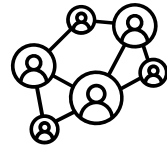


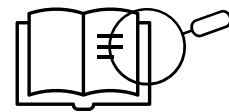
28/01/2023 Saturday 10 a.m. to 6 p.m.

**PHYSICAL CPE Seminar on Deep Dive in Tally Prime**

**ORGANISED BY  
WIRC of ICAI**



# Get Familiar with TallyPrime Release 2.1



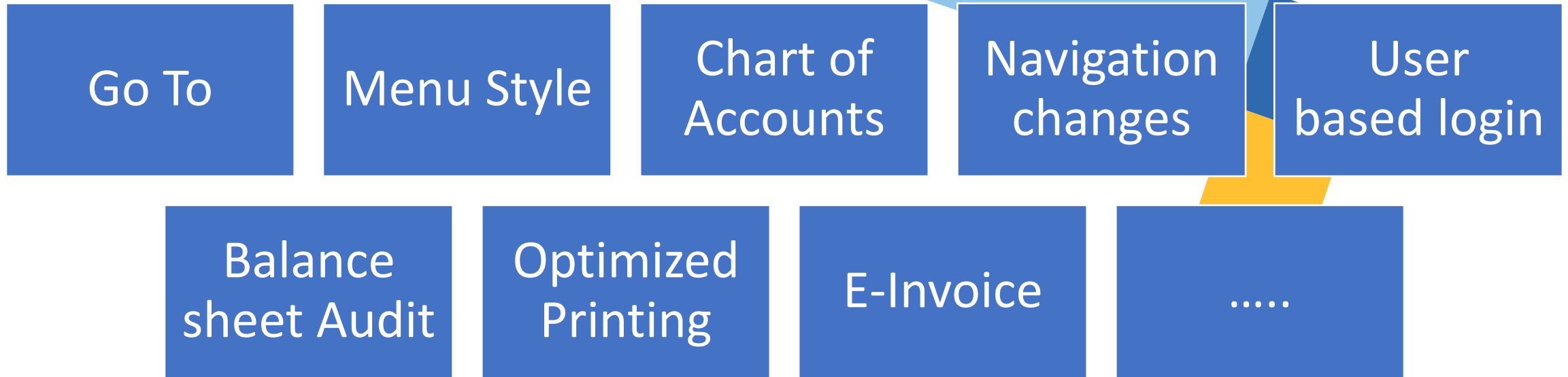


## Session Objectives

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- ✓ Automated Opening of Company – Auto Login, Menu buttons bucketed and flexibility like using File explorer
- ✓ Marked Voucher feature – easing Audit / Statutory compliance
- ✓ Scenario using Reversing Journal
- ✓ Navigate faster with 'Go To' and Open Reports menu.
- ✓ Generate reports with required filters instantly with 'Save View' and How to delete the Save View Report.
- ✓ Change View and Exception Report on each tally screen.
- ✓ Faster access to Clients' data
- ✓ Audit section with Master Configuration, verification and sampling tools
- ✓ A more powerful reporting engine
- ✓ Securely Analyze data on the go via 'Tally Reports in Browser'

# TallyPrime Release 1.0



Option to co-exist TallyPrime and Tally.ERP9  
**Best option** for CAs / Tax Professionals



# Inculcate habit of micro analysis of your business data using reports.

---

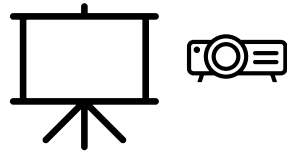
- View every Transaction-wise, Product-wise, Brand-wise profitability.
- Ratio Analysis: An Owner's Dashboard, analysing strength & health view of business.
- Sales Trend with Multi-Columnar Reports & Multi-dimensional Pivot Reports
- Taxes Triangulation Reports and many more...

Generate reports with required filters  
instantly with 'Save View'





## UC1: Quick access to Trial Balance by setting a default view





# Go to Saved Views

**List of Reports**

Show Opened Reports  
Create Voucher  
Create Master  
Alter Master  
Expand All  
Close M...

---

**Saved Views**

<b>Trial Balance - My View</b>	<i>Trial Balance (All Companies)</i>
--------------------------------	--------------------------------------

Balance Sheet  
Profit & Loss A/c  
Cash/Bank Book  
Day Book  
Ledger Vouchers  
Stock Summary  
Trial Balance  
Bills Receivable  
Bills Payable  
Master and Voucher Statistics  
Stock Query  
Godown Summary  
Sales Orders (Due Only)  
Purchase Orders (Due Only)  
Chart of Accounts



# Save View for particular report

TallyPrime MANAGE  
**EDU** K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: E-mail P: Print F1: Help

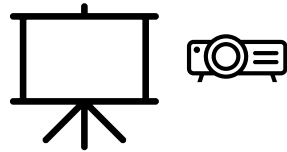
Trial Balance Apex Electricals X

Particulars	Opening Balance	Apex Electricals 1-Apr-20 to 12-Feb-21 Transactions		Closing Balance
		Debit	Credit	
<b>Capital Account</b>	<b>56,13,567.00 Cr</b>			<b>56,13,567.00 Cr</b>
Roshan's Capital	56,13,567.00 Cr			56,13,567.00 Cr
<b>Fixed Assets</b>	<b>11,64,500.00 Dr</b>	1,79,000.00		<b>13,43,500.00 Dr</b>
Aircondition Equipment	49,500.00 Dr	45,000.00		94,500.00 Dr
Computers	2,35,000.00 Dr	34,000.00		2,69,000.00 Dr
Furniture and Stands	8,60,000.00 Dr	1,00,000.00		9,60,000.00 Dr
<b>Current Assets</b>	<b>96,11,933.53 Dr</b>	1,13,58,337.22	24,67,630.44	<b>1,85,02,640.31 Dr</b>
Opening Stock	51,70,659.06 Dr			51,70,659.06 Dr
Sundry Debtors	27,22,596.79 Dr	90,05,890.66	12,62,268.48	1,04,48,268.97 Dr
Cash-in-Hand	1,29,261.00 Dr	30,680.00	94,000.00	65,961.00 Dr
Bank Accounts	5,26,880.64 Dr	12,62,268.48	10,91,361.96	7,17,787.16 Dr
Taxes	10,12,526.04 Dr	10,39,498.06		20,52,024.12 Dr
Rent of Office - Prepaid Expenses	40,000.00 Dr			40,000.00 Dr
TDS Deducted by Party - Adv. IT	10,000.00 Dr			10,000.00 Dr
<b>Indirect Incomes</b>			700.00	<b>700.00 Cr</b>
Loading Unloading			700.00	700.00 Cr
<b>Sales Accounts</b>			82,94,517.90	<b>82,94,517.90 Cr</b>
Sales Bills to Make			(12,45,504.00)	2,45,504.00 Dr
Branch Transfer Outward			50,000.00	50,000.00 Cr
Exports LUT			75,000.00	75,000.00 Cr
Interstate Sales Taxable 12%			10,60,774.00	10,60,774.00 Cr
Sales			51,73,957.90	51,73,957.90 Cr
Sales Common			21,54,290.00	21,54,290.00 Cr
Sales Taxable 16%			26,000.00	26,000.00 Cr
<b>Purchase Accounts</b>		57,11,139.00		<b>57,11,139.00 Dr</b>
Purchase		57,11,139.00		57,11,139.00 Dr
<b>Indirect Expenses</b>		3,20,351.62	4,551.68	<b>3,15,799.74 Dr</b>
Advertisement Exp		65,000.00		65,000.00 Dr
Conveyance		96,000.00		96,000.00 Dr
Freight		17,350.00	4,550.00	12,800.00 Dr
Office Expenses		25,000.00		25,000.00 Dr
Office Rent		25,000.00		25,000.00 Dr
Professional Fees		62,000.00		62,000.00 Dr
Rent of Godown		10,000.00		10,000.00 Dr
<b>Grand Total</b>		<b>1,88,98,901.28</b>	<b>1,88,98,901.28</b>	

F2: Period  
 F3: Company  
 F4: Group  
 F5: Ledger-wise  
 F6: Monthly  
 F7  
 F8  
 F9  
 F10: Budget Variance  
 B: Basis of Values  
 H: Change View  
 J: Exception Reports  
**L: Save View**  
 C: New Column  
 A: Alter Column  
 D: Delete Column  
 N: Auto Column  
 F12: Configure



UC2: Access Cash payments in excess of 10,000 seamlessly



# Go to Saved View

## List of Reports

Create Voucher  
Create Master  
Alter Master  
Expand All  
Show More

## Saved Views

Cash payments > 10 K

*Ledger Vouchers (All Companies)*

Balance Sheet  
Profit & Loss A/c  
Cash/Bank Book  
Day Book  
Ledger Vouchers  
Stock Summary  
Trial Balance  
Bills Receivable  
Bills Payable  
Master and Voucher Statistics  
Stock Query  
Godown Summary  
Sales Orders (Due Only)  
Purchase Orders (Due Only)  
Chart of Accounts



# Report of Cash payments > 10 K

TallyPrime MANAGE

**EDU** K: Company    Y: Date    Z: Exchange    G: Go To    O: Import    E: Export    M: E-mail    P: Print    F1: Help

**Ledger Vouchers - Cash payments > 10 K** Apex Electricals

Ledger: Cash 1-Apr-20 to 31-Mar-21

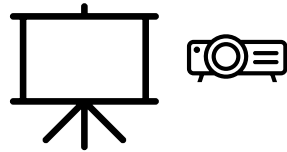
Date	Particulars	Vch Type	Vch No.	Debit	Credit
5-Apr-20	Office Expenses	Payment	2	15,000.00	
30-Apr-20	Conveyance	Payment	4	12,000.00	
15-Sep-20	Advertisement Exp	Payment	23	30,000.00	
31-Oct-20	Conveyance	Payment	28	12,000.00	

Opening Balance : 83,910.00  
Current Total : 69,000.00  
Closing Balance : 14,910.00

F12: Configure



## UC3: Flexibility to set Quarterly GSTR-1 for current period





# GSTR1 for current quarter report

TallyPrime MANAGE  
 EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

GSTR-1 Apex Electricals X  
 GSTIN : 27AAACB5343E220 1-Oct-20 to 31-Dec-20 F2: Period  
 F3: Company  
 F4  
 F5: Nature View  
 F6  
 F7  
 F8  
 F9  
 F10  
 B: Basis of Values  
 H: Change View  
 J: Exception Reports  
 L: Save View  
 J: Stat Adjustment  
 V: Open GST Portal

**Particulars**  
**Total Vouchers** 51  
 Included in Return 11  
 Included in HSN/SAC Summary 11  
 Incomplete Information in HSN/SAC Summary (Corrections needed) 0  
 Not relevant in this Return 9  
 Uncertain Transactions (Corrections needed) 31

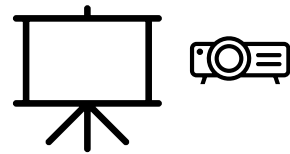
Sl No.	Particulars	Voucher Count	Taxable Amount	Integrated Tax Amount	Central Tax Amount	State Tax Amount	Cess Amount	Tax Amount	Invoice Amount
1	B2B Invoices - 4A, 4B, 4C, 6B, 6C	10	2,20,420.00	36,230.40	1,215.00	1,215.00		38,660.40	2,59,080.40
2	B2C(Large) Invoices - 5A, 5B								
3	B2C(Small) Invoices - 7								
4	Credit/Debit Notes(Registered) - 9B								
5	Credit/Debit Notes(Unregistered) - 9B								
6	Exports Invoices - 6A								
7	Tax Liability(Advances received) - 11A(1), 11A(2)								
8	Adjustment of Advances - 11B(1), 11B(2)								
9	Nil Rated Invoices - 8A, 8B, 8C, 8D								
<b>Total</b>		<b>10</b>	<b>2,20,420.00</b>	<b>36,230.40</b>	<b>1,215.00</b>	<b>1,215.00</b>		<b>38,660.40</b>	<b>2,59,080.40</b>

HSN/SAC Summary - 12  
 Document Summary - 13

**Advance Receipts**  
 Amount unadjusted against supplies 0.00  
 Sales against advance from previous periods 0.00



UC4: Flexibility to default the comparative view of previous year Balance Sheet with current financial year for quick access





# Compare previous year Balance sheet with current year

TallyPrime **EDU** MANAGE  
K: Company Y: Date Z: Exchange G: Go To Q: Import E: Export M: E-mail P: Print F1: Help

Balance Sheet Apex Electricals

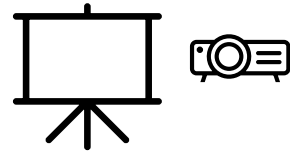
	Apex Electricals as at 31-Mar-21	Apex Electricals as at 31-Mar-20
<b>Sources of Funds:</b>		
<b>Capital Account</b>	56,13,567.00	56,13,567.00
<b>Loans (Liability)</b>	1,03,89,399.40	35,86,571.79
<b>Current Liabilities</b>	48,72,988.34	15,72,269.75
<b>Profit &amp; Loss A/c</b>		
Opening Balance	15,72,269.75	15,72,269.75
Current Period	33,00,718.59	
Unadjusted Forex Gain/Loss	2,625.00	4,025.00
<b>Total</b>	<b>2,08,78,579.74</b>	<b>1,07,76,433.53</b>
<b>Application of Funds:</b>		
<b>Fixed Assets</b>	13,43,500.00	11,64,500.00
<b>Current Assets</b>	1,96,35,079.74	96,11,933.53
<b>Non Current Assets</b>		
<b>Total</b>	<b>2,08,78,579.74</b>	<b>1,07,76,433.53</b>

F2: Period  
F3: Company  
F4  
F5  
F6  
F7  
F8: Valuation  
F9  
F10  
B: Basis of Values  
H: Change View  
J: Exception Reports  
... Save View  
C: New Column  
A: Alter Column  
D: Delete Column  
N: Auto Column  
F12: Configure





## UC5: Flexibility to save configurations/filters to view Debtors having Credit Balance





# Debtors having Credit Balance

TallyPrime **MANAGE**  
**EDU** K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

List of Negative Ledger A/c: Apex Electricals

Particulars	Apex Electricals 1-Apr-20 to 12-Feb-21 Closing Balance	
	Debit	Credit
Hail Traders		50,000.00
Mahesh Traders		1,18,000.00
SD Aravind Traders		12,300.00
SD Gomathi Retailers		4,750.00
<b>Grand Total</b>		<b>1,85,050.00</b>

Right Panel (F1: Help):  
F2: Period  
F3: Company  
F4: Group  
F5  
F6  
F7  
F8  
F9  
F10: Budget Variance  
B: Basis of Values  
H: Change View  
J: Exception Reports  
L: Save View  
C: New Column  
A: Alter Column  
D: Delete Column  
N: Auto Column  
F12: Configure



## What type of reports can be saved under 'Save view'?

You can save reports with

- F12 Configuration,
- Period,
- Range/Value filtered,
- New Column,
- Auto Column,
- Group Company.



## Can I modify a Saved view?

Yes, you can modify a saved view. Select the saved view which you want to modify through Go To and click on 'Save View' button again to modify it.



## Can I delete Saved views?

Yes, you can delete saved view individually by clicking on 'Change View' in saved view.

Also, you can delete all saved views in one go through [Help](#) → [Troubleshooting](#) → [Delete Views Saved for All Companies or This Company](#)

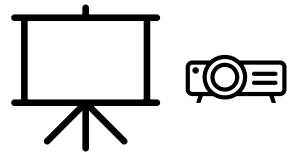
# Navigate faster with 'Go To'





## UC1: Flexibility to post Depreciation entry from Balance Sheet

Report to Transaction | Report to another Report



# Depreciation entry from Balance Sheet

List of Reports

Show Opened Reports

**Create Voucher**

Create Master

Alter Master

Expand All

Show More

---

Saved Views

Cash payments > 10 K *Ledger Vouchers (All Companies)*

Common Reports

- Balance Sheet
- Profit & Loss A/c
- Cash/Bank Book
- Day Book
- Ledger Vouchers
- Stock Summary
- Trial Balance
- Bills Receivable
- Bills Payable
- Master and Voucher Statistics
- Stock Query
- Godown Summary
- Sales Orders (Due Only)
- Purchase Orders (Due Only)
- Chart of Accounts

Final Accounts Reports

Receivables & Payables Reports

TallyPrime MANAGE

EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F11: Help

Group Summary Apex Electricals

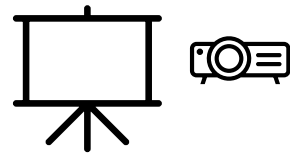
Particulars	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Fixed Assets Apex Electricals 1-Apr-20 to 12-Feb-21				
Recondition Equipment	48,500.00 Dr	45,000.00		94,500.00 Dr
Computers	2,31,000.00 Dr	34,000.00		2,69,000.00 Dr
Furniture and Stands	8,80,000.00 Dr	1,00,000.00		9,80,000.00 Dr





## UC3: Flexibility to quickly search reports from Go To

Relative Size Factor | Repeated Transactions | Verification of Balances





## Can we see list of opened reports till now?

Yes, you can see all opened reports under 'Go To', all your opened reports is available 'Show Opened Reports'.

Through this you can select any of them again and go

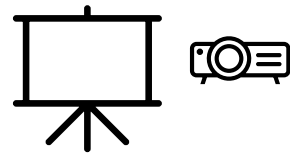
The strength of your Mail ID as Tally.NET ID





# Securely Analyze live data on the go

Tally Reports in Browser



# Working Remotely on Tally Prime



# Agenda

---

Major use cases for working remotely

Major Tools in Tally for connectivity

Remote Access in Tally

Tally Reports in Browser

Tally Rental Options for Staff and articles & TVU



# Major use cases

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Articles are working from Home. (Need Partly to access Tally)

Clients accountant want to clarify a doubt with article or his CA

Articles/CA want to make notes when traveling on vouchers

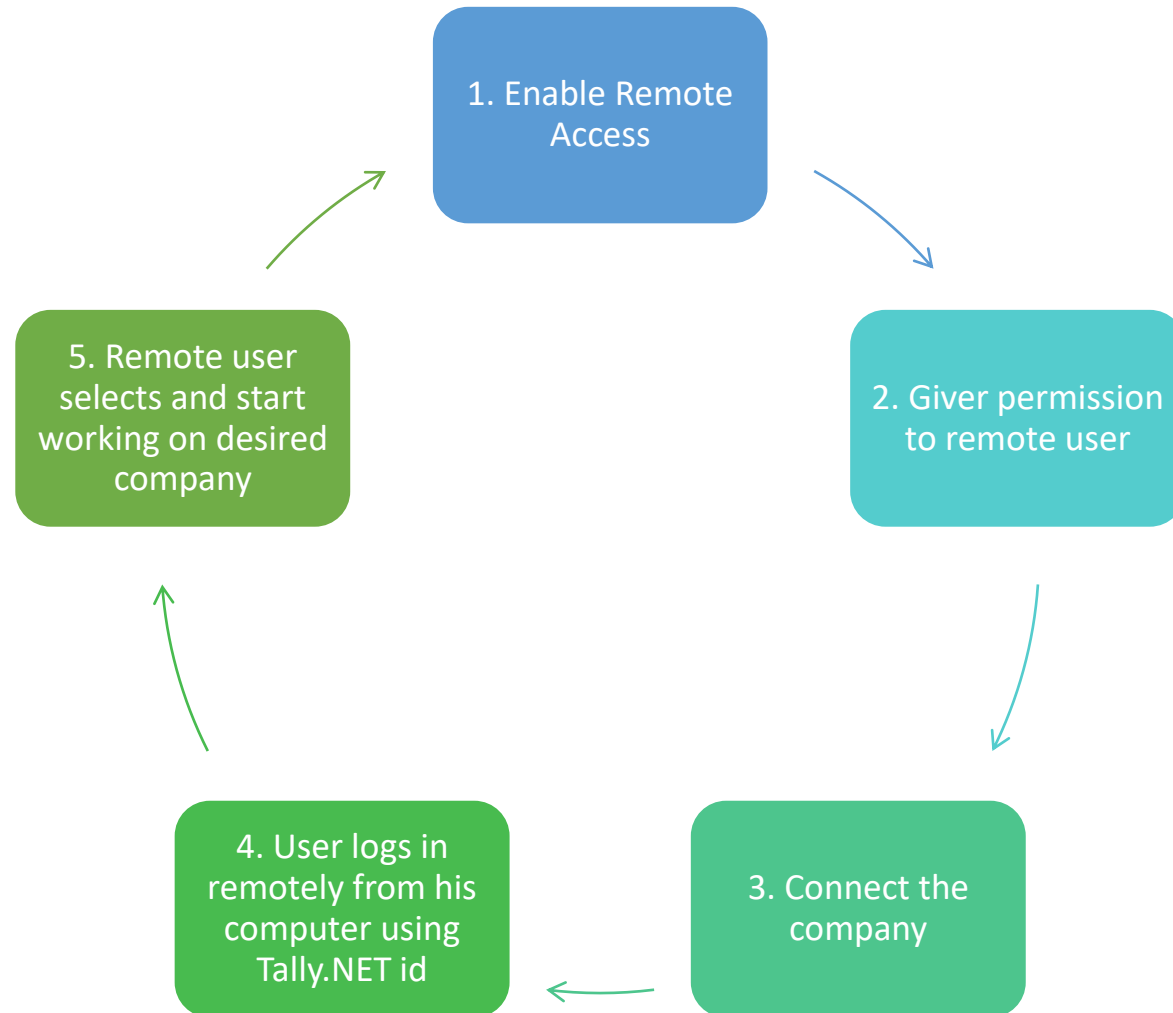
Occasionally need staff to co-ordinate from home in emergency. Generally a LAN environment

Rare scenario, need staff/client to make an entry and he doesn't have access to Tally at home



# Remote Access step by step

---







# 1. Enabling Company Level



Financial year beginning from : **1-Apr-12**  
Books beginning from : **1-Apr-12**

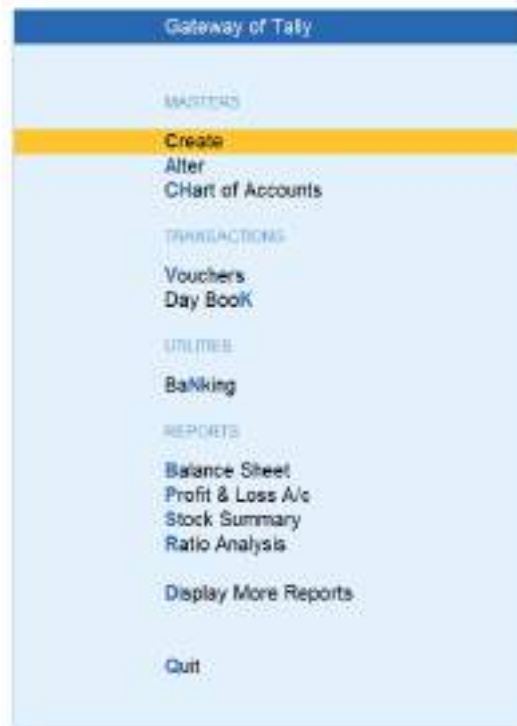
## Security

*To set/alter TallyVault, press Alt+K (Company) & select TallyVault.*

Control User Access to Company Data : **Yes**  
    Username (Administrator) : **admin**  
    Password : **\***  
Enable TallyAudit features : **Yes**  
Disallow opening in Educational Mode : **No**



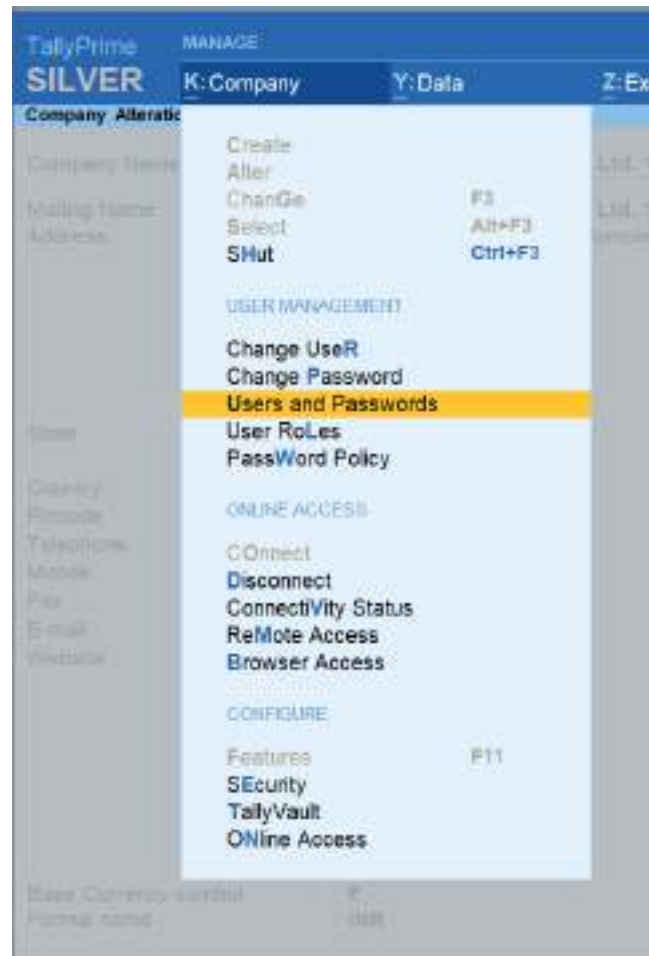
# 1. Enabling – F11 -> Online Access -> “Yes”



Company: Sri Krishna Traders Pvt Ltd. 12 - 13	
Show more features	: Yes
Show all features	: Yes
<b>Accounting</b>	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: Yes
Enable Interest Calculation	: Yes
<b>Inventory</b>	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: Yes
Enable Batches	: Yes
Maintain Expiry Date for Batches	: Yes
Enable Job Order Processing	: No
Enable Cost Tracking	: No
Enable Job Costing	: No
Use Discount column in invoices	: Yes
Use separate Actual and Billed Quantity columns in invoices	: No
<b>Taxation</b>	
Enable Goods and Services Tax (GST)	: Yes
Enable Tax Deducted at Source (TDS)	: Yes
Enable Tax Collected at Source (TCS)	: Yes
Enable Value Added Tax (VAT)	: Yes
Enable Excise	: Yes
Enable Service Tax	: Yes
<b>Online Access</b>	
Enable Browser Access for Reports	: Yes
Enable Tally.NET Services for Remote Access & Synchronisation	: Yes
<b>Payroll</b>	
Maintain Payroll	: Yes
Enable Payroll Statutory	: Yes
<b>Others</b>	
Enable multiple addresses	: No
Mark modified vouchers	: No



## 2. User Access



**List of Users for Company**

Name: Sri Krishna Traders Pvt Ltd. 12 - 13

User Roles	Username	Password (if any)	Allow Browser Access	Allow Remote Access
<b>Account Head</b>	vishwanath	*	No	No
<b>Auditor</b>	janak	*	No	No
<b>Auditor</b>	vivek	*	No	No
<b>Auditor</b>	anay	*	No	No
<b>Data Entry</b>	moulin	*	No	No
<b>Data Entry</b>	vijay	*	No	No
<b>Tally.NET Auditor</b>	janak.lotwala@gmail.com		Yes	Yes
<b>Tally.NET Owner</b>	janak.ul@tallysolutions.com		Yes	Yes



### 3. Connecting the company

K: Company Y: Data Z:

- Create
- Alter
- ChanGe F3
- Select Alt+F3
- SHut Ctrl+F3

USER MANAGEMENT

- Change UseR
- Change Password
- Users and Passwords
- User Roles
- PassWord Policy

ONLINE ACCESS

- COConnect**
- Disconnect
- Connect/ity Status
- ReMote Access
- Browser Access

CONFIGURE

- Features F11
- SEcurity
- TallyVault
- ONline Access

Sunday, 31-Mar-2013 Gateway of Tally

Connectivity Status			
Company Name	Connect Name	Connected for Browser Access	Connected to Tally.NET Services
Sri Krishna Traders Pvt Ltd. 12 - 13	National 12-13	Yes	Yes



## 4. Remote Login

List of Companies		
Data Path/Name	Number	Period
		Create Company
		Select Remote Company
		Specify Path
		Select from Drive

**Login as Tally.NET User**

Tally.NET ID : janak.lotwala@gmail.com

Tally.NET password :



## 5. Remote Login & Working

---

### Remote User Details

<b>My Remote ID</b>	: janak.lotwala@gmail.com
<b>My Remote Login Time</b>	: 21-Nov-2020 10:16:29 AM
<b>My last login time and duration</b>	: 21-Nov-2020 10:04:22 AM



# Tally Reports in Browser

---



# 1. Enabling Company Level



Financial year beginning from : **1-Apr-12**  
Books beginning from : **1-Apr-12**

## Security

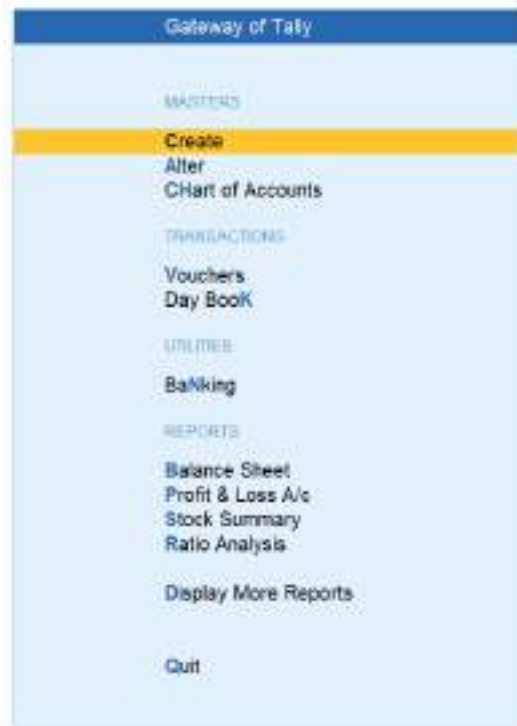
*To set/alter TallyVault, press Alt+K (Company) & select TallyVault.*

Control User Access to Company Data : **Yes**  
    Username (Administrator) : **admin**  
    Password : **\***  
Enable TallyAudit features : **Yes**  
Disallow opening in Educational Mode : **No**





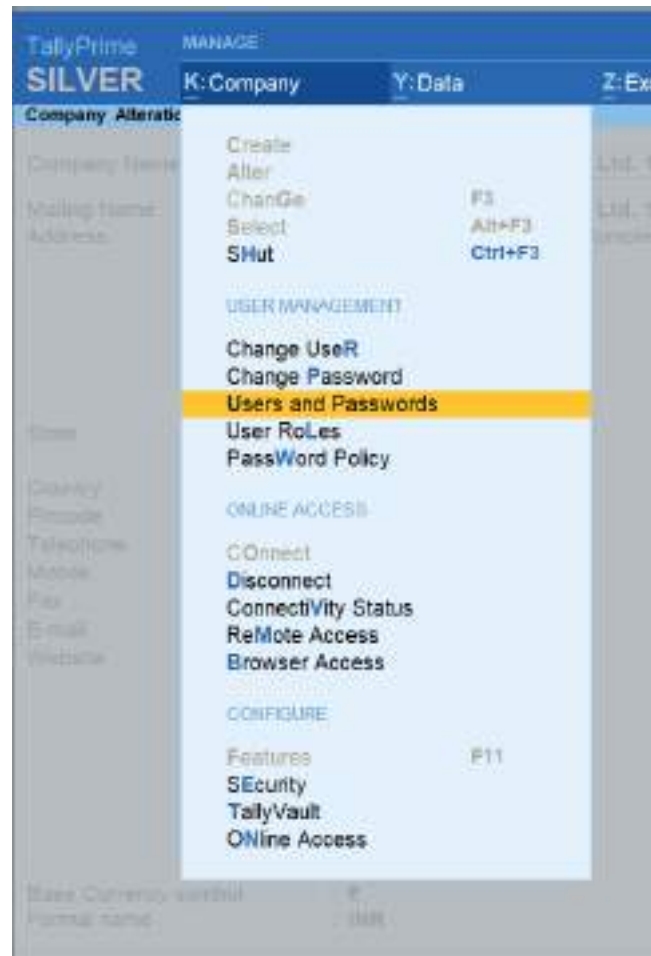
# 1. Enabling – F11 -> Online Access -> “Yes”



Company: Sri Krishna Traders Pvt Ltd. 12 - 13	
Show more features	: Yes
Show all features	: Yes
<b>Accounting</b>	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: Yes
Enable Interest Calculation	: Yes
<b>Inventory</b>	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: Yes
Enable Batches	: Yes
Maintain Expiry Date for Batches	: Yes
Enable Job Order Processing	: No
Enable Cost Tracking	: No
Enable Job Costing	: No
Use Discount column in invoices	: Yes
Use separate Actual and Billed Quantity columns in invoices	: No
<b>Taxation</b>	
Enable Goods and Services Tax (GST)	: Yes
Enable Tax Deducted at Source (TDS)	: Yes
Enable Tax Collected at Source (TCS)	: Yes
Enable Value Added Tax (VAT)	: Yes
Enable Excise	: Yes
Enable Service Tax	: Yes
<b>Online Access</b>	
Enable Browser Access for Reports	: Yes
Enable Tally.NET Services for Remote Access & Synchronisation	: Yes
<b>Payroll</b>	
Maintain Payroll	: Yes
Enable Payroll Statutory	: Yes
<b>Others</b>	
Enable multiple addresses	: No
Mark modified vouchers	: No



## 2. User Access



**List of Users for Company**

Name: Sri Krishna Traders Pvt Ltd. 12 - 13

User Roles	Username	Password (if any)	Allow Browser Access	Allow Remote Access
<b>Account Head</b>	vishwanath	*	No	No
<b>Auditor</b>	janak	*	No	No
<b>Auditor</b>	vivek	*	No	No
<b>Auditor</b>	anay	*	No	No
<b>Data Entry</b>	moulin	*	No	No
<b>Data Entry</b>	vijay	*	No	No
<b>Tally.NET Auditor</b>	janak.lotwala@gmail.com		Yes	Yes
<b>Tally.NET Owner</b>	janak.ul@tallysolutions.com		Yes	Yes



### 3. Connecting the company

K: Company Y: Data Z:

- Create
- Alter
- ChanGe F3
- Select Alt+F3
- SHut Ctrl+F3

USER MANAGEMENT

- Change UseR
- Change Password
- Users and Passwords
- User Roles
- PassWord Policy

ONLINE ACCESS

- COConnect**
- Disconnect
- Connect/ity Status
- ReMote Access
- Browser Access

CONFIGURE

- Features F11
- SEcurity
- TallyVault
- ONline Access

Sunday, 31-Mar-2013 Gateway of Tally

Connectivity Status			
Company Name	Connect Name	Connected for Browser Access	Connected to Tally.NET Services
Sri Krishna Traders Pvt Ltd. 12 - 13	National 12-13	Yes	Yes



# Internet Login

**WELCOME!**

Tally.NET ID  
jansk.ul@tallysolutions.com

Password  
\*\*\*\*\*

Remember me

**LOGIN**

[Forgot ID/Password?](#)  
[Reset Password](#)

**TallyPrime**

Have you upgraded to the all-new TallyPrime?

Company Name	Connection Status	Serial Number	Company Last Accessed Time	Actions
National 12-13	Connected	702963873	2 months ago	
National 12-13	Connected	712949571	-	

- Design

- Mobile responsive design
- Horizontal / Vertical
- Scale factor
- Show Details
- Change of date / period
- Most of Tally reports available

- Security

- TallyPrime needs to be open
- Company needs to be connected
- User ID needs to be added in Tally data
- Your data – Your Control



# Accessing the reports

**Name of Report**

Search here..

**List of Reports**

**Common Reports**

- Balance Sheet
- Profit & Loss A/c
- Cash/Bank Book
- Ratio Analysis
- Day Book
- Ledger Vouchers
- Stock Summary
- Trial Balance
- Bills Receivable
- Bills Payable**
- Stock Query
- Sales Orders (Disc Only)

**Day Book**

Day Book

Date	Particulars	Vch Type	Vch No	Debit Amount	Credit Amount
31-Mar-13	Conveyance	Payment	512	9,850.00	
31-Mar-13	Electricity Charges (Office)	Payment	513	4,800.00	
31-Mar-13	Postage & Telegraph	Payment	514	900.00	
31-Mar-13	PF Payable	Payment	(Options) 515	3,438.00	
31-Mar-13	Employee's PF Contribution @ 12%	Payment	(Options) 515	2,797.00	
31-Mar-13	Employee's PF Contribution @ 12%	Payment	(Options) 515	2,820.00	
31-Mar-13	Professional Tax	Payment	(Options) 515	600.00	
31-Mar-13	Professional Tax	Payment	(Options) 515	650.00	
31-Mar-13	ESI Payable	Payment	(Options) 515	780.00	
31-Mar-13	Employee's ESI Contribution @ 1.75%	Payment	(Options) 515	123.00	

# Tally Paperless Audit



# Step 1: User Management

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# Creating Different User Types

**K: Company**      **Y: Data**

**Create**

Alter  
Change      **F3**  
Select      **Alt+F3**  
SHut      **Ctrl+F3**

USER MANAGEMENT

Change User **R**  
Change Password  
Users and Passwords  
User Roles  
Password Policy

## Security Levels for Company

Name: **Sri Krishna Traders Pvt Ltd. 12 - 13**

### List of Security Levels

#### Data Entry

Tally.NET User  
Tally.NET Auditor  
Tally.NET Owner  
Account Head  
Auditor

Name of security level	: Auditor
Use Basic Facilities of	: <b>Owner</b>
Days allowed for Back Dated vouchers	: 365
Cut-off date for Back Dated vouchers	:
Set/Alter rules for Print Before Save <i>(also applicable for Export/E-Mail/Upload)</i>	: No
Allow to override tax details	: No
Exclude On Account from Bill Allocations	: No
Exclude New Number from Item Allocations <i>(for tracking/orders)</i>	: No
Allow company to connect	: Yes
Use Tally.NET Authentication	: No

#### Disallow the following Facilities *(others will be allowed)*

Create/Alter      Vouchers

Top Menu ->Company-> User roles



# Creating Users

Company: Sri Krishna Traders Pvt Ltd. 12 - 13

Security List

- ◆ End of List
- Account Head
- Auditor
- Data Entry
- Owner
- Tally.NET Auditor
- Tally.NET Owner
- Tally.NET User

**List of Users for Company**

Name: Sri Krishna Traders Pvt Ltd. 12 - 13

User Roles	Username	Password (if any)	Allow Browser Access	Allow Remote Access
Account Head	vishwanath	*	No	No
Auditor	janak	*	No	No
Auditor	vivek	*	No	No
Auditor	anay	*	No	No
Data Entry	moulin	*	No	No
Data Entry	vijay	*	No	No
Tally.NET Auditor	janak.lotwala@gmail.com		Yes	Yes
Tally.NET Owner	janak.ul@tallysolutions.com		Yes	Yes

GOT->Company Info->Security Control->Users & Password



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Decreasing time by focusing on special transaction



# Data Analysis

PAYROLL
Payroll Reports
EXCEPTION
EXception Reports
<b>Analysis &amp; Verification</b>

Gateway of Tally
Display More Reports
<b>Analysis &amp; Verification</b>
<b>Data Analysis</b>
Voucher Verification
Quit

<b>Particulars</b>
<b>Verification of Chart of Accounts</b>
Verification of Stock Items
Verification of Balances
Analytical Procedures
Pending Documents
Periodic Payments and Receipts
Repeated Transactions
Relative Size Factor (RSF)
Inter Bank Transactions
Cash Withdrawals / Deposits to Bank
Fixed Assets Analysis
Transactions on Holiday
Highest and Lowest Value Transactions
Pending Advances
Stale Cheques / Instruments



# Verifying Chart of Accounts & Stock items

Particulars	Name of Group	Verification Status	Date	Sri Krishna Traders Pvt Ltd. 12 - 13	Sri Krishna Traders Pvt Ltd. 12 - 13
				1-Apr-12 to 31-Mar-13	1-Apr-11 to 31-Mar-12
				Closing Balance	Closing Balance
<b>Accounts squared-off during the year</b> ( 27 Ledgers , Not Verified 27 )					
Not Used ( 51 Ledgers , Not Verified 51 )					
Only Balances, No Transactions ( 15 Ledgers , Not Verified 15 )					
Used Only in Current Year ( 177 Ledgers , Not Verified 177 )					



# Relative Size Factor

SILVER K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print	
Relative Size Factor (RSF) Sri Krishna Traders Pvt Ltd, 12 - 13	
Analysis Period : 1-Apr-12 to 31-Mar-13	
Under : ♦ Primary	
Particulars	Relative Size Factor (RSF)
Computer Junction	17.07
Electricity Charges (Office)	13.39
Dep. on Furniture & Fixt.	5.26
Supreme Computer Peripherals	5.00
Input ST - Telephone Charges	4.25
Input ST - Courier Charges	4.18
Best Travels Ltd	3.80
Travel Expenses	3.80
VAT Payable/ Receivable	3.74
Computer World	3.60
Interest Account	3.59
All India Computer Institute	2.83
Universal Systems	2.78
Courier Charges	2.67
Fast Couriers	2.67
Office Repairs & Maintenance	2.50
Paytm	2.50



# Master Configuration

<b>B:</b> Basis of Values	<
<b>H:</b> Change View	<
<b>J:</b> Exception Reports	<
<b>V:</b> Master Configuration	<

Exchange

Sri Krishna Traders Pvt Ltd. 12 - 13

**Master Configuration for**

Master Configuration

Periodic Payments and Receipts

Related Party

Sampling Methods



# Categorizing Related Parties

Related Party Configuration		Sri Krishna Traders Pvt Ltd. 12 - 13			1-Apr-12 to 31-Mar-13		
Under Group : ♦ All Items							
S.No.	Name of Ledger	Name of Group	Primary Group	Is Related Party ?	Relation Type		
1.	Accum. Dep. on Airconditioner	Accumulated Depreciation on Fixed Assets	Fixed Assets	Yes	Brother		
2.	Accum. Dep. on Building	Accumulated Depreciation on Fixed Assets	Fixed Assets	No			
3.	Accum. Dep. on Computer & Per.	Accumulated Depreciation on Fixed Assets	Fixed Assets	No			
4.	Accum. Dep. on Furn. & Fixt.	Accumulated Depreciation on Fixed Assets	Fixed Assets	No			
5.	Accum. Dep. on Motor Car	Accumulated Depreciation on Fixed Assets	Fixed Assets	No			
6.	Accum. Dep. on P & M - I	Accumulated Depreciation on Fixed Assets	Fixed Assets	No			
7.	Accum. Dep. on P & M - II	Accumulated Depreciation on Fixed Assets	Fixed Assets	No			

Particulars	Total
Verification of Vouchers <i>% of sampled voucher</i>	995
Related Party Transactions	7
Forex Transactions	7





## 2. Creating a Sample for Audit

---





# Sampling Data

Gateway of Tally

MASTERS

- Create
- Alter
- CHart of Accounts

TRANSACTIONS

- Vouchers
- Day BooK

UTILITIES

- BaNking

REPORTS

- Balance Sheet
- Profit & Loss A/c
- Stock Summary
- Ratio Analysis

Display More Reports

EXCEPTION

EXception Reports  
Analysis & Verification

*Display More Reports*

Analysis & Verification

Data Analysis

Voucher Verification

Quit



# Sampling Dashboard

Analysis Period **1-Apr-12 to 31-Mar-13**

Particulars	Total	Sampled	Verified	Internal Observation		External Clarification		Altered (To be re-verified)
				Pending	Clarified	Pending	Clarified	
<b>Verification of Vouchers</b>	<b>997</b>	<b>154</b>	<b>7</b>			<b>2</b>	<b>2</b>	
<i>% of sampled voucher</i>		15 %	5 %					
Related Party Transactions	6							
Forex Transactions	7							

Total Transactions in the FY

Special Category Transactions

Sampled Transaction for Audit & Audited Transaction

Altered Transaction



# How to create sample

Particulars	Total
<b>Verification of Vouchers</b>	<b>995</b>
% of sampled voucher	
Related Party Transactions	6
Forex Transactions	7

- B: Sampling Configuration
- V: Master Configuration
- W: Restore Default

Particulars	Sampling Method	Total Vouchers	Verified Vouchers	Sampled Vouchers
Attendance		78		
Contra		17		
Excise - Purchase		1		
Excise - Sales		1		
Journal	All Vouchers	70		70 (0)
Mfg Journal		1		
Payment	Benford Analysis ( Manually Sampled )	520	1	22 (1)
Payroll		60		
Purchase	Even Numbered Vouchers ( Manually Sampled )	62	2	31 (3)
Receipt		113		
Sales	Specific Period ( Manually Sampled )	63	4	18 (9)
Timber Purchase		4		
Timber Sales		6		

Sampling Methods

Sampling Name :

- Sampling Methods
- All Vouchers
- Amount Range
- Benford Analysis
- Even Numbered Vouchers
- Odd Numbered Vouchers
- Specific Period
- Specific Vouchers

Analysis & Verification->Voucher Verification->Total Vouchers->Select Ledger type->Sampling Configuration



# Auditing Sampled Vouchers

Gateway of Tally  
Display More Reports

<b>Analysis &amp; Verification</b>
Data Analysis
<b>Voucher Verification</b>
Quit

Particulars	Total
<b>Verification of Vouchers</b>	<b>995</b>

Apr-12 to 31-Mar-13

Sampled Vouchers
<b>70 (0)</b>
22 (1)
31 (3)
18 (9)

Voucher Verification->Total Vouchers->Sampled Voucher>Click on them



# Auditing Sampled Vouchers

Verification Details for Verification Of Vouchers		
Verification Status	Verification Status	Verification Note
	◆ On Hold	
	External Clarification	
	Internal Observation	
	Verified	



# Viewing different Vouchers verification dashboard

Verification of Vouchers				
Sri Krishna Traders Pvt Ltd. 12 - 13				
Under: * All Items				
1-Apr-12 to 31-Mar-13				
Particulars	Sampling Method	Total Vouchers	Verified Vouchers	Sampled Vouchers
Attendance		78		
Contra		17		
Excise - Purchase		1		
Excise - Sales		1		
Journal	All Vouchers	70		70 (0)
Mfg Journal		1		
Payment	Benford Analysis ( Manually Sampled )	520	1	22 (1)
Payroll		60		
Purchase	Even Numbered Vouchers ( Manually Sampled )	62	2	31 (3)
Receipt		113		
Sales	Specific Period ( Manually Sampled )	63	4	18 (9)
Timber Purchase		4		
Timber Sales		5		

F2: Period  
F3: Company  
F4: Voucher Type  
F5  
F6  
F7  
F8: Show Sample Vouchers  
F9: Analysis & Ver Reports  
F10  
B: Basis of Values  
H: Change View  
J: Exception Reports

Voucher Verification->Total Vouchers-> On RHS press Ctrl and Alt for shortcuts and seeing different reports



# Report viewing through Ctrl & Alt Options on RHS

Summary	<b>F3: Select Company</b>	<
Unimplemented Vouchers	F4	<
	F5	<
	F6	<
	F7	<
70 (0)	<b>F8: Show Verified Vouchers</b>	<
22 (1)	F9	<
31 (3)	F10	<
18 (9)		
	<b>B: Basis of Values</b>	<
	<b>H: Change View</b>	<

	<b>F5</b>	<
	<b>F6</b>	<
	<b>F7</b>	<
	<b>F8: Group/Ledger-wise</b>	<
	<b>F9</b>	<
	<b>F10</b>	<
	<b>B: Basis of Values</b>	<
	<b>H: Change View</b>	<

Particulars	Total Group Vouchers	Verified Group Vouchers
Capital Account	1	
Loans (Liability)	484	
Current Liabilities	550	4
Fixed Assets	3	
Investments	2	
Current Assets	388	5
Sales Accounts	60	4
Purchase Accounts	38	2
Direct Incomes	8	
Direct Expenses	49	
Indirect Expenses	307	1





# Exception Reports

Gateway of Tally  
Display More Reports

ACCOUNTING

- Trial Balance
- Day Book
- Cash Flow
- Funds Flow

Account Books  
Statements of Accounts

INVENTORY

- Inventory Books
- StatEments of Inventory

STATUTORY

- StatutOry Reports

PAYROLL

- Payroll Reports

EXCEPTION

- EXception Reports**
- Analysis & Verification

Quit

Gateway of Tally  
Display More Reports

Exception Reports

MASTERS

- Ledgers Without E-mAil IDs**

REGISTERS

- Memorandum Register
- REversing Journal Register

- Optional Vouchers
- Cancelled Vouchers

- PosT-Dated Vouchers

REPORTS

- Negative Ledgers
- Negative Stock

- OverRdue Receivables
- Overdue Payables

Quit



# Audit made easy

---

Save Time in  
Reconciliation

Respond  
Faster

Smart  
Analysis

# Related Size Factor

TallyPrime MANAGE

EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Relative Size Factor (RSF) Apex Electricals

Analysis Period: 1-Apr-20 to 12-Feb-21

Under : \* Primary

Particulars	Relative Size Factor (RSF)
Advertisement Exp	6.00
SD Aadiya Industries	4.85
Cash	3.20
SD Rameshwar Traders	3.10
Kiran Enterprises	2.81
Mr. Landlord	2.50
Professional Fees	2.50
SD Indian Agencies	2.49
IGST	2.22
HDFC Bank Account	2.18
Syska Led Lights Pvt. Ltd.	2.15
Polycab Wires Pvt. Ltd.	2.02
Exports LUT	2.00
Daman Industries	1.79
CGST	1.68
SGST	1.68
CA Chandrashekhar and Associates	1.67
Sales Taxable 18%	1.67
SD Jagat Narayan Traders	1.63
Havells India Ltd.	1.62
Siemens Electricals Ltd.	1.55
Loading Unloading	1.50
Office Expenses	1.50
Output CGST	1.23
Output SGST	1.23
Sales	1.23
SD Aadarsh Equipments	1.23
Purchase	1.19
Input CGST	1.18
Input SGST	1.18
SD Audi Cables & Electricals	1.17
Air Asia	1.12
Output IGST	1.09
SD Rashmi Traders	1.09
Schneider Electric India Pvt Ltd	1.08
Freight	1.02

F2: Period  
F3: Company  
F4: Group  
F6  
F8  
F9: Analysis & Ver Reports  
F10  
E: Basis of Values  
H: Change View  
J: Exception Reports  
L: Save View  
F12: Configure

# Related Size Factor

TallyPrime MANAGE

EDU K: Company Y: Data Z: Exchange G: Go To Q: Import E: Export M: E-mail P: Print F1: Help

**RSF - Ledger Vouchers** Apex Electricals

Ledger: Advertisement Exp ( All Vouchers ) 1-Apr-20 to 12-Feb-21

RSF : 30,000.00 / 5,000.00 = 6.00

Date	Particulars	Vch Type	Vch No.	Transaction Value	Verification Status	Verification Note
15-Sep-20	Cash	Payment	23	30,000.00 Dr		
10-Apr-20	Cash	Payment	3	5,000.00 Dr		
10-May-20	HDFC Bank Account	Payment	8	5,000.00 Dr		
12-Jun-20	Cash	Payment	11	5,000.00 Dr		
10-Jul-20	HDFC Bank Account	Payment	14	5,000.00 Dr		
10-Aug-20	HDFC Bank Account	Payment	17	5,000.00 Dr		
15-Sep-20	Cash	Payment	22	5,000.00 Dr		
10-Oct-20	HDFC Bank Account	Payment	25	5,000.00 Dr		
<b>Grand Total</b>				<b>65,000.00 Dr</b>		

F2: Period

F3: Company

F4: Ledger

F5

F6

F7

F8: Show Ledger

F9: Analysis & Ver Reports

F10: Other Info

B: Basis of Values

H: Change View

J: Exception Reports

L: Save View

J: Set Manual Sampling

L: Delete Manual Sampling

R: Verify

S: Remove Verify

F12: Configure



# Repeated Transaction

TallyPrime MANAGE		
EDU		
K: Company	Y: Data	Z: Exchange
G: Go To		
O: Import	E: Export	M: E-mail
P: Print	F1: Help	
Repeated Transactions Apex Electricals		
Repeated Transactions of Ledger		Analysis Period: 1-Apr-20 to 31-Mar-21
Under	+ Primary	
Particulars	Apex Electricals	
	1-Apr-20 to 31-Mar-21	
	Amount	Total Vouchers
<b>Conveyance</b>	<b>12,000.00</b>	<b>8</b>
Advertisement Exp.	5,000.00	7
IGST	8,000.00	7
Interstate Sales Taxable 12%	50,000.00	7
Sales Common	50,000.00	7
Freight	2,000.00	6
HDFC Bank Account	12,000.00	6
IGST	9,000.00	6
Freight	500.00	5
Rounding Off	0.34	5
HDFC Bank Account	5,000.00	4
Karfi Hardwares	58,000.00	4
Rounding Off	0.17	4
Cash	5,000.00	3
Freight	100.00	3
IGST	12,000.00	3
IGST	144.00	3
Interstate Sales Taxable 12%	1,00,000.00	3
Interstate Sales Taxable 12%	1,200.00	3
Interstate Sales Taxable 12%	30,000.00	3
Karfi Hardwares	50,000.00	3
Sales Common	51,000.00	3
Air Asia	1,12,000.00	2
Air Asia	33,000.00	2
Air Asia	58,000.00	2
Air Asia	59,000.00	2
Air Asia	60,000.00	2
CGST	3,000.00	2
CGST	4.45	2
CGST	450.00	2
CGST	90.00	2
Cash	12,000.00	2
Cash	5,900.00	2
Freight	200.00	2
IGST		2
IGST	180.00	2
IGST	27,000.00	2



# Verification of Balance (Ledger Balance)

TallyPrime				
EDU				
K: Company    Y: Data    Z: Exchange    G: Go To    Q: Import    E: Export    M: E-mail    P: Print    F1: Help				
Verification of Balances    Apex Electricals				
		Analysis Period		1-Apr-20 to 31-Mar-21
		Previous Year Period		1-Apr-19 to 31-Mar-20
Under	Primary			
Particulars	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
<b>Capital Account</b>	<b>56,13,567.00 Cr</b>			<b>56,13,567.00 Cr</b>
Partner's Capital	56,13,567.00 Cr			56,13,567.00 Cr
<b>Fixed Assets</b>	<b>11,64,500.00 Dr</b>			<b>13,43,500.00 Dr</b>
<b>Amortization Equipment</b>	<b>-49,500.00 Dr</b>	<b>45,000.00</b>		<b>94,500.00 Dr</b>
Computers	2,35,000.00 Dr	34,000.00		2,69,000.00 Dr
Furniture and Stands	8,80,000.00 Dr	1,00,000.00		9,80,000.00 Dr
<b>Current Assets</b>	<b>96,11,933.53 Dr</b>	<b>1,73,58,337.22</b>	<b>24,67,630.44</b>	<b>1,85,92,640.31 Dr</b>
Stock-in-hand	51,70,659.08 Dr			51,70,659.08 Dr
Sundry Debtors	27,22,586.79 Dr	80,05,890.66	12,82,268.48	1,04,46,208.97 Dr
Cash-in-Hand	1,29,281.00 Dr	30,680.00	94,000.00	85,981.00 Dr
Bank Accounts	5,26,880.64 Dr	12,82,268.48	10,91,361.96	7,17,787.16 Dr
Taxes	10,12,526.04 Dr	70,39,498.08		20,52,024.12 Dr
Rent of Office - Prepaid Expenses	40,000.00 Dr			40,000.00 Dr
TDS Deducted by Party - Adv. IT	10,000.00 Dr			10,000.00 Dr
<b>Indirect Incomes</b>			<b>700.00</b>	<b>700.00 Cr</b>
Interest Received			700.00	700.00 Cr
Loading Unloading			700.00	700.00 Cr
<b>Sales Accounts</b>			<b>82,94,517.90</b>	<b>82,94,517.90 Cr</b>
<b>Sales Bills to Make</b>			<b>7,12,45,504.00</b>	<b>2,45,604.00 Dr</b>
Branch Transfer Outward			50,000.00	50,000.00 Cr
Exports LUT			75,000.00	75,000.00 Cr
Interstate Sales Taxable 12%			10,60,774.00	10,60,774.00 Cr
Sales			51,73,957.90	51,73,957.90 Cr
Sales Common			21,54,290.00	21,54,290.00 Cr
Sales Taxable 16%			26,000.00	26,000.00 Cr
Service Sales				
<b>Purchase Accounts</b>		<b>57,11,139.00</b>		<b>57,11,139.00 Dr</b>
Purchase		57,11,139.00		57,11,139.00 Dr
<b>Indirect Expenses</b>		<b>3,20,351.62</b>	<b>4,551.88</b>	<b>3,16,799.74 Dr</b>
Advan EDU Charges				
Advertisement Exp		65,000.00		65,000.00 Dr
Basic Pay				
Conveyance		96,000.00		96,000.00 Dr
Depreciation				
				27.74
<b>Grand Total</b>	<b>4,026.00 Dr</b>	<b>1,88,97,501.28</b>	<b>1,88,98,901.28</b>	<b>2,626.00 Dr</b>



# Verification of Voucher and Master Configuration

Verification of Vouchers		Apex Electricals		1-Apr-20 to 31-Mar-21	
Particulars	Sampling Method	Total Vouchers	Verified Vouchers	Sampled Vouchers	
Journal		3			
Payment	Manually Sampled	27		(1)	
Purchase	Benford Analysis	30		1 (0)	
Receipt	Amount Range	4		4 (0)	
Sales	All Vouchers	65		65 (0)	
Sales Head Office		45			
Sales Manual No		8			
<b>Grand Total</b>		<b>188</b>		<b>70</b>	

**Apex Electricals**

**Master Configuration for**

**Master Configuration**

Periodic Payments and Receipts

Related Party

Sampling Methods

- F2: Period
- F3: Company
- F4: Voucher Type
- F5
- F6
- F7
- F8: Show Sample Vouchers
- F9: Analysis & Ver Reports
- F10
- B: Basis of Values
- M: Change View
- J: Exception Reports
- L: Save View
- B: Sampling Configuration
- V: Master Configuration
- W: Restore Default
- F12: Configure



# Verification of Balance (Ledger Balance)

TallyPrime MANAGE  
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Ledger Vouchers Apex Electricals  
Ledger: Aircondition Equipment ( All Vouchers ) 1-Apr-20 to 31-Mar-21

Date	Particulars	Vch Type	Vch No.	Transaction Value	Verification Status	Verification Note
1-Apr-20	HDFC Bank Account	Payment	1	45,000.00 Dr	* On Hold	

**Verification Details**  
for Verification of Voucher

Verification Status	Verification Status	Verification Note
◆ On Hold	◆ On Hold External Clarification Internal Observation Verified	

Opening Balance : 49,500.00 Dr  
Current Total : 45,000.00 Dr  
Closing Balance : 94,500.00 Dr

F2: Period  
F3: Company  
F4: Ledger  
F5  
F6: Monthly  
F7  
F8  
F9: Analysis & Ver Reports  
F10: Other Info  
B: Basis of Values  
H: Change View  
J: Exception Reports  
L: Save View  
J: Set Manual Sampling  
L: Delete Manual Sampling  
R: Verify  
S: Remove Verify  
F12: Configure





# Sampling Configuration

**Sampling Methods**

Sampling Name :

**Sampling Methods**

- All Vouchers
- Amount Range
- Benford Analysis
- Even Numbered Vouchers
- Odd Numbered Vouchers
- Specific Period
- Specific Vouchers



# Voucher verification with verification note

TallyPrime MANAGE  
EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Voucher Register Apex Electricals 1-Apr-20 to 30-Apr-20

List of Purchase Vouchers

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount	Verification Status	Verification Note
2-Apr-20	Havells India Ltd.	(Manually Sampled) Purchase	1		4,29,590.80	On Hold	Need to check physical vouchers
2-Apr-20	Syska Led Lights Pvt. Ltd.	(Manually Sampled) Purchase	2		1,91,908.32	External Clarification	External required
2-Apr-20	Schneider Electric India Pvt Ltd	(Manually Sampled) Purchase	3		1,59,435.70	Internal Observation	For verification ledger balance confirmation is required
2-Apr-20	Siemens Electricals Ltd.	(Manually Sampled) Purchase	4		1,43,720.48	Verified	ok
2-Apr-20	Polycab Wires Pvt. Ltd.	Purchase	5		2,19,008.00		
2-Apr-20	L&T Electricals	Purchase	6		1,43,063.20		

F2: Period  
F3: Company  
F4: Voucher Type  
F5  
F6  
F7  
F8  
F9: Analysis & Ver Reports  
F10  
B: Basis of Values  
R: Change View  
J: Exception Reports  
L: Save View  
J: Set Manual Sampling  
L: Delete Manual Sampling  
R: Verify  
E: Remove Verify  
F12: Configure



# Related party reporting

TallyPrime  
EDU

MANAGE  
K: Company Y: Date Z: Exchange G: Go To Q: Import E: Export M: E-mail P: Print F1: Help

Related Party Transactions Apex Electricals

Group : • All Items 1-Apr-20 to 31-Mar-21

Particulars	Name of Group	Relation Type	Total Vouchers	Verified Vouchers	Closing Balance
Air Asia	Sundry Debtors	Partner	24		22,29,375.20 Dr
DMart	Sundry Debtors	Sister Concern	1		1,190.00 Dr
<b>Grand Total</b>			<b>25</b>		

F2: Period  
F3: Company  
F4: Group  
F5  
F6  
F7  
F8  
F9: Analysis & Ver Reports  
F10  
B: Back of Values  
H: Change View  
J: Exception Reports  
L: Save View  
V: Master Configuration  
F12: Configure



# Marked Transactions

**Company: Apex Electricals**

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Show more features : Yes  
Show all features : No

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<b>Accounting</b>		<b>Taxation</b>	
Maintain Accounts	: Yes	Enable Goods and Services Tax (GST)	: Yes
Enable Bill-wise entry	: Yes	Enable Tax Deducted at Source (TDS)	: Yes
Enable Cost Centres	: Yes	Enable Tax Collected at Source (TCS)	: Yes
<b>Inventory</b>		<b>Online Access</b>	
Maintain Inventory	: Yes	Enable Browser Access for Reports	: Yes
Integrate Accounts with Inventory	: Yes	Enable Tally.NET Services for Remote Access & Synchronisation	: Yes
Enable multiple Price Levels	: Yes	<b>Others</b>	
Enable Batches	: Yes	Enable multiple addresses	: Yes
Maintain Expiry Date for Batches	: Yes	Mark modified vouchers	: Yes
Use Discount column in invoices	: No		
Use separate Actual and Billed Quantity columns in invoices	: No		

# Marked Transactions



Gateway of Tally  
Display More Reports

Exception Reports

MASTERS

Ledgers Without E-mail IDs

REGISTERS

Memorandum Register

REversing Journal Register

Optional Vouchers

Cancelled Vouchers

PoSt-Dated Vouchers

Marked Vouchers

REPORTS

Negative Ledgers

Negative Stock

Overdue Receivables

Overdue Payables

Quit

TallyPrime MANAGE  
EDU K: Company Y: Date Z: Exchange G: Go To Q: Input E: Export M: E-mail P: Print F1: Help

Apex Electricals  
1-Apr-20 to 12-Feb-21

Marked Vouchers Register

DATE	Particulars	Vch Type	Vch No	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-Apr-20	Aircondition Equipment	Payment	1	45,000.00	
1-Apr-20	SD Aadarsh Equipments	Sales	55	6,54,652.00	
2-Apr-20	Havells India Ltd.	Purchase	1		4,29,590.60
2-Apr-20	Syska Led Lights Pvt. Ltd.	Purchase	2		1,91,509.32
2-Apr-20	Schneider Electric India Pvt Ltd	Purchase	3		1,59,435.70
2-Apr-20	Siemens Electricals Ltd.	Purchase	4		1,43,720.46
2-Apr-20	Polycab Wires Pvt. Ltd.	Purchase	5		2,19,008.00
2-Apr-20	L&T Electricals	Purchase	6		1,43,063.20
3-Apr-20	SD Aarti Enterprises	Sales	56	59,333.94	
3-Apr-20	SD Indian Agencies	Sales	57	90,066.84	
5-Apr-20	Office Expenses	Payment	2	15,000.00	
10-Apr-20	Advertisement Exp	Payment	3	5,000.00	
10-Apr-20	Professional Fees	Journal	12	20,000.00	
30-Apr-20	Conveyance	Payment	4	12,000.00	
30-Apr-20	SD Aadarsh Equipments	Sales	58	3,88,780.80	
30-Apr-20	SD Indian Agencies	Sales	59	39,340.99	
1-May-20	Computers	Payment	5	34,000.00	
2-May-20	Schneider Electric India Pvt Ltd	Payment	6	1,59,435.70	
2-May-20	Havells India Ltd.	Purchase	7		3,23,886.40
2-May-20	Siemens Electricals Ltd.	Purchase	8		91,608.12
2-May-20	Schneider Electric India Pvt Ltd	Purchase	9		1,47,044.52
2-May-20	Polycab Wires Pvt. Ltd.	Purchase	10		1,32,027.84
2-May-20	Syska Led Lights Pvt. Ltd.	Purchase	11		1,75,867.76
4-May-20	SD A.B.Cold Storage & Ice Factory	Sales	60	81,927.40	
5-May-20	Siemens Electricals Ltd.	Payment	7	1,43,720.46	
5-May-20	SD Aadarsh Equipments	Receipt	1		6,54,652.00
6-May-20	SD Indian Agencies	Sales	61	7,644.00	
6-May-20	SD Aarti Enterprises	Sales	62	2,18,505.76	
6-May-20	SD Aadarsh Equipments	Sales	63	5,31,634.14	
10-May-20	Advertisement Exp	Payment	8	5,000.00	
10-May-20	Professional Fees	Journal	13	12,000.00	
10-May-20	SD Jagat Narayan Traders	Sales	64	50,976.38	
10-May-20	Rahul Stationery	Purchase	12		7,630.00
12-May-20	Cash	Sales	65	18,880.00	
20-May-20	SD Aarti Enterprises	Receipt	2		2,77,919.70
20-May-20	Syska Led Lights Pvt. Ltd.	Purchase	13		93,249.62
31-May-20	Conveyance	Payment	9	12,000.00	
31-May-20	SD Jagat Narayan Traders	Sales	66	83,261.18	
2-Jun-20	Havells India Ltd.	Purchase	14		4,35,316.16

F2: Period  
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F10  
B: Basis of Values  
H: Change View  
J: Exception Reports  
L: Save View  
M: Enter Marking  
R: Clear All Marking  
F12: Configure

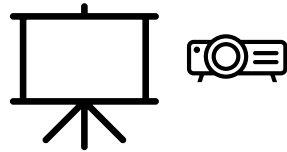
# A more powerful reporting engine





## Quick access to critical information of a transaction from Related Reports

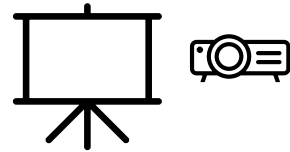
GST Tax Analysis | TDS – Tax Analysis | TCS – Tax Analysis





## Analyze reports from different perspectives using 'Basis of value'

Valuation Method | Pending or Overdue Bills | Resident or Non-Resident for TDS

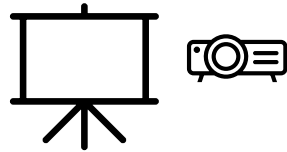






## See a report in a different view through 'Change View'

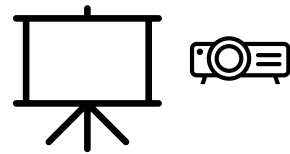
Sales Register Extract | Columnar Report for Purchase Register





## Faster access to Clients' data

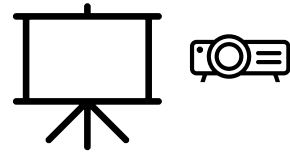
Single sign-in | Select from Drive | Specify Path





## Streamlined 'Shortcut Keys' in TallyPrime

Remove and Restore Line | Copy and Paste | + and - keys





# Questions and answers



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Thank you !

**VANDANA V. DODHIA & Co.**  
**Chartered Accountants**  
[vandana.dodhia@gmail.com](mailto:vandana.dodhia@gmail.com)