

INDEX

Chapter No. 1 Accounting Fundamental

1.1	Accounting Terms, Accounting Assumptions, Concepts and Principles.....	1
1.2	Double Entry System of Accounting	1
1.3	Golden Rules	2

Chapter No. 2 Maintaining Accounts In Tally Prime

2.1	How to Start Tally Prime & Create Company ?.....	12
2.2	Enabling GST In Tally Prime.....	14
2.3	How to Alter A Company?	15
2.4	How to Shut the Company?	15
2.5	Pre-Defined Groups In Tally	16
2.6	Creating the Group	18
2.7	Alteration of Group	19
2.8	Deletion of Group	20
2.9	Creating the Ledger Account	20
2.10	Alteration of Ledger Account	21
2.11	Deletion of Ledger Account	22
2.12	Multiple Ledger Creation	22
2.13	Entering Party GST Details	23
2.14	Balance Sheet	24

Chapter No. 3 Accounting with Tally using Inventory

3.1	Creating Stock Group	31
3.2	Creating Stock Categories	32
3.3	Creating Units of Measures	33
3.4	Creating Godown	34
3.5	Defining Tax Rate at Stock Item Level	35
3.6	Creating Stock Item	35
3.7	Entering Opening Stock Quantity & Amount	38
3.8	Tally Voucher (Accounting & Inventory)	39
3.9	Creating New Voucher Type	41
3.10	Introduction to GST	43
3.11	Creating Tax Ledgers (CGST / SGST / IGST)	48

Chapter No. 4 Accounting Voucher In Tally (As Invoice Format)

4.1	Intra-State Purchase (Local Purchase)	51
4.2	Intra-State Sales (Local Sales)	52
4.3	Inventory Vouchers & Tracking Number (Receipt Note, Delivery Note, Rejection in, Rejection Out, Stock Journal)	65
4.4	Bill-Wise Details	82
4.5	Cost Centers	115
4.6	Cost Categories	123
4.7	Bank Reconciliation	126
4.8	Order Processing	128
4.9	Pre-Closure Order	135
4.10	Batchwise Details	137
4.11	Price List	143

Chapter No. 5 Accounting of Bill of Materials

5.1	Bill of Materials	149
5.2	Activation of Bill of Material	149
5.3	Manufacturing Journal	154

Chapter No. 6 Recording Zero Value Entries in Vouchers

6.1	Activating of Zero Value Entries	157
6.2	Ledger Creation	157
6.3	Recording Sales Transaction	159

Chapter No. 7 Budget & Control

7.1	Activation of Budget & Control	161
7.2	Displaying Budgets	162
7.3	Activating Control	164

Chapter No. 8 Security Control

8.1	Introduction	166
8.2	Creating New Security Levels	167
8.3	Create Users and Password For Data Entry Operator	168

Chapter No. 9 Tally Audit, Backup & Restore

9.1	Introduction	170
9.2	Alter the Company	170
9.3	Backup & Restore	172

Chapter No. 10 Interest Calculations

10.1	Activating in Tally Prime	173
10.2	Displaying Outstanding Balance	174
10.3	Simple Interest	175
10.4	Compound Interest	176
10.5	Advance Parameters	182
10.6	Activation of Advance Parameter	182
10.7	Display the Advance Interest Parameter	183

Chapter No. 11 Actual & Billed Quantity

11.1	Introduction	186
11.2	Activation in Tally Prime	186
11.3	Recording Purchase Transactions of Actual & Billed Quantity	187
11.4	Recording Sales Transactions of Actual & Billed Quantity	188
11.5	Displaying Stock Summary & Trail Balance	189

Chapter No. 12 Inter-State Transaction

12.1	Inter-State Purchase	190
12.2	Inter-State Sales	195

Chapter No. 13 Tally to Excel, JPEG, PDF

13.1	Introduction	198
13.2	Exporting Balance Sheet to Excel	199

Chapter No. 14 Cheque Printing

14.1	Activation in Tally Prime	201
14.2	Printing Cheques	203
14.3	Displaying Print Preview in Tally Prime	203

Chapter No. 15 Printing In Simple & Optimise Format

15.1	Printing Sales Invoice	204
15.2	Configuring & Printing Sales Invoice in Optimise Format	206
15.3	Displaying Preview of Sales Invoice in Optimise Format	207
15.4	Configuring & Printing Sales Invoice in Simple Format	208
15.5	Displaying Preview of Sales Invoice in Simple Format	209
15.6	Logo Printing on Sales Invoice	210

Chapter No. 16 Multiple Address	
16.1 Activating Multiple Address	212
16.2 Ledger Multiple Address	213
16.3 Sales Voucher	215
16.4 Multiple Address Printing	216
Chapter No. 17 Bill Settlement	218
Chapter No. 18 E-mail in Tally Prime	219
Chapter No 19 TDS (Tax Deducted at Source)	
19.1 Introduction	223
19.2 Creating TDS Company	227
19.3 Enable TDS in Tally Prime	227
19.4 Creating Expenses Ledger, Party Ledger	229
19.5 TDS Ledger Creation	230
19.6 TDS Journal Entry	234
19.7 TDS Computation Report	237
19.8 TDS Outstanding Report	237
19.9 TDS Payment Report	238
19.10 TDS Challan Printing	239
19.11 TDS Report	240
19.12 TDS Challan Reconciliation	240
Chapter No. 20 Getting Started with GST (Services)	
20.1 Creating New Service Company	241
20.2 Enabling GST for Services	242
20.3 Enabling Accounts Only Feature	243
20.4 Creating Tax Ledgers for Services	243
20.5 Intra - State Supply of Services	245
20.6 Intra - State Inward Supply (Local Purchase)	245
20.7 Generating GSTR-2 Report	248
20.8 Intra-State Outward Supply (Local Sales)	249
20.10 Generating GSTR-1 Report	252
20.11 Inter - State Supply of Services	252
20.12 Inter - State Inward Supply of Service	252
20.13 Generating GSTR-2 Report	255
20.14 Inter - State Outward Supply of Service	255
20.15 Generating GSTR-1 Report	258
20.16 Generating GSTR-3B Report	259
Short Cut Keys	260