



What's New

Auto Backup on Cloud

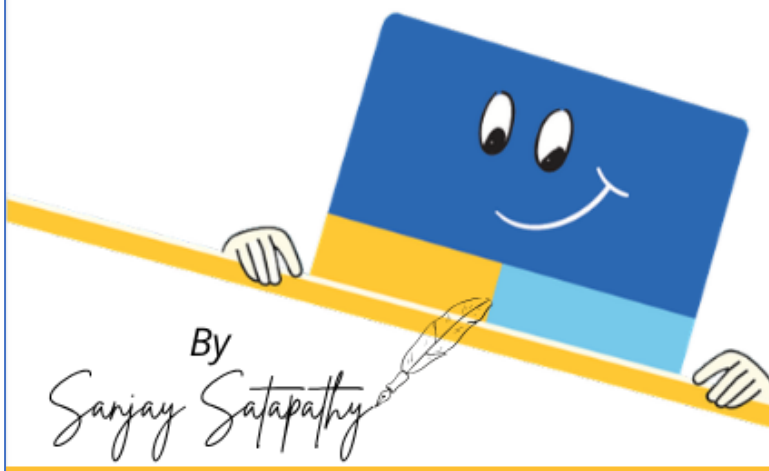
TallyPrime e-Banking

TallyPrime SmartFind

GST Compliance Simplified

ITC with IMS

Tally 7.0
Prime



By
Sanjay Satapathy



www.tallyprimebook.com

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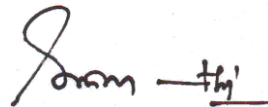
Forward

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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For

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Sanjay Satapathy

(Author)

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# What's New in TallyPrime 7

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# INTRODUCTION

TallyPrime Release 7.0 introduces powerful new features designed to enhance productivity, connectivity, and compliance. Key updates include **Auto Backup** for data safety, **PrimeBanking Payments** for streamlined transactions, **SmartFind** for quick navigation, and enhanced **GST compliance** features.

## 1. Secure PrimeBanking Payments from TallyPrime

Streamline your payment processes with integrated online banking features directly within TallyPrime.

- **Online Payments:** Make online PrimeBanking payments without leaving TallyPrime.
- **Set Transaction Limits:** Stay in control with configurable single and daily transaction limits for online payments.
- **Real-Time Payment Status:** Check the status of online payments at the click of a button for clear visibility and timely action.
- **Automated Payment Advice:** Strengthen supplier communication by automatically sending payment advice with a simple configuration.

## 2. Safe & Effortless Auto Backup on Cloud or Local Device

Schedule automatic backups of your data to TallyDrive or local storage based on your preferred frequency. Backup schedules continue to run even when TallyPrime is closed.

### TallyDrive – Cloud Backup Storage

Securely back up data to the cloud. You can optionally protect backups with a **Backup Password** and **Recovery Key** to ensure authorized restore access.

### Centralised Backup Management

Use the **Schedule Backup report** to:

- View, create, edit, delete, and move schedules
- Take instant backups

Access the **Manage TallyDrive report** to:

- Track storage usage
- Manage and download backups

### Flexible Restore – Latest or Any Previous Backup

Restore any specific backup version from TallyDrive, a local drive, or downloaded backups.

## 3. SmartFind: An Effortless Way to Locate

SmartFind introduces a powerful way to instantly locate any detail across masters and transactions in all loaded companies. You can find what you need quickly—even if you don't remember the exact name or spelling.

## 4. GST Compliance Simplified

TallyPrime enhances GST management with improved controls for e-invoicing and e-way bills.

- **Cancel e-Way Bills, e-Invoices, and Vouchers in One Go:** Simplify compliance by canceling e-Way Bills, e-Invoices, and the corresponding voucher simultaneously during voucher alteration.

# 1. USE CONNECTED BANKING IN TALLYPRIME

Available from TallyPrime Release 6, Connected Banking makes your banking tasks simpler. With Connected Banking, you can get Bank Statements and Bank Balance right from TallyPrime.

Connected Banking in TallyPrime is available for...

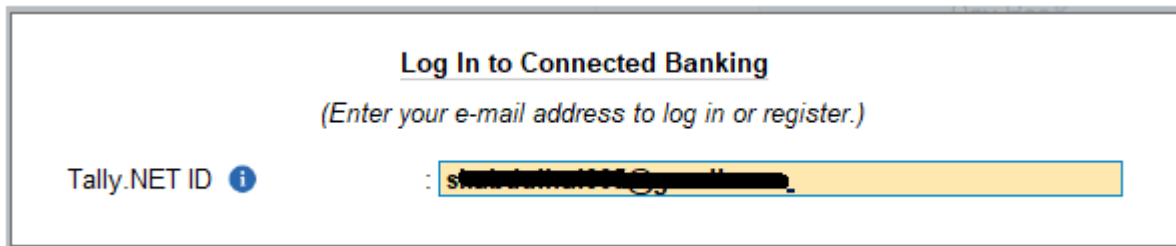
- Axis Bank,
- State Bank of India, and
- Kotak Mahindra Bank customers.

To get started with Connected Banking, you need the following:

1. Active license
2. Valid TSS
3. Tally.NET ID or a valid e-mail address
4. Valid 10-digit mobile number for linking with your Tally.NET ID and receiving OTP

## 1.1. Link Mobile Number to Tally.NET ID

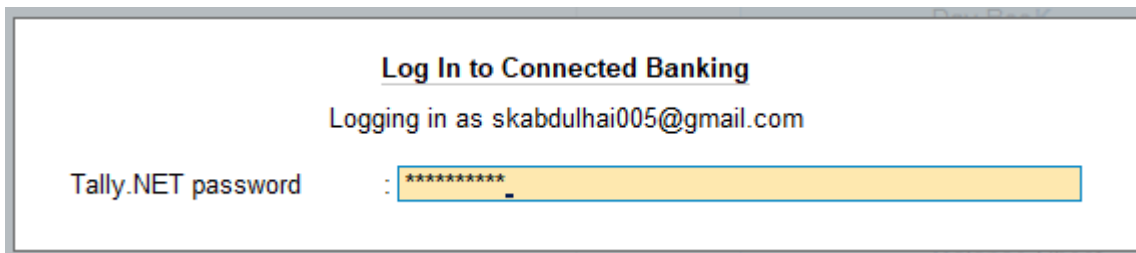
1. Press **Alt+Z** (Exchange) > **All Banking Options** > **Login & Logout**.
2. In the **Log In to Connected Banking** screen, enter your **Tally.NET ID**.



The screenshot shows a window titled "Log In to Connected Banking" with the instruction "(Enter your e-mail address to log in or register.)". Below this, there is a label "Tally.NET ID" with an information icon, followed by a colon and a text input field containing the email address "skabdulhai005@gmail.com".

If you are working with multiple users under a license site, then refer to Approve User Access to Connected Banking for non-admin users.

3. Enter your **Tally.NET password**.



The screenshot shows a window titled "Log In to Connected Banking" with the text "Logging in as skabdulhai005@gmail.com". Below this, there is a label "Tally.NET password" followed by a colon and a text input field containing eight asterisks "\*\*\*\*\*".

4. Enter the mobile number that you want to link to your Tally.NET ID.

Enjoy the benefits of the Connected Banking services that help you manage Banking activities in TallyPrime.

**Banks Supported for Connected Banking**

Axis Bank India  
Kotak Bank  
State Bank of India

**Getting Started with Connected Banking**

Step 1 - Enable Connected Banking for your Tally.NET ID.

Step 2 - Link your Bank Accounts to TallyPrime.

**Step 1 - Enable Connected Banking**

**Tally.NET User Profile**

Tally.NET ID : [Redacted]  
Mobile : +91 - [Redacted]

**T&C and Privacy Policy**

View [T&C and Privacy Policy](#) : Yes

I have read and understood the T&C and Privacy Policy and give my consent to it. : No

**5. View T&C and Privacy Policy: Yes.**

You will get redirected to the web page where you can read the T&C and Privacy Policy and then accept it.

**6. Enter the OTP received on your mobile number.**

**OTP Verification**

(For: [Redacted])

Enter OTP sent to your mobile number ([Redacted])

OTP : [Redacted]

If you do not receive the OTP, press **Alt+R** (Resend OTP).

The mobile number gets linked to your Tally.NET ID.

As a result, you get logged in and can use the Connected Banking services. You can proceed to connect your bank accounts to TallyPrime.

**Step 2 - Connect Your Banks to TallyPrime**

Congratulations!

You have logged in to Connected Banking. Now, link your Bank Accounts to enjoy seamless Banking in TallyPrime.

Open the Bank Connections report and select your Bank using New Connection.

[B: Bank Connections](#)

**Note :**

*If your password does not meet the new password policy introduced for Connected Banking, then you will need to change the password.*

## 1.2. Connect Bank Accounts with TallyPrime

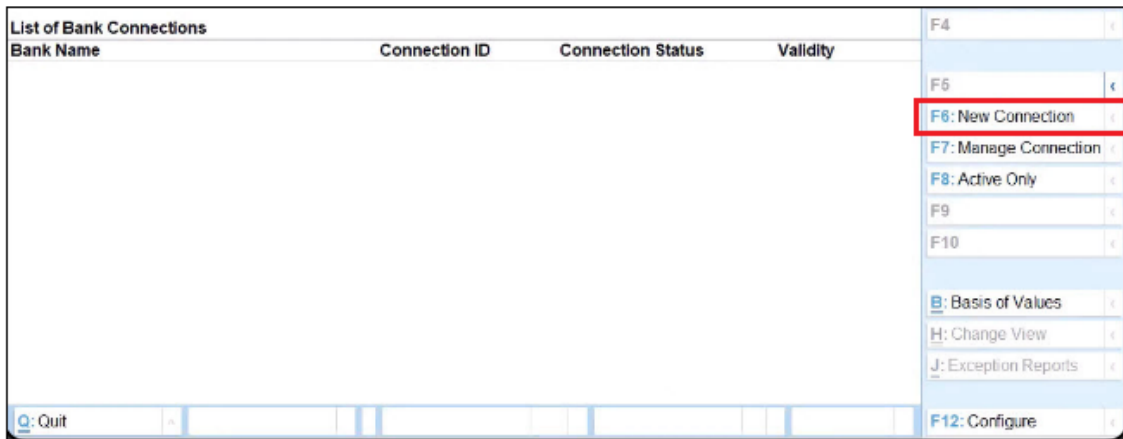
When you connect to a specific Bank, a Connection ID gets generated. This is the reference ID for the connection initiated with the Bank.

Once the connection is successful, you get a list of account numbers with the matching Bank ledgers.

1. Press **Alt+Z** (Exchange) > **All Banking Options** > **Bank Connections**.

If you have not logged in to Connected Banking already, then you will need to log in.

2. Press **F6** (New Connection).



3. Select the relevant bank.

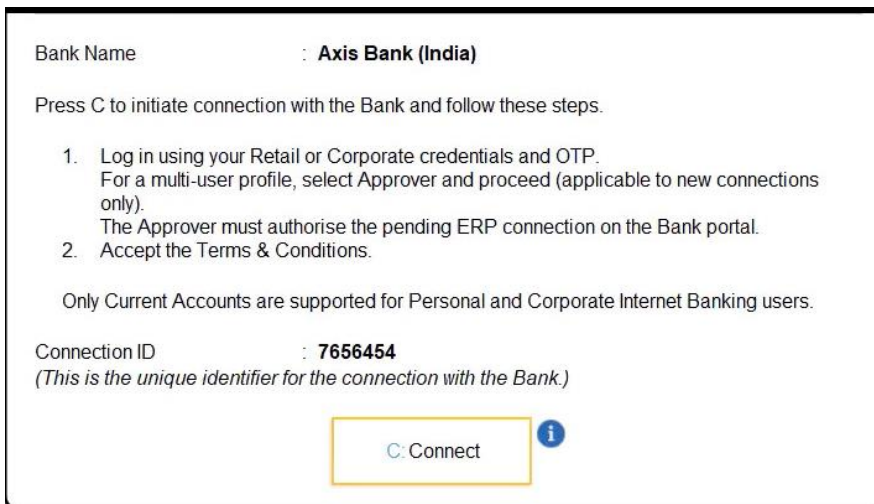
A connection ID gets generated.

If there are connections pending for approval for the bank, then you will get a message.

In that case, you can press **Y** to proceed.

- If you are an Axis Bank customer, refer to Connection with Axis Bank.
- If you are a Kotak Mahindra Bank customer, refer to Connection with Kotak Mahindra Bank.

4. In the **Connect to Bank** screen, press **C** (Connect).



Consequently, you get redirected to the respective bank portal.

Once you establish the connection with the bank on the portal, you can refresh the status.

5. Press **R** (Refresh Status).

Bank Name : **Axis Bank (India)**

Press C to initiate connection with the Bank and follow these steps.

1. Log in using your Retail or Corporate credentials and OTP.  
For a multi-user profile, select Approver and proceed (applicable to new connections only).  
The Approver must authorise the pending ERP connection on the Bank portal.
2. Accept the Terms & Conditions.

Only Current Accounts are supported for Personal and Corporate Internet Banking users.

Connection ID : **7656454**  
(This is the unique identifier for the connection with the Bank.)

The status of the connection gets displayed in the Bank Connections report as **Connected**.

Once you establish the connection with the bank, the bank accounts get linked. If there are ledgers matching the bank accounts, then the ledgers also get displayed.

- To view the linked bank accounts, press **Shift+Enter** on the relevant Bank row.

| List of Bank Connections |                |                   |                                |
|--------------------------|----------------|-------------------|--------------------------------|
| Bank Name                | Connection ID  | Connection Status | Validity                       |
| <b>Axis Bank India</b>   | <b>7656454</b> | <b>Connected</b>  | Valid till 13-Jul-25 (1:00 PM) |
| Linked A/c No.:          |                |                   |                                |
|                          |                | (Axis Bank 1110)  |                                |
|                          |                | (Axis Bank 1960)  |                                |
|                          |                | (Axis Bank 0834)  |                                |

After the one-time setup, you can log in to Connected Banking at any point in time.

Thereafter, using Connected Banking in TallyPrime, you can:

- Get Bank Balance.
- Get Statement.

*If you are not logged in, then you will need to log in with Tally.NET ID, password, and OTP.*

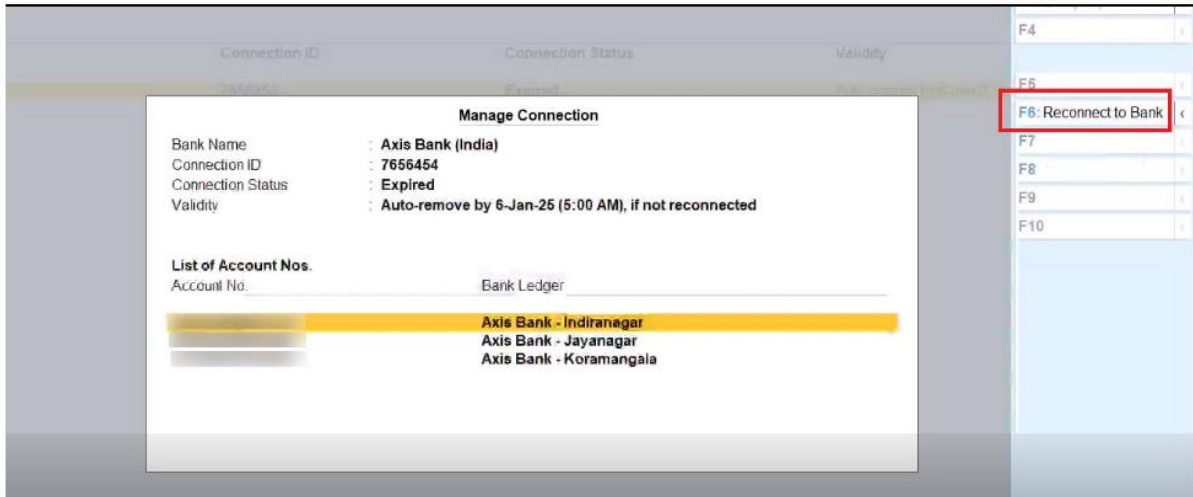
### 1.2.1. Reconnect Bank Accounts

You can reconnect to the bank using an existing Connection ID in the following scenarios:

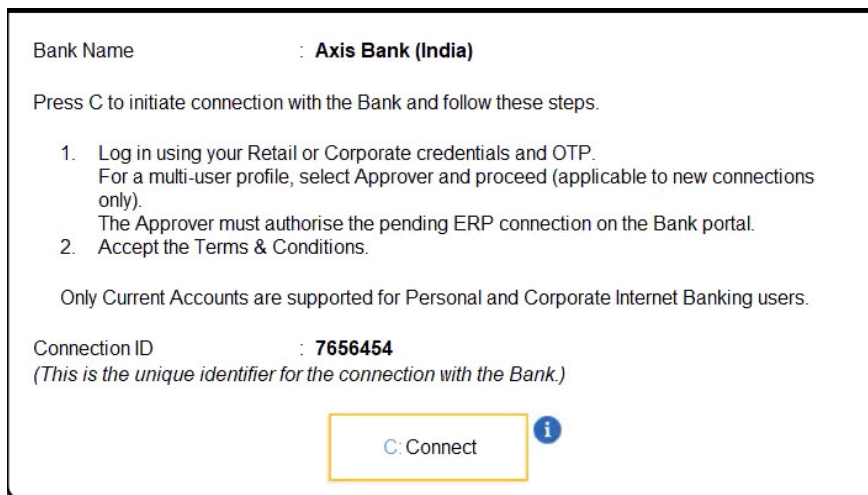
- The connection is still in progress.
- The connection has expired when:
  - The connection has crossed its validity.
  - The mobile number has been changed.

1. Select the bank connection, and press **Enter** or **F7** (Manage Connection).

2. Press **F6** (Reconnect to Bank).



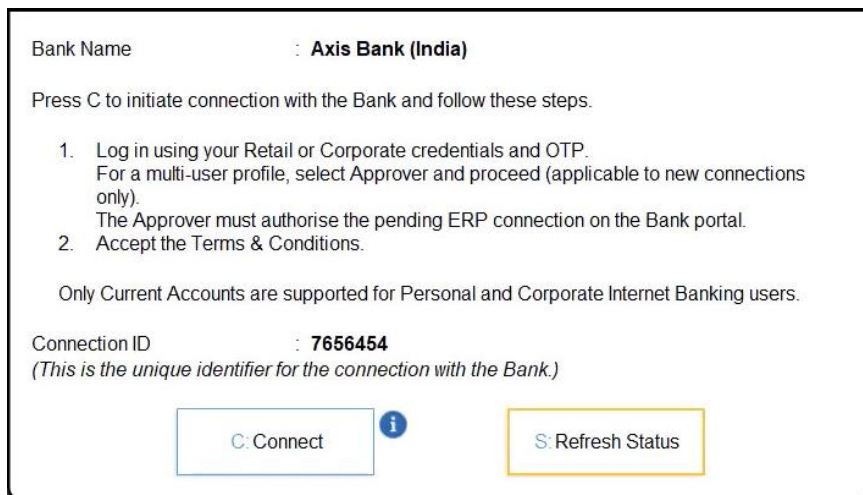
3. In the **Reconnect to Bank** screen, press **C** (Connect).



Consequently, you get redirected to the bank portal.

Once you establish the connection with the bank on the portal, you can refresh the status.

4. Press **R** (Refresh Status).



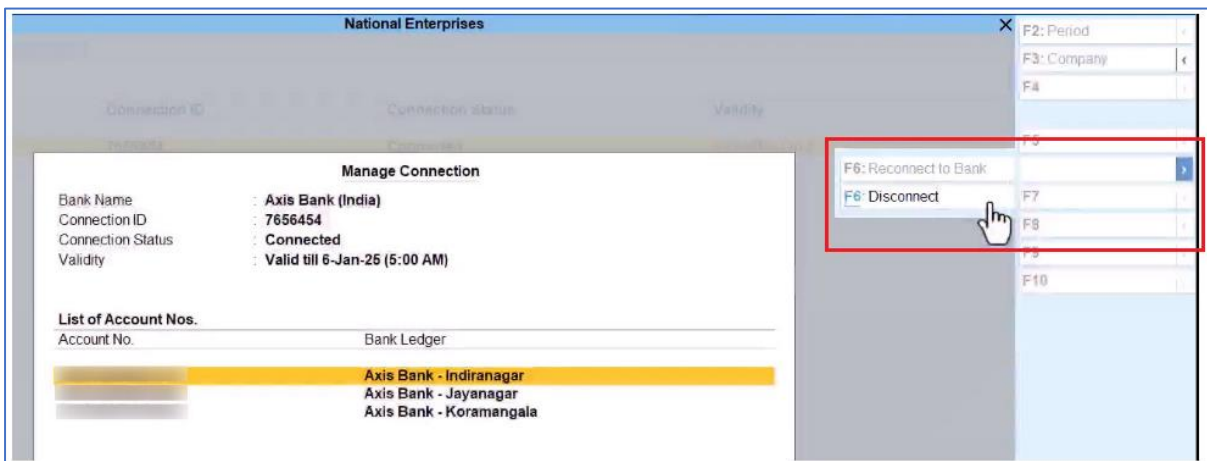
The Bank Accounts get connected.

| Manage Connection           |                                 |
|-----------------------------|---------------------------------|
| Bank Name                   | : Axis Bank (India)             |
| Connection ID               | : 7656454                       |
| Connection Status           | : Connected                     |
| Validity                    | : Valid till 6-Jan-25 (5:00 AM) |
| <b>List of Account Nos.</b> |                                 |
| Account No.                 | Bank Ledger                     |
|                             | Axis Bank - Indiranagar         |
|                             | Axis Bank - Jayanagar           |
|                             | Axis Bank - Koramangala         |

## 1.2.2. Disconnect Bank Accounts

Some of your bank accounts might be dormant. So, you might not want to use the bank accounts through Connected Banking. When you do not want to use bank accounts of a specific bank, you can disconnect from the bank.

1. In the **Manage Connection** screen, press **Alt+F6** (Disconnect).



2. In the **Disconnect from Bank** screen, press **D** (Disconnect).

| Disconnect from Bank |                     |
|----------------------|---------------------|
| Bank Name            | : Axis Bank (India) |
| Connection ID        | : 7656454           |
| <b>D</b> Disconnect  |                     |

3. Press **Y** to disconnect from the bank.

This action will permanently disconnect the Connection ID 7656454 from the Connected Banking services, and you will not be able to use the Connection ID again.

Are you sure you want to disconnect?

**Yes** or **No**

Note :

- In the case of Axis Bank, you will need to enter the OTP received on the mobile number registered with the Bank.
- However, in the case of Kotak Mahindra Bank, the OTP is not required.

The Bank Accounts get disconnected.

| Manage Connection |                                            |
|-------------------|--------------------------------------------|
| Bank Name         | : <b>Axis Bank (India)</b>                 |
| Connection ID     | : <b>7656454</b>                           |
| Connection Status | : <b>Disconnected</b>                      |
| Validity          | : <b>Auto-remove by 6-Jan-25 (5:00 AM)</b> |

## 1.3. Enable Online Payments for Bank Connection

To start sending payments online using Connected Banking, you need to enable online payments for a specific Bank Connection.

Before you enable online payments, it is important to note the following:

- Online payments can be enabled only by the user who initiated the Bank Connection.
  - Once you enable online payments:
    - Online payments get enabled for all the bank accounts under the Bank Connection.
    - All the users using the Bank Connection can send payments online using Connected Banking.
    - If the e-Payments in the Bank Ledger configurations is not enabled already, then it gets enabled when you enable online payments.
  - While you enable online payments in TallyPrime, the restriction, approval process, and regulations by the bank remain unchanged on the bank portal.
1. Press **Alt+Z** (Exchange) > **All Banking Options** > **Bank Connections**, and select the Bank Connection.
  2. Press **F9** (Manage Online Payments).

| Bank Name           | Connection ID | Connection Status | Validity                           | Online Payments |
|---------------------|---------------|-------------------|------------------------------------|-----------------|
| Axis Bank India     | 7656454       | Connected         | Valid till 13-Jul-25 (1:00 PM)     | Enabled         |
| Kotak Bank          | KTK7656454    | Connected         | Valid till 19-Jul-25 (1:00 PM)     | Enabled         |
| State Bank of India | S23253K       | Connected         | Valid till 13-Jul-25 (1:00 PM)     | Not Enabled     |
| State Bank of India | S23253K       | Connected         | Valid till 13-Jul-25 (1:00 PM)     | Not Supported   |
| Kotak Bank          | T23253K       | Disconnected      | Auto-remove by 15-Sep-25 (1:00 PM) |                 |

3. Enable Online Payments: **Yes**.

**Manage Online Payments**

*Applicable to all the Bank Accounts under the Connection ID; the rights and approval process at the Bank still apply.*

Bank Name : **Axis Bank India**

Connection ID : **7656454**

Enable Online Payments : **Yes**

4. Enter the OTP sent to your mobile number that is linked to your Tally.NET ID.

**OTP Verification**

*(For Axis Bank India Connection ID: 7656454)*

Enter OTP sent to your mobile number (xxxxxx9999)

OTP : **123456**

The online payments get enabled.

## 1.4. Set Transaction Limits for Online Payments through a Bank Account

By setting the transaction limits for a specific bank account, you ensure that the payment amount does not exceed the limit set by you.

Before you set the transaction limits, it is important to note the following:

- The transaction limits can be set only by the user who has access to the bank account with online payments enabled.
- Once you set the limits, they get applicable to all the users who are using the bank account.
- The transaction limits set in TallyPrime are applicable only to payments initiated using Connected Banking.  
The limits, restrictions, and the approval process set by the bank remain unchanged on the bank portal. So, if the bank policy undergoes a change and the bank decreases

the limits, then these limits will automatically decrease in TallyPrime to align with the bank policy.

1. In the **Bank Connections** report, select the bank connection and press **Enter** or **F7** (Manage Connection).

| Bank Name           | Connection ID | Connection Status | Validity                           | Online Payments |
|---------------------|---------------|-------------------|------------------------------------|-----------------|
| Axis Bank India     | 7656454       | Connected         | Valid till 13-Jul-25 (1:00 PM)     | Enabled         |
| Kotak Bank          | KTK7656454    | Connected         | Valid till 19-Jul-25 (1:00 PM)     | Enabled         |
| State Bank of India | S23253K       | Connected         | Valid till 13-Jul-25 (1:00 PM)     | Not Enabled     |
| State Bank of India | S23253K       | Connected         | Valid till 13-Jul-25 (1:00 PM)     | Not Supported   |
| Kotak Bank          | T23253K       | Disconnected      | Auto-remove by 15-Sep-25 (1:00 PM) |                 |

2. Select the bank account using Spacebar and press **Alt+L** (Manage Limits).
3. Enter the **Daily Limit**, which applies to all the transactions sent in a day.
4. Enter the Transaction Limit, which applies to a single transaction.

**Modify Transaction Limits**

*Applicable only to transactions via Connected Banking; Bank-specific limits still apply.*

Bank Name : **Axis Bank India**

Account No. : **063010200001960**

**Single Payments**

Daily Limit : **40,00,000.00** (Max: 60,00,000.00)

Transaction Limit : **15,00,000.00** (Max: 20,00,000.00)

**Note :**

The limits entered by you should be under the maximum limit displayed on the screen.

5. Enter the OTP.

**OTP Verification**

*(For Axis Bank India Connection ID: 7656454)*

Enter OTP sent to your mobile number (xxxxxx9999)

OTP : **123456**

The Transaction Limits will get applicable.

Once the limits are modified, you will get a notification on your e-mail address and mobile number.

If you have increased the Transaction Limits, then the new limits get applicable after 24 hours. Within that period, if you set the Transaction Limits again, then the previous request will get discarded.

## 2. SET UP TALLYPRIME FOR E-PAYMENTS

With the facility for a quick and one-time e-Payment setup, TallyPrime ensures that all your business needs related to offline e-Payments are covered.

### 2.1. Specify Transfer Mode for e-Fund Transfer Based on Amount

It doesn't matter if you are paying your sellers a few thousands or lakhs, TallyPrime helps you specify the appropriate transfer modes for e-Payments. This ensures that you don't have to worry about choosing the transfer modes during voucher creation. However, you can update the transfer mode during voucher creation.

1. In the Ledger Creation/Alteration screen, **Set/Alter Bank configuration: Yes**.
2. In the **Bank Configuration** screen, **Set/Alter Transfer Mode details for e-Fund Transfer: Yes**
3. Enter the **From** and **To** amounts against each mode.  
Based on the entered amounts, the transfer mode will get applicable when you record e-Payments.
4. **Preferred Mode:** Select the preferred e-Fund Transfer Mode.

When more than one transfer modes are applicable to a specific amount, then the preferred transfer mode gets selected.

| Transfer Mode Details for e-Fund Transfer |        |             |                       |
|-------------------------------------------|--------|-------------|-----------------------|
| <b>e-Fund Transfer mode Amount Limit</b>  |        |             |                       |
| <b>NEFT</b>                               | From : | 10,000.00   | To : 50,000.00        |
| <b>RTGS</b>                               | From : | 50,001.00   | To : 2,00,000.00      |
| <b>IMPS</b>                               | From : | 2,00,001.00 | To : 5,00,000.00      |
| <b>Same Bank Transfer</b>                 | From : | 5,00,001.00 | To : 20,00,000.00     |
| <b>Preferred e-Fund Transfer Mode</b>     |        |             | <b>Transfer Modes</b> |
| Preferred Mode                            | :      | RTGS        | NEFT<br>RTGS<br>IMPS  |

5. Press Ctrl+A to save the configuration.

### 2.2. Configure Export of Payment Instructions

1. In the **Ledger Creation/Alteration** screen, **Set/Alter Bank configuration: Yes**.
2. In the **Bank Configuration** screen, **Enable e-Payments: Yes**.
3. To export the Payment Instruments at the time of saving vouchers, set **Export/Upload Payment Instructions on voucher creation** as **Yes**.  
You will be able to export the Payment Instructions when you save the voucher.
4. **Allow export of transactions with mismatch in Bank Details: Yes**.  
Whenever you want to change the bank details during voucher creation, you can do so. For instance, you might want to send the payment to a different bank account of the user. So, even if there is a mismatch in the Bank Details such as Account No. and IFSC compared to details in the master, you will be able to export the Payment Instruction.

## 2.3. Bank-specific Configurations for e-Payments

You can set e-Payments configuration for **specific banks**. These configurations vary, based on the payment instructions required by the bank to process e-Payments.

1. In the **Ledger Creation/Alteration** screen, **Set/Alter Bank configuration: Yes**.
2. In the **Bank Configuration** screen, **Enable e-Payments: Yes**.

The configurations are applicable based on the bank that you select under **Bank Name**.

| e-Payments Configuration for: <b>Kotak Mahindra Bank (India)</b> |                                                                                         |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>Bank-Specific Configuration</b>                               |                                                                                         |
| Generate Payment Instructions in batches                         | : <b>No</b>                                                                             |
| Specify Product Code based on                                    | : <b>Payment Type</b>                                                                   |
| Export/Upload Payment Instructions on voucher creation           | : <b>No</b>                                                                             |
| Allow export of transactions with mismatch in Bank Details       | : <b>No</b>                                                                             |
| <b>Folder Path for e-Payment-Related Files</b>                   |                                                                                         |
| Folder Path for Payment Instructions                             | : <b>◆ Default Path</b><br>(D:\Builds\10 - TallyPrime Release 6.0\Beta\25929\1 - Build) |
| Folder Path for new Payment Reverse Files                        | : <b>◆ Default Path</b><br>(D:\Builds\10 - TallyPrime Release 6.0\Beta\25929\1 - Build) |
| Folder Path for imported Payment Reverse Files                   | : <b>◆ Default Path</b><br>(D:\Builds\10 - TallyPrime Release 6.0\Beta\25929\1 - Build) |

3. Update the configurations, based on the details required by the bank.

In the above example, you can set up generation of Payment Instructions in batches and Specify Product Code based on either **Payment Type** or **Voucher Type/Class**.

4. Press **Ctrl+A** to save.

## 3. SEND PAYMENTS ONLINE USING CONNECTED BANKING IN TALLYPRIME

Aided by Connected Banking, TallyPrime Release 7.0 brings in the facility of online payments.

Once you have the above, you can send payments securely and directly from TallyPrime, thereby:

- Saving a lot of time with a faster payment process.
- Reducing manual error.

1. From anywhere in TallyPrime, press **Alt+Z** (Exchange) > **Send Payments**.
2. Press **Enter** on the relevant bank ledger.

| Send Payments      |                 |                             |       | as at 2-Sep-25      |  |
|--------------------|-----------------|-----------------------------|-------|---------------------|--|
| Ledger Name        | Account No.     | Bank Name                   | Count | Amount              |  |
| Axis - CA-1960     | 063010200001960 | Axis Bank (India)           | 1     | 1,000.00            |  |
| HDFC - CA-6311     | 0051140046311   | HDFC Bank (India)           | 7     | 3,05,200.00         |  |
| Kotak - CA-51110   | 003010200051110 | Kotak Mahindra Bank (India) | 1     | 10,00,000.00        |  |
| SBI - CA-1962      | 063010200001962 | State Bank of India (India) | 1     | 10,000.00           |  |
| <b>Grand Total</b> |                 |                             |       | <b>13,16,200.00</b> |  |

From the e-Payments report in Banking Activities, if you open the Send Payment report for a specific bank ledger, then the report opens for that bank ledger.

3. Press **Space** bar to select the transaction and press **S** (Send).

| Send Payments             |                              |                               |         | as at 2-Sep-25   |  |
|---------------------------|------------------------------|-------------------------------|---------|------------------|--|
| Ledger : Axis - CA-1960   |                              | Account No. : 063010200001960 |         |                  |  |
| Date                      | Particulars                  | Transfer Mode                 | Vch No. | Amount           |  |
| 2-Sep-25                  | Abhinesh Y                   | NEFT                          | 26      | 1,000.00         |  |
| 2-Sep-25                  | Bhoomi And Buildings Pvt Ltd | NEFT                          | 32      | 10,000.00        |  |
| <b>Selected Total (1)</b> |                              |                               |         | <b>1,000.00</b>  |  |
| <b>Grand Total</b>        |                              |                               |         | <b>11,000.00</b> |  |

X: Export

S: Send i

4. Enter the OTP.

**OTP Verification**

**axis - Ac No. 063010200001960**

Beneficiary Name : **Abhinesh Y**  
 Beneficiary Account Details : **9987983794**  
 Amount : **1,000.00**

Verify the payment details before entering the OTP sent by your Bank.

OTP :

The OTP needs to be entered either in TallyPrime or on the Bank portal after redirection, based on the Bank policy.

Once you enter the OTP, the payment is sent to the recipient.




- b. Ensure that you also receive the payment advice.
  - i. **Get a copy of payment advice: Yes.**
  - ii. **E-mail address:** You can add an existing, new, or multiple e-mail addresses.  
The selected e-mail addresses will always receive a copy of payment advice.  
**Tip:** You have the flexibility to provide the e-mail address of the supplier either in the party ledger or during voucher creation in the bank allocations.  
In the Bank Allocations screen, you need to enable **Show E-mail ID**.
- c. **Include bill-wise details in payment advice: Yes,** if you want your supplier to view the bill-wise settlement details in addition to the transaction details. This is not applicable to multiple bills and allocations.

| e-Payments Configuration for: <b>Axis Bank (India)</b>                                                                  |                                                                                |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Bank-Specific Configuration</b>                                                                                      |                                                                                |
| Export/Upload Payment Instructions on voucher creation                                                                  | : No                                                                           |
| Allow export of transactions with mismatch in Bank Details                                                              | : No                                                                           |
| <b>Payment Advice for Connected Banking</b>                                                                             |                                                                                |
| Auto-generate payment advice                                                                                            | : Yes                                                                          |
| Get a copy of payment advice                                                                                            | : Yes                                                                          |
| E-mail address                                                                                                          | : bhargj@gmail.com                                                             |
| Include Bill-wise details in payment advice<br><i>(Not applicable for multiple bills and multiple bank allocations)</i> | : <input checked="" type="checkbox"/> Yes                                      |
| <b>Folder Path for e-Payment-Related Files</b>                                                                          |                                                                                |
| Folder Path for Payment Instructions                                                                                    | : ♦ <b>Default Path</b><br><i>(D:\Builds\8 - TallyPrime Release 4.0\22928)</i> |
| Folder Path for new Payment Reverse Files                                                                               | : ♦ <b>Default Path</b><br><i>(D:\Builds\8 - TallyPrime Release 4.0\22928)</i> |
| Folder Path for imported Payment Reverse Files                                                                          | : ♦ <b>Default Path</b><br><i>(D:\Builds\8 - TallyPrime Release 4.0\22928)</i> |

5. Press **Ctrl+A** to save the payment advice configuration.

Once you save, the supplier and other recipients saved in the configuration starts receiving payment advice at the successful completion of payment, as shown below:



---

Hello [BeneficiaryName]

This email is to notify you that the following payment transaction has been initiated by our client - [Sender'sCompanyName]. The details of the transaction is as mentioned below:

**Payment Details**

|                               |                               |
|-------------------------------|-------------------------------|
| Instrument Date/ Payment Date | [InstrumentDate/ PaymentDate] |
| Bank Account                  | [BeneAccountNumber]           |
| Bank IFS Code                 | [BeneIFSC]                    |
| Beneficiary Name              | [BeneFavoringName]            |
| UTR No                        | [UTRNo]                       |
| Amount [Currency]             | [Amount]                      |
| Payment Type                  | [TransferMode]                |

**Settlement Summary**

| Bill Reference   | Bill Date | Gross Bill Amount | Adjustment (+/-) | Net Bill Amount      |
|------------------|-----------|-------------------|------------------|----------------------|
| [Ref1]           | [DATE]    | [Amount]          | [Adjustments]    | [NetAmount]          |
| [Ref1]           | [DATE]    | [Amount]          | [Adjustments]    | [NetAmount]          |
| <b>NetAmount</b> |           |                   |                  | <b>[TotalAmount]</b> |

Regards,  
Team Tally

---

Experience seamless payments and smarter business management with TallyPrime.

[Plans starting at just ₹750/month](#)

Note: This is an auto generated email. Please do not reply to this message or this email address. Kindly be informed that this notification is for information purposes only and is generated basis the payment processing initiated by our client and processing confirmation received from the Bank. This is not a confirmation of credit in the recipient account. For credit confirmation, it is advised to check your Bank statement or check with your Bank.

Email Disclaimer: This message (including any attachment(s) hereto) is confidential and may also be privileged. It is intended solely for the addressee. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this information is

The payment advice contains Payment Details like Account Number, Beneficiary Name, Amount, and UTR No.

It also contains Bill Details such as Bill Numbers and the respective amounts for each bill.

**Note :**

*Sending payment advice does not mean a successful deposit of money in the recipient's bank account. It is a notification to your recipients that the payment is completed in TallyPrime.*

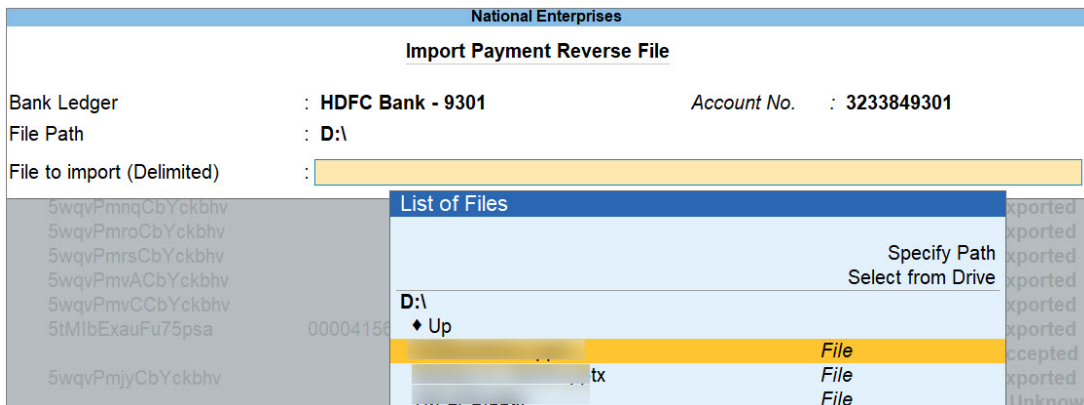
We also recommend that both the initiator or sender and the beneficiary verify the transaction in their respective bank statements.

Moreover, the payment advice that gets generated through Connected Banking does not affect the payment advice sent by the bank.

## 5. UPDATE/CHECK THE E-PAYMENTS STATUS BY IMPORTING THE PAYMENT REVERSE FILE

Once the payment you uploaded on the bank portal gets processed, you can download the Payment Reverse File from the bank portal. You can then import it to TallyPrime, so that the payment status gets updated.

1. Press **Alt+G** (Go To) > type or select **Banking Activities**, press **Enter**, and then drill down from the e-Payments column for a specific Bank ledger.
2. Drill down from the **Sent to Bank (Unreconciled)** section.
3. Import Payment Reverse File.
  - a. Press **Alt+O** (Import) > **Payment Reverse File**.
  - b. Select the **File Path** and **File to Import (Delimited)**, and press **Enter**.



You can view the **Exchange Summary – Payment Reverse File Import** with the count of transactions against the corresponding status.

| Import Summary - Payment Reverse File |                  |
|---------------------------------------|------------------|
| Bank Ledger                           | : Kotak Bank Ltd |
| Account No.                           | : 9811389786     |
| Total transactions in the file        | : 3              |
| Particulars                           | Count            |
| <b>Transactions Updated</b>           |                  |
| Transactions in the e-Payments report | 3                |
| In Progress                           | 3                |

In case of DBS Bank, you can select a transaction that is sent to the bank and press **F10** (Update Status).

### 5.1. Set Status of e-Payments

If you don't have the Payment Reverse File, then you can update the status of e-Payments manually.

1. Open the relevant section of the e-Payments report.
  - a. Press **Alt+G** (Go To) > type or select **Banking Activities**, press **Enter**.

- b. Drill down from the e-Payments column for a specific Bank ledger.
  - c. Drill down from the relevant section in the [e-Payments report](#).
2. Select the transaction and press **F9** (Set Status).
3. Select the **Transaction Status** and press **Enter**.
  - **On Hold:** Set this option when you want to review a transaction later. Enter an appropriate **Comment**, with the reason for putting the transaction on hold. Adding a comment makes the subsequent action intuitive.
  - **Processed:** Enter the **Inst No.**
  - **Reconciled:** Enter the **Inst No.** and **Bank Date**.

| <u>Set Status</u>  |                     |
|--------------------|---------------------|
| Transaction Status | : <b>Reconciled</b> |
| Inst No.           | : <b>2477291912</b> |
| Bank Date          | : <b>10-6-2024</b>  |

4. Press **Ctrl+A** to save.

## 5.2. Reset e-Payment Status

In case of online payments sent using Connected Banking, your payment might get rejected or failed, for reasons such as:

- **Rejection due to Incomplete or Incorrect Information:**

The bank rejects the payment due to incomplete or incorrect information.

For example, the Amount is INR 10,000, but you have selected RTGS transfer mode, which is applicable to amount exceeding INR 2,50,000.
- **Rejection by the Approver/Authoriser:**

The approver rejects the payment after reviewing it on the bank portal, if the approval process is applicable.

For instance, if you have a multi-user account in SBI, your approver has to approve the payments on the bank portal.
- **Payment Failure due to Technical Errors:**

There might be errors while the bank is processing your payments.

You will need to send or export such payments again. So, you need to reset the status.

1. Select the transaction and press **F8** (Reset Pymt Status).

| Date                                                                                                  | Particulars                  | Reference | Inst No.          | Inst Date | Transfer Mode | Vch No. | Status     | Amount       |
|-------------------------------------------------------------------------------------------------------|------------------------------|-----------|-------------------|-----------|---------------|---------|------------|--------------|
| <b>In Progress</b>                                                                                    |                              |           |                   |           |               |         |            |              |
| 2-Sep-25                                                                                              | Abhinesh Y                   | IX123JH12 |                   | 2-Sep-25  | RTGS          | 20      | Authorised | 4,50,000.00  |
| 2-Sep-25                                                                                              | Computer World               | IX123JH12 |                   | 2-Sep-25  | RTGS          | 21      | Authorised | 3,20,000.00  |
| 2-Sep-25                                                                                              | Abhinesh Y                   | IX123JH12 |                   | 2-Sep-25  | NEFT          | 26      | Authorised | 1,000.00     |
| <b>Unsuccessful</b>                                                                                   |                              |           |                   |           |               |         |            |              |
| 2-Sep-25                                                                                              | Hadeed Traders               | IX123JH12 |                   | 2-Sep-25  | RTGS          | 22      | Rejected   | 3,00,050.00  |
| <i>Error : Error Code: TLY50032 Account Number Incorrect. Verify the Account number and try again</i> |                              |           |                   |           |               |         |            |              |
| <b>Successful</b>                                                                                     |                              |           |                   |           |               |         |            |              |
| 2-Sep-25                                                                                              | Abhinesh Y                   | IX123JH12 | SBINR520210123456 | 2-Sep-25  | NEFT          | 12      | Processed  | 50,000.00    |
| 2-Sep-25                                                                                              | Accord Distillers            | IX123JH12 | IMPS00039841552   | 2-Sep-25  | RTGS          | 13      | Processed  | 6,00,000.00  |
| 2-Sep-25                                                                                              | Bhoomi And Buildings Pvt Ltd | IX123JH12 | SBINR520210654321 | 2-Sep-25  | NEFT          | 14      | Processed  | 2,500.00     |
| 2-Sep-25                                                                                              | Ganeshji Pvt Ltd             | IX123JH12 | SBINR520210654123 | 2-Sep-25  | NEFT          | 15      | Processed  | 100.00       |
| <b>Selected Total</b>                                                                                 |                              |           |                   |           |               |         |            | 3,00,050.00  |
| <b>Grand Total</b>                                                                                    |                              |           |                   |           |               |         |            | 17,23,650.00 |

2. Press Y to confirm.

The payment is already sent to the bank.

Resetting the status will remove the Inst No. and Ref Nos., and you will not be able to update the payment status of the transaction.

Do you want to continue?

**Yes or No**

The e-Payment transaction will move to the **Ready for Sending to Bank** section.

If you want to make any changes to the transaction, then you can do so before sending or exporting the payment again.

### 5.3. Update Payment Status for Online Payments

After initiating a payment using Connected Banking, you can track its real-time status.

Before you begin, ensure that you have logged in to Connected Banking, and your Bank is connected to TallyPrime.

3. Press **Alt+G** (Go To) > type or select **Banking Activities**, press **Enter**, and then drill down from the e-Payments column for a specific Bank ledger.
4. In the **e-Payments** report, drill down from the **Sent to Bank (Unreconciled)** section.

| e-Payments                               |          | National Enterprises   |  |
|------------------------------------------|----------|------------------------|--|
| Ledger : Axis - CA-1960                  |          | as at 2-Sep-25         |  |
| Particulars                              | Count    | Amount                 |  |
| <b>Pending for Sending to Bank</b>       | <b>2</b> | <b>20,000.00</b>       |  |
| Incomplete/Incorrect Transaction Details | 1        | 10,000.00              |  |
| Ready for Sending to Bank                | 1        | 10,000.00              |  |
| <b>Sent to Bank - Unreconciled</b>       | <b>8</b> | <b>17,23,650.00</b>    |  |
| In Progress                              | 3        | 7,71,000.00            |  |
| Unsuccessful                             | 1        | 3,00,050.00            |  |
| Successful                               | 4        | 6,52,600.00            |  |
| <b>Balance as per Company Books</b>      |          | <b>(-)12,98,753.37</b> |  |

5. Press **F10** (Get Online Payment Status) to get the status of all online payments.

To get the status of specific online payments, press Spacebar to select the relevant transactions and press **F10** (Get Online Payment Status).

| Date                  | Particulars                  | Reference                                                                                             | Inst No.          | Inst Date | Transfer Mode | Vch No. | Status      | Amount       |
|-----------------------|------------------------------|-------------------------------------------------------------------------------------------------------|-------------------|-----------|---------------|---------|-------------|--------------|
| <b>In Progress</b>    |                              |                                                                                                       |                   |           |               |         |             |              |
| 2-Sep-25              | Abhinesh Y                   | IX123JH12                                                                                             |                   | 2-Sep-25  | RTGS          | 20      | Authorised  | 4,50,000.00  |
| 2-Sep-25              | Computer World               | IX123JH12                                                                                             |                   | 2-Sep-25  | RTGS          | 21      | Authorised  | 3,20,000.00  |
| 2-Sep-25              | Abhinesh Y                   | IX123JH12                                                                                             |                   | 2-Sep-25  | NEFT          | 26      | Authorised  | 1,00,000.00  |
| <b>Unsuccessful</b>   |                              |                                                                                                       |                   |           |               |         |             |              |
| 2-Sep-25              | Hadeed Traders<br>Error      | IX123JH12<br>: Error Code: TLY50032 Account Number Incorrect. Verify the Account number and try again |                   | 2-Sep-25  | RTGS          |         | 22 Rejected | 3,00,050.00  |
| <b>Successful</b>     |                              |                                                                                                       |                   |           |               |         |             |              |
| 2-Sep-25              | Abhinesh Y                   | IX123JH12                                                                                             | SBINR520210123456 | 2-Sep-25  | NEFT          | 12      | Processed   | 50,000.00    |
| 2-Sep-25              | Accord Distillers            | IX123JH12                                                                                             | IMPS00039841552   | 2-Sep-25  | RTGS          | 13      | Processed   | 6,00,000.00  |
| 2-Sep-25              | Bhoomi And Buildings Pvt Ltd | IX123JH12                                                                                             | SBINR520210654321 | 2-Sep-25  | NEFT          | 14      | Processed   | 2,50,000.00  |
| 2-Sep-25              | Ganeshji Pvt Ltd             | IX123JH12                                                                                             | SBINR520210654123 | 2-Sep-25  | NEFT          | 15      | Processed   | 100.00       |
| <b>Selected Total</b> |                              |                                                                                                       |                   |           |               |         |             | 7,71,000.00  |
| <b>Grand Total</b>    |                              |                                                                                                       |                   |           |               |         |             | 17,23,650.00 |

The status is received from the bank, and you can view a Summary.

You can view the Bank Account along with the number of payments against the specific statuses.

| Payment Status Summary                          |       |
|-------------------------------------------------|-------|
| Count of Transactions                           | : 3   |
| Particulars                                     | Count |
| <b>Axis - CA-1960 - Ac. No. 063010200001960</b> |       |
| Authorised                                      | 3     |
| Press Esc to close the Payment Status Summary   |       |

If one or more transactions are rejected either by the approver or the bank, then the status will be **Rejected**. The payment status can also be **Failed** due to errors that occurred while sending or processing the payment.

In the **Sent to Bank (Unreconciled)** section, you can view the error details for the failed or rejected transactions. You can reset the payment status of the failed or rejected transactions. Thereafter, you can alter the transactions, based on the error details, and send them again.

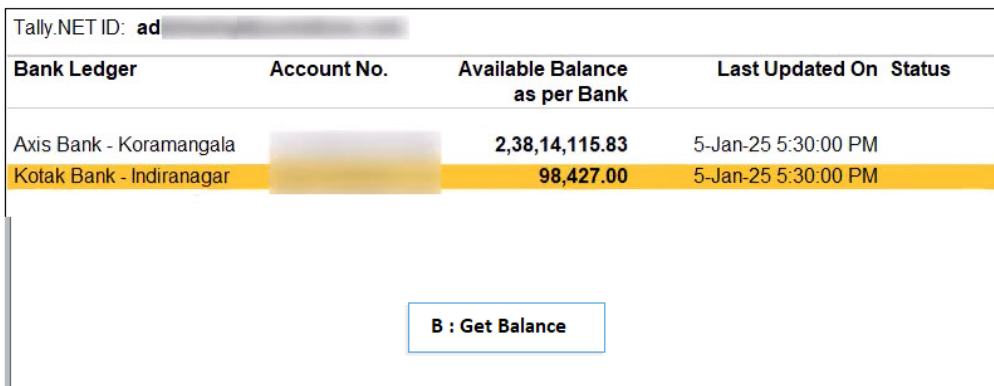
## 6. GET BANK BALANCE USING CONNECTED BANK

With Connected Banking, you get to know your Bank Balance in a matter of seconds and that too, right from TallyPrime. This helps you decide the account using which you can send payments to your suppliers. You only need to ensure that you are logged in to Connected Banking.

1. Press **Alt+Z** (Exchange) > **Get Balance**.

Alternatively, press **Alt+Z** (Exchange) > **All Banking Options** > **Get Balance**.

2. Select one or more bank accounts to get the balance.
3. Press **B** (Get Balance)

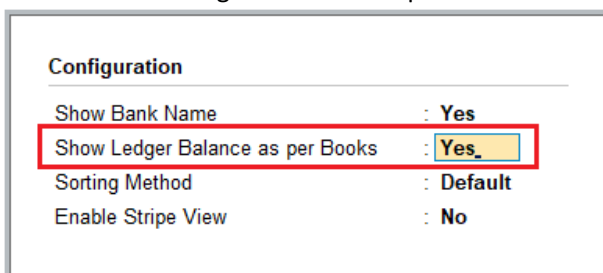


| Bank Ledger              | Account No. | Available Balance as per Bank | Last Updated On     | Status |
|--------------------------|-------------|-------------------------------|---------------------|--------|
| Axis Bank - Koramangala  |             | 2,38,14,115.83                | 5-Jan-25 5:30:00 PM |        |
| Kotak Bank - Indiranagar |             | 98,427.00                     | 5-Jan-25 5:30:00 PM |        |

**B : Get Balance**

You can further configure this report to view Bank Name and Ledger Balance as per Books for comparison with the balance as per bank.

1. Press **F12** (Configure).
2. Show Bank Name: **Yes**.
3. Show Ledger Balance as per Book: **Yes**.



**Configuration**

Show Bank Name : Yes

Show Ledger Balance as per Books : **Yes**

Sorting Method : Default

Enable Stripe View : No

Furthermore, while you get to know the balance of your bank accounts, you can view other balances sent from the bank.

- Select the bank ledger, and press **Enter**.

The **Account Balance Info** screen appears.

|                                   |                            |
|-----------------------------------|----------------------------|
| Bank Ledger                       | : Kotak Bank - Indiranagar |
| Account No.                       | : [REDACTED]               |
| Last Updated On                   | : 5-Jan-25 5:30 PM         |
| Available Balance as per Bank     | : 98,427.00                |
| <b>Other Balances as per Bank</b> |                            |
| Current Balance                   | 98,427.00                  |
| ledger_balance                    | 7,812.45                   |
| od_balance                        |                            |

## 7. GET BANK STATEMENT USING CONNECTED BANK

With Connected Banking, you can seamlessly get bank statements. You can then use the bank statements to reconcile the transactions in books.

1. Press **Alt+Z** (Exchange) > **All Banking Options** > **Get Statement**.
2. Set the period for which you want to get the statement.
  - a. Select the bank ledger and press **Alt+S** (Set Statement Period).

*Note :*

**At a time, you can select only one bank account to get bank statement.**

- b. Enter the **From** and **To** dates and press **Enter**.
3. Press **S** (Get Statement).

| Get Statement            |             |                          |                        |           |
|--------------------------|-------------|--------------------------|------------------------|-----------|
| Tally.NET ID: [REDACTED] |             |                          |                        |           |
| Bank Ledger              | Account No. | Statement Imported Up To | Statement Period       | Status    |
| Axis Bank - Koramangala  | [REDACTED]  |                          | 16-Jan-25 to 16-Jan-25 | Connected |
| Kotak Bank - Indiranagar | [REDACTED]  |                          | 16-Jan-25 to 16-Jan-25 | Connected |

**S: Get Statement / Refresh**

4. Import the statement.
  - a. Select the request that is ready to import.
  - b. Press **S** to import the statement.

| Get Statement                          |             |                          |                        |           |
|----------------------------------------|-------------|--------------------------|------------------------|-----------|
| Tally.NET ID: [REDACTED]               |             |                          |                        |           |
| Bank Ledger                            | Account No. | Statement Imported Up To | Statement Period       | Status    |
| Axis Bank - Koramangala                | [REDACTED]  | 20-Dec-24                | 1-Dec-24 to 31-Dec-24  | Connected |
| <i>Requested on: 16-Jan-25 3:02 PM</i> |             |                          |                        |           |
| Kotak Bank - Indiranagar               | [REDACTED]  |                          | 16-Jan-25 to 16-Jan-25 | Connected |

**S: Get Statement / Refresh**

The statement becomes a part of your Company data.

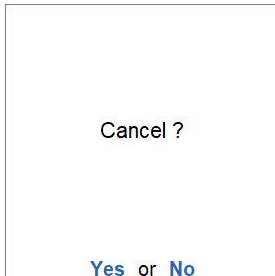
You can view the transactions from the imported statements in the Imported Bank Data and Bank Reconciliation reports.

If you are not using Connected Banking services, then you can import bank statements to perform auto reconciliation.

## 7.1. Delete Statement Request

You might want to delete a statement request when it was requested for the wrong period.

1. Bring the cursor to the request.
2. Press **Alt+R** (Delete Request).
3. Press **Y** to confirm.



The request gets deleted.

## 7.2. Reset Bank Statement Data

If you import a bank statement, reconcile your transactions, and then reset the bank statement, all previously auto-reconciled transactions will appear as manually reconciled.

You can reset the bank statement data when:

- You have imported the statement for a wrong period.
  - You have already reconciled your transactions. Therefore, you do not want the imported bank statements in your Company data anymore.
1. Press **F1** (Help) > **Troubleshooting**.
  2. Select **Reset Bank Statement Data** and press **Enter**.
  3. In the **Reset Bank Statement Data** screen, select the Bank Ledger.

4. **Retain Reconciliation Status: Yes.**

The reconciliation status of the fully reconciled transactions gets retained. However, if there are any partially reconciled transactions, then their status becomes Unreconciled. If the option is set to **No**, then the statement data will get deleted and transactions reconciled or even partially reconciled via linking will become Unreconciled.

5. Enter the **From** and **To** dates.

The Bank Statement data will get cleared for the specified status.

6. Take a backup of the Company data, if needed.

a. **Backup Company Data before Reset: Yes.**

b. **Backup Destination Path:** Select or specify the folder path and press **Enter**.

| Reset Bank Statement Data                                     |                                  |
|---------------------------------------------------------------|----------------------------------|
| <i>The Bank data will be deleted for the selected period.</i> |                                  |
| Bank Ledger                                                   | : <b>Axis Bank - Koramangala</b> |
| Account No.                                                   | : 911020047810834                |
| Retain Reconciliation Status<br>(for reconciled transactions) | : <b>Yes</b>                     |
| Period From                                                   | : <b>1-Dec-24 To 31-Dec-24</b>   |
| Backup Company Data before Reset                              | : <b>Yes</b>                     |
| Backup Destination Path                                       | : <b>F:\Data\Banking</b>         |

7. Press **Y** to confirm.

|                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| This action will retain the status of fully reconciled transactions.<br>Additionally, any partially reconciled transactions will become unreconciled.<br><br>Do you want to continue ?<br><br><b>Yes or No</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The bank statement data gets cleared.

## 8. RECONNECT/DISCONNECT BANK

The facility to manage bank connections allows you to reconnect or disconnect from your bank, whenever needed.

- Select the bank connection, and press **Enter** or **F7** (Manage Connection).

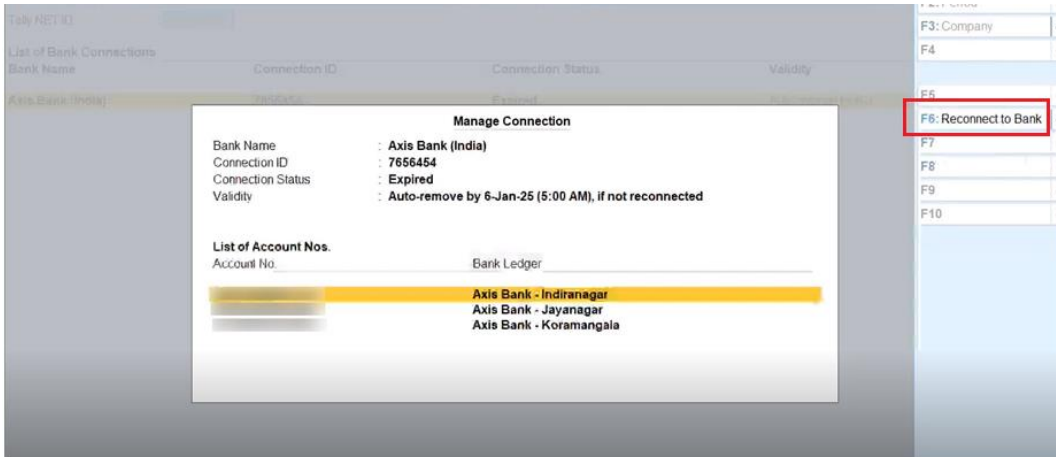
### 8.1. Reconnect Bank Accounts

You can reconnect to the bank using an existing Connection ID in the following scenarios:

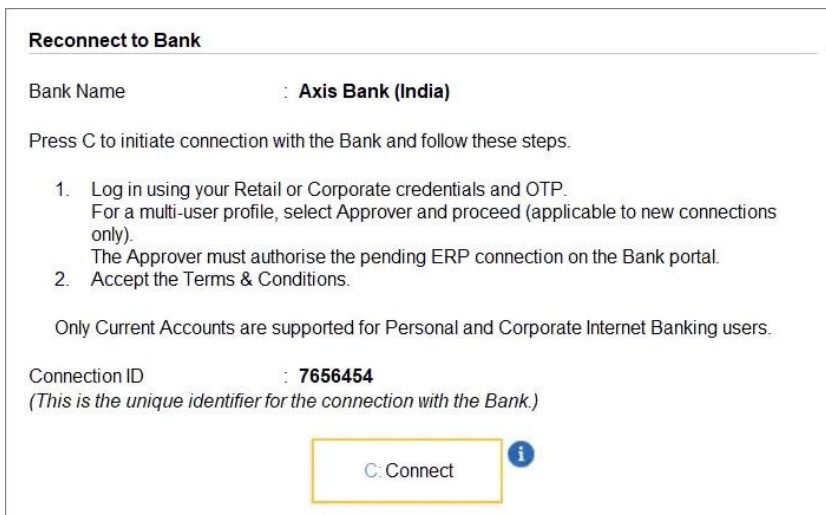
- The connection is still in progress.
- The connection has expired when:
  - The connection has crossed its validity.

- The mobile number has been changed.

1. In the Manage Connection screen, press **F6** (Reconnect to Bank).



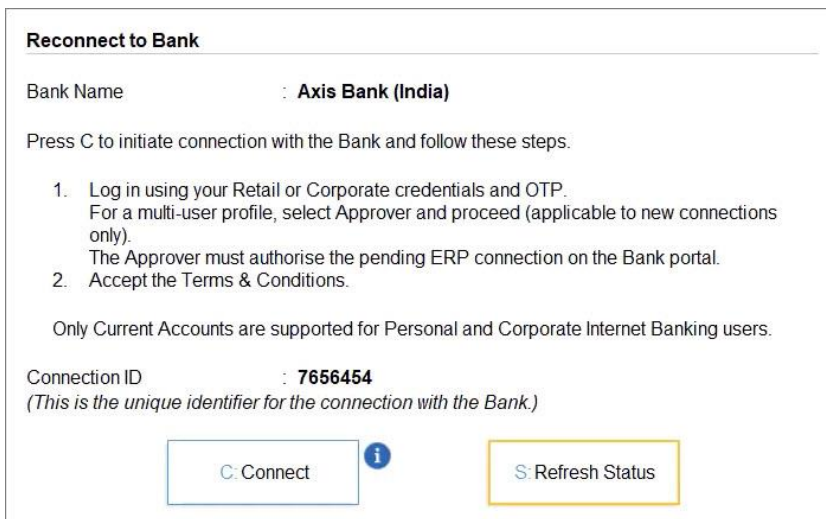
In the **Reconnect to Bank** screen, press **C** (Connect).



Consequently, you get redirected to the bank portal.

Once you establish the connection with the bank on the portal, you can refresh the status.

2. Press **R** (Refresh Status).



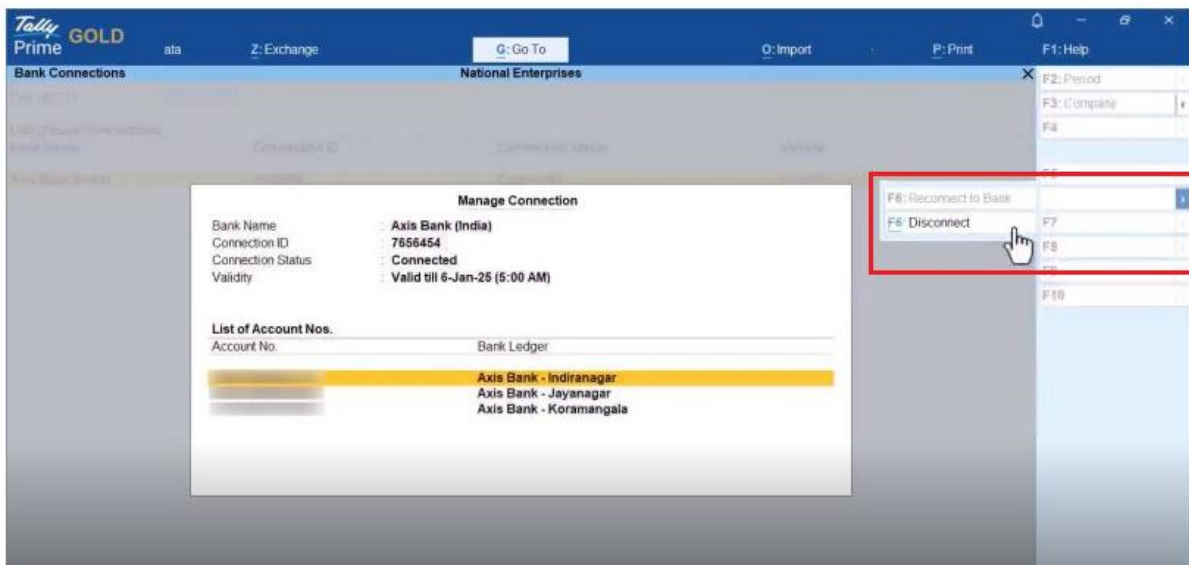
The Bank Accounts get connected.

| Manage Connection           |                                 |
|-----------------------------|---------------------------------|
| Bank Name                   | : Axis Bank (India)             |
| Connection ID               | : 7656454                       |
| Connection Status           | : Connected                     |
| Validity                    | : Valid till 6-Jan-25 (5:00 AM) |
| <b>List of Account Nos.</b> |                                 |
| Account No.                 | Bank Ledger                     |
|                             | Axis Bank - Indiranagar         |
|                             | Axis Bank - Jayanagar           |
|                             | Axis Bank - Koramangala         |

## 8.2. Disconnect Bank Accounts

Some of your bank accounts might be dormant. So, you might not want to use the bank accounts through Connected Banking. When you do not want to use bank accounts of a specific bank, you can disconnect from the bank.

1. In the **Manage Connection** screen, press **Alt+F6** (Disconnect).



2. In the **Disconnect from Bank** screen, press **D** (Disconnect).

| Disconnect from Bank |                     |
|----------------------|---------------------|
| Bank Name            | : Axis Bank (India) |
| Connection ID        | : 7656454           |
| <b>D: Disconnect</b> |                     |

3. Press **Y** to disconnect from the bank.

This action will permanently disconnect the Connection ID 7656454 from the Connected Banking services, and you will not be able to use the Connection ID again.

Are you sure you want to disconnect?

**Yes or No**

Note :

In the case of Axis Bank, you will need to enter the OTP received on the mobile number registered with the Bank.

Disconnect from Bank: **Axis Bank (India)**  
Connection ID: **7656454**

Enter the OTP sent to your mobile number that is registered with the Bank.

OTP :

However, in the case of Kotak Mahindra Bank, the OTP is not required.


## 9. LOG IN/LOG OUT FROM CONNECTED BANKING

You can log in using your Tally.NET ID and password at any point in time.

### 9.1. Log in to Connected Banking

1. Press **Alt+Z** (Exchange) > **All Banking Options** > **Login & Logout**.
2. Enter your **Tally.NET ID** in the **Log In to Connected Banking** screen.

**Log In to Connected Banking**  
(Enter your e-mail address to log in or register.)

Tally.NET ID  :

Enter your **Tally.NET password**.

**Log In to Connected Banking**  
Logging in as

Tally.NET password :

Enter the OTP received on your mobile number.



If you do not receive the OTP, press **Alt+R** (Resend OTP).

Once you enter the OTP, you get logged in to the Connected Banking services.

### 9.1.1. Log in when the session is expired or inactive

A Connected Banking session expires after 24 hours. In such a case, you can enter your Tally.NET password and OTP to log in.

Moreover, your Connected Banking session might become inactive in three cases:

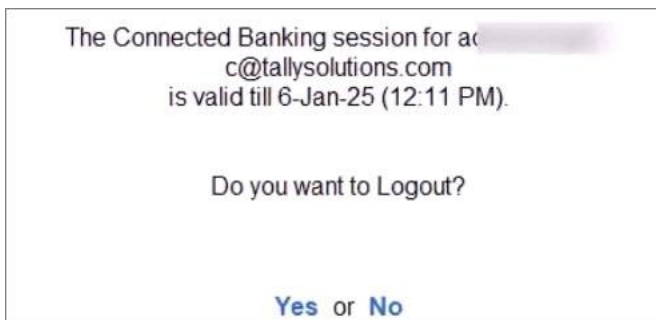
- No activity is performed for more than 15 minutes.
- The Company is shut and opened in another instance of TallyPrime.
- TallyPrime is closed.

In case of an inactive connection, you need to enter just your Tally.NET password to log in.

## 9.2. Log Out from Connected Banking

When you are not using any Connected Banking facility, you can log out.

1. Press **Alt+Z** (Exchange) > **All Banking Options** > **Login & Logout**.
2. Press **Y** to log out.



## 9.3. Reset Connected Banking Login

When you are not able to log out of Connected Banking, you can reset the Connected Banking login.

1. Press **F1** (Troubleshooting) > **Reset Connected Banking Login** and press **Enter**.
2. Press **Y** to confirm.

The Connected Banking login details for company National Enterprises and the current user will be cleared.

Do you want to continue?

Yes or No

## 9.4. Change Password for Connected Banking

You will need to change your password if it does not adhere to the new password policy. Your new Password should either be a 6-10 digit PIN or contain at least 8 characters with one uppercase letter, one lowercase letter, a number, and a special character.

1. Enter the **Old password**.
2. Enter the **New password**.
3. Confirm the **New password**.

**Change Password**

**Password does not meet policy.**  
Please change your password to access your account(s).

Tally.NET ID : adi

Old password : \*\*\*\*\*

New password : \*\*\*\*\*

*(Your new Password should either be a 6-10 digit PIN or contain at least 8 characters with one uppercase letter, one lowercase letter, a number, and a special character.)*

Confirm New password : \*\*\*\*\*

4. Press **Enter**.

The password gets changed.

## 10. SET UP FOR BANK RECONCILIATION

### For existing users performing Bank Reconciliation

If you have been performing bank reconciliation before TallyPrime Release 6.0 and wish to continue using this feature in TallyPrime Release 6.0 or later you can do so by reconciling transactions through linking. To proceed, you need to **Import bank statement** starting from the period where book transactions are still pending for reconciliation.

If any book transactions were already reconciled in a release prior to TallyPrime Release 6.0, you do not need to reconcile them again. If you have imported the corresponding bank transactions in TallyPrime Release 6.0, you can simply mark these transactions as **'Reconciled'** using the **'Set Status'** option.

### For First-time users performing Bank Reconciliation

If you are doing reconciliation for the first time in TallyPrime, you will need to configure your bank ledger to **Set Reconciliation Beginning date**. By default, this date is set to the start of your financial year, but you can change it to reflect the date you wish to begin bank reconciliation. Any transactions left unreconciled prior to this date will remain unreconciled until you include them in your Opening BRS report. You can **Set/Alter Opening BRS** to include the unreconciled transactions. Once included, you can see these transactions in the Bank Reconciliation report ready to be reconciled.

## 10.1. Set Bank Reconciliation Beginning Date

In the **Ledger Creation/Alteration** screen, you can specify a date from which you want to start reconciling your transactions.

| Ledger Alteration                            |                                     | www.TallyPrimeBook.Com          |                          | Total Opening Balance |  |
|----------------------------------------------|-------------------------------------|---------------------------------|--------------------------|-----------------------|--|
| Name                                         | : HDFC BANK                         |                                 |                          | 15,47,965.12 Dr       |  |
| (alias)                                      | :                                   |                                 |                          | 15,46,503.94 Cr       |  |
|                                              |                                     |                                 |                          | Difference            |  |
|                                              |                                     |                                 |                          | 1,461.18 Dr           |  |
| Under                                        | : Bank Accounts<br>(Current Assets) | Mailing Details                 |                          |                       |  |
|                                              |                                     | Name                            | : HDFC BANK              |                       |  |
|                                              |                                     | Address                         | : MECHEDA<br>WEST BENGAL |                       |  |
| <b>Bank Account Details</b>                  |                                     | State                           | : West Bengal            |                       |  |
| A/c Holder's Name                            | : UNIQUE PLYWOOD                    | Country                         | : India                  |                       |  |
| A/c No.                                      | : 5002000121330100                  | Pincode                         | :                        |                       |  |
| IFS Code                                     | : HDFC0006570                       | Primary Mobile No.              | : +91 -                  |                       |  |
| SWIFT Code                                   | :                                   | Provide Contact Details         | : No                     |                       |  |
| Bank Name                                    | : HDFC Bank (India)                 |                                 |                          |                       |  |
| Branch                                       | : MECHEDA                           |                                 |                          |                       |  |
| Set/Alter Bank configuration                 | : <b>Yes</b>                        |                                 |                          |                       |  |
|                                              |                                     | <b>Tax Registration Details</b> |                          |                       |  |
|                                              |                                     | GSTIN/UIN                       | : 19AAACH2702H1ZX        |                       |  |
| Opening Balance (on 1-Apr-24) : 88,869.96 Dr |                                     |                                 |                          |                       |  |

- **Set/Alter Bank configuration: Yes.**
- **Reconciliation Beginning date:** Enter the date.

| Bank Configuration                                  |                   |
|-----------------------------------------------------|-------------------|
| <b>Cheque</b>                                       |                   |
| Set/Alter range for Cheque Books                    | : No              |
| Enable Cheque Printing                              | : No              |
| <b>Reconciliation</b>                               |                   |
| Reconciliation Beginning date                       | : <b>1-Apr-24</b> |
| Set/Alter Opening BRS                               | : No              |
| Set/Alter Auto Reconciliation configuration         | : No              |
| <b>e-Payments</b>                                   |                   |
| Set/Alter Transfer Mode details for e-Fund Transfer | : No              |
| Enable e-Payments                                   | : No              |

Reconciliation will be applicable from the date specified here.

## 10.2. Set/Alter Opening BRS

In the **Ledger Creation/Alteration** screen, you can view transactions that are a part of your opening BRS. Moreover, while altering a ledger, you can add a transaction to the opening BRS, or even alter a transaction that is a part of the opening BRS.

1. **Set/Alter Bank configuration: Yes.**
2. **Set/Alter Opening BRS: Yes.**

This option is available only during ledger alteration.

**Bank Configuration**

**Cheque**

Set/Alter range for Cheque Books : No

Enable Cheque Printing : No

**Reconciliation**

Reconciliation Beginning date : 1-Apr-24

Set/Alter Opening BRS : Yes\_

Set/Alter Auto Reconciliation configuration : No

**e-Payments**

Set/Alter Transfer Mode details for e-Fund Transfer : No

Enable e-Payments : No

| List of Unreconciled Transactions before the Reconciliation Beginning Date |                              |                  |          |           |             |             | Total Opening Balance   |    |
|----------------------------------------------------------------------------|------------------------------|------------------|----------|-----------|-------------|-------------|-------------------------|----|
|                                                                            |                              |                  |          |           |             |             | 15,47,965.12            | Dr |
|                                                                            |                              |                  |          |           |             |             | Cr                      |    |
|                                                                            |                              |                  |          |           |             |             | Dr                      |    |
| Bank Ledger: HDFC BANK                                                     |                              |                  |          |           |             |             |                         |    |
| Date                                                                       | Particulars                  | Transaction Type | Inst No. | Inst Date | Deposit     | Withdrawal  | Recon Status            |    |
| <b>Book Transactions</b>                                                   |                              |                  |          |           |             |             |                         |    |
| 5-Oct-23                                                                   |                              | Cash             |          | 5-Oct-23  | 20,000.00   |             | Available Only in Books |    |
| 11-Oct-23                                                                  | G.P. SALES                   | Cheque           |          | 11-Oct-23 |             | 11,524.00   | Available Only in Books |    |
| 20-Oct-23                                                                  | GAYATRI PLYWOOD              | Cheque           |          | 20-Oct-23 |             | 2,00,000.00 | Available Only in Books |    |
| 23-Oct-23                                                                  | SALE                         | NEFT             |          | 23-Oct-23 | 3,832.00    |             | Available Only in Books |    |
| 25-Oct-23                                                                  | BEAUTY WORKS                 | Cheque           |          | 25-Oct-23 |             | 4,149.00    | Available Only in Books |    |
| 25-Oct-23                                                                  | SALE                         | Cheque/DD        |          | 25-Oct-23 | 12,000.00   |             | Available Only in Books |    |
| 26-Oct-23                                                                  | SALE                         | Cheque/DD        |          | 26-Jan-24 | 2,100.00    |             | Available Only in Books |    |
| 30-Oct-23                                                                  | SALE                         | Cheque/DD        |          | 30-Oct-23 | 980.00      |             | Available Only in Books |    |
| 30-Oct-23                                                                  |                              | Cash             |          | 30-Oct-23 | 65,900.00   |             | Available Only in Books |    |
| 31-Oct-23                                                                  | SALE                         | Cheque/DD        |          | 31-Oct-23 | 10,000.00   |             | Available Only in Books |    |
| 4-Nov-23                                                                   | SALE                         | Cheque/DD        |          | 4-Nov-23  | 4,800.00    |             | Available Only in Books |    |
| 4-Nov-23                                                                   |                              | Cash             |          | 4-Nov-23  | 10,000.00   |             | Available Only in Books |    |
| 5-Nov-23                                                                   | SHOP RENT- ALI AKBAR MALLICK | Cheque           |          | 5-Nov-23  |             | 5,500.00    | Available Only in Books |    |
|                                                                            |                              |                  |          |           | 88,869.96   |             | 48                      |    |
| Balance as per Company Books (as on 31-Mar-24) :                           |                              |                  |          |           | 88,869.96   |             |                         |    |
| Available Only in Books :                                                  |                              |                  |          |           | 4,88,569.00 | 6,07,402.82 |                         |    |
| Available Only in Bank :                                                   |                              |                  |          |           |             |             |                         |    |
| Expected Bank Balance (as on 31-Mar-24) :                                  |                              |                  |          |           | 2,07,703.78 |             |                         |    |

3. Press **Alt+L** (Update Opening BRS).

| Date      | Particulars                     | Nature of Transaction | Transaction Type | Remarks                                          | Deposit     | Withdrawal  |
|-----------|---------------------------------|-----------------------|------------------|--------------------------------------------------|-------------|-------------|
| 10-Nov-23 | BANK CHARGES                    | Withdrawal            | Cheque           |                                                  |             | 1.88        |
|           | Cheque Range : ♦ Not Applicable | Instrument No. :      |                  | Instrument Date : 10-Nov-23                      |             |             |
| 20-Dec-23 | M/S PRATHANA HARDWARES          | Withdrawal            | Cheque           |                                                  |             | 42,899.00   |
|           | Cheque Range : ♦ Not Applicable | Instrument No. :      |                  | Instrument Date : 20-Dec-23                      |             |             |
| 21-Jan-24 | BANK CHARGES                    | Withdrawal            | Cheque           |                                                  |             | 0.94        |
|           | Cheque Range : ♦ Not Applicable | Instrument No. :      |                  | Instrument Date : 21-Jan-24                      |             |             |
| 6-Mar-24  | SHOP RENT-ALI AKBAR MALLICK     | Withdrawal            | Cheque           |                                                  |             | 5,500.00    |
|           | Cheque Range : ♦ Not Applicable | Instrument No. :      |                  | Instrument Date : 6-Mar-24                       |             |             |
| 25-Oct-23 | BEAUTY WORKS                    | Withdrawal            | Cheque           |                                                  |             | 4,149.00    |
|           | Cheque Range : ♦ Not Applicable | Instrument No. :      |                  | Instrument Date : 25-Oct-23                      |             |             |
|           |                                 |                       |                  |                                                  |             | 113         |
|           |                                 |                       |                  | Balance as per Company Books (as on 31-Mar-24) : | 88,869.96   |             |
|           |                                 |                       |                  | Available Only in Books :                        | 4,88,569.00 | 6,07,402.82 |
|           |                                 |                       |                  | Available Only in Bank :                         |             |             |
|           |                                 |                       |                  | Expected Bank Balance (as on 31-Mar-24) :        | 2,07,703.78 |             |

4. Enter the details of the transaction.
  - a. **Date:** Enter the date of transaction. This date should be before the Reconciliation Beginning date.
  - b. **Particulars:** Enter the ledger name.
  - c. **Nature of Transaction:** Select Deposit or Withdrawal, as applicable.
  - d. **Transaction Type:** Select from the list of transaction types.
  - e. **Remarks:** Enter the remark, if needed.
  - f. **Deposit/Withdrawal:** Enter the Amount.
  - g. **Instrument No.:** Enter the Instrument No., as applicable.
  - h. **Instrument Date:** By default, this is prefilled, based on the entered Date.
5. Press **Ctrl+A** to save the configuration.

If you split a company, the unreconciled transactions automatically appear in the Opening BRS of the second child company created after the split date. The unreconciled transactions in the split data of the second child company will update the Opening BRS of the last 6 months from the Reconciliation Beginning Date, which is the same as the split date. It includes both book and bank unreconciled transactions.

## 11. IMPORT BANK STATEMENTS

You can import your bank statements into TallyPrime in two ways:

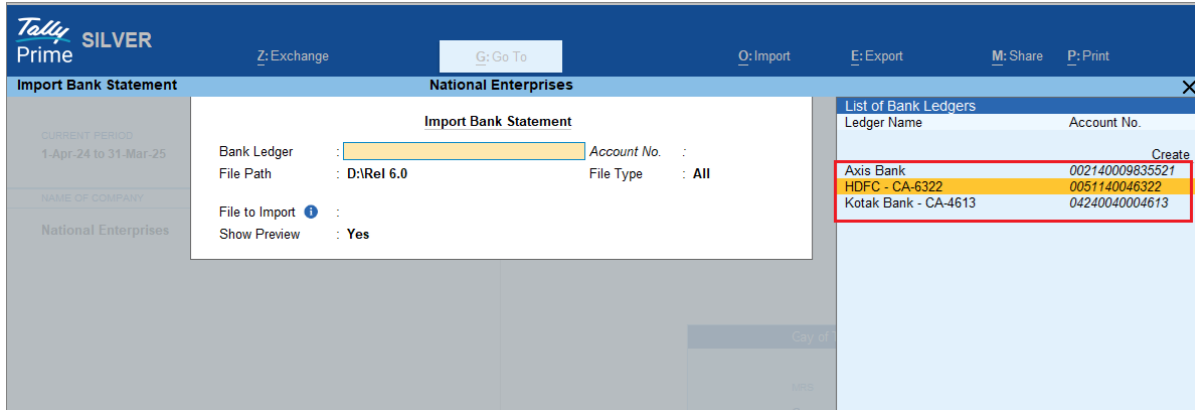
- Importing a downloaded statement from your bank into TallyPrime.
- Import a statement into TallyPrime using Connected Banking services.

You cannot import a bank statement if:

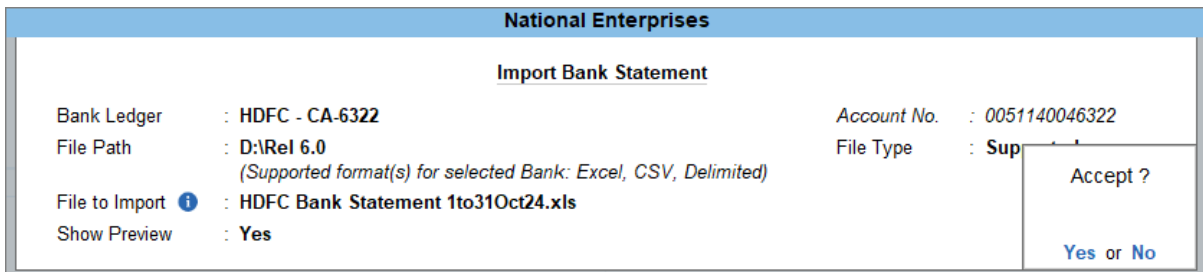
- The statement is already open
- The statement is not in the correct format, or
- You do not have Write permission.

1. Gateway of Tally > press **Alt+O** (Import) > **Bank Statement**.

The **Import Bank Statement** screen appears.



2. In the **Import Bank Statement** screen, select **Bank Ledger**, specify **File Path**, select **File Type** as **Supported**, select the **File to Import** and set **Show Preview** as **Yes**.



3. Press **Ctrl+A** to import the Bank Statement.

The **Bank Statement Preview** screen appears.

| SI No. | Date      | Particulars                                                                 | Inst No.     | Withdrawal   | Deposit            | Balance            |
|--------|-----------|-----------------------------------------------------------------------------|--------------|--------------|--------------------|--------------------|
| 1      | 4-Oct-24  | NEFT-BRIGADE MM - A-Q991786387@YBL-YESB0YBLUPI-424531699975-NA              | 787263333    | 4,000.00     |                    | 5,07,000.00 Cr     |
| 2      | 5-Oct-24  | CLG-VENUS STATIONERY MART-874343-424591046726-NA                            | 874343       | 2,000.00     |                    | 5,05,000.00 Cr     |
| 3      | 5-Oct-24  | UPI-SAI TOURS AND TRAVELS-PAYTM-68212760@PTYS-YESB0PTMUPI-424591087504-NA   | 424591087504 | 1,630.00     |                    | 5,03,370.00 Cr     |
| 4      | 6-Oct-24  | CLG-435324-LUNA SWEETS BAKERY A-Q991786387-NA                               | 435324       | 16,000.00    |                    | 4,87,370.00 Cr     |
| 5      | 6-Oct-24  | UPI-M S UDUPI SHANTHI SA-IBKPOS.EP010103@CICI-CIC0000004-424693426038-NA    | 424693426038 | 2,250.00     |                    | 4,85,120.00 Cr     |
| 6      | 6-Oct-24  | CLG-AIRTEL INDIA BANGALORE-424700848907-NA                                  | 999000       | 620.00       |                    | 4,84,500.00 Cr     |
| 7      | 7-Oct-24  | UPI-FAITIMA STORES-IAMAFEE12@OKSBI-KKBK0000424-424777510327-UPI             | 424777510327 |              | 3,500.00           | 4,88,000.00 Cr     |
| 8      | 7-Oct-24  | CTS-MICR-224353-NATIONAL TRDS AXIS AXIS0989898                              | 511791409426 |              | 1,05,000.00        | 5,93,000.00 Cr     |
| 9      | 8-Oct-24  | UPI-ALL SAINTS-IAMAFEE12@OKSBI-KKBK0000424-461466753642-UPI                 | 123456       |              | 3,000.00           | 5,96,000.00 Cr     |
| 10     | 8-Oct-24  | B UPI-PK SUPER MARKET-MOHAMMEDAARIF7@OKSBI-SBIN0002263-424981751424-UPI     | 424981751424 | 5,000.00     |                    | 5,91,000.00 Cr     |
| 11     | 9-Oct-24  | UPI-SUPER TRADERNG CO-IAMAFEE12@OKSBI-KKBK0000424-461673653244-UPI          | 555666       |              | 1,100.00           | 5,92,100.00 Cr     |
| 12     | 9-Oct-24  | UPI-AHMEDMUKTHIYAR07OKIC-AHMEDMUKTHIYAR07@OKICIC-HDFB0040101-461656261043   | 461656261043 |              | 7,500.00           | 5,99,600.00 Cr     |
| 13     | 10-Oct-24 | UPI-STC LTD-IAMAFEE12@OKSBI-KKBK0000424-461653469790-UPI                    | 461653469790 | 5,000.00     |                    | 5,94,600.00 Cr     |
| 14     | 10-Oct-24 | CTS-MICR-743452-MEHER CPCTRS-SBI-SBIN0999764                                | 707116128268 |              | 84,000.00          | 6,78,600.00 Cr     |
| 15     | 10-Oct-24 | UPI-T P PETROL BUNK-PAYTMQR19CPL1SP6@PAYTM-YESB0PTMUPI-425081437066-NA      | 777888       |              | 2,100.00           | 6,80,700.00 Cr     |
| 16     | 11-Oct-24 | NEFT-LOGITECH APL-BLR-425141347044-TRF                                      | 7872234664   | 3,100.00     |                    | 6,77,600.00 Cr     |
| 17     | 11-Oct-24 | UPI-GRAND MEDICAL-PAYTM-68212760@PTYS-YESB0PTMUPI-425235568792-NA           | 425235568792 |              | 1,100.00           | 6,78,700.00 Cr     |
| 18     | 12-Oct-24 | NEFT-CIEDS-309855333-425296710843-TRF                                       | 425235567653 | 30,000.00    |                    | 6,48,700.00 Cr     |
| 19     | 12-Oct-24 | UPI-EAST END SERVICE STN-PAYTM-208086@PTYS-YESB0PTMUPI-425275034486-NA      | 425275034486 |              | 1,05,000.00        | 7,53,700.00 Cr     |
| 20     | 13-Oct-24 | NEFT-KWALITY FRUITS AND N-309855333-425296710843-TRF                        | 425296710843 | 40,000.00    |                    | 7,13,700.00 Cr     |
| 21     | 13-Oct-24 | UPI-RAINBOW TECHNOLOGIES-11251570987@OKBIZAXIS-UTIB0000553-425241045944-NA  | 654321       |              | 7,500.00           | 7,21,200.00 Cr     |
| 22     | 14-Oct-24 | NEFT-SOGO COMPUTERS BANGALORE-425343623215-TRF                              | 425343623215 | 19,800.00    |                    | 7,01,400.00 Cr     |
| 23     | 14-Oct-24 | UPI-MUHAMMADNAVASP-Q467623195@YBL-YESB0YBLUPI-425454440814-NA               | 987654       |              | 1,020.00           | 7,02,420.00 Cr     |
| 24     | 15-Oct-24 | NEFT-MEHER CAPACITORS PVT LTD-425506418116-TRF                              | 42550642312  | 10,000.00    |                    | 6,92,420.00 Cr     |
| 25     | 16-Oct-24 | CLG-111222-DD-AIRTEL INDIA-462103011948-KORAMANGALA BR                      | 111222       | 3,000.00     |                    | 6,89,420.00 Cr     |
| 26     | 18-Oct-24 | CLG-NILE APPRLS-8843444101-462130940433-CHEQUE CLEARANCE                    | 333444       | 4,000.00     |                    | 6,85,420.00 Cr     |
| 27     | 19-Oct-24 | UPI-MYNTRA DESIGNS PRIVA-MYNTRA PAYU@INDUS-INDB0002201-425556056081-UPI     | 425556056081 |              | 230.00             | 6,85,650.00 Cr     |
| 28     | 30-Oct-24 | F UPI-AHMEDMUKTHIYAR07OKIC-AHMEDMUKTHIYAR07@OKICIC-HDFB0040101-462333327963 | 462333327963 |              | 10,490.00          | 6,96,140.00 Cr     |
| 29     | 30-Oct-24 | UPI-CENTRE FOR DEV EDN N DEV STDS-CIEDS@OKICIC-HDFB0040101-462333327963     | 425506418338 | 4,000.00     |                    | 6,92,140.00 Cr     |
| 30     | 30-Oct-24 | NEFT-TRANSTRONICS INDIA PVT L-462333327963-TRF                              | 425506418116 | 9,900.00     |                    | 6,82,240.00 Cr     |
| 31     | 30-Oct-24 | NEFT-SOGO COMPUTERS-UTR00773874333-462333327963-TRF                         | 900012       | 3,000.00     |                    | 6,79,240.00 Cr     |
|        |           |                                                                             |              | <b>Total</b> | <b>1,63,300.00</b> | <b>3,31,540.00</b> |

4. In the **Bank Statement Preview** screen, press **I** (Import) to import the bank statement.

You can see the total number of entries imported and exact matches in the **Summary of Imported Statement**.

| Summary of Imported Statement |             |                               | National Enterprises |   |
|-------------------------------|-------------|-------------------------------|----------------------|---|
| Bank Ledger                   | : HDFC - CA |                               |                      |   |
| Account No.                   | : 005114004 |                               |                      |   |
| Total entries                 | : 31        |                               |                      |   |
| Sl No.                        | Date        | Particulars                   | Inst No.             | W |
| 1                             | 4-Oct-24    | NEFT-BRIGADE MM - A-Q9917867  | 787263333            |   |
| 2                             | 5-Oct-24    | CLG-VENUS STATIONERY MART     | 874343               |   |
| 3                             | 5-Oct-24    | UPI-SAI TOURS AND TRAVELS-PP  | 424591087504         |   |
| 4                             | 6-Oct-24    | CLG-435324-LUNA SWEETS BAK    | 435324               |   |
| 5                             | 6-Oct-24    | UPI-M S UDUPI SHANTHI SA-IBK4 | 424693426038         |   |
| 6                             | 6-Oct-24    | CLG-AIRTEL INDIA BANGALORE-   | 999000               |   |
| 7                             | 7-Oct-24    | UPI-FATIMA STORES-IAMAFEE127  | 424777510327         |   |
| 8                             | 7-Oct-24    | CTS-MICR-224353-NATIONAL TR   | 511791409426         |   |
| 9                             | 8-Oct-24    | UPI-ALL SAINTS-IAMAFEE12@OI   | 123456               |   |
| 10                            | 8-Oct-24    | B UPI-PK SUPER MARKET-MOH     | 424981751424         |   |
| 11                            | 9-Oct-24    | UPI-SUPER TRADERNG CO-IAM     | 555666               |   |
| 12                            | 9-Oct-24    | UPI-AHMEDMUKTHIYAR07OKIC-0    | 461656261043         |   |
| 29                            | 30-Oct-24   | UPI-CENTRE FOR DEV EDN N DB   | 425506418338         |   |
| 30                            | 30-Oct-24   | NEFT-TRANSTRONICS INDIA PVT   | 425506418116         |   |
| 31                            | 30-Oct-24   | NEFT-SOGO COMPUTERS-UTR0      | 900012               |   |

**Summary of Imported Statement**

4-Oct-24 to 30-Oct-24

Bank Ledger : **HDFC - CA-6322**  
 Account No. : **0051140046322**

| Particulars                       | Count |
|-----------------------------------|-------|
| New entries imported successfully | 31    |
| Exact Matches                     | 13    |

S: Bank Reconciliation Summary

5. Press **S** (Bank Reconciliation Summary) to go to the Bank Reconciliation Summary report.

Once you have imported the bank statement, you can reconcile the book and bank transactions.

## 11.1. Imported Bank Data Report

In this report, you can see the complete bank transactions along with the count and amount of deposits and withdrawals for the selected bank. From this report, you can reconcile the transactions by finding matched and potential match suggestions. You can also set the status for individual transactions.

- Open the Imported Bank Data report.
  - Press **Alt+G** (Go To) > type or select **Imported Bank Data**.

Alternatively, **Gateway of Tally > Banking > Imported Bank Data**.

  - Select the bank from the List of Banks.

The **Imported Bank Data** screen appears.

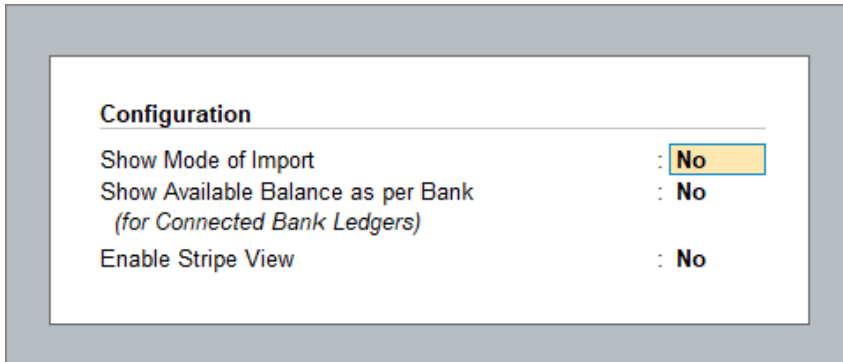
| Imported Bank Data |  |            |                    |              |                    | National Enterprises                  | 1-Oct-24 to 30-Oct-24 |
|--------------------|--|------------|--------------------|--------------|--------------------|---------------------------------------|-----------------------|
| Statement Date     |  | Reconciled |                    | Unreconciled |                    | Closing Balance as per Bank Statement |                       |
|                    |  | Count      | Amount             | Count        | Amount             |                                       |                       |
| <b>Opening BRS</b> |  |            |                    |              |                    |                                       |                       |
| 30-Oct-24          |  | 3          | 16,900.00          | 1            | 10,490.00          | 6,79,240.00                           |                       |
| 29-Oct-24          |  |            |                    |              |                    | 6,85,650.00                           |                       |
| 28-Oct-24          |  |            |                    |              |                    | 6,85,650.00                           |                       |
| 27-Oct-24          |  |            |                    |              |                    | 6,85,650.00                           |                       |
| 26-Oct-24          |  |            |                    |              |                    | 6,85,650.00                           |                       |
| 25-Oct-24          |  |            |                    |              |                    | 6,85,650.00                           |                       |
| 24-Oct-24          |  |            |                    |              |                    | 6,85,650.00                           |                       |
| 23-Oct-24          |  |            |                    |              |                    | 6,85,650.00                           |                       |
| 22-Oct-24          |  |            |                    |              |                    | 6,85,650.00                           |                       |
| 21-Oct-24          |  |            |                    |              |                    | 6,85,650.00                           |                       |
| 20-Oct-24          |  |            |                    |              |                    | 6,85,650.00                           |                       |
| 19-Oct-24          |  |            |                    | 1            | 230.00             | 6,85,650.00                           |                       |
| 18-Oct-24          |  | 1          | 4,000.00           |              |                    | 6,85,420.00                           |                       |
| 17-Oct-24          |  |            |                    |              |                    | 6,89,420.00                           |                       |
| 16-Oct-24          |  | 1          | 3,000.00           |              |                    | 6,89,420.00                           |                       |
| 15-Oct-24          |  | 1          | 10,000.00          |              |                    | 6,92,420.00                           |                       |
| 14-Oct-24          |  |            |                    | 2            | 20,820.00          | 7,02,420.00                           |                       |
| 13-Oct-24          |  | 1          | 40,000.00          | 1            | 7,500.00           | 7,21,200.00                           |                       |
| 12-Oct-24          |  | 1          | 30,000.00          | 1            | 1,05,000.00        | 7,53,700.00                           |                       |
| 11-Oct-24          |  | 1          | 3,100.00           | 1            | 1,100.00           | 6,78,700.00                           |                       |
| 10-Oct-24          |  | 1          | 5,000.00           | 2            | 86,100.00          | 6,80,700.00                           |                       |
| 9-Oct-24           |  |            |                    | 2            | 8,600.00           | 5,99,600.00                           |                       |
| 8-Oct-24           |  | 1          | 5,000.00           | 1            | 3,000.00           | 5,91,000.00                           |                       |
| 7-Oct-24           |  |            |                    | 2            | 1,08,500.00        | 5,93,000.00                           |                       |
| 6-Oct-24           |  | 2          | 18,250.00          | 1            | 620.00             | 4,84,500.00                           |                       |
| 5-Oct-24           |  | 2          | 3,630.00           |              |                    | 5,03,370.00                           |                       |
| 4-Oct-24           |  |            |                    | 1            | 4,000.00           | 5,07,000.00                           |                       |
| 3-Oct-24           |  |            |                    |              |                    | 5,11,000.00                           |                       |
| 2-Oct-24           |  |            |                    |              |                    | 5,11,000.00                           |                       |
| 1-Oct-24           |  |            |                    |              |                    | 5,11,000.00                           |                       |
| <b>Grand Total</b> |  | <b>15</b>  | <b>1,38,880.00</b> | <b>16</b>    | <b>3,55,960.00</b> |                                       |                       |

The default view of the report is to show the daily count and amount of deposits and withdrawals. It also shows the Closing Balance as per the Bank Statement.

- You can view this report as a monthly summary of imported bank data. To view transaction amounts that occurred in the corresponding months, press **F6 (Monthly)**. If you press **Alt+F6** (Quarterly) then you can view the transactions as quarterly summary.
- If you want to view the count and amount of the transactions as Reconciled and Unreconciled, then press **F5 (Recon View)** to change the view. Drill down from this report to view the transactions along with the **Recon Status**. You can also create vouchers directly from this report and reconcile your transactions. Additionally, you can unlink your incorrectly reconciled transactions from this report.

| Imported Bank Transactions |                                                                              |              |           |            |                        | National Enterprises | For 30-Oct-24 |
|----------------------------|------------------------------------------------------------------------------|--------------|-----------|------------|------------------------|----------------------|---------------|
| Transaction Date           | Particulars                                                                  | Inst No.     | Deposit   | Withdrawal | Recon Status           |                      |               |
| 30-Oct-24                  | F:UPI.AHMEDMUKTHIYAR07OKIC.AHMEDMUKTHIYAR07@OKICICI.IDFB0040101.462333327963 | 462333327963 | 10,490.00 |            | Available Only in Bank |                      |               |
| 30-Oct-24                  | UPI-CENTRE FOR DEV EDN N DEV STDS.CIEDS@OKICICI.IDFB0040101.462333327963     | 425506418338 |           | 4,000.00   | Reconciled via Linking |                      |               |
| 30-Oct-24                  | NEFT-TRANSTRONICS INDIA PVT L.462333327963-TRF                               | 425506418116 |           | 9,900.00   | Reconciled via Linking |                      |               |
| 30-Oct-24                  | NEFT-SOGO COMPUTERS-UTR00773874333.462333327963-TRF                          | 900012       |           | 3,000.00   | Reconciled via Linking |                      |               |
| <b>Selected Total</b>      |                                                                              |              |           |            |                        |                      |               |

You can further configure the report from **F12 (Configure)**.



- **Show Mode of Import:** Set this option to **Yes** to view the mode of import of the bank statement.
- **Show Available Balance as per Bank (for Connected Bank Ledgers):** Set this option to **Yes** to view the Bank balance along with your book balance. Note that this is only available for Connected Bank ledgers.

### From the Imported Bank Transactions Screen, you can see the following...

#### Create Vch/Multi-Vch:

If a transaction is available only in the bank, then you can create a voucher or multiple vouchers, as needed. Press **F7** (Create Vch/Multi-Vch) to create a single or multiple voucher.

#### Create Voucher (Consolidate):

You can also create a consolidated voucher for multiple bank transactions. Press **Alt+F7** (Create Voucher (Consolidate)) to create consolidated voucher.

#### Reconcile/Modify:

From this report, you can also reconcile a transaction or modify a reconciled transaction. Press **F8** (Reconcile/Modify) to reconcile or modify a transaction.

#### Unlink:

If a transaction is already reconciled and you want to unlink such transaction due to the wrong transaction selected for reconciliation, then press **Alt+F8** (Unlink) to unlink the transaction.

#### Set Status:

To set a status manually for any transaction, press **F9** (Set status).

#### Potential Matches:

You can view the potential match suggestions to reconcile the transactions. Press **Alt+S** (Potential Matches) to view the suggestions.

#### Optional Vouchers (Bank Data):

If you want to see the optional vouchers linked to bank data, press **Ctrl+J** (Exception Reports) > **Optional Vouchers (Bank Data)**.

If you want to include or exclude transactions with a certain reconciliation status in the report, then press **Ctrl+B** and set the options as **Yes** or **No**, as needed.

## 12. VIEW REPORTS FOR BANKING UTILITIES

The Banking Activities report under Banking provides a summary of your banking transactions. If you are dealing with multiple banks, then this report gives you an overview of all the banks. You can also drill down into individual transactions from this report. From the Banking Activities report, you can further drill down to view the e-Payments report and Bank Reconciliation Summary report leading you to the Bank Reconciliation report where you can reconcile your unreconciled transactions.

*In this section*

- Banking Activities report
- e-Payments report
- Bank Reconciliation Summary report
- Bank Reconciliation report

### 12.1. Banking Activities Report

This report gives a summary of your bank reconciliation, showing how many transactions need to be reconciled and the total unreconciled count/amount. If e-payments are enabled for your bank, it also includes details of those payments, helping you easily track pending actions.

Open the Banking Activities report.

- Press **Alt+G** (Go To) > type or select **Banking Activities**.

Alternatively, **Gateway of Tally > Banking > Banking Activities**.

The **Banking Activities** screen appears.

| Banking Activities National Enterprises |                             |                             |                         |                        | as at 7-Nov-24 |  |
|-----------------------------------------|-----------------------------|-----------------------------|-------------------------|------------------------|----------------|--|
| Particulars                             | e-Payments                  |                             | Bank Reconciliation     |                        | From 1-Apr-24  |  |
|                                         | Pending for Sending to Bank | Sent to Bank - Unreconciled | Available Only in Books | Available Only in Bank |                |  |
| Axis Bank                               | 2                           |                             | 10                      | 12                     |                |  |
| HDFC - CA-6322                          | 3                           | 8                           | 37                      | 31                     |                |  |
| Kotak Bank - CA-4613                    |                             |                             | 11                      | 25                     |                |  |
| <b>Grand Total</b>                      | <b>5</b>                    | <b>8</b>                    | <b>58</b>               | <b>68</b>              |                |  |

From the Banking Activities report, you can see the following:

### Bank Ledger:

Press **F4** (Bank Ledger) to select the respective bank.

### e-Payments:

In this column, you can see the number of transactions that are **Pending for Sending to Bank** and **Sent to Bank-Unreconciled**. You can press **F5** (Amount View) if you want to see the amount of the transactions instead of the number of transactions.

### Bank Reconciliation:

In this column, you can see the number of transactions that are **Available Only in Books** and **Available Only in Bank**. You can press **F5** (Amount View) if you want to see the amount of the transactions instead of the number of transactions. If you want to change the view to see the deposit and withdrawal summary, press **Ctrl+H** (Change View) > **Deposits & Withdrawals – Unreconciled**.

### Detailed View:

Press **Alt+F5** (Detailed) to view the details like the Account No. and Date of Last Entry in Statement, under the Bank Ledger name.

## 12.2. e-Payments Report

If you drill down from the e-Payments column in the Banking Activities report, you will see the e-Payments report displaying the details of transactions under **Pending for Sending to Bank** and **Sent to Bank-Unreconciled**.

- Open the e-Payments report.
    - Press **Alt+G** (Go To) > type or select **Banking Activities**.
- Alternatively, **Gateway of Tally > Banking > Banking Activities**.
- In the **Banking Activities** screen, press **Enter** on the count of transactions displayed under the e-Payments column.

The **e-Payment** report screen appears.

| Particulars                                     | Count | Amount             |
|-------------------------------------------------|-------|--------------------|
| <b>Pending for Sending to Bank</b>              | 6     | 2,95,200.00        |
| Incomplete/Incorrect Bank Ledger Master Details |       |                    |
| Incomplete/Incorrect Transaction Details        |       |                    |
| Mismatch in Bank Details (With Masters)         |       |                    |
| Ready for Sending to Bank                       | 6     | 2,95,200.00        |
| <b>Sent to Bank - Unreconciled</b>              | 6     | 92,100.00          |
| In Progress                                     | 6     | 92,100.00          |
| Unsuccessful                                    |       |                    |
| Successful                                      |       |                    |
| <b>Balance as per Company Books</b>             |       | <b>2,35,450.00</b> |

From the e-Payment report, you can see the following:

## **Pending for Sending to Bank:**

You can see the number of transactions along with the amount that is pending for sending to the bank. You can also see the breakdown of the transactions under the following headings.

- **Incomplete/Incorrect Bank Ledger Master Details:**

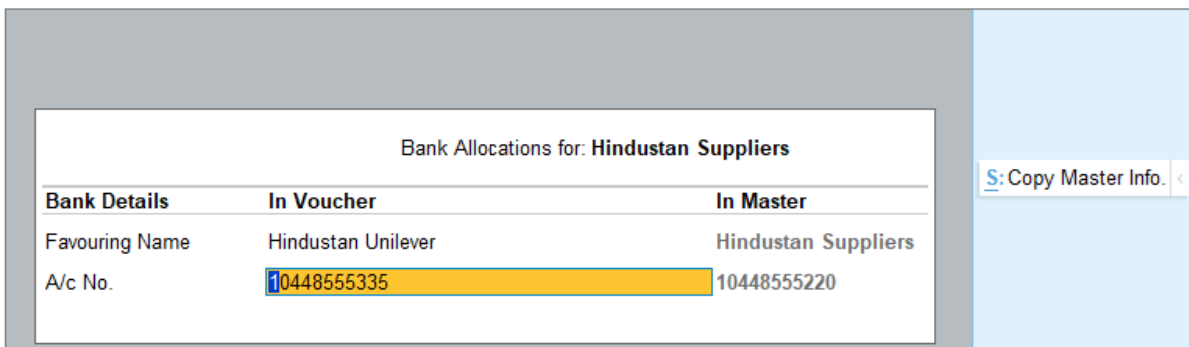
This header reflects the number of transactions along with the amount when the Bank Ledger Master has incorrect or incomplete details. Once you drill down, you can see the transactions along with the error. If you drill down further, you can see the **Bank Allocation** screen, and you can update the details missing or incorrect. Once the transaction details are corrected, it will move to **Ready for Sending to Bank**.

- **Incomplete/Incorrect Transaction Details:**

This shows the number of transactions that are not sent to the bank due to incomplete or incorrect details. Once you drill down, you can see the transactions along with the error. If you drill down further, you can see the **Bank Details** screen, and you can update the details missing or incorrect in the **Bank Allocation** sub-screen. Once the transaction details are corrected, it will move to **Ready for Sending to Bank**.

- **Mismatch in Bank Details (With Masters):**

You will see the count of transactions under this heading when the bank details of the beneficiary are altered while recording or after recording the payment entries. Resolve the mismatch and the transactions will move to **Ready for Sending to Bank**.



| Bank Allocations for: Hindustan Suppliers |                    |                     |
|-------------------------------------------|--------------------|---------------------|
| Bank Details                              | In Voucher         | In Master           |
| Favouring Name                            | Hindustan Unilever | Hindustan Suppliers |
| A/c No.                                   | 1044855335         | 1044855220          |

- **Ready for Sending to Bank:**

This shows the number of transactions that can be sent to the bank for e-payments.

## **Sent to Bank – Unreconciled:**

You can see the number of transactions along with the amount that is sent to bank but are unreconciled. You can also see the breakdown of the transactions under the following headings.

- **In Progress:**

This shows the number of transactions along with the amount that was sent to the bank but is not yet reconciled.

- **Unsuccessful:**

This shows the number of transactions along with the amount that was sent to the bank but was not successfully reconciled.

- **Successful:**

This shows the number of transactions along with the amount that was sent to the bank and was successfully reconciled.

**Balance as per Company Books:**

It shows the book balance of the company. Drill down from the company book balance to open the Bank ledger voucher report.

## 12.3. Bank Reconciliation Summary Report

If you drill down from the Bank Reconciliation column in the Banking Activities report, you will see the Bank Reconciliation Summary report. It displays the book balance of the company, Unreconciled Transactions, transactions **Available Only in Books** and **Available Only in Bank** and the Expected Bank Balance.

- Open the Bank Reconciliation Summary report.
- Press **Alt+G** (Go To) > type or select **Banking Activities**.  
Alternatively, **Gateway of Tally > Banking > Banking Activities**.
- In the **Banking Activities** screen, press **Enter** on the count of transactions displayed under the Bank Reconciliation column.

The **Bank Reconciliation Summary** report screen appears.

| Bank Reconciliation Summary                              |           | National Enterprises |  | X                    |   |
|----------------------------------------------------------|-----------|----------------------|--|----------------------|---|
| Ledger : HDFC - CA-6322                                  |           |                      |  | as at 7-Nov-24       |   |
| Particulars                                              | Count     | Balance              |  | F2: Period           | < |
| Balance as per Company Books                             |           | 1,64,630.00          |  | F3: Company          | < |
| <b>Unreconciled Transactions from 1-Oct-24 till date</b> | <b>32</b> | <b>6,33,860.00</b>   |  | F4: Bank Ledger      | < |
| <b>Available Only in Books</b>                           |           |                      |  | F5: View Reconciled  | < |
| Add: Withdrawals                                         | 15        | 3,73,320.00          |  | F6                   | < |
| Less: Deposits                                           | 2         | 51,000.00            |  | F7                   | < |
| <b>Available Only in Bank</b>                            |           |                      |  | F8                   | < |
| Add: Deposits                                            | 13        | 3,31,540.00          |  | F9                   | < |
| Less: Withdrawals                                        | 2         | 20,000.00            |  | F10                  | < |
| <b>Expected Bank Balance</b>                             |           | <b>7,98,490.00</b>   |  | B: Basis of Values   | < |
| <b>Balance as per Bank Statement</b>                     |           | <b>6,79,240.00</b>   |  | H: Change View       | < |
| <b>Difference</b>                                        |           | <b>1,19,250.00</b>   |  | J: Exception Reports | < |
|                                                          |           |                      |  | L: Save View         | < |
|                                                          |           |                      |  | R: Manual Recon      | < |

From the Bank Reconciliation Summary report, you can see the following:

**Balance as per Company Books:**

It shows the book balance of the company as of the report date.

**Unreconciled Transactions from 1-Oct-24 till date:**

This shows the count of all unreconciled transactions of books and bank, and the net of unreconciled amounts as on the report date.

#### **Available Only in Books:**

Under this header, you can see the number of unreconciled transactions along with the amount that was withdrawn or deposited. You need to add the withdrawal amount and deduct the deposits from the book balance to arrive at the bank balance. To view the details as Deposit and Withdrawal, press **Ctrl+H** (Change View) > **Deposits & Withdrawals – Unreconciled**.

#### **Available Only in Bank;**

Under this header, you can see the number of unreconciled transactions along with the amount that was withdrawn or deposited. You need to deduct the withdrawal amount and add the deposits from the book balance to arrive at the bank balance. To view the details as Deposit and Withdrawal, press **Ctrl+H** (Change View) > **Deposits & Withdrawals – Unreconciled**.

#### **Reconciled in Subsequent Period:**

If the recon summary is viewed for any other period other than 'as at date', and if there are any unreconciled transactions that are reconciled after the 'to date' of the report, such transactions will be shown under this header row.

#### **Expected Bank Balance:**

This reflects the balance that should be in your bank.

#### **Balance as per Bank Statement:**

This displays the balance per the imported bank statement. If the last imported bank transaction is prior to the report beginning date, then this header will be suffixed with 'Balance as per Bank Statement as of <Date>'. This row starts appearing when you import the bank statement for the first time.

#### **Difference:**

This row displays the difference between the **Expected Bank Balance** and **Balance as per Bank Statement**.

## **12.4. Bank Reconciliation Report**

If you drill down from the Unreconciled Transactions in the Bank Reconciliation Summary, you will see the Bank Reconciliation report. This report displays all the unreconciled transactions Available Only in Books and Available Only in Bank. This report will also include the Exact Matches and Partially Reconciled transactions as they also form part of unreconciled transactions. You can create vouchers, reconcile your transactions, set the status for your transactions, perform manual recon and see potential match suggestions from this report.

Open Bank Reconciliation report.

- Press **Alt+G** (Go To) > type or select **Banking Activities**.

Alternatively, Gateway of Tally > Banking > Banking Activities.

| Banking Activities   |                                | National Enterprises           |                                      |                           |  |
|----------------------|--------------------------------|--------------------------------|--------------------------------------|---------------------------|--|
| as at 7-Nov-24       |                                |                                |                                      |                           |  |
| Particulars          | e-Payments                     |                                | Bank Reconciliation<br>From 1-Apr-24 |                           |  |
|                      | Pending for<br>Sending to Bank | Sent to Bank<br>- Unreconciled | Available<br>Only in Books           | Available<br>Only in Bank |  |
| Axis Bank            | 2                              |                                | 10                                   | 12                        |  |
| HDFC - CA-6322       | 3                              | 8                              | 37                                   | 31                        |  |
| Kotak Bank - CA-4613 |                                |                                | 11                                   | 25                        |  |
| <b>Grand Total</b>   | <b>5</b>                       | <b>8</b>                       | <b>58</b>                            | <b>68</b>                 |  |

- In the **Banking Activities** screen, press **Enter** on the count of transactions displayed under the Bank Reconciliation column.

The **Bank Reconciliation Summary** report screen appears.

| Bank Reconciliation Summary                              |           | National Enterprises |                    |
|----------------------------------------------------------|-----------|----------------------|--------------------|
| as at 7-Nov-24                                           |           |                      |                    |
| Ledger : HDFC - CA-6322                                  |           | Count                | Balance            |
| <b>Balance as per Company Books</b>                      |           |                      | 1,64,630.00        |
| <b>Unreconciled Transactions from 1-Oct-24 till date</b> | <b>32</b> |                      | <b>6,33,860.00</b> |
| <b>Available Only in Books</b>                           |           |                      |                    |
| Add: Withdrawals                                         | 15        |                      | 3,73,320.00        |
| Less: Deposits                                           | 2         |                      | 51,000.00          |
| <b>Available Only in Bank</b>                            |           |                      |                    |
| Add: Deposits                                            | 13        |                      | 3,31,540.00        |
| Less: Withdrawals                                        | 2         |                      | 20,000.00          |
| <b>Expected Bank Balance</b>                             |           |                      | <b>7,98,490.00</b> |
| <b>Balance as per Bank Statement</b>                     |           |                      | <b>6,79,240.00</b> |
| <b>Difference</b>                                        |           |                      | <b>1,19,250.00</b> |

- In the **Bank Reconciliation Summary** screen, press **Enter** on the Unreconciled Transactions.

The **Bank Reconciliation** screen appears.

| Bank Reconciliation                 |                                                                            |             |               |           |                    |                    | 1-Apr-24 to 7-Nov-24 |  |
|-------------------------------------|----------------------------------------------------------------------------|-------------|---------------|-----------|--------------------|--------------------|----------------------|--|
| Ledger : HDFC - CA.6322             |                                                                            |             |               |           |                    |                    |                      |  |
| Date                                | Particulars                                                                | Vch Type    | Inst No.      | Inst Date | Deposit            | Withdrawal         |                      |  |
| <b>Available Only in Books (24)</b> |                                                                            |             |               |           | <b>51,000.00</b>   | <b>4,20,470.00</b> |                      |  |
| 29-Sep-24                           | Staff                                                                      | Opening BRS |               | 29-Sep-24 |                    | 5,000.00           |                      |  |
| 29-Sep-24                           | Sogo Computers                                                             | Opening BRS |               | 29-Sep-24 | 50,000.00          |                    |                      |  |
| 1-Oct-24                            | Supreme Computers                                                          | Receipt     |               | 1-Oct-24  | 1,000.00           |                    |                      |  |
| 2-Oct-24                            | Travelling Expenses                                                        | Payment     | 787263333     | 2-Oct-24  |                    | 4,000.00           |                      |  |
| 4-Oct-24                            | Hindustan Steel Suppliers                                                  | Payment     | 787263333     | 4-Oct-24  |                    | 4,000.00           |                      |  |
| 4-Oct-24                            | Staff Welfare                                                              | Payment     | 787263333     | 4-Oct-24  |                    | 4,000.00           |                      |  |
| 4-Oct-24                            | Staff Welfare                                                              | Payment     | 787263333     | 4-Oct-24  |                    | 4,000.00           |                      |  |
| 5-Oct-24                            | Travelling Expenses                                                        | Payment     | 424591087504  | 5-Oct-24  |                    | 1,530.00           |                      |  |
| 6-Oct-24                            | Mangalore Chemicals & Fertilizers                                          | Payment     | 424593426038  | 6-Oct-24  |                    | 18,250.00          |                      |  |
| 6-Oct-24                            | Staff Welfare                                                              | Payment     | 999000        | 6-Oct-24  |                    | 620.00             |                      |  |
| 11-Oct-24                           | Logitech Asia Pacific Limited                                              | Payment     | 7872234664    | 11-Oct-24 |                    | 3,100.00           |                      |  |
| 12-Oct-24                           | Centre for Informal Edn & Dev Studies                                      | Payment     | 42523557653   | 12-Oct-24 |                    | 30,000.00          |                      |  |
| 13-Oct-24                           | Sogo Computers                                                             | Payment     | 425343623215  | 13-Oct-24 |                    | 19,750.00          |                      |  |
| 30-Oct-24                           | Travelling Expenses                                                        | Payment     | 983243        | 30-Oct-24 |                    | 3,100.00           |                      |  |
| 30-Oct-24                           | Trantronics Pvt. Ltd.,                                                     | Payment     | 424981751424  | 30-Oct-24 |                    | 4,770.00           |                      |  |
| 1-Nov-24                            | Nile Apparels                                                              | Payment     |               | 1-Nov-24  |                    | 5,000.00           |                      |  |
| 4-Nov-24                            | Mangalore Chemicals & Fertilizers                                          | Payment     | UTR1000000001 | 4-Nov-24  |                    | 25,000.00          |                      |  |
| 4-Nov-24                            | Mangalore Chemicals & Fertilizers                                          | Payment     |               | 4-Nov-24  |                    | 4,000.00           |                      |  |
| 5-Nov-24                            | Nile Apparels                                                              | Payment     | UTR1000000002 | 5-Nov-24  |                    | 33,300.00          |                      |  |
| 6-Nov-24                            | Hindustan Steel Suppliers                                                  | Payment     | UTR1000000003 | 6-Nov-24  |                    | 10,000.00          |                      |  |
| 6-Nov-24                            | Sogo Computers                                                             | Payment     | CB1000000001  | 6-Nov-24  |                    | 15,000.00          |                      |  |
| 7-Nov-24                            | Super Trading Company                                                      | Payment     | UTR1000000004 | 7-Nov-24  |                    | 2,10,000.00        |                      |  |
| 7-Nov-24                            | Trantronics Pvt. Ltd.,                                                     | Payment     | UTR1000000005 | 7-Nov-24  |                    | 14,900.00          |                      |  |
| 7-Nov-24                            | Bank Charges                                                               | Payment     | 425343623215  | 7-Nov-24  |                    | 50.00              |                      |  |
| <b>Available Only in Bank (19)</b>  |                                                                            |             |               |           | <b>3,31,540.00</b> | <b>59,150.00</b>   |                      |  |
| 11-Oct-24                           | NEFT-LOGITECH APL-BLR-425141347044-TRF                                     |             | 7872234664    | 11-Oct-24 |                    | 3,100.00           |                      |  |
| 11-Oct-24                           | UPI-GRAND MEDICAL-PAYTM-68212760@PTYS-YESB0PTMUPI-425235568792-NA          |             | 425235568792  | 11-Oct-24 | 1,100.00           |                    |                      |  |
| 12-Oct-24                           | NEFT-CIEDS-309855333-425296710843-TRF                                      |             | 42523557653   | 12-Oct-24 |                    | 30,000.00          |                      |  |
| 12-Oct-24                           | UPI-EAST END SERVICE STN-PAYTM-208086@PTYS-YESB0PTMUPI-425275034486-NA     |             | 425275034486  | 12-Oct-24 | 1,05,000.00        |                    |                      |  |
| 13-Oct-24                           | UPI-RAINBOW TECHNOLOGIES-11251570987@OKBIZAXIS-UTIB0000553-425241045944-NA |             | 654321        | 13-Oct-24 | 7,500.00           |                    |                      |  |
| 14-Oct-24                           | NEFT-SOGO COMPUTERS BANGALORE-425343623215-TRF                             |             | 425343623215  | 14-Oct-24 |                    | 19,800.00          |                      |  |
| 14-Oct-24                           | UPI-MUHAMMADINAVASP-Q467623195@YBL-YESB0YBLUPI-425454440814-NA             |             | 987654        | 14-Oct-24 | 1,020.00           |                    |                      |  |
| 19-Oct-24                           | UPI-MYNTRA DESIGNS PRIVA-MYNTRA PAYU@INDUS-INDB0002201-425556056081-UPI    |             | 425556056081  | 19-Oct-24 | 230.00             |                    |                      |  |
| 30-Oct-24                           | F UPI-AHMEDMUKTHYAR070KIC-AHMEDMUKTHYAR07@OKICICI-IDFB0040101-462333327963 |             | 462333327963  | 30-Oct-24 | 10,490.00          |                    |                      |  |
| <b>Selected Total</b>               |                                                                            |             |               |           |                    |                    |                      |  |

## 13. AUTO RECONCILIATION OF BANK TRANSACTIONS

If you want to reconcile your bank transactions automatically without spending much time then you can enable the option of auto-reconciliation in your bank ledger. Additionally, you can configure it to find the exact match for reconciliation.

With the Enhanced Bank Reconciliation feature in TallyPrime, once you import the bank statement for the period you can see the exact match in your Bank reconciliation report.

You can further view the potential match suggestions, select a transaction from either bank or book and find a match to reconcile.

Additionally, you can modify a reconciled or partially reconciled transaction and also select a transaction and match to reconcile between bank and book transactions. You also have the option to unlink any linked transaction and reopen the transactions for reconciliation.

*In this section*

- Reconcile transactions with exact match
- Select transactions and reconcile
- Reconcile transactions with potential match
- Reconcile transactions by finding a match
- Reconcile transactions with partial match
- Unlink transactions

### 13.1. Reconcile transactions with exact match

While configuring the bank ledger for auto-reconciliation, you can see the default setting to identify exact matches when you import a bank statement. Once you import the bank statement, you can see the exact matches in the Bank Reconciliation report. If you have

enabled the option **Automatically Reconcile Exact Matches found**, then the exact matches will automatically get reconciled once you import the bank statement.

- Reconcile transactions with exact match.
  - Open the **Bank Reconciliation** report.

You can see the list of transactions under Exact Match section.

| Bank Reconciliation                                           |                                                     |             |              |           |           |             | National Enterprises |                            | 1-Apr-24 to 7-Nov-24 |  |
|---------------------------------------------------------------|-----------------------------------------------------|-------------|--------------|-----------|-----------|-------------|----------------------|----------------------------|----------------------|--|
| Ledger : HDFC - CA-6322                                       |                                                     | Vch Type    |              | Inst No.  | Inst Date | Deposit     | Withdrawal           | F2: Period <               |                      |  |
| Date                                                          | Particulars                                         |             |              |           |           |             |                      | F3: Company <              |                      |  |
|                                                               |                                                     |             |              |           |           |             |                      | F4: Bank Ledger <          |                      |  |
| <b>Exact Match - Amount &amp; Instrument No. matches (17)</b> |                                                     |             |              |           |           |             |                      |                            |                      |  |
| 3-Oct-24                                                      | Staff Welfare                                       | Payment     | 435324       | 3-Oct-24  |           | 16,000.00   |                      | F5 <                       |                      |  |
| 6-Oct-24                                                      | CLG-435324-LUNA SWEETS BAKERY A-Q991786387-NA       |             | 435324       | 6-Oct-24  |           | 16,000.00   |                      | F6 <                       |                      |  |
| 5-Oct-24                                                      | Staff Welfare                                       | Payment     | 874343       | 5-Oct-24  |           | 2,000.00    |                      | F7: Create Vch/Multi-Vch < |                      |  |
| 5-Oct-24                                                      | CLG-VENUS STATIONERY MART-874343-424591046726-NA    |             | 874343       | 5-Oct-24  |           | 2,000.00    |                      | F8: Reconcile <            |                      |  |
| 6-Oct-24                                                      | Staff Welfare                                       | Payment     | 424693426038 | 6-Oct-24  |           | 2,250.00    |                      | F9: Set Status <           |                      |  |
| 6-Oct-24                                                      | UPI-M S UDUPI SHANTHI SA-IBKPOS.EP010103@ICICI-ICK  |             | 424693426038 | 6-Oct-24  |           | 2,250.00    |                      | F10 <                      |                      |  |
| 7-Oct-24                                                      | Staff Welfare                                       | Receipt     | 424777510327 | 7-Oct-24  |           | 3,500.00    |                      | B: Basis of Values <       |                      |  |
| 7-Oct-24                                                      | UPI-FATIMA STORES-IAMAFEE12@OKSBI-KKBK0000424-4     |             | 424777510327 | 7-Oct-24  |           | 3,500.00    |                      | H: Change View <           |                      |  |
| 7-Oct-24                                                      | Staff Welfare                                       | Receipt     | 511791409426 | 7-Oct-24  |           | 1,05,000.00 |                      | J: Exception Reports <     |                      |  |
| 7-Oct-24                                                      | CTS-MICR-224353-NATIONAL TRDS AXIS AXIS0989898      |             | 511791409426 | 7-Oct-24  |           | 1,05,000.00 |                      | L: Save View <             |                      |  |
| 8-Oct-24                                                      | Nile Apparels                                       | Payment     | 333444       | 8-Oct-24  |           | 4,000.00    |                      | E: Apply Filter <          |                      |  |
| 18-Oct-24                                                     | CLG-NILE APPRLS-8843444101-462130940433-CHEQUE CLE  |             | 333444       | 18-Oct-24 |           | 4,000.00    |                      | F: Filter Details <        |                      |  |
| 8-Oct-24                                                      | Conveyance                                          | Payment     | 424981751424 | 8-Oct-24  |           | 5,000.00    |                      | R: Manual Recon <          |                      |  |
| 8-Oct-24                                                      | B UPI-PK SUPER MARKET-MOHAMMEDAARIF7@OKSBI-S        |             | 424981751424 | 8-Oct-24  |           | 5,000.00    |                      | S: Potential Matches <     |                      |  |
| 8-Oct-24                                                      | Staff Welfare                                       | Receipt     | 123456       | 8-Oct-24  |           | 3,000.00    |                      |                            |                      |  |
| 8-Oct-24                                                      | UPI-ALL SAINTS-IAMAFEE12@OKSBI-KKBK0000424-46146I   |             | 123456       | 8-Oct-24  |           | 3,000.00    |                      |                            |                      |  |
| 9-Oct-24                                                      | Staff Welfare                                       | Receipt     | 555666       | 9-Oct-24  |           | 1,100.00    |                      |                            |                      |  |
| 9-Oct-24                                                      | UPI-SUPER TRADERNG CO-IAMAFEE12@OKSBI-KKBK0000      |             | 555666       | 9-Oct-24  |           | 1,100.00    |                      |                            |                      |  |
| 10-Oct-24                                                     | Staff Welfare                                       | Payment     | 461653469790 | 10-Oct-24 |           | 5,000.00    |                      |                            |                      |  |
| 10-Oct-24                                                     | UPI-STC LTD-IAMAFEE12@OKSBI-KKBK0000424-46165346I   |             | 461653469790 | 10-Oct-24 |           | 5,000.00    |                      |                            |                      |  |
| 12-Oct-24                                                     | Staff Welfare                                       | Payment     | 425296710843 | 12-Oct-24 |           | 40,000.00   |                      |                            |                      |  |
| 13-Oct-24                                                     | NEFT-KWALITY FRUITS AND N-309855333-425296710843-TI |             | 425296710843 | 13-Oct-24 |           | 40,000.00   |                      |                            |                      |  |
| 12-Oct-24                                                     | Telephone Expenses                                  | Payment     | 111222       | 12-Oct-24 |           | 3,000.00    |                      |                            |                      |  |
| 30-Oct-24                                                     | Staff Welfare                                       | Receipt     | 462333327963 | 30-Oct-24 |           | 10,490.00   |                      |                            |                      |  |
| 30-Oct-24                                                     | F UPI-AHMEDMUKTHIYAR07OKI-AHMEDMUKTHIYAR07@C        |             | 462333327963 | 30-Oct-24 |           | 10,490.00   |                      |                            |                      |  |
| <b>Available Only in Books (24)</b>                           |                                                     |             |              |           |           | 51,000.00   | 4,20,470.00          |                            |                      |  |
| 29-Sep-24                                                     | Staff                                               | Opening BRS |              | 29-Sep-24 |           |             | 5,000.00             |                            |                      |  |
| 29-Sep-24                                                     | Sogo Computers                                      | Opening BRS |              | 29-Sep-24 |           | 50,000.00   |                      |                            |                      |  |
| 1-Oct-24                                                      | Supreme Computers                                   | Receipt     |              | 1-Oct-24  |           | 1,000.00    |                      |                            |                      |  |
| 2-Oct-24                                                      | Travelling Expenses                                 | Payment     | 787263333    | 2-Oct-24  |           | 4,000.00    |                      |                            |                      |  |
| <b>Selected Total</b>                                         |                                                     |             |              |           |           |             | 35                   |                            |                      |  |

- Select a single or multiple transactions and press **F8** (Reconcile) to reconcile.

The transactions linked between the bank and the book get reconciled.

## 13.2. Select Transactions and Reconcile

After you have reconciled all your exact matches, from the remaining transactions available only in books and available only in bank section, you can select transactions from each section and reconcile them. You can select and match in the following ways where the amounts match between book and bank:

- Select one book transaction and one bank transaction.
- Select multiple book transactions and one bank transaction.
- Select one book transaction and multiple bank transactions.

You can also apply filter and give the amount or instrument number to identify the matching transaction and reconcile them.

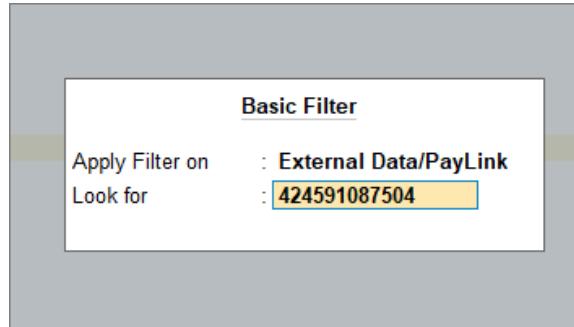
- Select transactions and reconcile.
  - Open the **Bank Reconciliation** report. (See Para-8.4)
  - Select one transaction from Available Only in Books and one transaction from Available Only in Bank.

- Press **F8** (Reconcile) to reconcile the transactions.

To search the transactions both from book and bank easily, you can apply filter.

- Select transactions by applying filter.
  - Open the **Bank Reconciliation** report. (See Para-8.4)
  - Press **Ctrl+F** (Apply Filter).

The **Basic Filter** screen appears.



- In the **Basic Filter** screen, mention the amount or instrument number in the **Look for** field.

It will filter the transaction from both the bank and the book.

| Bank Reconciliation     |                                                                                   | National Enterprises |              |           |         | Filter Applied       |                         |
|-------------------------|-----------------------------------------------------------------------------------|----------------------|--------------|-----------|---------|----------------------|-------------------------|
| Ledger : HDFC - CA-6322 |                                                                                   |                      |              |           |         | 1-Apr-24 to 7-Nov-24 |                         |
| Date                    | Particulars                                                                       | Vch Type             | Inst No.     | Inst Date | Deposit | Withdrawal           | Recon Status            |
| 5-Oct-24                | Travelling Expenses                                                               | Payment              | 424591087504 | 5-Oct-24  |         | 1,630.00             | Available Only in Books |
| 5-Oct-24                | UPI-SAI TOURS AND TRAVELS-PAYTM<br>.68212760@PTY5-YESB0PTMUPI<br>.424591087504-NA |                      | 424591087504 | 5-Oct-24  |         | 1,630.00             | Available Only in Bank  |

- Select the transaction and press **F8** (Reconcile) to reconcile the transaction.

The transactions between the bank and the book get reconciled.

### 13.3. Reconcile Transactions with Potential Match

You can also reconcile your bank and book transactions with the potential match suggestions. The suggestions are displayed under different sections. The default view is **Potential Matches for Books (As per Rules)** where you can see the book transactions under the different matching rules. You can choose to change your view to **Books (As per Transactions)**, **Bank (As per Rules)**, or **Bank (As per Transactions)**.

You can also configure the potential match as required. If there are no potential matches available under a particular rule, you can change view and select other rules to view the potential matches.

- Reconcile transactions with potential match
  - Open the **Bank Reconciliation** report.
  - Press **Alt+S** (Potential Matches) to view the potential match suggestions.

You can see the potential matches under different sections.

| Potential Matches                          |                                                       | National Enterprises |              |           |         | 1-Apr-24 to 7-Nov-24 |  |
|--------------------------------------------|-------------------------------------------------------|----------------------|--------------|-----------|---------|----------------------|--|
| Date                                       | Particulars                                           | Vch Type             | Inst No.     | Inst Date | Deposit | Withdrawal           |  |
| <b>Unique Amount matches</b>               |                                                       |                      |              |           |         |                      |  |
| 3-Oct-24                                   | Staff Welfare                                         |                      | 435324       | 3-Oct-24  |         | 16,000.00            |  |
| 6-Oct-24                                   | CLG-435324-LUNA SWEETS BAKERY A-Q991786387-NA         | Payment              | 435324       | 6-Oct-24  |         | 16,000.00            |  |
| 5-Oct-24                                   | Travelling Expenses                                   |                      | 424591087504 | 5-Oct-24  |         | 1,630.00             |  |
| 5-Oct-24                                   | UPI-SAI TOURS AND TRAVELS-PAYTM-68212760@PTYS-YESB0F  | Payment              | 424591087504 | 5-Oct-24  |         | 1,630.00             |  |
| <b>Unique Instrument No. matches</b>       |                                                       |                      |              |           |         |                      |  |
| 3-Oct-24                                   | Staff Welfare                                         |                      | 435324       | 3-Oct-24  |         | 16,000.00            |  |
| 6-Oct-24                                   | CLG-435324-LUNA SWEETS BAKERY A-Q991786387-NA         | Payment              | 435324       | 6-Oct-24  |         | 16,000.00            |  |
| 5-Oct-24                                   | Travelling Expenses                                   |                      | 424591087504 | 5-Oct-24  |         | 1,630.00             |  |
| 5-Oct-24                                   | UPI-SAI TOURS AND TRAVELS-PAYTM-68212760@PTYS-YESB0F  | Payment              | 424591087504 | 5-Oct-24  |         | 1,630.00             |  |
| <b>Amount matches</b>                      |                                                       |                      |              |           |         |                      |  |
| 2-Oct-24                                   | Travelling Expenses                                   |                      | 787263333    | 2-Oct-24  |         | 4,000.00             |  |
| 4-Oct-24                                   | NEFT-BRIGADE MM - A-Q991786387@YBL-YESB0YBLUPI-424531 | Payment              | 787263333    | 4-Oct-24  |         | 4,000.00             |  |
| 3-Oct-24                                   | Staff Welfare                                         |                      | 435324       | 3-Oct-24  |         | 16,000.00            |  |
| 6-Oct-24                                   | CLG-435324-LUNA SWEETS BAKERY A-Q991786387-NA         | Payment              | 435324       | 6-Oct-24  |         | 16,000.00            |  |
| 4-Oct-24                                   | Hindustan Steel Suppliers                             |                      | 787263333    | 4-Oct-24  |         | 4,000.00             |  |
| 4-Oct-24                                   | NEFT-BRIGADE MM - A-Q991786387@YBL-YESB0YBLUPI-424531 | Payment              | 787263333    | 4-Oct-24  |         | 4,000.00             |  |
| 5-Oct-24                                   | Travelling Expenses                                   |                      | 424591087504 | 5-Oct-24  |         | 1,630.00             |  |
| 5-Oct-24                                   | UPI-SAI TOURS AND TRAVELS-PAYTM-68212760@PTYS-YESB0F  | Payment              | 424591087504 | 5-Oct-24  |         | 1,630.00             |  |
| <b>Instrument No. matches</b>              |                                                       |                      |              |           |         |                      |  |
| 2-Oct-24                                   | Travelling Expenses                                   |                      | 787263333    | 2-Oct-24  |         | 4,000.00             |  |
| 4-Oct-24                                   | NEFT-BRIGADE MM - A-Q991786387@YBL-YESB0YBLUPI-424531 | Payment              | 787263333    | 4-Oct-24  |         | 4,000.00             |  |
| 3-Oct-24                                   | Staff Welfare                                         |                      | 435324       | 3-Oct-24  |         | 16,000.00            |  |
| 6-Oct-24                                   | CLG-435324-LUNA SWEETS BAKERY A-Q991786387-NA         | Payment              | 435324       | 6-Oct-24  |         | 16,000.00            |  |
| 4-Oct-24                                   | Hindustan Steel Suppliers                             |                      | 787263333    | 4-Oct-24  |         | 4,000.00             |  |
| 4-Oct-24                                   | NEFT-BRIGADE MM - A-Q991786387@YBL-YESB0YBLUPI-424531 | Payment              | 787263333    | 4-Oct-24  |         | 4,000.00             |  |
| 5-Oct-24                                   | Travelling Expenses                                   |                      | 424591087504 | 5-Oct-24  |         | 1,630.00             |  |
| 5-Oct-24                                   | UPI-SAI TOURS AND TRAVELS-PAYTM-68212760@PTYS-YESB0F  | Payment              | 424591087504 | 5-Oct-24  |         | 1,630.00             |  |
| <b>Amount &amp; Instrument No. matches</b> |                                                       |                      |              |           |         |                      |  |
| 2-Oct-24                                   | Travelling Expenses                                   |                      | 787263333    | 2-Oct-24  |         | 4,000.00             |  |
| 4-Oct-24                                   | NEFT-BRIGADE MM - A-Q991786387@YBL-YESB0YBLUPI-424531 | Payment              | 787263333    | 4-Oct-24  |         | 4,000.00             |  |
| 3-Oct-24                                   | Staff Welfare                                         |                      | 435324       | 3-Oct-24  |         | 16,000.00            |  |
| 6-Oct-24                                   | CLG-435324-LUNA SWEETS BAKERY A-Q991786387-NA         | Payment              | 435324       | 6-Oct-24  |         | 16,000.00            |  |
| 4-Oct-24                                   | Hindustan Steel Suppliers                             |                      | 787263333    | 4-Oct-24  |         | 4,000.00             |  |
| 4-Oct-24                                   | NEFT-BRIGADE MM - A-Q991786387@YBL-YESB0YBLUPI-424531 | Payment              | 787263333    | 4-Oct-24  |         | 4,000.00             |  |
| 5-Oct-24                                   | Travelling Expenses                                   |                      | 424591087504 | 5-Oct-24  |         | 1,630.00             |  |
| 5-Oct-24                                   | UPI-SAI TOURS AND TRAVELS-PAYTM-68212760@PTYS-YESB0F  | Payment              | 424591087504 | 5-Oct-24  |         | 1,630.00             |  |
| <b>Selected Total</b>                      |                                                       |                      |              |           |         |                      |  |

- Select the single or multiple matching sets at once and press **F8** (Reconcile) to reconcile.

You can also configure your potential match,

- In the **Potential Match** screen, press **Alt+S** (Potential Match Configuration). You can see the **List of Configurations**.

| WHOLESALER [www.TallyPrimeBook.Com]                    |                       |
|--------------------------------------------------------|-----------------------|
| Potential Matches                                      |                       |
| List of Configurations                                 |                       |
| <b>Default Rules</b>                                   |                       |
| Show unique Amount matches                             | Yes                   |
| Show unique Instrument No. matches                     | Yes                   |
| Show only Amount matches                               | Yes                   |
| Show only Instrument No. matches                       | Yes                   |
| Show Amount & Instrument No. matches                   | Yes                   |
| <b>Other Settings</b>                                  |                       |
| Ignore difference in Amount for Potential Match Amount | ◆ Not Applicable<br>0 |
| Ignore zeroes prefixed in References                   | Yes                   |
| Ignore special characters in References                | Yes                   |
| Find Potential Matches within                          | 30 Days               |

## 13.4. Reconcile Transactions by Finding a Match

If you have more transactions to reconcile, you can select transactions from either **Available Only in Books** or **Available Only in Bank** section and find a match.

- Reconcile transaction by finding a match.
  - Open the **Bank Reconciliation** report.
  - Select a transaction either from **Available Only in Books** or **Available Only in Bank** and press **F8** (Reconcile).

The **Bank Reconciliation – Find Matches** screen appears.

| Bank Reconciliation - Find Matches                                                          |                                                                    | National Enterprises |              | 1-Apr-24 to 7-Nov-24 |            |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------|--------------|----------------------|------------|
| Ledger                                                                                      | : HDFC - CA-6322                                                   |                      |              |                      |            |
| Date                                                                                        | Particulars                                                        | Vch Type             | Inst No.     | Deposit              | Withdrawal |
| 4-Oct-24                                                                                    | Hindustan Steel Suppliers                                          | Payment              | 787263333    |                      | 4,000.00   |
|                                                                                             |                                                                    |                      |              | Difference           | 4,000.00   |
| <div style="border: 1px solid red; padding: 2px; display: inline-block;">R. Reconcile</div> |                                                                    |                      |              |                      |            |
| <b>Unreconciled Transactions</b>                                                            |                                                                    |                      |              |                      |            |
| <b>Potential Matches</b>                                                                    |                                                                    |                      |              |                      |            |
| <b>Unique Amount matches</b>                                                                |                                                                    |                      |              |                      |            |
| 4-Oct-24                                                                                    | NEFT-BRIGADE MM - A-Q991786387@YBL-YESB0YBLUPI-424531699975-NA     |                      | 787263333    |                      | 4,000.00   |
| <b>Unique Instrument No. matches</b>                                                        |                                                                    |                      |              |                      |            |
| 4-Oct-24                                                                                    | NEFT-BRIGADE MM - A-Q991786387@YBL-YESB0YBLUPI-424531699975-NA     |                      | 787263333    |                      | 4,000.00   |
| <b>Amount matches</b>                                                                       |                                                                    |                      |              |                      |            |
| 4-Oct-24                                                                                    | NEFT-BRIGADE MM - A-Q991786387@YBL-YESB0YBLUPI-424531699975-NA     |                      | 787263333    |                      | 4,000.00   |
| <b>Instrument No. matches</b>                                                               |                                                                    |                      |              |                      |            |
| 4-Oct-24                                                                                    | NEFT-BRIGADE MM - A-Q991786387@YBL-YESB0YBLUPI-424531699975-NA     |                      | 787263333    |                      | 4,000.00   |
| <b>Amount &amp; Instrument No. matches</b>                                                  |                                                                    |                      |              |                      |            |
| 4-Oct-24                                                                                    | NEFT-BRIGADE MM - A-Q991786387@YBL-YESB0YBLUPI-424531699975-NA     |                      | 787263333    |                      | 4,000.00   |
| <b>Available Only in Bank</b>                                                               |                                                                    |                      |              |                      |            |
| 4-Oct-24                                                                                    | NEFT-BRIGADE MM - A-Q991786387@YBL-YESB0YBLUPI-424531699975-NA     |                      | 787263333    |                      | 4,000.00   |
| 6-Oct-24                                                                                    | CLG-AIRTEL INDIA BANGALORE-424700848907-NA                         |                      | 999000       |                      | 620.00     |
| 7-Oct-24                                                                                    | UPI-FATIMA STORES-IAMAFEE12@OKSBIHKKBK0000424-424777510327-UPI     |                      | 424777510327 | 3,500.00             |            |
| 7-Oct-24                                                                                    | CTS-MICR-224353-NATIONAL TRDS AXIS AXIS0989898                     |                      | 511791409426 | 1,05,000.00          |            |
| 8-Oct-24                                                                                    | UPI-ALL SAINTS-IAMAFEE12@OKSBIHKKBK0000424-461466753642-UPI        |                      | 123456       | 3,000.00             |            |
| 9-Oct-24                                                                                    | UPI-SUPER TRADERNG CO-IAMAFEE12@OKSBIHKKBK0000424-461673653244-U   |                      | 555666       | 1,100.00             |            |
| 9-Oct-24                                                                                    | UPI-AHMEDMUKTHIYAR07OKIC-AHMEDMUKTHIYAR07@OKICICHDFB0040101-4      |                      | 461656261043 | 7,500.00             |            |
| 10-Oct-24                                                                                   | CTS-MICR-743452-MEHER CPCTRS-SBI-SBIN0999764                       |                      | 707116128268 | 84,000.00            |            |
| 10-Oct-24                                                                                   | UPI-T P PETROL BUNK-PAYTMQR19CPL1SP6@PAYTM-YESB0PTMUPI-4250814     |                      | 777888       | 2,100.00             |            |
| 11-Oct-24                                                                                   | NEFT-LOGITECH APL-BLR-425141347044-TRF                             |                      | 7872234664   |                      | 3,100.00   |
| 11-Oct-24                                                                                   | UPI-GRAND MEDICAL-PAYTM-68212760@PTYS-YESB0PTMUPI-425235568792-N   |                      | 425235568792 | 1,100.00             |            |
| 12-Oct-24                                                                                   | NEFT-CIEDS-309855333-425296710843-TRF                              |                      | 42523557653  |                      | 30,000.00  |
| 12-Oct-24                                                                                   | UPI-EAST END SERVICE STN-PAYTM-208086@PTYS-YESB0PTMUPI-425275034   |                      | 425275034486 | 1,05,000.00          |            |
| 13-Oct-24                                                                                   | UPI-RAINBOW TECHNOLOGIES-11251570987@OKBIZAXIS-UTIB0000553-4252410 |                      | 654321       | 7,500.00             |            |
| 14-Oct-24                                                                                   | NEFT-SOGO COMPUTERS BANGALORE-425343623215-TRF                     |                      | 425343623215 |                      | 19,800.00  |
| 14-Oct-24                                                                                   | UPI-MUHAMMADNAVASP-Q467623195@YBL-YESB0YBLUPI-425454440814-NA      |                      | 987654       | 1,020.00             |            |
| 19-Oct-24                                                                                   | UPI-MYNTRA DESIGNS PRIVA-MYNTRA PAYU@INDUS-INDB0002201-425556056   |                      | 425556056081 | 230.00               |            |
| 30-Oct-24                                                                                   | F UPI-AHMEDMUKTHIYAR07OKIC-AHMEDMUKTHIYAR07@OKICICHDFB0040101      |                      | 462333327963 | 10,490.00            |            |

- In the **Bank Reconciliation – Find Matches** screen, the selected transaction appears in the top section, and the bottom sections display the corresponding transactions along with Potential matches.
- Select the transaction from potential match and/or from Available only in Books or Bank, and press **F9** (Add).
- The transaction gets added to your selected transaction.
- Press **R** (Reconcile) to reconcile the transactions.

The transactions between the bank and the book get reconciled.

## 13.5. Reconcile Transactions with Partial Match

You may have transactions that are not a complete match. This may happen if there are bank charges added by the bank or if there is a typo while recording the transaction in your book. In such cases, if you select the transactions and try to reconcile, it will appear as Partly reconciled. So you can alter your transaction or find another transaction to add so that you can match both the bank and book amount and reconcile. You can also see the difference between the transactions selected before you reconcile them.

- Reconcile transactions with partial match.
  - Open the **Bank Reconciliation** report.
  - Select the transactions that are not matching and press **F8** (Reconcile).

You can see the transactions appearing under **Partially Reconciled** section.

| Bank Reconciliation                 |                                                     |             |              |           |  |             | 1-Apr-24 to 7-Nov-24 |            |
|-------------------------------------|-----------------------------------------------------|-------------|--------------|-----------|--|-------------|----------------------|------------|
| Ledger : HDFC - CA-6322             |                                                     |             |              |           |  |             | Deposit              | Withdrawal |
| Date                                | Particulars                                         | Vch Type    | Inst No.     | Inst Date |  |             |                      |            |
| <b>Partially Reconciled (1)</b>     |                                                     |             |              |           |  |             |                      |            |
| 13-Oct-24                           | Sogo Computers                                      | Payment     | 425343623215 | 13-Oct-24 |  | 19,750.00   |                      |            |
| 14-Oct-24                           | NEFT-SOGO COMPUTERS BANGALORE-425343623215-TRF      |             | 425343623215 | 14-Oct-24 |  | 19,800.00   |                      |            |
|                                     |                                                     |             |              |           |  | (-),50.00   |                      |            |
|                                     |                                                     |             |              |           |  | 51,000.00   | 5,04,870.00          |            |
| <b>Available Only in Books (35)</b> |                                                     |             |              |           |  |             |                      |            |
| 29-Sep-24                           | Staff                                               | Opening BRS |              | 29-Sep-24 |  |             | 5,000.00             |            |
| 29-Sep-24                           | Sogo Computers                                      | Opening BRS |              | 29-Sep-24 |  | 50,000.00   |                      |            |
| 1-Oct-24                            | Supreme Computers                                   | Receipt     |              | 1-Oct-24  |  | 1,000.00    |                      |            |
| 2-Oct-24                            | Travelling Expenses                                 | Payment     | 787263333    | 2-Oct-24  |  |             | 4,000.00             |            |
| 3-Oct-24                            | Staff Welfare                                       | Payment     | 435324       | 3-Oct-24  |  |             | 16,000.00            |            |
| 4-Oct-24                            | Hindustan Steel Suppliers                           | Payment     | 787263333    | 4-Oct-24  |  |             | 4,000.00             |            |
| 4-Oct-24                            | Staff Welfare                                       | Payment     | 787263333    | 4-Oct-24  |  |             | 4,000.00             |            |
| 4-Oct-24                            | Staff Welfare                                       | Payment     | 787263333    | 4-Oct-24  |  |             | 4,000.00             |            |
| 5-Oct-24                            | Travelling Expenses                                 | Payment     | 424591087504 | 5-Oct-24  |  |             | 1,630.00             |            |
| 5-Oct-24                            | Staff Welfare                                       | Payment     | 874343       | 5-Oct-24  |  |             | 2,000.00             |            |
| 6-Oct-24                            | Mangalore Chemicals & Fertilizers                   | Payment     | 424693426038 | 6-Oct-24  |  |             | 18,250.00            |            |
| 6-Oct-24                            | Staff Welfare                                       | Payment     | 424693426038 | 6-Oct-24  |  |             | 2,250.00             |            |
| 6-Oct-24                            | Staff Welfare                                       | Payment     | 999000       | 6-Oct-24  |  |             | 620.00               |            |
| 8-Oct-24                            | Nile Apparels                                       | Payment     | 333444       | 8-Oct-24  |  |             | 4,000.00             |            |
| 8-Oct-24                            | Conveyance                                          | Payment     | 424981751424 | 8-Oct-24  |  |             | 5,000.00             |            |
| 10-Oct-24                           | Staff Welfare                                       | Payment     | 461653469790 | 10-Oct-24 |  |             | 5,000.00             |            |
| 11-Oct-24                           | Logitech Asia Pacific Limited                       | Payment     | 7872234664   | 11-Oct-24 |  |             | 3,100.00             |            |
| 12-Oct-24                           | Staff Welfare                                       | Payment     | 425296710843 | 12-Oct-24 |  |             | 40,000.00            |            |
| 12-Oct-24                           | Telephone Expenses                                  | Payment     | 111222       | 12-Oct-24 |  |             | 3,000.00             |            |
| 12-Oct-24                           | Centre for Informal Edn & Dev Studies               | Payment     | 42523557653  | 12-Oct-24 |  |             | 30,000.00            |            |
| 14-Oct-24                           | Meher Capacitors Pvt. Ltd.,                         | Payment     | 42550642312  | 14-Oct-24 |  |             | 10,000.00            |            |
| 20-Oct-24                           | Sogo Computers                                      | Payment     | 900012       | 20-Oct-24 |  |             | 3,000.00             |            |
| 29-Oct-24                           | Transonics Pvt Ltd                                  | Payment     | 425506418116 | 29-Oct-24 |  |             | 9,900.00             |            |
|                                     |                                                     |             |              |           |  | 2,08,450.00 | 1,43,500.00          |            |
| <b>Available Only in Bank (25)</b>  |                                                     |             |              |           |  |             |                      |            |
| 4-Oct-24                            | NEFT-BRIGADE MM - A-Q991786387@YBL-YESB0YBLUPI-4245 |             | 787263333    | 4-Oct-24  |  |             | 4,000.00             |            |
| 5-Oct-24                            | CLG-VENUS STATIONERY MART-874343-424591046726-NA    |             | 874343       | 5-Oct-24  |  |             | 2,000.00             |            |
| 5-Oct-24                            | UPI-SAI TOURS AND TRAVELS-PAYTM-68212760@PTYS-YESB  |             | 424591087504 | 5-Oct-24  |  |             | 1,630.00             |            |
| 6-Oct-24                            | CLG-435324-LUNA SWEETS BAKERY A-Q991786387-NA       |             | 435324       | 6-Oct-24  |  |             | 16,000.00            |            |
| <b>Selected Total</b>               |                                                     |             |              |           |  |             |                      | 21         |

- If you want to alter your transaction, press **Enter** on your book transaction. The **Accounting Voucher Alteration** screen appears.
- Alter the transactions and press **Ctrl+A** to save the voucher.

Once you alter and save the voucher, if both the bank and book amount match it will automatically get reconciled.

## 13.6. Unlink Transactions

If you have mistakenly reconciled a book transaction with the wrong bank transaction during auto-reconciliation or otherwise, you can unlink them to correct the error and make the transaction available for proper reconciliation.

- Unlink the transactions.
  - Open the **Bank Reconciliation Summary** report.
  - Press **F5** (View Reconciled).
  - The **Reconciled transactions – Monthly Summary** screen appears.
  - Select a month and then select the transactions under **Reconciled Through Linking** and press **Alt+F8** (Unlink) to unlink.
  - You can also select the transaction and press **F8** (Modify Match).
    - In the **Bank Reconciliation – Reconciled – Modify Matches** screen, select the corresponding transactions and press **F10** (Remove) to unlink.
    - Select the relevant transactions from the Unreconciled Transactions section and press **F9** (Add) to add the relevant transactions and reconcile.

You can also unlink the exact matches in the Bank Reconciliation report. Once the transactions are unlinked, you can view them in Bank Reconciliation report and reconcile them correctly.

## 14. MANUAL RECONCILIATION OF BANK TRANSACTIONS

Bank reconciliation can be done manually if your organisation follows that process or if you cannot download the required bank statement format for auto-reconciliation. In manual reconciliation, you will need to update the bank clearing date for each transaction. With the Connected Banking feature in TallyPrime, you can now select a transaction and set the status as reconciled, on hold or processed manually.

To perform the bank reconciliation manually, you need to select the manual mode and enter the bank date on which the amount is reflected in your bank. You can also see the Balance as per Company Books, amount Available Only in Books and Available Only in Bank, Expected Bank Balance, Balance as per Bank Statement and Difference if any at the end of the report.

- Open the **Bank Reconciliation Summary** or **Bank Reconciliation** report.
- Press **Alt+R** (Manual Recon).

The **Bank Reconciliation (Manual)** screen appears. You can only see the transactions that are available in books.

| Bank Reconciliation (Manual)            |                             | WHOLESALE [www.TallyPrimeBook.Com] |                 |           | 1-Apr-25 to 30-Sep-25 |              |
|-----------------------------------------|-----------------------------|------------------------------------|-----------------|-----------|-----------------------|--------------|
| Ledger : Axis Bank Current A/c          |                             |                                    |                 |           |                       |              |
| Date                                    | Particulars                 | Instrument No.                     | Instrument Date | Bank Date | Deposit               | Withdrawal   |
| <b>Available Only in Books</b>          |                             |                                    |                 |           |                       |              |
| 1-Apr-25                                | Cash                        | 123456789                          | 1-Apr-25        |           | 15,000.00             |              |
| 1-Apr-25                                | Sale Account- GST/IGST      | 123456789                          | 1-Apr-25        |           | 5,000.00              |              |
| 1-Apr-25                                | Cash                        |                                    | 1-Apr-25        |           |                       | 5,000.00     |
| 1-Apr-25                                | SBI-Current A/c             |                                    | 1-Apr-25        |           |                       | 5,000.00     |
| 2-Apr-25                                | Cash                        |                                    | 2-Apr-25        |           | 30,000.00             |              |
| 5-Apr-25                                | Freight/Forwarding Expenses | 555001                             | 2-Apr-25        |           |                       | 5,000.00     |
| 7-Apr-25                                | M/s G P Sales               |                                    | 7-Apr-25        |           |                       | 50,000.00    |
| 8-Apr-25                                | GST Payable                 |                                    | 8-Apr-25        |           |                       | 45,000.00    |
| 8-Apr-25                                | Expenses Payable            |                                    | 8-Apr-25        |           |                       | 20,000.00    |
| 8-Apr-25                                | Interest Payable            |                                    | 8-Apr-25        |           |                       | 30,000.00    |
| 22-Apr-25                               | Panda Corporation           | 123456                             | 22-Apr-25       |           | 40,000.00             |              |
| 22-Apr-25                               | Basudev Electronics         |                                    | 22-Apr-25       |           | 35,000.00             |              |
| 22-Apr-25                               | Patra Electronics           |                                    | 22-Apr-25       |           | 20,000.00             |              |
| 22-Apr-25                               | Videozone                   |                                    | 22-Apr-25       |           | 50,000.00             |              |
| 7-May-25                                | Municipal Taxes             |                                    | 7-May-25        |           |                       | 6,500.00     |
| 7-May-25                                | Professional Tax            |                                    | 7-May-25        |           |                       | 2,500.00     |
| 7-May-25                                | Income Tax                  |                                    | 7-May-25        |           |                       | 10,000.00    |
| 10-May-25                               | Oum Communication           |                                    | 15-May-25       |           | 28,576.00             |              |
| 10-May-25                               | Prince Mobile               |                                    | 15-May-25       |           | 1,00,000.00           |              |
| 10-May-25                               | Mini Veraity Store          |                                    | 15-May-25       |           | 25,000.00             |              |
|                                         |                             |                                    |                 |           |                       | 81 ▼         |
| Balance as per Company Books :          |                             |                                    |                 |           | 1,70,724.00           |              |
| Available Only in Books :               |                             |                                    |                 |           | 16,56,931.00          | 17,36,207.00 |
| Expected Bank Balance as of 30-Sep-25 : |                             |                                    |                 |           | 2,50,000.00           |              |

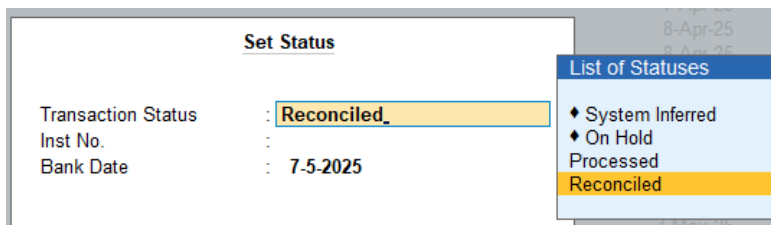
- In the **Bank Reconciliation (Manual)** screen, enter the **Bank Date** column with **Instrument Date, New Date** or **Voucher Date**. You can also enter the date manually.
- Once the bank dates are updated, press **Ctrl+A** to accept the screen.

The transactions between the bank and the book get reconciled.

## 14.1. Set Status for Transactions

You can manually set the status of each transaction as reconciled or unlink any manually reconciled transactions.

- Set status for transactions.
  - Open the **Bank Reconciliation** report.
  - Select a transaction and press **F9** (Set Status).
  - In the **Set Status** screen, select **Reconciled** as the **Transaction Status**.



The **Inst No.** and **Bank Date** is auto-updated based on the entry recorded in the books. If the instrument number is not updated in the book transaction, then the instrument number entered in Set Status will get updated in the book transaction.

- You can update the Bank date, with the date when the transaction is reflected in the bank statement.

Once reconciled, you can see the transaction under **Reconciled Manually** in the **Bank Reconciliation – Reconciled** report.

## 15. CREATE AUTOMATED VOUCHERS

When you import a bank statement, there may be entries that are not recorded in the books. You can create those transactions directly from Bank Reconciliation report. Select a single transaction from the bank and create a single voucher,

After importing the bank statement, you may come across transactions like bank charges or bank interest, even an amount received from a customer which is not recorded in your books. You can select the bank transaction and directly create a single voucher. Once the voucher is created, the transactions get reconciled automatically.

- Create single voucher.
  - Open the **Bank Reconciliation** report.
  - Select the transaction and press **F7** (Create Vch/Multi-Vch).

| Bank Reconciliation            |                                  |          |           |           |            | WHOLESALER [www.TallyPrimeBook.com] |  |
|--------------------------------|----------------------------------|----------|-----------|-----------|------------|-------------------------------------|--|
| Ledger : Axis Bank Current A/c |                                  |          |           |           |            | 1-Apr-25 to 30-Sep-25               |  |
| Date                           | Particulars                      | Inst No. | Inst Date | Deposit   | Withdrawal |                                     |  |
| 19 ▲                           |                                  |          |           |           |            |                                     |  |
| 10-May-25                      | Sidhi Vinayak Traders            |          | 15-May-25 | 5,000.00  |            |                                     |  |
| 10-May-25                      | Unique Kitchen Solution          |          | 15-May-25 | 10,000.00 |            |                                     |  |
| 10-May-25                      | M/s. Loknath Infotech            |          | 15-May-25 | 15,000.00 |            |                                     |  |
| 10-May-25                      | MAA Enterprises                  |          | 15-May-25 | 25,000.00 |            |                                     |  |
| 20-May-25                      | Maans Techno Systems (IGST)      |          | 20-May-25 | 50,000.00 |            |                                     |  |
| 20-May-25                      | Panda Corporation                |          | 20-May-25 | 50,000.00 |            |                                     |  |
| 20-May-25                      | Prince Mobile                    |          | 20-May-25 | 56,000.00 |            |                                     |  |
| 21-May-25                      | M/s G P Sales                    |          | 21-May-25 |           | 50,000.00  |                                     |  |
| 21-May-25                      | Dev Solutions Tech Pvt. Ltd.     |          | 21-May-25 |           | 47,192.00  |                                     |  |
| 21-May-25                      | Yours Wellness Center            |          | 21-May-25 |           | 56,305.00  |                                     |  |
| 21-May-25                      | Ansh Enterprises                 |          | 21-May-25 |           | 20,000.00  |                                     |  |
| 21-May-25                      | JK Agency                        |          | 21-May-25 |           | 27,325.00  |                                     |  |
| 21-May-25                      | Fortunate Technologies Pvt. Ltd. |          | 21-May-25 |           | 30,000.00  |                                     |  |
| 21-May-25                      | Jagadamba Enterprises            |          | 21-May-25 |           | 35,711.00  |                                     |  |
| 25-May-25                      | Gitanjali Traders (IGST)         |          | 25-May-25 | 70,000.00 |            |                                     |  |
| 29-May-25                      | SBI-Current A/c                  |          | 29-May-25 |           | 40,000.00  |                                     |  |
| 30-May-25                      | Bharat Sales Emporium            |          | 30-May-25 | 8,600.00  |            |                                     |  |
| 30-May-25                      | Gitanjali Traders (IGST)         |          | 30-May-25 | 10,000.00 |            |                                     |  |
| 30-May-25                      | Maans Techno Systems (IGST)      |          | 30-May-25 | 10,000.00 |            |                                     |  |
| 30-May-25                      | Panda Corporation                |          | 30-May-25 | 10,000.00 |            |                                     |  |
| 30-May-25                      | Shiva Sai Distributors (IGST)    |          | 30-May-25 | 11,000.00 |            |                                     |  |
| 30-May-25                      | Videozone                        |          | 30-May-25 | 10,000.00 |            |                                     |  |
| 2-Jun-25                       | M/s G P Sales                    |          | 2-Jun-25  |           | 92,000.00  |                                     |  |
| 2-Jun-25                       | Dev Solutions Tech Pvt. Ltd.     |          | 2-Jun-25  |           | 77,200.00  |                                     |  |
| 2-Jun-25                       | Yours Wellness Center            |          | 2-Jun-25  |           | 88,200.00  |                                     |  |
| <b>Selected Total</b>          |                                  |          |           |           | 56 ▼       |                                     |  |

The **Accounting Voucher Creation** screen appears.

- Record the transaction and press **Ctrl+A** to save the voucher.

Once the voucher is saved the transaction will get reconciled in the Bank Reconciliation report.

## 16. BACKUP COMPANY DATA TO TALLYDRIVE OR LOCAL DRIVE OR AUTO BACKUP

TallyPrime Release 7.0 introduces TallyDrive, a secure cloud storage to back up your company data. Backing up to TallyDrive ensures that your data is safely stored online, protected from local system failures, and accessible whenever needed.

### What Is It?

**Tally Drive** is Tally's own secure cloud storage solution—built specifically for financial data. Think of it as Google Drive, but designed exclusively for accountants who need bulletproof backup security.

Schedule backup of your data to TallyDrive or local storage as per your set frequency. Schedules run even when TallyPrime is closed.

### Why It Matters :

Remember the panic of losing client data? Or carrying USB drives everywhere? Those days are over.

**For Example:** Imagine you're a Chartered Accountant with clients across India. You're in your Mumbai office when suddenly—you need to fly to Delhi for an emergency client meeting. You forgot your laptop. In the old days, you'd be stuck. With Tally Drive?

1. Walk into any computer with Tally Prime 7.0
2. Log into your Tally Drive account
3. Restore your client's company data in minutes
4. Work seamlessly, reconcile accounts, close the deal
5. Fly to your next meeting in Bangalore—no laptop needed

### The Magic Features :

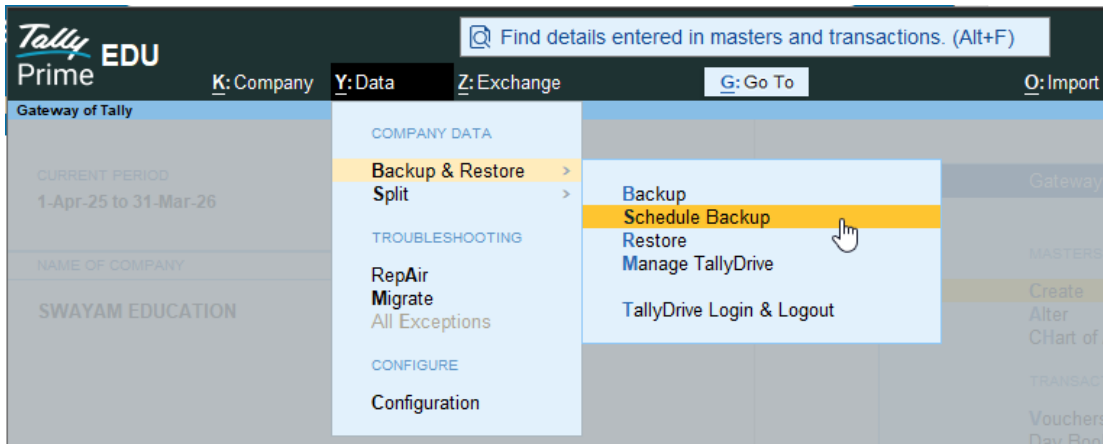
| Feature                    | What It Does                                                   | Who Needs It           |
|----------------------------|----------------------------------------------------------------|------------------------|
| <b>Automatic Backup</b>    | Backs up data without clicking a button                        | Everyone               |
| <b>Scheduled Backup</b>    | Set daily/weekly backup times (e.g., every evening at 8:01 PM) | Multi-client practices |
| <b>Cross-Device Access</b> | Work from any computer, anywhere                               | Traveling accountants  |
| <b>Secure Encryption</b>   | Bank-level security for sensitive data                         | CA/CS professionals    |

**Important:** Tally Drive requires an active **Tally.Net subscription**. If you're using the educational/demo version, this feature won't be available.

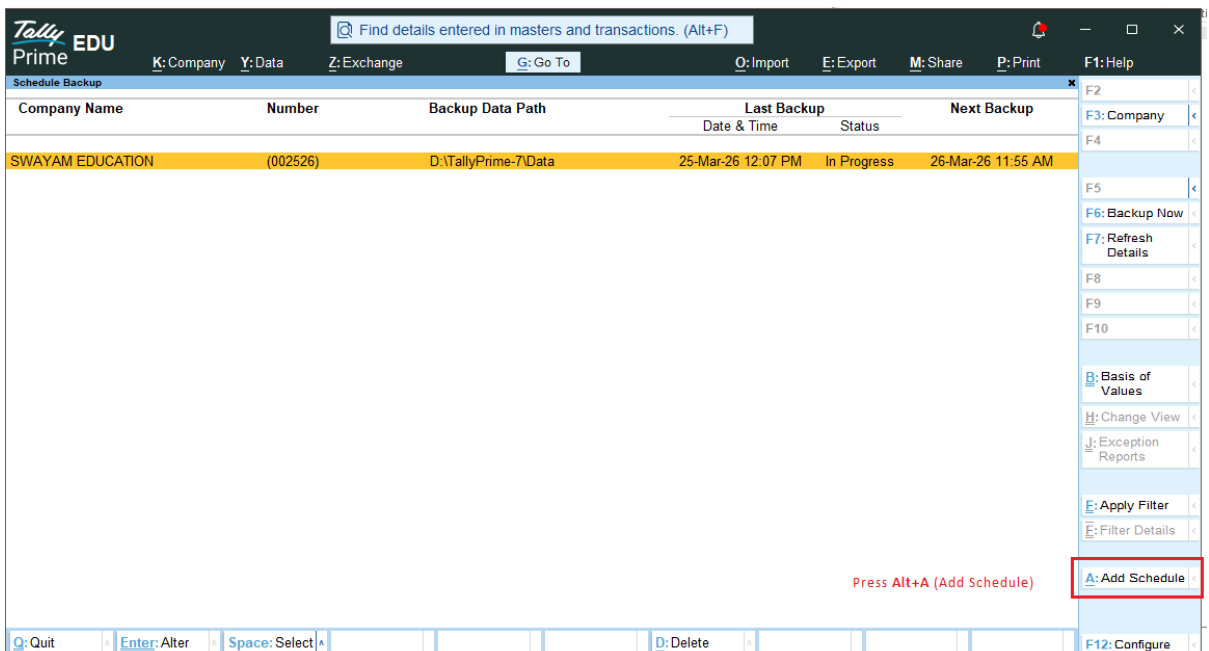
## 16.1. Schedule Backup of Company Data to TallyDrive | Auto Backup

TallyPrime lets you schedule regular backups of your company data to TallyDrive, so you don't have to rely on manual backups and local storage. Once you set a schedule, it automatically backs up your data to TallyDrive, even when TallyPrime is not running. You can also encrypt your backups on TallyDrive using a Backup Password and Recovery Key.

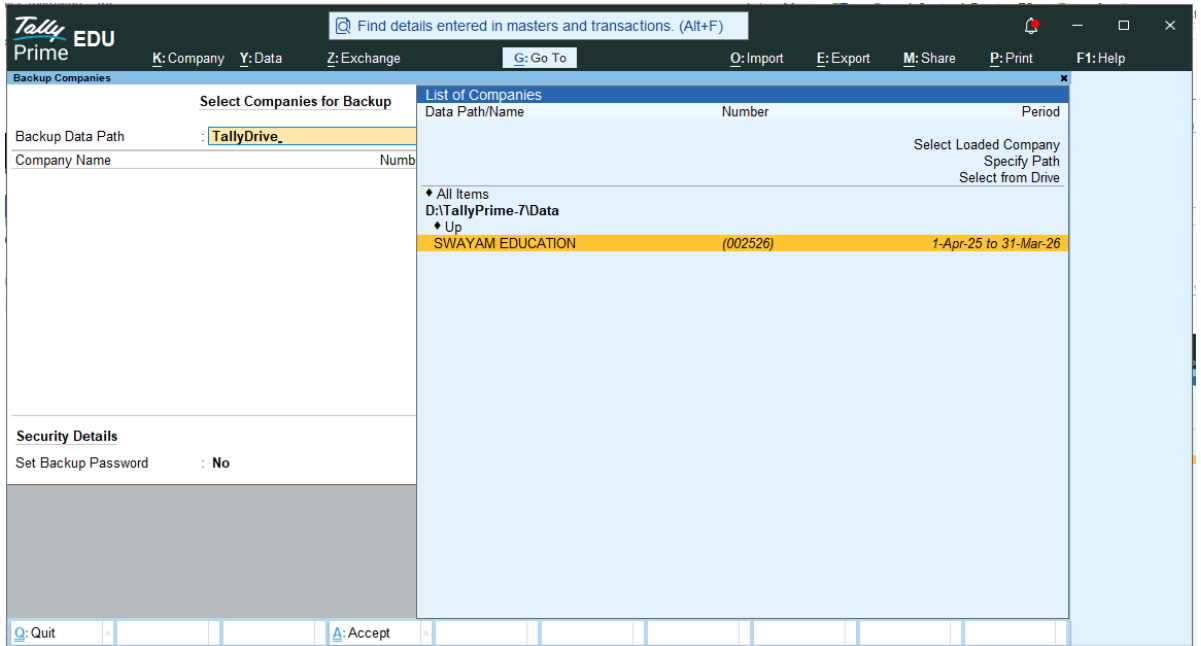
1. Press **Alt+Y** (Data) > **Backup & Restore** > **Schedule Backup**.



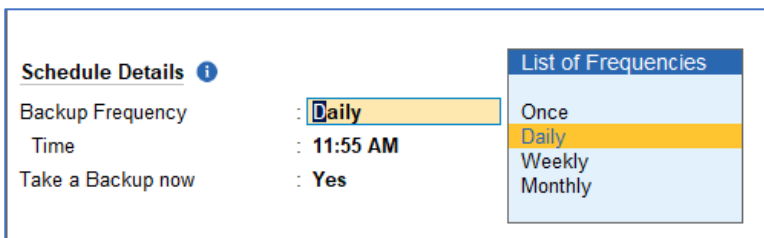
In case you have already scheduled backups for one or more companies, the **Backup Schedule** report will open.



Press **Alt+A** (Add Schedule) to create a backup schedule.

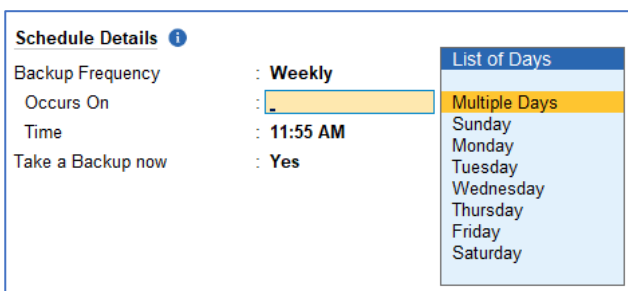


2. Press **Backspace** and change **Backup Data Path** to **TallyDrive**, if needed.
3. Under **Company Name**, select one or more companies, or choose **All Items** to include all companies.  
The **List of Companies** shows companies available under the configured Company Data Path. If needed, you can:
  - **Specify Path** to select companies from another location
  - **Select from Drive** to select from a local drive
  - **Select Loaded Company** to select from the loaded companies
4. Select **End of List** and press **Enter**.
5. Enter the **Schedule Details**.

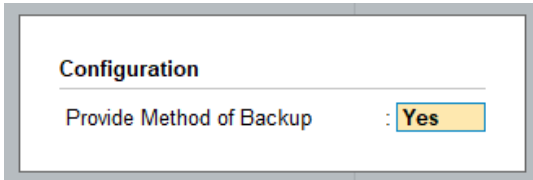


- a. **Backup Frequency:** Select **Once**, **Daily**, **Weekly**, or **Monthly**.  
By default, it is set to **Daily**.

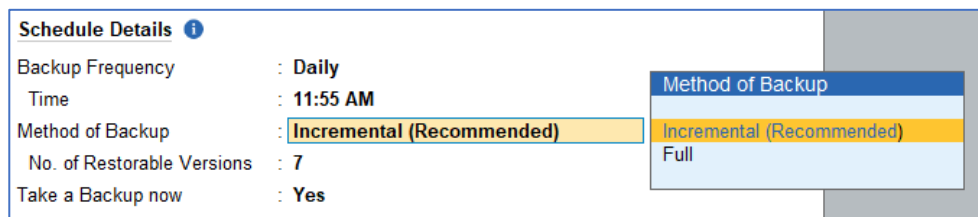
For **Weekly** or **Monthly** schedules, you can select multiple days of the week or multiple dates of the month as needed.



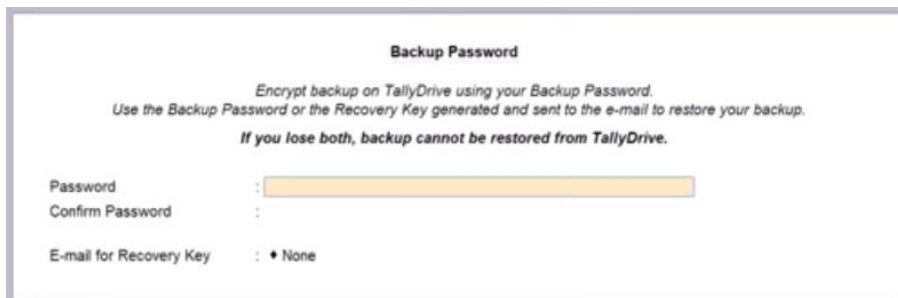
- b. **Time:** Specify when the backup should run.
  - c. **Take a Backup now:** This option is enabled by default. It ensures a backup is created immediately after you save the schedule. You can disable this option if needed.
2. Configure **Method of Backup** and **Restorable Versions**, if needed.
- a. Press **F12** and enable **Provide Method of Backup**.



- b. Under **Schedule Details:**
  - i. Select **Method of Backup:**



- **Incremental** (default, recommended): Takes a full backup once, and only backs up changes made since the last backup. Saves time and storage.
      - **Full:** Takes a complete backup every time. Requires more time and storage.
    - ii. Enter **No. of Restorable Versions:** It defines how many past backups TallyPrime will keep for restoration. Default is **7 versions**. You can set this between **1 and 366**, based on business needs.
3. Enter the **Security Details** to add a backup a password and recovery key to encrypt backup on TallyDrive. It ensures that only users with the password or key can restore the backup file.
- a. Enable the option **Set Backup Password** to add a backup password.
  - b. Enter the **Password** and **Confirm Password**.



- c. Under **E-mail for Recovery Key**, enter the e-mail to send the recover key. You can use this key to restore backup, in case you forget the backup password. By default, it is sent to the Tally.NET ID used to login to TallyDrive.

**Backup Schedule Creation**

**Select Companies to Schedule Backup**

Backup Data Path : TallyDrive

| Company Name                | Number   |
|-----------------------------|----------|
| National Trading Co Pvt Ltd | (100000) |
| National Enterprises        | (100002) |

**Schedule Details** ⓘ

Backup Frequency : Daily  
Time : 7:00 PM  
Method of Backup : Incremental (Recommended)  
No. of Restorable Versions : 7  
Take a Backup now : Yes

**Security Details**

Set Backup Password : Yes

Accept ?  
Yes or No

4. Press **Ctrl+A** to save the backup schedule.
5. Log in to TallyDrive using your Tally.NET ID and password.

**Log in to TallyDrive**  
(Log in with a Tally.NET ID to access TallyDrive Services.)

Tally.NET ID :

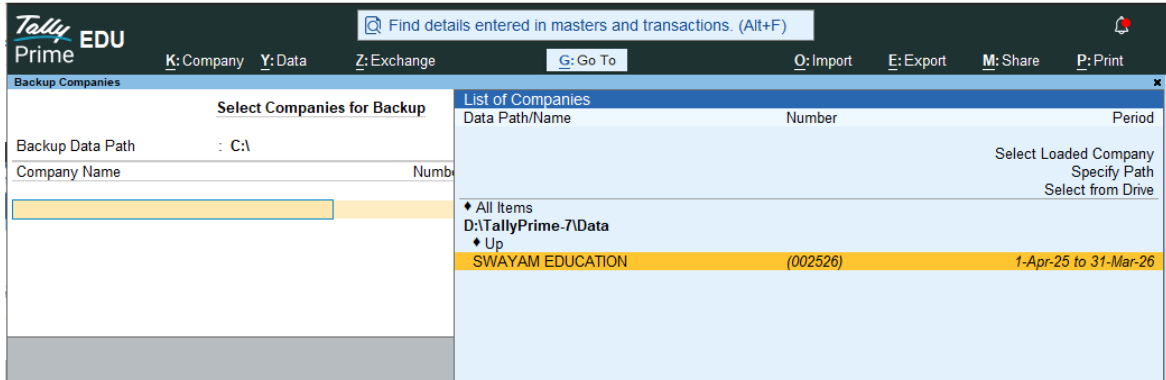
**Log in to TallyDrive**  
Logging in as ju@tally.com

Tally.NET Password :

## 16.2. Take Backup of Company Data to TallyDrive

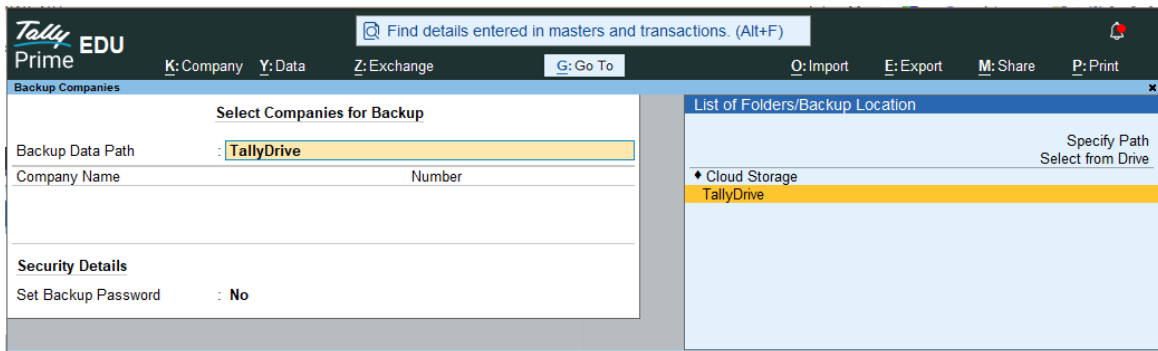
Taking a backup of your data on TallyDrive ensures a secure, online copy is available in case of data loss or system failure.

1. Press **Alt+Y** (Data) > **Backup & Restore** > **Backup**.



The **Backup Data Path** is set to TallyDrive, by default (Sometimes).

2. Press **Backspace** and change **Backup Data Path** to TallyDrive, if needed.



3. Under **Company Name**, select companies for backup.

You can select one or more companies, or choose **All Items** to include all companies. The **List of Companies** shows companies available under the configured Company Data Path. If needed, you can:

- **Specify Path** to select companies from another location
  - Select from local **Drive**
  - Select the **Select Loaded Company**
4. Select **End of List** and press **Enter**.
  5. Enter the **Security Details** to add a backup a password and recovery key to encrypt backup on TallyDrive.

It ensures that only users with the password or key can restore the backup file.

- a. Enable the option **Set Backup Password** to add a backup password.
- b. Enter the **Password** and **Confirm Password**.
- c. Under **E-mail for Recovery Key**, enter the e-mail to send the recover key.

You can use this key to restore backup, in case you forget the backup password. By default, it is sent to the Tally.NET ID used to login to TallyDrive.

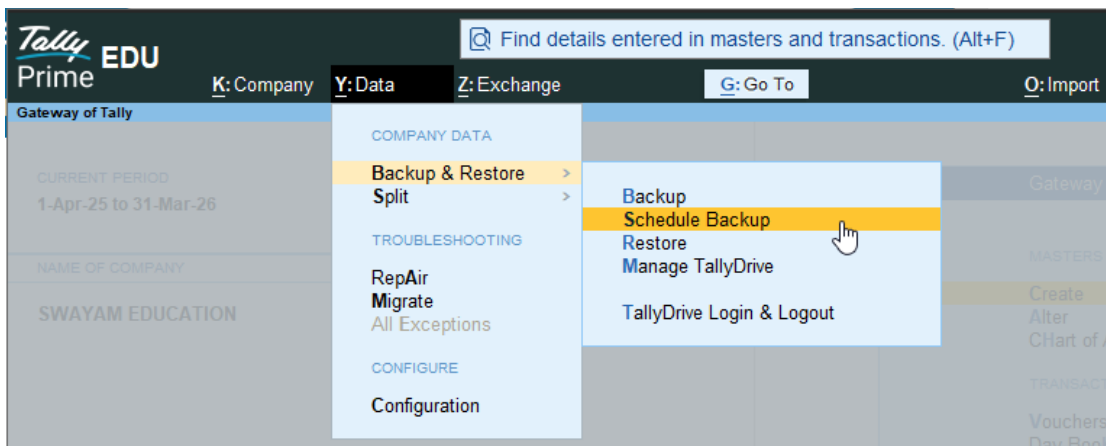
| Backup Companies            |              |
|-----------------------------|--------------|
| Select Companies for Backup |              |
| Backup Data Path            | : TallyDrive |
| Company Name                | Number       |
| National Trading Co Pvt Ltd | (100000)     |
| National Enterprises        | (100002)     |
| <b>Security Details</b>     |              |
| Set Backup Password         | : Yes        |
| Accept ?                    |              |
| Yes or No                   |              |

6. Press **Ctrl+A** to save the backup form.
7. Log in to TallyDrive using your Tally.NET ID and password.

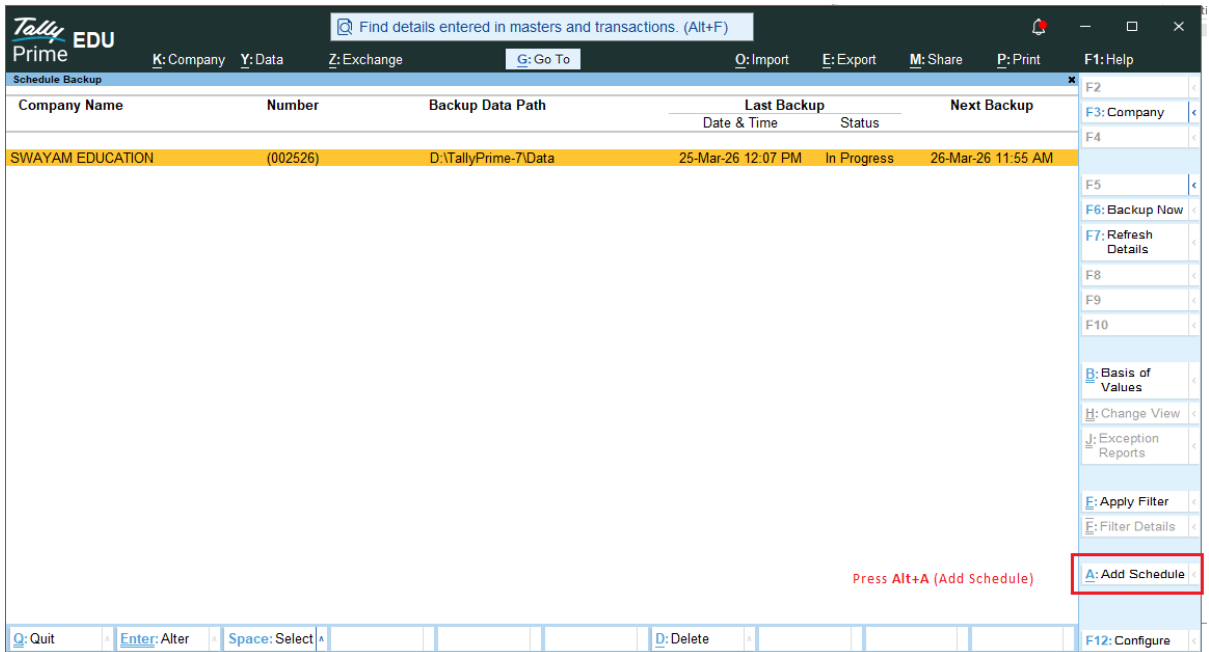
## 16.3. Schedule Backup of Company Data to Local Drive | Auto Backup

TallyPrime lets you schedule regular backups of your company data to local drive.

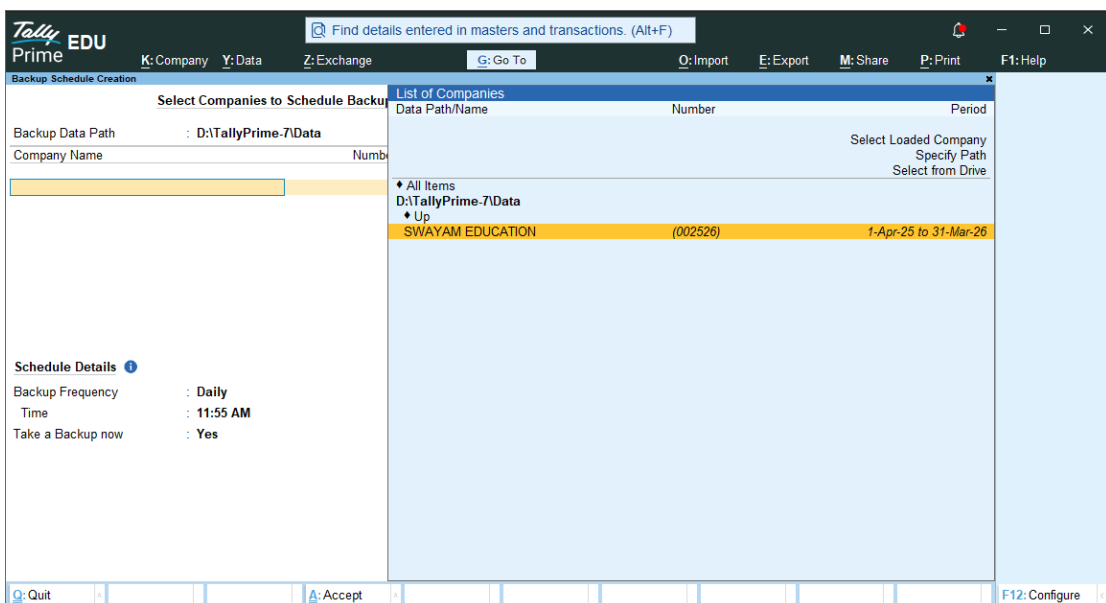
1. Press **Alt+Y** (Data) > **Backup & Restore** > **Schedule Backup**.



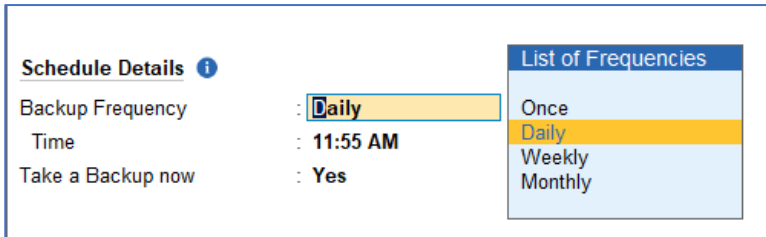
In case you have already scheduled backups for one or more companies, the **Backup Schedule** report will open.



Press **Alt+A** (Add Schedule) to create a backup schedule.

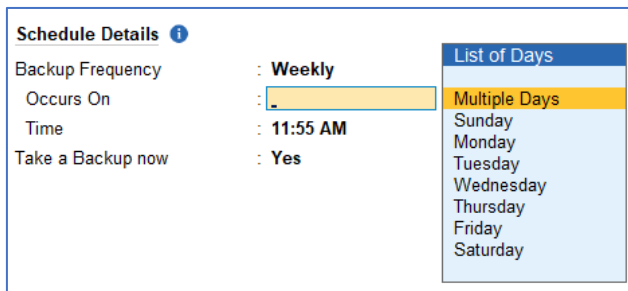


2. Press **Backspace** and change **Backup Data Path** to **Local Drive**, if needed.
3. Under **Company Name**, select one or more companies, or choose **All Items** to include all companies.  
The **List of Companies** shows companies available under the configured Company Data Path. If needed, you can:
  - **Specify Path** to select companies from another location
  - **Select from Drive** to select from a local drive
  - **Select Loaded Company** to select from the loaded companies
4. Select **End of List** and press **Enter**.
5. Enter the **Schedule Details**.

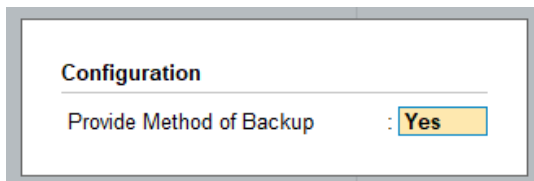


- a. **Backup Frequency:** Select **Once**, **Daily**, **Weekly**, or **Monthly**.  
By default, it is set to **Daily**.

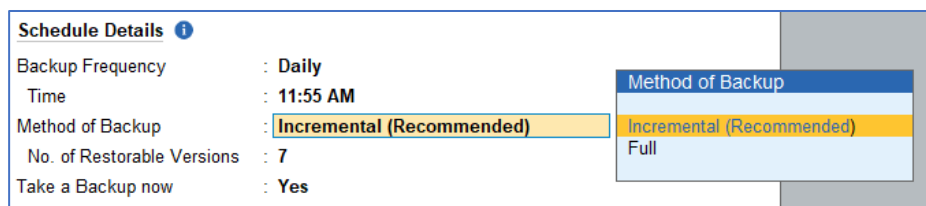
For **Weekly** or **Monthly** schedules, you can select multiple days of the week or multiple dates of the month as needed.



- b. **Time:** Specify when the backup should run.
- c. **Take a Backup now:** This option is enabled by default. It ensures a backup is created immediately after you save the schedule. You can disable this option if needed.
6. Configure **Method of Backup** and **Restorable Versions**, if needed.
- a. Press **F12** and enable **Provide Method of Backup**.



- b. Under **Schedule Details:**
- i. Select **Method of Backup:**



- **Incremental** (default, recommended): Takes a full backup once, and only backs up changes made since the last backup. Saves time and storage.
  - **Full:** Takes a complete backup every time. Requires more time and storage.
- ii. Enter **No. of Restorable Versions:** It defines how many past backups TallyPrime will keep for restoration. Default is **7 versions**. You can set this between **1 and 366**, based on business needs.

**Backup Schedule Creation**

**Select Companies to Schedule Backup**

Backup Data Path : **TallyDrive**

| Company Name                       | Number   |
|------------------------------------|----------|
| <b>National Trading Co Pvt Ltd</b> | (100000) |
| <b>National Enterprises</b>        | (100002) |

**Schedule Details** ⓘ

Backup Frequency : **Daily**  
 Time : **7:00 PM**  
 Method of Backup : **Incremental (Recommended)**  
 No. of Restorable Versions : **7**  
 Take a Backup now : **Yes**

**Security Details**

Set Backup Password : **Yes**

Accept ?

Yes or No

7. Press **Ctrl+A** to save the backup schedule.

You can view the schedules created in the Schedule Backup report.

To open the Schedule Backup report,

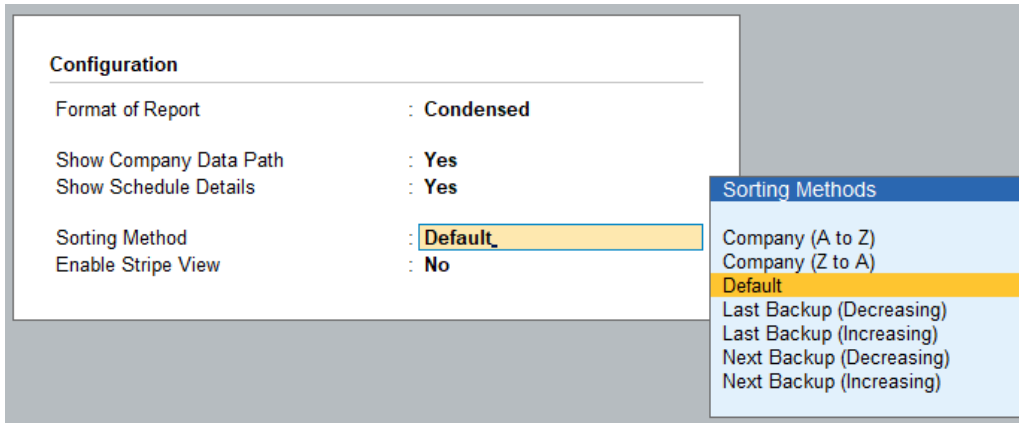
- Press **Alt+Y (Data) > Backup & Restore > Schedule Backup**.

| Company Name     | Number   | Backup Data Path     | Last Backup        |             | Next Backup        |
|------------------|----------|----------------------|--------------------|-------------|--------------------|
|                  |          |                      | Date & Time        | Status      |                    |
| SWAYAM EDUCATION | (002526) | D:\TallyPrime-7\Data | 25-Mar-26 12:07 PM | In Progress | 26-Mar-26 11:55 AM |

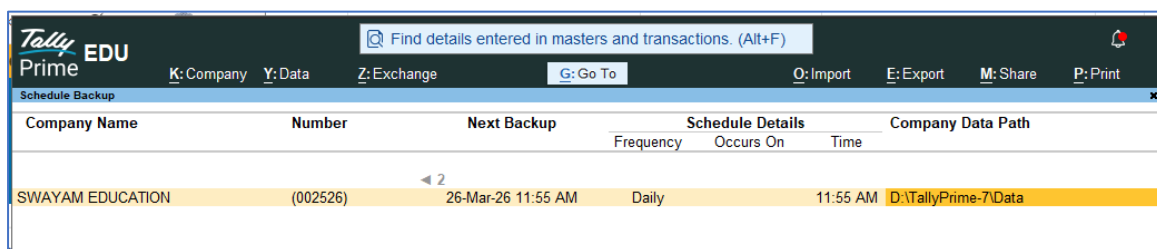
The report displays the **Company Name**, **Number**, **Backup Data Path**, **Last Backup** details such as the **Date & Time** and **Status**, and the date and time of the **Next Backup**.

To view the **Schedule Details** on the report,

Press **F12 (Configure)** and enable the option **Show Schedule Details**.



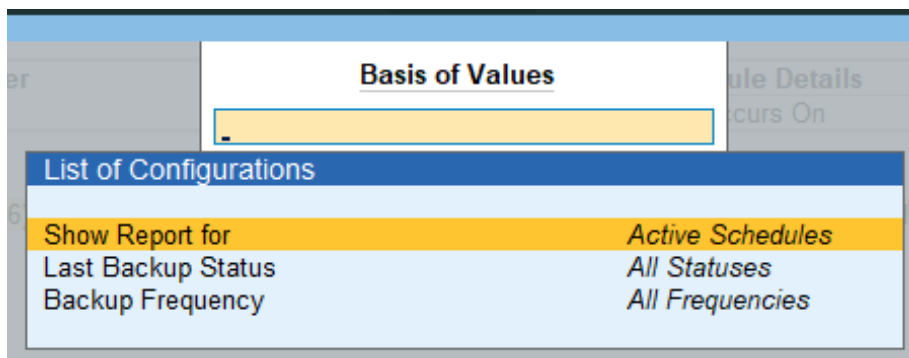
Once enabled, you can see the **Schedule Details** such as the backup frequency, its occurrence, and time.



Press **Alt+F5** (Detailed) to have a detailed view of the report.

What's more! You also have the option to configure the report as per the type of schedules, last backup status, and backup frequency from the Basis of Values.

Press **Ctrl+B** (Basis of Valuses) and configure as required.



**Show report for:** Configure this option to view the type schedule such as active, paused, completed, or all.

**Last Backup Status:** Configure this option to view schedules based on the last backup status such as in progress, success, failed, on hold, or yet to start.

**Backup Frequency:** Configure this option to view schedules based on the backup frequency once, daily, monthly, weekly, or all.

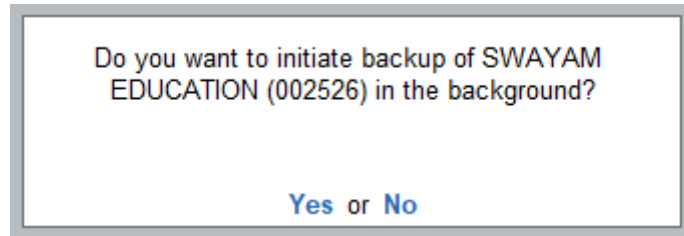
Note that to configure the report as per the Backup Frequency, you must first enable the option **Show Schedule Details** from **F12** (Configure).

You can also refresh the report details by press **F7** (Refresh Details). This is useful when you want to see the latest schedule details.

## 16.4. Backup Now

You can also take an immediate backup from the Schedule Backup report when the scheduled backup is set for a later time.

Press **Spacebar** to select the required company and press **F6** (Backup Now).



- Press **Y** to click **Yes** to confirm.  
This will initiate a backup of the selected company in the background.

## 16.5. Backup Log

**Backup Log** in the Schedule Backup report lists all backups taken as part of this backup schedule.

To view the Backup Log,

- Place the cursor on the required schedule and press **Enter**.

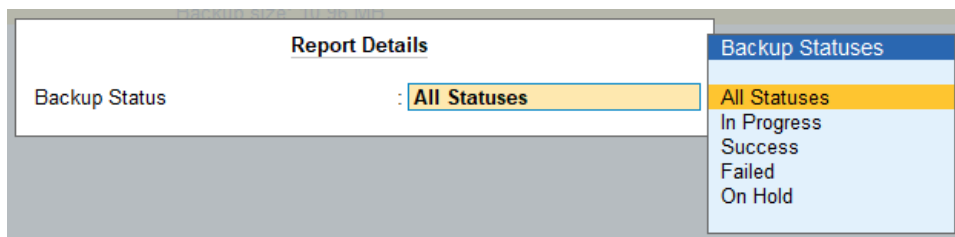
| Company            | :       | SWAYAM EDUCATION (002526)                                                                             |
|--------------------|---------|-------------------------------------------------------------------------------------------------------|
| Backup Data Path   | :       | D:\TallyPrime-7\Data                                                                                  |
| Backup Frequency   | :       | Daily                                                                                                 |
| Time               | :       | 11:55 AM                                                                                              |
| Date & Time        | Status  | Remarks                                                                                               |
| 25-Mar-26 12:07 PM | Success | Backup completed successfully to D:\TallyPrime-7\Data\TSDBK1800_002526.001.<br>Backup size: 10.96 MB. |

The report shows the **Company** details, **Backup Data Path**, **Backup Frequency**, **Occurs On**, and **Time** as per the schedule. It also displays the **Date & Time** of the last backup, its **Status**, and **Remarks** to help you understand the status.

If you want to take an immediate backup of the company, press **F6** (Backup Now) and press **Y** or **Enter** to confirm. This will initiate a backup of the selected company.

You can configure the Backup Log of a company as per the Backup Status, if required.

Press **Ctrl+B** (Basis of Values) and select the **Backup Status**.



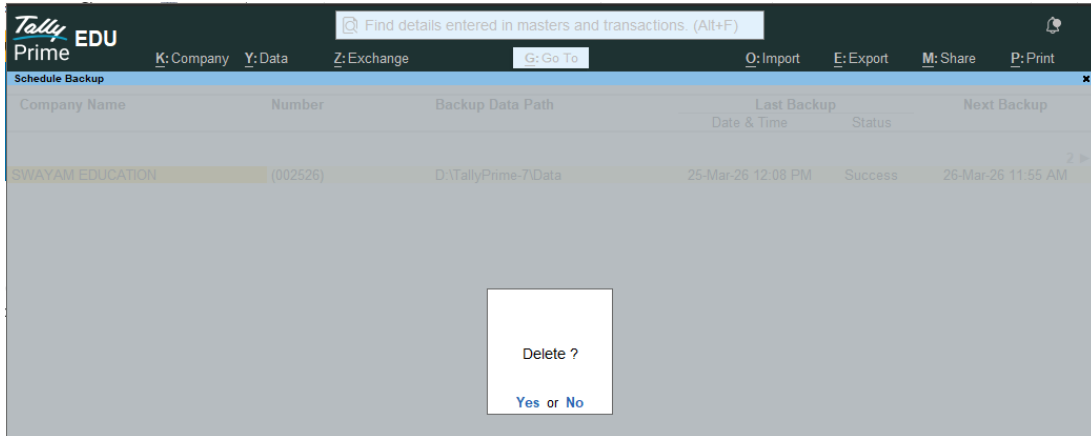
Once configured, the Backup Log will display only the backups as per the selected backup status.

## 16.6. Delete Backup Schedule

You can easily delete schedules you no longer need for backing up your company data. Note that deleting the schedule will only delete the task and its [backup log](#), and not the associated backups taken on TallyDrive or local drive.

To delete a schedule or multiple schedules,

1. Select the schedules you want to delete and press **Alt+D** (Delete).



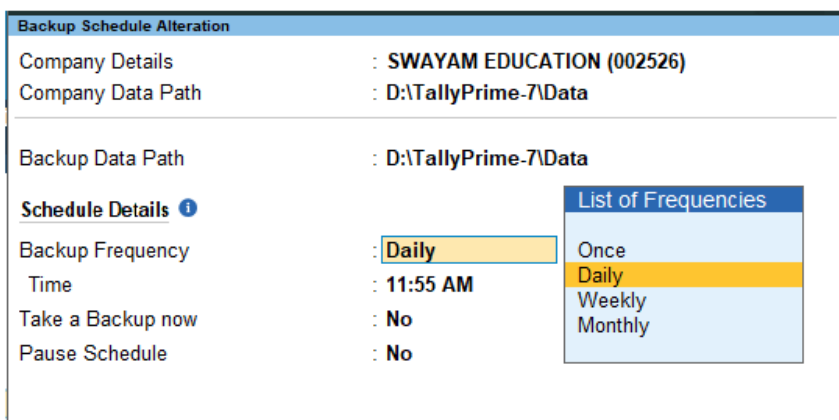
2. Press **Y** or **Enter** to confirm.

## 16.7. Alter Backup Schedule

The Schedule Backup report in TallyPrime provides you the flexibility to alter the schedules as and when required. Whether the backup was scheduled to TallyDrive or to a local drive, you can alter it from the Schedule Backup report.

To alter a schedule on a local drive or Tally Drive,

1. Select the schedule you want to alter and press **Ctrl+Enter** (Alter Schedule). The **Schedule Backup Alteration** screen will appear.



2. Alter the schedule details as required.

If you change the **Backup Data Path** of a schedule from local drive to TallyDrive, you will get the option to enter the **Security Details**, and prompted to log in to TallyDrive.

3. Enable the option **Take a Backup Now**, if needed.  
It ensures a backup is created immediately after you save the schedule, even if your actual scheduled backup is set for a later date and time.
4. Enable the option **Pause Schedule**, if needed.  
It will pause the schedule, and it will not run at the scheduled date and time until you resume it.
5. Press **Ctrl+A** to save the schedule.

## 17. RESTORE BACKUP DATA IN TALLYPRIME

The Restore company data feature helps you in restoring your company backup effortlessly. It ensures the smooth recovery of your company's data when required.

In TallyPrime, you can easily restore backup data from TallyDrive and local drive.

1. Press **Alt+Y** (Data) > **Backup & Restore** > **Restore**.

**Restore Data Path:** This is the location where your company data will be restored. You can change the path, if needed.

2. Select **TallyDrive (Cloud Storage)** and log in to TallyDrive.
3. Select the company you want to restore.
  - a. **Select Backup:** If your Tally.NET ID is associated with multiple licenses using TallyDrive, select the backup or multiple backups grouped under the respective Account IDs and serial numbers.
  - b. **Select Version:** If more than one version of the backup is available, the **List of Versions** table will appear, with the latest version shown at the top. Select the version based on the Date & Time of Backup.

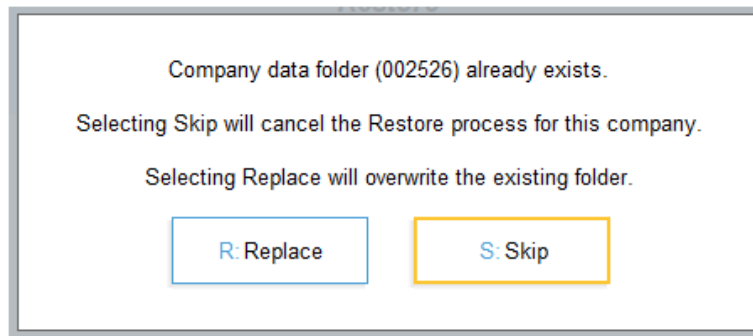
| Select Companies for Restore |        |                       | Date & Time of Backup |                   |
|------------------------------|--------|-----------------------|-----------------------|-------------------|
| Restore Data Path            | Number | Date & Time of Backup |                       |                   |
| D:\Restore Data              |        |                       | 4-Nov-25 (7:25 pm)    | Password Required |
|                              |        |                       | 31-Oct-25 (5:26 pm)   | Password Required |
|                              |        |                       | 30-Oct-25 (1:10 pm)   | Password Required |
|                              |        |                       | 21-Oct-25 (2:39 pm)   | Password Required |
|                              |        |                       | 21-Oct-25 (2:35 pm)   | Password Required |
|                              |        |                       | 21-Oct-25 (2:22 pm)   | Password Required |
|                              |        |                       | 21-Oct-25 (2:21 pm)   | Password Required |
|                              |        |                       | 21-Oct-25 (2:20 pm)   | Password Required |
|                              |        |                       | 21-Oct-25 (2:15 pm)   | Password Required |

4. Press **Ctrl+A** to initiate restore.

If the backup is password-protected in TallyDrive, enter the Backup Password or Recovery Key. In case multiple backups have the same password, the remaining companies will be automatically restored if the option **Auto-restore companies with the same Backup Password** is enabled

If the company is vaulted, enter the TallyVault password.

If a file with the same name already exists in the destination, you will see options to **Skip** or **Replace**.



- Select **Skip** to cancel the restore for the company.
- Select **Replace** to overwrite the existing folder with the backup.

This is applicable to TallyDrive as well local backup, and also the backups downloaded from TallyDrive.

## 18. SMART FIND IN TALLYPRIME – SEARCH LIKE YOU THINK

### The Frustration We All Know

You're reviewing a balance sheet. You see "**India Glasses Limited**" as a debtor. You need to check their payment history.

#### Old way:

1. Press Display → Account Books → Ledger
2. Press D then A then L (DAL shortcut)
3. Type "India Glasses Limited" (hope you spell it right!)
4. Set date range
5. Finally view transactions

**Time:** 45-60 seconds. **Annoyance:** High.

### Smart Find: The Game Changer

Press **Alt + F** (Smart Find). Type "**India**". Hit Enter.

#### Everything appears instantly:

- The complete ledger
- All transactions with that party
- Bill numbers, amounts, dates
- Outstanding balances

**Spelling mistakes? No problem.** Type "**SAHI**" instead of "**SAHNI**"? Press **F9** to "**Include Similar Spellings**"—Tally finds close matches automatically.

**For Example:** You're on the phone with a client who says, "Check my account with Sharmaji." You don't remember if it's "Sharma Enterprises," "Sharma & Sons," or "R.K. Sharma." Just type "**Sharma**" in Smart Find—all variations appear. Magic.

## 18.1. Find Details Instantly

If you want to quickly identify which party a specific cheque was issued to, use TallyPrime's Find feature.

1. From any screen, press **Alt+F**.
2. Enter the cheque number and press **Enter**.

In the **Find – Results** screen, under **Matches Found In**, you can view the field name where the match is found.

| Find - Results                         |              | National Enterprise (HO) |                                        |
|----------------------------------------|--------------|--------------------------|----------------------------------------|
| Looked for: <b>101301</b>              |              |                          |                                        |
| Transactions from 1-Apr-25 to 1-Sep-25 |              |                          | (Showing 1 result)                     |
| Date                                   | Particulars  | Vch Type                 | Vch No. Matches Found In               |
| 1-Jul-25                               | XLS Advisors | Payment                  | 4. <b>Narration, Instrument Number</b> |
| Masters                                |              |                          |                                        |
| Particulars                            | Master Type  | Matches Found In         |                                        |
| No results found                       |              |                          |                                        |

3. Select the transaction and press **Alt+H** (Details of Match). The matched keyword appears in **bold** for an exact match and in **bold italics** when it matches a keyword with similar spelling.

| Details of Match for: <b>Voucher No.4</b> |                                                  |
|-------------------------------------------|--------------------------------------------------|
| Matches Found In                          | Value                                            |
| Narration                                 | <b>Paid to XLS Advisors via cheque no 101301</b> |
| Instrument Number                         | <b>101301</b>                                    |

You can further drill down from the transaction to view or edit the voucher.

## 18.2 Include Similar Spellings

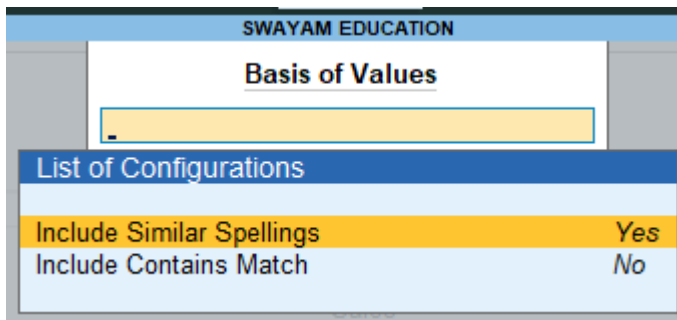
Before creating a ledger, you might want to check if one already exists with a slightly different spelling to avoid creating duplicates. You can do this using the **Include Similar Spellings** option. For text, results that match both exact and similar spellings are displayed. However, for numbers or alphanumeric values, only exact matches are shown.

| Find - Results                         |                       | National Enterprise (HO) |                          |
|----------------------------------------|-----------------------|--------------------------|--------------------------|
| Looked for: <b>sourav traders</b>      |                       |                          |                          |
| Transactions from 1-Apr-25 to 1-Sep-25 |                       |                          | (Showing 7 results)      |
| Date                                   | Particulars           | Vch Type                 | Vch No. Matches Found In |
| 1-Apr-25                               | <b>Sourav Traders</b> | Sales                    | INV/1234 Ledger Name     |
| 5-Apr-25                               | Sourav Traders        | Sales                    | INV/1235 Ledger Name     |
| 1-May-25                               | Sourav Traders        | Sales                    | INV/1239 Ledger Name     |
| 15-Jun-25                              | Sourav Traders        | Sales                    | INV/1241 Ledger Name     |
| 1-Aug-25                               | Sourav Traders        | Sales                    | INV/1251 Ledger Name     |
| 2-Apr-25                               | Sourav Traders        | Credit Note              | 1 Ledger Name            |
| 4-Apr-25                               | Sourav Traders        | Receipt                  | 1 Ledger Name            |
| Masters                                |                       |                          | (Showing 1 result)       |
| Particulars                            | Master Type           | Matches Found In         |                          |
| <b>Sourav Traders</b>                  | Ledger                | Name                     |                          |

If you are looking for **Sourav Traders**, by default, **Find** will show only exact matches.

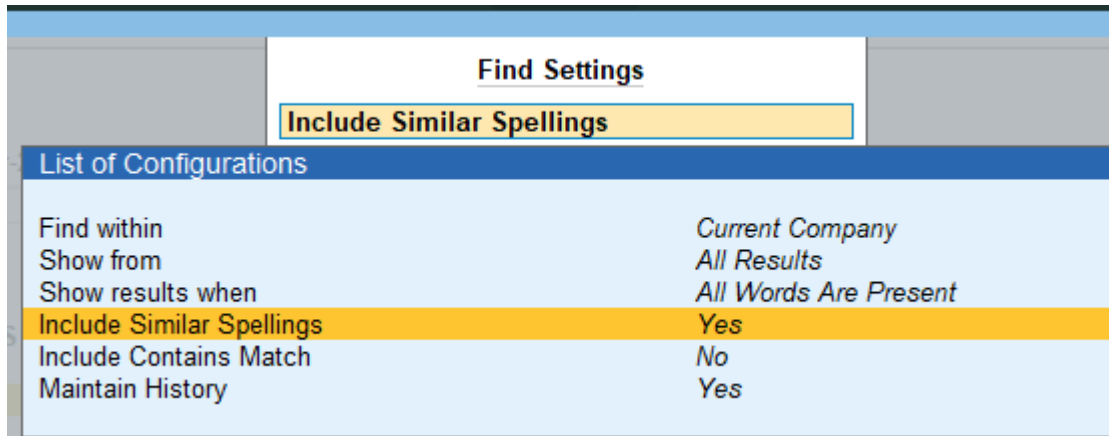
- Press **F9** (Include Similar Spellings) to modify the current results.

Alternatively, press **Ctrl+B** (Basis of Values) and enable **Include Similar Spellings**.



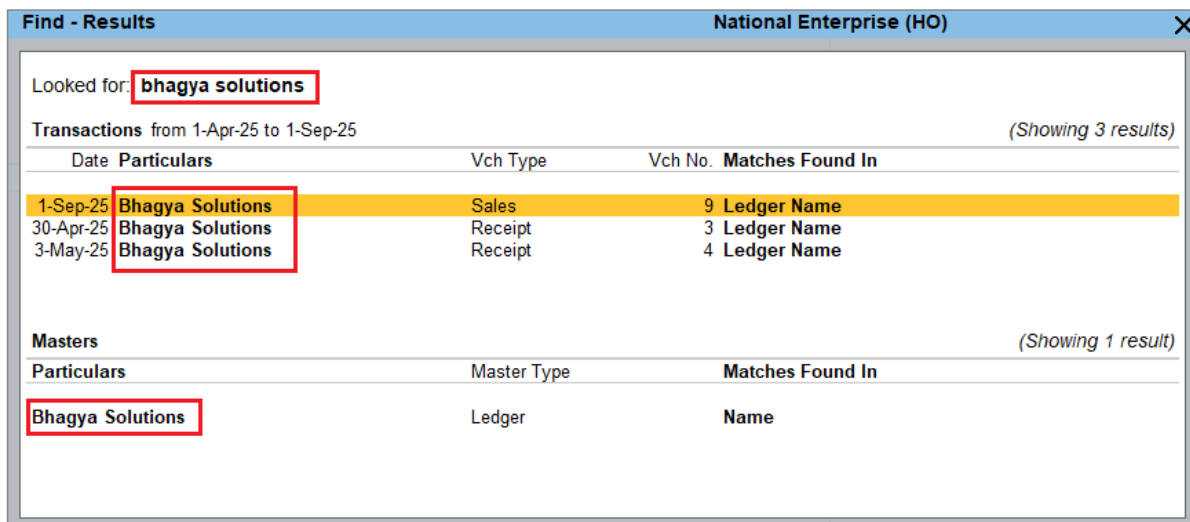
| Find - Results                         |                        | National Enterprise (HO) |                          |
|----------------------------------------|------------------------|--------------------------|--------------------------|
| Looked for: <b>sourav traders</b>      |                        |                          |                          |
| Transactions from 1-Apr-25 to 1-Sep-25 |                        |                          | (Showing 9 results)      |
| Date                                   | Particulars            | Vch Type                 | Vch No. Matches Found In |
| 5-Apr-25                               | <b>Sourabh Traders</b> | Sales                    | INV/1236 Ledger Name     |
| 31-Jul-25                              | <b>Sourabh Traders</b> | Sales                    | INV/1242 Ledger Name     |
| 1-Apr-25                               | Sourav Traders         | Sales                    | INV/1234 Ledger Name     |
| 5-Apr-25                               | Sourav Traders         | Sales                    | INV/1235 Ledger Name     |
| 1-May-25                               | Sourav Traders         | Sales                    | INV/1239 Ledger Name     |
| 15-Jun-25                              | <b>Sourav Traders</b>  | Sales                    | INV/1241 Ledger Name     |
| 1-Aug-25                               | Sourav Traders         | Sales                    | INV/1251 Ledger Name     |
| 4-Apr-25                               | Sourav Traders         | Receipt                  | 1 Ledger Name            |
| 2-Apr-25                               | Sourav Traders         | Credit Note              | 1 Ledger Name            |
| Masters                                |                        |                          | (Showing 2 results)      |
| Particulars                            | Master Type            | Matches Found In         |                          |
| <b>Sourav Traders</b>                  | Ledger                 | Name                     |                          |
| <b>Sourabh Traders</b>                 | Ledger                 | Name                     |                          |

To always include similar spellings, go to **F1 (Help) > Settings > Find > Include Similar Spellings** and enable it.



### 18.3. Include Contains Match

If you recall only part of a name, be it a party, stock item, or godown, the **Include Contains Match** option helps you find all entries that contain your keyword.



For example, if you are looking for **Bhagya Solutions**, then by default, only exact matches will appear.

- Press **Ctrl+B** (Basis of Values) and enable Include Contains Match to modify the current results.

| Date      |  | Particulars           | Vch Type | Vch No. | Matches Found In |
|-----------|--|-----------------------|----------|---------|------------------|
| 15-May-25 |  | Bhagyavathi Solutions | Purchase | 7       | Ledger Name      |
| 1-Sep-25  |  | Bhagya Solutions      | Sales    | 9       | Ledger Name      |
| 1-Sep-25  |  | Bhagyavathi Solutions | Purchase | 8       | Ledger Name      |
| 30-Apr-25 |  | Bhagya Solutions      | Receipt  | 3       | Ledger Name      |
| 3-May-25  |  | Bhagya Solutions      | Receipt  | 4       | Ledger Name      |

| Particulars             |  | Master Type | Matches Found In |
|-------------------------|--|-------------|------------------|
| Bhagya Solutions        |  | Ledger      | Name             |
| Bhagyalakshmi Solutions |  | Ledger      | Name             |
| Bhagyavathi Solutions   |  | Ledger      | Name             |

To always include contains matches, go to **F1 (Help) > Settings > Find > Include Contains Match** and enable it.

| Find Settings             |                       |
|---------------------------|-----------------------|
| Include Contains Match    |                       |
| List of Configurations    |                       |
| Find within               | Current Company       |
| Show from                 | All Results           |
| Show results when         | All Words Are Present |
| Include Similar Spellings | No                    |
| Include Contains Match    | Yes                   |
| Maintain History          | Yes                   |

## 18.4. Include All or Any Keywords

When you enter multiple keywords, **Find** by default shows results containing all those words. You can configure it once to show results with any of the keywords, and it will continue to do so until you change the setting.

| Date      |  | Particulars      | Vch Type | Vch No. | Matches Found In |
|-----------|--|------------------|----------|---------|------------------|
| 30-Apr-25 |  | Bhagya Solutions | Receipt  | 3       | Ledger Name      |
| 3-May-25  |  | Bhagya Solutions | Receipt  | 4       | Ledger Name      |

| Particulars      |  | Master Type | Matches Found In |
|------------------|--|-------------|------------------|
| Bhagya Solutions |  | Ledger      | Name             |

For example, if you are looking for **Bhagya Solutions**, it will show entries containing both **Bhagya** and **Solutions**. To see results including any words like **Bhagya** or **Solutions**,

- Press **F1** (Help) > **Settings** > **Find** > **Show results when**, and select **Any Word is Present** and enter **Bhagya Solutions**.

| Find - Results                         |                         | National Enterprise (HO) |                          |
|----------------------------------------|-------------------------|--------------------------|--------------------------|
| Looked for: <b>bhagya solutions</b>    |                         |                          |                          |
| Transactions from 1-Apr-25 to 1-Sep-25 |                         |                          | (Showing 9 results)      |
| Date                                   | Particulars             | Vch Type                 | Vch No. Matches Found In |
| 1-Sep-25                               | <b>Bhagya Solutions</b> | Sales                    | 9 Ledger Name            |
| 30-Apr-25                              | Bhagya Solutions        | Receipt                  | 3 Ledger Name            |
| 3-May-25                               | Bhagya Solutions        | Receipt                  | 4 Ledger Name            |
| 31-Jul-25                              | Shree Solutions         | Purchase                 | 1 Ledger Name            |
| 1-Sep-25                               | Softtech Solutions      | Sales                    | INV/1266 Ledger Name     |
| 4-Aug-25                               | Karle Solutions         | Sales                    | INV/1253 Ledger Name     |
| 6-Aug-25                               | Karle Solutions         | Receipt                  | 2 Ledger Name            |
| 15-May-25                              | Bhagyavathi Solutions   | Purchase                 | 7 Ledger Name            |
| 1-Sep-25                               | Bhagyavathi Solutions   | Purchase                 | 8 Ledger Name            |
| Masters                                |                         |                          | (Showing 6 results)      |
| Particulars                            | Master Type             | Matches Found In         |                          |
| <b>Bhagya Solutions</b>                | Ledger                  | Name                     |                          |
| Shree Solutions                        | Ledger                  | Name                     |                          |
| Karle Solutions                        | Ledger                  | Name                     |                          |
| Softtech Solutions                     | Ledger                  | Name                     |                          |
| Bhagalakshmi Solutions                 | Ledger                  | Name                     |                          |
| Bhagyavathi Solutions                  | Ledger                  | Name                     |                          |

## 18.5. Find in Specific Fields

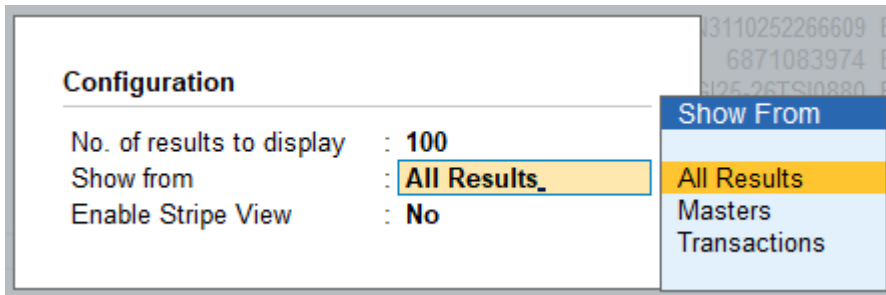
If you want to find keywords entered in a specific field of a transaction or master, you can mention the field name along with its value.

| Find - Results                         |                       | National Enterprise (HO) |                          |
|----------------------------------------|-----------------------|--------------------------|--------------------------|
| Looked for: <b>destination:delhi</b>   |                       |                          |                          |
| Transactions from 1-Apr-25 to 1-Sep-25 |                       |                          | (Showing 6 results)      |
| Date                                   | Particulars           | Vch Type                 | Vch No. Matches Found In |
| 1-Apr-25                               | <b>Sourav Traders</b> | Sales                    | INV/1234 Destination     |
| 5-Apr-25                               | Sourav Traders        | Sales                    | INV/1235 Destination     |
| 1-Aug-25                               | Sourav Traders        | Sales                    | INV/1251 Destination     |
| 4-Aug-25                               | Karle Solutions       | Sales                    | INV/1253 Destination     |
| 1-Sep-25                               | Softtech Solutions    | Sales                    | INV/1266 Destination     |
| 2-Aug-25                               | New Electronics       | Sales                    | INV/1268 Destination     |
| Masters                                |                       |                          |                          |
| Particulars                            | Master Type           | Matches Found In         |                          |
| <b>No results found</b>                |                       |                          |                          |

For example, to see only transactions where the destination is Delhi, type **Destination:Delhi**. This will show only those transactions where the destination field has Delhi.

## 18.6. Configure Results Display

You can configure the display of your results by pressing **F12** (Configure).



- **No. of results to display:** By default, TallyPrime shows top 100 results each under Transactions and Masters. You can change this number anytime.
- **Show from:** By default, TallyPrime displays results for both masters and transactions. If you want to see results for only one of them, you can select Transactions or Masters.

## 18.7. Find Using AND, OR, NOT

| Symbol | Operator | Result                                                                      | Example                                                                                                                                                           |
|--------|----------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| &      | AND      | All transactions and masters with both keywords                             | Type: <b>Steel &amp; Cement</b><br>Displays all transactions and masters that contain Steel and Cement; in any order                                              |
|        | OR       | All transactions and masters that contain any one of the keywords           | Type: <b>Repairs   Services</b><br>Displays all masters and transactions that contain Repairs, Services, or both.                                                 |
| !      | NOT      | All transactions and masters that <b>do not include</b> the entered keyword | Type: <b>Repairs ! Replacement</b><br>Displays transactions and masters that contain only Repairs; excludes those with Replacement, both Repairs and Replacement. |

## 18.8. Find Names with Equal To and Not Equal To

| Symbol | Operator | Result                                                                                 | Example                                                                                                                                    |
|--------|----------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| =      | Equal to | All transactions and masters that have exactly matched entries as the specified value. | Type: <b>Name=Samsung, Ledgername=John</b><br>Displays masters in which the field <b>Name</b> contains an exact match for <b>Samsung</b> . |

|    |              |                                                                                        |                                                                                                                     |
|----|--------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
|    |              |                                                                                        | Similarly, it displays transactions in which the field <b>Ledger Name</b> contains an exact match for <b>John</b> . |
| != | Not equal to | All transactions and masters that do not have matching entries as the specified value. | Type: <b>Name!=Samsung</b><br>Displays masters where the field <b>Name</b> does not include <b>Samsung</b> .        |

## 18.9. Find Numbers or Dates with Greater Than

| Symbol | Operator     | Result                                                                                          | Example                                                                                                                                                                                                  |
|--------|--------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| >      | Greater than | All transactions and masters that have any field value <b>greater than</b> the specified value. | Type: <b>Ledgeramount&gt;50000, actualquantity&lt;120kg</b><br>Displays transactions where Ledger amount is greater than 50,000.<br><br>Displays transactions where actual quantity is less than 120 kg. |

Similarly, you can use >= (Greater than equal to), < (Less than), <= (Less than equal to)

## 19. CANCEL E-WAY BILL & E-INVOICE AND CANCEL OR DELETE VOUCHER IN TALLYPRIME

### New Powers for E-Way Bills & E-Invoices

Previously, you could **generate** E-Way bills and E-Invoices from Tally, but cancelling them required portal visits. **Not anymore.**

#### In 7.0:

- Generate E-Way bills ✓
- Generate E-Invoices ✓
- **Cancel E-Way bills directly in Tally** ✓ (New!)
- **Cancel E-Invoices directly in Tally** ✓ (New!)

If you've generated e-Invoice and e-Way Bill for a transaction, you can cancel or delete the voucher in TallyPrime quickly after cancelling both documents, or cancel them individually if needed.

You can perform these actions using the familiar shortcuts: **Alt+X** to cancel and **Alt+D** to delete a voucher. TallyPrime will handle the rest intelligently.

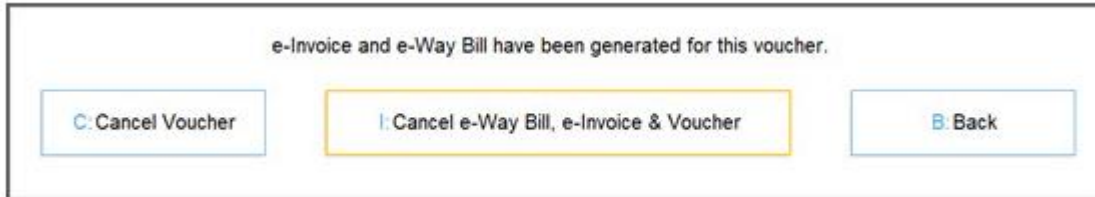
In addition to this, you can just cancel the e-Way Bill and e-Invoice and retain the voucher in TallyPrime.

## 19.1. Cancel e-Way Bill, e-Invoice, & Voucher

- Open the voucher in alteration mode and press **Alt+X** (Cancel).

You will come with the following scenarios:

### Scenario 1: The 24-hours' time limit has not exceeded for e-Way Bill and e-Invoice.



1. Press **I** (Cancel e-Way Bill, e-Invoice & Voucher).
2. Fill the Cancellation Details of e-Way bill and e-Invoice.

| Cancellation Details of e-Way Bill and e-Invoice |                                                                    |                         |
|--------------------------------------------------|--------------------------------------------------------------------|-------------------------|
| Voucher No.                                      | : EEIVS-162                                                        | Voucher Date: 13-Sep-25 |
| e-WayBill                                        |                                                                    |                         |
| e-Way Bill No.                                   | : 101011781295                                                     |                         |
| Reason                                           | : 1 - Duplicate                                                    |                         |
| Remarks                                          | : Voucher Got Duplicated                                           |                         |
| e-Invoice                                        |                                                                    |                         |
| IRN                                              | : 9fa2d003f8cd2d895198c9fd4d062f944c21e3481562069d36a49a618448f621 |                         |
| Reason for cancellation                          | : 1 - Duplicate                                                    |                         |
| Remarks                                          | : Voucher Got Duplicated                                           |                         |

3. Press **Ctrl+A** to save the cancellation details.

A message appears asking confirmation to send details for cancellation.

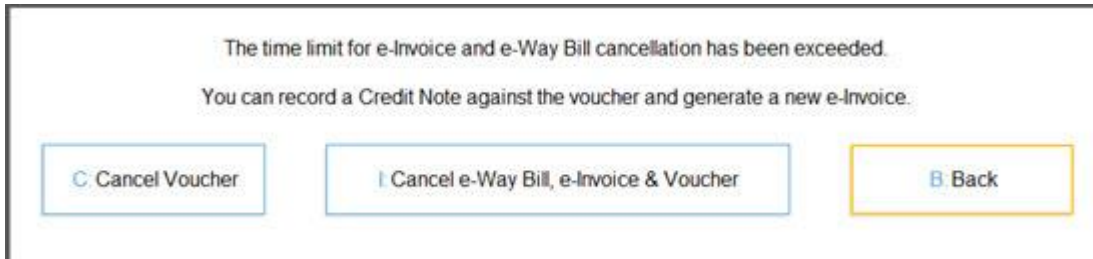
The screenshot shows a dialog box with the text "Do you want to send the e-Way Bill and e-Invoice for cancellation" and a "Yes or No" prompt at the bottom.

4. Press **Yes** to exchange the e-Way Bill and e-Invoice cancellation details with the portal.

You will see a confirmation message indicating that the e-Way Bill, e-Invoice, and voucher have been cancelled successfully.

## Scenario 2: The 24-hours time limit has exceeded for e-Way Bill and e-Invoice

A message appears indicating that the time limit for cancellation has exceeded.

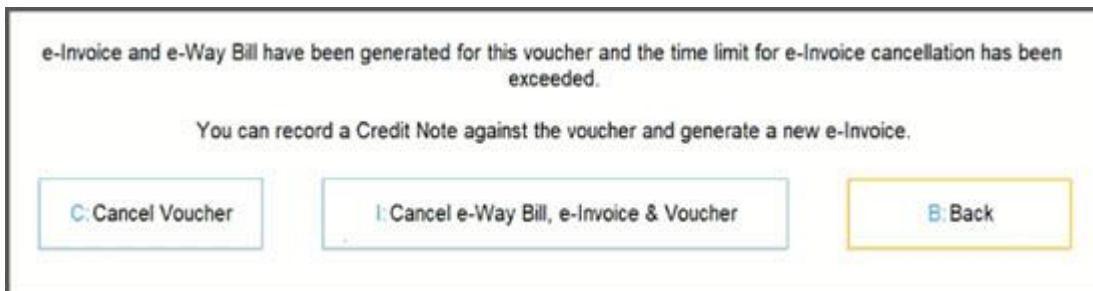


- Press **B** (Back) to return to the Voucher alteration screen without proceeding further.
- Press **C** to cancel the voucher in TallyPrime. However, this will only cancel the voucher in TallyPrime and will not impact the e-Invoice or e-Way Bill.
- If you press **I** (Cancel e-Way Bill, e-Invoice & Voucher), you will see the message about rejection of cancellation of e-Way Bill by the portal and failure to cancel the voucher.

If your e-Way Bill has no Part B details, you can cancel the e-Way Bill and pass a credit note for the voucher and generate a new e-Invoice for the same.

## Scenario 3: The 24-hours time limit has exceeded for e-Invoice and not for e-Way Bill

Here, only e-Way Bill will get cancelled and you will not be able to cancel the e-Invoice. Therefore, you will have to pass a credit note against the voucher and generate a new e-Invoice.



- Press **C** to cancel the voucher.
- Press **I** to cancel e-Way Bill, e-Invoice, & voucher. However, the request for cancellation of e-Invoice will be rejected.
- Press **B** (Back) to go back to the voucher alteration screen without proceeding further.

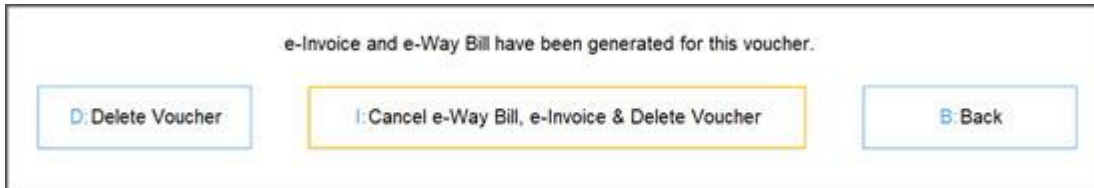
Since the e-Invoice cannot be cancelled, you may record a credit note for the voucher and generate a new e-Invoice for the same.

## 19.2. Cancel e-Way Bill, e-Invoice, & Delete Voucher

- Open the voucher in alteration mode, and press **Alt+D** (Delete).

You will come across one of the three scenarios:

**Scenario 1:** The 24-hours time limit has not exceeded for e-Way Bill and e-Invoice.

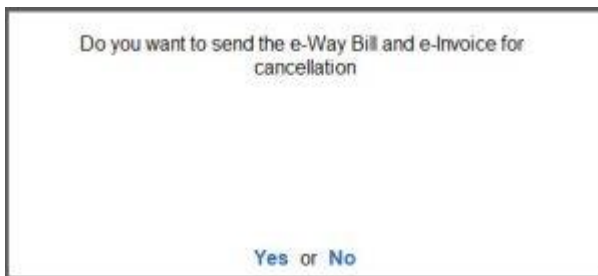


1. Press **I** (Cancel e-Way Bill, e-Invoice & Delete Voucher).
2. Fill the Cancellation Details of e-Way bill and e-Invoice.

| Cancellation Details of e-Way Bill and e-Invoice |                                                                    |                         |
|--------------------------------------------------|--------------------------------------------------------------------|-------------------------|
| Voucher No.                                      | : EEIVS-162                                                        | Voucher Date: 13-Sep-25 |
| e-WayBill                                        |                                                                    |                         |
| e-Way Bill No.                                   | : 101011781295                                                     |                         |
| Reason                                           | : 1 - Duplicate                                                    |                         |
| Remarks                                          | : Voucher Got Duplicated                                           |                         |
| e-Invoice                                        |                                                                    |                         |
| IRN                                              | : 9fa2d003f8cd2d895198c9fd4d062f944c21e3481562069d36a49a618448f621 |                         |
| Reason for cancellation                          | : 1 - Duplicate                                                    |                         |
| Remarks                                          | : Voucher Got Duplicated                                           |                         |

3. Press **Ctrl+A** to save the cancellation details.

A message appears asking confirmation to send details for cancellation.

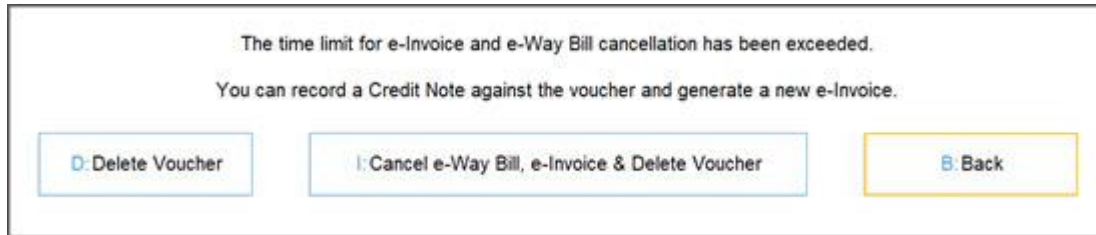


4. Press **Yes** to exchange the e-Way Bill and e-Invoice cancellation details with the portal.

You will see a confirmation message indicating that the e-Way Bill, e-Invoice, and voucher have been cancelled successfully.

## Scenario 2: The 24-hours time limit has exceeded for e-Way Bill and e-Invoice

A message appears indicating that the time limit for cancellation has exceeded.

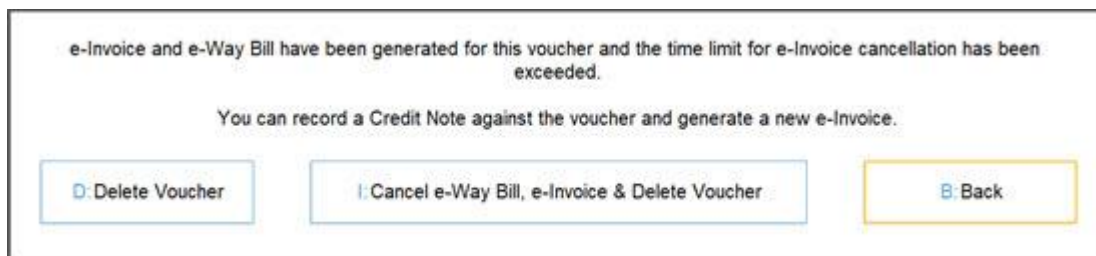


- Press **B** (Back) to return to the Voucher alteration screen without proceeding further.
- Press **D** to delete the voucher in TallyPrime. However, this will only delete the voucher in TallyPrime and will not impact the e-Invoice or e-Way Bill.
- If you press **I** (Cancel e-Way Bill, e-Invoice & Delete Voucher), you will see the message about rejection of cancellation of e-Way Bill by the portal and failure to delete the voucher.

If your e-Way Bill has no Part B details, you can cancel the e-Way Bill and pass a credit note for the voucher and generate a new e-Invoice for the same.

## Scenario 3: The 24-hours time limit has exceeded for e-Invoice and not for e-Way Bill

Here, only e-Way Bill will get cancelled and you will not be able to cancel the e-Invoice. Therefore, you will have to pass a credit note against the voucher and generate a new e-Invoice.



- Press **D** to cancel the voucher.
- Press **I** to cancel e-Way Bill, e-Invoice, & delete the voucher. However, the request for cancellation of e-Invoice will be rejected.
- Press **B** (Back) to go back to the voucher alteration screen without proceeding further.

Since the e-Invoice cannot be cancelled, you may record a credit note for the voucher and generate a new e-Invoice for the same.

## 19.3. Cancel e-Way Bill & e-Invoice and Retain the Voucher Using More Details

1. Open the voucher in alteration mode.
2. Press **Ctrl+I** (More Details) and press **Show More**.
  - a. Select **e-Way Bill Cancellation Details** and fill in the details and save.

| Cancellation Details for the e-Way Bill No. |                                 | List of Reasons                                                                                  |
|---------------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------|
| Reason                                      | : <b>1 - Duplicate</b>          | ◆ Not Applicable<br>1 - Duplicate<br>2 - Order Cancelled<br>3 - Data Entry mistake<br>4 - Others |
| Remarks                                     | : <b>Voucher Already Exists</b> |                                                                                                  |

- b. Select **e-Invoice Cancellation Details** and fill in the details and save.

| e-Invoice Cancellation Details |                                 | List of Reasons                                                                                  |
|--------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------|
| Reason for cancellation        | : <b>1 - Duplicate</b>          | ◆ Not Applicable<br>1 - Duplicate<br>2 - Data Entry Mistake<br>3 - Order Cancelled<br>4 - Others |
| Remarks                        | : <b>Voucher Already Exists</b> |                                                                                                  |

3. Press **Ctrl+A** to save the cancellation details for e-Way Bill and e-Invoice in the voucher.

You will come across one of the three scenarios.

### Scenario 1: The 24-hours time limit has not exceeded for e-Way Bill and e-Invoice.

You will see a message that the invoice has the cancellation details.

e-Way Bill and e-Invoice cancellation details are available in this voucher.

Do you want to send the e-Way Bill and e-Invoice for cancellation?

Yes or No

- Select Yes to send the cancellation Details of e-Way Bill and e-Invoice to the portal. If you select No, the cancellation details will be saved.

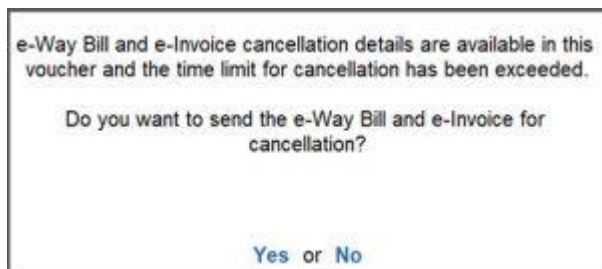
You can see these vouchers appearing under the section:

- For IRN Cancellation of the e-Invoice report.
  - For EWB Cancellation of the e-Way Bill report.
- From either of these reports, you can send such e-Way Bills and e-Invoices for cancellation.

If the e-Way Bill and e-Invoice are not cancelled and you reopen the voucher, a message will appear when you try to save it—asking if you want to send the cancellation request.

## Scenario 2: The 24-hours time limit has exceeded for e-Way Bill and e-Invoice.

You will see a message with the information that the invoice has the cancellation details but the allowed time limit has exceeded.

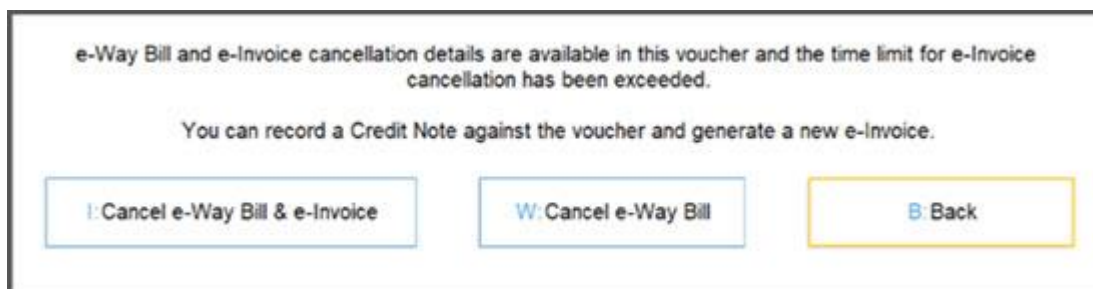


- If you attempt to cancel by selecting **Yes** the cancellation requests will be rejected by the portal.
- If you select **No**, the cancellation details will remain in the voucher but you cannot proceed with the cancellation of e-Invoice and e-Way Bill.

If the e-Way Bill doesn't have Part B details, then cancellation request for e-Way Bill will be sent, but e-Invoice cannot be cancelled.

## Scenario 3: The 24-hours time limit has exceeded for e-Invoice and not for e-Way Bill.

Here, only e-Way Bill will get cancelled and you will not be able to cancel the e-Invoice. Therefore, you will have to pass a credit note against the voucher and generate a new e-Invoice.



- Press **I** to cancel the e-Way Bill and e-Invoice. However, the request for cancellation of e-Invoice will be rejected.
- Press **W** to cancel the e-Way Bill.
- Press **B** (Back) to go back to the voucher alteration screen without proceeding further.

Since the e-Invoice cannot be cancelled, you may record a credit note for the voucher and generate a new e-Invoice for the same.

Alternatively, you can update cancellation details for e-Invoice and e-Way Bill from the e-Invoice or the e-Way Bill reports, using the F10 (Cancel IRN/Cancel EWB) option and send the cancellation requests to portal.

In all the above scenarios, the vouchers will not get cancelled or deleted in TallyPrime.

## 20. INVOICE MANAGEMENT SYSTEM (IMS) IN TALLYPRIME 7

Managing purchase invoices and claiming accurate Input Tax Credit (ITC) can be challenging when suppliers delay filing or make errors. Such discrepancies often result in mismatches in GSTR-2B and incorrect ITC claims. TallyPrime's Invoice Management System (IMS) addresses this by allowing you to download and manage supplier-uploaded invoices directly from the GST portal, all within TallyPrime.

From a single dashboard, you can accept, reject, or mark invoices as pending:

- **Accepted Invoices:** Contribute to ITC in GSTR-2B.
- **Rejected Invoices:** Moved to the ITC Rejected section of GSTR-2B.
- **Pending Invoices:** Held for later review. Invoices with no action are auto-accepted in GSTR-2B.

IMS provides full control over invoice actions and ITC tracking. With one-click options, you can:

- Recompute GSTR-2B
- Reset IMS Action Statuses
- Upload IMS Inward Invoices to the GST portal

For enhanced visibility, the **IMS Inward Supplies report** offers a clear view of invoice statuses, while the **ITC Summary** consolidates ITC data to ensure transparency and control.

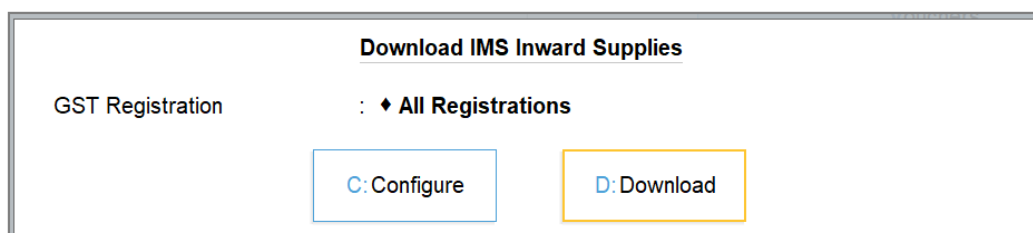
With IMS in TallyPrime, you can stay compliant, take timely action, and claim only the correct ITC—resulting in error-free GST filing.

### 20.1. Download IMS Inward Invoices

Using the IMS feature in TallyPrime, you can directly download your supplier's purchase invoices from the GST portal. Once downloaded, invoices are automatically grouped in the IMS Inward Supplies report, based on the supplier's filing status, reconciliation status, and action status. IMS in TallyPrime supports both single and multiple GST registrations, making it easy to manage reconciliation across businesses. You can also redownload invoices at any time, the latest data will seamlessly replace the previous one.

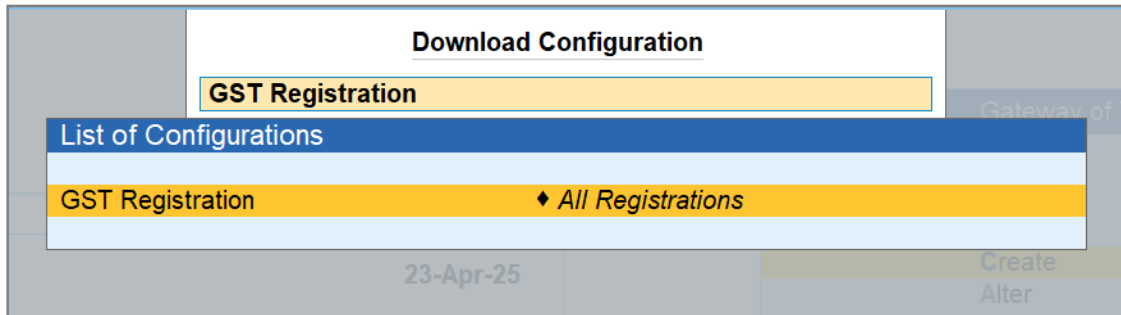
1. Press **Alt+Z** (Exchange) > **All GST Options** > **Download IMS Inward Invoices**.

The **Download IMS Inward Invoices** screen appears.



2. Press **C** (Configure) to select the required GST Registration, if needed.

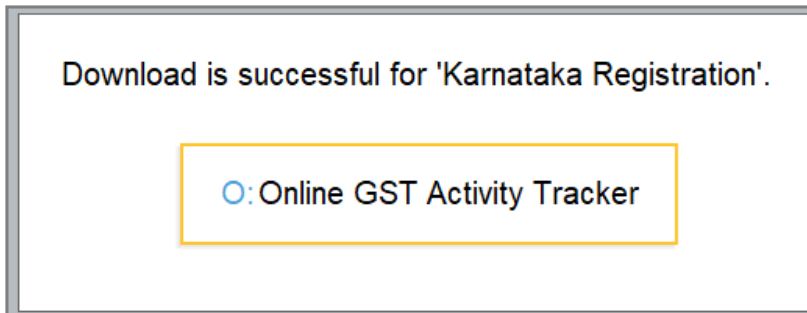
By default, the GST registrations will be picked from **Exchange > Configure > GST Registration for Download**.



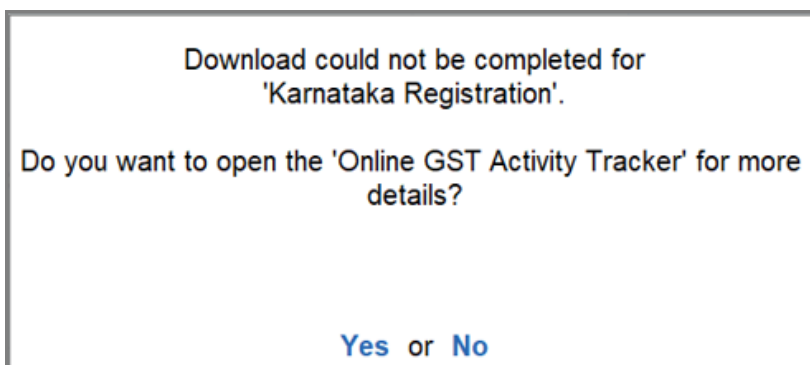
3. In the **Download IMS Inward Invoices** screen, press **D** (Download).
4. Log in to your GST profile, if you have not already done so.
  1. Enter your **GST Username**.
  2. Enter the OTP received on your registered mobile number.

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

Once the download is successful, you will get a confirmation message.



Sometimes, invoices may not download instantly due to server issues or high traffic on the GST portal. In such a case, you may check the progress of the download in the [Online GST Activity Tracker](#).



- Press **Y** to view the report.

You can [refresh the GST status](#) after a few minutes.

Once you have downloaded the invoices, you can open [the IMS Inward Supplies](#) report and set the [IMS Action Status](#) as required.

## Automatically Accept Reconciled Vouchers in IMS

When you download invoices from the GST portal, many invoices are automatically reconciled by TallyPrime based on the matching details. To make things even easier, you can automatically mark reconciled vouchers after download as Accepted in the IMS Inward Supplies report. So, before downloading IMS Inwards invoices, you can enable this configuration and all your reconciled invoices in the IMS Inward Supplies report will be marked as accepted.

This saves time, especially when you're dealing with large volumes of transactions. And don't worry, if you've already marked a voucher as Pending or Rejected, your selection will stay as is. Only vouchers that are auto-reconciled will get Accepted when this configuration is enabled.

- In the [GST Details](#) screen, press **F12** (Configure) and enable the option **Marked Reconciled Vouchers as Accepted in IMS**.

| Configuration                                              |                                           |
|------------------------------------------------------------|-------------------------------------------|
| <b>General Details</b>                                     |                                           |
| Show Registration Name                                     | : No                                      |
| Select Place of Supply (for inwards)                       | : No                                      |
| Provide Connected GST Details                              | : Yes                                     |
| Provide LUT/Bond details                                   | : No                                      |
| <b>Reconciliation Details</b>                              |                                           |
| 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                                      |
| Ignore difference in Invoice Amount                        | : No                                      |
| Ignore difference in Taxable Amount                        | : No                                      |
| Ignore difference in Books and Portal values               | : No                                      |
| Mark Reconciled vouchers as Accepted in IMS                | : <input checked="" type="checkbox"/> Yes |

Once you enable this configuration, the reconciled invoices after download will automatically move to the Accepted section of the [IMS Inward Supplies report](#).

## 20.2. View IMS Inward Invoices

After downloading invoices via the Invoice Management System (IMS), they are displayed in the **IMS Inward Supplies** report. The report header shows the active GST registration; if you manage multiple registrations, you can configure the report accordingly.

The IMS Inward Supplies report offers multiple views to help analyze invoices from different perspectives:

- **Default View**
- **Reconciliation View**
- **Action View**

You can also use **Basis of Values** to filter the report by criteria such as:

- Filing Status
- Reconciliation Status
- Action Status

Sections requiring attention are highlighted in amber, allowing you to quickly identify and act on pending items.

1. Press **Alt+G** (Go To) > type or select **Invoice Management System**, and press **Enter**. The **IMS Inward Supplies** report appears.

| IMS Inward Supplies                                          |               |                                 |                    |                                             |                  |            |                    | National Enterprises         |  |
|--------------------------------------------------------------|---------------|---------------------------------|--------------------|---------------------------------------------|------------------|------------|--------------------|------------------------------|--|
| GST Registration : All Registrations                         |               | Current View : Default IMS View |                    | Last online GST activity: 13-May-25 3:32 PM |                  | F2: Period |                    | F3: Company/Tax Registration |  |
| Particulars                                                  |               |                                 |                    |                                             |                  |            |                    | Voucher Count                |  |
| <b>Total Vouchers</b>                                        |               |                                 |                    |                                             |                  |            |                    | <b>85</b>                    |  |
| <b>Invoices Filed by Supplier</b>                            |               |                                 |                    |                                             |                  |            |                    |                              |  |
| Action Required                                              |               |                                 |                    |                                             |                  |            |                    |                              |  |
| Action Taken - Ready for Upload                              |               |                                 |                    |                                             |                  |            |                    |                              |  |
| Action Taken - Uploaded                                      |               |                                 |                    |                                             |                  |            |                    |                              |  |
| <b>Invoices Yet to Be Filed by Supplier</b>                  |               |                                 |                    |                                             |                  |            |                    | <b>85</b>                    |  |
| Action Required                                              |               |                                 |                    |                                             |                  |            |                    |                              |  |
| Action Taken - Ready for Upload                              |               |                                 |                    |                                             |                  |            |                    |                              |  |
| Action Taken - Uploaded                                      |               |                                 |                    |                                             |                  |            |                    |                              |  |
| Particulars                                                  | Voucher Count | Taxable Amount                  | IGST               | CGST                                        | SGST/UTGST       | Cess       | Tax Amount         | Invoice Amount               |  |
| <b>Return View (Comparison of Books &amp; Portal Values)</b> |               |                                 |                    |                                             |                  |            |                    |                              |  |
| B2B Invoices                                                 | 62            | 10,45,496.00                    | 86,864.20          | 42,733.00                                   | 42,733.00        |            | 1,72,330.20        | 12,17,024.80                 |  |
|                                                              | 1             | 10,000.00                       |                    | 900.00                                      | 900.00           |            | 1,800.00           | 11,800.00                    |  |
| B2B Invoice Amendments                                       | 5             | 2,13,500.00                     | 24,030.00          | 6,300.00                                    | 6,300.00         |            | 36,630.00          | 2,50,130.00                  |  |
| B2B Credit Notes                                             | 6             | (-)19,500.00                    | (-)2,025.00        | (-)742.50                                   | (-)742.50        |            | (-)3,510.00        | (-)23,010.00                 |  |
| B2B Credit Note Amendments                                   | 4             | (-)16,200.00                    | (-)1,974.00        | (-)210.00                                   | (-)210.00        |            | (-)2,394.00        | (-)18,594.00                 |  |
| B2B Debit Notes                                              | 6             | 10,250.00                       | 1,020.00           | 367.50                                      | 367.50           |            | 1,755.00           | 12,005.00                    |  |
| B2B Debit Note Amendments                                    | 2             | 27,000.00                       |                    | 2,430.00                                    | 2,430.00         |            | 4,860.00           | 31,860.00                    |  |
| <b>Total</b>                                                 |               | <b>12,60,546.00</b>             | <b>1,07,915.20</b> | <b>50,878.00</b>                            | <b>50,878.00</b> |            | <b>2,09,671.20</b> | <b>14,69,415.80</b>          |  |
|                                                              |               | <b>10,000.00</b>                |                    | <b>900.00</b>                               | <b>900.00</b>    |            | <b>1,800.00</b>    | <b>11,800.00</b>             |  |

By default, the report opens in the **IMS Default View**. You can switch between views:

- Press **F7** to switch to **IMS Reconciliation View**.
- Press **F8** to switch to **IMS Action View**.

Each view highlights the **filing status**, followed by a relevant classification.

- **Invoices Filed by Supplier:** Invoices already filed by your supplier in their GSTR-1. These directly affect your ITC for the current month and should be prioritised for action.
- **Invoices Yet to Be Filed by Supplier:** Invoices uploaded to the GST portal but not yet filed by your supplier. These can be reviewed and acted on when appropriate.

In the IMS Inward Supplies report, press **Alt+Q (Available Only in Books)** to view invoices that are present in your books but missing in the IMS Inward Supplies report and GSTR-2B.

If you want to see the Declared ITC value for invoices in the **Return View**, press **F12** (Configure) and enable the option **Show Declared ITC**.

## 20.2.1. IMS Default View

View your invoices based on the action and upload status:

- **Action Required:** Downloaded invoices with no action taken.
- **Action Taken – Ready for Upload:** Invoices acted upon, but not yet uploaded to the GST portal.
- **Action Taken – Uploaded:** Invoices acted upon and uploaded to the portal.

| IMS Inward Supplies                               |               |                     |                    |                  |                  |      |                    | National Enterprises                        |  |
|---------------------------------------------------|---------------|---------------------|--------------------|------------------|------------------|------|--------------------|---------------------------------------------|--|
| GST Registration : All Registrations              |               |                     |                    |                  |                  |      |                    | F2: Period                                  |  |
| Current View : Default IMS View                   |               |                     |                    |                  |                  |      |                    | F3: Company/Tax Registration                |  |
| Particulars                                       |               |                     |                    |                  |                  |      |                    | Last online GST activity: 13-May-25 3:32 PM |  |
| Total Vouchers                                    |               |                     |                    |                  |                  |      |                    | Voucher Count                               |  |
| Invoices Filed by Supplier                        |               |                     |                    |                  |                  |      |                    | 85                                          |  |
| Action Required                                   |               |                     |                    |                  |                  |      |                    |                                             |  |
| Action Taken - Ready for Upload                   |               |                     |                    |                  |                  |      |                    |                                             |  |
| Action Taken - Uploaded                           |               |                     |                    |                  |                  |      |                    |                                             |  |
| Invoices Yet to Be Filed by Supplier              |               |                     |                    |                  |                  |      |                    | 85                                          |  |
| Action Required                                   |               |                     |                    |                  |                  |      |                    |                                             |  |
| Action Taken - Ready for Upload                   |               |                     |                    |                  |                  |      |                    |                                             |  |
| Action Taken - Uploaded                           |               |                     |                    |                  |                  |      |                    |                                             |  |
| Particulars                                       | Voucher Count | Taxable Amount      | IGST               | CGST             | SGST/UTGST       | Cess | Tax Amount         | Invoice Amount                              |  |
| Return View (Comparison of Books & Portal Values) |               |                     |                    |                  |                  |      |                    |                                             |  |
| B2B Invoices                                      | 62            | 10,45,496.00        | 86,864.20          | 42,733.00        | 42,733.00        |      | 1,72,330.20        | 12,17,024.80                                |  |
|                                                   | 1             | 10,000.00           |                    | 900.00           | 900.00           |      | 1,800.00           | 11,800.00                                   |  |
| B2B Invoice Amendments                            | 5             | 2,13,500.00         | 24,030.00          | 6,300.00         | 6,300.00         |      | 36,630.00          | 2,50,130.00                                 |  |
| B2B Credit Notes                                  | 6             | (-)19,500.00        | (-)2,025.00        | (-)742.50        | (-)742.50        |      | (-)3,510.00        | (-)23,010.00                                |  |
| B2B Credit Note Amendments                        | 4             | (-)16,200.00        | (-)1,974.00        | (-)210.00        | (-)210.00        |      | (-)2,394.00        | (-)18,594.00                                |  |
| B2B Debit Notes                                   | 6             | 10,250.00           | 1,020.00           | 367.50           | 367.50           |      | 1,755.00           | 12,005.00                                   |  |
| B2B Debit Note Amendments                         | 2             | 27,000.00           |                    | 2,430.00         | 2,430.00         |      | 4,860.00           | 31,860.00                                   |  |
| <b>Total</b>                                      |               | <b>12,60,546.00</b> | <b>1,07,915.20</b> | <b>50,878.00</b> | <b>50,878.00</b> |      | <b>2,09,671.20</b> | <b>14,69,415.80</b>                         |  |
|                                                   |               | <b>10,000.00</b>    |                    | <b>900.00</b>    | <b>900.00</b>    |      | <b>1,800.00</b>    | <b>11,800.00</b>                            |  |

You can drill down from any of these sections to view the respective invoices in the IMS Inward – Voucher Register, and take **action** accordingly. For example, if you drill down from the **Action Required** section, the invoices will be grouped according to the reconciliation status, helping you take actions accordingly. Similarly, if you drill down from the **Ready for Upload** section, the invoices will be grouped as per the Action Status that you have set.

To focus on specific sets of invoices, press **Ctrl+H** (Basis of Values) to filter by Filing status and Action Status.

| Basis of Values                            |                                     |
|--------------------------------------------|-------------------------------------|
| Show report details based on Filing Status |                                     |
| List of Configurations                     |                                     |
| Method of showing values from Portal       | Comparison of Books & Portal Values |
| Show report details based on Filing Status | All Statuses                        |
| Show report details based on Action status | All Statuses                        |

### 20.2.2. IMS Reconciliation View

View your invoices based on the reconciliation results:

- **Reconciled:** Invoices that match your book entries.
- **Mismatched:** Invoices that differ from your book entries.
- **Available Only on Portal:** Invoices present on the portal with no matching entry in your books.

You can drill down from any of these sections to view the respective invoices in the IMS Inward – Voucher Register, and take action accordingly.

| IMS Inward Supplies                                          |               | National Enterprises                         |                    |                  |                  |      |                    |                     |
|--------------------------------------------------------------|---------------|----------------------------------------------|--------------------|------------------|------------------|------|--------------------|---------------------|
| GST Registration : All Registrations                         |               | Last online GST activity: 10-May-25 10:39 PM |                    |                  |                  |      |                    |                     |
| Current View : Reconciliation View                           |               |                                              |                    |                  |                  |      |                    |                     |
| Particulars                                                  | Voucher Count | Taxable Amount                               | IGST               | CGST             | SGST/UTGST       | Cess | Tax Amount         | Invoice Amount      |
| <b>Total Vouchers</b>                                        |               |                                              |                    |                  |                  |      |                    |                     |
| <b>Invoices Filed by Supplier</b>                            |               |                                              |                    |                  |                  |      |                    |                     |
| Reconciled                                                   |               |                                              |                    |                  |                  |      |                    |                     |
| Mismatched                                                   |               |                                              |                    |                  |                  |      |                    |                     |
| Available Only on Portal                                     |               |                                              |                    |                  |                  |      |                    |                     |
| <b>Invoices Yet to Be Filed by Supplier</b>                  |               |                                              |                    |                  |                  |      |                    |                     |
| Reconciled                                                   | 60            |                                              |                    |                  |                  |      |                    |                     |
| Mismatched                                                   | 2             |                                              |                    |                  |                  |      |                    |                     |
| Available Only on Portal                                     | 23            |                                              |                    |                  |                  |      |                    |                     |
| <b>Return View (Comparison of Books &amp; Portal Values)</b> |               |                                              |                    |                  |                  |      |                    |                     |
| B2B Invoices                                                 | 62            | 10,45,496.00                                 | 86,864.20          | 42,733.00        | 42,733.00        |      | 1,72,330.20        | 12,17,024.80        |
|                                                              | 39            | 6,48,060.00                                  | 48,883.20          | 29,133.00        | 29,133.00        |      | 1,07,149.20        | 7,55,209.20         |
| B2B Invoice Amendments                                       | 5             | 2,13,500.00                                  | 24,030.00          | 6,300.00         | 6,300.00         |      | 36,630.00          | 2,50,130.00         |
|                                                              | 5             | 2,23,500.00                                  | 25,830.00          | 6,300.00         | 6,300.00         |      | 38,430.00          | 2,61,930.00         |
| B2B Credit Notes                                             | 6             | 19,500.00                                    | 2,025.00           | 742.50           | 742.50           |      | 3,510.00           | 23,010.00           |
|                                                              | 6             | (-)19,500.00                                 | (-)2,025.00        | (-)742.50        | (-)742.50        |      | (-)3,510.00        | (-)23,010.00        |
| B2B Credit Note Amendments                                   | 4             | 16,200.00                                    | 1,974.00           | 210.00           | 210.00           |      | 2,394.00           | 18,594.00           |
|                                                              | 4             | (-)16,200.00                                 | (-)1,974.00        | (-)210.00        | (-)210.00        |      | (-)2,394.00        | (-)18,594.00        |
| B2B Debit Notes                                              | 6             | 10,250.00                                    | 1,020.00           | 367.50           | 367.50           |      | 1,755.00           | 12,005.00           |
| <b>Total</b>                                                 |               | <b>13,31,946.00</b>                          | <b>1,15,913.20</b> | <b>52,783.00</b> | <b>52,783.00</b> |      | <b>2,21,479.20</b> | <b>15,52,623.80</b> |
|                                                              |               | 8,73,110.00                                  | 71,734.20          | 37,278.00        | 37,278.00        |      | 1,46,290.20        | 10,19,400.20        |

To focus on specific sets of invoices, press **Ctrl+H (Basis of Values)** to filter by Filing status or Reconciliation status.

### 20.2.3. IMS Action View

View your invoices based on the action taken:

- **Action Required:** Invoice with no action taken yet.
- **Accepted:** Invoices you have accepted.
- **Rejected:** Invoices you have rejected.
- **Pending:** Invoices you want to keep as pending for future action.

| IMS Inward Supplies                                          |               | National Enterprises                         |                    |                  |                  |      |                    |                     |
|--------------------------------------------------------------|---------------|----------------------------------------------|--------------------|------------------|------------------|------|--------------------|---------------------|
| GST Registration : All Registrations                         |               | Last online GST activity: 10-May-25 10:39 PM |                    |                  |                  |      |                    |                     |
| Current View : Action View                                   |               |                                              |                    |                  |                  |      |                    |                     |
| Particulars                                                  | Voucher Count | Taxable Amount                               | IGST               | CGST             | SGST/UTGST       | Cess | Tax Amount         | Invoice Amount      |
| <b>Total Vouchers</b>                                        |               |                                              |                    |                  |                  |      |                    |                     |
| <b>Invoices Filed by Supplier</b>                            |               |                                              |                    |                  |                  |      |                    |                     |
| Action Required                                              |               |                                              |                    |                  |                  |      |                    |                     |
| Accepted                                                     |               |                                              |                    |                  |                  |      |                    |                     |
| Rejected                                                     |               |                                              |                    |                  |                  |      |                    |                     |
| Pending                                                      |               |                                              |                    |                  |                  |      |                    |                     |
| <b>Invoices Yet to Be Filed by Supplier</b>                  |               |                                              |                    |                  |                  |      |                    |                     |
| Action Required                                              | 85            |                                              |                    |                  |                  |      |                    |                     |
| Accepted                                                     |               |                                              |                    |                  |                  |      |                    |                     |
| Rejected                                                     |               |                                              |                    |                  |                  |      |                    |                     |
| Pending                                                      |               |                                              |                    |                  |                  |      |                    |                     |
| <b>Return View (Comparison of Books &amp; Portal Values)</b> |               |                                              |                    |                  |                  |      |                    |                     |
| B2B Invoices                                                 | 62            | 10,45,496.00                                 | 86,864.20          | 42,733.00        | 42,733.00        |      | 1,72,330.20        | 12,17,024.80        |
|                                                              | 39            | 6,48,060.00                                  | 48,883.20          | 29,133.00        | 29,133.00        |      | 1,07,149.20        | 7,55,209.20         |
| B2B Invoice Amendments                                       | 5             | 2,13,500.00                                  | 24,030.00          | 6,300.00         | 6,300.00         |      | 36,630.00          | 2,50,130.00         |
|                                                              | 5             | 2,23,500.00                                  | 25,830.00          | 6,300.00         | 6,300.00         |      | 38,430.00          | 2,61,930.00         |
| B2B Credit Notes                                             | 6             | 19,500.00                                    | 2,025.00           | 742.50           | 742.50           |      | 3,510.00           | 23,010.00           |
|                                                              | 6             | (-)19,500.00                                 | (-)2,025.00        | (-)742.50        | (-)742.50        |      | (-)3,510.00        | (-)23,010.00        |
| B2B Credit Note Amendments                                   | 4             | 16,200.00                                    | 1,974.00           | 210.00           | 210.00           |      | 2,394.00           | 18,594.00           |
| <b>Total</b>                                                 |               | <b>13,31,946.00</b>                          | <b>1,15,913.20</b> | <b>52,783.00</b> | <b>52,783.00</b> |      | <b>2,21,479.20</b> | <b>15,52,623.80</b> |
|                                                              |               | 8,73,110.00                                  | 71,734.20          | 37,278.00        | 37,278.00        |      | 1,46,290.20        | 10,19,400.20        |

You can drill down from any of these sections to view the respective invoices in the IMS Inward – Voucher Register, and take action accordingly.

To focus on specific sets of invoices, press **Ctrl+H (Basis of Values)** to filter by Filing status or Action Status.

TallyPrime Release 7.0 onwards, the following new sections have been introduced in the IMS Inward Supplies report: **IMPG, IMPGA, IMPGSEZ/strong>, and IMPGSEZA.**

## 20.3. Accept, Reject, or Keep ITC Pending | Set IMS Action Status

Once you have [downloaded](#) the invoices, you can easily set the IMS Action status from the [IMS Inward Supplies report](#). Depending on the action taken, your ITC will be considered accordingly in GSTR-2B.

You can perform several key actions while managing invoices in IMS:

- Manage the ITC to be claimed while accepting an invoice.
- Set the GST Return Effective Date while keeping an invoice pending for the current period.
- Exclude invoices from GSTR-3B while rejecting them.
- Add remarks on invoices to note the reason for assigning an action status.

1. Press **Alt+G (Go To)** > type or select **Invoice Management System**, and press **Enter**.

2. Drill down from the required section.

The **IMS Inward – Voucher Register** screen appears. You can see the vouchers as per the selected section.

| Date            | Particulars       | Doc No.      | Doc Date  | Party GSTIN/UIN | Taxable Amount     | IGST             | CGST             | SGST/UTGST       |
|-----------------|-------------------|--------------|-----------|-----------------|--------------------|------------------|------------------|------------------|
| <b>Rejected</b> |                   |              |           |                 |                    |                  |                  |                  |
| 1-Apr-25        | Jagadish & Co Pvt | PUR-3-25-26  | 1-Apr-25  |                 | 33,000.00          | 5,280.00         |                  |                  |
| 2-Apr-25        | MJ Traders        | PUR-4-25-26  | 2-Apr-25  |                 | 12,000.00          | 1,440.00         |                  |                  |
| 2-Apr-25        | MJ Traders        | PUR-5-25-26  | 2-Apr-25  |                 | 24,000.00          | 4,320.00         |                  |                  |
| 2-Apr-25        | MJ Traders        | PUR-6-25-26  | 2-Apr-25  |                 | 39,000.00          | 6,240.00         |                  |                  |
| 3-Apr-25        | Ram & Co. Pvt Ltd | PUR-7-25-26  | 3-Apr-25  |                 | 14,000.00          |                  | 840.00           | 840.00           |
| 3-Apr-25        | Ram & Co. Pvt Ltd | PUR-8-25-26  | 3-Apr-25  |                 | 30,000.00          |                  | 2,700.00         | 2,700.00         |
| 3-Apr-25        | Ram & Co. Pvt Ltd | PUR-9-25-26  | 3-Apr-25  |                 | 48,000.00          |                  | 3,840.00         | 3,840.00         |
| 4-Apr-25        | DN Traders        | PUR-10-25-26 | 4-Apr-25  |                 | 17,000.00          |                  | 1,020.00         | 1,020.00         |
| 4-Apr-25        | DN Traders        | PUR-11-25-26 | 4-Apr-25  |                 | 36,000.00          |                  | 3,240.00         | 3,240.00         |
| 4-Apr-25        | DN Traders        | PUR-12-25-26 | 4-Apr-25  |                 | 56,000.00          |                  | 4,500.00         | 4,500.00         |
| 6-Apr-25        | Jagadish & Co Pvt | PUR-16-25-26 | 6-Apr-25  |                 | 16,500.00          | 2,970.00         |                  |                  |
| 6-Apr-25        | MJ Traders        | PUR-17-25-26 | 6-Apr-25  |                 | 9,750.00           | 1,755.00         |                  |                  |
| <b>Pending</b>  |                   |              |           |                 |                    |                  |                  |                  |
| 1-Apr-25        | Jagadish & Co Pvt | PUR-1-25-26  | 1-Apr-25  |                 | 10,000.00          | 1,200.00         |                  |                  |
| 1-Apr-25        | Jagadish & Co Pvt | PUR-2-25-26  | 1-Apr-25  |                 | 20,000.00          | 3,600.00         |                  |                  |
| 15-Apr-25       | Ram & Co. Pvt Ltd | PUR-62-25    | 15-Apr-25 |                 | 10,000.00          |                  | 900.00           | 900.00           |
| <b>Total</b>    |                   |              |           |                 | <b>3,75,250.00</b> | <b>26,805.00</b> | <b>17,040.00</b> | <b>17,040.00</b> |

3. Press **Spacebar** to select one or more invoices and press **F10 (Set Action Status)**.

The **Set Action Status** screen appears:

| Set Action Status |   | List of Statuses     |
|-------------------|---|----------------------|
| IMS Action        | : | <input type="text"/> |
| Add IMS Remarks   | : | No                   |
|                   |   | Accepted             |
|                   |   | Pending              |
|                   |   | Rejected             |
|                   |   | No Action            |
|                   |   | 1,560.00             |
|                   |   | 1,680.00             |
|                   |   | 378.00               |

- Select the required action from the **List of Statuses**.
  - Accept:** The invoice will be accepted, and ITC will be included in GSTR-2B. Note that you can reduce the ITC while accepting an invoice, if applicable.
  - Reject:** The invoice will be rejected, and ITC will be excluded from GSTR-2B. It will appear in the ITC Rejected section of GSTR-2B. Note that while rejecting an invoice, you can exclude it from GSTR-3B of your book data.
  - Pending:** If you set the Action status as Pending, the invoice will be kept pending for you to review later. It will appear in the Inward Supplies report until you accept or reject it. Note that while keeping an invoice as pending, you can set the effective date for GSTR-2B and GSTR-3B of your book data.
  - No Action:** If you set the Action status as No Action, the invoice will be auto-accepted when GSTR-2B is generated.
- Enable the option **Add IMS Remarks**, if you want to add a remark on the invoice, and press **Ctrl+A** to save.

While [uploading the IMS Inward invoices](#), TallyPrime exchange Remarks with the GST portal for invoices with the Action Status as **Pending** or **Rejected** across all sections. In addition, for invoices with the Action Status as **Accepted**, Remarks are exchanged only for specific sections when ITC Reduction is enabled and ITC is partially reduced, or ITC Reduction is set to No. This additional exchange for Accepted invoices is applicable to the following sections: B2BA, B2BCN, B2BCNA, B2BDNA, IMPGA, and IMPGSEZA.

In Release 6.2 and earlier, remarks were exchanged only when the action status was Pending or Rejected.

### 20.3.1. Change the GSTR Effective Date

While setting the action status as **Pending**, you can enter the **Effective date for GSTR-2B & GSTR-3B**.

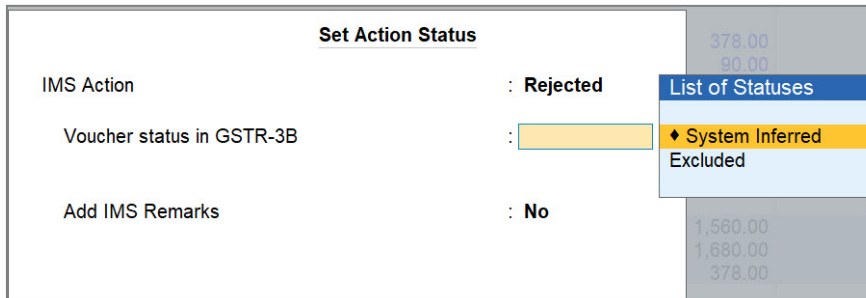
If you want to enter separate effective dates for GSTR-2B & GSTR-3B, press **F12** (Configure) and enable the option **Set separate Effective Dates for GSTR-2B & GSTR-3B**.

| Set Action Status     |                                   |
|-----------------------|-----------------------------------|
| IMS Action            | : Pending                         |
| <b>Effective Date</b> |                                   |
| GSTR-2B               | : 20-10-2025                      |
| GSTR-3B               | : 30-10-2025                      |
| Add IMS Remarks       | : <input type="text" value="No"/> |

This feature is especially useful when invoices are kept pending for verification and can be accepted after the return for the original period has already been filed. Instead of revising the earlier return, you can simply update the effective date and include the invoice in the current return period. Changing the GSTR effective date allows you to manage delayed acceptances or backdated invoices without disrupting your return cycle.

### 20.3.2. Exclude Invoices from GSTR-3B

In certain situations, you might want to retain an invoice in your books but prevent it from being included in the GSTR-3B computation. This is helpful when an invoice is being discussed with the party, and not meant for tax calculation in the current return.



For example, if an invoice is rejected due to a price discrepancy or contractual issue, you can choose to exclude it from GSTR-3B.

## 21. UPLOAD IMS INWARD INVOICES

Once you've set the Action status in IMS Inward invoices, you can easily upload them back to the GST portal directly from TallyPrime. Once approved, ITC will be reflected in GSTR-2B, based on the set Action status. You also have the flexibility to include or exclude invoices that were previously uploaded during the upload process. In case you find any discrepancy in the action status of invoices, you can also Reset the IMS Inward Action Status for all invoices at once.

1. Press **Alt+Z** (Exchange) > **All GST Options** > **Upload IMS Inward Invoices**.  
The **Upload IMS Inward Invoices** screen appears.

| Upload IMS Inward                                           |       |           |                   |              |                |            |                              |
|-------------------------------------------------------------|-------|-----------|-------------------|--------------|----------------|------------|------------------------------|
| Date                                                        | Party | GSTIN/UIN | Particulars       | Doc No.      | Taxable Amount | Tax Amount | Invoice Action Amount Status |
| Ready for Upload (Accepted - 0; Pending - 3; Rejected - 12) |       |           |                   |              |                |            |                              |
| Karnataka Registration                                      |       |           |                   |              |                |            |                              |
| 1-Apr-25                                                    |       |           | Jagadish & Co Pvt | PUR-1-25-26  | 10,000.00      | 1,200.00   | 11,200.00 Pending            |
| 1-Apr-25                                                    |       |           | Jagadish & Co Pvt | PUR-2-25-26  | 20,000.00      | 3,600.00   | 23,600.00 Pending            |
| 1-Apr-25                                                    |       |           | Jagadish & Co Pvt | PUR-3-25-26  | 33,000.00      | 5,280.00   | 38,280.00 Rejected           |
| 2-Apr-25                                                    |       |           | MJ Traders        | PUR-4-25-26  | 12,000.00      | 1,440.00   | 13,440.00 Rejected           |
| 2-Apr-25                                                    |       |           | MJ Traders        | PUR-5-25-26  | 24,000.00      | 4,320.00   | 28,320.00 Rejected           |
| 2-Apr-25                                                    |       |           | MJ Traders        | PUR-6-25-26  | 39,000.00      | 6,240.00   | 45,240.00 Rejected           |
| 3-Apr-25                                                    |       |           | Ram & Co. Pvt Ltd | PUR-7-25-26  | 14,000.00      | 1,680.00   | 15,680.00 Rejected           |
| 3-Apr-25                                                    |       |           | Ram & Co. Pvt Ltd | PUR-8-25-26  | 30,000.00      | 5,400.00   | 35,400.00 Rejected           |
| 3-Apr-25                                                    |       |           | Ram & Co. Pvt Ltd | PUR-9-25-26  | 48,000.00      | 7,680.00   | 55,680.00 Rejected           |
| 4-Apr-25                                                    |       |           | DN Traders        | PUR-10-25-26 | 17,000.00      | 2,040.00   | 19,040.00 Rejected           |
| 4-Apr-25                                                    |       |           | DN Traders        | PUR-11-25-26 | 36,000.00      | 6,480.00   | 42,480.00 Rejected           |
| 4-Apr-25                                                    |       |           | DN Traders        | PUR-12-25-26 | 56,000.00      | 9,000.00   | 65,000.00 Rejected           |
| 6-Apr-25                                                    |       |           | Jagadish & Co Pvt | PUR-16-25-26 | 16,500.00      | 2,970.00   | 19,470.00 Rejected           |
| 6-Apr-25                                                    |       |           | MJ Traders        | PUR-17-25-26 | 9,750.00       | 1,755.00   | 11,505.00 Rejected           |
| 15-Apr-25                                                   |       |           | Ram & Co. Pvt Ltd | PUR-62-25    | 10,000.00      | 1,800.00   | 11,800.00 Pending            |

S: Send (Online)

2. Press **Ctrl+B** (Basis of Values) to configure further options, as per your business needs.

- a. **Include transactions based on Action Status:** This option lets you filter invoices based on their Action Status, such as Accepted, Rejected, Pending, or No Action. You can select a specific status or choose **All Statuses** to view all invoices.
- b. **Include already uploaded invoices:** Enable this option to include invoices that have already been uploaded to the GST portal. This helps you review or reprocess them if required.
- c. **Include invoices where Upload is in progress:** This option allows you to view transactions for which the upload process is currently in progress. It is useful for tracking pending uploads.
- d. **Include invoices Rejected by GST Portal:** Enable this option to include invoices that were rejected by the GST portal during upload. This helps you identify and correct such invoices before re-uploading them.
- e. **Include IMS Remarks in invoices:** Enable this option to include remarks added on the invoices while uploading them to the portal.

TallyPrime exchange Remarks with the GST portal for invoices with the Action Status as **Pending** or **Rejected** across all sections. In addition, for invoices with the action status as **Accepted**, remarks are exchanged only for specific sections when ITC Reduction is enabled and ITC is partially reduced, or ITC Reduction is set to No. This additional exchange for Accepted invoices is applicable to the following sections: B2BA, B2BCN, B2BCNA, B2BDNA, IMPGA, and IMPGSEZA.

In Release 6.2 and earlier, remarks were exchanged only when the action status was Pending or Rejected.

3. Press **Spacebar** to select the invoices you want to upload.

If you want to upload all the invoices, then you do not have to select any of the invoices.

4. Press **S** (Send (Online)) to upload.

Once the upload is successful, you will get a confirmation message.



Sometimes, invoices may not get uploaded instantly due to server issues or high traffic on the GST portal. You can [refresh the GST status](#) after a few minutes.

For real-time updates of the upload activity, check the [Online GST Activity Tracker](#) report.

Once you have uploaded the IMS Inward invoices to the GST portal, you can [recompute your GSTR-2B](#) to reflect the latest changes in your ITC as per the action taken in the IMS Inward Supplies report.

## 22. IMS – ITC SUMMARY

If you are on TallyPrime Release 7.0 and later, it is recommended to [download](#) the latest invoices, [set IMS Action status](#), and then view the IMS ITC Summary report.

The IMS-ITC Summary report provides a consolidated view of your Input Tax Credit (ITC) status across all GST registrations in one place. As per the [Action status](#) in the invoices, this report categorises ITC into three distinct sections, Available ITC, Pending ITC, and Rejected ITC.

Each bucket offers an invoice-wise drill-down, giving you detailed insights into the underlying transactions and their corresponding statuses, as per the data fetched from the IMS Inward report.

1. Press **Alt+G** (Go To) > type and select **IMS – ITC Summary** and press **Enter**.

- **Available ITC:** Available ITC includes the ITC from invoices marked as **Accepted** and as **No Action**. In line with the ITC reduction rule specified by the GST department, reduced ITC and the B2BCN values are deducted from the total available ITC. Hence, the remaining balance is displayed as Available ITC in the IMS ITC Summary report. These amounts are eligible to be claimed in GSTR-2B.

If you are on TallyPrime Release 6.2 or earlier, Available ITC includes the ITC from invoices marked as **Accepted** and as **No Action**.

- **Pending ITC:** Displays the ITC from invoices marked as **Pending**, which are excluded from the current period's GSTR-2B but can be accepted and claimed later.
- **Rejected ITC:** Shows the ITC from invoices marked as **Rejected**, which are not considered for input credit in the current or future periods.

Each section is further broken down into **IGST**, **CGST**, **SGST/UTGST**, **Cess**, and the overall **Tax Amount**, giving you clarity about the tax components as well.

| IMS - ITC Summary                                                                                                             |                  | National Trading Co Pvt Ltd |                 |      |                  |
|-------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------|-----------------|------|------------------|
| GST Registration : <span style="background-color: #cccccc; border: 1px solid #000; padding: 2px;">                    </span> |                  |                             |                 |      |                  |
| ITC Category                                                                                                                  | IGST             | CGST                        | SGST/UTGST      | Cess | Tax Amount       |
| Available ITC                                                                                                                 | 16,872.00        | 606.00                      | 606.00          |      | 18,084.00        |
| Pending ITC                                                                                                                   | 11,124.00        | 2,295.00                    | 2,295.00        |      | 15,714.00        |
| Rejected ITC                                                                                                                  | 2,256.00         |                             |                 |      | 2,256.00         |
| <b>Total</b>                                                                                                                  | <b>30,252.00</b> | <b>2,901.00</b>             | <b>2,901.00</b> |      | <b>36,054.00</b> |
| Q: Quit                                                                                                                       |                  |                             |                 |      |                  |

2. Drill down from the respective section for a detailed view of the selected **ITC Category**.

| IMS - ITC Summary                                             |                   |              |           | National Enterprises |                     |                    |                  |                  |
|---------------------------------------------------------------|-------------------|--------------|-----------|----------------------|---------------------|--------------------|------------------|------------------|
| GST Registration : All Registrations                          |                   |              |           |                      |                     |                    |                  |                  |
| Vouchers of : Pending ITC                                     |                   |              |           |                      |                     |                    |                  |                  |
| Date                                                          | Particulars       | Doc No.      | Doc Date  | Party GSTIN/UIIN     | Taxable Amount      | IGST               | CGST             | SGST/UTGST       |
| <b>Invoices Yet to Be Filed by Supplier (Accepted)</b>        |                   |              |           |                      |                     |                    |                  |                  |
| 1-Apr-25                                                      | Jagadish & Co Pvt | PUR-1-25-26  | 1-Apr-25  |                      | 10,000.00           | 1,200.00           |                  |                  |
| <b>Sub Totals</b>                                             |                   |              |           |                      | <b>10,000.00</b>    | <b>1,200.00</b>    |                  |                  |
| <b>Invoices Yet to Be Filed by Supplier (Pending)</b>         |                   |              |           |                      |                     |                    |                  |                  |
| 15-Apr-25                                                     | Ram & Co. Pvt Ltd | PUR-62-25    | 15-Apr-25 |                      | 10,000.00           |                    | 900.00           | 900.00           |
| <b>Sub Totals</b>                                             |                   |              |           |                      | <b>10,000.00</b>    |                    | <b>900.00</b>    | <b>900.00</b>    |
| <b>Invoices Yet to Be Filed by Supplier (Action Required)</b> |                   |              |           |                      |                     |                    |                  |                  |
| 1-Apr-25                                                      | Jagadish & Co Pvt | PUR-2-25-26  | 1-Apr-25  |                      | 20,000.00           | 3,600.00           |                  |                  |
| 1-Apr-25                                                      | Jagadish & Co Pvt | PUR-3-25-26  | 1-Apr-25  |                      | 33,000.00           | 5,280.00           |                  |                  |
| 2-Apr-25                                                      | MJ Traders        | PUR-4-25-26  | 2-Apr-25  |                      | 12,000.00           | 1,440.00           |                  |                  |
| 2-Apr-25                                                      | MJ Traders        | PUR-5-25-26  | 2-Apr-25  |                      | 24,000.00           | 4,320.00           |                  |                  |
| 2-Apr-25                                                      | MJ Traders        | PUR-6-25-26  | 2-Apr-25  |                      | 39,000.00           | 6,240.00           |                  |                  |
| 3-Apr-25                                                      | Ram & Co. Pvt Ltd | PUR-7-25-26  | 3-Apr-25  |                      | 14,000.00           |                    | 840.00           | 840.00           |
| 3-Apr-25                                                      | Ram & Co. Pvt Ltd | PUR-8-25-26  | 3-Apr-25  |                      | 30,000.00           |                    | 2,700.00         | 2,700.00         |
| 3-Apr-25                                                      | Ram & Co. Pvt Ltd | PUR-9-25-26  | 3-Apr-25  |                      | 48,000.00           |                    | 3,840.00         | 3,840.00         |
| 4-Apr-25                                                      | DN Traders        | PUR-10-25-26 | 4-Apr-25  |                      | 17,000.00           |                    | 1,020.00         | 1,020.00         |
| 4-Apr-25                                                      | DN Traders        | PUR-11-25-26 | 4-Apr-25  |                      | 36,000.00           |                    | 3,240.00         | 3,240.00         |
| 4-Apr-25                                                      | DN Traders        | PUR-12-25-26 | 4-Apr-25  |                      | 56,000.00           |                    | 4,500.00         | 4,500.00         |
| 6-Apr-25                                                      | Jagadish & Co Pvt | PUR-16-25-26 | 6-Apr-25  |                      | 16,500.00           | 2,970.00           |                  |                  |
| 6-Apr-25                                                      | MJ Traders        | PUR-17-25-26 | 6-Apr-25  |                      | 9,750.00            | 1,755.00           |                  |                  |
| <b>Grand Total</b>                                            |                   |              |           |                      | <b>12,60,546.00</b> | <b>1,07,915.20</b> | <b>50,878.00</b> | <b>50,878.00</b> |

You can view the list of invoices along with the tax details.

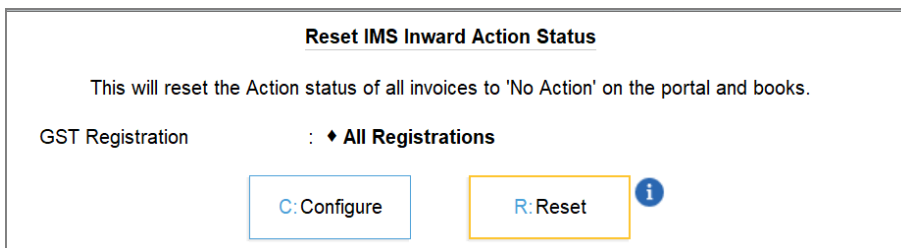
## 23. RESET IMS INWARD ACTION STATUS

While working with multiple invoices, you may have accidentally set Action Status incorrectly, like Accepting those that should be marked as Pending or Rejected. Manually identifying and correcting such errors can be time-consuming.

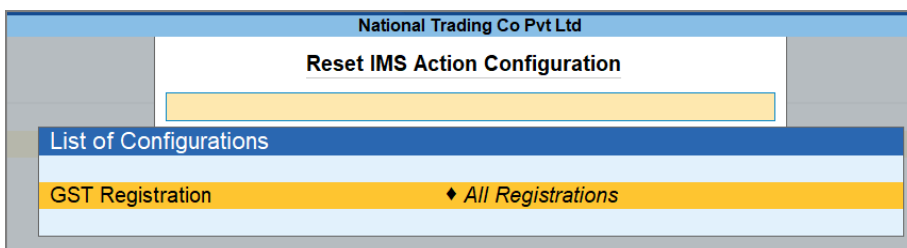
To simplify this, TallyPrime offers a Reset IMS Action feature. With a single action, you can clear all previously set Action statuses, both in TallyPrime and on the GST portal. On a successful reset, the Action status for all invoices is changed to No Action in both your books and the portal.

You can then redownload the invoices from the GST portal and take the correct action, ensuring greater accuracy and compliance.

1. Press **Alt+Z** (Exchange) > **All GST Options** > **Reset IMS Action Status**. The **Reset IMS Action Status** screen appears.



2. Press **C** (Configure) to select the required GST Registration. By default, **All Registrations** will be selected.



3. In the **Reset IMS Action Status** screen, press **R** (Reset).

Once the reset is successful, you will get a confirmation message. You can download the IMS Inward Invoices again to take action.

Reset Action Status is successful for 'Maharashtra Registration'.

Download IMS Inward after successful Action Reset.  
In case activities are incomplete visit Online GST Activity Tracker to check status.

D: Download

O: Online GST Activity Tracker

Sometimes, the reset of the IMS Action status may not happen instantly due to server issues or high traffic on the GST portal. You can [refresh the GST status](#) after a few minutes.

## 24. REFRESH GST STATUS OF VOUCHERS

Sometimes, activities like voucher uploads, downloads, [IMS Action reset](#), or [GSTR-2B recomputation](#) might not happen instantly. This can happen due to server-related issues, or when a lot of activities are in progress at the same time, which might lead to higher traffic on the GST portal.

The [Bell Icon notification](#) will help you in quickly identifying the in-progress activities.

In all such cases, you can easily refresh the GST status of the vouchers after five minutes or so. You will gain a clear picture of the status of your activities.

To refresh the GST status:

1. Press **Alt+Z** (Exchange) > **All GST Options** > **Refresh GST Status**.

Alternatively, click the notification icon and drill down from the required activity. You can see the uploads and downloads that are in progress.

| Pending Activities |                          |             |               |
|--------------------|--------------------------|-------------|---------------|
| Date and Time      | Registration Name        | Return Type | Return Period |
| <b>Uploads</b>     |                          |             |               |
| 13-May-25 1:10 PM  | Karnataka Registration   | IMS Inward  |               |
| 13-May-25 10:51 AM | Tamil Nadu Registration  | GSTR-1      | Apr-24        |
| <b>Downloads</b>   |                          |             |               |
| 13-May-25 1:08 PM  | Karnataka Registration02 | IMS Inward  |               |
| 13-May-25 1:08 PM  | Karnataka Registration   | IMS Inward  |               |
| <b>Reset</b>       |                          |             |               |
| 13-May-25 1:13 PM  | Karnataka Registration   | IMS Inward  |               |

2 ▼

R: Refresh

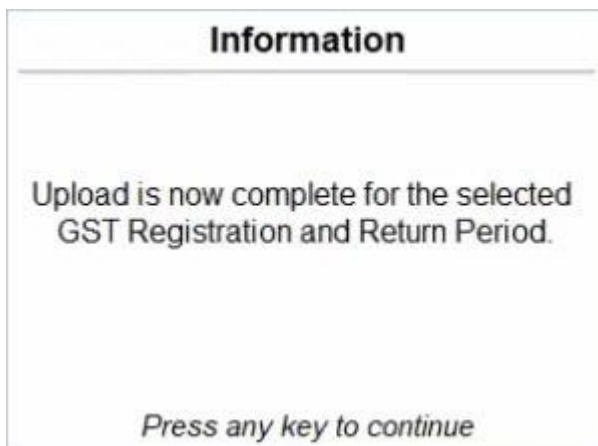
C: Cancel

2. Press **R** (Refresh) to refresh the GST Status.

Once refresh is initiated, you can easily track the progress.



You will receive a confirmation once the vouchers are uploaded or downloaded on the GST portal.

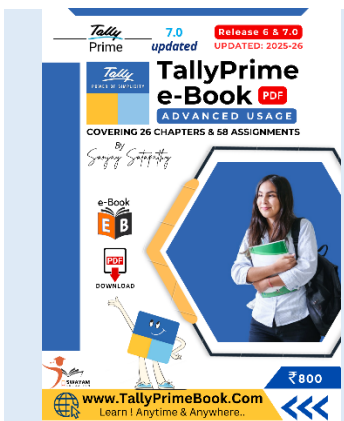


**End...**

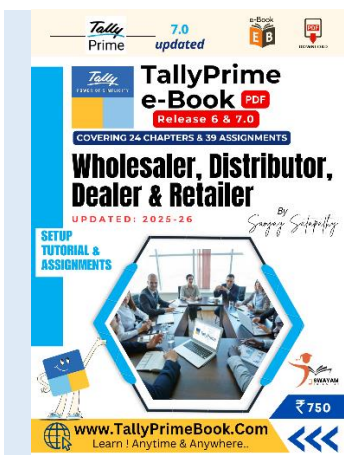
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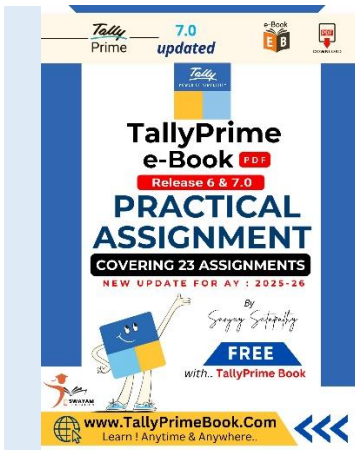


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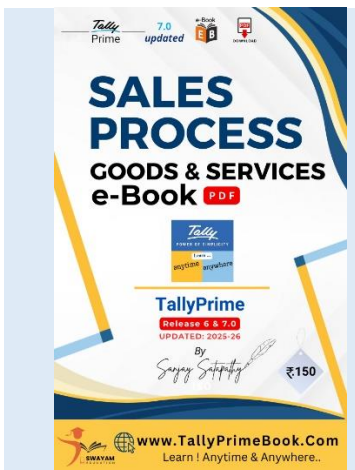




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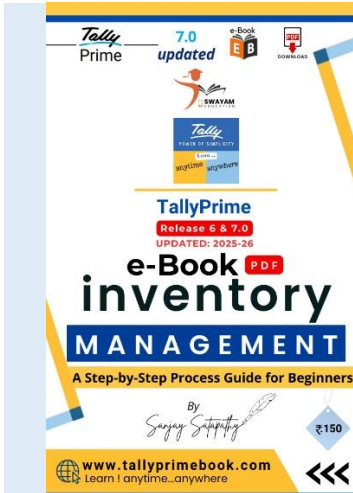


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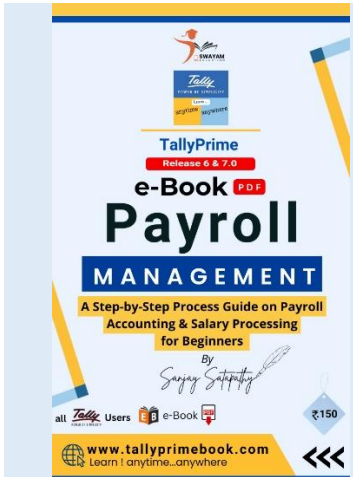


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