

Welcome to TallyPrime

TallyPrime helps run your business the way you want to. Record accounting and inventory transactions with statutory compliance, and view reports anytime, anywhere.

<p>What's in TallyPrime? Supports sales & purchase processes, receivables & payables tracking, inventory management with order processing & transfers, payroll, banking transactions. You can view accounting & financial reports anytime, anywhere.</p>	<p>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.</p>	<p>Quick Start Guide You can start using the TallyPrime features in a matter of minutes. All you need to do is download the setup file, install TallyPrime, and activate the license.</p>
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<p>Accounting TallyPrime helps you manage your accounting entities, inventory movements, financial & banking transactions, and provides real-time reports on all these.</p>	<p>Inventory TallyPrime supports tracking inventory in your business, from purchase order to sales. Stock tracking can be done across godowns or different stages of processing.</p>	<p>Sales Process TallyPrime addresses all steps in your business processes from quotes to cash. Supports spans across direct sale of goods & services, consignment, trading, and POS.</p>	<p>Purchase Process You can use TallyPrime to manage all steps in your purchase process, starting with orders to payment. Handling receipt notes, rejections, or returns are equally simple.</p>	<p>Taxation Compliance Managing your taxation aspects is just a routine task with TallyPrime. Business and statutory transactions are verified as per the taxation rules you enable.</p>	<p>Payroll Payroll in TallyPrime is fully integrated with accounting to streamline payroll processing. You can process payroll as per your business and compliance needs.</p>	<p>Data Verification & Analysis Periodic check of your business records is a key a factor that ensures performance and compliance. TallyPrime provides facility to check your accounting and inventory data.</p>
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Licensing	Tally Software Services (TSS)	Set Up TallyPrime for Your Needs	Access Control & Security of Data	Manage Your Data	Connected Services	TDLs & Add-ons
Activate your TallyPrime license to enjoy the full benefits of this new and improved product. You can choose between various editions and license options.	Tally Software Services (TSS) Tally Software Services (TSS) is a set of capabilities that will add great value to TallyPrime and enhance the performance of your business.	You can start simple and add more and more features as you expand your business. Setting up TallyPrime as per your preferences makes it easy to use.	In TallyPrime you can create users to handles different roles, and allow access to selected options. Security of your data is always under your control.	Understanding how valuable your data is for you and your business, we have provided various measures in TallyPrime to help you safeguard and manage your data.	When your business needs the flexibility to access your data from anywhere, you can use the remote access capabilities of TallyPrime with the required security.	To extend or customise your TallyPrime to address the specific needs of your business you can use custom TDLs, or add-ons available on TallyShop.

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.

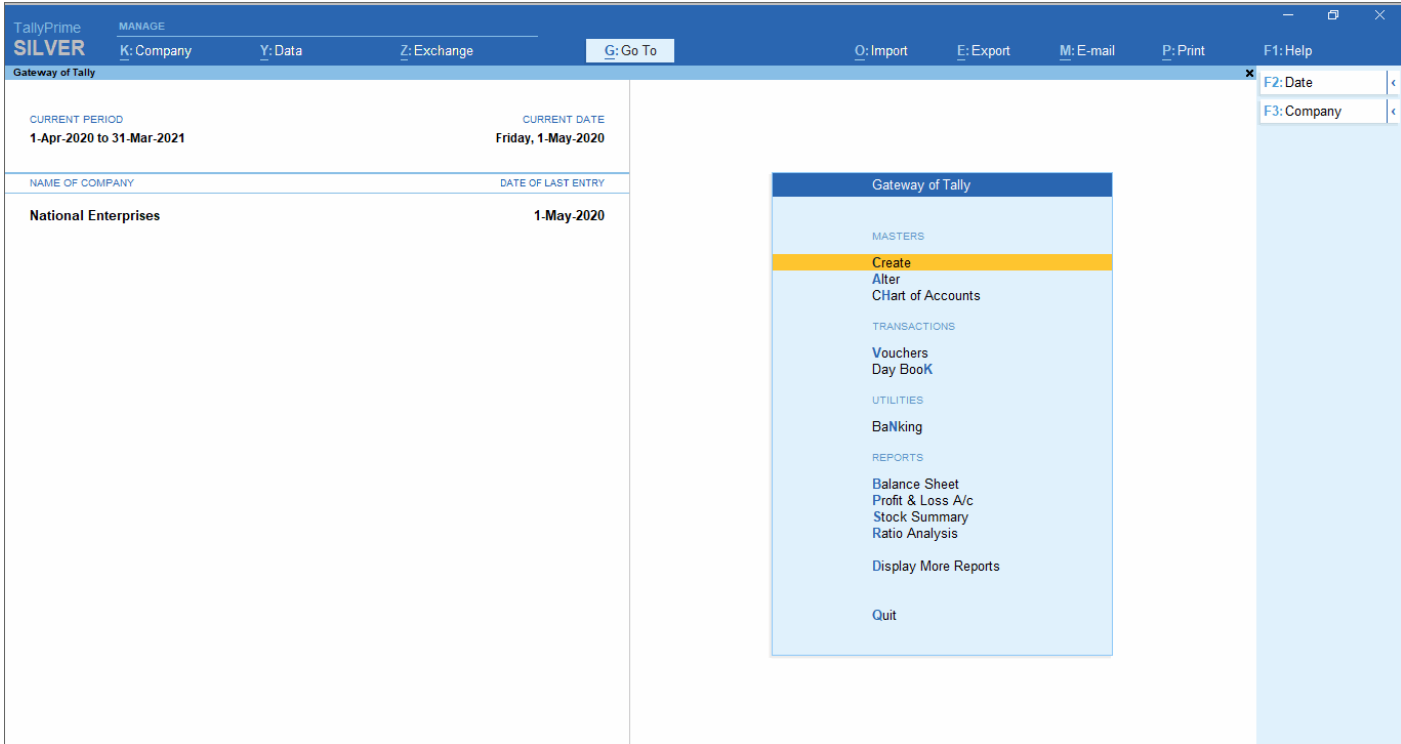
Sharing data in printed formats, or in electronic file formats through e-mail or export is another facility available by default. You can share individual vouchers, or reports, as well as in bulk, with just a few key presses. Sending payslips to your employees, or reminder letters to your parties are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



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 add-ons, **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 [Go To](#) and [Switch To](#) 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 **F2: Period** and **F3: 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,

1. 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 Creation			
Company Data Path	: D:\TallyPrime\data		
Company Name	: National Enterprises	Financial year beginning from	: 1-Apr-2020
Mailing Name	: National Enterprises	Books beginning from	: 1-Apr-2020
Address	: #27, 80 Ft Road, Industrial Area Koramangala 6th Block Bangalore		
State	: Karnataka		
Country	: India		
Pincode	: 560068		
Telephone	: 080-22282982		
Mobile	: 9929229828		
Fax	: 080-33330003		
E-mail	: salesho@nationalenterprises.com		
Website	: www.nationalenterprises.co.in		
Base Currency symbol	: ₹		
Formal name	: INR		
			Accept ?
			Yes or No

4. 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 [Working with Company](#) 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+I** (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.

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. **Ledger Creation** National Enterprises

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

- Enter the ledger name.
- Select the Group under which the ledger is to be created.
- Update the remaining details as needed.
- 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+C (Co-Ta) > Create Master > Group.

Group Creation

Name : **Daily Buyers**
(alias) :

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

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

Accept ?
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.*

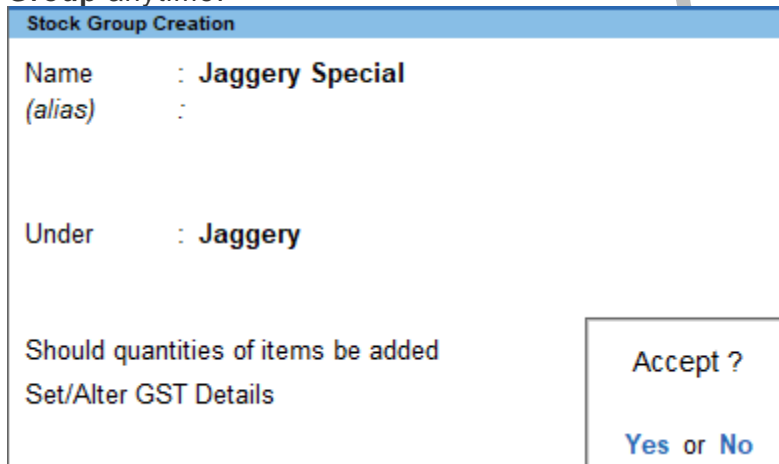
*When you are in a master screen, press **F10** to switch to Other Masters.*

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	: Jaggery Special
(alias)	:
Under	: Jaggery
Should quantities of items be added Set/Alter GST Details	Accept ? 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.

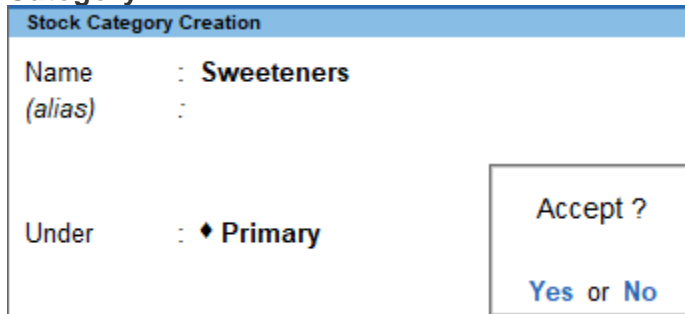
You can use the Stock Group for any item as needed. In a similar way you can create other Stock Groups.

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.

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



Stock Category Creation	
Name	: Sweeteners
(alias)	:
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	
Type	: Simple
Symbol	: Gm
Formal name	: Gram
Unit Quantity Code (UQC)	: GMS-GRA
Number of decimal places	: 0
Accept ?	
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		
<i>(example: Kgs of 1000 gms)</i>		
First unit	Conversion	Second unit
Kg	of 1,000	Gm
Accept ?		
Yes or No		

6. 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.

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 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**.

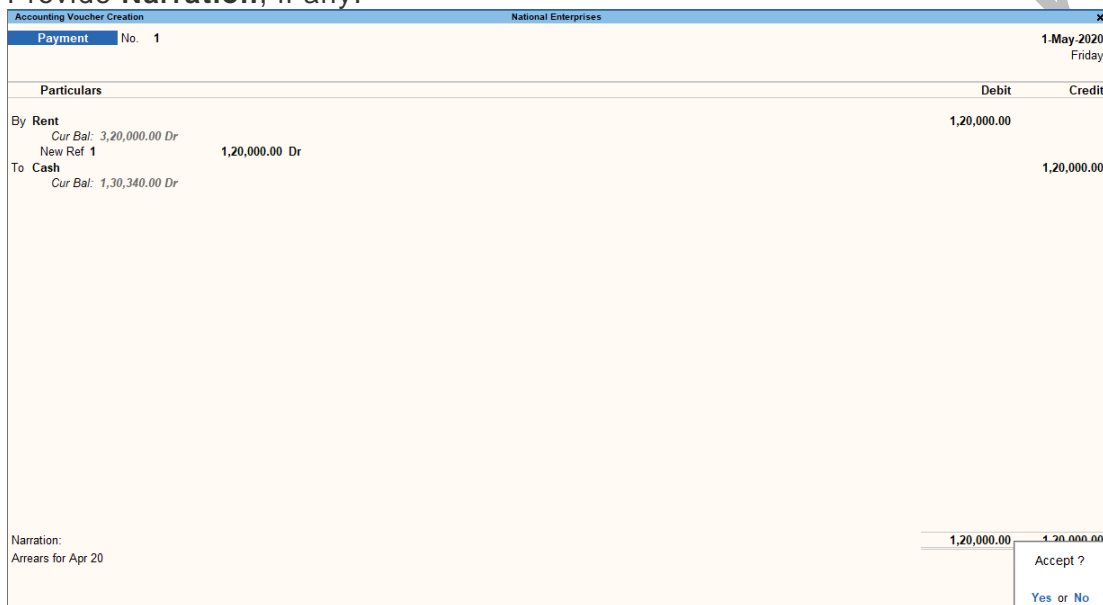
The master will be deleted.

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 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.
 - a. 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 Friday	
Particulars		Debit	Credit
By Rent		1,20,000.00	
Cur Bal: 3,20,000.00 Dr			
New Ref 1 1,20,000.00 Dr			
To Cash			1,20,000.00
Cur Bal: 1,30,340.00 Dr			
Narration:		1,20,000.00	1,20,000.00
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.

Record Transactions in 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.
 - o In **Party A/c name** field, select **Cash** ledger or **Bank** ledger.
3. Select the ledger and specify the Amount.
4. Provide **Narration**, if any.

Accounting Voucher Creation		National Enterprises	
Sales	No. 9	1-May-2020 Friday	
Party A/c name : Cash			
Particulars	Rate	per	Amount
Consultation Fee			2,200.00
Narration: Provided tax consultation - AY 19-20			Accept ? 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.

Record Transactions in 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 **Ctrl+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.
 - o 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**.
 - o 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.

Name of Item	Quantity		Rate per Disc %	Amount
	Actual	Billed		
Jaggery - Square	10 Kg	10 Kg	102.00 Kg	1,020.00
♦ End of List				
	10 Kg	10 Kg		

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.

- Press **C** to configure the details for printing.

Print Configuration	
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.

- Press **I** to preview the invoice.

4. Press **P** to print.

INVOICE						
National Enterprises #27, 80 Ft Road, Industrial Area, Koramangala 6th Block, Bangalore			Invoice No. 10		Dated 1-May-2020	
			Delivery Note		Mode/Terms of Payment	
			Reference No. & Date.		Other References	
Consignee (Ship to) Cash			Buyer's Order No.		Dated	
			Dispatch Doc No.		Delivery Note Date	
			Dispatched through		Destination	
			Terms of Delivery			
Buyer (Bill to) Cash						
Sl No.	Description of Goods	Quantity	Rate	per	Disc. %	Amount
1	Jaggery - Square	10 Kg	102.00	Kg		1,020.00
2	Sugar Cubes 500gm Pkt	100 Pcs	120.00	Pcs		12,000.00
Total						₹ 13,020.00
Amount Chargeable (in words)						<i>E. & O.E</i>
INR Thirteen Thousand Twenty Only						
Declaration We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.			_____ for National Enterprises Authorised Signatory			
This is a Computer Generated Invoice						

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.

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.
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.

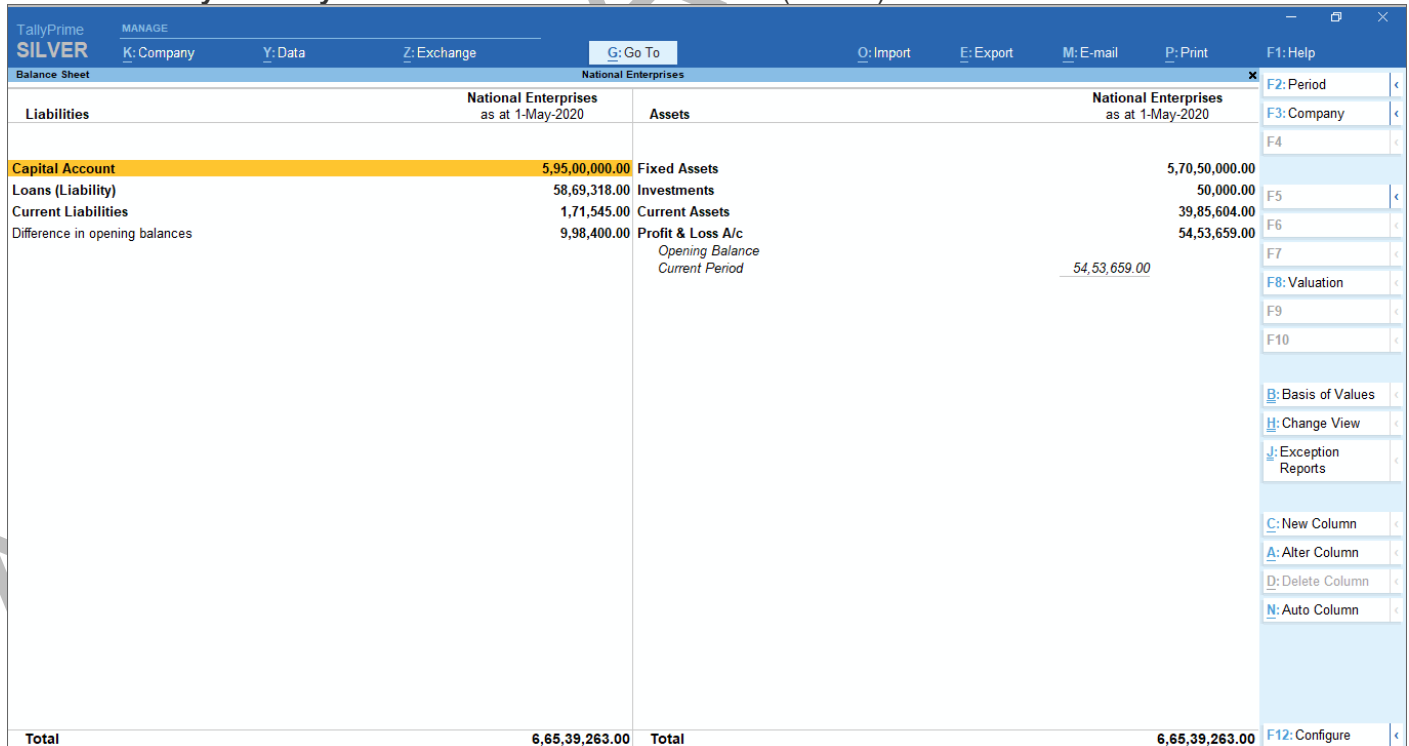
View Reports

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**.



National Enterprises as at 1-May-2020		National Enterprises as at 1-May-2020	
Liabilities		Assets	
Capital Account	5,95,00,000.00	Fixed Assets	5,70,50,000.00
Loans (Liability)	58,69,318.00	Investments	50,000.00
Current Liabilities	1,71,545.00	Current Assets	39,85,604.00
Difference in opening balances	9,98,400.00	Profit & Loss A/c	54,53,659.00
		Opening Balance	
		Current Period	54,53,659.00
Total	6,65,39,263.00	Total	6,65,39,263.00

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.

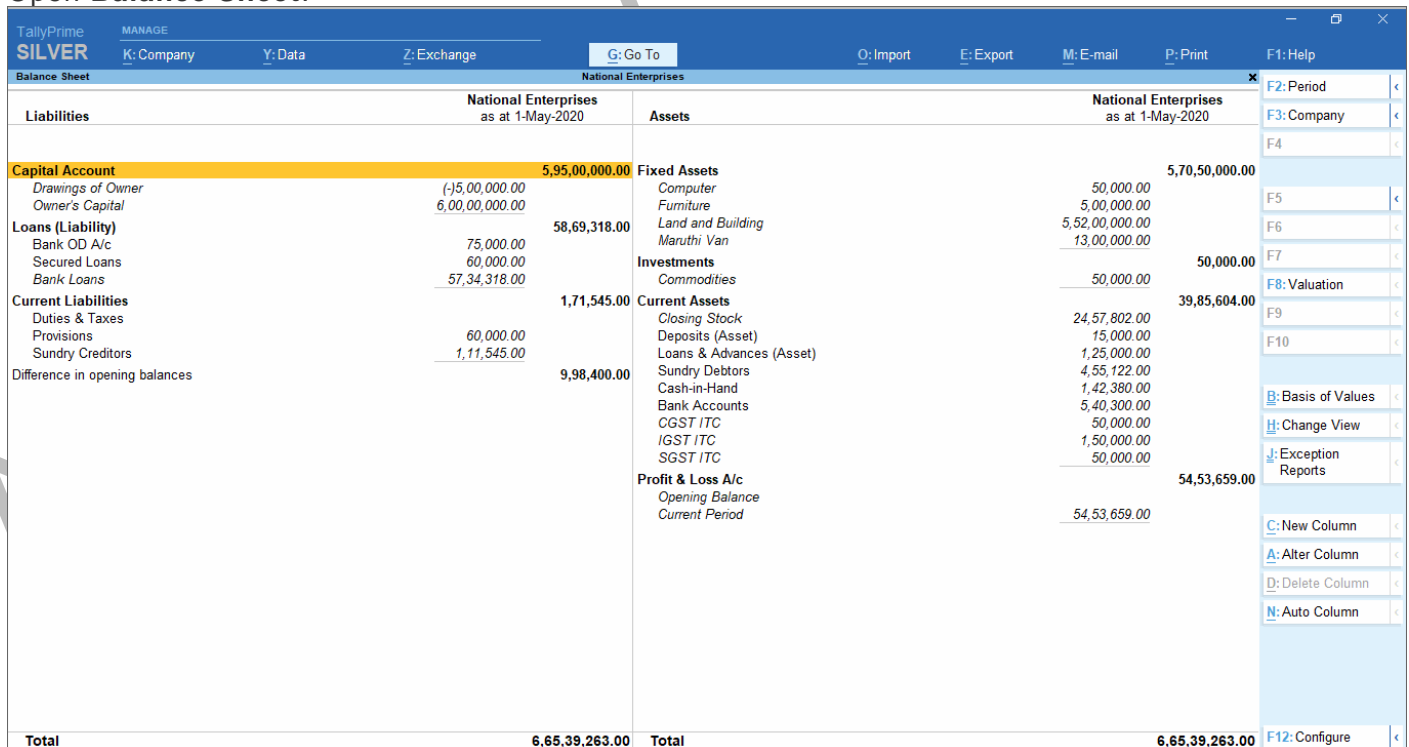
In a similar way, you can open any other report and explore.

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**.



National Enterprises as at 1-May-2020		National Enterprises as at 1-May-2020	
Liabilities		Assets	
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
Owner's Capital	6,00,00,000.00	Furniture	5,00,000.00
Loans (Liability)	58,69,318.00	Land and Building	5,52,00,000.00
Bank OD A/c	75,000.00	Maruthi Van	13,00,000.00
Secured Loans	60,000.00	Investments	50,000.00
Bank Loans	57,34,318.00	Commodities	50,000.00
Current Liabilities	1,71,545.00	Current Assets	39,85,604.00
Duties & Taxes		Closing Stock	24,57,802.00
Provisions	60,000.00	Deposits (Asset)	15,000.00
Sundry Creditors	1,11,545.00	Loans & Advances (Asset)	1,25,000.00
Difference in opening balances		Sundry Debtors	4,55,122.00
	9,98,400.00	Cash-in-Hand	1,42,380.00
		Bank Accounts	5,40,300.00
		CGST ITC	50,000.00
		IGST ITC	1,50,000.00
		SGST ITC	50,000.00
		Profit & Loss A/c	54,53,659.00
		Opening Balance	
		Current Period	54,53,659.00
Total	6,65,39,263.00	Total	6,65,39,263.00

2. View details of all lines.

- 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**.

Range of Information in Report
(Filter to view only those lines that satisfy the below conditions)

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 [Keyboard Shortcuts](#) 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.

Go To	
Outstandi	
List of Reports	
Create Voucher Create Master Alter Master Expand All Show More	
Receivables & Payables Reports	
Ledger Outstandings	
Outstanding Ledger Bills Bills Ledger Outstanding Outstanding Ledger-wise Outstanding Group Outstandings Ledger Group Outstandings Group-wise Outstandings	
Ledger Reports	
Ledger Outstandings Outstanding Ledger Bills Bills Ledger Outstanding	

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 Bills 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 Reports	
Create Voucher Create Master Alter Master Expand All Show More	
Common Reports	
Daily Entries	
Voucher Reports	
Daily Entries	

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**.

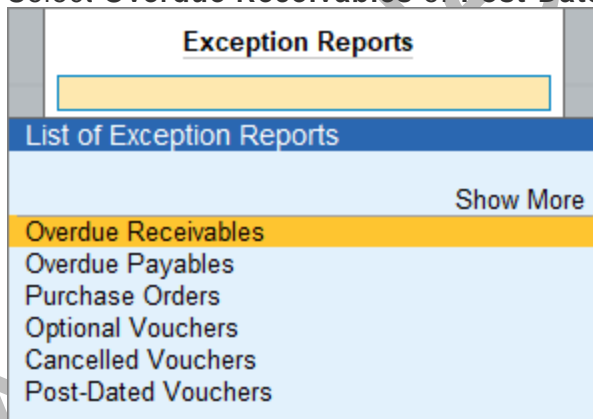
When you use **Go To** or **Switch To**, the list that opens up provides various options. Apart from selecting a report to open, you can create vouchers, create or alter masters, or even find the reports where the corresponding feature itself is not enabled in F11. You can select the option, and enable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

1. 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.



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.

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

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.

About	
Product Information	
Application	TallyPrime
Release	1.0 (Alpha) (Latest)
Application path	D:\Build\TallyPrime
Other Tally applications installed	4
License Information	
Serial Number	752-27
Edition	Silver Rental
Tally Virtual User Limit	1
License Administrator	-dutta.c@tallysolutions.com
Tally Gateway Server	LPM-10002
TDL & Add-On	
Configured Locally	1 (1 Loaded)
Data Information	
Location of Company data	D:\Data\TallyPrime
Companies to load on startup	1 Configured
Location of Company Backup	C:\
Connectivity and Tally Gateway Server	
Local Area Network (LAN) connectivity	Not Connected
Connected to Tally Gateway Server	LPM-10002 (Connected to internet)
Client/Server and ODBC Services	Client/Server with ODBC Port:9000
Status of Online Access services	Available on https://status.tallysolutions.com
Computer Information	
Computer Name	LPM-C01
Operating System	Windows 10
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

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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.