



**S.B.V.P.Samaj's**

# **S. M. B. S. Thorat College of Arts , Science & Commerce, Sangamner.**

**Tally Prime 4.0**

**(Tally latest Version after Tally ERP 9 6.6.3)**

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**Tally Prime Course Coordinator**

- 1. Introduction to Tally Prime**
- 2. Introduction to Company**
- 3. GST**

## Introduction to Tally Prime

- Tally Prime is a complete business management software for small and medium size enterprises. Tally Prime helps you to manage accounting, inventory, banking, taxation, banking, payroll and much more to get rid of complexities, and in turn, focus on business growth.
- Founded: 1986
- Headquarters: Bangalore, Karnataka, India
- Founders: Bharat Goenka, Shyam Sunder Goenka

# Journey of Tally

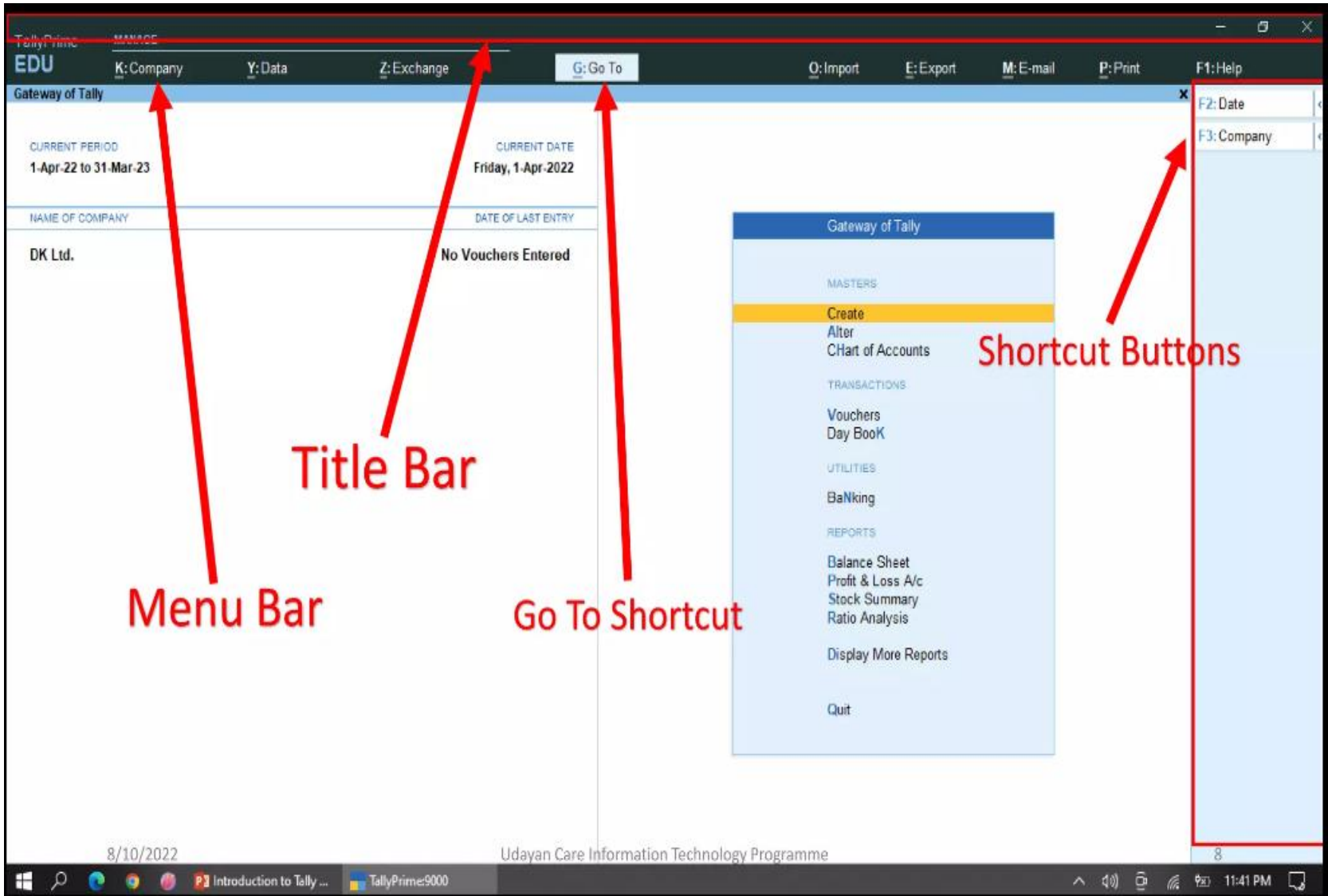


# Tally ERP 9 Vs. Tally PRIME

	Tally . ERP 9	Tally PRIME
<b>Multi-Tasking in Tally</b>	Multi Tasking can be done by opening multiple Tally.ERP 9 Instances	Multi Tasking can be done by in one Tally Prime instance. Just check the opened reports in Go To Feature
<b>Chart of Accounts</b>	In Tally.ERP 9 user had to make minimum 3 clicks to open each of these. <b>In Gateway of Tally &gt; Display &gt; List of Accounts</b>	Option of ' <b>Chart of Accounts</b> ' this allows you to access all your masters including groups, ledgers, voucher types, cost center etc. can be accessed from one screen.
<b>Copy/Paste in Tally</b>	Shortcut keys used to copy and paste in Tally.ERP 9	Global keys used to copy and paste in Tally Prime
<b>Change Voucher Mode</b>	In Tally.ERP 9 these options were available in 3 different places and hence navigation is now easier.	In Sales voucher or any other voucher, the Change Mode gives you 3 options namely – Item Invoice, Accounting Invoice and As Invoice.
<b>Printing Invoice in Tally</b>	In Tally.ERP 9, when a user prints invoices with multiple items the invoices gets printed in multiple pages as unused blank space occupies the page which is not needed.	In Tally Prime, you can 'optimize printing to save paper'. This feature will reduce your 6 page invoice to a 2 page invoice, thus saving your printing costs, paper costs and other costs.

## Method to download & installing TallyPrime

- TallyPrime can be download easily with free of cost. Supports Windows 7 or later 64 bit OS with 64 bit processor. The steps for downloading the software is given below: -
  1. Open any browser (Chrome, Firefox, etc.) and type the keyword "download tally prime". Select Tallysolutions.com, the authorized one.
  2. Or click here [TallyPRIME.exe](#)
  3. Click install. Then the installation of Tally Prime is done. Click Start Tally Prime Option.



Alt + G	Go to
Ctrl + G	To Switch to a different report
Esc	To go back to the previous screen by closing the currently open screen
Alt + K	To open company menu
F3	To switch to another company
Alt + F3	To select and open another company
Ctrl + F3	To shut the currently loaded companies
Ctrl + F1	To open Tally Help topic based on the context of the screen that is open
F11	To open the company features screen
F12	To open the list of configuration applicable for the report/view
Alt + Y	To open the list of actions applicable to managing the company data
Alt + Z	To open the list of actions applicable to sharing or exchanging your company
Alt + O	To open the import menu for importing masters, transaction, and bank statement
Alt + M	To open the e-mail menu for sending transactions or reports



Shift + Enter	To expand or collapse information in a report
Ctrl + Enter	To alter a master during voucher entry or from drill – down of a report
Alt + F1	To view the report in a detailed or condensed format
Alt + F5	
Space Bar	To select/deselect a line in a report
Shift + Space Bar	
Alt + V	To open the GST Portal
Alt + C	To add a new column
Alt + A	To alter a column
Alt + D	To delete a column
Alt + N	To auto-repeat columns
Alt + F12	To filter data in a report, with a selected range of conditions
Ctrl + F12	To calculate balances using vouchers that satisfy the selected conditions
Ctrl + H	To change view, display report details, in different ways

F4	To open Contra voucher
F5	To open Payment Voucher
F6	To open Receipt Voucher
F7	To open Journal Voucher
Alt + F7	To open Stock Journal Voucher
Ctrl + F7	To open Physical Stock
F8	To open Sales Voucher
Alt + F8	To open Delivery Note
Ctrl + F8	To open Sales Order
F9	To open Purchase Voucher
Alt + F9	To open Receipt Note
Ctrl + F9	To open Purchase Order
Alt + F6	To open Credit Note
Alt + F5	To open Debit Note

Ctrl + F4	To open Payroll Voucher
Ctrl + F6	To open Rejection In Voucher
Ctrl + F5	To open Rejection Out Voucher
F10	To view a list of all vouchers
Alt + R	To retrieve Narration from the previous ledger
Alt + C	To open the calculator panel from the Amount field
Ctrl + T	To mark a voucher as Post-Dated
Alt + D	To delete a voucher/transaction
Alt + V	To open a manufacturing journal from the Quantity field of a journal voucher
Ctrl + D	To remove item/ledger line in a voucher
Ctrl + F	To autofill details
Ctrl + R	To retrieve the Narration from the previous voucher, for the same voucher type
Ctrl + H	To change mode – open vouchers in different modes
Alt + S	To open the Stock Query Report for the selected stock item
Ctrl + L	To mark a voucher as Optional

Tab	To go to the next input field
Shift + Tab	To go to the previous input field
Backspace	To remove the value typed
Alt + C	To create a master, on the fly
Ctrl + I	To add more details to a master or voucher for the current instance
Alt + F4, Ctrl + F4	To insert the base currency symbol in an input field
Page Up	To open the previously saved master or voucher to scroll up in reports
Page Down	To open the next master or voucher to scroll down in reports
Ctrl + C, Ctrl + Alt + C	Copy
Ctrl + V, Ctrl + Alt + V	Paste
Ctrl + E	To export the current voucher or report
Ctrl + M	To e-mail the current voucher or report
Ctrl + P	To print the current voucher or report
Alt + J	To define statutory adjustments
Alt + X	To cancel a voucher from a report
Alt + Z	To zoom in while on the print preview

# Introduction to Company

- The Term company is a generic term and not confined to an organization registered under company Act. In Tally, the term company represents an entity for which independent set of accounts is maintained. It may be a company, partnership firm, HUF, Individual, NGO, or even a branch office for which a set of account books is maintained for accounting. For each entity you create a profile which is termed as “COMPANY” in Tally.

# Company

Create Company

Alter Company

Select Company

Shut Company

Group Company

Backup

Restore

Split Company Data

Delete Company

# Introduction to Masters

- Masters are the containers of the Accounting Data. These are the heads, which will be set once and used in many places such as Accounting Voucher Creation, Report Generation etc. Data stored in Masters is independent. In Masters we can only create, alter, display the Ledgers, Stock Item and their inter-related elements like stock groups, stock categories, units about which we discuss later.

# Masters

## Accounting Masters

1. Group
2. Ledger
3. Cost Category
4. Cost Center
5. Currency
6. Voucher Type

## Inventory Masters

1. Stock Group
2. Stock Category
3. Stock Item
4. Unit
5. Godown/Location

## Payroll Masters

1. Employee Category
2. Employee Group
3. Employees
4. Units (Work)
5. Attendance/Production Type
6. Pay Heads
7. Payroll Voucher Type

## Statutory Masters

1. GST Classification
2. TDS Nature of Payments
3. TCS Nature of Goods
4. VAT Classification



# Accounting Master - Groups

- Accounting groups are collection of ledgers of the same nature. Accounting groups are maintained to determine the hierarchy of ledger accounts which is helpful in determining and presenting and compliant reports.

# Pre-Defined Groups in TallyPrime

## 15 Primary Groups

1. Capital Account
2. Current Assets
3. Current Liabilities
4. Fixed Assets
5. Investments
6. Loans (Liabilities)
7. Suspense A/c
8. Misc. Expenses (ASSETS)
9. Branch/ Divisions
10. Sales Accounts
11. Purchase Accounts
12. Direct Incomes
13. Indirect Incomes
14. Direct Expenses
15. Indirect Expenses

## 13 Sub Groups

1. Reserves and surplus
2. Bank Accounts
3. Cash in hand
4. Deposit (Assets)
5. Loan & Advances (Assets)
6. Stock in hand
7. Sundry Debtors
8. Duties & Taxes
9. Provisions
10. Sundry Creditor
11. Bank OD A/c or Bank OCC A/c
12. Secured Loans
13. Unsecured Loans

**Pre-Defined  
Ledgers**



**Cash**



**Profit &  
Loss A/c**

# GST in Tally



## What Is GST ?

- **GST** → GOODS AND SERVICES TAX.
- It has **replaced VAT, CST and Service Tax** and instead there is only one tax in GST.
- The main advantage of GST is a **single taxation system**.
- There are three types of GST that are IGST, CGST, SGST/UTGST.



GST is an Indirect Tax which has replaced many Indirect Taxes in India. The Goods and Service Tax Act was passed in the Parliament on 29th March 2017. The Act came into effect on 1st July 2017; Goods & Services Tax Law in India is a comprehensive, multi-stage, destination-based tax that is levied on every value addition.

# Types of GST

Under this dual model, GST will have the following 3 components :

\*CGST - Central GST

\*SGST / UTGST- State GST / Union Territory GST

\*IGST - Integrated GST

### **What is CGST?**

CGST rate or Central GST rate is levied on the intrastate supply of goods and services. The proceeds of which will be attributable to the Centre, as per the [CGST Act](#).

### **What is SGST?**

[SGST](#) rate or State GST rate is levied on the intrastate supply of goods and services. The proceeds of which will be attributable to the States, as per the SGST Act – which is passed and recognized by the assemblies of respective States.

### **What is IGST?**

[IGST rate](#) or Integrate State rate is levied on the interstate supply of goods and services, whenever such supplies are happening across state boundaries, and in terms of imports, as per the IGST Act.



## **What is UTGST?**

The fact that Union Territories are directly under the governance of the Central Government, differentiates them from the states, which have their own elected governments. This called for a separate taxation structure for the Union Territories and thus UTGST rate or Union Territory GST was introduced instead of SGST for the following 5 Union Territories in India –

- Chandigarh
- Lakshadweep
- Daman and Diu
- Dadra and Nagar Haveli
- Andaman and Nicobar Islands

What are GST Rates in India?

**GST rate schedule for goods**

Under [GST](#), there are 7 specified rates for goods, each of which have been classified under a Schedule in the GST Rates Booklet for Goods.

They are as follows:

Schedule I: Nil Rated

Schedule II: 0.25%

Schedule III: 3%

Schedule IV: 5%

Schedule V: 12%

Schedule VI: 18%

Schedule VII: 28%

## **GST rate schedule for services**

Under GST, there are 5 specified rates for services, each of which has been classified in the [GST Rates](#) Booklet for Services. They are as follows:

Nil Rated

5%

12%

18%

28%

THANK YOU