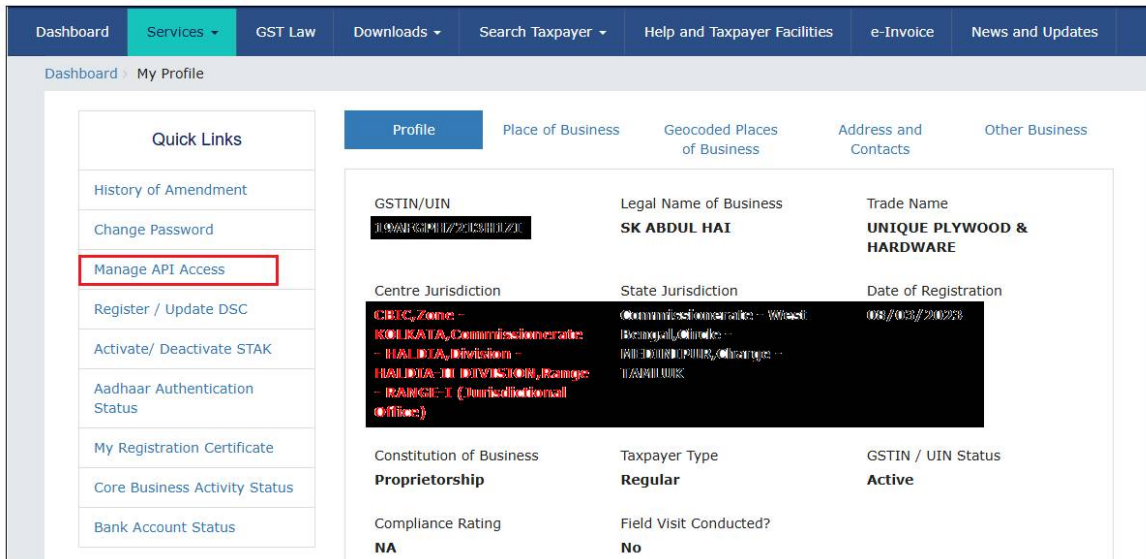
2.1.2.1. Enable API Requests on the GST Portal

To start with Connected GST, you must first enable API requests for your profile on the **GST portal**. This will ensure that you can seamlessly file GSTR-1, upload and download your returns, or perform other Connected GST activities right here in TallyPrime.

1. Log in to the GST portal.
2. Click your username in the top right corner.
3. Select My Profile from the list of options.

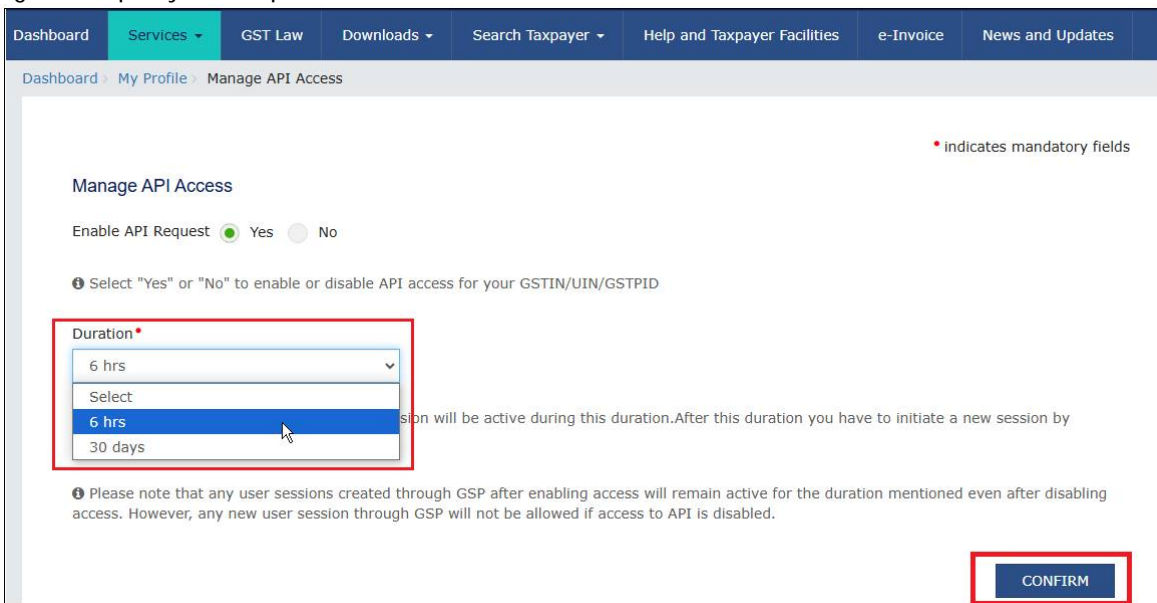


4. In the **My Profile** screen, under **Quick Links**, click **Manage API Access**.



5. Set the **Enable API Request** option to **Yes**.
6. Set the **Duration** to 6 hours, as this is the current recommendation.

This will ensure that your session remains safe and secure for 6 hours, after which you can log in again, as per your requirements.



7. Click **Confirm**.

Now you can proceed to manage the credentials in TallyPrime and reap the benefits of the Connected GST experience.

2.1.2.2. Specify Connected GST Details

To enjoy the benefits of Connected GST in TallyPrime, you can set up your GST details, such as GST Username and Mode of Filing, in your company features. Once you have specified the details here, they will appear in the flow of Connected GST activities such as upload, download, and filing.

However, TallyPrime also provides you with the flexibility to specify the same details directly in the flow of the Connected GST activities.

1. Press **F11** and set **Enable Goods and Services (GST)** to **Yes**. The **GST Details** screen opens.
2. Under **Connected GST Details**, specify the **GST Username** that was registered on the GST portal.

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

Iteration Swayam ONLINE POINT

any: Swayam ONLINE POINT

GST Details

Registration status : Active

GST Registration Details

State : Odisha
 Registration type : Regular
 Assessee of Other Territory: No
 GSTIN/UIN : 21AOJPS1922G1Z6
 Periodicity of GSTR-1 : Monthly
 Place of Supply (for Inwards): Odisha

Connected GST Details

GST Username : SE_BLS-123
 Mode of Filing : EVC

e-Way Bill Details

e-Way Bill applicable : Yes
 Applicable from : 1-Apr-24
 Applicable for intrastate : Yes

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

LUT/Bond Details

Provide LUT/Bond details : No

e-Invoice Details

e-Invoicing applicable : No

Registration Name : Odisha Registration

Create another GST Registration for the Company: No

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

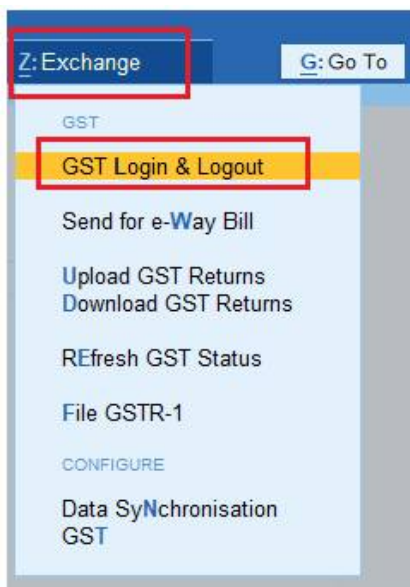
Now you are all set to experience the trailblazing features such as upload, download, and filing.

Manage GST Login & Logout

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

This report also provides you with the great flexibility to log out of all your sessions at one go.

- Press **Alt+Z** (Exchange) > **GST Login & Logout**.



- Log in to your GST profile.
 - Enter your **GST Username**.

Odisha Registration (21AOJPS1922G1Z6)

GST Username : SE_BLS-123_

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

GST Login

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

S: Send OTP

Once you have logged in, the session will be valid for six hours, which will ensure the safety and security of your activities.

CHAPTER-3

“ACCOUNTING” Setup Using TallyPrime

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

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

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



3.1. Account Groups in TallyPrime

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

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

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

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

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

15 Primary Groups	13 Sub Groups
Balance Sheet (9 Groups)	
Branch / Divisions	
Capital Account	Reserves & Surplus
Current Assets	Bank Accounts Cash-in-hand Deposits (Asset) Loans & Advances (Asset) Stock-in-hand Sundry Debtors
Current Liabilities	Duties & Taxes Provisions Sundry Creditors
Loans (Liability)	Bank OD A/c Secured Loans Unsecured Loans
Investments	
Fixed Assets	
Misc. Expenses (ASSET)	
Suspense A/c	
Profit and Loss Account (6 Groups)	
Direct Incomes	
Direct Expenses	

Indirect Expenses	
Indirect Incomes	
Sales Accounts	
Purchase Accounts	

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

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

- 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** .

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

- 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.**

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

In the Group Creation screen :

Group Creation	
Name	: Manufacturing Expenses
(alias)	:
Under	: Direct Expenses
<hr/>	
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

- Enter a name for the group.
- Enter a group category. If a group is created under **Primary** you must select from asset, expenses, income or liability.
- Select the **Nature of Group** .
- 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.
- Set **Nett Debit/Credit Balances for Reporting?** to **Yes** to display net debit or credit balance in the report (whichever is higher).
- 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.
- 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) ...

<i>CURRENT LIABILITES (Pre-defined)</i> DEPOSIT RECEIVED ADVANCES RECEIVED <i>SUNDRY CREDITOR (pre-defined):</i> DISTRIBUTORS CLEARING & FORWARDING AGENTS CREDITORS FOR EXPENSES <i>PROVISIONS (Pre-defined)</i> EXPENSES / OUTSTANDING PAYABLE <i>FIXED ASSETS (Pre-defined)</i> OFFICE EQUIPMENTS <i>SUNDRY DEBTORS (Pre-defined)</i> DEALER RETAILER <i>LOAN & ADVANCES (ASSETS)-Pre-defined</i> LOAN TO STAFF LOAN TO OTHERS ADVANCES <i>INDIRECT EXPENSES -Pre-defined</i> SALARIES & STAFF EXPENSES MARKETING EXPENSES ADMINISTRATIVE EXPENSES FINANCIAL EXPENSES ADMINISTRATIVE TAXES DEPRECIATION

3.2. Ledgers in TallyPrime

A ledger is the actual account head to identify your transactions and are used in all accounting vouchers.

For example, purchase, payments, sales, receipts, and others accounts heads are ledger accounts. Without a ledger, you cannot record any transaction.

All **Ledgers** have to be classified into **Groups**. These groups and ledgers are classified into **Profit and Loss or Balance Sheet**.

The creation and usage of Groups in TallyPrime has been explained earlier. Now you will learn how TallyPrime works with Ledgers.

Pre-defined Ledgers in TallyPrime

There are two **pre-defined ledgers** available in TallyPrime, they are:

(i) Cash

This Ledger is created under the Group Cash-in-hand. You can enter the opening balance as on the date of books beginning from. You can also alter the name and even delete the Ledger.

(ii) Profit and Loss Account

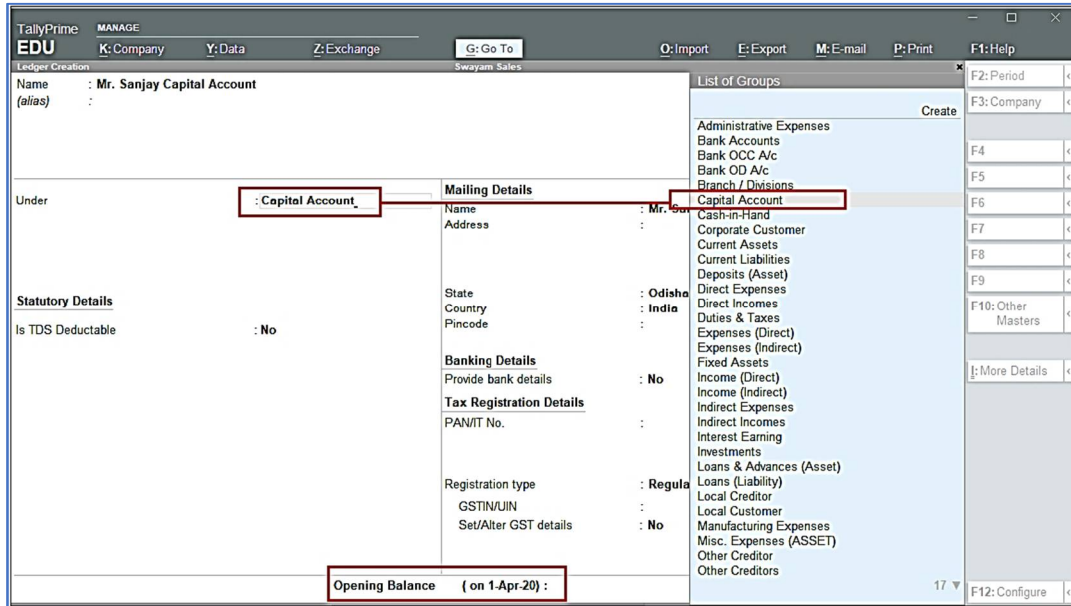
This Ledger is created under the Group Primary. Previous year's Profit or Loss is entered as the opening balance for this ledger. The balance entered here is treated as the opening profit/loss and shown in the Balance Sheet as opening balance of Profit and Loss account in the Liabilities side.

You cannot delete this ledger, but you can modify the same.

3.2.1. Creating a Single LEDGER:

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

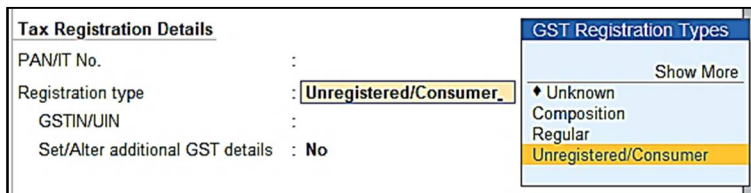
Alternatively, press Alt+G (Go To) > Create Master > type or select Ledger and press Enter.



2. Name Box : enter the name of ledger, alias is used for short name.

3. Select the group under which the ledger will be created.

4. You can select Tax Registration type : Regular (required GST No) or Unregistered/Consumer (No GST No require)



5. Enter the Opening Balance.

F12 : Configure (Ledger)

Configuring F12 (functional key): **You can also configure your ledger creation as per your requirement by using 'F12'.**

To view and show all Configurations...you have to enable **Yes** of two option inside Configuration screen.

Show more configurations	: Yes
Show all configurations	: Yes

Configuration	
Show more configurations	: <input checked="" type="checkbox"/> Yes
Show all configurations	: Yes
General Details	
Provide aliases for Name	: Yes
Provide language aliases for Name	: No
Provide Description for Ledgers	: No
Provide Notes for Ledgers	: No
Behave as Payment Gateway Ledger	: Yes
Provide Credit Limits	: No
Use Inventory Allocations for Ledgers	: No
Select Type of Ledger to auto-calculate values in Invoice mode (Cash/Trade discount or invoice rounding values)	: Yes
Select Appropriation Methods to allocate Additional Costs (in Invoice Mode for Purchases only)	: No
Provide Percentage of Calculation and Rounding Method (for auto-calculation during voucher entry)	: Yes
Provide Opening Balances for Ledgers	: Yes
Party Details	
Provide Mailing Details	: Yes
For Income and Expense Accounts also	: No
Provide Contact Details	: No
Provide Bank Details	: Yes
Bank & Payment Request Details	
Provide Effective Date of Reconciliation (for Bank & Payment Gateway Ledgers)	: No
Provide Bank Account Details for Bank Ledgers Set Bank Reconciliation and e-Payments (for supported Banks only)	: Yes
Provide Cheque Book and Cheque Printing details Set Bank Ledgers as Notional Bank Ledgers (for Post-Dated Vouchers)	: Yes
Tax Details	
Select type of Duties or Taxes (for Ledgers behaving as Duties & Taxes only)	: Yes
Set Ledgers to behave as Duties and Taxes	: No
Include additional Ledger Value to calculate Assessable Value	: Yes
Party Tax Registration Details	
Provide GST Registration Details	: Yes
Assessee of Other Territory	: No
Use Ledger as common Party	: No
Ignore prefixes and suffixes in Doc No. for reconciliation	: No
GST Details	
Provide GST Details	: Yes
For Non-Revenue Accounts also	: No
Provide HSN/SAC details 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
Select Type of Supply	: Yes

3.2.2 Displaying, Altering and Deleting Ledger Accounts

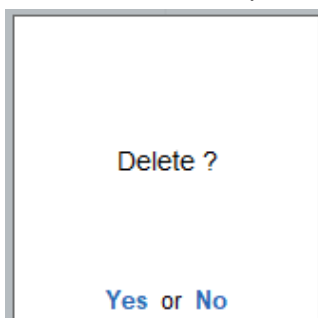
You can alter any information of the ledger master with the except for the closing balance under the group **stock-in-hand**.

To display/alter a ledger

- Gateway of Tally > **Alter** > type or select **Ledger Name** and press **Enter** to **Alter**.
Alternatively, press **Alt+G** (Go To) > **Alter Master** > type or select **Ledger** and press **Enter**.

To delete a ledger

- Press **Alt+D** and press **Y**. (In Alternation mode screen of Ledger)



Note: You can delete the ledger if no vouchers have been created under it. If you want to delete a ledger for which vouchers have been created, you have to first delete all the vouchers from that ledger and then delete the ledger account.

3.2.3. Creating a Current Liabilities / Assets Ledger

Accounts like Outstanding Liabilities, Statutory Liabilities and other minor liabilities can be created directly under Current Liabilities and Assets can be classified as Current assets and Fixed assets.

The **Ledger Creation** screen appears as shown above in **Para- 3.2.1** :

[Practical Assignment-2]

Creation of Asset & Liabilities

Create the following Assets & Liabilities Ledgers with Opening Balance as given:

In our given Practical Assignment, you must remember all the Bold Letter are Groups (not required to create) under which you have to create all the Ledgers with given Opening Balance

Note :

1. All Bold Capital Letters are Pre-defined Groups (Not required to be create) to be select while creating Ledgers.
2. Ledgers of Small Letter are required to be Create Newly with Opening Balance as given
3. Include in Assessable Value Calculation – Not Applicable [Default – Don't change]
4. Tax Registration type of all above Ledgers are Unregistered / Consumers (GST No. Not required)

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

<u>LIABILITIES</u>	Total
CAPITAL A/C	
Partner-Sanjay Captial a/c	10,00,000
Partner-Soumya Capital a/c	10,00,000
RESERVES & SURPLUS	
Profit & Loss - Current Year	-
Profit & Loss - Previous Year	-
LOANS (LIABILITY)	
SECURED LOANS	
Bank-HDFC Loan A/c	1,50,000
Bank-ICICI Term Loan on Equipment	50,000
UNSECURED LOANS	
Mr. A-Loan a/c	50,000
Mr. X-Loan a/c	75,000
Family Member - 1 Loan a/c	50,000
Family Member - 2 Loan a/c	10,000
Loan From C&F Agent	25,000
CURRENT LIABILITIES	
DUTIES & TAXES [See Assignment -5]	
CGST	-
SGST	-
IGST	-

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

3.2.4. Creating Bank Account Ledgers in TallyPrime

Bank ledgers contain relevant information about a bank that you use to make or receive payments. You can provide information such as Bank name, Account no., IFS code, and address while creating bank ledgers.

To create a bank ledger

1. **Gateway of Tally > Create > type or select Ledger and press Enter.**
Alternatively, press **Alt+G** (Go To) > **Create Master > type or select Ledger and press Enter.**
2. Enter the **Name** of the bank for the bank ledger.
3. Select **Bank Account** from the **List of Groups**, in the **Under** field.

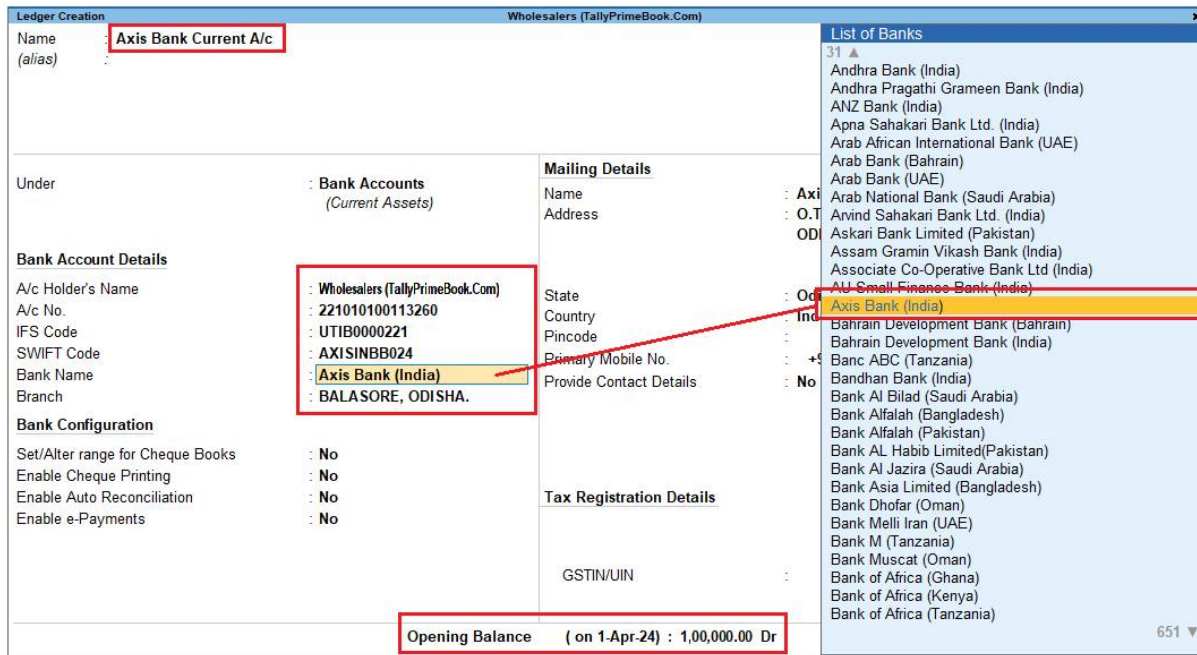
Note: The **Books Beginning date** is pre-filled in **Effective Date for Reconciliation** field.

4. Provide the following details in **Bank Accounts details**:
 - o **A/C holder's name** - It prefills the company name; however, you can alter this name by pressing **Backspace**.
 - o **A/c no.** - Provide the account number of your bank.
 - o **IFS code** - Provide the IFS code for your bank.

Note: If the IFS code is incorrect, the system prompts the warning message "Invalid IFS Code. The IFS Code must contain 4 alphabets, followed by 0 and 6 numbers/alphabets. **For example, UTIB0000221.**"

- o **Bank name** - Select the bank name from the **List of Banks**.

The Ledger Creation screen appears as shown below:



Note: The **List of Banks** is displayed only when **TSS** and internet connectivity is available. Additionally, the **Bank Configuration** displays options that are applicable for the bank you select.

[Practical Assignment-3]

Creation of Bank Account

Create the following Bank Ledger with Opening Balances given:

	Opening Balance
Bank Account (Group)	
Axis Bank Current A/c	1,00,000
SBI Current A/c	50,000

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

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

To create a Party Ledger:

1. **Gateway of Tally > Create > type or select Ledger and press Enter.**
Alternatively, press **Alt+G** (Go To) > **Create Master > type or select Ledger and press Enter.**
2. Enter the **Name** of the Party ledger
3. Select **Sundry Creditors / Sundry Creditors** from the **List of Groups** in the **Under** field.

4. In **Mailing details**, the State is your default local State. You can change name of State from the State List if your Suppliers belongs to Outside State.

State	: Odisha
Country	: India
Pincode	: 756001

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

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

Tax Registration Details		GST Registration Types	
PAN/IT No.	:	Show More	
Registration type	: Regular	<ul style="list-style-type: none"> ◆ Unknown Composition Regular Unregistered/Consumer 	
GSTIN/UIN	: 21AAACC1206D2ZR		
Set/Alter additional GST details	: No		

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

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

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/UIN	: 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:

3.2.6. Directly Create Party Ledgers Using GSTIN/UIN (Rel.5)

You can now create or alter your party ledgers at the click of a button. With the help of the Fetch Details Using GSTIN/UIN button, you can instantly fetch the party details available on the GST portal and update it directly in the party ledger.

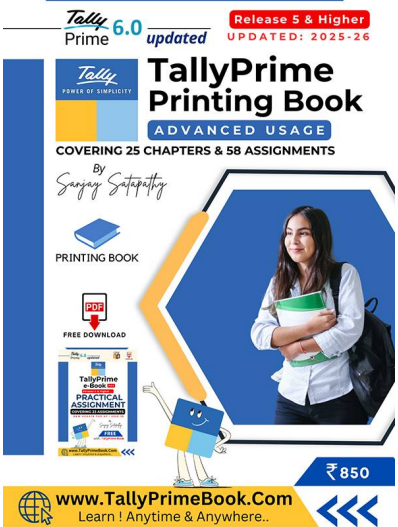
However, you also have the flexibility to create your party ledgers offline or manually, as per your business preferences.

The Fetch Details Using GSTIN/UIN feature will significantly save your time and effort, as you don't have to manually type any of the details of the party, apart from the GSTIN/UIN at the beginning.

You won't have to worry about the correctness or recency of the information, as it is being fetched in real time from the portal. You will be able to view and update all the available information about your party, starting from the name to the address details, such as state, area and pincode, and also the PAN.

1. Gateway of Tally > Create/Alter > Ledger.

The screenshot shows the 'Ledger Creation' window for 'Mahira Plyboard India Pvt. Ltd.'. The window is titled 'Swayam Sales & Co.(TallyPrimeBook.Com)'. The 'Name' field is highlighted with a red box. The 'Under' field is set to 'Sundry Debtors (Current Assets)'. The 'Mailing Details' section shows 'Name: Mohira' and 'Address:'. The 'Statutory Details' section shows 'Is TDS Deductible: No'. The 'Banking Details' section shows 'Provide bank details: No'. The 'Tax Registration Details' section shows 'PAN/IT No.:'. The 'Total Opening Balance' is 64,10,253.38 Dr and 64,10,253.38 Cr. The 'Fetch Details Using GSTIN/UIN' button is highlighted with a red box. The 'F2: Period', 'F3: Company', 'F4', 'F5', 'F6', 'F7', 'F8', 'F9', 'F10: Other Masters', 'More Details', 'B: Get HSN /SAC Info', and 'F12: Configure' buttons are visible on the right side.



The image shows the cover of the 'TallyPrime 6.0 updated Printing Book' for 'Advanced Usage'. The cover features the Tally logo, the author's name 'Sanjay Satapathy', and a central image of a woman with a book. It also includes icons for a printing book, a PDF download, and a price tag of ₹ 850. The website 'www.TallyPrimeBook.Com' is prominently displayed at the bottom.

Enjoying the Sample!
Buy the Printing Book Online
to Read the Full Book.

www.TallyPrimeBook.Com