

Tally with GST

www.IndigoLearn.com

9640111110

Welcome to the Learning Journey!!!

1. Introduction & Setting up Company in Tally

Download & Install Tally

- Visit www.tallysolutions.com
- Click on **Download** tab
- ▶ **Download for later**
- Click on **Setup.exe** File ▶ Run
- Tally Application extension(Icon) will be created on Desktop.

Note: As a Student you no-need to activate/re-activate the license,
Open Tally ▶ Work in Educational mode

Task-1

Creating and Maintaining a Company

Creating a company in Tally. ERP 9 is a simple, one-time activity. The company data created can be modified, exported, and other company data can be imported into your company at any given point of time.

To create a company in Tally. ERP 9

1. Go to **Gateway of Tally > Alt+F3(or)Alt+F1 > Create Company.**

Company Creation Ctrl + M

Directory
 Name: Indigo Learn
 Primary Mailing Details
 Mailing name: Indigo Learn
 Address: E 101, Indu Aranyia Pallavi, csa post, bandlaguda, Nagole, HYD 500 068
 Country: India
 State: Telangana
 Pincode: 500068
 Contact Details
 Phone no.: XXXXXXXXXXXXXXXX
 Mobile no.: XXXXXXXXXXXXXXXX
 Fax no.: XXXXXXXXXXXXXXXX
 E-mail: www.IndigoLearn.com
 Website:

Books and Financial Year Details
 Financial year begins from: 1.4.2019
 Books beginning from: 1.4.2019

Security Control
 TallyVault password (if any): ****
 Repeat password: ****
 (Warning: Forgetting TallyVault password will render your data inaccessible.)
 Use security control (Enable security to avail TSS features): ? Yes
 Name of administrator: ravi
 Password: ****
 Repeat password: ****
 (Password strength: Weak)
 Use Tally Audit features: ? No
 Disallow opening in Educational Mode? No

Base Currency Information
 Base currency symbol: ₹
 Formal name: INR
 Suffix symbol to amount: ? No
 Add space between amount and symbol: ? Yes
 Show amount in millions: ? No
 Number of decimal places: Word representing amount after No. of decimal places for amount

Accept ?
 Yes or No

- **Directory:** modify the data path, if required.

2. Enter the following details pertaining to your company:

- Primary Mailing and Contact Details

- The correspondence details of your company such as mailing name, address, country, state, and Pin code, telephone number, email ID, and so on can be entered here.
- Select the country for which you require the statutory features in the field **Country**.
- Base currency symbol is enabled in accordance with the country selected.

- Books and Financial Year Details

- **Financial year begins from:** Tally. ERP 9 considers a financial year to be of twelve months. Any date can be entered here.
- **Books beginning from:** By default, the date provided in the **Financial year begins from** field is captured here. However, this can be changed if your book beginning date is different.

Task-2

Altering a Company

To alter details of an existing company

1. Go to **Gateway of Tally** > click **F3: Cmp Info** . > **Alter** .

2. Press **Enter** .
3. Select the company from the **List of Companies** .
4. Press **Enter** to view the **Company Alteration** screen.
5. Make necessary changes in the required fields.
6. Press **Enter** to save.

Task-3

Deleting a Company

To **delete** a company

1. Select the company to be deleted.
2. Go to **Gateway of Tally > F3: Cmp Info** .
3. Select **Alter** .
4. Press **Enter** .
5. Select the company to be deleted.
6. Press **Alt+D** to delete. A confirmation message appears as shown below:
7. Press **Enter** to delete the company.

Note: Deletion of a company is irreversible. The company is permanently deleted from the system.

Shutting a Company

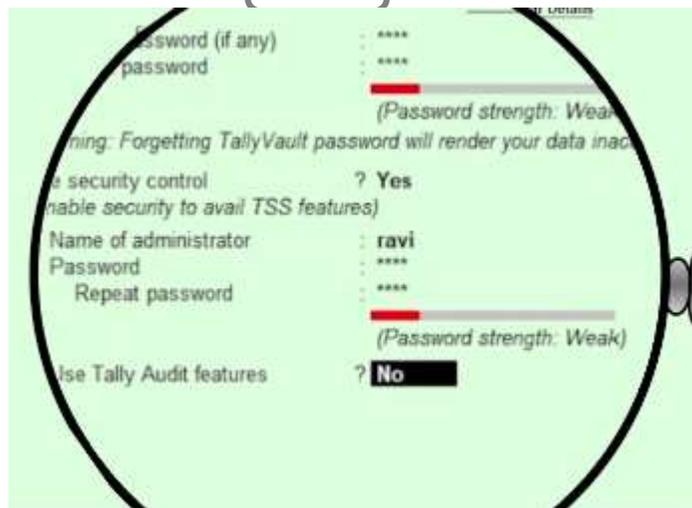
To shut a company

1. Go to **Gateway of Tally > F1: Shut Company** .
2. Select company from the **List of Primary Companies**.
3. Press **Enter** to shut the company.

Task-4

Creating Secure Company

In the Company Creation Profile Page, you may find-out a tab ▶ **Security Control**



Tally Vault password

An enhanced security system that allows encryption of your company data. Encryption involves converting normally accessible Tally information into unrecognizable information, which can only be reconverted by authorised persons.

Use security control

Security control enables you to initiate a password-protected system to control access to your company data.

Note: The administrator password is case-sensitive, and if forgotten, it cannot be retrieved.

Once **Security Control** is enabled in the **Company Alteration** screen, the fields against **Password** and **Repeat password** will display a single star.

2. Voucher Types & Basic Entries

Steps for Tally

STEP1:	Accounts Information	1. Ledgers
STEP2:	Inventory Information	A. Stock Groups B. Stock Items C. Units of Measurement
STEP3:	Accounting Vouchers	F4: Contra Voucher F5: Payment Voucher F6: Receipt Voucher F7: Journal Voucher F8: Sales Voucher F9: Purchase Voucher
STEP4:	Reports:	Balance Sheet Profit & Loss A/c Stock Summary Ledger Report Registers

Predefined Vouchers in Tally. ERP 9

Tally comprises of the following predefined Vouchers, to suit different business requirements for recording various transactions. Tally also allows you to create user-defined Vouchers (Voucher Types) as per your requirements.

- Contra Voucher
- Payment Voucher
- Receipt Voucher
- Journal voucher
- Sales Voucher / Invoice

- Purchase Voucher / Invoice

Introduction to Contra Voucher

As per the Accounting Principles, a Contra entry is a transaction involving transfer of cash between one Cash A/c to another or one Cash A/c to another Bank A/c i.e., is a transaction indicating transfer of funds from:

- Cash account to Cash account
- Cash account to Bank account
- Bank account to Cash account
- Bank account to Bank account

Contra Stands for Stability on Activity. That means even after recording this type of activities there is no change company assets/profits. Just values moving from one account to another account. (within in the company)

To view the Contra Voucher Entry Screen,

- Go to Gateway of Tally > Accounting Vouchers
- Select **F4: Contra** from the Button Bar or press **F4** .



The screenshot shows the Tally ERP 9 Accounting Voucher Creation screen. The voucher type is 'Contra' (No. 1) dated '3-Mar-2020 Tuesday'. The account is 'SBI' with a current balance of '6,48,684.00 Dr'. The 'Particulars' section shows 'Cash' with a current balance of '11,13,874.00 Dr' and an amount of '1,00,000.00'. The text 'when cash deposited' is overlaid on the screen. The right-hand side of the screen shows a button bar with F1-F9 keys corresponding to various voucher types: F1: Accounting Voucher, F2: Inventory Voucher, F3: Company, F4: Contra, F5: Payment, F6: Receipt, F7: Journal, F8: Sales, F9: Credit Note, and F9: Purchase.



Introduction to Payment Voucher

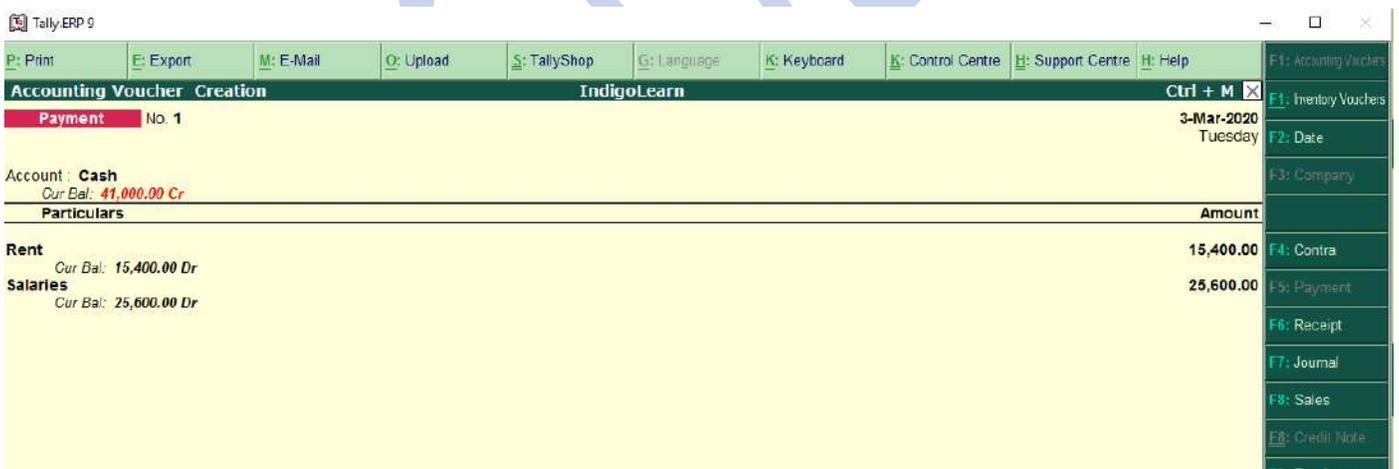
Payment voucher is used to account all the payments made by the company by way of Cash/Bank.

To view the **Payment Voucher** entry screen,

1. Go to **Gateway of Tally > Accounting Vouchers** .

Click **F5: Payment** .

For example : The company settles expenses of Conveyance, Staff Welfare, Postage and Stationery through Cash in one voucher. This entry can be passed in single entry mode where you will be crediting the Cash Ledger only once and the entry appears as shown below:



Introduction to Receipt Voucher

Any money received from debtors against sales Invoices or on Account and for all transactions where money is received are accounted or entered Tally. ERP 9 using the Receipt Voucher.

To view the **Receipt Voucher** screen:

Go to **Gateway of Tally > Accounting Vouchers**

- Select **F6: Receipt** from the button bar or press **F6**.

For example, if your company receives money from a customer for an earlier transaction say sales, and the same is passed through a Receipt Voucher:

Accounting Voucher Creation		IndigoLearn	Ctrl + M
Receipt No. 1			1-Jan-2020 Wednesday
Account : Cash Cur Bal: 12,02,540.00 Dr			
Particulars		Amount	
Mohan Cur Bal: 12,02,540.00 Cr		12,02,540.00	

Introduction to Journal Voucher

Journal Vouchers are used to adjust the debit and credit amounts without involving the cash or bank accounts. Hence, they are referred to as adjustment entries.

Purchase/Sale of business needs. Ex : purchased Furniture/land/buildings for office purpose....

Creating a Journal Entry

Journal entries are usually used for finalization of accounts. To pass a Journal Voucher,

Go to Gateway of Tally > Accounting Vouchers

- Click on **F7: Journal** on the Button Bar or press **F7**.

Accounting Voucher Creation		IndigoLearn	Ctrl + M
Journal No. 1			25-Sep-2019 Wednesday
Particulars		Debit	Credit
By Furniture Cur Bal: 2,50,000.00 Dr		2,50,000.00	
To Shakthi Furnitures Pvt Ltd Cur Bal: 2,50,000.00 Cr			2,50,000.00

Introduction to Sales Voucher

Sales Voucher is used to record the Sales transactions of the company. You can pass an entry using the Voucher mode or the Invoice mode where the calculations can be automated, and the transactions can be fed into the system easily.

The screenshot shows the 'Accounting Voucher Creation' window in Tally.ERP 9. The voucher type is 'Sales' (No. 1) dated '25-Sep-2019'. The party is 'Mohan'. The item 'Dell Computers' is listed with a quantity of 154.00 Nos, a rate of 15,487.00 Nos, and a total amount of 23,84,998.00. The window includes a menu bar with options like Print, Export, E-Mail, Upload, TallyShop, Language, Keyboard, Control Centre, Support Centre, and Help. A button bar on the right contains function keys F1 through F10.

Name of Item	Quantity	Rate per	Amount
Dell Computers	154.00 Nos	15,487.00 Nos	23,84,998.00
End of List			

Introduction to Purchase Voucher

When a company buys goods on credit or cash, **Purchase voucher** is used to record all the Purchase transactions of the company.

To pass a Purchase Voucher,

- Go to Gateway of Tally > Accounting Vouchers.
- Click on **F9:Purchase** on the Button Bar or press **F9** .

The screenshot shows the 'Accounting Voucher Creation' window in Tally.ERP 9. The voucher type is 'Purchase' (No. 1) dated '24-Sep-2019'. The supplier invoice number is '2345'. The party is 'Dell India Pvt Ltd'. The item 'Dell Computers' is listed with a quantity of 540.00 Nos, a rate of 14,500.00 Nos, and a total amount of 78,30,000.00. The window includes a menu bar with options like Print, Export, E-Mail, Upload, TallyShop, Language, Keyboard, Control Centre, Support Centre, and Help. A button bar on the right contains function keys F1 through F10.

Name of Item	Quantity	Rate per	Amount
Dell Computers	540.00 Nos	14,500.00 Nos	78,30,000.00
End of List			

Basic illustration to understand Tally Data Processing Structure

(The Problem used in the Video.)

Capital Invested in the business Rs. 100000 in the form of cash, Rs. 500000 in the form of Bank

Cash deposited in SBI Rs. 50000

Cash withdrawn from bank Rs. 100000

Purchased 100 Nos. Dell Computer @ Rs. 10000 each from ABC Pvt Ltd

Cash paid to ABC Pvt LTD Rs. 10000

Sold 40 Dell Computers @ Rs. 11000 to Mr. Kumar

Sold 10 Dell Computers @ Rs. 11000 to Mr. Kumar for cash.

Additional Problems for Student practices

Example: 1

1. **Capital** invested in the business Rs. 10 lakhs in **cash**
2. **Purchased** 100 Samsung mobiles @ 10,000 each from **Sangeetha Mobiles**
3. **Sold** 60 Samsung Mobiles to **Mr. Kumar** @ 12000 each

Example: 2

1. Capital invested in the business 100000
2. Purchased 100 Dell computers from Dell India pvt ltd @ 7500 each
3. Sold 79 Dell computers to Mr. Chandra @ 10000 each

Example: 3

1. Started Business with 15,00,000 as on 01.04.2018 with cash
2. Purchase 10 Electronic waves @ 12500 each from Bajaj Electronics
3. Sold 5 Electronic waves @ 11500 each to Shankar for cash

E-mailing a Report

You can e-mail reports, invoices, purchase orders, reminder letters, and so on, without using an external e-mailing service.

- ▶ Visit your E-mail Account
- ▶ Enable : **Less Secure Apps.**
- ▶ from report location Press **Alt+M**

Select the required **E-Mail Server** from the list of **Common Mail Servers** . The **Server Address** field displays the **SMTP** server address and port number according to the **E-Mail Server** selected.

- Set the option **Use SSL** to **Yes** .
- Set the option **Use SSL on Standard Port** to **No** . The option is set to **Yes** only if Hotmail is used as the e-mail server.

- Modify **From** and **From E-Mail Address** , if required.
- Enter **Authentication Username** and **Password** , if required.
- Select the required **Format** .
- Select the required **Page Size** .
- Select the required **Page Orientation** .
- Enter the e-mail address of the intended recipient in the **To E-Mail Address** field.
- Enter another e-mail address in the **CC To (if any)** field, if you want to send a copy of the same e-mail to more than one recipient.
- Modify the **Subject** , as required.
- Enter **E-mail message (if any)** , if required. This will precede the report in the recipient's mail program. There is a limitation of 256 characters to this field.
- Alternatively you can click **T>Select Text** to define and select the e-mail message to be prefilled in the e-mail.
- Select the format in which the **Information Sent** can be viewed.
- Set additional mailing configurations, as required.

Note : While sending a mail from the print mode, if the number of copies is set to a certain number, then the same number of copies will be e-mailed. On the other hand, while sending a mail from a different mode, only one copy will be sent.

3.Sales Accounting

1. What is Bill wise Accounting?

If we make an entry to a ledger that needs bill wise details, we have to give the details of the bill at the voucher entry itself. Where we can see the details of bills, specific credit periods and get the correct outstanding result [balance] of each ledger.

But when there are large numbers of entries it becomes difficult to match a payment to an invoice. It is so that the details of creditors and debtors are maintained at the invoice level and called as Bill-Wise Accounting system.

2. Where do we find Bill wise Accounting feature in Tally.ERP 9?

We find this feature of Bill wise Accounting in Tally.ERP 9 solution under the Accounting feature head (F11)

Route to Access : To enable the accounting features Go to Gateway of Tally > F11: Features > F1: Accounts.

We can now activate Bill wise accounting feature under the heading out standing management features.

Bill wise Accounting : Enable this option to display the option Maintain balances bill by bill in all ledgers created under sundry debtors and creditors. Where we enter the details of sales and purchases with the bill wise option activated, Tally.ERP 9 prompts us to identify the invoice with an appropriate reference number.

3. Types of Bill wise details in Tally.ERP 9

There are four types of bill wise detail.

New Reference	This is used at the time of passing sales and purchase entries which after will serve for Against reference entries to be passed under Sundry debtors and creditors ledger.
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Against Reference	This reference is used when we pass receipt entries or payment entries against the references created at the time of passing of original entries such as sales and purchase.
Advance	<p>This reference is used when any amount is received in advance for any services rendered or for any outward supplies of goods is made or where any amount is paid in advance for purchases to be made at the future date.</p> <p>In other words this type of bill wise detail is maintained where the nature of service or nature of product or terms of business demands advance receipts/ advance payments to be made and to track these when the business gets materialized at the time of raising of bill or invoice, these entries would serve as reference.</p>
On Account	<p>An interest receipt entry, interest payment entries uses these types of references. But apart from these this type of reference is also used when we are unsure of as of against which bill the sum has been settled by the debtor.</p> <p>So all those types of entries are kept under this reference till the time it gets cleared as to which Invoice the sum relates to.</p>

4. Benefits of maintaining Bill wise details in Tally.ERP 9

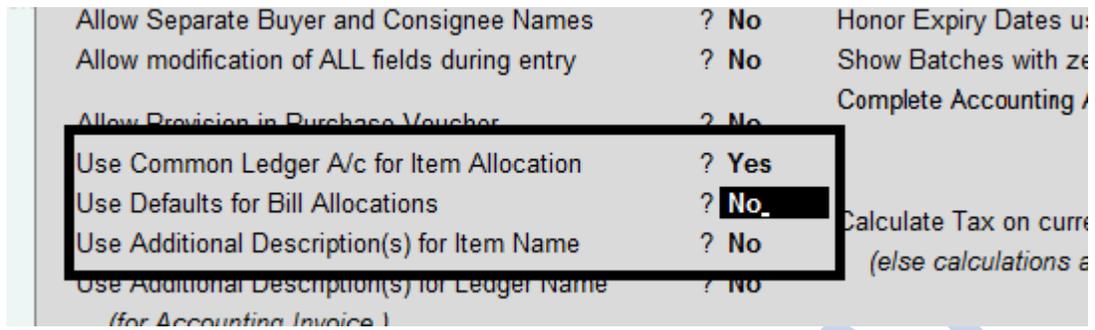
- To easily maintain/generate outstanding reports of Receivables and Payables
- To maintain & track Accounts Receivable and Accounts Payable based on every bill
- The primary benefit of this capability is the speed and ease which is enabled by Tally.ERP 9
- Helps in generating Age wise analysis report for receivables and payables

5. How to activate Bill wise Accounting in Tally.ERP 9?

F11> Accounting Features > Main Balances bill by bill-YES

Company: <u>Reliance Electronic - Technologies</u>			
<u>Accounting Features</u>			
<u>Outstandings Management</u>		<u>Budgets & Scenario Management</u>	
Maintain Bill-wise Details (for Non-Trading A/cs also)	? <input checked="" type="checkbox"/> Yes	Maintain Budgets and Controls	? No
Activate Interest Calculation	? No	Use Reversing Journals & Optional Vouchers	? Yes
		Use Invoice mode for Credit Notes	? Yes
		Use Invoice mode for Debit Notes	? Yes

In Gateway of Tally > press F12 > Invoice / Orders Entry >>



Note: Use Defaults for Bill Allocations – No

Bill Wise/Instalment Accounting

- Sold 10 Nos Nokia Mobiles to Mr. Kaylan @ 10,000 01/04/2019
- Payment made in 4 Instalments
- Each Instalment is due on **After 5 Days**

Type of Ref	Name	Due Date, or Credit Days (wef. 1-Apr-2019)	Amount Dr/ Cr
New Ref	1-1st Instalment	5 Days (6-Apr-2019)	25,000.00 Dr
New Ref	1-2nd Instalment	10 Days (11-Apr-2019)	25,000.00 Dr
New Ref	1-3rd Instalment	15 Days (16-Apr-2019)	25,000.00 Dr
New Ref	1-4th Instalmet	20 Days (21-Apr-2019)	25,000.00 Dr

To See outstanding bills ... Receivables and payables

Display . >statement of Accounts >> Out standings > receivables and Payables

(The Problem used in the Video.)-

Sales against Advance

- Advance received from Mr. Kumar on 5th April-2019

Accounting Voucher Creation		Indigo Learn Edu Tech Pvt Ltd	
Receipt	No. 3	11-Apr-2019	Thursday
Account : Cash		Cur Bal: 60,000.00 Dr	
Particulars		Amount	
Mr Kumar		10,000.00	
Cur Bal: 10,000.00 Cr		Advance Advc-01 Mr Kumar	
		10,000.00 Cr	

- Sold 2 Nokia Mobiles to Mr. Kumar as on 10th April-2019 (@ 10000 each)

Accounting Voucher Creation		D	
Sales	No. 1	5-Apr-2019	Friday
Reference no.:			
Party A/c name : Mr Kumar			
Current balance :			
Sales ledger : Sales			
Name of Item	Quantity	Rate per	Amount
Nokia	2 Nos	10,000.00 Nos	20,000.00
End of List			

- Outstanding Amount will be cleared in 2 Instalments

Bill-wise Details				
Sales No. 1				
Reference no.:				
Party A/c name : Mr Kumar				
Current balance :				
Sales ledger : Sales				
Bill-wise Details for : Mr Kumar				
Upto : ₹ 20,000.00 Dr				
Type of Ref	Name	Due Date, or Credit Days (wef: 5-Apr-2019)	Amount	Dr/ Cr
Agst Ref	Advc-01-Mr Kumar		10,000.00	Dr
New Ref	2-1stinstall	1-May-2019 (26 days)	5,000.00	Dr
New Ref	2-2nd Instalment	1-Jun-2019 (57 days)	5,000.00	Dr

- Each Instalment is due on First of Every Month.

To See outstanding bills ... Receivables and payables

Display . >statement of Accounts >> Out standings > receivables and Payables

Additional Problems for Student practices

Problem 1:

Indigolearn and Vedanta Educational Academy

1. Purchased 10 Nokia Mobiles from M/s. Sahara Mobiles Stores @ 15500 each. But the agreed to pay in 3 Instalments. Each instalment is due on after 10 Days.
 2. Sold 5 Nokia Mobiles to Mr. Sekhar @ 16000 each. Payment made in 2 Instalments each instalment is due on first of every month.
 3. 1st Instalment paid to M/s. Sahara
 4. 1st Instalment received from Mr. sekar
- Show Outstanding Receivables/ Payables

Problem 2:

1. Purchased 150 Dell Keyboards from Swetha Computer @ 350 each. Agreement as follows: bill made in 2 Installments. Each installment is due on after 5Days
2. Sold 149 Keyboards @ 351 each to Mr. Kedar but payment made in 5 Instalments.

Problem 3:

Following entries was made in Business... prepare Bills wise details of parties.

- 1) On 1st April 2016 Purchase 50 Electronic Batteries @ 2500 from Vedanta Industries, but the payment made in 5 instalments, due date for each instalment is 10 days.
- 2) On 1st April 2016 Sold 25 Electronic Batteries @ 3100 to Bajaj Electronics, taken agreement for payment is Credit balance will be received in 4 Instalments, due date for each bill is 5 Days.
- 3) Paid 1st instalment to Vedanta Industries, 2nd Instalment also paid.
- 4) Received 1st Bill from Bajaj Electronics.

Show the details of Pending bills.

Problem 4:

1. Sold 10 Refrigerator @ 12000 (1,20,000) to Mr. Giri. And he agreed to pay his dues in 3 Instalments. Each Instalment is due on after 1Month.

on 1st May received Rs.36000 from giri. 2nd Cleared on due date. Half of 3rd install cleared on due date

Item Description

Additional description in stock item master

You can record additional transcription for goods in the stock item master and in the invoice or both. In both cases all you have to do is enable the option provided under **F12: Configure** to get a new field where additional description can be recorded.

In case additional description is recorded in the stock item master or ledger master, the same will appear in the invoice when additional description is enabled. You can alter the existing description or add more information.

1. Go to **Gateway of Tally > Inventory Info. > Stock Items > Create** .
2. Click **F12: Configure** .

Stock Item Configuration

Provide aliases along with name	? Yes
Provide language aliases for name	? No
Allow advanced entries in masters	? No
Provide part numbers for stock items	? No
Add description for stock items	? Yes
Add remarks for stock items	? No
Specify default ledger allocation for invoicing	? No
Use alternate units for stock items	? No
Enable standard rates for stock items	? No
Enable component list details (Bill of Materials)	? Yes

3. Enable the option **Add description for stock items?** and press **Ctrl+A** to accept.
4. In the **Stock Item Creation** screen, enter the **Name** of the item.
5. Enter the additional description for the item in the **Description** field.

Stock Item Creation	National Enterprises
Name : Optical Mouse	
(alias) :	
Description : One Year Limited Warranty	
Under : <input checked="" type="checkbox"/> Primary	
Units : nos	
Set components (BOM) ? No	
Set/Alter statutory details ? No	
Opening Balance	:
Quantity	Rate per
Value	

6. Select the required values in the other fields.
7. Press **Ctrl+A** to accept.

Additional description for stock items/goods in invoice

1. Go to **Gateway of Tally > Accounting Vouchers > F8: Sales** .
2. Click **F12: Configure** .

<u>Sales Invoice Standard Configuration</u>	
<u>General Options</u>	
Enable supplementary details <i>(Address details, despatch details, etc.)</i>	? Yes
Allow separate buyer and consignee names	? No
Use common ledger account for item allocation	? Yes
Use defaults for bill allocations	? Yes
Use voucher no. as bill ref. no. for bill allocations	? Yes
Provide additional descriptions for stock item name	? No
Provide additional descriptions for ledger name	? Yes
Warn if voucher number exceeds 16 characters	? Yes
<u>Statutory Options</u>	
Allow entry of rate inclusive of tax for stock item	? No
Calculate tax on current sub-total <i>(else calculations are on inventory total only)</i>	? No
Allow MRP modification in voucher	? No
Allow modification of tax details for GST	? No
Export e-Way Bill details from invoice after saving	? Yes
Allow tax difference up to	: 0
<u>Other Options</u>	
Warn on negative stock balance	? Yes
<i>Press F12 for more options.</i>	

3. Enable the option **Provide additional descriptions for stock item name?** and press **Ctrl+A** to accept.
4. Select the party ledger and the sales ledger.
5. Under **Name of Item** , select the stock item being sold and press **Enter** . The **Description of Item** screen appears.



Description of Item		National Enterprises		Ctrl + M
Sales	No 14			5-Apr-2018
Reference no.	14			Thursday
Party A/c name	Kiran Enterprises			
Current balance	34,15,444.00 Dr			
Sales ledger	Sales			
Name of Item		Quantity	Rate per	Amount
Laptops	<div style="border: 1px solid black; padding: 5px;"> <p>Description(s) for Item</p> <p>Laptops</p> <hr/> <p>Description(s)</p> <p>Software Not Under Warranty</p> </div>			
Narration				

6. Enter the description for the stock item in under **Description(s)** and press **Enter** to return to invoice screen.

7. Press **Enter** .

8. Press **Ctrl+A** to accept the invoice.

Discounts – Trade & Cash

Trade–Discount

Enable the option in Inventory Features to view a separate column for entering discount in invoices.

1. Go to **Gateway of Tally > F11: Features > F2: Inventory Features** .
2. Enable the option **Separate Discount column on Invoices–Yes**

Quantity	Rate	per	Disc %	Amount
1.00 Nos	10,000.00	Nos	10 %	9,000.00

Cash-Discount

Discounted given by Shopkeeper for self-promotion.

SI No.	Description of Goods	Quantity	Rate	per	Disc. %	Amount
1	Nokia	1.00 Nos	10,000.00	Nos		10,000.00
	Less: Disc Allowed				(-)5 %	(-)500.00

Multiple Price Levels

Creating Price Levels

Multiple price levels can be created, and different price list can be assigned to these price levels.

To enable Company Price Levels

1. Go to **Gateway of Tally > F11: Features > F2: Inventory** . The **Company Operations Alteration** screen appears.
2. Set **Use multiple price levels** to **Yes** . The **Company Price Levels** screen appears as shown below

To Setup Price Levels

1. Go to **Gateway of Tally > Inventory Info > Price List > .**

P: Print E: Export M: E-Mail O: Upload S: TallyS

Price List

Under Group : **All Items**
 Price Level : **Summer Dhamaka Sale** Applicable From: **1-Apr-2019**

S.No.	Particulars	Quantities		Rate	Disc. % (if any)
		From:	Less than		
1.	Samsung Ac		10 Nos	18,000.00/Nos	
		10 Nos	25 Nos	16,000.00/Nos	
		25 Nos	50 Nos	14,000.00/Nos	
		50 Nos	100 Nos	12,000.00/Nos	
		100 Nos			
2.					

In Sales Voucher – How it Effects

Keyboard Control Centre Support Centre Help

Ctrl + M x

1-Apr-2019
Monday

Price level : Summer Dhamaka Sale

Quantity	Rate per	Amount
24 Nos	16,000.00 Nos	3,84,000.00

Bank Transactions

Post Dated Cheque Management

A Cheque written with future date.

A post-dated cheque is one that the recipient can encash on a future date. Such cheques are not payable until the date mentioned on the face of the cheque. In the accounting books of both the issuer and the recipient, the transaction will not be recorded until the date provided on the cheque.

Enabling Features >> F11 Company features >>
Accounting Features >> Use Reversing Journal & Optional
Vouchers_YES

Budgets & Scenario Management

Maintain Budgets and Controls	? No
Use Reversing Journals & Optional Vouchers	? Yes

In receipt / Payment voucher press **Ctrl+ T+ L** to make a post-Dated optional voucher.

(Problem Used in the Video)

Having opening stock of maruthi cars 100 Nos @ 3,80,000 each

1. Sold 1 Maruthi car to Mr. Mukesh @ 4,00,000 on 1st April 2019
2. On 1st April 2018 received Rs. 1,00,000 as down payment
3. On 1st April 2018 received 3 Post Dates Cheques for remaining outstanding
4. On 1st May 1st PDC deposited & cleared by the banker
5. On 1st June 2nd PDC was bounced
6. On 1st July 3rd PDC was purchased by Mr. Mukesh
Each cheque is due on 1st of Every month

In receipt / Payment voucher press **Ctrl+ T+ L** to make a post Dated optional voucher.

Accounting Voucher Creation		John Finances	Ctrl + M
Receipt	No. 1		2-Apr-2016 Saturday
<i>Post-Dated (Optional)</i>			
Account : STATE BANK O INDIA Cur Bal: 1,75,000.00 Dr			
Particulars			Amount
Mr. Venkatesh Cur Bal: 1,75,000.00 Cr			1,75,000.00

Post-dated Vouchers Register

All Post-dated vouchers are maintained in a Post-dated voucher Register.

Go to Gateway of Tally> Display> Exception Reports> Post-Dated Vouchers

Voucher Register		John Finances		Ctrl + M	
List of All Post Dated Vouchers				2-Apr-2016 to 1-Apr-2017	
Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
2-4-2016	Mr. Venkatesh	Receipt	(Optional) 1		1,75,000.00

Here you will find all the post-dated vouchers you entered through Post Dated receipts.

To Clear PDC (when it was deposit in Bank) Select Cheque path and Press **Ctrl + T+L** and save the voucher

To Cancel (cheque bounce or any reasons) Press **Alt + X**

To Delete (if you wish to Delete any PDC) Press **Alt + D**

Problem for Student practice

Having opening balance of Nokia Galaxy X1 mobiles 100 @ 9800 each

1. On 1st April 2018 sold 10 Nokia Galaxy X1 mobiles Mr. Ahmed @ 10,000 each
2. Received 50,000 as down payment
3. For remaining outstanding collected 5PDC (each PDC is due on 1st of every mponth
4. 1st PDC was purchased
5. 2nd PDC was bounced
6. 3rd PDC deposited & Cleared
7. Remaining all PDC cleared on their due dates

Cheque Book Configuration

You can configure the cheque printing options in the bank ledger master. A list of ready-to-use cheque formats of various banks are provided, which can be used as is. You can also define custom cheque formats as per your requirements.

To configure the bank ledger for cheque printing

1. Go to **Gateway of Tally > Accounts Info. > Ledgers > Create .**
2. Select Bank Accounts in the Under field.
3. Enter the A/c holder's name .
4. Enter the A/c No .
5. Enter the IFS code of the bank branch.
6. Select the Bank name from the List of Banks as shown below:

Ledger Creation		ABC Company		List of Banks	
Name	: State Bank of India (alias)	Name	:	} ... 312 more	
Under	: Bank Accounts (Current Assets)	Address	:	Standard Chartered Bank Berhad (Malaysia)	
Bank Account Details		Country	:	Standard Chartered Bank (BGD)	
A/c holder's name	: ABC Company	State	:	Standard Chartered Bank (Ghana)	
A/c no.	: 1021920101	Standard Chartered Bank (Hongkong)			
IFS code	: SBIAD122222	Standard Chartered Bank (India)			
Bank name	: State Bank of India (India)	Standard Chartered Bank (Kenya)			
Branch	:	Standard Chartered Bank (Nepal)			
Bank Configuration		Standard Chartered Bank (Nigeria)			
Set cheque books	? No	Standard Chartered Bank (Singapore)			
Set cheque printing configuration	? No	Standard Chartered Bank (UAE)			
Enable auto reconciliation	? Yes	State Bank of Bikaner and Jaipur (India)			
Set/alter auto BRS configuration	? No	State Bank of Hyderabad (India)			
Opening Balance (on 1-Apr-2016) :		State Bank of India (Bahrain)			
		State Bank of India (India)			
		State Bank of Mauritius Ltd. (India)			
		State Bank of Mysore (India)			
		State Bank of Patiala (India)			
		State Bank of Travancore (India)			
		Sudanese Islamic Bank (Sudan)			
		Suvamayug Sahakari Bank Ltd.,Pune (India)			
		Syndicate Bank (India)			
		Tamilnad Mercantile Bank (India)			
		Textile Traders Co-Op. Bank Ltd (India)			
		Thane Bharat Sahakari Bank Ltd. (India)			
		The Abhinav Sahakari Bank Ltd. (India)			
		The Adarsh Co-Operative Urban Bank Ltd (India)			
		The Ahmedabad District Co-Op.Bank LTD. (India)			
		The Ahmedabad Mercantile Co-Operative Bank Ltd. (India)			
		The Ahmednagar Merchant's Co-Op. Bank Limited (India)			
		The Akola Urban Co-Operative Bank Ltd (India)			
		The Anand Mercantile Co-Operative Bank Ltd. (India)			
		The A.P. Mahesh Co-Operative Urban Bank Ltd. (India)			
		The Banaskantha Mercantile Co-Op. Bank Ltd (India)			
		The Bank of Nova Scotia (India)			
		96 more ...			

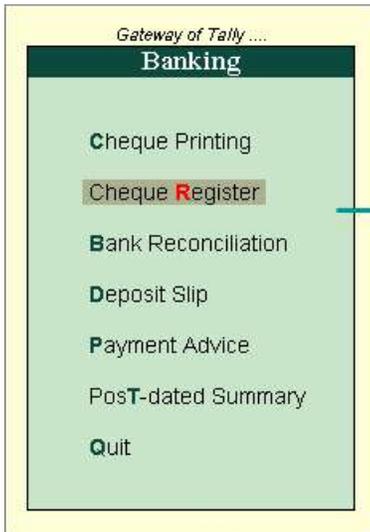
7. Enter the Branch name .
8. Enable the option Set cheque books? if you want to enter the cheque book details.
9. Enable the option Set cheque printing configuration? to Yes . In the Cheque Format Selection screen, you can either select a [predefined format](#) or create a [custom format](#) .
10. Select/create the required cheque printing format, preview the print format of the cheque, and press Ctrl+A to accept the Ledger Creation screen.
11. Set Cheque Books > Yes

Cheque Range for : State Bank of India			
From Number	To Number	Number of Cheques	Cheque Book Name
100101	100125	25	Corp Chq Book

View, Search, and Track Your Cheque Details: Cheque Register

View and search for the details of your cheques, along with setting cheque ranges and tracking cheque statuses – all from the **Cheque Register** report. Also, find details of post-dated cheques and cheques issued in a different period ([out of period](#)), as per your business needs.

Go to Gateway of Tally > Banking > Cheque Register to view the Cheque Register report.



Particulars	Available Cheques	1 Apr 2014 to 30 Jun 2014				Out of Period	Total Cheques	Past Dated Cheques
		Unreconciled	Reconciled	Blank	Cancelled			
Bank of India		1					1	1
Canara Bank A/c	7	2	2				11	2
HDFC Bank	3	16		1	2		22	4
Kotak Mahindra Bank	45	3			2		50	3
State Bank of India	46	5		1			52	2
Grand Total		101	27	2	2	4	136	12

Bank Transaction Types

To Transaction type

From Tally Main Page > Press F11 > Accounting Features > Banking Features

. Enable **Set/alter transaction types** .

o Include or exclude the required transaction types based on your business needs. The **Cheque** , **e-Fund Transfer** , and **Other** options are enabled by default.

The **Alteration of Transaction Types** screen appears as shown below :

<u>Include/Exclude Transaction Types</u>		
Transaction Type	Payments	Receipts
ATM	No	Yes
Cash	NA	Yes
Cheque/DD	Yes	Yes
Card	No	No
ECS	No	No
Electronic Cheque	Yes	Yes
Electronic DD/PO	Yes	Yes
e-Fund Transfer	Yes	Yes
Others	Yes	Yes

How it Effects - In Voucher

GST Transactions

GST Regime

Introduction

Goods and Services Tax is a comprehensive tax levied on supply of goods and services across India. GST is a destination-based consumption tax, and the taxable event is supply as against the existing taxable events of sale, manufacture or provision of service.

Background

The federal structure of India has resulted in indirect taxes being administered by both Centre and State. The lack of the facility to utilize credits across these two entities had resulted in the cascading of taxes across the supply chain and across state borders. In addition, the burden of compliance had also increased due to involvement of multiple agencies. It was in keeping with this sentiment, that GST was conceived, wherein it strives to address these concerns by driving uniformity across India through a single tax and ensuring an unrestricted flow of tax credit.

GST Regime – Some Salient Features

Some of the salient features of the GST regime are:

- **Dual GST** : In consideration of the federal structure of India, Dual GST has been chosen as the apt model wherein tax would be jointly levied by both Centre and the states on supply of goods and services.
- **Components of GST** :
 - CGST (Central GST)
 - SGST (State GST)
 - IGST (Integrated GST)
- **Levy of GST** : On intrastate transactions CGST + SGST will be applicable and on interstate transactions & Imports, IGST will be applicable.
- **Taxes Subsumed under GST** : Central Excise, Service Tax, CST, VAT, Entertainment Tax, Luxury Tax, Octroi and Entry Tax, Purchase Tax
- **Taxes not subsumed under GST**: Basic Customs Duty, Stamp Duty, Property Tax, Toll Tax
- **Items exempt from GST**: Petrol / Diesel / Aviation fuel / Natural Gas, Electricity

GST Rates

The GST rates in India have been determined as follows:

- Exempt – 0%
- Precious Stones – 0.25%
- Gold – 3%
- Merit Rates – 5%
- Standard Rates – 12% & 18%
- Demerit Rates – 28%
- Compensation Cess – levied over and above the demerit rates

GST Registration

Under the GST regime, the registration threshold is INR 10 Lakh for special category states (Arunachal Pradesh, Assam, Jammu and Kashmir, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Himachal Pradesh and Uttarakhand) and INR 20 Lakh for Rest of India. Small dealers with turnover below INR

Existing dealers would be auto-migrated into the GST regime and given a 15-digit PAN based GSTIN – 2 digits to represent state code, 10 digits of PAN, 1 entity code digit applicable for taxpayers having multiple business verticals within the state, 1 blank digit and 1 checksum digit. All taxable persons will need to process the [GST registration online](#) on the portal.

GST Returns

The GST regime requires all businesses to mandatorily file GST returns online every month along with the requisite quarterly or annual returns. Even businesses which now file returns quarterly or half-yearly (such as returns for service tax etc.) now need to file GST returns every month.

- Regular Dealer: Monthly filing
- Composition Dealer: Quarterly filing

In the GST regime, there will now be 3 compliance events every month – wherein businesses will need to comply with the requirements of filing Form GSTR-1, Form GSTR-2 and Form GSTR-3, with specific details.

GST Payments

- Mandatory e-payment for amount > INR 10,000
- [Pay GST Online](#) via NEFT/RTGS/IMPS
- Pay GST Offline via Cash/Cheque/DD/NEFT/RTGS etc.
- Challan is auto populated, and can be downloaded
- Automated refunds process

Conclusion

Clearly the biggest indirect tax reform since Independence, the GST regime is bound to herald a golden age of tax transparency, and seamlessness of tax credit across businesses, which will hopefully reduce costs for the end consumer in the long run.

VAT and GST Difference

In the year 2005, VAT was introduced with the similar objective to overcome cascading affect (tax on tax). While VAT did eliminate the cascading tax effect on the indirect taxes within a state, the cascading effect of other indirect taxes across the country, still remained. For example, the Central Sales Tax (CST) applicable on interstate trade was non-creditable, leading to a break in the input credit chain. Similarly, a manufacturer charging Excise Duty on sale to a dealer caused the chain to break. This uncreditable tax found its way into the product cost.

GST on the other hand, allows for seamless flow of tax credit, and eliminates the cascading effect of all indirect taxes across the supply chain from manufacturers to retailers, and across state borders. If one does a quick comparison of the taxes one paid in the previous regime and in the current regime, one would understand the aspect of GST vs VAT clearly.

- **Previous Regime**–Taxes paid by the dealer (Excise) to the manufacturer is added to the cost. When the dealer sells down the chain, VAT keeps getting charged on the sum of actual product cost + excise component, and the VAT keeps getting levied at every point of sale, till it reaches the end customer.
- **GST Regime**– Taxes paid by dealer (CGST + SGST) to manufacturer is not added to cost. This is because GST allows the dealer to set off the tax liability of CGST + SGST. This is one of the fundamental features of GST, which allows seamless credit from manufacturer to dealer, and eliminates the cascading effect of taxes.

Conclusion

In short, understanding the difference between VAT and GST will help businesses as well as the household consumer to not only understand the seamlessness of the GST tax regime, but also appreciate the advantage of the GST vs VAT regime.

GST Returns Forms – At a Glance

Regular Taxpayer

Form <u>GSTR-1</u>	Monthly	10th of succeeding month	Furnish details of outward supplies of taxable goods and/or services affected
Form GSTR-2A	Monthly	On 11th of succeeding Month	Auto-populated details of inward supplies made available to the recipient on the basis of Form GSTR-1 furnished by the supplier
Form GSTR-2	Monthly	15th of succeeding month	Details of inward supplies of taxable goods and/or services for claiming input tax credit. Addition (Claims) or modification in Form GSTR-2A should be submitted in Form GSTR-2.
Form GSTR-1A	Monthly	17th of succeeding month	Details of outward supplies as added, corrected or deleted by the recipient in Form GSTR-2 will be made available to supplier
Form <u>GSTR-3</u>	Monthly	20th of succeeding month	Monthly return on the basis of finalization of details of outward supplies and inward supplies along with the payment of amount of tax
Form GST MIS-1	Monthly	—	Communication of acceptance, discrepancy or duplication of input tax credit claim
Form GSTR-3A	—	15 Days from Default	Notice to a registered taxable person who fails to furnish returns
Form GSTR-9	Annually	31st Dec of next fiscal	Annual Return – furnish the details of ITC availed and GST paid which

includes local, interstate and import/exports

Composite Taxpayer

Form GSTR-4A	Quarterly	—	Details of inward supplies made available to the recipient registered under composition scheme on the basis of Form GSTR-1 furnished by the supplier
Form GSTR-4	Quarterly	18th of succeeding month	Furnish all outward supply of goods and services. This includes auto-populated details from Form GSTR-4A, tax payable and payment of tax.
Form GSTR-9A	Annual	31st Dec of next fiscal	Furnish the consolidated details of quarterly returns filed along with tax payment details.

Activating GST Features in Tally

How to Activate GST for your Company in Tally.ERP9

To use Tally.ERP9 for GST compliance, you need to activate the GST feature. Once activated, GST-related features are available in ledgers, stock items, and transactions, and GST returns can be generated.

To activate GST

1. Open the company for which you need to activate GST.
2. Press **F11 > F3**.

Print | E: Export | M: E-Mail | O: Upload | S: TallyShop | G: Language | K: Keyboard | K: Control Centre | H: Support Centre | H: Help

Company Operations Alteration Ctrl +

Current Period: Current Date:

Company: IndigoLearn

Statutory and Taxation

Enable Goods and Services Tax (GST) Set/alter GST details	<input checked="" type="radio"/> Yes	Enable Tax Deducted at Source (TDS) Set/alter TDS details	<input type="radio"/> No
Enable Value Added Tax (VAT) Set/alter VAT details	<input type="radio"/> No	Enable Tax Collected at Source (TCS) Set/alter TCS details	<input type="radio"/> No
Enable excise Set/alter excise details	<input type="radio"/> No		<input type="radio"/> No
Enable service tax Set/alter service tax details	<input type="radio"/> No		<input type="radio"/> No

Tax Information

PAN/Income tax no. :

Corporate Identity No. (CIN):

Set/alter GST details – Yes . The GST Details screen is shown

Company GST Details		IndigoLearn		Ctrl + M
Current Period		Current Date		
Company: IndigoLearn				
GST Details				
Enable Goods and Services Tax Set/alter GST details		State	: Telangana	? No
Enable Value Added Tax (VAT) Set/alter VAT details		Registration type	: Regular	? No
Enable excise Set/alter excise details		Assessee of Other Territory	? No	? No
Enable service tax Set/alter service tax details		GSTIN/IN	: 36BFJPT3830E1ZD	
		Applicable from	: 1-Apr-2019	
		Periodicity of GSTR1	: Monthly	
		e-Way Bill applicable	? Yes	
		Applicable from	: 1-Apr-2019	
		Threshold limit includes	: Invoice value	
		Threshold limit	: 50,000	
		Applicable for intrastate	? Yes	
		Threshold limit	: 50,000	
		Enable tax liability on advance receipts	? No	
		Enable tax liability on reverse charge (Purchase from unregistered dealer)	? No	
		Set/alter GST rate details	? No	
		Enable GST Classifications	? No	
		Provide LUT/Bond details	? No	

Creating GST Ledgers

You can account for different taxes under GST (central tax, state tax, UT tax, integrated tax, and cess), by creating a tax ledger for each tax type.

Create central tax ledger

1. Go to **Gateway of Tally > Accounts Info. > Ledgers > Create** .

Ledger Creation		National Enterprises		Ctrl + M
Name	: Central Tax			Total Opening Balance
(alias)	:			
Under	: Duties & Taxes (Current Liabilities)	Mailing Details		
Type of duty/tax	: GST	Name	:	
Tax type	: Central Tax	Address	:	
Inventory values are affected	? No			
Percentage of calculation	? 0 %			
Rounding method	: Not Applicable	Provide bank details	: No	
<u>Statutory Information</u>		<u>Tax Registration Details</u>		
		PAN/IT No.	:	
Opening Balance (on 1-Apr-2017) :				Accept ? Yes or No

2. In **Under** , select **Duties & Taxes** .
3. Select **GST** as the **Type of duty/tax** .

4. Select **Central Tax** as the **Tax type** .

Similarly, you can create ledgers for **state tax**, **integrated tax**, and cess by selecting the relevant **Tax type** under GST. Creating Party Ledgers for GST

You can create party ledgers with whom you purchase and sell goods and services, with the GST registration details

Vendor Ledger

Ledger Creation		National Enterprises		Ctrl + M	Esc
Name (alias)	: Anand Traders				Total Opening Balance
Under	: Sundry Creditors (Current Liabilities)	Name	: Anand Traders		
Maintain balances bill-by-bill	? Yes	Address	: Panduranga Nagar, BG Road		
Default credit period	:	Country	: India		
Check for credit days during voucher entry	? No	State	: Karnataka		
Inventory values are affected	? No	Pincode	:		
		(Select the applicable state to calculate GST during voucher entry.)			
		Provide bank details	? No		
		Tax Registration Details			
		PAN/T No.	: ALHFT3161D		
		Registration type	: Regular		
		GSTIN/UIN	: 29ALHFT3161D1Z3		
		Set/alter GST details	? Yes		
Opening Balance (on 1-Apr-2017) :					

GST Details

Registration type	: Regular
Assessee of Other Territory	? No
Is e-commerce operator	? No
Consider Party as Deemed Exporter for Purchases	? No
Party Type	: [Not Applicable
GSTIN/UIN	: 29ALHFT3161D1Z3
Is a transporter	? No

Customer Ledger

Ledger Creation		National Enterprises		Ctrl + M
Name : Nanda Traders (alias) :			Total Opening Balance	
Under : Sundry Debtors (Current Assets)	Mailing Details			
Maintain balances bill-by-bill ? Yes	Name : Nanda Traders	Address : Hongasandra, Hosur Road		
Default credit period :	Country : India	State : Karnataka	Pincode : 560068	
Check for credit days during voucher entry ? No	(Select the applicable state to calculate GST during voucher entry.)			
Inventory values are affected ? No	Provide bank details ? No			
Tax Registration Details				
PAN/T No. : ALRTR5533F				
Registration type : Regular				
GSTIN/UIN : 29ALRTR5533F1Z3				
Set/alter GST details ? Yes				
Opening Balance (on 1-Apr-2017) :				

Creating Sales Ledger

1. Go to Gateway of Tally > Accounts Info. > Ledgers > Create > .

Ledger Alteration		National Enterprises		Ctrl + M
Name : Sales (alias) :			Total Opening Balance	
Under : Sales Accounts	Mailing Details			
Inventory values are affected ? Yes	Name :	Address :		
Provide bank details : No				
Tax Registration Details				
PAN/T No. :				
Statutory Information				
Is GST Applicable ? <input checked="" type="checkbox"/> Applicable				
Set/alter GST Details ? Yes				
Type of Supply : Goods				
Opening Balance (on 1-Jul-2017) :				
				Accept ?
				Yes or No

Creating Purchase Ledger

1. Go to Gateway of Tally > Accounts Info. > Ledgers > Create > .

Ledger Alteration		National Enterprises	
Name : Purchase (alias) :		Total Opening Balance	
Under : Purchase Accounts	Inventory values are affected ? Yes	Name : Address :	Mailing Details
<u>Statutory Information</u> Is GST Applicable ? <input checked="" type="checkbox"/> Applicable Set/alter GST Details ? Yes Type of Supply : Goods		Provide bank details : No	Tax Registration Details
Opening Balance (on 1-Jul-2017) :		PAN/T No. :	
		Accept ? Yes or No	

Updating a stock item

In case you need different tax rates for different items, modify the stock items to include the applicable tax rates. To update a stock item

1. Go to Gateway of Tally > Inventory Info. > Stock Items > Alter > select the item.

Stock Item Alteration		National Enterprises			
Name	: Dell Personal Computer				
(alias)	:				
Under	: Primary	Statutory Information GST Applicable : <input checked="" type="checkbox"/> Applicable Set/alter GST Details ? Yes Type of Supply : Goods Rate of Duty (eg 5) : 0			
Units	: Nos				
Opening Balance	:	Quantity	Rate per	Value	Accept ?
Yes or No					

2. Set/alter GST Details : Yes to specify the details in the GST details screen and save

GST Details		Tax Rate Details	
Tax Details			
<i>(From 1-Apr-2017)</i>			
Calculation type	:	On Value	
Taxability	:	Taxable	
Tax Type		Rate	
Integrated Tax		18 %	
Cess		<input type="text" value="0"/> %	

Intrastate purchase of taxable goods

1. Go to **Gateway of Tally > Accounting Vouchers > F9: Purchase** .

Accounting Voucher Creation		National Enterprises		Ctrl + M
Purchase	No. 2			1-Nov-2017
Supplier invoice no.:	2	Date :	1-Nov-2017	Wednesday
Party A/c name :	KM Hardware Distributors			
Current balance :	39,800.00 Cr			
Purchase ledger :	Purchase			
Name of Item	Quantity	Rate per	Amount	
Aluminium Ladders	25 Nos	3,980.00 Nos	99,500.00	
Central Tax			8,955.00	
State Tax			8,955.00	
Narration:				
	25 Nos		Accept ?	
			Yes or No	

Intrastate purchase of taxable service

1. Go to Gateway of Tally > Accounting Vouchers > F9: Purchase > press Alt+I .

Accounting Voucher Creation		National Enterprises		Ctrl + M
Purchase	No. 3			7-Nov-2017
Supplier invoice no.:	3	Date :	7-Nov-2017	Tuesday
Party A/c name :	RK Foods			
Current balance :				
Particulars	Rate per		Amount	
Catering Service			2,50,000.00	
Central Tax			22,500.00	
State Tax			22,500.00	
Narration:				
			Accept ?	
			Yes or No	

Interstate purchase from regular dealers

1. Go to Gateway of Tally > Accounting Vouchers > F9: Purchase .

Accounting Voucher Creation		National Enterprises		Ctrl + M
Purchase	No. 4			8-Nov-2017
Supplier invoice no.:	4	Date :	8-Nov-2017	Wednesday
Party A/c name :	KRT Hardware Mart			
Current balance :				
Purchase ledger :	Purchase			
Name of Item	Quantity	Rate per	Amount	
Cabinet and Drawer Locks	25 Nos	4,350.00 Nos	1,08,750.00	
Door Closers	60 Nos	2,100.00 Nos	1,26,000.00	
			<hr/>	
			2,34,750.00	
Integrated Tax			42,255.00	
Narration:				
	85 Nos			
			Accept ?	
			Yes or No	

Record a local sales attracting multiple GST rates in a single invoice

1. Go to Gateway of Tally > Accounting Vouchers > F8: Sales .

Accounting Voucher Creation		National Enterprises		Ctrl + M
Sales	No. 26			5-Jul-2017
Reference no.:	2144			Wednesday
Party A/c name :	Anand Traders			
Current balance :	12,80,248.44 Dr			
Sales ledger :	GST Sales			
Name of Item	Quantity	Rate per	Amount	
Haier 1 Ton Split Air Conditioner	3 Nos	21,999.00 Nos	65,997.00	
Dell Personal Computer	13 Nos	27,500.00 Nos	3,57,500.00	
HP Pavilion All-In-One Computer	5 Nos	29,990.00 Nos	1,49,950.00	
			<hr/>	
			5,73,447.00	
Central Tax			54,910.08	
State Tax			54,910.08	
Narration:				
	21 Nos		6,83,267.16	

Tax Invoice

(ORIGINAL FOR RECIPIENT)

National Enterprises Bommanahalli, Bangalore GSTIN/UIN: 29DFGRY1111A2Z1 State Name : Karnataka, Code : 29	Invoice No. 26	e-Way Bill No.	Dated 5-Jul-2017
	Delivery Note		Mode/Terms of Payment
Buyer Anand Traders PR Reddy Complex Hosur Main Road, Garebhavipalya, Bommanahalli, GSTIN/UIN : 29AKPCT1423A1Z3 State Name : Karnataka, Code : 29	Supplier's Ref. 2144	Other Reference(s)	
	Buyer's Order No.	Dated	
	Despatch Document No.	Delivery Note Date	
	Despatched through	Destination	
Terms of Delivery			

Sl No.	Description of Goods	HSNS#C	Quantity	Rate	per	Amount	Taxable Value	Central Tax		State Tax		Total Amount
								Rate	Amount	Rate	Amount	
1	Haier 1 Ton Split Air Conditioner	84158310	3 Nos	21,999.00	Nos	65,997.00	65,997.00	14%	9,239.58	14%	9,239.58	84,476.16
2	Dell Personal Computer	84713010	13 Nos	27,500.00	Nos	3,57,500.00	3,57,500.00	9%	32,175.00	9%	32,175.00	4,21,850.00
3	HP Pavilion All-in-One Computer	84713010	5 Nos	29,990.00	Nos	1,49,950.00	1,49,950.00	9%	13,495.50	9%	13,495.50	1,76,941.00
						5,73,447.00						
	Central Tax					54,910.08						
	State Tax					54,910.08						
Total			21 Nos			₹ 6,83,267.16	5,73,447.00		54,910.08		54,910.08	

Amount Chargeable (in words) INR Six Lakh Eighty Three Thousand Two Hundred Sixty Seven and Sixteen paise Only						E. & O.E						
		Taxable Value		Central Tax		State Tax		Total				
		Rate		Amount		Rate		Amount		Tax Amount		
		65,997.00		14%		9,239.58		14%		9,239.58		18,479.16
		5,07,450.00		9%		45,670.50		9%		45,670.50		91,341.00
		Total		5,73,447.00		54,910.08		54,910.08		1,09,820.16		

Tax Amount (in words) : INR One Lakh Nine Thousand Eight Hundred Twenty and Sixteen paise Only	
Declaration	for National Enterprises
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.	Authorized Signatory

This is a Computer Generated Invoice

Interstate Sales

Sale of goods or services to a customer in another state attract integrated tax. Record an interstate sale

Accounting Voucher Creation		National Enterprises		Ctrl + M
Sales No. 15				5-Jul-2017
Reference no.:				Wednesday
Party A/c name	: Axis Solutions - Hyderabad			
Current balance	: 3,63,000.00 Dr			
Sales ledger	: Sales			
Name of Item	Quantity	Rate per	Amount	
Haier 1 Ton Split Air Conditioner	17 Nos	21,999.00 Nos	3,73,983.00	
HP Pavilion All-in-One Computer	80 Nos	29,990.00 Nos	23,99,200.00	
			27,73,183.00	
Integrated Tax			5,36,571.24	
Narration:		97 Nos	33,09,754.24	

Illustration 1.

1. Purchased 10 Nokia Watches @ 1000 (HSN Code 1234) + 18% GST from M/s Murthy watch co.,(TS)
2. Sold 9 Nokia Watches @ 1500 + 18% GST to Mr Azad (TS)

Illustration 2.

Capital invested in the business 15,00,000

- Purchase following items from Hindustan electricals (TS) AC 100 @ 12500 + 28% GST
- Mobile Chargers 100 @ 350 + 18% GST
- Swipe cards 100 @ 149 + 0% GST
- Purchase following items from Sanketh (UT- Andaman Nikobar Div's) AC 10 @ 12500 + 28% GST
- Mobile Chargers 160 @ 350 + 18% GST
- Swipe cards 77 @ 149 + 0% GST
- Purchased following items from Shakthi Mobiles (Delhi)
- Mobile Chargers 160 @ 350 + 18% GST
- Swipe cards 77 @ 149 + 0% GST
- Sold following items to Mr Kumar (MP)
- AC 49 @ 15500 + 28% GST
- Mobile Chargers 77 @ 550 + 18% GST
- Swipe cards 10 @ 249 + 0% GST
- Sold following items to Mukesh (UT- Andaman Nikobar Div's) AC 8 @ 15500 + 28% GST
- Mobile Chargers 60 @ 457 + 18% GST
- Swipe cards 77 @ 349 + 0% GST
- Sold following items to Sahara Mobiles (Pondicherry)
- Mobile Chargers 60 @ 550 + 18% GST

- Swipe cards 7 @ 249 + 0% GST

Voucher Numbering

Restarting Sales Voucher Numbering for GST Transactions in Tally.ERP9

It is recommended that you restart voucher numbering for GST transactions to ensure that unique voucher numbers are used for all your vouchers. If **Automatic (Manual Override)** is set as the method of voucher numbering, it ensures that unique voucher numbers are set for your vouchers.

You can restart voucher numbering for any voucher type.

To restart voucher numbering

1. Go to **Gateway of Tally > Accounts Info. > Voucher Types > Alter** Select the Voucher : **Sales**.
2. **Method of Voucher Numbering? - Automatic (Manual Override)**.

Restart Numbering		Prefix Details		Suffix Details	
Applicable From	Starting Number	Periodicity		Applicable From	Particulars
1-Apr-2016	1	Yearly			
1-Apr-2017	1	Yearly		1-Apr-2017	SE\17-18

- Enter the number of the voucher in the **Starting Number** field.
- Enter the required value in the **Width of Numerical Part** field.
- Set the option **Pre-fill with zero?** to **Yes**, to add zero to the voucher number. If this option is set to **No**, the voucher number is left blank.

For example, if the **Width of Numerical Part** is specified as 3, and if **Pre-fill with zero?** is set to **Yes**, then the voucher number appears as **Sales Invoice No: 001**.

- Enter the **Applicable From** date in the **Restart Numbering** column. You can specify more than one restart dates.
- Select the required interval from the **Types of Periods** list in the **Particulars** field.

Voucher Type Alteration		Swayam
Name	: Sales	
(alias)	:	
General		Pr
Select type of voucher	: Sales	Methods of Numbering Automatic Automatic (Manual Override) Manual Multi-user Auto None Default jurisdiction :
Abbreviation	: Sale	
Method of voucher numbering	? Automatic (Manual Override)	
Prevent duplicates	? Yes	
Use advanced configuration	? No	
Use effective dates for vouchers	? No	
Make this voucher type as 'Optional' by default	? No	

- Define the **Prefix Details** in the **Particulars** field. Examples of prefix details are: Month of the voucher, i.e., **April**, company information like **SE/**, and even fixed number series like **1000**.

Note: The **numeric section** begins immediately after the **prefix** information. Therefore, a slash (/) or some other special character is used to highlight a separation; for example, April/. The slash would cause the voucher number to appear as **April/001**, otherwise it would appear as **April001**. This simplifies fixed number series appearing, for example, as **200100001** where 2001 is the prefix, and 00001 is the starting number with a width of 5, and with leading zeros.

You can choose different prefix information for different periods, or you can continue with one. The prefix continues from the date mentioned under **Applicable from** to the date mentioned under **Applicable to**.

- Define the **Suffix Details** for the voucher number. The same rules apply as that for **Prefix Details**.

5. Press **Enter** to save.

The Sales Invoice voucher number appears as shown below:

P: Print E: Export M: E-Mail O: Upload K: Control Centre H: Support Centre H: Help			
Accounting Voucher Creation			Ctrl + M
Sales	No. SE\001\17-18		1-Jul-2017
Reference no.:			Saturday
Party A/c name	:		
Current balance	:		
Name of Item	Quantity	Rate per	Amount

GST REPORTS

To view the report in the format provided by GST

• Go to **Gateway of Tally > Display > Statutory Reports > GST > GSTR-1** . The report displays the data for a month or quarter depending on the **Periodicity of GSTR-1** set in the **Company GST Details** screen.

If the report is not appearing in the format shown below, press **Alt+V**.

National Enterprises									Ctrl + M
GSTR-1									1 Nov 2017 to 30 Nov 2017
Returns Summary									
Total number of vouchers for the period									51
Included in returns									44
Included in HSN/SAC Summary									38
Incomplete HSN/SAC information (to be provided)									4
Not relevant for returns									4
Incomplete/Mismatch in information (to be resolved)									6
Sl No.	Particulars	Voucher Count	Taxable Value	Integrated Tax Amount	Central Tax Amount	State Tax Amount	Cess Amount	Tax Amount	Invoice Amount
1	B2B Invoices - 4A, 4B, 4C, 6B, 6C	20	17,09,159.78	96,771.01	1,06,273.86	1,06,273.86	9,744.11	3,18,062.84	19,79,722.30
2	B2C(Large) Invoices - 5A, 5B	2	6,00,000.00	1,08,000.00				1,08,000.00	7,08,000.00
3	B2C(Small) Invoices - 7	4	3,97,500.00	18,000.00	26,775.00	26,775.00		71,550.00	4,69,050.00
4	Credit/Debit Notes(Registered) - 9B	3	(-3,57,250.00)	(-58,500.00)	(-2,902.50)	(-2,902.50)		(-64,305.00)	(-4,21,555.00)
5	Credit/Debit Notes(Unregistered) - 9B	1	(-3,000.00)	(-540.00)				(-540.00)	(-3,540.00)
6	Exports Invoices - 6A	3	3,82,000.00	17,100.00				17,100.00	3,99,100.00
7	Tax Liability(Advances received) - 11A(1), 11A(2)	1	1,50,000.00		13,500.00	13,500.00		27,000.00	1,77,000.00
8	Adjustment of Advances - 11B(1), 11B(2)	1	(-45,000.00)		(-6,300.00)	(-6,300.00)		(-12,600.00)	(-57,600.00)
9	Nil Rated Invoices - 8A, 8B, 8C, 8D	9	13,76,475.00						13,76,475.00
Total		44	42,09,884.78	1,79,831.01	1,37,346.36	1,37,346.36	9,744.11	4,64,267.84	46,76,652.30
HSN/SAC Summary - 12									
Document Summary - 13									
Advance Receipts									
Amount unadjusted against supplies									3,61,000.00
Sales against advance from previous periods									2,87,160.00

Note: Voucher count and values are not provided for HSN/SAC Summary and Document Summary. Drill down for details.

Go to **Gateway of Tally > Display > Statutory Reports > GST > GSTR-1** .

1. **F2: Period:** Select the period for which returns need to be filed.
2. **F12: Configure:** To view the export options for HSN/SAC details, enable **Show HSN/SAC Summary?**
3. Press **Ctrl+E**
2. Select **JSON (Data Interchange)** as the **Format** .

Exporting GSTR-1
(1-Nov-2017 to 30-Nov-2017)

Language : **Default (All Languages)**
 Format : **JSON (Data Interchange)**
 Export Location : **D:\Tally.ERP9**
 Output File Name : **GSTR-1_33 12B_November_2017.18.json**
 Open Exported File ? **Yes**
 Export HSN/SAC details even if UQC is not available? **No**
 Export HSN/SAC details not included for other reasons? **No**
 Export document summary ? **No**
 Allow Export of : **All Vouchers**

Note:
 * Resolve all the exceptions for the period to file complete returns.

Accept ?
 Yes or No

To view the GSTR-3B report

- Go to **Gateway of Tally > Display > Statutory Reports > GST > GSTR-3B** .

Return Format View

Click **V**: **View Return Format** . The **Return Format View** displays the values in the actual Form GSTR-3B format. The values are captured under different sections of the form.

GSTR-3B		National Enterprises				Ctrl + M	
GSTR3B						1-Dec-2017 to 31-Dec-2017	
Returns Summary							
Total number of vouchers for the period							227
Included in returns							186
Participating in return tables							185
No direct implication in return tables							1
Not relevant for returns							15
Incomplete/Mismatch in information (to be resolved)							26
Table No.	Particulars	Taxable Value	Integrated Tax Amount	Central Tax Amount	State Tax Amount	Cess Amount	Tax Amount
3.1	Outward supplies and inward supplies liable to reverse charge	46,18,900.00	1,34,552.00	48,929.38	48,929.38	42,910.00	2,75,320.76
a	Outward taxable supplies (other than zero rated, nil rated and exempted)	39,60,500.00	1,27,832.00	25,729.38	25,729.38	42,910.00	2,22,200.76
b	Outward taxable supplies (zero rated)	1,91,300.00	2,520.00				2,520.00
c	Other Outward supplies (Nil rated, exempted)	1,58,100.00					
d	Inward supplies (liable to reverse charge)	2,97,000.00	4,200.00	23,200.00	23,200.00		50,600.00
e	Non-GST outward supplies	12,000.00					
3.2	Of the supplies shown in 3.1 (a) above, details of inter-state supplies made to unregistered persons, composition taxable persons and UIN holders	10,96,500.00	74,145.00			23,000.00	97,145.00
	Supplies made to Unregistered Persons	5,47,000.00	37,220.00			11,500.00	48,720.00
	Supplies made to Composition Taxable Persons	2,63,000.00	17,360.00			5,750.00	23,100.00
	Supplies made to UIN holders	2,86,500.00	19,575.00			5,750.00	25,325.00
4	Eligible ITC		24,410.00	27,071.50	27,071.50	8,625.00	87,178.00
A	ITC Available (whether in full or part)						
	(1) Import of goods		6,280.00				6,280.00
	(2) Import of services		1,800.00				1,800.00
	(3) Inward supplies liable to reverse charge (other than 1 & 2 above)		2,400.00	20,500.00	20,500.00		43,400.00

26 more ...]

Filing GSTR-3B Report from Tally.ERP9 in Govt. GST Portal

In Tally.ERP 9, you can generate your GSTR-3B data in the MS Word format and print it. Then you can directly copy the details from the MS Word file to the online GSTR-3B form, or use the printout to fill information manually.

To file **GSTR-3B** returns

1. Log in to the **GST portal**.

The screenshot shows the login page of the Goods and Services Tax (GST) portal. The page has a blue header with the GST logo and the text 'Goods and Services Tax'. Below the header, there are navigation tabs: Home, Services, Notifications & Circulars, Acts & Rules, and Downloads. The main content area is titled 'Login' and contains the following fields:

- Username***: A text input field containing 'GANESH.TRADERS'.
- Password***: A password input field with masked characters '*****'.
- Type the characters you see in the image below***: A CAPTCHA input field containing the number '687923'.

 A 'LOGIN' button is located at the bottom of the form. A small note '* indicates mandatory fields' is present next to the Username and Password labels.

2. Go to **Services > Returns > Returns Dashboard**.
3. Select the **Return Filing Period**, and click **Search**. Now **GSTR1**, **GSTR2A**, and **GSTR-3B** will appear.
4. Under **Monthly Return GSTR-3B**, click **Prepare Online**.

The screenshot shows the 'Returns Dashboard' page of the GST portal. The page has a blue header with the GST logo and the text 'Goods and Services Tax'. Below the header, there are navigation tabs: Dashboard, Services, Notifications & Circulars, Acts & Rules, Registration, Ledgers, Returns, Payments, and User Services. The main content area is titled 'Returns Dashboard' and contains the following elements:

- Financial Year***: A dropdown menu set to '2017-18'.
- Return Filing Period***: A dropdown menu set to 'July'.
- SEARCH**: A button to search for returns.
- Details of outward supplies of goods or services (GSTR1)**: A section with a 'Due Date - 05/09/2017' and buttons for 'PREPARE ONLINE' and 'PREPARE OFFLINE'.
- Auto Drafted details (GSTR2A)**: A section with a 'VIEW' button.
- Monthly Return (GSTR3B)**: A section with a 'Due Date - 20/08/2017' and a 'PREPARE ONLINE' button.

5. Select the required section.

3.1 Tax on outward and reverse charge inward supplies Integrated Tax ₹2,232.00 Central Tax ₹1,01,147.54 State/UT Tax ₹1,01,147.54 CESS ₹0.00		3.2 Inter-state supplies Taxable Value ₹0.00 Integrated Tax ₹0.00		4. Eligible ITC Integrated Tax ₹0.00 Central Tax ₹51,417.50 State/UT Tax ₹51,417.50 CESS ₹0.00	
5. Exempt, nil and Non GST inward supplies Inter-state supplies ₹0.00 Intra-state supplies ₹0.00		5.1 Interest and Late fee Integrated Tax ₹0.00 Central Tax ₹0.00 State/UT Tax ₹0.00 CESS ₹0.00		6. Payment of tax Balance Liability ₹0.00 Paid through Cash ₹0.00 Paid through Credit ₹0.00	

- Enter the necessary details. You can either copy GSTR-3B details generated from Tally.ERP 9 in the MS Word format, or you can manually fill the details by referring to the printout.
- Click **Confirm**.

Dashboard : Returns : GSTR3B : Outward and Reverse Charge Inward

English

3.1 Details of Outward Supplies and inward supplies liable to reverse charge

Last Save request has been processed successfully.

Nature of Supplies	Total Taxable value (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹9,70,605.49	₹2,232.00	₹1,01,147.5	₹1,01,147.5	₹0.00
(b) Outward taxable supplies (zero rated)	₹0.00	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹0.00				
(d) Inward supplies (liable to reverse charge)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(e) Non-GST outward supplies	₹0.00				

CANCEL CONFIRM

- Verify the details, and click **Submit**. To file your GSTR-3B returns, you have to make payments towards GSTR-3B.

Note: Once you click the **Submit** button, GSTR-3B cannot be revised.

5. Exempt, nil and Non GST inward supplies Inter-state supplies ₹0.00 Intra-state supplies ₹0.00		5.1 Interest and Late fee Integrated Tax ₹0.00 Central Tax ₹0.00 State/UT Tax ₹0.00 CESS ₹0.00		6. Payment of tax Balance Liability ₹0.00 Paid through Cash ₹0.00 Paid through Credit ₹0.00	
7. TDS/TCS Credit Integrated Tax ₹0.00 Central Tax ₹0.00 State/UT Tax ₹0.00					

I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

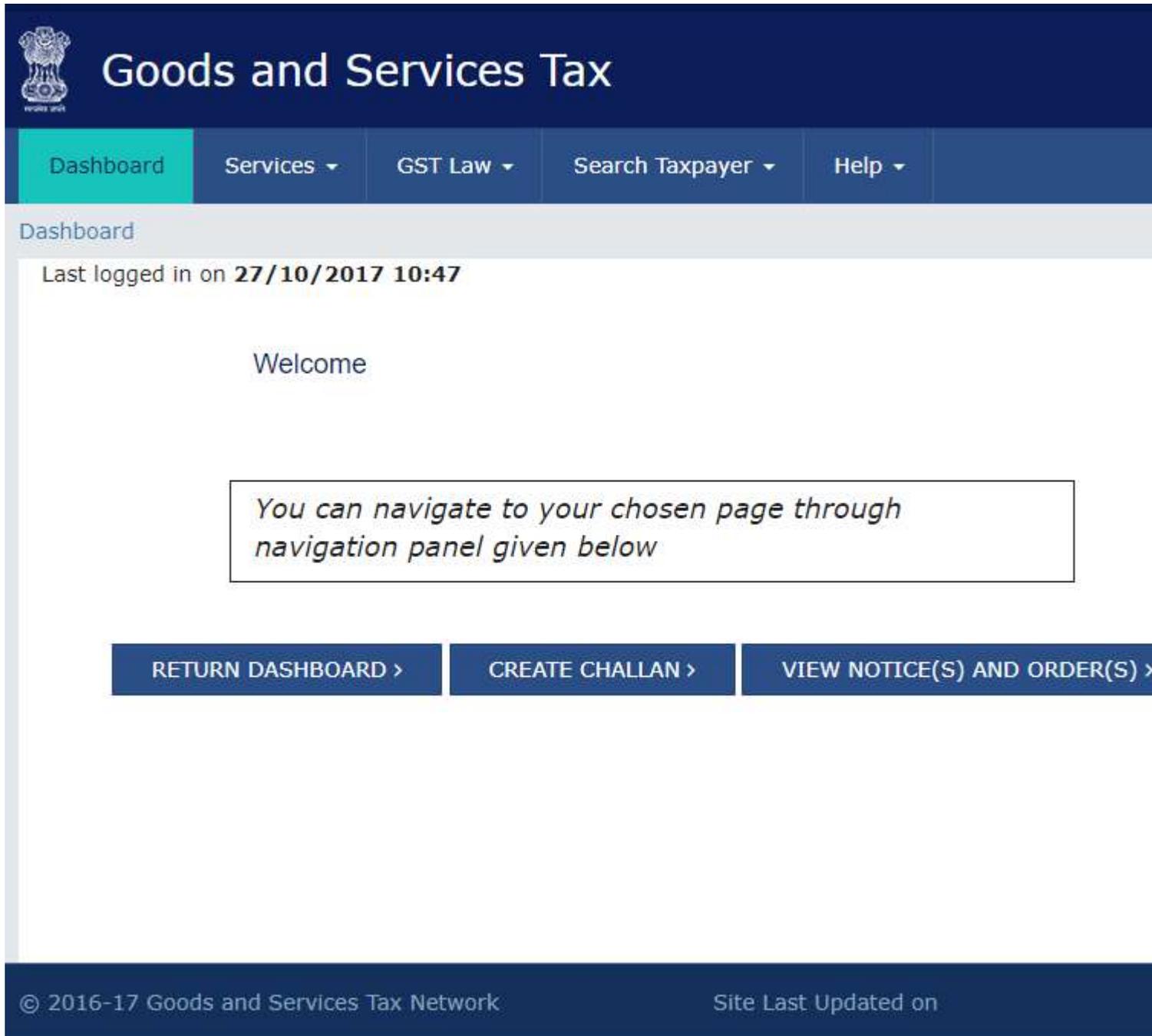
BACK SAVE GSTR3B **SUBMIT** FILE GSTR-3B WITH DISC FILE GSTR-3B WITH DISC

Cancellation of GST

Here are the steps of cancelling on GST Portal-

Step 1

Log in to the GST Portal and click the Cancellation of Provisional Registration



The screenshot shows the GST Portal dashboard. At the top left is the GST logo. The main header is "Goods and Services Tax". Below this is a navigation panel with buttons for "Dashboard", "Services", "GST Law", "Search Taxpayer", and "Help". The "Dashboard" button is highlighted. Below the navigation panel, the dashboard content shows "Last logged in on 27/10/2017 10:47" and a "Welcome" message. A text box contains the instruction: "You can navigate to your chosen page through navigation panel given below". At the bottom of the dashboard, there are three buttons: "RETURN DASHBOARD >", "CREATE CHALLAN >", and "VIEW NOTICE(S) AND ORDER(S) >". The footer of the page contains the copyright notice "© 2016-17 Goods and Services Tax Network" and the text "Site Last Updated on".

Step 2

- The Cancellation page opens.
- Your GSTIN and name of business will show automatically.
- You are required to give a reason for cancellation.

[Dashboard](#)[Services](#) ▾[GST Law](#) ▾[Search Taxpayer](#) ▾[Help](#) ▾[Dashboard](#) > [Registration](#) > Application for Cancellation of Registration of Migrated Taxpayer

Cancellation of Registration of Migrated Taxpayer

GSTIN ID

Legal Name of Business

Reason for Cancellation •Have you issued any tax invoice in GST regime •

YES

No

You will be asked if you have issued any tax invoices during the month.



🗑️ Cancellation of Registration of Migrated Taxpayer

GSTIN ID

Legal Name of Business

Reason for Cancellation *

Have you issued any tax invoice in GST regime *

YES

No

Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and nothing has been concealed .

Name of Authorized Signatory *

Select

Place *

Enter Place

Designation / Status *

Date *

27/10/2017

📌 DSC is compulsory for Companies & LLP

📌 Facing problem using DSC? [Click here for help](#)

Submit buttons will get enabled only after all mandatory fields are filled. Please check that you have filled all mandatory fields in the F

BACK

SUBMIT WITH DSC

SUBMIT

Simply fill up the details of authorized signatories, place. Finally, sign off with EVC with you are a proprietorship or a partnership. LLPs & Companies must mandatorily sign with DSC

Goods and Services Tax

Dashboard Services GST

Dashboard Registration Application

English

Warning

Since you have issued tax invoice, you are not eligible to apply for cancellation of provisional registration. You can apply for cancellation of registration in Form GST-REG-16.

CANCEL OK

Cancellation of Registration

GSTIN ID

Legal Name of Business

Reason for Cancellation

Have you issued any tax invoice in GST regime

YES No

Cancellation by taxpayer in other cases

Why does a taxpayer wish to cancel his registration?

1. The business has been discontinued
2. The business has been transferred fully, amalgamated, demerged or otherwise disposed — The transferee (or the new company from amalgamation/ demerger) has to get registered. The transferor will cancel its registration if it ceases to exist.
3. There is a change in the constitution of the business (For example– Private limited company has changed to a public limited company)

Application for Refund – Important Notes

Prerequisites for Applying for Refund

In case of applying for a refund of tax paid or the accumulated ITC without payment of output tax (in case of zero rate supplies and deemed exports), the applicant needs to [file the GST returns](#) in GSTR 1 of the month for which the claim is made and [GSTR 3B](#) of the previous month.

Time Limit and Frequency of Filing RFD-01

The refund claim needs to be made within two years from the relevant date in RFD-01/ RFD-01A. The RFD-01A need to be filed on a monthly basis for the following cases:

- Refund claims in case of [zero-rated supplies](#)
- Refund claims in case of the Inverted Duty Structure
- Refund claims in case of Deemed Exports
- Refund of excess balance in the Electronic Cash ledger

File Quarterly

RFD 01A can be filed quarterly instead of monthly in case the taxpayer has a turnover of less than Rs. 1.5 crore and has opted to file quarterly returns

Formula to calculate the Maximum Refund amount of ITC

If the rate of tax on Inward supplies exceeds the Outward supplies (inverted duty structure), the formula to compute the maximum refund amount of ITC is given here:

$(\text{Net ITC} \times (\text{Turnover of inverted rated supply of Goods} / \text{Adjusted Total Turnover})) - \text{Output tax payable on the Inverted rated supply of Goods}$

Significance:

- Net ITC means the input tax credit availed on inputs used in the supply of inverted rated goods during the relevant period
- Turnover of inverted rated supply of goods means the turnover for the supply of goods that fall under the Inverted rated category
- Adjusted total turnover – Total turnover in a state or union territory excluding exempt value supplies for the relevant periods.
- Output tax payable on the inverted rated supplies of goods means that the tax liability for the applicable period payable on the inverted rated supply of goods

Procedure to Apply for GST Refund

The procedure to apply for GST refund is explained in detail below:

Step 1: You need to access the home page GST web portal and login to the portal to file GST refund.

Step 2: After login to portal select the Refund tab and click on Application for Refund Option.

Step 3: The application for refund will be displayed, select the type of refund and provide all necessary detail.

Step 4: Once the details are provided, click on the submit button.

Step 5: After submission of application, the ARN number will be generated.

Step 6: Take a printout of RFD – 01 application form and submit this along with the applicable annexure to the concerned Jurisdictional GST officer.

The prescribed officer can be Central tax authority or State or Union Territory tax Authority as may be notified for processing of refund will be intimated through the Acknowledgement in RFD-02.

GST Amendments



To amend the information provided in the core fields during registration, you need to perform the following steps:

1. Access the www.gst.gov.in URL. The **GST Home** page is displayed.
2. Login to the GST Portal with valid credentials.
3. Click the **Services > Registration > Amendment of Registration Core Fields** link.



As required, the Taxpayer can amend information in the editable fields in the tabs as mentioned below:

Business Details tab:

The Business Details tab is selected by default.

- a) Select the field which you wish to edit by clicking on the Edit icon (white black pen icon).
- b) Edit the desired details and select the **Date of Amendment** using the calendar.
- c) In the **Reasons** field, enter the reason for amendment of information provided in the Core fields.
- d) Click the **SAVE**



Application Type Amendment (Core Fields)	Due Date to Complete 03/08/2017	Last Modified 19/07/2017
GSTIN 29GGMPS7032EDZL	Full Name of Taxpayer HOTSING SOHPHOH	Type of Registration Regular
Business Details	Principal Place of Business	Additional Places of Business
Promoter / Partners	Verification	

Details of your Business

Legal Name of the Business	Trade Name	Permanent Account Number (PAN)
HOTSING SOHPHOH	CHECKIGN	GGMPS7032E

* Indicates mandatory fields

Legal Name of the Business *

HOTSING SOHPHOH

Date of amendment *

DD/MM/YYYY

Reasons *

Reasons

CANCEL

SAVE

Name of the State
KarnatakaDistrict
BagalkotState Jurisdiction
VAT Sub OfficeSector / Circle / Ward / Charge / Unit
LVO 010 A - BENGALURUCommissionerate Code
AHMEDABAD-IDivision Code
DIVISION - I (RAKHIAL)Range Code
RANGE - I - DIVISION - I (RAKHIAL)Constitution of Business (Select Appropriate)
Proprietorshipe) Once all the changes are done, click the **CONTINUE**

Details of your Business

Legal Name of the Business	Trade Name	Permanent Account Number (PAN)
HOPSING SOHPHOH	CHECKIGN	GGMPS7032E

Name of the State
KarnatakaDistrict
BagalkotState Jurisdiction
VAT Sub OfficeSector / Circle / Ward / Charge / Unit
LVO 010 A - BENGALURUCommissionerate Code
AHMEDABAD-IDivision Code
DIVISION - I (RAKHIAL)Range Code
RANGE - I - DIVISION - I (RAKHIAL)Constitution of Business (Select Appropriate)
Proprietorship

BACK

CONTINUE

Principal Place of Business tab:a) Scroll down the page and click the **EDIT** button.

Application Type	Due Date to Complete	Last Modified
Amendment (Core Fields)	03/08/2017	19/07/2017
GSTIN	Full Name of Taxpayer	Type of Registration
29GGMPS7032EDZL	HOTSING SOHPHOH	Regular

Business Details ✓

Principal Place of Business ✓

Additional Places of Business ✓

Promoter / Partners

Verification

Details of Principal Place of Business

Address

Building No. / Flat No. GHS	Floor No. MIDDLE	Name of the Premises / Building MIDDLE
Road / Street Electronic City	City / Town / Locality / Village PHASE2	
State Karnataka	District Bagalkot	PIN Code 560000
Latitude	Longitude	

Contact Information

Office Email Address eeded@d.d	Office Telephone Number (with STD Code) -	Mobile Number 9494245593
Office FAX Number (with STD Code) -		

Nature of possession of premises

Nature of possession of premises	Document Upload*
	Electricity Bill <input type="button" value="DELETE"/>

Nature of Business Activity being carried out at above mentioned premises

Retail Business , Leasing Business
Have Additional Place of Business <input checked="" type="radio"/> Yes

The form is displayed for editing. Edit the desired fields.

b) In the **Reasons** field, enter the reason for amendment of information.

c) Select the **Date of Amendment** using the calendar.

d) Click the **SAVE** button.

Reasons*	Date of amendment*
<input type="text" value="Changed the address"/>	<input type="text" value="18/07/2017"/>

Additional Places of Business tab:

- In the **Number of additional places** field, enter the number of additional places for which information is to be added.
- Click the **ADD NEW** button.

Business Details ✓	Principal Place of Business ✓	Additional Places of Business ✓	Promoter / Partners	Verification
--------------------	-------------------------------	---------------------------------	---------------------	--------------

Details of Additional Places of your Business

Number of additional places*

No records added for Additional Place of Business. Add at least one record to proceed.

The form is displayed for editing. Edit the desired details.

- In the **Reasons** field, enter the reason for amendment in information.

Note: In case of amendment relating to additional place of business, no documents are required to be uploaded.

- Select the **Date of Amendment** using the calendar.
- Click the **SAVE& CONTINUE** button.
- Click the **SAVE** button.

Note: You can click the **EDIT** and **DELETE** button to edit or delete the additional place of business

Business Details ✓	Principal Place of Business ✓	Additional Places of Business ✓	Promoter / Partners	Verification
--------------------	-------------------------------	---------------------------------	---------------------	--------------

Details of Additional Places of your Business

Number of additional places*

Sl No	Address	Actions
1	C-403, Ananth Nagar, bangalore, 560100	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

Promoter / Partners tab:

To view the details of Promoter or Partners, click the **VIEW** button.

To edit the details of Promoter or Partners, click the **EDIT** button.

To delete the details of Promoter or Partners, click the **DELETE** button.

a) Click the **ADD NEW** button to add details of Promoter or Partners.

Business Details ✓ Principal Place of Business ✓ Additional Places of Business ✓ Promoter / Partners Verification

Details of Stakeholders

SI No	Partners/Promoters	Designation / Status	Actions	Nature of Change
1	ANGAD JASBIRSINGH ARORA	te	VIEW DELETE	
2	NURUL	te	EDIT DELETE	Addition

BACK ADD NEW CONTINUE

b) Enter the details of the Promoter/Partner and upload the necessary documents required as a proof for amendment.

c) In the **Reasons** field, enter the reason for amendment in information.

d) Select the **Date of Amendment** using the calendar.

e) Click the **SAVE** Button.

f) Once details are added, click the **CONTINUE** Button.

Verification tab:

4. In the Verification tab, select the **Verification** checkbox.

5. In the **Name of Authorized Signatory** drop-down list, select the authorized signatory.

6. In the **Place** field, enter the name of the place.

7. After filling the application for Amendment of Registration, you need to digitally sign the application using Digital Signature Certificate (DSC)/ E-Signature or EVC.

Once digitally signed application for amendment of registration is filed, the message of successful submission of application is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. SMS and email will be sent to the primary authorized signatory intimating ARN and successful filing of the Form.

Amendment to Core fields require approval by the Tax Official. Once the amendment application is approved or rejected, you will receive a notification through SMS and e-mail message. Also the approval order (REG 15) can be viewed/ downloaded by you at the dashboard. Also, amended registration certificate containing the amended details will be available for the taxpayer to download at his dashboard.

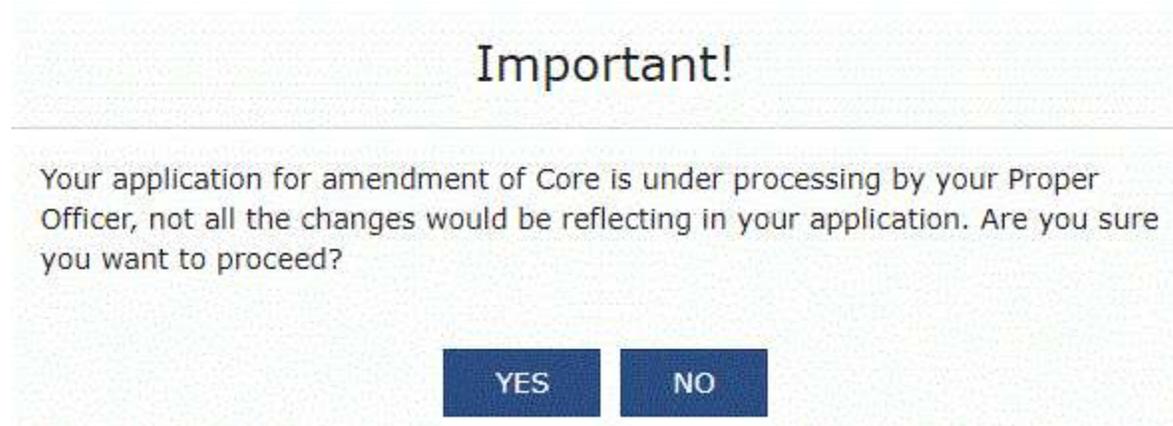
To view the various status types refer the FAQs available at -> https://tutorial.gst.gov.in/userguide/registration/index.htm#t=Track_Application_Status.htm

How can I apply for change in non-core fields information submitted during registration?

Amendment to Non-Core fields does not require approval by the Tax Official. All fields other than Core fields are Non-core fields. Examples of non-core fields are details of the authorized signatory, modification of Stake holder details like promoter partner karta etc. The amended information is submitted by the Registrant and is updated in the registration particulars of the taxpayers in GST database automatically.

Note: If you have already applied for amendment of core field and ARN is generated and the application is still not approved by any tax authority, then you will receive the below message while you apply for amendment of non-core field. Click the **YES** button in case you want to proceed or else click **NO**.

In case you click Yes, core application changes that have been applied for amendment will not be reflected in the Form.



To amend the information provided in the non-core fields during registration, you need to perform the following steps:

1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Login to the GST Portal with valid credentials.
3. Click the **Services > Registration > Amendment of Registration Non - Core Fields** link.



4. The application form for editing is displayed and non-core fields is available in editable form. Edit the details in the desired tab.

Application Type	04AQXCV8540MDZ7	gst training
Amendment(Non-Core Fields)		
Type of Registration	Due Date to Complete	Last Modified
Regular	28/07/2017	13/07/2017

Business Details	Promoter / Partners	Authorized Signatory	Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	Bank Accounts	State Specific Information	Verification
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5. In the Verification tab, select the **Verification** checkbox.

6. In the **Name of Authorized Signatory** drop-down list, select the authorized signatory.

7. In the **Place** field, enter the name of the place.

8. After filling the application for Amendment of Registration, you need to digitally sign the application using Digital Signature Certificate (DSC)/ E-Signature or EVC.

On submission of application for amendment of registration, a message of successful submission of application is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. SMS and email will be sent to the primary authorized signatory intimating ARN and successful filing of the Form.

Amendment to Non-Core fields is auto approved after successful filing by the taxpayer and does not require any processing by the Tax Official.

Advanced Transactions

Supply Vouchers (8 Vouchers)

Inventory Vouchers	Accounting Vouchers
ALT+F9 RECEIPT NOTE	F9 - PURCHASE VOUCHER
ALT+F8 DELIVERY NOTE	F8 - SALES VOUCHER
ALT+F6 REJ OUT	CTRL+F9 PURCHASE RETURN (DR NOTE)
CTRL+F6 REJ IN	CTRL+F8 SALES RETURN (CR NOTE)

NON - Supply Vouchers (2 Vouchers)

ALT+F4 - Purchase Voucher

ALT+F5 - Sales Voucher

Purchase & Sales Returns

You need to enable the feature in F11: Accounting or Inventory features.

- To use it in Voucher mode you need to enable the feature in F11 :Accounting Features - Use debit and credit notes .

- To make the entry in Invoice mode enable the option F11: Accounting Features – Record debit notes in invoice mode .

To go to Debit, Note Entry Screen,

- Go to Gateway of Tally > Accounting Vouchers.
- Click on Ctrl+F9: Debit Note on the Button Bar or press Ctrl+F9.

You can toggle between voucher and Invoice mode by clicking Ctrl+V. Pass an entry for the goods purchased returned to Supplier A:

Name of Item	Quantity	Rate per	Amount
Item A	50 nos	10.00 nos	500.00
End of List			

Narration: Good Purchased returned to Supplier A.

50 nos

Accept?
Yes or No

To make the entry in Invoice mode enable the option F11: Accounting Features – Record credit notes in invoice mode. To go to Credit Note Entry Screen,

1. Go to Gateway of Tally > Accounting Vouchers.
2. Click on Ctrl+F8: Credit Note on the Button Bar or press Ctrl+F8.

You can toggle between voucher and Invoice mode by clicking Ctrl+V. Pass an entry for goods sold returned from Customer A:

Accounting Voucher Creation		ABC Company		Ctrl + M	
Credit Note No. 1				10-Apr-2008	
Ref.:				Thursday	
Party's A/c Name : Customer A					
Current Balance : 9,800.00 Dr					
Name of Item	Quantity	Rate per	Amount		
Item A	25 nos	25.00 nos	625.00		
End of List					
Narration: Goods sold to Customer A returned.		25 nos		Accept? Yes or No	

Miscellaneous

Change Language

We can use English and any Indian language as basic language of Tally ...like Marathi, Hindi, Telugu, urdu.etc. To change language of Tally

Press Alt+G > select any language

Keyboard LANGUAGE: Suppose we are using English As basic language of Tallybut we can chose any language as keyboard... Alt+K to change keyboard language.

The screenshot illustrates the steps to change the keyboard language in Tally. The 'Gateway of Tally' menu is open, and the 'Masters' option is selected. The 'Keyboard Configuration' dialog box is open, showing 'Telugu' as the selected keyboard language. The 'List of Languages' dialog box is also open, showing a list of languages including Telugu, which is highlighted.

Language	Script
Bahasa Melayu	
Bengali	বাংলা
English	
Gujarati	ગુજરાતી
Hindi	हिन्दी
Kannada	ಕನ್ನಡ
Malayalam	മലയാളം
Marathi	मराठी
Punjabi	ਪੰਜਾਬੀ
Tamil	தமிழ்
Telugu	తెలుగు

Sales No. 1

Ref. :

Party's A/c Name : మొహన చంద్ర

Current Balance :

Sales Ledger :

Name of Item

Buyer's Details

Buyers : మొహన చంద్ర

Address : పత్తర్ల

సెమస్టర్లబద

హిదరాబాద్

తెలంగాణ

Sales Tax No. :

CST Number :

What is Tax Deducted at Source (TDS)

TDS stands for tax deducted at source. As per the Income Tax Act, any company or person making a payment is required to deduct tax at source if the payment exceeds certain threshold limits. TDS has to be deducted at the rates prescribed by the tax department.

The company or person that makes the payment after deducting TDS is called a deductor and the company or person receiving the payment is called the deductee. It is the deductor's responsibility to deduct TDS before making the payment and deposit the same with the government. TDS is deducted irrespective of the mode of payment—cash, cheque or credit—and is linked to the [PAN](#) of the deductor and deductee.

Talk to our CA

- Salaries
- Interest payments by banks
- Commission payments
- Rent payments
- Consultation fees
- Professional fees

However, individuals are not required to deduct TDS when they make rent payments or pay fees to professionals like lawyers and doctors.

TDS is one kind of advance tax. It is tax that is to be deposited with the government periodically and the onus of the doing the same on time lies with the deductor. For the deductee, the deducted TDS can be claimed in the form of a tax refund after they file their [ITR](#).

What is TDS return?

A deductor has to deposit the deducted TDS to the government and the details of the same have to be filed in the form of a TDS return. A TDS return has to be filed quarterly. Different types of TDS deductions have to be filed using different TDS return forms.

How and When to file TDS returns?

Filing TDS returns is mandatory for all the persons who have deducted TDS. TDS return is to be submitted quarterly and various details need to be furnished like TAN, amount of TDS deducted, type of payment, PAN of deductee, etc. Also, different forms are prescribed for filing returns depending upon the purpose of the deduction of TDS. Various types of return forms are as follows:

Form No	Transactions reported in return	Due date

Form 24Q	TDS on Salary	Q1 – 31st July Q2 – 31st October Q3 – 31st January Q4 – 31st May
Form 26Q	TDS on all payments except salaries	Q1 – 31st July Q2 – 31st October Q3 – 31st January Q4 – 31st May
F o r m 2 6 Q C	TDS on rent	30 days from the end of the month in which TDS is deducted
F o r m 2 6 Q B	TDS on sale of property	30 days from the end of the month in which TDS is deducted

6. What is a TDS certificate?

Form 16, Form 16A, Form 16 B and Form 16 C are all TDS certificates. TDS certificates have to be issued by a person deducting TDS to the assessee from whose income TDS was deducted while making payment.

For instance, banks issue Form 16A to the depositor when TDS is deducted on interest from fixed deposits. Form 16 is issued by the employer to the employee.

Form	Certificate of	Frequency	Due date
Form 16	TDS on salary payment	Yearly	31st May
Form 16 A	TDS on non-salary payments	Quarterly	15 days from due date of filing return
Form 16 B	TDS on sale of property	Every transaction	15 days from due date of filing return
Form 16 C	TDS on rent	Every transaction	15 days from due date of filing return

TDS Rate on Salary

Any employer has the authority to deduct tax at source while making the actual payment to the employee. The employers deduct tax from salaries only at the time of payment. TDS is deducted if the total income of the employee is taxable. TDS will not be deducted if your total income is Rs. 2, 50,000. This amount is applicable for men and women below the age of 60 years. Normally, TDS deduction rate on salary ranges from 5% to 30%.

Particulars	TDS Rates (in %)
Section 192: Payment of salary	According to Income Slab as specified above
Section 192A: Payment of accumulated balance of provident fund which is taxable in the hands of an employee (with effect from 01.06.2015).	10
Section 193: Interest on securities	
a) any debentures or securities for money issued by or on behalf of any local authority or a corporation established by a Central, State or Provincial Act;	10
b) any debentures issued by a company where such debentures are listed on a recognized stock exchange in accordance with the Securities Contracts (Regulation) Act, 1956 (42 of 1956) and any rules made thereunder;	10
c) any security of the Central or State Government;	10
d) interest on any other security	10
Section 194: Dividend other than the dividend as referred to in Section 115-O	10
Section 194A: Income by way of interest other than "Interest on securities"	10
Section 194B: Income by way of winnings from lotteries, crossword puzzles, card games and other games of any sort	30
Section 194BB: Income by way of winnings from horse races	30
Section 194C: Payment to contractor/sub-contractor	
a) HUF/Individuals	1
b) Others	2
Section 194D: Insurance commission	5 (10% till Assessment year 2016-17)
Section 194DA: Payment in respect of life insurance policy	1 (2% till 31-5-2016)
Section 194EE: Payment in respect of deposit under National Savings scheme	10 (20% till 31-5-2016)
Section 194F: Payment on account of repurchase of unit by Mutual Fund or Unit Trust of India	20
Section 194G: Commission, etc., on sale of lottery tickets	5 (10% till 31-5-

2016)

Particulars	TDS Rates (in %)
Section 194H: Commission or brokerage	5 (10% till 31-5-2016)
Section 194-I: Rent	
a) Plant & Machinery	2
b) Land or building or furniture or fitting	10
Section 194-IA: Payment on transfer of certain immovable property other than agricultural land	1
Section 194J: Any sum paid by way of a) Fee for professional services, b) Fee for technical services c) Royalty, d) Remuneration/fee/commission to a director or e) For not carrying out any activity in relation to any business f) For not sharing any know-how, patent, copyright etc.	10
Section 194LA: Payment of compensation on acquisition of certain immovable property	10
Section 194LBA(1): Business trust shall deduct tax while distributing, any interest received or receivable by it from an SPV or any income received from renting or leasing or letting out any real estate asset owned directly by it, to its unitholders.	10
Section 194LBB: Investment fund paying an income to a unitholder [other than income which is exempt under Section 10(23FBB)]	10
Section 194LBC: Income in respect of investment made in a securitization trust (specified in Explanation of Section 115TCA)	25% in case of Individual or HUF 30% in case of other individuals
Any Other Income	10

Splitting Company

To split the company data

1. Go to Gateway of Tally > **F3** : Cmp Info . > Split Company Data > Select Company .
2. Select the required company from the **List of Companies** .
3. Enter the required date in the Split from field.

The **Split Company Data** screen appears as shown below:

Tally.ERP 9

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support
Split Company Data				IndigoLearn				
Current Period 1-4-2019 to 31-3-2020				Split Company Data				
List of Selected Companies				Name : IndigoLearn				
Name of Company IndigoLearn				Split From : 1-Apr-2020 (This date will become the beginning of the financial year for the new company.) (Valid dates: 2-Apr-2019 to 1-Apr-2020; Recommended date is 1-Sep-2019)				
				The following companies will be created and opened				
				First company : IndigoLearn - (from 1-Apr-2019)				
				Second company : IndigoLearn - (from 1-Apr-2020)				

4. Press Enter to split the company data.

Important points to remember

- The **Split from** date is based on the existing data and is considered as the beginning of the current financial year.
- Once the company data is split, two separate companies will be created and opened, without any changes to the original data.
- After the split, all the companies act as separate companies. You can make entries, display reports and, alter any data in these companies.

- You can alter the names of the companies that are created as a result of splitting, if required.

Chart of Accounts

INDIGOLEARN

Name of Account	Group
<i>Wages</i>	<i>Direct Expenses</i>
<i>Manufacturing Expenses</i>	<i>Direct Expenses</i>
<i>Fuel & Power</i>	<i>Direct Expenses</i>
<i>Factory rent</i>	<i>Direct Expenses</i>
<i>Carriage Inwards</i>	<i>Direct Expenses</i>
<i>Electricity, water</i>	<i>Direct Expenses</i>
<i>Factory Lighting</i>	<i>Direct Expenses</i>
<i>Freight</i>	<i>Direct Expenses</i>
<i>Customs Duty , Dock dues</i>	<i>Direct Expenses</i>
<i>Import Duty</i>	<i>Direct Expenses</i>
<i>Octori</i>	<i>Direct Expenses</i>
<i>Factory Supervisor Salary</i>	<i>Direct Expenses</i>
<i>All Other Expenses</i>	<i>Direct Expenses</i>
<i>Sale of Scrap</i>	<i>Direct Income</i>
<i>Purchases</i>	<i>Purchase Account</i>
<i>Purchase Returns</i>	<i>Purchase Account</i>
<i>Sales</i>	<i>Sales Account</i>
<i>Sales Returns</i>	<i>Sales Account</i>
<i>Advertisement</i>	<i>Indirect Expenses</i>
<i>Bank Charges</i>	<i>Indirect Expenses</i>
<i>Conveyance</i>	<i>Indirect Expenses</i>
<i>Commission Pay</i>	<i>Indirect Expenses</i>
<i>Cash Discount Allowed</i>	<i>Indirect Expenses</i>
<i>Electricity Charges</i>	<i>Indirect Expenses</i>
<i>General Expenses</i>	<i>Indirect Expenses</i>
<i>Interest Paid</i>	<i>Indirect Expenses</i>
<i>Insurance Paid</i>	<i>Indirect Expenses</i>
<i>Interest On Capital</i>	<i>Indirect Expenses</i>
<i>Miscellaneous Expenses</i>	<i>Indirect Expenses</i>
<i>Office charges</i>	<i>Indirect Expenses</i>
<i>Printing & Stationery</i>	<i>Indirect Expenses</i>
<i>Postage & Courier Charges</i>	<i>Indirect Expenses</i>
<i>Phone Charges</i>	<i>Indirect Expenses</i>
<i>Rent Paid</i>	<i>Indirect Expenses</i>
<i>Salaries</i>	<i>Indirect Expenses</i>
<i>Travelling Expenses</i>	<i>Indirect Expenses</i>
<i>Transport Expenses</i>	<i>Indirect Expenses</i>
<i>Vehicle Exp. Maintenance</i>	<i>Indirect Expenses</i>
<i>Administrative Expenses</i>	<i>Indirect Expenses</i>
<i>Audit Fees</i>	<i>Indirect Expenses</i>
<i>Legal Charges</i>	<i>Indirect Expenses</i>
<i>Postage & Telegrams</i>	<i>Indirect Expenses</i>
<i>Entertainment Expenses</i>	<i>Indirect Expenses</i>
<i>Carriage outwards</i>	<i>Indirect Expenses</i>
<i>Professional Expenses</i>	<i>Indirect Expenses</i>
<i>Sales Promotion Expenses</i>	<i>Indirect Expenses</i>
<i>Interest on loan</i>	<i>Indirect Expenses</i>
<i>Depreciation</i>	<i>Indirect Expenses</i>
<i>Bad debts</i>	<i>Indirect Expenses</i>
<i>Brokerages</i>	<i>Indirect Expenses</i>
<i>Loss by theft, or Fire</i>	<i>Indirect Expenses</i>
<i>Loss on sales of asset</i>	<i>Indirect Expenses</i>
<i>Loading & unloading charges</i>	<i>Indirect Expenses</i>
<i>Manager Commission</i>	<i>Indirect Expenses</i>
<i>Staff welfare Expenses</i>	<i>Indirect Expenses</i>
<i>Provident Fund (PF)</i>	<i>Indirect Expenses</i>
<i>Interest on Debentures</i>	<i>Indirect Expenses</i>

<i>Rent Received</i>	<i>Indirect Income</i>
<i>Commission Received</i>	<i>Indirect Income</i>
<i>Interest Received</i>	<i>Indirect Income</i>
<i>Interest On Drawings</i>	<i>Indirect Income</i>
<i>Dividend Received</i>	<i>Indirect Income</i>
<i>Misc income</i>	<i>Indirect Income</i>
<i>Income From Investments</i>	<i>Indirect Income</i>
<i>Profit On sale Of Assets</i>	<i>Indirect Income</i>
<i>Bad Debts Recovered</i>	<i>Indirect Income</i>
<i>Capital</i>	<i>Capital Account</i>
<i>Drawings</i>	<i>Capital Account</i>
<i>Life Insurance of Owner</i>	<i>Capital Account</i>
<i>Income Tax</i>	<i>Capital Account</i>
<i>Genl Reserve</i>	<i>Reserves and Surplus</i>
<i>Sinking Fund</i>	<i>Reserves and Surplus</i>
<i>Capital Reserve</i>	<i>Reserves and Surplus</i>
<i>Share Premium</i>	<i>Reserves and Surplus</i>
<i>Cap Redemption Fund</i>	<i>Reserves and Surplus</i>
<i>Debentures</i>	<i>Secured loans</i>
<i>Bank loan (All bank loans)</i>	<i>Secured loans</i>
<i>Mortgage Loans</i>	<i>Secured loans</i>
<i>Loan to Managing Director</i>	<i>unsecured loans</i>
<i>Loam from Mr. A</i>	<i>Unsecured loans</i>
<i>Sundry Creditors</i>	<i>Sundry Creditors</i>
<i>Bills Payables</i>	<i>Current Liabilities</i>
<i>Outstanding Expenses</i>	<i>Current Liabilities</i>
<i>Bank Overdraft</i>	<i>Current Liabilities</i>
<i>Income received in advance</i>	<i>Current Liabilities</i>
<i>All Provisions</i>	<i>Provisions</i>
<i>Input Tax</i>	<i>Duties Tax</i>
<i>Output Tax</i>	<i>Duties Tax</i>
<i>CST</i>	<i>Duties Tax</i>
<i>Excise Duty</i>	<i>Duties Tax</i>
<i>Service tax</i>	<i>Duties Tax</i>
<i>TDS</i>	<i>Duties Tax</i>
<i>Educational Tax</i>	<i>Duties Tax</i>
<i>Land and Buildings</i>	<i>Fixed Assets</i>
<i>Plant and Machinery</i>	<i>Fixed Assets</i>
<i>Furniture</i>	<i>Fixed Assets</i>
<i>Motor vehicles</i>	<i>Fixed Assets</i>
<i>Live Stock</i>	<i>Fixed Assets</i>
<i>Good Will</i>	<i>Fixed Assets</i>
<i>Fixed Assets Patents, Trade Marks</i>	<i>Fixed Assets</i>
<i>Loose Tools</i>	<i>Fixed Assets</i>
<i>Opening Stock / Closing Stock</i>	<i>Stock In Hand</i>
<i>Raw Material, finished Goods</i>	<i>Stock In Hand</i>
<i>Cash</i>	<i>Cash in Hand</i>
<i>Any bank balance(SBI)(All Bank A/c's)</i>	<i>Bank Account</i>
<i>Sundry Debtors</i>	<i>Sundry Debtors</i>
<i>Investments</i>	<i>Investments</i>
<i>Share with other Companies</i>	<i>Investments</i>
<i>Govt Securities</i>	<i>Investments</i>
<i>Loans and Advances</i>	<i>Loans and Advances (Assets)</i>
<i>Loan to Ram</i>	<i>Loans and Advances</i>
<i>Bills Receivables</i>	<i>Loans and Advances</i>
<i>Advance to Suppliers</i>	<i>Loans and Advances</i>
<i>Preliminary Expenses</i>	<i>Misc Exp (Assets)</i>
<i>Discount on Issue of Shares</i>	<i>Misc Exp (Assets)</i>
<i>Rent Deposit(All Deposits)</i>	<i>Deposit Assets</i>

Shortcut Keys

Windows	Functionality	Availability
F1	To select a company	At all masters menu screen
F1	To select the Accounts Button	At the Accounting Voucher creation and Alteration screen
<u>F1</u> (ALT+F1)	To select the Inventory To view the detailed or condensed report	At the Inventory/Payroll Voucher creation and alteration screen In almost all the Reports
F1 (CTRL + F1)	To open Payroll Vouchers to alter	At the Accounting/Inventory voucher creation or alteration screen.
F2	To change the current date To select company inventory features	At almost all screens in TALLY.ERP 9 At the F11: Features screen
F3	To select the company To select Company Statutory & Taxation features	At almost all screens in TALLY.ERP 9 At F11: Features screen
F4	To open Contra voucher	At Accounting / Inventory Voucher creation and alteration screen
F5	To open Payment voucher	At Accounting / Inventory Voucher creation and alteration screen
F6	To open Receipt voucher	At Accounting / Inventory Voucher creation and alteration screen

F7	To open Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
F8	To open Sales voucher	At Accounting / Inventory Voucher creation and alteration screen
F8 (CTRL +F8)	To open Credit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F9	To open Purchase voucher	At Accounting / Inventory Voucher creation and alteration screen
F9 (CTRL +F9)	To open Debit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F10	To open Reversing Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
F10 (Ctrl + F10)	To open Memorandum voucher	At Accounting / Inventory / Payroll Voucher creation and alteration screen
F11	To select the Functions and Features screen	At almost all screens in TALLY.ERP 9
F12	To open Configure screen	At almost all screens in TALLY.ERP 9

Special Key Combination

Windows	Functionality	Availability
ALT + 2	To Duplicate a voucher	At List of Vouchers - creates a voucher similar to the one where you positioned the cursor and used this key combination
ALT + A	To Add a voucher To Alter the column in columnar report	At List of Vouchers - adds a voucher after the one where you positioned the cursor and used this key combination. Alters the column in all the reports which can be viewed in columnar format
ALT + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report) To access Auto Value Calculator in the amount field during voucher entry	At voucher entry and alteration screens, at a field where you have to select a master from a list. If the necessary account has not been created already, use this key combination to create the master without quitting from the voucher screen. At all voucher entry screens in the Amount field
ALT + D	To delete a voucher to delete a master To delete a column in any columnar report (if it has not been already assigned a different function, as explained above)	At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual. All the reports screen which can be viewed in columnar format
ALT + E	To export the report in ASCII, Excel, HTML	At all reports screens in TALLY.ERP 9

	OR XML format	
ALT + I	To insert a voucher To toggle between Item and Accounting invoice	At List of Vouchers – inserts a voucher before the one where you positioned the cursor and used this key combination. At creation of sales and purchase invoice
ALT + G	To select the Language Configuration	At almost all screens in TALLY.ERP 9
ALT + K	To select the Keyboard Configuration	At almost all screens in TALLY.ERP 9
ALT + O	To upload the report at your website	At all reports screens in TALLY.ERP 9
ALT + G	To select language for	At almost all screens of TALLY.ERP 9

	TALLY.ERP 9 Interface	
ALT + M	To Email the report	At all reports screens in TALLY.ERP 9
ALT + N	To view the report in automatic columns	At all the reports where columns can be added
ALT + P	To print the report	At all reports screens in TALLY.ERP 9
ALT + R	To repeat the narration in different voucher type	At all Vouchers in TALLY.ERP 9
ALT + S	To bring back a line you removed using ALT + R	At all reports screens in TALLY.ERP 9
ALT + U	To retrieve the last line which is deleted using Alt + R	At all reports screens in TALLY.ERP 9
ALT+ V	From Invoice screen to bring Stock Journal screen	At Invoice screen > Quantity Field > Press Alt + V to select the Stock Journal.
ALT + X	To cancel a voucher in Day Book/List of Vouchers	At all voucher screens in TALLY.ERP 9
ALT + R	To repeat the narration in different voucher type	At almost all screens in TALLY.ERP 9.

CTRL + A	To accept a form - wherever you use this key combination, that screen or report gets accepted as it is	At almost all screens in TALLY.ERP 9, except where a specific detail has to be given before accepting
CTRL + B	To select the Budget	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
CTRL + ALT + B	To check the Company Statutory details	At all the menu screens
CTRL + C	To select the Cost Centre To select the Cost Category	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen At Stock Groups/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen
CTRL+ E	To select the Currencies	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
CTRL + G	To select the Group	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
CTRL + H	To view the Support Centre	At Almost all screens in TALLY.ERP 9
CTRL + I	To select the Stock Items	At Stock Group/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen
Ctrl + Alt + I	To import statutory masters	At all menu screens
CTRL + K	To Login as Remote Tally.NET User	At Almost all screens in TALLY.ERP 9
CTRL + L	To select the Ledger To mark a Voucher as Optional	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen At the creation and alteration of Vouchers

CTRL + O	To select the Godowns	At Stock Group/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen
CTRL + Q	To abandon a form – wherever you use this key combination, it quits that screen without making any changes to it.	At almost all screens in TALLY.ERP 9.
CTRL + R	To repeat narration in the same voucher type	At creation/alteration of voucher screen
CTRL + Alt + R	Rewrite data for a Company	From Gateway of Tally screen
CTRL + S	Allows you to alter Stock Item master	At Stock Voucher Report and Godown Voucher Report
CTRL + U	To select the Units	At Stock Groups/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen
CTRL + V	To select the Voucher Types	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
	To toggle between Invoice and Voucher	At creation of Sales/Purchase Voucher screen
CTRL + K	To login to Control Centre	At almost all screens of TALLY.ERP 9
CTRL + H	To access Support Centre. Wherein you can directly post your queries on the functional and technical aspects of Tally.ERP9, Shoper and Tally.Developer.	At almost all screens of TALLY.ERP 9
Alt + Enter	To view the Voucher display	At Day Book and almost all Voucher Reports
Alt + S	To view Stock Query report	At all Voucher Creation and Alteration screens where inventory is applicable except Contra, Reversing Journal, Memorandum and Physical Stock Voucher
Alt + Z	To zoom in to the print preview to 100% screen	At all print preview screens that appear on pressing Alt+P with the option I: With Preview enabled
+	To zoom in to the print preview	At all print preview screens that appear after pressing Alt+Z

-	To zoom out of the print preview	At all print preview screens that appear after pressing Alt+Z
CTRL + Scroll wheel (Mouse Wheel)	To zoom in to the print preview	At all print preview screens that appear after pressing Alt+Z
SHIFT + Scroll wheel (Mouse heel)	To scroll horizontally – left to right or right to left	At all print preview screens that appear after pressing Alt+Z
SHIFT + Right or Left arrow		

Special Function Key Combination

Windows	Functionality	Availability
ALT + F1	To close a company to view detailed report To explode a line into its details To open Inventory vouchers to alter	At all menu screens At almost all report screens At almost all screens in TALLY.ERP 9 At the Inventory/ Payroll voucher creation or alteration screen.
ALT + F2	To change the period	At almost all screens in TALLY.ERP 9
ALT + F3	To select the company info menu To create/alter/shut a Company	At Gateway of Tally screen
ALT + F4	To open the Purchase Order Voucher Type	At Accounting / Inventory Voucher creation and alteration screens

ALT + F5	To open the Sales Order Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
	To view monthly and quarterly report	At almost all report screens in TALLY.ERP 9
ALT + F6	To open the Rejection Out Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
	To open the Sales Order Voucher Type	
ALT + F7	To open the Stock Journal Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
	To accept all the Audit lists	At Tally Audit Listing screen
ALT + F8	To open the Delivery Note Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
	To view the Columnar report	At Ledger Voucher screen
ALT + F9	To open the Receipt Note Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
ALT + F10	To open the Physical Stock Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
ALT + F12	To filter the information based on monetary value	At almost all report screens
CTRL + F1	To open payroll vouchers for alteration	At the Accounting/Inventory Voucher creation or alteration screen
CTRL + ALT + F12	Advanced Configuration	At Gateway of Tally
SPACE	To select the line to delete/hide	At almost all report screens
CTRL + SPACE	To select all the line at one instance to delete/hide	At almost all report screens
CTRL + ALT + A	To select all the line at one instance to delete/hide	At almost all report screens

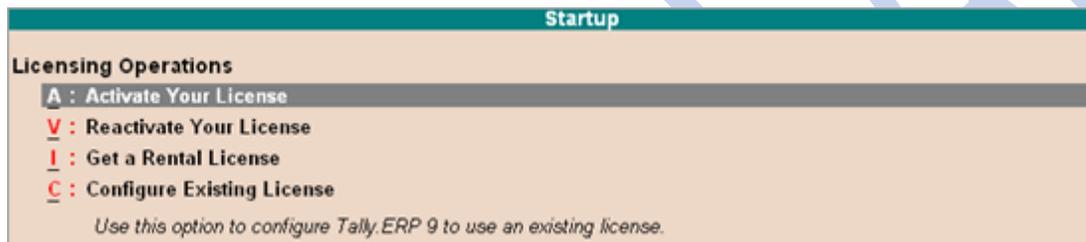
Key Combination Used for Navigation

Windows	Functionality	Availability
PgUp	Display previous voucher during voucher entry/alter	At voucher entry and alteration screens
PgDn	Display next voucher during voucher entry/alter	At voucher entry and alteration screens
ENTER	<p>To accept anything, you type into a field.</p> <p>To accept a voucher or master</p> <p>To get a report with further details of an item in a report</p>	<p>You must use this key at most areas in TALLY.ERP 9</p> <p>At the receivables report – press Enter at a pending bill to get transactions relating to this bill (e.g., original sale bill, receipts and payments against this bill, etc)</p>
ESC	<p>To remove what you typed into a field</p> <p>To come out of a screen</p> <p>To indicate you do not want to accept a voucher or master</p>	At almost all screens in TALLY.ERP 9
SHIFT + ENTER	Collapse next level details	At Voucher Register screen and Trial Balance report
SHIFT + ENTER	To explode a line into its details	<p>In almost all Reports:</p> <p>At a Group/Stock Group/Cost Category/Godowns /Stock Category – displays Subgroups and Ledgers/Stock Items/Cost Centres/Secondary Godowns/Secondary Stock Categories</p> <p>At a Voucher – displays its entries and narration</p> <p>At a Stock Item– displays its godowns and batch details</p>

		At Voucher Register screen – displays the next level details
		At Trial Balance report – displays the next level details
CTRL + ENTER	To alter a master while making an entry or viewing a report	At voucher entry and alteration screens At all reports

To activate your Tally.ERP 9 license

1. Start Tally.ERP 9.
2. Click **A : Activate Your License** in the **Startup** screen, as shown below:



If you are a Microsoft Windows standard user, and do not have the required rights, a message appears as shown below:



Click **Yes** and enter your computer administrator username and password to restart Tally.ERP 9 with administrator rights.

If you have Microsoft Windows administrator rights, a message appears as shown below:

You need administrator rights to perform this action.
Tally.ERP 9 will restart with administrator rights.

Restart?

Yes or **No**

Click **Yes** , for Tally.ERP 9 to restart with administrator rights.

3. Enter your Tally.ERP 9 **Serial Number** , **Activation Key** , and **Administrator e-mail ID** , as shown below:



Activating Your License

If you already have a Tally product license, press F2 to activate this license under your existing account.

Serial Number : 712345362

Activation Key : axcybxav

Administrator e-mail ID : user@tally.com

Confirm administrator e-mail ID : user@tally.com

*The unlock key and Tally.NET account details will be sent to your e-mail ID.
To unlock your license, click F12: Configure > Licensing > Unlock License.*

Note: The e-mail ID provided in the **License Activation** screen is linked to your Tally.ERP 9 serial number, and can be used for all further licensing operations, and interactions with Tally Solutions.

4. Press **Enter** to activate your license. A confirmation message appears, as shown below:

Thank you! We have received your license activation request.

Unlock your license using the unlock key sent to
your e-mail ID **user@tally.com**

Your Tally.NET account has been created and the details have been sent to this e-mail ID.

(Press Enter to continue)

5. Press **Enter** to view the **Unlock License** screen.
6. Enter the **Unlock Key** sent to your e-mail ID in the **Unlock License** screen , as shown below:

Unlocking Your License

Unlock Key : UALXRDI

Enter the unlock key sent to your e-mail ID.

Press F2 if you have not received the Unlock Key.

7. Press **Enter** to unlock your license. A confirmation message appears once you unlock your license.

On activation, the license details are displayed in the **Information Panel** .