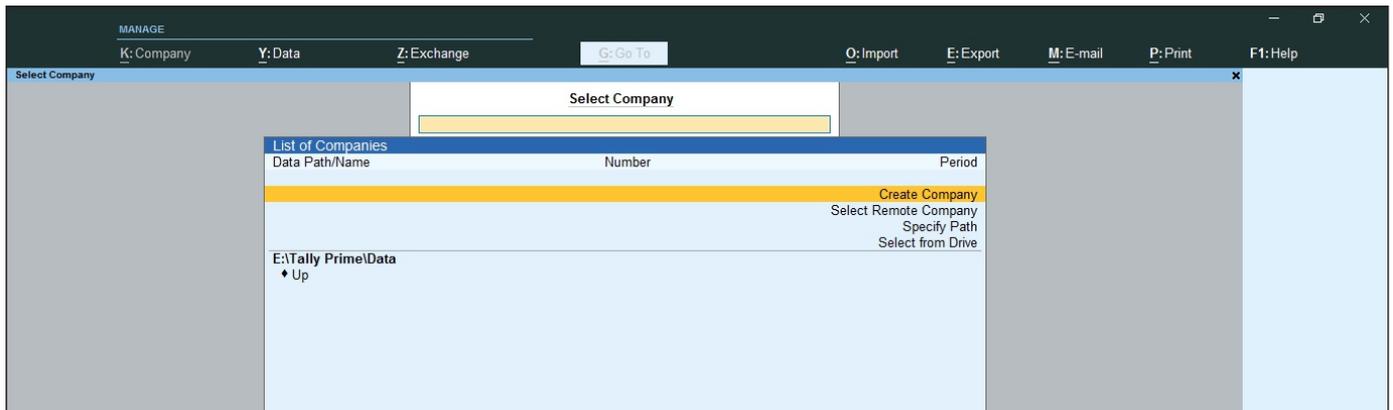


How to Start Tally Prime ?

On Desktop  By Double clicking the Icon you will see the following first screen of **Select Company**



How to Create A Company ?

Shriram Electronics : is wholesaler & retailer of Electronics goods based in Mumbai (M.S.) they started their business operations in Mumbai from 1st April 2020 Shriram Electronics now need to Maintain their of Accounts in Tally Prime

○ **Select Create Company > Shown by following screen**

Company Data Path	: E:\Tally Prime\Data		
Company Name	: M/s. Shriram Electronics	Financial year beginning from	: 1-Apr-20
Mailing Name	: M/s. Shriram Electronics	Books beginning from	: 1-Apr-20
Address	: 304, Street No. 14, Near Metro Theater Fort-Mumbai		
State	: Maharashtra		
Country	: India		
Pincode	: 400001		
Telephone	: 022-2345678		
Mobile	: 7123456789		
Fax	:		
E-mail	: Shriram@gmail.com		
Website	: www.shriram.com		
Base Currency symbol	: ₹		
Formal name	: INR		

Accept ?

Yes or No

- **Directory** : This is where your company data will be stored on your system. This field is skipped by default assuming that you wish to create company in the data path displayed. However if you want to change it, simply use the backspace key and change it to what ever required For example, the default Tally Prime data directory could be **E:\Tally Prime\Data**.
- **Name** : Type here the name of the company, you wish to create.
- **Mailing Name & Address** : The mailing name and address details are picked up for inclusion in any report that needs the company name and address as heading. For example: Balance Sheets, Statement of Accounts
- **State** : Select the appropriate state from the list of states
- **Country** : By selecting state you do not need to select country
- **Pin Code** : Specify the **PIN Code (Postal Index Number)** of the specified address.
- **Telephone** : Enter the telephone number
- **Mobile** : Enter the mobile number
- **Fax** : Enter the fax number
- **E-Mail** : Give the email address that will be used to email documents, reports and data from Tally Prime
- **Website** : Type the company website name
- **Financial Year Beginning From** : Specify the date of beginning of financial year for the company. If you specify **01-04-2020** as the date,
Your financial year will be From April to March (**01/04/2020** to **31/03/2021**)
- **Books Beginning From** : Specify here the date from which you actually want tally to maintain your accounts. By default the same date for beginning of financial year is taken, but you may give any other date which is later to the date of beginning of financial year.
- **Base Currency Information ()** : The currency symbol given earlier in the Company Creation screen is displayed here automatically. Tally Prime uses this currency symbol in reports, wherever necessary.
- **Formal Name** : Formal Name is the full name of the currency (INR) specified. The Formal Name for the base currency is set to Indian Rupees for Indian Companies.
- **Accept ? Yes or No** : If you Press "Y" or Enter then Tally will save all Information you have entered.

Enabling GST In Tally Prime

- 1) From the Menu Bar Type Press **Alt+K : Company**
- 2) Select the Company Shriram Electronics From the List of Companies
- 3) Press : **F11 at Gateway of Tally**
- 4) **Enable Goods and Services Tax (GST) : Yes**

Company created successfully. <i>(Enable the features as per your business needs.)</i>			
Company: M/s. Shriram Electronics			
Show more features : No			
Accounting		Taxation	
Maintain Accounts	: Yes	Enable Goods and Services Tax (GST)	: Yes
Enable Bill-wise entry	: Yes	Enable Tax Deducted at Source (TDS)	: No
Inventory			
Maintain Inventory	: Yes		
Integrate Accounts with Inventory	: Yes		

- 5) Enter **GST Number** as shown below

GST Details			
GST Registration Details		Invoice Features	
State	: Maharashtra	e-Way Bill applicable	: No
Registration type	: Regular	e-Invoicing applicable	: No
Assessee of Other Territory	: No		
GST applicable from	: 1-Apr-20		
GSTIN/UIN	: 27AADFA9350N1Z3		
Periodicity of GSTR1	: Monthly		
Additional Features			
Set/alter GST rate details	: No		
Enable tax liability on advance receipts	: No		
Enable tax liability on reverse charge <i>(Purchase from unregistered dealer)</i>	: No		
Enable GST Classifications	: No		
Provide LUT/Bond details	: No		

- 6) Press **Enter** and **Accept** the Screen
- 7) Press **Esc** & Return to **Gateway of Tally**

How to Alter A Company ?

If you want to make any changes in the company creations then you have to alter the company.

1) **Gateway of Tally > Press F3 > Select Alter Company > Press Enter**

2) [Change the Email ID from shriram@gmail.com to info@shriram.com](#)

Company Name	: M/s. Shriram Electronics	Financial year beginning from	: 1-Apr-20
Mailing Name	: M/s. Shriram Electronics	Books beginning from	: 1-Apr-20
Address	: 304, Street No. 14, Near Metro Theater Fort-Mumbai		
State	: Maharashtra		
Country	: India		
Pincode	: 400001		
Telephone	: 022-2345678		
Mobile	: 7123456789		
Fax	:		
E-mail	: info@shriram.com		
Website	: www.shriram.com		
Base Currency symbol	: ₹		
Formal name	: INR		

3) **The moment you press enter to save the alteration screen, Tally will save the changes you made in your company.**

4) Press **Enter & Accept** the Screen

5) Press **Esc & Return To Gateway of Tally**

○ How to Shut the Company?

1) From the Gateway of Tally Press **F3 : Company** to display Company Info

2) Select **Shut Company** option which will display the list of companies.

3) Select the Company name from the list which you want to close / Shut.

This will close all the open Reports, Vouchers, and
Masters, without saving changes you might have made.
Do you want to shut the Company?

Yes or No

4) Press **'Yes' or Enter** To Shut the Selected Company

Creating the Groups

The **Single Group** allows you to create one group at a time where as the **Multiple Group** option allows you to create several related groups at a time so it saves your time.

○ **Single Group Creation**

- 1) **Gateway of Tally > Create > Group**
- 2) Enter the data as Shown below

Field	Type
Name	Customer
Alias	Press Enter
Under	Sundry Debtors
Groups behaves like a sub ledger	No
Nett Debit/Credit Balance For Reporting	No
Used for Calculation (eg. taxes, discounts) (For sales invoice entries)	No
Method to Allocate when used in Purchase Invoice	Not Applicable
Press Enter	Accept the Screen

Name : **Customer**
(alias) :

Under : **Sundry Debtors**
(Current Assets)

Group behaves like a sub-ledger : **No**
 Nett Debit/Credit Balances for Reporting : **No**
 Used for calculation (for example: taxes, discounts)
 (for sales invoice entries) : **No**
 Method to allocate when used in purchase invoice : ♦ **Not Applicable**

Accept ?
Yes or No

- 3) Press **Esc & Return** to **Gateway of Tally**

○ **Multiple Groups Creation**

- 1) **Gateway of Tally > Chart of Accounts > Groups > Press Alt+H (Multi-Masters) > Multi Create**
- 2) **Under Group** Select **Sundry Debtors**
- 3) In **Name of Group** Field type **Mumbai Debtors, Pune Debtors, Nagpur Debtors, Dhule Debtors**, once all the data is entered correctly press Enter to Accept the screen as shown below.

Under Group : Sundry Debtors		
S.No.	Name of Group	Under
1.	Mumbai Debtors	Sundry Debtors
2.	Pune Debtors	Sundry Debtors
3.	Nagpur Debtors	Sundry Debtors
4.	Dhule Debtors	Sundry Debtors

Accept ?
 Yes or No

- 4) Press **Enter** & **Accept** the Screen
- 5) Press **Esc** & Return to **Gateway of Tally**

○ **Alteration of Group**

You can alter the groups in single mode or multiple mode

Single Group Alteration

- 1) **Gateway of Tally > Alter > Group**
- 2) From the list of Groups displayed on the screen select the newly sub-group **customer**.
- 3) Change the Group name **Customer** to **Debtors**
- 4) Details Screen as Shown below

Group Alteration	
Name	: Debtors
(alias)	:
Under	: Sundry Debtors (Current Assets)
Group behaves like a sub-ledger	: No
Nett Debit/Credit Balances for Reporting	: No
Used for calculation (for example: taxes, discounts) (for sales invoice entries)	: No
Method to allocate when used in purchase invoice	: ♦ Not Applicable

Accept ?
 Yes or No

- 5) Press **Enter** & **Accept** the Screen
- 6) Press **Esc** & **Return** to **Gateway of Tally**

○ **Deletion of Group**

- 1) **Gateway of Tally > Alter > Group**
- 2) From list of Groups displayed on the screen Select the group **Debtors** and press Enter
- 3) Press **Alt+D** to delete the group.
- 4) Press **"Y"** or **"Enter"** to confirm the deletion.

Note:- You cannot delete tally pre-defined groups, or groups with sub-groups, or groups containing ledgers.



- 5) Press **Esc & Return** to **Gateway of Tally**

○ **Creating the Ledger Account**

- 1) **Gateway of Tally > Create > Ledger**

Field	Type
Name	Amitabh
Alias	Press Enter
Under	Sundry Debtors
Maintain Balance bill by bill	Yes
Default Credit Period	Press Enter
Check for Credit days during voucher entry	No
GSTIN/UIN	Press Enter
Set/alter GST details	No
Opening Balance	Press Enter & Accept the Screen

Note:- Tally automatically assumes the Dr. Balance but you can change it to Cr. by just typing "Cr." over "Dr." for Sundry Debtors Groups the balance should be "Dr."

2) Following Screen shows new Single Ledger Creation

Ledger Creation		M/s. Shriram Electronics		Total Opening Balance
Name	: Amitabh			
(alias)	:			
Under	: Sundry Debtors (Current Assets)	Mailing Details		
Maintain balances bill-by-bill	: Yes	Name	: Amitabh	
Default credit period	:	Address	:	
Check for credit days during voucher entry	: No	State	: Maharashtra	
		Country	: India	
		Pincode	:	
		Banking Details		
		Provide bank details	: No	
		Tax Registration Details		
		PAN/IT No.	:	
		Registration type	: Regular	
		GSTIN/UIN	:	
		Set/Alter GST details	: No	
Opening Balance (on 1-Apr-20) :				Accept ? Yes or No

3) When you Accept the data Tally displays a blank Ledger creation screen and you could go on to enter further ledger details.

4) In this case press **Esc** & Return to **Gateway of Tally**

○ **Alteration of Ledger Account**

1) Alter / Change the ledger name Amitabh to Amitabh Bachhan

2) **Gateway of Tally > Alter > Ledger >** Select the ledger name **Amitabh** & change it to **Amitabh Bachhan** as shown in following screen

Ledger Alteration		M/s. Shriram Electronics		Total Opening Balance
Name	: Amitabh Bachhan			
(alias)	:			
Under	: Sundry Debtors (Current Assets)	Mailing Details		
Maintain balances bill-by-bill	: Yes	Name	: Amitabh Bachhan	
Default credit period	:	Address	:	
Check for credit days during voucher entry	: No	State	: Maharashtra	
		Country	: India	
		Pincode	:	
		Banking Details		
		Provide bank details	: No	
		Tax Registration Details		
		PAN/IT No.	:	
		Registration type	: Regular	
		GSTIN/UIN	:	
		Set/Alter GST details	: No	
Opening Balance (on 1-Apr-20) :				Accept ? Yes or No

3) Press **Enter** and **Accept** the Screen

4) Press **Esc** & Return to **Gateway of Tally**

○ **Deletion of Ledger Account** : If you want to delete a single ledger you can delete it using following steps.

- 1) **Gateway of Tally > Alter > Ledger >** from the list of ledger select the ledger account **Amitabh Bachhan** to delete & Press **Alt+D** & **Enter**

Note:- You cannot delete the ledger once vouchers have been entered (excluding the Op. Balance)

- 2) Press **Esc** & Return to **Gateway of Tally**

○ **Creating Multiple Ledger Accounts**

- 1) **Gateway of Tally > Chart of Accounts > Ledger>** Press **Alt+H (Multi-Masters) > Multi Create**

Field	Type
Under Group Select	Sundry Creditors
Name of Ledger	Rahul Dravid
Opening Balance	Press Enter
Name Ledger	Sachin Tedulkar
Opening Balance	Enter & Accept the screen

Note:- Multiple ledger option is selected to create a set of ledgers with common group. You cannot delete a ledger in multiple mode. you can delete ledger only in the single alteration mode.

- 2) Following screen shows Multiple Ledger Creation

Multi Ledger Creation		M/s. Shriram Electronics	
Under Group : Sundry Creditors		For 1-Apr-20	
S.No.	Name of Ledger	Under	Opening Balance
1.	Rahul Dravid	Sundry Creditors	
2.	Sachin Tendulkar	Sundry Creditors	

Accept ?

Yes or No

- 3) Press **Enter** & **Accept** the Screen.
- 4) Press **Esc** & Return to **Gateway of Tally**.

○ **Creating the Ledger & Entering Party GST Details :**

1) **Gateway of Tally > Create > Ledger**

Field	Type
Name	Jitendra Modi
Alias	Enter
Under	Sundry Debtors
Maintain Balance Bill-by-Bill	Yes
Address	Pune
State	Maharashtra
Registration Type	Regular
GSTIN/UIN	27AAEFL4420B1ZV
Set/Alter GST details	No
Opening Balance	Enter
Accept ? Yes or No	Yes

Ledger Creation		M/s. Shriram Electronics		Total Opening Balance
Name	: Jitendra Modi			
(alias)	:			
Under	: Sundry Debtors (Current Assets)	Mailing Details	Name	: Jitendra Modi
Maintain balances bill-by-bill	: Yes		Address	: Pune
Default credit period	:		State	: Maharashtra
Check for credit days during voucher entry	: No		Country	: India
			Pincode	:
		Banking Details	Provide bank details	: No
		Tax Registration Details	PAN/IT No.	:
			Registration type	: Regular
			GSTIN/UIN	: 27AAEFL4420B1ZV
			Set/Alter GST details	: Yes
Opening Balance (on 1-Apr-20) :			Accept ?	
			Yes or No	

2) Press **Enter** to **Accept** the screen.

3) Press **Esc** & Return to **Gateway of Tally**