Get In Touch 011-43522158



# INTRODUCTION OF TALLYPRIME





## **Get Familiar with TallyPrime**

Interactions in TallyPrime follow patterns that help you accomplish tasks with minimal learning. Understand these patterns so that you can try any feature.

Once you install TallyPrime, activate the license, and create a Company, you can start recording your business transactions. To make use of the flexibility of TallyPrime, and enhance your productivity, take a quick look at the interaction experiences and understand the patterns.

**Home screen** that you see when opening TallyPrime includes the top menu, Go To/Switch To buttons, Gateway of Tally, and buttons on the right hand side. These options aid in finding and opening different ledgers, vouchers and reports that help you accomplish your business tasks. There are multiple ways in which you can reach the desired destination. You can choose the ways you prefer.

**Navigation across TallyPrime** widely uses **Enter** key and **Escape** key. While there are different ways in which you can reach a destination, pressing **Enter** will take you to the next level of information, and **Escape** will take you back to the previous level, until you reach Gateway of Tally. The same Escape key will also let you close TallyPrime, with a confirmation. Similarly, you can use different key combinations to achieve what you want. In fact, you can navigate and control TallyPrime completely using a keyboard.

**Data entry** for recording different types of transactions are made similar to enhance learning, and retention of knowledge. Master creation is made simple by using similar actions wherever possible, and multiple ways to reach the create options.

**Reports** are presented in a hierarchical manner for easy analysis. While TallyPrime provides a large number of reports, reading and understanding the reports are simplified with similar interactions. When you open a report, summary data is provided for the most relevant report period. From there you can change the report period, presentation format, and so on, up to the value that forms the basis of the report. Consistent interactions make it easier for you to navigate, and memorise the steps.

**Sharing data** in printed formats, or in electronic file formats through e-mail or export is another facility available by default. You can share individual vouchers, or reports, as well as in bulk, with just a few key presses. Sending payslips to your employees, or reminder letters to your parties are equally simple.

**Easy setup** enables you to start using TallyPrime for recording your business transactions in a couple of minutes. While there are many features available out-of-the-box, you can decide to start with the minimal set, right away. You can start using the other features as and when you come across a business need. You can explore and use many features as your business grows and diversifies. This



facility helps you to start simple, and gradually add more features as needed. Many features can be switched on and switched off as you want. Alternatively, you can start using all the features in the beginning, if needed.

**Set up for personal preferences** is another flexibility that you get to in order to use the application comfortably. Such configurations can be done independently for every installation of TallyPrime using F12 Configurations. Different types of ledgers and vouchers can have different configurations. In a similar way you can set your preferences for reports, printing, and other data communication options.

## **Home Screen**

When you open TallyPrime, you can see a home screen with different items – a top menu bar with pull down options, the details of the Companies that are open, the Gateway of Tally menu, and a button bar on the right-hand side of the screen.

| TallyPrime                   | MANAGE               |         |               |                          |   |                                    |           |          |             |     |  |
|------------------------------|----------------------|---------|---------------|--------------------------|---|------------------------------------|-----------|----------|-------------|-----|--|
| SILVER                       | K: Company           | Y: Data | Z: Exchange   | <u>G</u> : Go To         | O: Import   | E: Export                          | M: E-mail | P: Print | F1: Help    |     |  |
| Gateway of Tally             |                      |         |               |                          |   |                                    |           |          | E2: Date    | C C |  |
| CURRENT PER<br>1-Apr-2020 to | IOD<br>0 31-Mar-2021 |         | cu<br>Friday, | RRENT DATE<br>1-May-2020 |   |                                    |           |          | F3: Company | ¢   |  |
| NAME OF COM                  | IPANY                |         | DATE O        | LAST ENTRY               | Gateway o   | of Tally                           |           |          |             |     |  |
| National En                  | torprises            |         |               | May 2020                 |   | ,                                  |           |          |             |     |  |
| National En                  | terprises            |         |               | -may-2020                | MASTERS   |                                    |           |          |             |     |  |
|                              |                      |         |               |                          | Create  |                                    |           |          |             |     |  |
|                              |                      |         |               |                          | Alter<br>CHart of A                                 | ccounts                            |           |          |             |     |  |
|                              |                      |         |               |                          | TRANSACTI   | IONS                               |           |          |             |     |  |
|                              |                      |         |               |                          | Vouchers<br>Day Book                                |                                    |           |          |             |     |  |
|                              |                      |         |               |                          | UTILITIES   |                                    |           |          |             |     |  |
|                              |                      |         |               |                          | BaNking   |                                    |           |          |             |     |  |
|                              |                      |         |               |                          | REPORTS   |                                    |           |          |             |     |  |
|                              |                      |         |               |                          | Balance S<br>Profit & Lo<br>Stock Sun<br>Ratio Anal | Sheet<br>oss A/c<br>nmary<br>lysis |           |          |             |     |  |
|                              |                      |         |               |                          | Display M   | ore Reports                        |           |          |             |     |  |
|                              |                      |         |               |                          | Quit  |                                    |           |          |             |     |  |
|                              |                      |         |               |                          |   |                                    |           |          |             |     |  |
|                              |                      |         |               |                          |   |                                    |           |          |             |     |  |
|                              |                      |         |               |                          |   |                                    |           |          |             |     |  |
|                              |                      |         |               |                          |   |                                    |           |          |             |     |  |

**Top Menu** has options to manage your Companies, TallyPrime application, users in your Companies, and your data storage & sharing. This menu and child items in the menu are accessible from any screen in TallyPrime. **Help** menu has options to launch TallyHelp and to upgrade your application to a newer release of the product. Availability of a newer release is indicated with a red dot notification on the menu name **Help**. Other options under the **Help** menu include **What's New**, **TallyShop** for buying addons, **Troubleshooting** to repair your application and data in case there are issues, **Settings** to configure your application, **TDL & Add-On** to manage your extensions/customisations, and an **About** report that shows the details of your TallyPrime installation and its environment.



**Shortcuts** form an easy way to interact with TallyPrime. Shortcut/hotkey to access each option in the top menu is shown in bold capital letter that is underlined, or F1. When the shortcut has a single underline, you can just press **Alt** and the letter key to access the corresponding option. Shortcuts without underline work with the single key press. When you access any of the menu items, a list of options grouped under the menu item opens, and you can access each using the corresponding shortcut or mouse. For example, **Alt+K** > **C** will open Company Creation screen.

**Tip:** You can use just the keyboard to interact with TallyPrime if you prefer so. You can also comfortably use mouse. This is possible on all screens in TallyPrime.

**Go To** option on the top menu helps you to quickly access any report or feature that you want to use. Any screen that you access using **Go To** will open on top of the current screen, and closing the screen will take you back to the screen that was open earlier. You can use **Alt+G** to access **Go To**. The option **Switch To** is placed with **Go To** as a toggle to help you move from the current screen to any other screen. You can use **Ctrl+G** to access **Switch To**.

More about <u>Go To</u> and <u>Switch To</u> are given below.

Tip: Use Alt key to access the shortcuts with a single underline. To access the shortcuts with double underline, use the Ctrl key.

**Company details** are shown below the top menu, on the left side of the screen. The details include the CURRENT PERIOD and CURRENT DATE, the names of the Companies that are open, and the last date of transactions in each Company. In case your Company is connected and is accessible online, that is also shown here with (c).

**Gateway of Tally** groups the different features available in TallyPrime, based on the nature of activities. Options on the main screen of TallyPrime include Masters, Transactions, Utilities, a few Accounting and Financial reports, and an option to view more reports. When you select any of these options, a screen opens that lets you create or alter a master or transaction, view a report, or list other options. Notice that every option in the Gateway of Tally has one bold capital letter, the shortcut to access the option. You can just press the letter key to access the corresponding item. For example, **K** is to open Day Book, and **B** for Balance Sheet.

**Right Button Bar** on the home screen of TallyPrime has two buttons **F2: Date** and **F3: Company**. On pressing **Alt** key the options change to <u>F2</u>: **Period** and <u>F3</u>: **Select Company**. Pressing **Ctrl+F3** keys show the option **Shut Company**. Alternatively, you can click the expand option, < next to each button to view the corresponding options. Options on the right button bar change based on the screen that is open as per the actions relevant to the screen or the transaction you are working on. However, the shortcuts associated with different options are consistent across masters, vouchers and reports. For example, **F2** is always for date, **Alt+F2** is for period, **F10** in master screens is for Other Masters & voucher screens is for Other Vouchers, and **Ctrl+B** in reports is for Basis of Values.



More about Right Button Bar is given below.

Let us explore a little more about the buttons on the right button bar.

- F2, F3, F12 options remain constant on all screens, transactions, masters and reports.
- F4 to F10 each one has a preset but different action in transactions, masters, and reports.

| Transactions        |   | Masters            |   | Reports       |   |
|---------------------|---|--------------------|---|---------------|---|
| F4: Contra          | ¢ | F4                 | ¢ | F4            | ¢ |
| F5: Payment         | ¢ | F5                 | ¢ |               |   |
| F6: Receipt         | ¢ | F6                 | ¢ | F5            | ¢ |
| F7: Journal         | ¢ | F7                 | ¢ | F6            | ¢ |
| F8: Sales           | ¢ | F8                 | ¢ | F7            | ¢ |
| F9: Purchase        | ¢ | F9                 | ¢ | F8: Valuation | ¢ |
| F10: Other Vouchers | ¢ | F10: Other Masters | ¢ | F9            | ¢ |
|                     |   |                    |   | F10           | ¢ |

- Ctrl+B/H/J has present actions only in reports.
- Ctrl+F/H/I has preset actions only in vouchers.

In a similar manner, there are predefined list of buttons for different actions. Check different buttons when you are on different screens to know these options better.

**Note:** In this topic, different options are used in procedures to open different transactions and reports, so that you get familiar with these.

## Company

Company in TallyPrime is equivalent to the books of accounts that you maintain manually, in the absence of an accounting application. You can specify the details of your business like the name of the company, the business name that needs to be printed in documents, the state and country where your business operates, the financial year followed, the date from when the books are maintained, base currency of your business, and so on.

To create a Company in TallyPrime,

- Press Alt+K > Create.
   Alternatively, at the Gateway of Tally, press F3 > Create Company. The Company Creation screen appears.
- 2. Enter the Company Name. Notice that a few fields are auto-filled. You can change any of these values as needed.



3. Enter the details or verify the auto-filled details.

You can change these values later as needed. However, be careful about choosing the **Financial** year beginning from and **Books beginning from** dates.

| Company Data Path  | : D:\TallyPrime\data   |   |                              |          |   |
|--|--|---|------------------------------|----------|---|
| Company Name<br>Mailing Name<br>Address  | : National Enterprises<br>: National Enterprises<br>: #27, 80 Ft Road, Industrial Area<br>Koramangala 6th Block<br>Bangalore                                   | Financial year beginning from<br>Books beginning from | : 1.Apr.2020<br>: 1.Apr.2020 |          | 4 |
| State<br>Country<br>Pincode<br>Telephone<br>Mobile<br>Fax<br>E-mail<br>Website | : Karnataka<br>: India<br>: 560068<br>: 080-22282982<br>: 9929229828<br>: 080-33330003<br>: salesho@nationalenterprises.com<br>: www.nationalenterprises.co.in |   |                              |          |   |
| Base Currency symbol<br>Formal name  | :₹<br>:INR   |   |                              | Accept ? |   |

- Press Ctrl+A to create the Company. Alternatively, you can press Y when the Accept message appears, on navigating to the end of the screen.
- 5. Enable the required features for your Company. You can enable or disable any of these features later.
- 6. Press **Ctrl+A** to save the selected features. You can press **Esc** thrice to close the features screen, if you do not need to change any.

Tip: Use Ctrl+A to save the details entered and Esc to cancel the changes and move back to the previous screen. This works in a similar manner on all data entry screens in TallyPrime. Your Company is ready for use.

**Tip:** After creating a Company, you can use **F11** to enable or disable any feature when needed. You may make a list of all the features that you want in your Company and enable these features at one go. Alternatively, start simple and keep enabling more features as needed.

In case you want to specify additional details for your Company, press **F12** on the Company Creation screen.

Tip: Use F12 (Configure) in TallyPrime screens to alter the on-screen options/configurations as per your preference. This is possible on all screens in TallyPrime where there are additional options available.

#### F12 Configure options

- **Provide Contact Details** To show the options to capture the company contact details.
- Use TallyVault Password to encrypt Company Data To show the option to set TallyVault Password.
- Use User Access Control To show the option to enable user-based access to the Company.



• **Provide Additional Base Currency details** – To show options to specify additional details of the Base Currency.

Refer to <u>Working with Company</u> section for further details.

Tip: Once you set the configurations using F12, the options will apply to all the subsequent master creation and transaction recording, until you change the configuration. Such configurations are referred to as **persistent configurations**.

Use **Ctrl+l** (More Details) to do such configurations for selective masters or transactions. Every time you need to add such details, you need to use **More Details**. Such configurations are referred to as **non-persistent configurations**.

For example, consider a situation where most of your sales happen without orders. But once in a while you want to provide order details during Sales voucher entry. Here you can use **Ctrl+I**. If you enable Order Details in F12, all subsequent sales transactions will show the Order Details screen. To avoid this, you can use **I: More Details**.

## **Business Data Recording**

You can start recording your business transactions after you create a Company. Any master – ledgers and Stock Items that you need can be created as and when needed. That too with the available details!

TallyPrime does not insist on any specific order for data entry. You can do data entry as per your needs and convenience. Just for the ease of reading and trying, let us start with Masters, and then move to transactions and reports.

**Masters**: TallyPrime classifies masters as Accounting Masters, Inventory Masters, Statutory Masters, and Statutory Details. Accounting Masters include Ledger, Group, Cost Category, Cost Centre, Currency, and Voucher Type. Inventory Masters include Stock Item, Stock Group, Stock Category, Unit, Godown, Price Lists for Stock Group and Stock Category, and Price Levels. Statutory Masters and Details vary depending on the taxation that you have enabled.

**Transactions**: You can use TallyPrime for different types of transactions – Payment, Receipts, Sales, Purchase, Orders, Material In, Material Out, and so on. To address all such needs TallyPrime provides 24 default **Voucher Types** to ease voucher creation. You need not follow the double entry mode or know accounting principles to use these Voucher Types. You can just enter the relevant transaction details for the one you are recording. TallyPrime will ensure consistency of updates as per accounting standards. On the other hand, if you are an accountant and prefer double entry, you can record all these transactions in double entry mode using the Journal Voucher.

**Note:** When you install TallyPrime for the first time, there are 20 Voucher Types. On enabling more F11 features, you will see 24 Voucher Types.



#### Get In Touch 011-43522158

TallyPrime also provides the flexibility to record optional vouchers for the cases that you are not sure of now but want to make provisions for the same. When you are sure that certain expenses will happen on a future date, you can create post-dated vouchers, and account for such transactions. All these will help you do business analysis considering the anticipated transactions.

Apart from the plethora of Voucher Types, you can enter vouchers in different modes:

- Voucher Mode for double entry with Dr and Cr. This is useful for accountants who want to continue using the double entry mode, as they had been doing in manual books of accounts.
- Item Invoice Mode for trading invoices, and Accounting Invoice Mode for service vouchers. In case you are not well versed with accounting, you can use these modes for easy and error-free data entry.

## **Create Ledgers & Groups**

**Ledgers** in TallyPrime are similar to the ledgers that you use in the books of accounts. There are two default ledgers – **Cash** and **Profit & Loss A/c**. The list of ledgers in your business will be to account for different types of purposes like suppliers/creditors, buyers/debtors (party), sales (Sales Accounts), purchase (Purchase Accounts), bank (Bank Accounts), and so on. You can create your ledgers under the relevant group based on the nature of the ledger. For example, you can create a supplier ledger **ABC traders** under the Group **Sundry Creditor**. This will ensure that ABC traders are treated as Sundry Creditors, and will appear for selection in the relevant field when recording transactions.

**Groups** are available in TallyPrime by default to classify the ledgers. There are 28 default Groups, like Bank Accounts, Indirect Expenses, and so on. These Groups address most of your business needs. However, you can create additional Groups under these default Groups as per your needs. For example, **Export Sales** under Sales Accounts to classify the ledgers used for exports, **Duty Paid Purchases** under Purchase Accounts for imports, and so on.

#### Create Ledgers

You can use multiple ways to create Ledgers in TallyPrime. Since TallyPrime does not insist on any master creation before you start recording your transaction, you can create the required ledgers while recording the transactions. For example, say you are recording your first payment transaction. If you have not created the relevant party ledger while entering the payment voucher, you can create it on the fly. Otherwise, you can create the party ledger first and then record the payment to the party. Another way to create a ledger is from the **Chart of Accounts**.

In case you have many ledgers to create, you can use the multi ledger creation option or import using XML file. You can also synchronise the ledgers created at your head office or warehouse.

**Tip:** You can start creating ledgers with what you know. Rest of the details can be updated as and when you get those. If any necessary information is missing in the masters or transactions,



TallyPrime will bring it under the exception frame and lets you update. This helps to ensure completeness before you file your returns.

1. Go to Gateway of Tally > Create > Ledger or Alt+G (Go To) > Create Master > Ledger

|  | National Enterprises  |                |  |  |
|--|---|----------------|--|--|
| Name : Express Stores  |   |                | Total Opening Balance  |  |
| (alias) :  |   |                | 7,76,96,263.00 Dr<br>7,66,97,863.00 Cr<br>Difference<br>9,98,400.00 Dr |  |
| Under : Sundry Debtors<br>(Current Assets)<br>Maintain balances bill-by-bill : Yes<br>Default credit period :<br>Check for credit days during voucher entry : No | Mailing Details<br>Name<br>Address<br>State<br>Country<br>Pincode<br>Banking Details<br>Provide bank details<br>Tax Registration Details<br>PAN/IT No.<br>Registration type<br>GSTIN/UIN<br>Set/Alter GST details | Express Stores |  |  |
|  |   |                | Accept ?   |  |
| Opening Balance  | ( on 1-Apr-2020) : 1,23,400.00  | Dr             | Yes or No  |  |

- 2. Enter the ledger name.
- 3. Select the Group under which the ledger is to be created.
- 4. Update the remaining details as needed.
- 5. Press Ctrl+A to create the ledger.

**Tip:** On any screen you can use **Enter** to navigate forward, and **Backspace** to navigate backward. You can use the ledger in any transaction as needed. In a similar way you can create other ledgers. If you are into service business, you can create ledgers for the services you offer.

In case you want to enable additional configurations for your ledger, as mentioned earlier, press **F12** on the Ledger Creation screen.

Tip: When you use Alt+C to create any master when you are in a master selection field, you can see (Secondary) in the screen name. This helps you identify that you have opened the master creation screen from another master or transaction.

#### **Create Groups**



You can use multiple ways to create Groups in TallyPrime. You can create a Group on the fly when you are creating a ledger. Otherwise, you can create a **Group** first, and then record the transaction for the party. As in the case of ledgers, you can import or synchronise the list of Groups, if needed.

1. Go to Gateway of Tally > Create > Group or Alt+G (Go To) > Create Master > Group.

| Group Crea                     | ition   |                  |           |   |
|--------------------------------|---|------------------|-----------|---|
| Name<br>(alias)                | : Daily Buyers<br>:   |                  |           |   |
| Under                          | : Sundry Debtors<br>(Current Assets)                                |                  |           |   |
| Group be                       | haves like a sub-ledger   | : No             |           |   |
| Nett Debi                      | t/Credit Balances for Reporting                                     | : Yes            |           | - |
| Used for (<br><i>(for sa</i> ) | calculation (for example: taxes, discounts)<br>les invoice entries) | : No             | Accept ?  |   |
| Method to                      | o allocate when used in purchase invoice                            | : • Not Applicab | Yes or No |   |

- 2. Enter the name and select the Group under which the Group is to be created.
- 3. Update the remaining details as needed.
- 4. Press Ctrl+A to create the Group,

You can use the Group for any ledger as needed. In a similar way you can create other Groups.

**Tip:** In TallyPrime, you can accomplish a specific task in different ways, and at different points in time. There are different options to create masters, and these options have similarities. Specific details for each master are captured in the creation screens.

In case you want to enable additional configurations for your Group, as mentioned earlier, press **F12** on the Group Creation screen.

## Create Stock Items, Stock Groups, and Stock Categories

**Stock Items** in TallyPrime is to maintain the details of the items that you handle in your business. The list of items can include all the items you trade and the consumables you use in the process of running your business. You can group the items under Stock Groups and Stock Categories, if needed, for ease of management and analysis. For example, you can create the item pens under the group Ball Pens and



Markers, as the case may be. You may be selling pens from different vendors like Faber Castle, Camel, and so on. Here, you can create parallel categories by the name of the brands and use it for analysis of sales by brand.

**Stock Group** available in TallyPrime by default is **Primary**. In case you do not need to have multiple groups for analysis, you can just manage with the Primary group. However, you can create additional Stock Groups under Primary as per your needs.

**Stock Category** available in TallyPrime by default is **Primary**. In case you do not need to have multiple categories for analysis, you can just manage with Primary. However, you can create additional Stock Categories under Primary as per your needs.

#### **Create Stock Items**

You can use multiple ways to create Stock Items in TallyPrime. Since TallyPrime does not insist on any master creation before you start recording your transaction, you can create the required Stock Items when recording the transactions. For example, say you are recording your first Sales transaction. If you have not created the relevant items when entering the Sales voucher, you can create it on the fly. Otherwise, you can create the Stock Item first and then record sales.

In case you have many items to create you can use the multi item creation option or import using XML file. You can also synchronise the items created at your head office or warehouse.

- 1. Go to Gateway of Tally > Create > Stock Item or press Alt+G (Go To) > Create Master > Stock Item.
- 2. Enter the name and Stock Group under which the item has to be created.
- 3. Specify the unit for the item.
- 4. Update the remaining details as needed.
- 5. Press Ctrl+A to create the Stock Item.

You can use the Stock Item for any transaction as needed. In a similar way you can create other Stock items.

- **Tip:** In a data entry screen, to select a value from a list you can start typing the name. The list gets filtered and the items having the name starting with the letters you entered will appear in blue. If the letters you entered are present in the item but not in the beginning, then only the letters you entered will appear in blue.
  - When you are in a list to select a master, you get an option to create a new item in the list. Alternatively, press **Alt+C**. The master creation (Secondary) screen will appear.

When you are in a master screen, press **F10** to switch to Other Masters.

In case you want to enable additional configurations for your Stock Items, as mentioned earlier, press **F12** on the Stock Item Creation screen.



#### Create Stock Groups

You can use multiple ways to create Stock Groups in TallyPrime. You can create a Stock Group on the fly when you are creating a Stock Item. Otherwise, you can create the **Stock Group** first and then create the Stock Items. As in the case of Stock Items, you can import or synchronise the list of Stock Groups, if needed.

1. Go to Gateway of Tally > Create > Stock Group or Alt+G (Go To) > Create Master > Stock Group anytime.

| Stock Group Creation   |                        |           |  |  |  |  |
|--|------------------------|-----------|--|--|--|--|
| Name<br>(alias)  | : Jaggery Special<br>: |           |  |  |  |  |
| Under  | : Jaggery              |           |  |  |  |  |
| Should quantities of items be added Accept Set/Alter GST Details |                        |           |  |  |  |  |
|  |                        | Yes or No |  |  |  |  |

- 2. Enter the name and Stock Group under which the new Stock Group has to be created.
- 3. Update the remaining details as needed.
- 4. Press **Ctrl+A** to create the Stock Group.

You can use the Stock Group for any item as needed. In a similar way you can create other Stock Groups.

In case you want to enable additional configurations for your Stock Groups, as mentioned earlier, press **F12** on the Stock Group Creation screen.

#### Create Stock Categories

You can use multiple ways to create Stock Category in TallyPrime. Otherwise, you can create the **Stock Category** first and then create the Stock Items. As in the case of Stock Items, you can import or synchronise the list of Stock Categories, if needed.





#### Get In Touch 011-43522158

1. Go to Gateway of Tally > Create > Stock Category or Alt+G (Go To) > Create Master > Stock

| Stock Categ     | jory Creation |           |
|-----------------|---------------|-----------|
| Name<br>(alias) | Sweeteners    |           |
| Under           | : • Primary   | Accept ?  |
|                 |               | Yes or No |

- 2. Enter the name and Stock Category under which the new Stock Group has to be created.
- 3. Update the remaining details as needed.
- 4. Press Ctrl+A to create the Stock Group.

You can use the Stock Category for any item as needed. In a similar way, you can create other Stock Categories.

In case you want to enable additional configurations for your Stock Categories, as mentioned earlier, press **F12** on the Stock Category Creation screen.

#### **Create Units**

For every item in TallyPrime you can associate one or more units of measurement. There are no default Units available. You can create a Simple Unit or Compound Unit as needed for each item. You can also use alternate units, if needed.

**Unit Creation** can be done in multiple ways in TallyPrime. If you have not created the relevant unit before creating a Stock Item, you can create it on the fly. Otherwise, you can create the Unit first, and then create the Stock Item. You can also synchronise the Units created at your head office or warehouse.

#### Create Simple Units

1. Go to Gateway of Tally > Create > Unit or use Alt+G (Go To) > Create Master > Unit. Unit Creation

| Туре                     | : Simple  |           |
|--------------------------|-----------|-----------|
| Symbol                   | : Gm      |           |
| Formal name              | : Gram    |           |
| Unit Quantity Code (UQC) | : GMS-GRA | Accept ?  |
| Number of decimal places | : 0       |           |
|                          |           | Yes or No |

2. Enter the Symbol and Formal name.



- 3. Update the remaining details as needed.
- 4. Press Ctrl+A to create the Unit.

You can use the Unit for any item as needed. In a similar way you can create other Simple Units.

In case you want to enable additional configurations for your Units, as mentioned earlier, press **F12** on the Unit Creation screen.

#### **Create Compound Units**

- 1. Go to Gateway of Tally > Create > Unit or use Alt+G (Go To) > Create Master > Unit.
- 2. Press Backspace and select Compound if the Type selected is Simple.
- 3. Enter the Compound Unit as the First unit. For example, Box.
- 4. Enter the **Conversion** factor. For example, 12.
- 5. Enter the Second unit. For example, No.
  Unit Creation
  Type : Compound
  Units with Multiplier Factors
  (example: Kgs of 1000 gms)
  First unit Conversion Second unit
  Kg of 1,000 Gm
  Yes or No
- Press Ctrl+A to create the Compound Unit.
   With the given example, you would have created a Box of 12 numbers.

You can use the Unit for any item as needed. In a similar way you can create other Compound Units.

## Alter or Delete Masters

In case you need to update details in any master, you can use the **Alter** option. Similarly, if you do not need a specific master, you can delete it.

#### Alter Masters

As in the case of creating masters, you have different options to alter masters too.

- Go to Gateway of Tally > Alter or use Alt+G (Go To) > Alter Master > select the type of master under which the required master exists > select the master you want to alter.
- 2. Update the details as needed and save.

These details will be used hereafter.

Tip: Press Ctrl+A to save any data entry screen, without entering all values or navigating to the end of the screen.



#### **Delete Masters**

You can delete a master if there are no other masters or transactions using it. For example, you can delete a Group if no ledgers are using the Group. Similarly, you can delete a Stock Item, if no recorded transactions have used that Stock Item.

In case there are masters or transactions that use the master that you want to delete, first delete the dependent master or transaction, and then delete the master you intended to delete.

- 1. Go to **Gateway of Tally** > **Alter** or use **Alt+G** (Go To) > **Alter Master** > select the type of master under which the required master exists > select the master you want to delete.
- 2. Press Alt+D. A message appears asking confirmation to delete.
- 3. Press Y.

The master will be deleted.

**Tip:** When you have a master creation screen open, you can use **Page up** to fetch the previous master, and **Page down** for the next (if you are on a master in between). The existing masters are shown in alteration mode. Page up on the first master, will take you to the last master created.

## Record Transactions in Different Modes | Change Mode

You can record transactions in different modes using the default templates in TallyPrime. The **Change Mode** option in TallyPrime allows you to quickly switch between different modes.

#### **Double Entry/Voucher Mode**

- 1. Open the voucher screen.
  - a. Press Alt+G (Go To) > Create Voucher or Gateway of Tally > Vouchers, and press F5 (Payment).

You can select any type voucher using the right button options.

- b. Ensure that the screen is in Voucher Mode.
  - Press Ctrl+H (Change Mode) > select Double Entry/Voucher Mode (if needed).
- 2. Specify the **Particulars** of the transaction.
  - Select the ledger by which you are making the payment By Cash or Bank and specify the amount.
  - b. Select the ledger for which you are making the payment To **Rent** and specify the amount.

If ledgers are not available, you can create it on the fly by pressing **Alt+C**. In **Ledger Creation (Secondary)** screen, give ledger name as per your needs and select the required group in the **Under** field.



3. Provide **Narration**, if any.

| Accounting Voucher Creation   | National Enterprises |             | ×               |
|---|----------------------|-------------|-----------------|
| Payment No. 1   |                      | 1-May       | -2020<br>Friday |
| Particulars   |                      | Debit       | Credit          |
| By Rent<br><i>Cur Bal: 3,20,000.00 Dr</i><br>New Ref 1<br>To Cash<br><i>Cur Bal: 1,30,340.00 Dr</i> | 1,20,000.00 Dr       | 1,20,000.00 | 00.00           |
|   |                      |             |                 |
| Narration:  |                      | 1,20,000.00 | 00.00           |
| Arrears for Apr 20  |                      | Accept      | ?               |
|   |                      | Yes or      | No              |

4. As in the case of masters, you can use **Ctrl+A**, or press **Y** in the Accept message box to save.

In a similar way, you can create any other voucher in double entry mode.

**Tip:** In case you want to change the voucher date, press **F2**.

When you press F2 to change the date, the date shown is for the subsequent day of the current date. This is done to avoid manual entry of date for the next day as the immediately next day is the most common business day. You can, however, enter any date, even earlier dates (for back-dated entries).

Press Alt+F2 to change the period.

Press F2 in reports to change the period.

#### Accounting Invoice Mode

- 1. Open the voucher screen.
  - a. Press Alt+G (Go To) > Create Voucher or Gateway of Tally > Vouchers, and press F8 (Sales).

You can select any type of voucher using the right button options.

b. Ensure that the screen is in Accounting Invoice Mode.

Press Ctrl+H (Change Mode) > select Accounting Invoice Mode (if needed).

2. Select the mode of payment.

NIN Party A/c name field, select Cash ledger or Bank ledger.

- 3. Select the ledger and specify the Amount.
- 4. Provide Narration, if

| THE WORLD OF PROFESSIONALS<br>AN ISO 9001 : 2008 COMPANY | (<br>0               | Get In T<br>11-4352 | ouch<br>22158   |
|--|----------------------|---------------------|-----------------|
| Sales No. 9  | lational Enterprises |                     | ×<br>1-May-2020 |
|  |                      |                     | Friday          |
| Party A/c name : Cash                                    |                      |                     |                 |
| Particulars  | F                    | ate per             | Amount          |
| Consultation Fee   |                      |                     | 2,200.00        |
|  |                      |                     |                 |
|  |                      |                     |                 |
|  |                      |                     |                 |
|  |                      |                     |                 |
|  |                      |                     |                 |
|  |                      |                     |                 |
|  |                      |                     |                 |
| Nerrotion  |                      |                     | Accept ?        |
| Provided tax consultation - AY 19-20                     |                      |                     | Yes or No       |

5. As in the case of masters, you can use **Ctrl+A**, or press Y in the Accept message box to save.

In a similar way, you can create any other voucher. Accounting invoices are mostly used when services are rendered.

**Tip:** When you are on a transaction creation screen, you can use **Page up** to fetch the previous transaction of the same type, and **Page down** for the next. The existing vouchers are shown in alteration mode. Page up on the first voucher, will take you to the last voucher created.

## Item Invoice Mode

- 1. Open the voucher screen.
  - a. Alt + G (Go To) > Create Voucher or Gateway of Tally > Vouchers, and press F8 (Sales).
    - You can select any type of voucher using the right button options.
  - b. Ensure that the screen is in Item Invoice Mode. Press CtrI+H (Change Mode) > select Item Invoice Mode (if needed).

2. Specify the buyer details.

- a. In **Party A/c Name**, select **Cash** or **Bank** for cash sales. For credit sales, select the party name.
- b. On the **Dispatch Details** & **Order Details** screen, specify the details if you want to print in the invoice.

Alternatively, press **Ctrl+A** to proceed without entering the details.

If you do not see this screen, press F12 in the voucher screen and set Provide dispatch,



order, and export details to Yes. You can use F12 configuration of the Dispatch Details & Order Details screen to set the order and export details on or off.

- c. On the Party's Details screen, specify the required details.
   If you do not see this screen, press F12 in the voucher screen and set Provide buyer details to Yes.
- 3. Select the accounting ledger for item allocation.
  - In Sales ledger, select the required ledger created under Sales Accounts group. As in other transactions, you can create the ledger on the fly by pressing Alt+C. In case you do not see the Sales ledger field on-screen, press F12 and set Select common ledger for item allocation to Yes.
- 4. Select item details.

As explained above, you can create the item on the fly by pressing Alt  $+ C_{1}$ 

- In case of stock item, enter the Quantity. Rate will be auto-filled, if available for the stock item. However, you may choose to enter the Rate or Value.
- 5. Provide Narration, if any.

| Accounting Voucher Creation National Enterprise | 5      |        |                 | ×                    |
|---|--------|--------|-----------------|----------------------|
| Sales No. 10                                    |        |        |                 | 1-May-2020<br>Friday |
| Party A/c name : Cash                           |        |        |                 | ,                    |
| Sales ledger : Sales                            |        |        |                 |                      |
| Name of Item                                    | Qua    | ntity  | Rate per Disc % | Amount               |
|   | Actual | Billed |                 |                      |
| Jaggery - Square                                | 10 Kg  | 10 Kg  | 102.00 Kg       | 1,020.00             |
| • End of List                                   |        |        |                 |                      |
|   |        |        |                 |                      |
|   |        |        |                 |                      |
|   |        |        |                 |                      |
|   |        |        |                 |                      |
|   |        |        |                 |                      |
|   |        |        |                 |                      |
|   |        |        |                 |                      |
|   |        |        |                 |                      |
| Narration:                                      | 10 Kg  | 10 Kg  |                 | Accept ?             |
|   |        | -      |                 | Yes or No            |

- 6. As in the case of masters, you can use Ctrl+A, or press Y in the Accept message box to save.
- **Tip:** The only prerequisite for you to start recording transactions is to create a Company in TallyPrime. All the required ledgers and items can be created on the fly.

## **Open Other Options | Go To (Alt+G)**

Press **Alt+G** to open any master, transaction or report regardless of where you are now. This helps in handling any ad-hoc requirements that come up when you are working on something. For example, when you are recording a long purchase order, assume that a creditor comes in to make payment. You can leave the order entry wherever it is, check the outstanding and then record the receipt. After recording the receipt, you can come back to the outstanding report to verify, and then to the order



screen, and continue from where you left. You can use this option to hold a bill while a customer walks away to pick more items, and continue to enter a bill for the next customer.

You can open many such screens, one on top of the other. Closing the last opened screen will take you back to the immediate previous screen, and then you can continue from where you left it.

## Move to Other Options | Switch To (Ctrl+G)

Press **Ctrl+G** to leave the current master, transaction or report regardless of where you are now, and move to a different screen.

This helps in quickly moving to any other option without navigating to the Gateway of Tally. For example, assume that you started with viewing Balance Sheet and drilled down to Capital Account, then to Drawings of Owner, then Ledger Monthly Summary, and Ledgers Vouchers for April 2020. In case you need to view the Day Book or create a voucher, using the Gateway of Tally options, you need to press **Esc** four times to reach the Gateway of Tally. Then choose the option **Day Book** or **Vouchers > Create**. But if you are using **Ctrl+G**, you need not do this. Just press **Ctrl+G**, and select the option you want.

## **Print Invoices**

You can print invoices after recording it. TallyPrime offers different formats to print invoices. You can configure the values that need to be printed in different types of invoices.

- 1. Press Ctrl+P to print the current invoice.
- 2. Press C to configure the details for printing.

| Print Configurati                      | on  |           |
|--|-----|-----------|
|  |     |           |
| List of Configurations                 |     |           |
|  |     |           |
|  |     | Show More |
| Voucher Details                        |     |           |
| Use Simple Invoice format              | No  |           |
| Show Customer's Seal and Signature     | No  |           |
| Show Serial No.                        | Yes |           |
| Show Quantity                          | Yes |           |
| Show Quantity with Alternate Unit      | Yes |           |
| Show Alternate Unit in separate column | No  |           |
| Show Actual Quantity                   | No  |           |
| Show Rate                              | Yes |           |
| Show Discount %                        | Yes |           |
| Show Bill-wise details                 | No  |           |
| Show Batch details                     | Yes |           |
| Show Godown Name                       | No  |           |

When you start typing a word, the list will get filtered to show the options that have the letters you entered. Select the required option and press **Enter** to change the configuration. While



the **Yes/No** options will toggle when you press **Enter**, another sub-screen will display options for other types of configurations.

- 3. Press I to preview the invoice.
- 4. Press **P** to print.

| National Enterprises     Induction formation       #27, 80 Ft Road, Industrial Area,<br>Koramangala 6th Block,<br>Bangalore     10     1-May-2020       Consignee (Ship to)     Delivery Note     Mode/Terms of Payment       Consignee (Ship to)     Buyer's Order No.     Dated       Cash     Dispatch Doc No.     Delivery Note Date       Buyer (Bill to)     Dispatched through     Destination       Cash     Terms of Delivery     Stination       Stination     Terms of Delivery     Terms of Delivery       Stination     Description of Goods     Quantity     Rate     per     Disc. %       1     Jaggery - Square     10 Kg     102.00     Kg     1,020       2     Sugar Cubes 500gm Pkt     100 Pcs     120.00     Pcs     12,000   | il enterprises<br>Fit Road, Industrial Area,<br>ngala 6th Block,<br>re ee (Ship to)<br>Buyer's Order No.<br>Buyer's Order No.<br>Buyer's Order No.<br>Delivery Note Date<br>Dispatched through<br>Terms of Delivery<br>Description of Goods<br>Chargeable (in words)<br>Total<br>Description of Goods<br>Total<br>Description of Goods<br>Total<br>Description of Goods<br>Total<br>Total<br>Description of Goods<br>Total<br>Total<br>Description of Goods<br>Total<br>Terms of Delivery<br>Description of Goods<br>Total<br>Terms of Delivery<br>Description of Goods<br>Total<br>Total<br>Description of Goods<br>Total<br>Total<br>Description of Goods<br>Total<br>Description of Goods<br>Total<br>Terms of Delivery<br>Description of Goods<br>Total<br>Terms of Delivery<br>Total<br>Description of Goods<br>Total<br>Terms of Delivery<br>Total<br>Terms of Delivery<br>Terms of Delivery<br>Total<br>Terms of Delivery<br>Total<br>Terms of Delivery<br>Terms of Delivery |  |                   | No           |        | Dated                 |                |                   |
|--|--|--|-------------------|--------------|--------|-----------------------|----------------|-------------------|
| W21, OUTE Road, industrial Area, Koramangala 6th Block, Bangalore       To industrial Area, Koramangala 6th Block, Bangalore       Delivery Note       Mode/Terms of Payment         Reference No. & Date.       Other References       Other References       Dated         Consignee (Ship to)       Buyer's Order No.       Dated       Dated         Cash       Dispatch Doc No.       Delivery Note Date       Dispatched through       Destination         Buyer (Bill to)       Cash       Description of Goods       Quantity       Rate       per       Disc. %       Amount         Sile       Description of Goods       Quantity       Rate       per       Disc. %       Amount         1       Jaggery - Square       10 Kg       102.00       Kg       1.020         2       Sugar Cubes 500gm Pkt       100 Pcs       120.00       Pcs       12,000  | F1 Krodzi, Industrial Artea, mgla 6th Block, me       Image 2020         re       Delivery Note       Mode/Terms of Payment         Reference No. & Date.       Other References         ee (Ship to)       Buyer's Order No.       Dated         Dispatch Doc No.       Delivery Note Date         Dispatched through       Destination         Terms of Delivery       Terms of Delivery         gery - Square ar Cubes 500gm Pkt       10 Kg       102.00       Kg       1,020.00         100 Pcs       120.00       Pcs       12,000.00       12,000.00         chargeable (in words)       Total       Image 10,000       12,000.00   | vational Enterprises   | 10                |              |        | 1_May                 | -2020          |                   |
| Consignee (Ship to)     Reference No. & Date.     Other References       Cash     Buyer's Order No.     Delivery Note Date       Dispatch Doc No.     Delivery Note Date       Dispatched through     Destination       Terms of Delivery     Terms of Delivery       Suyer (Bill to)     Cash       Site     Description of Goods       Image: Stage of the st   | Index Forms of Force     Index Forms of Force       ree     Reference No. & Date.     Other References       Buyer's Order No.     Delivery Note Date       Dispatch Doc No.     Delivery Note Date       Dispatched through     Destination       Terms of Delivery     Terms of Delivery       It to )     It to )   | 127, 80 FT Road, Industrial Area,  | Deliver           | v Note       |        | Mode/                 | -2020<br>Terms | of Payment        |
| Reference No. & Date.     Other References       Consignee (Ship to)     Buyer's Order No.     Dated       Dispatch Doc No.     Delivery Note Date       Dispatched through     Destination       Terms of Delivery     Terms of Delivery       Buyer (Bill to)     Cash       Bil     Description of Goods       Quantity     Rate     per       Dispatched through     Description of Goods     Quantity       Rate     per     Disc. %       Amount     100 Pcs     120.00       Kg     12,000       Pcs     12,000   | Reference No. & Date.       Other References         Buyer's Order No.       Dated         Dispatch Doc No.       Delivery Note Date         Dispatched through       Destination         Terms of Delivery       Terms of Delivery         Description of Goods       Quantity       Rate       per       Disc. %       Amount         gery - Square ar Cubes 500gm Pkt       10 Kg       102.00       Kg       1,020.00       12,000.00         Total       I       I       E 13,020.00         Chargeable (in words)       Total       I       E 13,020.00  | Bangalore  | Deliver           | ynole        |        | wode/renns of Payment |                |                   |
| Consignee (Ship to)<br>Cash<br>Cash<br>Buyer's Order No. Dated<br>Dispatch Doc No. Delivery Note Date<br>Dispatched through Destination<br>Terms of Delivery<br>Buyer (Bill to)<br>Cash<br>Sil Description of Goods Quantity Rate per Disc. % Amount<br>1 Jaggery - Square<br>2 Jaggery - Square<br>2 Sugar Cubes 500gm Pkt 100 Pcs 120.00 Kg 102.00 Kg 120.00 Pcs | ee (Ship to) Buyer's Order No. Dated<br>Dispatch Doc No. Delivery Note Date<br>Dispatched through Destination<br>Terms of Delivery<br>It to)<br>Description of Goods Quantity Rate per Disc. % Arnount<br>gery - Square<br>ar Cubes 500gm Pkt 10 Kg 102.00 Kg 1,020.00<br>120.00 Pcs 120.00 Pcs 120.00 Pcs 12,000.00<br>Pcs 12,000.00 Pcs 120.00 Pcs 12,000.00<br>Pcs 12,000.00 Pcs 12,000.00<br>Pcs 13,020.00 Pcs 12,000 Pcs 12,000 Pcs 12,000 Pcs 12,000.00<br>Pcs 13,020.00 Pcs 12,000 Pc  | 0  | Refere            | nce No. & Da | te.    | Other F               | Referei        | nces              |
| Dispatch Doc No.     Delivery Note Date       Dispatched through     Destination       Terms of Delivery     Terms of Delivery       SI     Description of Goods     Quantity     Rate     per     Disc. %     Amount       1     Jaggery - Square     10 Kg     102.00     Kg     1,020       2     Sugar Cubes 500gm Pkt     100 Pcs     120.00     Pcs     12,000   | Dispatch Doc No.       Delivery Note Date         Dispatched through       Destination         Terms of Delivery       Terms of Delivery         Description of Goods       Quantity       Rate       per       Disc. %       Amount         gery - Square ar Cubes 500gm Pkt       10 Kg       102.00       Kg       1,020.00         100 Pcs       120.00       Pcs       12,000.00         Total       Image: Comparison of Comparison  | Consignee (Ship to)<br>Cash  | Buyer's           | s Order No.  |        | Dated                 |                |                   |
| Dispatched through     Destination       Buyer (Bill to)<br>Cash     Terms of Delivery       Si     Description of Goods       No.     Quantity       1     Jaggery - Square       2     Sugar Cubes 500gm Pkt   | Dispatched through       Destination         Terms of Delivery       Terms of Delivery         Description of Goods       Quantity       Rate       per       Disc. %       Amount         gery - Square<br>ar Cubes 500gm Pkt       10 Kg       102.00       Kg       1,020.00       12,000.00         100 Pcs       120.00       Pcs       12,000.00       12,000.00       12,000.00         Total       Image: Total </td <td></td> <td>Dispate</td> <td>ch Doc No.</td> <td></td> <td>Deliver</td> <td>y Note</td> <td>Date</td>  |  | Dispate           | ch Doc No.   |        | Deliver               | y Note         | Date              |
| Buyer (Bill to)         Cash         SI       Description of Goods         No.         1       Jaggery - Square         2       Sugar Cubes 500gm Pkt  | Terms of Delivery         ill to)         Description of Goods         Quantity       Rate       per         Disc. %       Amount         gery - Square<br>ar Cubes 500gm Pkt       10 Kg       102.00       Kg         100 Pcs       120.00       Pcs       1,020.00         12,000.00       120.00       Pcs       12,000.00         Total       Image: Total       Image: Total       Image: Total  |  | Dispate           | ched through |        | Destina               | ation          |                   |
| Buyer (Bill to)<br>Cash<br>SI Description of Goods<br>No. Description of Goods<br>2 Jaggery - Square<br>2 Sugar Cubes 500gm Pkt 102.00 Kg 102.00 Kg 1,020<br>100 Pcs 120.00 Pcs 12,000   | Description of Goods       Quantity       Rate       per       Disc. %       Amount         gery - Square<br>ar Cubes 500gm Pkt       10 Kg       102.00       Kg       1,020.01         100 Pcs       120.00       Pcs       12,000.01         Total       Image: Total in the image: Tot   |  | Terms             | of Delivery  |        |                       |                |                   |
| Sil     Description of Goods     Quantity     Rate     per     Disc. %     Amount       1     Jaggery - Square     10 Kg     102.00     Kg     1,020       2     Sugar Cubes 500gm Pkt     100 Pcs     120.00     Pcs     12,000   | Description of Goods       Quantity       Rate       per       Disc. %       Amount         gery - Square<br>ar Cubes 500gm Pkt       10 Kg       102.00       Kg       1,020.01         100 Pcs       120.00       Pcs       12,000.01         Image: the state of the state o  | Buyer (Bill to)  |                   |              |        |                       |                |                   |
| Description of Goods     Quantity     Rate     per     Disc. %     Amount       Jaggery - Square     10 Kg     102.00     Kg     1,020       Sugar Cubes 500gm Pkt     100 Pcs     120.00     Pcs     12,000   | Description of Goods       Quantity       Rate       per       Disc. %       Amount         jery - Square<br>ar Cubes 500gm Pkt       10 Kg       102.00       Kg       1,020.00         100 Pcs       120.00       Pcs       12,000.00         intervention       100 Pcs       120.00       Pcs       12,000.00         Total       Image:  | Sash   |                   |              |        |                       |                |                   |
| Si     Description of Goods     Quantity     Rate     per     Disc. %     Amount       10     Jaggery - Square     10 Kg     102.00     Kg     1,020       2     Sugar Cubes 500gm Pkt     100 Pcs     120.00     Pcs     12,000   | Description of Goods       Quantity       Rate       per       Disc. %       Amount         gery - Square<br>ar Cubes 500gm Pkt       10 Kg       102.00       Kg       1,020.01         100 Pcs       120.00       Pcs       12,000.01         Image: the state of the state o  |  |                   |              |        |                       |                |                   |
| SI       Description of Goods       Quantity       Rate       per       Disc. %       Amount         10.       Jaggery - Square       10 Kg       102.00       Kg       1,020         2       Sugar Cubes 500gm Pkt       100 Pcs       120.00       Pcs       12,000  | Description of Goods       Quantity       Rate       per       Disc. %       Amount         gery - Square<br>ar Cubes 500gm Pkt       10 Kg<br>100 Pcs       102.00<br>120.00       Kg<br>Pcs       1,020.00         100 Pcs       120.00       Pcs       12,000.00         Total       Image: Solid state st  |  |                   |              |        |                       |                |                   |
| Sil     Description of Goods     Quantity     Rate     per     Disc. %     Amount       10     Jaggery - Square     10 Kg     102.00     Kg     1,020       2     Sugar Cubes 500gm Pkt     100 Pcs     120.00     Pcs     12,000  | Description of Goods       Quantity       Rate       per       Disc. %       Amount         gery - Square<br>ar Cubes 500gm Pkt       10 Kg       102.00       Kg       1,020.00         100 Pcs       120.00       Pcs       12,000.00         Total       Image able (in words)       Image able (in w   |  |                   |              |        |                       |                |                   |
| Image: No.         Image:   | Jgery - Square       10 Kg       102.00       Kg       1,020.00         ar Cubes 500gm Pkt       100 Pcs       120.00       Pcs       12,000.00         Total       Image: State of the state o  | Description of Goods   |                   | Quantity     | Rate   | per [                 | Disc. %        | Amount            |
| 2         Sugar Cubes 500gm Pkt         100 Pcs         120.00         Pcs         12,000  | ar Cubes 500gm Pkt       100 Pcs       120.00       Pcs       12,000.01         Total       Total       ₹ 13,020.01         Chargeable (in words)       E. & O.0       E. & O.0  |  |                   | 10 Ka        | 102.00 | Ka                    |                | 1 020 00          |
|  | Total       ₹ 13,020.00         Chargeable (in words)       E. & O.1   | 2 Sugar Cubes 500gm Pkt  |                   | 100 Pcs      | 120.00 | Pcs                   |                | 12,000.00         |
|  | Total       ₹ 13,020.00         Chargeable (in words)       E. & O.1   |  |                   |              |        |                       |                |                   |
|  | Total       ₹ 13,020.00         Chargeable (in words)       E. & O.1   |  |                   |              |        |                       |                |                   |
|  | Total       ₹ 13,020.00         Chargeable (in words)       E. & O.0   |  |                   |              |        |                       |                |                   |
|  | Total       ₹ 13,020.00         Chargeable (in words)       E. & O.0   |  |                   |              |        |                       |                |                   |
|  | Total       ₹ 13,020.00         Chargeable (in words)       E. & O.0   |  |                   |              |        |                       |                |                   |
|  | Total       ₹ 13,020.00         Chargeable (in words)       E. & O.1   |  |                   |              |        |                       |                |                   |
|  | Total       ₹ 13,020.00         Chargeable (in words)       E. & O.0   |  |                   |              |        |                       |                |                   |
|  | Total         ₹ 13,020.00           Chargeable (in words)         E. & O.0   |  |                   |              |        |                       |                |                   |
|  | Total         ₹ 13,020.00           Chargeable (in words)         E. & O.1   |  |                   |              |        |                       |                |                   |
| Total ₹ 13,020   | Chargeable (in words) E. & O.  |  | Tota              | I            |        |                       |                | ₹ 13,020.00       |
| Amount Chargeable (in words) E. &  |  | vmount Chargeable (in words)   |                   |              |        |                       |                | E. & O.E          |
|  |  |  |                   |              |        |                       |                |                   |
|  |  |  |                   |              |        |                       |                |                   |
|  |  |  |                   |              |        |                       |                |                   |
|  |  |  |                   |              |        |                       |                |                   |
|  |  |  |                   |              |        |                       |                |                   |
|  |  |  |                   |              |        |                       |                |                   |
|  |  |  |                   |              |        |                       |                |                   |
|  |  |  |                   | -            |        |                       | for Nat        | ional Enterprises |
| Declaration for National Enterpr   | on for National Enterprise:  | Declaration  | 6 41              |              |        |                       |                | •                 |
| <u>Declaration</u><br>Ve declare that this invoice shows the actual price of the<br>toods described and that all particulars are true and correct.   | on for National Enterprise:<br>are that this invoice shows the actual price of the<br>escribed and that all particulars are true and correct   | Declaration<br>Ve declare that this invoice shows the actual price of<br>loods described and that all particulars are true and | f the<br>correct. |              |        |                       |                |                   |

The invoice will be printed on the printer you have configured.

You can also configure TallyPrime to print the invoice on saving the voucher.



## **Alter or Delete Transactions**

In case you need to update details in any voucher, you can use the **Alter** option. Similarly, if you do not need a specific voucher, you can delete it.

#### **Alter Transactions**

As in the case of recording transactions, you have different options to alter transactions too.

- Go to Gateway of Tally > Vouchers or use Alt+G (Go To) > Voucher Reports > select the required report, and drill down to the voucher. Alternatively, you can open any report that shows the required voucher, drill down to the voucher and alter it.
- 2. Update the details as needed and save.

These details will be used hereafter.

#### **Delete Transactions**

You can delete a transaction if you have recorded a transaction by mistake, or duplicated any.

- 1. Go to **Gateway of Tally** > **Vouchers** or use **Alt+G** (Go To) > **Voucher Reports** > select the required report, and drill down to the voucher.
- 2. Press Alt+D. A message appears asking confirmation to delete.
- 3. Press Y.

The voucher will be deleted.

**Tip:** Select the required item in the transaction and press **Ctrl+D** to delete the item from a transaction.

## **Real-time Reports**

You can generate reports in TallyPrime anytime. You can start viewing your Accounting, Inventory, and Financial reports as soon as you record your first transaction. Depending on the transaction that you record, the corresponding reports will be populated. For example, consider a situation that you have recorded a rent payment. You can view this transaction in Day Book, Payment Register, Balance Sheet, Profit & Loss A/c, Ratio Analysis, Trial Balance, Cash Flow, Funds Flow, Cash/Bank Book, and so on. This transaction will also show up in the GST returns as not relevant for returns. This offers you ultimate confidence on tracking all your transactions to a granular level.

On the other hand, consider a situation where you are viewing transactions in one of your reports. And you have doubts about a figure that is shown in the report. You can just press **Enter** on the line that has the amount that you are uncertain about, to drill down and find further details of the transaction. This will take you to the next level of the report that gives you further details. In case you have not reached



the voucher that accounts for the transaction yet, you can continue to drill down until you reach the source voucher. Depending on the report that you are viewing, reaching the voucher may happen in a single step, or will take you to different reports that contributed to the final value. Once you reach the voucher, you can update the details, if there is any mistake or missing piece. As in all other cases, when you are at a lower level in a report, press **Esc** to move up one level at a time.

### **View Reports**

You can use multiple ways to view reports in TallyPrime. You can view all the reports in TallyPrime using the options in **Gateway of Tally**. Alternatively, you can find any report using **Alt+G** (Go To).

The most frequently used reports like Day Book, Balance Sheet, Profit & Loss A/c, Stock Summary, and Ratio Analysis are listed in Gateway of Tally. Use **Display More Reports** to see all other reports. When you select Display More Reports you can see a list of reports grouped under Accounting, Inventory, Statutory, and Exception. You can choose any of these and view the report or get to the next level of report listing. Notice that even in Gateway of Tally menu pressing **Esc** takes you to the immediate previous level.

To open Balance Sheet,

1. Go to Gateway of Tally > Balance Sheet or use Alt+G (Go To) > Balance Sheet.

| TallvPrime        |               |        |                      |                         |                   |           |           |                  |                             | - 0                            | ×     |
|-------------------|---------------|--------|----------------------|-------------------------|-------------------|-----------|-----------|------------------|-----------------------------|--------------------------------|-------|
| SILVER            | K: Company    | Y:Data | Z: Exchange          | <u>G</u> : G            | io To             | O: Import | E: Export | M: E-mail        | P: Print                    | F1: Help                       |       |
| Balance Sheet     |               |        |                      | National E              | interprises       |           |           |                  | ×                           | F2: Period                     |       |
| Liabilities       |               |        | National<br>as at 1- | Enterprises<br>May-2020 | Assets            |           |           | Nationa<br>as at | I Enterprises<br>1-May-2020 | F3: Company                    |       |
|                   |               |        |                      |                         |                   |           |           |                  |                             | F4                             | 0     |
| Capital Account   | t             |        |                      | 5,95,00,000.00          | Fixed Assets      |           |           |                  | 5,70,50,000.00              |                                |       |
| Loans (Liability  | 1)            |        |                      | 58,69,318.00            | Investments       |           |           |                  | 50,000.00                   | F5                             |       |
| Current Liabilit  | ies           |        |                      | 1,71,545.00             | Current Assets    |           |           |                  | 39,85,604.00                | E6                             |       |
| Difference in ope | ning balances |        |                      | 9,98,400.00             | Profit & Loss A/c |           |           |                  | 54,53,659.00                | 10                             |       |
|                   |               |        |                      |                         | Current Period    |           |           | 54, 53, 659.0    | 0                           | FI                             | <     |
|                   |               |        |                      |                         |                   |           |           |                  |                             | F8: Valuation                  | <     |
|                   |               |        |                      |                         |                   |           |           |                  |                             | F9                             |       |
|                   |               |        |                      |                         |                   |           |           |                  |                             | F10                            |       |
|                   |               |        |                      |                         |                   |           |           |                  |                             |                                |       |
|                   |               |        |                      |                         |                   |           |           |                  |                             | Basis of Va                    | alues |
|                   |               |        |                      |                         |                   |           |           |                  |                             | H: Change Vie                  | ew    |
|                   |               |        |                      |                         |                   |           |           |                  |                             | <b>∐</b> :Exception<br>Reports |       |
|                   |               |        |                      |                         |                   |           |           |                  |                             |                                |       |
|                   |               |        |                      |                         |                   |           |           |                  |                             | C: New Colum                   | nn <  |
|                   |               |        |                      |                         |                   |           |           |                  |                             | A: Alter Colun                 | mn <  |
|                   |               |        |                      |                         |                   |           |           |                  |                             | D: Delete Colu                 | umn < |
|                   |               |        |                      |                         |                   |           |           |                  |                             | N: Auto Colum                  | mn <  |
|                   |               |        |                      |                         |                   |           |           |                  |                             |                                |       |
|                   |               |        |                      |                         |                   |           |           |                  |                             |                                |       |
|                   |               |        |                      |                         |                   |           |           |                  |                             |                                |       |
|                   |               |        |                      |                         |                   |           |           |                  |                             |                                |       |
| Total             |               |        |                      | 6,65,39,263.00          | Total             |           |           |                  | 6,65,39,263.00              | F12: Configure                 | e 🤇   |

2. Explore the Balance Sheet, by drilling down.



- a. Notice that the **Capital Account** is selected when the report is opened.
- b. Press Enter to view further details of Capital Account Group Summary.
- c. Notice that the first Group in the report is selected. Use **Down** and **Up** arrow keys to move to other Groups.
- d. Press Enter to view the details of the Group Ledger Monthly Summary.
- e. Select any month and press Enter.
- f. You can continue to drill down till the vouchers.
- 3. Press **Esc** to move up one level at a time.

In a similar way, you can open any other report and explore.

#### **Condensed/Detailed View**

Apart from the facility to drill down to the voucher level, there are other features offered by TallyPrime reports. You can press **Alt+F5** for a detailed view/to explode all the lines in a report to show further details in the same report. Further details depend on the report that you have opened. For example, if you are in the Day Book, the initial view shows the list of transactions based on the type of transaction. The detailed view shows the counterpart ledgers against which each transaction is recorded. In case you are viewing the Profit & Loss A/c, the detailed view shows the items that rolled up to the final value in the report.

If you want to see all details of a particular transaction, select the line and press **Shift+Enter**. All the details of the transaction will be shown. Alternatively, you can use **right-click** to explode. You can roll up the details by pressing **Shift+Enter** or **right-click** again.

1. Open Balance Sheet.

| THE WORLD OF PROFESSIONALS<br>AN ISO 9001 : 2008 COMPANY |                |                |  |           |           |                | 011-           | 4352215            | 8 |
|--|----------------|----------------|--|-----------|-----------|----------------|----------------|--------------------|---|
| TallyPrime MANAGE  |                |                |  |           |           |                |                | - @ ×              | < |
| SILVER K: Company Y: Data                                | Z: Exchange    | <u> </u>       | ю То                                       | O: Import | E: Export | M: E-mail      | P: Print       | F1:Help            |   |
| Balance Sheet  |                | National E     | interprises                                |           |           |                | ×              | 50 D 1 1           |   |
|  | National En    | terprises      |  |           |           | National E     | nterprises     | F2: Period         | • |
| Liabilities  | as at 1-Ma     | ay-2020        | Assets                                     |           |           | as at 1-M      | /lay-2020      | F3: Company        | < |
|  |                |                |  |           |           |                |                | F4                 | < |
| Capital Account  |                | 5,95,00,000.00 | Fixed Assets                               |           |           |                | 5,70,50,000.00 |                    |   |
| Drawings of Owner  | (-)5,00,000.00 |                | Computer                                   |           |           | 50,000.00      |                | F5                 | k |
| Loans (Liability)  | 0,00,00,000.00 | 58 69 318 00   | Land and Building                          |           |           | 5,52,00,000.00 |                | 56                 |   |
| Bank OD A/c  | 75,000.00      | 30,03,310.00   | Maruthi Van                                |           |           | 13,00,000.00   |                |                    | ÷ |
| Secured Loans  | 60,000.00      |                | Investments                                |           |           | 50.000.00      | 50,000.00      | F7                 | < |
| Bank Loans   | 57,34,318.00   | 1 71 545 00    | Commodities                                |           |           | 50,000.00      | 20.95.604.00   | F8: Valuation      | ¢ |
| Duties & Taxes   |                | 1,71,343.00    | Closing Stock                              |           |           | 24,57,802.00   | 33,03,004.00   | F9                 | ¢ |
| Provisions   | 60,000.00      |                | Deposits (Asset)                           |           |           | 15,000.00      |                | F10                | ¢ |
| Sundry Creditors   | 1,11,545.00    | 0.09.400.00    | Loans & Advances (Asset)<br>Sundry Debtors |           |           | 1,25,000.00    |                |                    |   |
| Difference in opening balances                           |                | 9,90,400.00    | Cash-in-Hand                               |           |           | 1,42,380.00    |                | B: Basis of Values |   |
|  |                |                | Bank Accounts                              |           |           | 5,40,300.00    |                | Dasis of values    | ÷ |
|  |                |                | IGST ITC                                   |           |           | 50,000.00      |                | H: Change View     | < |
|  |                |                | SGST ITC                                   |           |           | 50,000.00      |                | L: Exception       | ¢ |
|  |                |                | Profit & Loss A/c                          |           |           |                | 54,53,659.00   | Reports            |   |
|  |                |                | Opening Balance<br>Current Period          |           |           | 54 53 659 00   |                |                    |   |
|  |                |                |  |           |           |                |                | C: New Column      | < |
|  |                |                |  |           |           |                |                | A: Alter Column    | ¢ |
|  |                |                |  |           |           |                |                | D: Delete Column   | < |
|  |                |                |  |           |           |                |                | N: Auto Column     | < |
|  |                |                |  |           |           |                |                |                    |   |
| Total  | 6              | ,65,39,263.00  | Total                                      |           |           |                | 6,65,39,263.00 | F12: Configure     | • |

Get In Touch

2. View details of all lines.

**Attitude** 

- a. Press Alt+F5.
- b. Notice that every line in the report explodes to show further details.
- c. Use **Down** and **Up** arrow keys to move to other Groups in the same column.
- d. Use Right and Left arrow keys to move to the right and left columns.
- e. Press Alt+F5 again to collapse the details.
- 3. View details of a specific line.
  - a. Select a line in the report.
  - b. Press Shift+Enter.
  - c. Notice that the selected line in the report explodes to show further details.
  - d. Use **Down** and **Up** arrow keys to move to other lines.
  - e. Select the line you exploded, and press Shift+Enter to collapse the line.

In a similar way, you can open any other report and view details.

#### Filter data

You can view all the records in a report or decide to focus on selected records. For this, you can apply a condition to filter records. For example, you can view only Payment vouchers in Day Book.

- 1. Open Day Book.
- 2. Press F4.
- 3. Select Payment.



All the Payment vouchers recorded on the day will be shown.

#### Find data in reports

You can find transactions that have some specified values. For example, you want to find the transactions that has items from the Batch **DR-75-19-20**.

- 1. Open Day Book.
- 2. Press Alt+F12.
- 3. Select Voucher in the Type of Information.
- 4. Select Batch Name in the Particulars.
- 5. Select equal to in the Range of Information.
- 6. Type DR-75-19-20 in the field.
- 7. Select End of List in Condition.

|             | Voucher | having | Batch Name | equal to | DR-75-19-20 |
|-------------|---------|--------|------------|----------|-------------|
|             |         |        |            |          |             |
| Condition   |         |        |            |          |             |
| End of List |         |        |            |          |             |
| and         |         |        |            |          |             |
| or          |         |        |            |          |             |
|             |         |        |            |          |             |
|             |         |        |            |          |             |

The Day Book gets filtered to show all vouchers that have items from the Batch DR-75-19-20.

**Tip:** In TallyPrime, options to interact with the reports remain the same.

- **Enter** To drill down to the next level of details for the selected line. In all reports, you can drill down to any of the source vouchers.
- Alt+F5 To explode all lines in the report at one shot, on the same screen.
- **Shift+Enter** To explode a selected line of the report on the same screen.

Esc - To move up by one level.

## Print, E-mail, Fax, and Export Reports

Once a report is open, you can print, e-mail, fax, or export the report. You can do these for multiple reports at a time, without opening reports. You can export the reports in different formats – ASCII (Comma Delimited), Excel (Spreadsheet), HTML (Web-Publishing), JPEG (Image), PDF (Read-only document), or XML (Data Interchange). Export can be done for the currently open report, or different reports at a time. You can also choose to export a group of reports at a time – All Ledger Accounts, One



Ledger Account, Group of Accounts, Sales Vouchers, Day Book, Multi-Voucher, Bills Receivables, or Bills Payable.

#### Print Current Report

- 1. Open any report.
- 2. Press Ctrl+P.
- 3. Press C to configure the details for printing.
- 4. Press I to preview the invoice.
- 5. Press P to print.

The report will be printed on the printer you have configured.

#### Print Other Reports

- 1. Press Alt+P > Others.
- 2. Select the report you want to print.
- 3. Press C to configure the details for printing.
- 4. Press I to preview the invoice.
- 5. Press P to print.

The selected report will be printed on the printer you have configured.

**Tip:** By now you have used many shortcuts to complete your tasks. These shortcuts help enhance your productivity, as you need not look at the screen and select the options. Refer to <u>Keyboard Shortcuts</u> for the complete list.

**Report Views** 

When you open a report, you will see a summarised view of the transactions. As mentioned above, you can view further details using **Detailed View** or **Shift+Enter**, depending on the type of details you want to view. Apart from this, you can change the representation of data in the report depending on the needs you have. You can generate any report for a specific period of your choice, either in the current financial year or any previous year based on your needs. You can filter the data in the reports based on various criteria, find transactions that involves specific details like a party or item, hide certain transactions to see the impact on the report, change the values based on which the report is generated, and so on.

**Hide & Show**: When you view a report and if you want to avoid showing a few details, you can hide those lines. For example, consider a situation where you are in a conversation with a well-wisher, and wanted to discuss a few business aspects with him. You open the Balance sheet for this, but realised that you do not want your well-wisher to see the details of your capital account and fixed assets. You



can hide/remove these lines for the time being by selecting the lines and pressing **Ctrl+R**. You can bring back the hidden lines by pressing **Ctrl+U** in the reverse order in which you had hidden the lines. Exiting the report and reopening it will also bring back all the lines. You can use the **Space bar** to select multiple lines in a report and hide those at one shot.

**Report period**: When you open any report, the report opens for the current period. This period depends on the type of report you have chosen. For example, when you open Day Book, the report is for the current date. If the report is Balance Sheet, the report is for the current financial year up to the current date. When you want to view reports for a different period, press **F2** or **Alt+F2**, and change the report period. The period you select may be for any financial year for which you have data in TallyPrime.

**View data**: You can change the values shown in the report using the buttons F5 to F10, and the combinations with Alt and Ctrl keys. Each of these buttons has a fixed functionality associated in different reports. These buttons are enabled based on the nature of the report that you are viewing. If any of these functions is not available for the current report, the corresponding button is inactive.

You can also change the Company for which you are viewing the reports. To view the current report for a different Company that is open, press F3. In case you want to open a Company to view the reports, press Alt+F3. You can use Ctrl+F3 to shut any open Company.

**Comparing data** is a common aspect of business data analysis. For example, you may compare the turnover during a festival season across a few years to plan a strategy for the upcoming festival season or compare the profitability of running certain sales campaigns. TallyPrime lets you compare data by adding new columns with data from a different period or Company. You can use the options New Column, Alter Column, Delete Column, and Auto Column for these purposes.

**Basis of Values** option lets you choose the different values that you want to include or exclude in the current report, types of vouchers to be included, Valuation Method, the scale factor for displaying values in the report, types of godowns to be included, and so on. For example, you can view the values in the Balance Sheet based on the Last Purchase Cost or Last Sale Price by changing the Stock Valuation Method. Changes in these views never affect the data you have recorded in TallyPrime. Depending on the usefulness of viewing the different values in a specific report, such options are made available for you to choose.

**Change View** lets you change the current view of the report. For example, if Day Book is filtered for a voucher type, then you can view it as extract and columnar.

Change view also allows to view the related reports of the currently open report. For example, when the Day Book is open, you can view the post-dated bank transactions. View options are also contextual – options change depending on the report that you are viewing.

#### 1. Open Balance Sheet.

2. Hide & show lines in the report.



- a. Select any line in the report.
- b. Press Ctrl+R to hide the details.
- c. Repeat steps a & b to hide other lines, as needed.If you print the report with any line hidden, the hidden line will not be printed.
- d. Press Ctrl+U to unhide/show the hidden lines.
- e. Notice that the lines are shown in the reverse order in which you had hidden the lines.
- 3. Change report period.
  - a. Press F2 or Alt+F2.
  - b. Enter From & To dates.
  - c. Notice that the report gets refreshed to view data for the selected period.
- 4. Change values in the report.
  - a. Press F8.
  - b. Select the required Valuation Method.
  - c. Notice that the report gets refreshed to view values as per the selected valuation method. In a similar way, you can select any other method.

In a similar way you can open any other report and view details.

## **Data Entry from Reports**

You can rely on TallyPrime reports to ensure hygiene of your books of accounts by ensuring only the correct transactions exist in the book, and all the required transactions are present. When you are checking reports, you can do updates and corrections in your transactions as needed.

#### **Duplicate Vouchers for minimal data entry**

You can duplicate a transaction for ease of data entry when most of the details are similar in both the vouchers. For example, in a seasonal sale many customers might buy the same set of items on a single day. To avoid entering the same data again and again, you can open the Day Book or Sales Register, and duplicate a sales voucher with similar details and make the necessary changes and save. Select the voucher you want to duplicate and press **Alt+2**. The Sales voucher screen opens with all the details. Notice that the voucher number remains the same as that of the voucher you were duplicating. Update the voucher as needed and save. On saving the voucher gets saved with a new voucher number.

#### 1. Press Alt+G > Day Book.

2. Duplicate a Voucher.

- a. Select a Sales Voucher.
- b. Press Alt+2. The Sales Voucher opens.
- c. Make the required changes.
- d. Press Ctrl+A to save.
- 3. Notice that the new Voucher is added in the Day Book, with a new Vch No.



In a similar way you can duplicate any other type of Voucher.

#### Insert Vouchers to cover missing cases

Insert a voucher in case you have missed to record a transaction. There may be situations when you realise that a transaction was not recorded when it happened. For example, you missed to record a sales transaction that took place on 15-May-2020. You can open the Sales Register or Day Book and insert the voucher. For this open the Sales Register for the month of May 2020. Select a transaction for the date 15-May-2020, and press **Alt+I**. The Sales voucher opens with the same voucher number as that of the one use selected. Enter the details and save the voucher. Notice that the voucher gets inserted before the one you selected, and the voucher number of the selected voucher is assigned to the new voucher. The remaining voucher numbers get updated by adding one. In case you are doing this in the Day Book, select the transactions of required date, and select a Sales voucher before you press **Alt+I**. The type of voucher screen that you open depends on the voucher you selected.

- 1. Press Alt+G > Sales Register.
- 2. Insert a Voucher.
  - a. Select the required month. Say, May.
  - b. Select a **Sales Voucher** for the required date. Say, 15-May.
  - c. Press Alt+I.
  - d. A new Sales Voucher opens, with the same number as that of the selected Voucher.
  - e. Add the required details.
  - f. Press Ctrl+A to save.
- 3. Notice that the new Voucher is added in the Day Book, with the same Vch No. as the selected voucher. All the vouchers below the newly created one are renumbered.

In a similar way you can insert any other type of Voucher, using the relevant report.

#### Add Vouchers to cover missing cases

You can **Add** a voucher in a similar manner by pressing **Alt+A**. The only difference between Insert and Add is that the voucher number for the added voucher will be one higher than the voucher you selected before pressing **Alt+A**. Notice that the voucher gets added after the one you selected, and the voucher number of the new voucher is higher than the one you selected. The voucher numbers of the vouchers with number higher than the selected voucher get updated by adding one.

#### 1. Press Alt+G > Sales Register.

2. Add a Voucher.

- a. Select the required month. Say, September.
- b. Select a Sales Voucher for the required date. Say, 15-May.
- c. Press Alt+A.



- d. A new Sales Voucher opens, with the next number as that of the selected Voucher.
- e. Add the required details.
- f. Press Ctrl+A to save.
- 3. Notice that the new Voucher is added in the Day Book, with the number displayed in the Voucher screen. All the vouchers below the newly created one are renumbered.

In a similar way, you can add any other type of Voucher, using the relevant report.

#### **Cancel Vouchers when not valid**

You can also **Cancel** the vouchers that got recorded incorrectly. You can follow similar steps as in Insert or Add voucher and press **Alt+X**. Notice that the voucher number continues to show up in the report. But the details in the voucher are removed, and the **Particulars** is shown as **Cancelled**. This helps to maintain your books correctly, without changing the voucher numbers of the other transactions. This is also useful in handling the compliance aspect correctly.

- 1. Press Alt+G > Day Book.
- 2. Cancel a Voucher.
  - a. Select a Voucher.
  - b. Press Alt+X.
- 3. Notice that the **Particulars** is shown as **Cancelled** for the selected voucher, and the **Vch No.** is maintained as is.

In a similar way you can cancel any other type of Voucher.

#### **Delete Vouchers**

In case you find any transaction that got duplicated or so, you can delete those vouchers by pressing **Alt+D**.

- 1. Press Alt+G > Day Book.
- 2. Delete a Voucher.
  - a. Select the required Voucher.
  - b. Press Alt+D. A confirmation message appears.
  - c. Press Y.
- 3. Notice that the selected voucher got deleted, and all the vouchers below the deleted one are renumbered.

In a similar way you can delete any other type of Voucher.

## **Find What You Want**



So far, you have used many techniques to access the features that you want – Gateway of Tally menu, top menu bar, shortcut keys, Go To, Switch to, and many more. Let us explore a bit more.

## Quickly complete tasks that come in-between

Do not remember where an option exists, or the exact name of the option? Need to check the outstanding when recording a receipt? The simple answer is, press **Alt+G** (Go To).

- 1. Press Alt+G (Go To), when recording a receipt.
- 2. Select the required report. Start entering the report name, to filter the list, and quickly find the report.



- 3. Check the data as needed.
- 4. Close the report. You are back on the receipt screen. Continue from where you left it.

In a similar manner, you can handle any urgent task. For example, if you are trying to put a voucher on hold to generate another one urgently or check the stock balance or re-order level before generating an order, you can use the same option – **Go To**.

## Quickly move to a different task

Did you open a different report or a voucher? Just press **Ctrl+G** (Switch To) to leave the current screen, and move to the required option.

1. Press Ctrl+G (Go To), when any screen is open.



2. Select the required option. Start entering the report name, to filter the list and quickly find the

| report    | voucher.  |           |                                |   |
|-----------|-----------|-----------|--------------------------------|---|
|           |           | Switch To |                                |   |
|           | daily     |           |                                |   |
| List of R | eports    |           |                                |   |
|           |           |           | Creat<br>Crea<br>Alt<br>E<br>S | e Voucher<br>ite Master<br>ter Master<br>Expand All<br>how More |
| Common    | n Reports |           |                                |   |
|           | Reports   |           |                                |   |
| Daily E   | ntrioc    |           |                                |   |
|           | lules     |           |                                |   |

- 3. Complete the task as needed.
- 4. Close the screen. Notice that you are not back on the screen from where you pressed **Ctrl+G**
- Tip: You can also use a few common aliases to filter the list, if you do not remember the exact name. In the above example, the alias Daily Entries is listed, where the report that will open is **Day Book**.

When you use **Go To** or **Switch To**, the list that opens up provides various options. Apart from selecting a report to open, you can create vouchers, create or alter masters, or even find the reports where the corresponding feature itself is not enabled in F11. You can select the option, and enable the feature on the fly.

## **Data-Driven Actions**

You can use different Exception Reports to handle the business cases that arise in day-to-day situations. For example, when you are checking the stock status, it would help if you get to see the items with stock below the set re-order level, or outstanding purchase orders to decide on placing a purchase order.

Similarly, when you are checking a ledger voucher, it would help if you can view the overdue receivables from the party, or post-dated vouchers for the party.

 Open the Ledger Voucher report Press Alt+G (Go To) > Ledger Vouchers > select the party.

2. Press Ctrl+J (Exception Reports).



3. Select Overdue Receivables or Post-Dated Vouchers, as needed.

|    | Exception Reports       |     |
|----|-------------------------|-----|
|    |                         |     |
| Li | st of Exception Reports |     |
|    | Show Mo                 | ore |
| 0  | verdue Receivables      |     |
| 0  | verdue Payables         |     |
| P  | urchase Orders          |     |
| 0  | ptional Vouchers        |     |
| Ca | ancelled Vouchers       |     |
| P  | ost-Dated Vouchers      |     |

4. Finalise the action you need to take – send a reminder to make the payment, and plan your delivery based on the voucher date.

You can check the Exception Reports for any report as needed, and decide on the actions to be taken.

## **Tweak Your Setting**

You can easily set up your TallyPrime to suit your requirements and preferences. Any of these settings can be done at one shot, or as and when you need it.

## Set Personal Preferences Configuration

You can configure TallyPrime to suit your ways of working. These settings allow you to capture additional values in masters and transactions, and are independent for every installation of TallyPrime. Similarly, you can configure the display of details in reports.

#### **F12 Configuration**

Using **F12** (Configure) options you can include or exclude certain fields to capture values in masters and transactions. In reports you can show or hide fields. You can set these configurations when you need those for the first time. Henceforth, the configurations will apply, until you change the option in **F12** (Configure).

#### More Details

You can capture details that are occasionally needed in a few transactions or masters, without the overhead of handling it every time using **More Details**. You can also modify the details of masters or transactions without navigating to a specific field.

## Language



TallyPrime allows you to set the language for Display and Data Entry.

Currently, English is the only language available by default for display settings.

You can select the required data entry language from the list. After changing the data entry language, the values that you type in will get converted to the selected language based on phonetics/the corresponding sound.

- 1. Select Help > Settings > Language > Data Entry Language.
- 2. Select the required language.

Hereafter, you can enter data in the selected language. You can use the phonetic equivalent on the English keyboard for data entry.

## Country

You can specify the default country for creating new Companies. You can change this in the Company Creation screen as needed.

Other options are to set the standards to be followed for the Accounting terminology in the product and date & number formats.

## **Start-up Options**

You can specify whether Companies should be loaded when opening TallyPrime, and if required how many are to be loaded. You can also configure TallyPrime to open in full screen or not, and enable auto login when loading a Company.

## Display Settings

Under Display settings you can specify the values to be displayed in reports, number formats to be used in different situations, and the use of colour and sound in TallyPrime.

**Tip:** You can enter dates in different formats. TallyPrime will relate it to the context and accept as proper dates as needed. For example, if you specify 4-9, it will be treated as 4th September of the current year running in TallyPrime.

## Know Your TallyPrime & Environment | About



## Get In Touch 011-43522158

Having complete knowledge of the environment in which your TallyPrime runs gives the flexibility to troubleshoot issues that you may encounter when working on TallyPrime. The **About** page gives you such details.

#### The About report is as shown.

|                                    | At                         | out                                   |  |  |
|------------------------------------|----------------------------|---------------------------------------|--|--|
| Product Information                |                            | Data Information                      |  |  |
| Application                        | TallyPrime                 | Location of Company data              | D:\Data\TallyPrime                             |  |
| Release                            | 1.0 (Alpha) (Latest)       | Companies to load on startup          | 1 Configured                                   |  |
| Application path                   | D:\Build\TallyPrime        | Location of Company Backup            | C:\  |  |
| Other Tally applications installed | 4                          |                                       |  |  |
|                                    |                            | Connectivity and Tally Gateway Serv   | er   |  |
| License Information                |                            | Local Area Network (LAN) connectivity | Not Connected                                  |  |
| Serial Number                      | 752 27                     | Connected to Tally Gateway Server     | LPM 10002 (Connected to internet)              |  |
| Edition                            | Silver Rental              | Client/Server and ODBC Services       | Client/Server with ODBC   Port:9000            |  |
| Tally Virtual User Limit           | 1                          | Status of Online Access services      | Available on https://status.tallysolutions.com |  |
| License Administrator              | dutta.c@tallysolutions.com |                                       |  |  |
| Tally Gateway Server               | LPM 10002                  | Computer Information                  |  |  |
|                                    |                            | Computer Name                         | LPM- C01                                       |  |
| TDL & Add-On                       |                            | Operating System                      | Windows 10                                     |  |
| Configured Locally                 | 1 (1 Loaded)               | Firewall and Antivirus                | Installed                                      |  |
|                                    |                            | Hard Drive   Memory                   | 465 GB   7.9 GB                                |  |
|                                    |                            | Processor                             | Intel(R) Core(TM) i5-5200U CPU @ 2.20GHz       |  |
|                                    |                            | Display Resolution                    | 1366 X 768                                     |  |
|                                    |                            | Printers Installed                    | 7  |  |
|                                    |                            | Network Adaptors                      | 2  |  |
|                                    |                            |                                       |  |  |
|                                    |                            |                                       |  |  |
|                                    |                            |                                       |  |  |
|                                    |                            |                                       |  |  |
|                                    | © Tally Solutio            | ns Pvt Ltd., 1988                     |  |  |

**Product Information**: Shows details of TallyPrime such as the installed release, whether upgrade is available, the application path, and the other Tally applications installed on the computer.

License Information: Shows details of your TallyPrime application such as the product Serial Number, edition, and so on.

**TDL & Add-on**: Shows details of the extensions or customisations you have on your computer.

**Data Information**: Shows location of your Company data and backup.

**Connectivity and Tally Gateway Server**: Shows details of the connectivity and Gateway Server used.

**Computer Information**: Shows details of the computer and the Operating System on which TallyPrime is running.