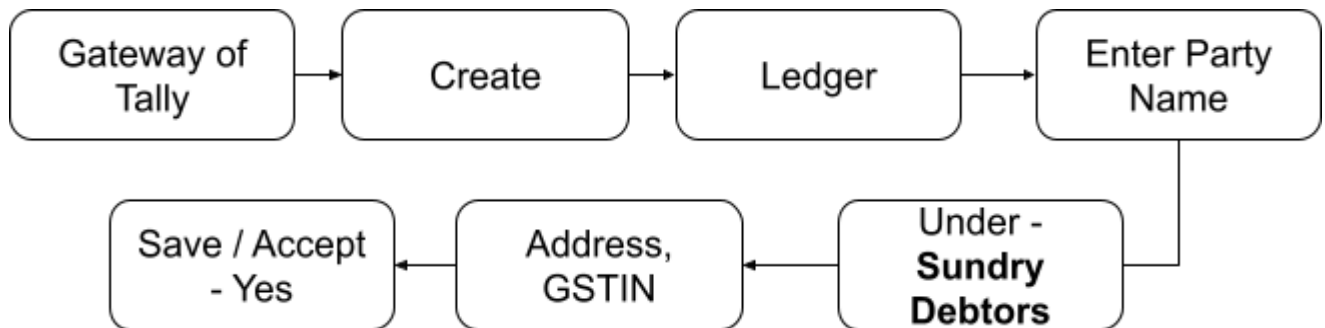


1 Masters Creation - मास्टर्स तयार करणे	1
1.1 Create Customer Ledger - कस्टमर चे लेजर बनवणे	1
1.2 Creation of Supplier - सप्लायर चे लेजर बनवणे	2
1.3 Creation of Bank Ledger - बँक लेजर बनविणे	3
1.4 Creation of Stock Item - स्टॉक आयटम तयार करणे	4
1.5 Creation of Units of Measure-युनिट तयार करणे	5
1.6 GST configuration-जी एस टी कॉन्फिगरेशन	5
2 Voucher Creation - वॉचर तयार करणे	5
2.1 Purchase voucher -पर्चेस वॉचर	6
2.2 Sales Voucher - सेल्स वॉचर	6
2.3 Receipt Voucher - रिसिप्ट वॉचर	7
2.4 Payment Voucher -पेमेन्ट वॉचर	7
3 Reports -रिपोर्ट्स	8
3.1 Stock Summary Report - स्टॉक समरी रिपोर्ट	8
3.2 Display ledger statement - लेजर वाईज रिपोर्ट बघणे	9
3.3 Outstandings reports - आऊटस्टँडिंग रिपोर्ट बघणे	9
3.3.1 Receivables report -रिसिवेबल रिपोर्ट	10
3.3.2 Bills Payable - बिल्स पेयेबल रिपोर्ट	10

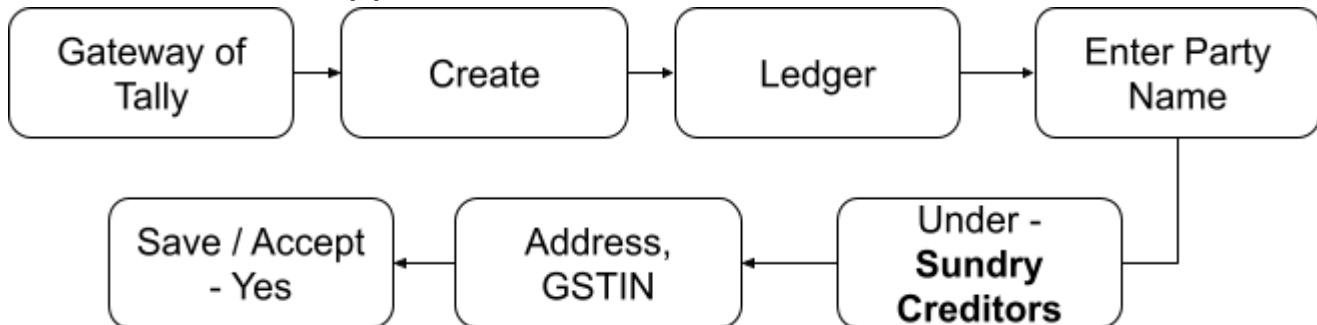
1 Masters Creation - मास्टर्स तयार करणे

1.1 Create Customer Ledger - कस्टमर चे लेजर बनवणे



Ledger Creation		TallyPrime Basics Documents		Total Opening Balance
Name	: SMS Computers			
(alias)	:			
Under : Sundry Debtors (Current Assets)		Mailing Details		
		Name	: SMS Computers	
		Address	: 102,Prabhat Chambers 685,Budhawar Peth Pune, 411017,Maharashtra	
		State	: Maharashtra	
		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



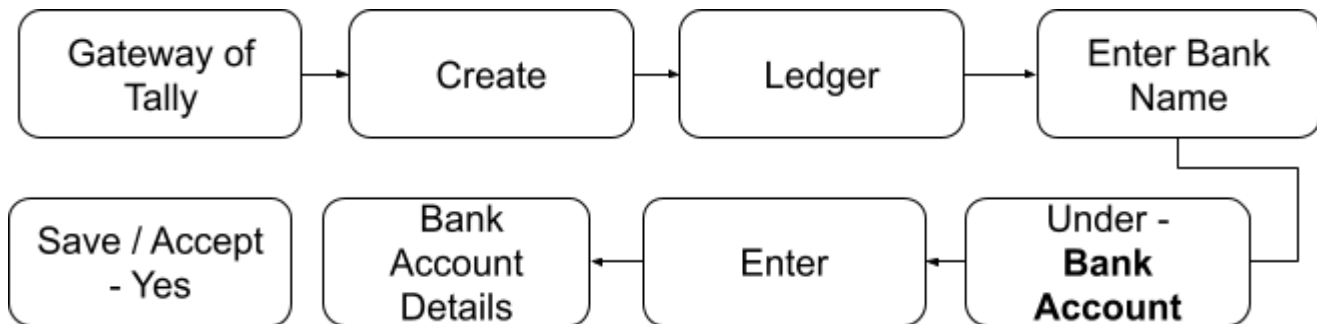
Ledger Creation		TallyPrime Basics Documents		Total Opening Balance
Name	: Nice Computers (Pune)			
(alias)	:			
Under : Sundry Creditors (Current Liabilities)		Mailing Details		
		Name : Nice Computers (Pune)		
		Address : 4, Kamaldeep Plaza, Opp-Lbs Road Nr. Chinmay Hospital Navipeth, Pune, 411004maharashtra		
		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		
Maintain balances bill-by-bill : Yes				
Default credit period :				
Check for credit days during voucher entry : 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



1.4 Creation of Stock Item - स्टॉक आयटम तयार करणे



Name : 128 GB Pendrive									
(alias) :									
Under : Pendrives	Statutory Details GST applicability : ♦ Applicable HSN/SAC & Related Details HSN/SAC Details : Specify Details Here HSN/SAC : 392690 Description : GST Rate & Related Details GST Rate Details : Specify Details Here Taxability Type : Taxable GST Rate : 18 %								
Units : Nos.									
<table border="1"> <thead> <tr> <th></th> <th>Quantity</th> <th>Rate per</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Opening Balance :</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Quantity	Rate per	Value	Opening Balance :			
	Quantity	Rate per	Value						
Opening Balance :									

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**

2 Voucher Creation - वॉवचार 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 वॉचर

Sales - Gateway of Tally > Voucher > F8 : Sales गेटवे ऑफ > वॉचर > 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) Cur Bal: 7,717.20 Cr Agst Ref CE/PUR/11 7,717.20 Dr	7,717.20

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	TallyPrime Basics Documents 1-Apr-23 to 7-Apr-23											
	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

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

TallyPrime Basics Documents												F2: Period	◀
Ledgeer Vouchers												F3: Company	◀
Ledgeer: SMS Computers												F4: Ledger	◀
Date	Particulars	Vch Type	Vch No.	Debit	Credit								
2-Apr-23	(as per details)	Sales	1	3,426.72								F5: Bill-wise	◀
	SALES A/C			2,904.00 Cr								F6: Monthly	◀
	128 GB Pendrive	4 Nos.	726.00/Nos.	2,904.00								F7	◀
	CGST			261.36 Cr								F8: Columnar	◀
	SGST			261.36 Cr								F9	◀
	New Ref 1			3,426.72 Dr								F10	◀
3-Apr-23	HDFC Bank	Receipt	1		3,426.72							B: Basis of Values	◀
	Agst Ref 1			3,426.72 Cr								H: Change View	◀
												J: Exception Reports	◀
												L: Save View	◀
												R: Reconcile	◀
												S: Contact	◀
Opening Balance :													
Current Total :												3,426.72	3,426.72
Closing Balance :													
Q: Quit	Enter: Alter	Space: Select	A: Add Vch	2: Duplicate Vch	I: 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 > आउटस्टैंडिंग > 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									F3: Company		
Date	Ref. No.	Party's Name				Pending Amount	Due on	Overdue by days	F4: Group		
									F5: Bills Payable		
									F6: Ageing Method		
									F7		
									F8: Ledger-wise Bills		
									F9		
									F10		
									B: Basis of Values		
									H: Change View		
									J: Exception Reports		
									L: Save View		