



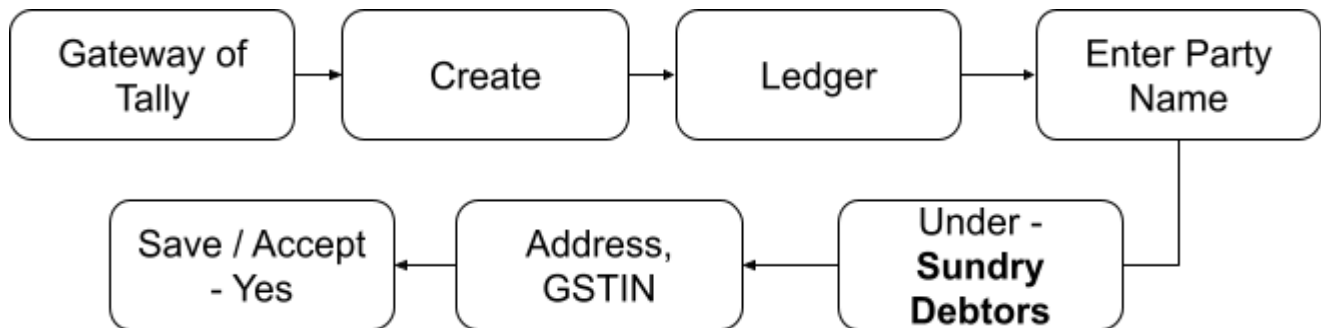
Tally Prime

TALLY PRIME BASICS

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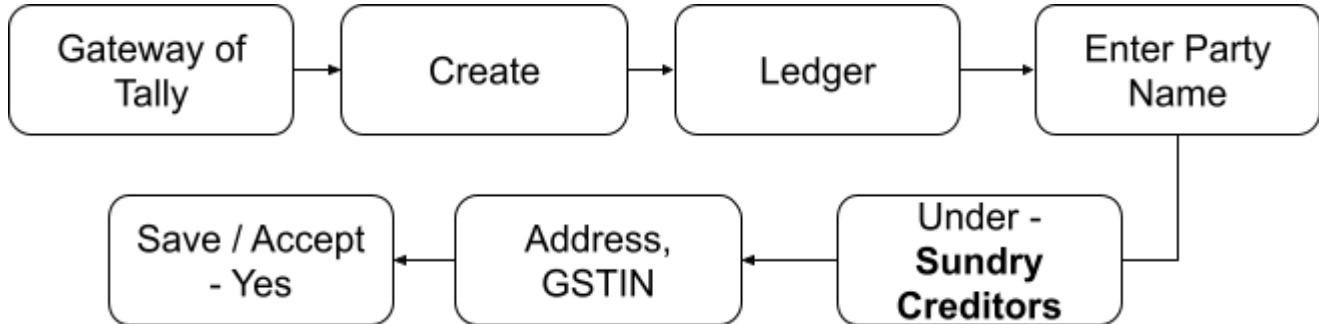
1 Masters Creation - मास्टर्स तयार करणे

1.1 Create Customer Ledger - कस्टमर चे लेजर बनवणे



Ledger Creation		TallyPrime Basics Documents		Total Opening Balance
Name	: SMS Computers			
(alias)	:			
Under		Mailing Details		
	: Sundry Debtors (Current Assets)	Name	: SMS Computers	
Maintain balances bill-by-bill	: Yes	Address	: 102,Prabhat Chambers 685,Budhawar Peth Pune, 411017,Maharashtra	
Default credit period	:	State	: Maharashtra	
Check for credit days during voucher entry	: No	Country	: India	
		Pincode	: 411017	
		Mobile no.	: 9890402224	
		Provide Contact Details	: No	
		Banking Details		
		Provide bank details	: No	
		Tax Registration Details		
		PAN/IT No.	:	
		Registration type	: Regular	
		GSTIN/UIN	: 27AKNPS5448K1ZC	
		Set/Alter GST details	: No	
Opening Balance (on 1-Apr-23) :				Accept ? Yes or No

1.2 Creation of Supplier - सप्लायर चे लेजर बनवणे



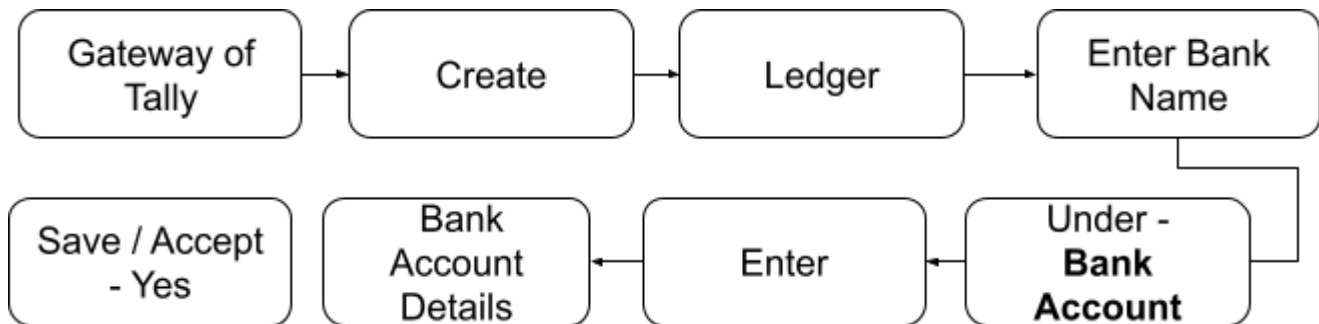
Ledger Creation		TallyPrime Basics Documents		Total Opening Balance
Name	: Nice Computers (Pune)			
(alias)	:			
Under	: Sundry Creditors (Current Liabilities)	Mailing Details		
Maintain balances bill-by-bill	: Yes	Name	: Nice Computers (Pune)	
Default credit period	:	Address	: 4, Kamaldeep Plaza, Opp-Lbs Road Nr. Chinmay Hospital Navipeth, Pune, 411004maharashtra	
Check for credit days during voucher entry	: No	State	: Maharashtra	
		Country	: India	
		Pincode	: 411004	
		Mobile no.	: 9607043700	
		Provide Contact Details	: No	
		Banking Details		
		Provide bank details	: No	
		Tax Registration Details		
		PAN/IT No.	:	
		Registration type	: Regular	
		GSTIN/UIN	: 27AATPG6415A1ZV	
		Set/Alter GST details	: No	
Opening Balance (on 1-Apr-23) :				Accept ?
				Yes or No

Accept yes

1) From **Gateway of Tally > Create > Under Accounting Masters > Ledger.**

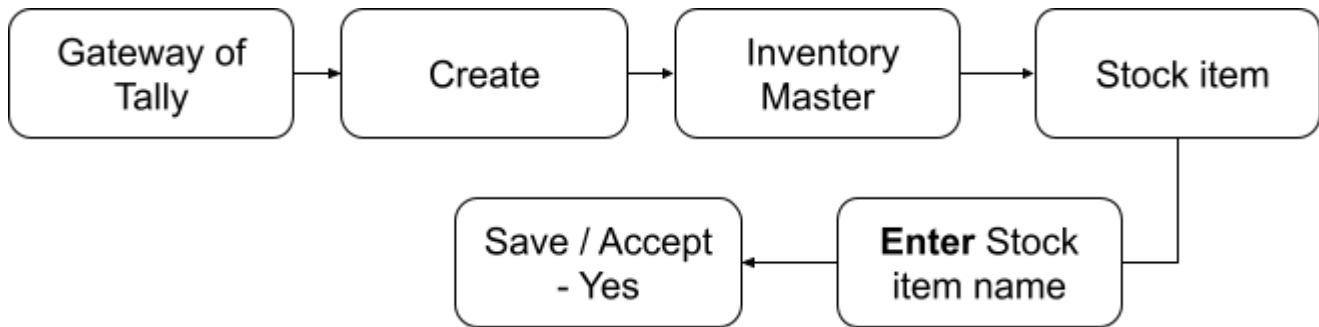
गेटवे ऑफ टल्ली > क्रिएट > अंडर > अकाउंटिंग मास्टर > लेजर

1.3 Creation of Bank Ledger - बँक लेजर बनविणे



Ledger Alteration		TallyPrime Basics Documents	
Name	: HDFC Bank	Total Opening Balance	
(alias)	:	2,15,042.00 Dr	
		<i>Difference</i>	
		2,15,042.00 Dr	
<p>Under : Bank Accounts (Current Assets)</p> <p>Bank Account Details</p> <p>A/c Holder's Name : TallyPrime Basics Documents A/c No. : 5510049131 IFS Code : HDFC0000185 SWIFT Code : Bank Name : HDFC Bank (India) Branch : Nigadi</p> <p>Bank Configuration</p> <p>Set/Alter range for Cheque Books : No Enable Cheque Printing : Yes Set/Alter Cheque Printing configuration : No Enable Auto Reconciliation : No Enable e-Payments : No</p>		<p>Mailing Details</p> <p>Name : HDFC Bank Address : Nigadi Pradhikaran</p> <p>State : Maharashtra Country : India Pincode : Mobile no. : Provide Contact Details : No</p> <p>Tax Registration Details</p> <p>GSTIN/UIN :</p>	
Opening Balance		(on 1-Apr-23) : 2,00,000.00 Dr	
		Accept ?	
		Yes or No	

1.4 Creation of Stock Item - स्टॉक आयटम तयार करणे



Name : **128 GB Pendrive**
(alias) :

Under : **♦ Primary**
Units : **Nos**

Statutory Details

GST Applicable : **♦ Applicable**
Set/Alter GST Details : **Yes**
Type of Supply : **Goods**
Rate of Duty (eg 5) : **0**

Accept the screen

1.5 Creation of Units of Measure-युनिट तयार करणे

Type : **Simple**
Symbol : **Nos**
Formal name : **Number**
Unit Quantity Code (UQC) : **NOS-NUMBERS**
Number of decimal places : **0**

1.6 GST configuration-जी एस टी कॉन्फिगरेशन

Set Alter GST Details Yes

128 GB Pendrive

HSN/SAC Details

Description :
HSN/SAC : **39269099**
Is non-GST goods : **No**

Tax Details

Calculation type : **On Value**
Taxability : **Taxable**
Is reverse charge applicable : **No**
Is ineligible for input credit : **No**

Tax Type	Valuation Type	Rate
Integrated Tax	Based on Value	18 %
Central Tax	Based on Value	9 %
State Tax	Based on Value	9 %
Cess	Based on Value	0 %

2 Voucher Creation - वॉचर तयार करणे

2.1 Purchase voucher - पर्चेस वॉवचार

Gateway of Tally > Voucher > F9 : Purchase गेटवे ऑफ > वॉवचार > F9 : पर्चेस

Accounting Voucher Creation		TallyPrime Basics Documents			
Purchase	No. 1			1-Apr-23 Saturday	
Supplier Invoice No.:	CE/PUR/11	Date	: 1-Apr-23		
Party A/c name	: Nice Computers (Pune)				
Current balance	:				
Purchase ledger	: Purchase A/c				
Current balance	:				
Name of Item	Quantity	Rate per	Amount		
128 GB Pendrive	10 Nos	654.00 Nos	6,540.00		
CGST			588.60		
SGST			588.60		
Narration:					
				10 Nos	Accept ?
					Yes or No

2.2 Sales Voucher - सेल्स वॉवचार

Sales - Gateway of Tally > Voucher > F8 : Sales गेटवे ऑफ > वॉवचार > F8 : सेल्स
F2 : Set the date

Accounting Voucher Creation		TallyPrime Basics Documents			
Sales	No. 1			2-Apr-23 Sunday	
Party A/c name	: SMS Computers				
Current balance	:				
Sales ledger	: SALES A/C				
Current balance	:				
Name of Item	Quantity	Rate per	Amount		
128 GB Pendrive	4 Nos	726.00 Nos	2,904.00		
CGST			261.36		
SGST			261.36		
Narration:					
				4 Nos	Accept ?
					Yes or No

2.3 Receipt Voucher - रिसिप्ट वॉचर

Gateway of Tally > Voucher > F6 : Receipt गेटवे ऑफ > वॉचर > F6 : रिसिप्ट

Accounting Voucher Creation TallyPrime Basics Documents

Receipt No. 2 3-Apr-23 Monday

Account : HDFC Bank
Current balance : 2,03,426.72 Dr

Particulars	Amount
SMS Computers	3,426.72
Cur Bal: 0.00 Cr	
Agst Ref 1	3,426.72 Cr

Narration:

3,426.72

Accept ?
Yes or No

Enter > Bank Allocation Screen > Fill the information > enter

Accept > Yes / No

Bill-wise Details for : **SMS Computers**
Upto: ₹ 3,426.72 Cr

Type of Ref	Name	Due Date, or	Amount	Dr/
Pending Bills				
		Name	Date	Balance Final Balance
Agst Ref	1	1	2-Apr-23	3,426.72 Dr 3,426.72 Dr

2.4 Payment Voucher - पेमेन्ट वॉचर

Gateway of Tally > Voucher > F5: Payment गेटवे ऑफ > वॉचर > F5: पेमेन्ट

Select Payment voucher select the Bank a/c name > Enter

Particulars > type party name > enter > Amount > enter Bill wise details screen type of > Agst ref > select bill number

Accounting Voucher Creation TallyPrime Basics Documents

Payment No. 1 1-Apr-23 Saturday

Account : HDFC Bank
Current balance : 2,00,000.00 Dr

Particulars	Amount
Nice Computers (Pune)	7,717.20
Cur Bal: 7,717.20 Cr	
Agst Ref CE/PUR/11 7,717.20 Dr	

Narration:

7,717.20

Accept ?
Yes or No

Bill-wise Details for : **Nice Computers (Pune)**
Upto: ₹ 7,717.20 Dr

Type of Ref	Name	Due Date, or	Amount	Dr/
Pending Bills				
	Name	Date	Balance	Final Balance
Agst Ref	CE/PUR/11	CE/PUR/11	1-Apr-23	7,717.20 Cr 15,434.40 Cr

Accept Yes/No

3 Reports -रिपोर्ट्स

3.1 Stock Summary Report - स्टॉक समरी रिपोर्ट

Gateway of Tally - Stock Summary

Press F12 Configuration /Show opening balance >Yes ,

Show Goods Inward > Yes

Show Goods Outward > Yes

Show Closing Balance > Yes

Enter Accept the configuration screen

Stock Summary												
TallyPrime Basics Documents												
Particulars	Opening Balance			Inwards			Outwards			Closing Balance		
	Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value
128 GB Pendrive	23 Nos.	654.00	15,042.00	20 Nos.	654.00	13,080.00	19 Nos.	726.00	13,794.00	24 Nos.	654.00	15,696.00
Grand Total	23 Nos.		15,042.00	20 Nos.		13,080.00	19 Nos.		13,794.00	24 Nos.		15,696.00

- F2: Period <
- F3: Company <
- F4: Stock Group <
- F5: Stock Item-wise <
- F6: Monthly <
- F7: Show Profit <
- F8: Valuation <
- F9: Orders <
- F10 <
- B: Basis of Values <
- H: Change View <
- J: Exception Reports <
- L: Save View <
- C: New Column <
- A: Alter Column <
- D: Delete Column <
- N: Auto Column <

3.2 Display ledger statement - लेजर वाईज रिपोर्ट बघणे

Gateway of Tally > Display more report > Account books > Ledger - गेटवे ऑफ टल्ली > डिस्प्ले मोअर रिपोर्ट > अकाउंट्स बुक > लेजर

Ledger Vouchers					
TallyPrime Basics Documents					
Ledger: SMS Computers					
1-Apr-23 to 3-Apr-23					
Date	Particulars	Vch Type	Vch No.	Debit	Credit
2-Apr-23	(as per details)	Sales	1	3,426.72	
	SALES A/C			2,904.00 Cr	
	128 GB Pendrive		4 Nos.	726.00/Nos.	2,904.00
	CGST			261.36 Cr	
	SGST			261.36 Cr	
	New Ref 1			3,426.72 Dr	
3-Apr-23	HDFC Bank	Receipt	1		3,426.72
	Agst Ref 1			3,426.72 Cr	
				Opening Balance :	
				Current Total :	3,426.72 3,426.72
				Closing Balance :	

- F2: Period <
- F3: Company <
- F4: Ledger <
- F5: Bill-wise <
- F6: Monthly <
- F7 <
- F8: Columnar <
- F9 <
- F10 <
- B: Basis of Values <
- H: Change View <
- J: Exception Reports <
- L: Save View <
- R: Reconcile <
- S: Contact <
- F12: Configure <

Q: Quit Enter: Alter Space: Select A: Add Vch 2: Duplicate Vch !: Insert Vch D: Delete X: Cancel Vch R: Remove Line U: Restore Line F12: Configure <

3.3 Outstandings reports - आउटस्टैंडिंग रिपोर्ट बघणे

Gateway of Tally > Display more report > Statements of accounts > Outstandings

गेटवे ऑफ टल्ली > डिस्प्ले मोअर रिपोर्ट > स्टेटमेंट्स ऑफ अकाउंटंट्स > आउटस्टैंडिंगग >रिसिवेबल रिपोर्ट

3.3.1 Receivables report -रिसिवेबल रिपोर्ट

Bills Receivable				TallyPrime Basics Documents		1-Apr-23 to 7-Apr-23		F2: Period <	
Group : ♦ All Items						Pending Amount		Due on Overdue by days	
Date	Ref. No.	Party's Name						F3: Company <	
								F4: Group <	
7-Apr-23				SMS Computers		12,850.20		7-Apr-23	
7-Apr-23	Sales 2	SMS Computers		12,850.20 Dr				F5: Bills Payable <	
15 Nos.	128 GB Pendrive			726.00/Nos.				F6: Ageing Method <	
								F7 <	
								F8: Ledger-wise Bills <	
								F9 <	
								F10 <	
								B: Basis of Values <	
								H: Change View <	
								J: Exception Reports <	
								L: Save View <	
						12,850.20			

3.3.2 Bills Payable - बिल्स पेयेबल रिपोर्ट

Bills Payable				TallyPrime Basics Documents		1-Apr-23 to 7-Apr-23		F2: Period <	
Group : ♦ All Items						Pending Amount		Due on Overdue by days	
Date	Ref. No.	Party's Name						F3: Company <	
								F4: Group <	
5-Apr-23				Nexcen Technology		7,717.20		5-Apr-23	
5-Apr-23	Purchase 2	Nexcen Technology		7,717.20 Cr				F5: Bills Payable <	
10 Nos.	128 GB Pendrive			654.00/Nos.				F6: Ageing Method <	
								F7 <	
								F8: Ledger-wise Bills <	
								F9 <	
								F10 <	
								B: Basis of Values <	
								H: Change View <	
								J: Exception Reports <	
								L: Save View <	
						7,717.20			