

INTRODUCTION

Wholesaler businesses, characterized by high transaction volumes and intricate inventory management, find TallyPrime 5 & Higher particularly beneficial. This software is designed to address the unique needs of the wholesaler sector, including the capability to manage and track extensive inventory levels effectively. Through TallyPrime, businesses can streamline their operations, ensuring comprehensive oversight of their financial activities. This e-Book covers practical steps for setting up accounts in TallyPrime 5 & Higher with specific assignments tailor-made for a wholesaler business.

Setting up an efficient accounting system in TallyPrime 5 & Higher is crucial for the success of a wholesaler business. By following the practical steps outlined, you can ensure accurate financial records, seamless inventory management, and compliance with tax regulations. Utilizing TallyPrime 5 & Higher for your accounting needs enables your wholesaler business to operate smoothly and efficiently.

One of the key features of TallyPrime 5 & Higher & Higher is its real-time access to financial data. This functionality ensures that decision-makers can continuously monitor their financial health, enabling prompt and informed decision-making. The automation features further enhance efficiency by minimizing manual intervention in routine accounting tasks. These include the automatic generation of financial reports, reconciliation of accounts, and real-time updating of financial statements, thereby reducing the risk of errors and enhancing accuracy.

TallyPrime 5 & Higher also excels in producing detailed financial reports. These reports facilitate a deeper analysis of financial performance, offering insights into profit margins, revenue streams, and cost structures. By harnessing these insights, wholesalers are equipped to optimize their operations, improve financial planning, and bolster profitability. The software's intuitive design ensures that even those with limited accounting expertise can navigate through its functionalities with ease, making it a versatile tool for wholesale businesses of varying scales.

In essence, TallyPrime 5 & Higher encapsulates the ideals of efficiency, accuracy, and accessibility in accounting software. It stands as a comprehensive solution for wholesaler businesses, providing the necessary tools to manage financial activities adeptly and drive business success.

If you would like to learn more about TallyPrime 5 & Higher, you can visit the Tally website (<u>https://tallysolutions.com/</u>) 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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Sanjay Satapathy (Author)

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Introduction to the Wholesaler/Distributor/Dealer & Retailer Business

The wholesaler business model serves as a critical intermediary between manufacturers and retail outlets, particularly in sectors such as Electronics, Electrical Home Appliance, Mobiles, Personal & Essential Products, Confectionery and Cosmetics. Wholesaling involves the bulk purchase of goods from producers, which are subsequently sold to retailers, online stores, and other entities in smaller quantities. This intermediary role is essential for maintaining an efficient and effective supply chain. By consolidating products from various manufacturers, wholesalers enable retailers to offer a diverse range of goods without needing to negotiate with multiple suppliers.

In the confectionery segment, wholesalers cater to a lucrative and perennial market demand for sweets and snacks, frequently supplying supermarkets, convenience stores, and specialty shops. The personal products sector encompasses an array of items such as hygiene products, health supplements, and wellness commodities, addressing everyday consumer needs. Meanwhile, in the beauty and cosmetics industry, wholesalers play an indispensable role in distributing both mainstream and niche brands, meeting the diverse preferences of a fashion-conscious consumer base.

The market demand for these items is driven by consistent consumer interest, seasonal trends, and emergent product innovations, making the wholesale business model vital. Wholesalers bridge the gap between manufacturers focused on mass production and retailers who require a variety of products in manageable quantities. This ensures continuous product availability, enhances competitive pricing through economies of scale, and allows retailers to offer a wide range of goods to their customers.

The wholesale business also provides significant value in terms of product range and pricing strategies. By aggregating products from multiple manufacturers, wholesalers offer retailers the convenience of a one-stop-shop for a wide array of products. They also leverage bulk purchasing power to reduce costs, passing on those savings to retailers. This symbiotic relationship facilitates smoother market operations, from product production to end-consumer sales, thereby reinforcing the critical role that wholesalers play in the supply chain.

Selecting the Right Accounting Software i.e. TallyPrime

Selecting an accounting system tailored to the unique needs of wholesaler businesses, especially in industries such as confectionery, personal products, and cosmetics, is a critical first step. Criteria to consider include user-friendly interfaces, scalability to match business growth, robust reporting features, and seamless integration capabilities with other business tools like inventory management and CRM software. Industry-specific needs, such as batch tracking for confectionery products or regulatory compliance for cosmetics, should also guide the selection process.

Setting up an efficient accounting system in TallyPrime 5 & Higher is crucial for the success of a wholesaler business. By following the practical steps outlined, you can ensure accurate financial records, seamless inventory management, and compliance with tax regulations. Utilizing TallyPrime 5 & Higher for your accounting needs enables your wholesaler business to operate smoothly and efficiently.

CHAPTER-1

"Distributor/Wholesale Business" Setup Using TallyPrime

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

Swayam Wholesales (A Div. of TallyPrimeBook.Com) is one Distributor/Wholesale 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 & Grocery 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 01-04-2025.

1.1. Company Creation:

You need to create a company to keep record of all your business transactions and view related financial reports. To create the company, just enter the company name and address and update other details, such as contact and financial year information.

Swayam Wholesales (www.TallyPrimeBook.Com)

Balasore, Odisha - 756001 (India)

GSTN - 21AGHPB2764P1ZD

Mob - 9437264738

Website : www.tallyprimebook.com

eMail ID : order@tallyprimebook.com

Financial Year begins from : 1-4-2025

Books beginning from : 1-4-2025

Note :

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

Assignment-1 [COMPANY CREATION]

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

1. Press Alt+K > Create.

MANAGE		
K: Company	Y:Data	<u>Z</u> : Exchange
Create]	-
ChanGe	F3	
Select	Alt+F3 Ctrl+F3	

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

	TallyPrimeBo	ok.Com
	Change Cor	npany
	TallyPrimeBook.Com	
List o	f Companies	98.
		Create Company
		Alter Company
		Select Company
		Shut Company
TallyP	rimeBook.Com	(10002)

The Company Creation screen appears.

TallyPrime	MANAGE				
SILVER	K: Company	Y:Data	Z: Exchange	G: Go To	<u>0</u>
Company Creatio	n				
Company Data Path	: E:\TallyPRI	ME\Data			
Company Name	WHOLESAL	ER [Www.TallyPrimeBo	ok.Com] Financial year beginning from	: 1-Apr-25	
Mailing Name Address	: Wholesali : Motiganj, I	ER [Www.TallyPrimeBoo BALASORE, ODISHA-75(ok.Com] Books beginning from 6001	: 1-Apr-25	
State	: Odisha				
Country	: India				
Pincode	: 756001				
Telephone	1				
Mobile	: +91 - 943	7264738			
Fax					
E-mail	order@tally	primebook.com			
Website	: www.tallyp	rimebook.com			
Base Currency symbol	ol :₹				
Formal name	: INR				Accept ?
					Yes or No

Note :

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

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

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.

VER	K: Company	Y: Data	Z: Exchange	<u>G</u> : G	io To	O: Import	E: Export M	I: Share	P: Print
np			Com (Enable the	ipany create features as p	ed successfully. her your business needs.)				
Co	mpany: Swayam	Sales & Co.							
Sh Sh	now more features now all features	: Yes : Yes							
Ac	counting				Taxation				
Ma E E Invo Ma Ir E E	aintain Accounts Enable Bill-wise ent Enable Cost Centre: Enable Interest Calc ventory aintain Inventory integrate Accounts i Enable multiple Pric Enable Acches	ry s culation with Inventory e Levels		: Yes : Yes : No : No : Yes : Yes : No : No	Enable Goods and Service: Set/Alter Company GST F Enable Tax Deducted at Si Enable Tax Collected at Si Enable Value Added Tax (V Enable Excise Enable Service Tax Online Access	s Tax (GST) Rate and Other burce (TDS) burce (TCS) /AT)	Details	: Yes : No : No : No : No : No	
E	Maintain Expiry Da Enable Job Order Pr Enable Cost Trackin Enable Job Costing Jse Discount colum Jse separate Actua	ate for Batches rocessing Ig In in invoices I and Billed Quanti	ty columns in invoices	: No : No : No : No : No : No	Enable Browser Access for Enable Tally.NET Services for Payroll Maintain Payroll Enable Payroll Statutory	Reports for Remote Acc	ess & Synchronisa	:Yes tion:No :No :No	
					Others Enable Payment Request t Enable multiple addresses Mark modified vouchers	o share payme	ent link/QR code	: No : No : No	

You can enable or disable any of these features later.

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

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

Books and Financial Year Details:

Financial year beginning from	: 1-Apr-25
Books beginning from	: 1-Apr-25

• 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 06-06-2025 and the region is set to India, the financial year is pre-filled as 01-04-2025.

• **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-2025. You can update the **Books beginning from** date to 1-June-2025, while the financial year will be 1-Apr-2025.

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

SILVER K: Company G: Go To F2: Date F3: Company CURRENT PERIOD CURRENT DATE Gateway of Tall 1-Apr-25 to 31-Mar-26 Tuesday, 1-Apr-2025 NAME OF COMPANY DATE OF LAST ENTRY Create WHOLE SALER [Www.TallyPrimeBook.Com] No Vouchers Entered Alto CHart of Accounts TRANSACT Vouchers Day Book UTILITIES BaNking TallyCapital Balance Sheet Profit & Loss A/c Stock Summary Ratio Analysis Display More Reports DashbOard Quit

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

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)

MANAGE			
K:Company	Y: Dat	а	Z:Exchange
Create Alter ChanGe Select SHut	€.	F3 Alt+F3 Ctrl+F3	CURR Wednesday, 1-

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.

	Swayar	n Sales & Co.(TallyPrimeBook.Com))	
		Select Company		
	-			
List of Companies				
Data Path/Name		Number		Period
			s	Create Company Select Remote Company Specify Path Select from Drive
E:\TallyPrime-5\Data • Up				
Swayam Sales & Co.(TallyPrimeBook.Com)	(002425)		1-Apr-24 to 31-Mar-25
Wholesalers (TallyPrin	neBook.Com)	(100002)		1-Apr-24 to 31-Mar-25

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.

						-		×	
O: Import	E: Export	<u>M</u> :	Share	P: Print		F1:F	lelp		
Gateway o Mester Create Alter CHart o	License LanGuage Country	>	Tall Wh Upg Tal TRC Set TDL AB	yHelp at's New grade lyShop <u>oubleshootin</u> tings _s & AddOr out	ng IS PROI	DUCTS	Ctrl	+F1	
Vouche Day Bo	Startup Display CoNnectivity		Tall T A l	yEdge lyPrime on	AWS	5			

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

TallyPrimeBook.Com	
Startup Settings	
Companies to load	
List of Configurations	10
	Show More
Load companies on startup	Yes
Companies to load	< 1 selected >
Start application in full screen Login Enable Auto-login for companies with same credentials	Yes No

- 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.

	MANAGE						۵
SILVER	K: Company	Y: Data	Z: Exchange	<u>G</u> : Go To <u>O</u> : Import	E: Export	M: Share	P: Print
		List of Companies	to Load on Startup	List of Companies			×
Company N	ame	Number	Path			S	Specify Path elect from Drive
		(10000)	E:\TallyPrime-5\Data	 ◆ End of List E:\TallyPrime-5\Data ◆ Up 			
				Swayam Sales & Co.(TallyPrimeBook.Com) Wholesalers (TallyPrimeBook.Com)	(002425) (100002)	1-Apr-24 to 3 1-Apr-24 to 3	8 <mark>1-Mar-25</mark> 81-Mar-25

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

MANAGE			
K:Company	<u>Y</u> : C)ata	Z: Exchange
Create Alter	0		
ChanGe Select SHut	Ð	F3 Alt+F3 Ctrl+F3	Wednes

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

	TallyPrimeBook.Com	
	Change Company	
	IallyPrimeBook.Com	
List of	Companies	
	Create C	Company
	Alter C	Company
	Select (Shut (Company Company
TallyPr	imeBook.Com (10002)

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 Wholesale Business

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 <u>Bill of Supply</u>. 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.

Assignment-2 [GST Activation]

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.

atures Alteration	Wholesalers (T	allyPrimeBook.Com)	
Company: Wholesalers (TallyPrimeBook.Com)			
Show more features : Yes			
Show all features : Yes			
Accounting		Taxation	
Maintain Accounts	: Yes	Enable Goods and Services Tax (GST)	Yes
Enable Bill-wise entry	: No	Set/Alter Company GST Rate and Other Details	No
Enable Cost Centres	: No	Enable Tax Deducted at Source (TDS)	: No
Enable Interest Calculation	: No	Enable Tax Collected at Source (TCS)	: No
• 77.0		Enable Value Added Tax (VAT)	: No
Inventory		Enable Excise	: No
Maintain Inventory	: Yes	Enable Service Tax	: No
Integrate Accounts with Inventory	: Yes		
Enable multiple Price Levels	: No		
Enable Batches	: No	Unline Access	
Maintain Expiry Date for Batches	: No	Enable Browser Access for Reports	: Yes
Enable Job Order Processing	: No	Enable Tally.NET Services for Remote Access & Synchronisation	: No
Enable Cost Tracking	: No	Payroll	
Enable Job Costing	: No	Maintain Devent	Ne
Use Discount column in invoices	: No	Final Payroll Statutory	No.
Use separate Actual and Billed Quantity columns in invoices	: No	Chable Paylon Statutory	. 140
		Others	
		Enable Payment Request to share payment link/QR code	: No
		Enable multiple addresses	: No
		Mark modified vouchers	: No

[Note : Enable Bill-wise Entry Option to – NO] – We will discuss in later Chapter

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	: 1	No
Select Place of Supply (for inwards)	:1	No
Use Voucher No. & Date as Supplier Invoice No. & Date for Reconciliation	: 1	No
Ignore zero (0) if prefixed in Supplier Document No. for Reconciliation	: 1	No
Ignore special characters if used in Supplier Document No. for Reconciliation	n: I	No
Provide LUT/Bond details	:1	No

4. Fill in the relevant details for GST registration:

GST F	Registra	tion De	etails
-------	----------	---------	--------

Assessee of Other Territory : No	ha ular
Periodicity of GSTR-1 : Mont	thly
Place of Supply (for Inwards) : Odis	tha

		GST Details	
Registration status	Active		
GST Registration Details		e-Way Bill Details	
State Registration type Assessee of Other Territory GSTIN/UIN Periodicity of GSTR-1 Place of Supply (for Inwards) e-Invoice Details	: Odisha : Regular : No : 21AGHPB2764P1ZD : Monthly : Odisha	e-Way Bill applicable : Ye Applicable from : 1- Applicable for intrastate : Ye 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.	es Apr-24 es o o
e-invoicing applicable	· Odisha Registration	LUT/Bond Details Provide LUT/Bond details : N	0
Create another GST Registra	tion for the Company: No		Accept Yes or I

- 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.

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

i. Use Voucher No. & Date as Supplier Invoice No. & Date: Once you enable this option, the Voucher No. and Date will be considered as the Supplier Invoice No. and Date during reconciliation. In other words, even if you have not provided the Supplier Invoice No. and Date, then you don't have to worry, as the Voucher No. and Date will be considered.

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

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

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

2.2. Set Up Connected GST for Your Business to Manage GST Profile in TallyPrime [TallyPrime 5 and higher]

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.

2.2.1. 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.

					Skip to Main Content 🕚 A+ A-
Andre sta	Goods Government	and Se t of India, S	rvices Tax tates and Unio	X n Territories	▲ SK ABDUL HAI へ 19AFGPH7213H1ZI Last Logged In at
Dashboard	Services 👻	GST Law	Downloads +	Search Taxpayer 👻	17/12/2024 11:26 IST
Dashboard	My Profile M	anage API Acc	ess		Change Password
					 ☑ Register / Update DSC ☑ Logout

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

Dashboard	Services 👻	GST Law	Downloads 🗸	Search Taxpayer 👻	Help and Taxpayer Facilitie	es e-Invoice	News and Updates	
Dashboard	My Profile							
	Quick Links	3	Profile	Place of Busines	s Geocoded Places of Business	Address and Contacts	Other Business	
Histo	ory of Amendmer nge Password	nt	GSTIN/UIN	363801210	Legal Name of Business SK ABDUL HAI	Trade Name UNIQUE PL HARDWARI	YWOOD &	
Mana	age API Access	C	Centre Jurisd	iction	State Jurisdiction	Date of Regi	stration	
Activ	vate/ Deactivate	STAK	CBIC,Zone - KOLKATA,O - HALDIA,D	onmiralissaliconcertation hvitalicon –	Otomannissiioonsenaite – WVesti Breingsall,Otinoke – IMEBOUNDOPUUR,Othange –	008//003//2902	28	
Aadl	naar Authenticati us	on	HALDIA-III - RANGE-I (Office)	DIVISION,Range Junisdictional	TRANKLUNK			
My F	Registration Certi	ficate	Constitution	of Business	Taxpayer Type	GSTIN / UIN	Status	
Core	Business Activit	y Status	Proprietors	hip	Regular	Active		
Banl	< Account Status		Compliance F NA	Rating	Field Visit Conducted?			

- 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.

Dashboard	Services -	GST Law	Downloads +	Search Taxpayer 👻	Help and Taxpayer Facilities	e-Invoice	News and Updates			
Dashboard	ashboard > My Profile > Manage API Access									
Man	age API Acces	SS				• ine	dicates mandatory fields			
Enab Ø Se	le API Request lect "Yes" or "No	• Yes • I	No disable API access	s for your GSTIN/UIN/G	STPID					
Durat	tion •									
6 1	nrs		~							
Se	lect									
6 h 30	n <mark>rs</mark> days	4	sipn wi	ll be active during this d	uration.After this duration you ha	ve to initiate a	new session by			
Ple acces	ase note that a s. However, any	ny user sessior 7 new user ses	ns created through sion through GSP	GSP after enabling acco will not be allowed if acc	ess will remain active for the dura tess to API is disabled.	tion mentioned	l even after disabling			
							CONFIRM			

7. Click Confirm.

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

2.2.2. 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.
- 3. Specify the **Mode of Filing** as either Digital Signature Certificate **(DSC)** or Electronic Verification Code **(EVC)**, as per your business requirements.

2-02 - 24-00 - 312-011 - Marshamman		GST Details	
Registration status	Active		
GST Registration Details		e-Way Bill Details	
State : Registration type : Assessee of Other Territory: GSTIN/UIN : Periodicity of GSTR-1 : Place of Supply (for Inwards): Connected GST Details GST Username : Mode of Filing :	Odisha Regular No 21AOJP S1922G1Z6 Monthly Odisha SE_BLS-123_ EVC	e-Way Bill applicable Applicable from Applicable for intrastate Reconciliation Configuration Use Voucher No. & Date as Supplier Invoice I Ignore zero (0) if prefixed in Supplier Doct Ignore special characters if used in Supplier Doc LUT/Bond Details Provide LUT/Bond details	: Yes : 1.Apr-24 : Yes No. & Date: No iment No.: No current No.: No
e-Invoice Details e-Invoicing applicable :	No		

4. Press Ctrl+A to save the details.

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

2.2.3. 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.

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



2. Log in to your GST profile.

a. Enter your GST Username.



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

"e-Way Bill" Setup Using TallyPrime

The e-Way Bill system was introduced by the government to simplify and streamline the process of GST compliance. An e-Way Bill document has to be carried while shipping the goods from one location to another. This document will carry the e-Way Bill number and other relevant details. Accordingly, TallyPrime is here with a smooth e-Way Bill experience for you and your business. The best part is that Tally's e-Way Bill solution is based on regular invoicing activity, and does not require any special expertise.

As a registered dealer, if you are shipping material worth more than Rs 50,000, then you have to generate an e-Way Bill from the portal by entering necessary information such as the details of the buyer, the quantity and HSN code of the goods, transporter ID, and so on. After you upload these details, an e-Way Bill number will be generated for this particular transaction. You have to print the e-Way Bill number and other details along with the invoice, and furnish them on the way, if needed. For example, an assessing officer might inspect the shipment, and might cross-check the e-Way Bill information with the goods being transported.

Online e-Way Bill

TallyPrime provides you with an online e-Way Bill solution that fits right into your regular invoicing process. e-Way Bill in TallyPrime isn't restricted to only a particular voucher type. Apart from regular sales invoice, TallyPrime also supports e-Way Bill for POS, debit notes, and credit notes. What's more, even receipts and journal vouchers are supported for e-Way Bill when they are used for sales.

No matter how you record your supplies in TallyPrime, you can easily generate the e-Way Bill number while saving your invoice and print the QR code and other details. Later, if you want to update the details of your transaction, then you can easily cancel the current e-Way Bill number and get a fresh one for your updated invoice. This will ensure that the details in your e-Way Bill are up-to-date.

Prerequisites

Before proceeding with online e-Way Bill generation, ensure that:

- You are connected to the internet.
- You are logged in with your e-Way Bill credentials.
- You have created e-Way Bill profile on the portal.
- You have enabled e-Way Bill in TallyPrime.

'e-Way Bill' System on Shipping of Material worth Rs.50,000 and more

As a registered dealer, if you are shipping material worth more than Rs 50,000, then you have to generate an e-Way Bill from the portal by entering necessary information such as the details of the buyer, the quantity and HSN code of the goods, transporter ID, and so on. After you upload these details, an e-Way Bill number will be generated for this particular transaction. You have to print the e-Way Bill number and other details along with the invoice, and furnish them on the way, if needed. For example, an assessing officer might inspect the shipment, and might cross-check the e-Way Bill information with the goods being transported.

Accordingly, TallyPrime is here with a smooth e-Way Bill experience for you and your business.

3.1. Enable / Setup e-Way Bill in TallyPrime

In TallyPrime, you can enter e-Way Bill details only when such transactions are recorded with stock items. The provision to enter e-Way Bill details is not available in accounting invoice mode, and in companies enabled to Maintain only accounts.

Step -1 :

- 1. Open the **company**.
- 2. Press F11 (Feature) > set Enable Goods and Services Tax (GST) as Yes.

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

3. In the **Company GST Details** screen, e-Way Bill options, including the applicable date and threshold limit, are provided.

: Active		
	e-Way Bill Details	
: Odisha : Regular : No	e-Way Bill applicable Applicable from Applicable for intrastate	: <mark>Yes_</mark> : 1-Apr-23 : Yes
: 21AGHPB2764P1ZD	Reconciliation Configuration	
s): Odisha	Use Voucher No. & Date as Supplier Invoic Ignore zero (0) if prefixed in Supplier Do Ignore special characters if used in Supplier [e No. & Date: No ocument No.: No Document No.: No
: No	LUT/Bond Details	
	Provide LUT/Bond details	: No
· Odisha Pagistration		
	: Active : Odisha : Regular :ry: No : 21AGHPB2764P1ZD : Monthly is): Odisha : No	Active Active

GST Rate and Other Details				
HSN/SAC & Related Details		e-Way Bill Details		
HSN/SAC Details HSN/SAC Description	• Not Defined	Interstate Threshold Limit : 50,000 Intrastate Threshold Limit : 50,000 Threshold Limit includes : Value of Invoice		
GST Rate & Related Details		Additional Configuration		
GST Rate Details Taxability Type GST Rate Applicable for Reverse Charge	♦ Not Defined 0 % No	Show GST Advances for adjustments in transaction: No		

You can change the settings as required. Based on the threshold limit entered, you can enter the details required for e-Way Bill in the invoices.

In the party ledger, if you have selected the **Registration type** as:

• Regular or Composition : The GSTIN/UIN is considered as the transporter ID.

3.2. Create e-Way Bill Profile on the e-Way Bill Govt. Portal.

To get started with e-Way Bill, you have to first register your business on the e-Way Bill portal, and then create an API user profile by selecting Tally India Pvt Ltd as your GSP.

Step 1: Register on e-Way Bill Portal

1. Open the e-Way Bill portal (https://ewaybill.nic.in/), and click **Registration** > e-Way Bill Registration.

ft -	E-Way Bill Registration Form
Enter GSTIN	
	Enter the code as shown above
	Go Exit

The business details will appear as per the GSTIN entered.



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