



Niharika Technologies

www.niharikatechnologiestallysoftware.in

Tally Prime



New Feature in Tally Prime

- ✓ Whats-App Integration
- ✓ Auto Ledger Creation from GST Portal
- ✓ GST, HSN Validation
- ✓ Excel Import
- ✓ Bank Statement Import One Click
- ✓ GST Rate Setup
- ✓ Tally Reports on Browser
- ✓ Tally Audit
- ✓ Dashboard

Why purchase Software & Training from Niharika Technologies ?

Niharika Technologies in Bhopal is a trusted partner for Tally software solutions. Here are some reasons to consider purchasing from them.

- **Certified Experts:** Their team consists of certified product experts, ensuring you receive accurate guidance and support.
- **Customized Solutions:** They offer tailored solutions for various industries, including trading, manufacturing, and construction.
- **Comprehensive Support:** Niharika Technologies provides sales, support, and cloud solutions for Tally products, ensuring you're covered throughout your journey.
- **Proven Track Record:** With over 520+ satisfied clients across India, they've established a reputation for delivering quality services.
- **Local Presence:** Being based in Bhopal, they offer localized support and services, making it easier to address your needs.

UPCOMING

- ✓ Auto Backup
- ✓ Share Invoice Tally to Tally AI

Tally Prime Silver	Single User	22500
Tally Prime Gold	Multi User	67500

Tally Prime Server

Tally Software Services	Single User	4500
Tally Software Services	Multi User	13500
Tally Software Services	Auditor	6750

Special Discount for

Birla White/ Ultratech/ Berger Paint Dealers
Chartered Accountant

Tally Prime Cloud on AWS
Cloud Services Noida Data Center

Busy Software Plan & Pricing Subscription

Busy Blue	4999
Busy Saffron	6999
Busy Emerald	9999
Busy Mobile App	
Busy Mandi Software	
Busy BLS Renewal	

Our Social Media Online Presence

Website : <https://niharikatechnologiestallysoftware.in/>

Facebook : <https://www.facebook.com/TallyPartnerNiharikaBhopal/>

Google : <https://g.co/kgs/1uBnSeJ>

Youtube : <https://www.youtube.com/@niharikatechnologiesbhopai9008>



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8169147561, 9522274751, 9522279273, 9522200728

Business Management - Easy as 123!

Simple Accounting Management

- Pre-defined accounting groups and flexible chart of accounts
- Groups and ledgers management
- Multi-currency support
- Multiple companies
- Group company/consolidation of companies
- Post-dated transactions
- Multiple voucher numbering series for a voucher type

Flexible Purchase & Sales Management

- GST compliant invoice (Tax Invoice, Bill of Supply)
- Multiple billing formats
- Multiple price list & discount management
- Multiple mailing address
- Sales & purchase orders processing
- Complete track of receipt (GRN) and delivery note (DC)

Inventory Management

- Unlimited stock groups and categorization
- Multi-Locations/godowns and batch management
- Alternate & compound units of measure
- Physical stock verification
- Manufacture and expiry date management
- Flexible units of measure
- Job costing
- Item cost tracking
- Re-order level
- Multiple stock valuation

Credit and Cash Flow Management

- Receivable and payable management
- Multiple bill settlement
- Ageing analysis
- Credit control utilities
- Cash and funds flow
- Cash flow projection
- Interest calculations
- Payment performance of debtors

Banking

- Auto configured cheque printing
- Chequebook management
- Auto bank reconciliation (Auto BRS)
- Post-dated cheque management
- Payment advice & deposit slip
- E-payments

Manufacturing & Job Work

- Multi bill of material (BOM)
- Manufacturing journal
- Job order processing
- Job work processing

Payroll Capabilities

- Multi pay slip printing and e-mailing
- Employee category/group-wise Pay Sheet
- Employee profile, group & category
- Employee pay structure management
- Attendance recording & pay process
- Payroll accounting
- Employee income tax with reports
- PF/ESI calculation & e-returns
- Payroll exception reports
- Employee profile report
- Payment advice
- Payroll statutory summary

Statutory Capabilities with Connected Experiences NEW

- Manage GST compliance
- Multi-GSTIN support in a single company
- Upload and filing of GSTR-1
- Upload of GSTR-3B
- GSTR-1 reconciliation
- GSTR-2B and GSTR-2A Reconciliation
- Annual GST computation for GSTR 9
- Track and report amendments
- CMP08 and GSTR 4 support for composite dealers
- Tax deducted at source (TDS)
- Tax collected at source (TCS)

e-Invoicing

- Connected with IRP
- Single and bulk e-Invoice generation
- e-Invoice cancellation
- Prevention, detection and correction to manage exceptions
- e-Invoice report
- IRN register

e-Way Bill Connectivity

- Connected with NIC portal
- Single or bulk e-Way Bill generation
- Track e-Way Bill related activities
- Preview and Summary Reports
- Easy detection and correction of errors

MSME Payments

- Tracking of MSME payments and returns

Cost Control and Cost Analysis

- Cost centre and profit centre management
- Set budgets & track variance
- Business forecasting using scenario management

Business Reports

- Discover easily, do more with GoTo/ SwitchTo
- Tailor-made reports with Change View, Basis of Values and Exception reports
- Reports save functionality
- Filter option in Reports / Reports filter in all reports

Accounting Reports

- Ledger reports
- Cash/Bank books
- Purchase/Sales register (columnar)
- Bills receivables
- Bills payables

Financial Reports

- Balance sheet
- Profit & loss A/c
- Trial balance
- Ratio analysis

Inventory Reports

- Stock summary
- Stock ageing analysis
- Movement analysis
- Stock transfers
- Stock item cost analysis
- Location/Godown summary
- Stock item-wise profitability
- Order summary
- Batch summary (Mfg. & Exp. date)
- Re-order status reports
- Job costing analysis
- Job-work reports

Management Control Reports

- Cost centre
- Cost category
- Budget
- Cash flow report and projection
- Scenario management
- Comparative reports

Delightful User Experience

- On the fly feature enablement and ledger creation
- Easily configure ledgers and vouchers with More Details
- Consistent top menu that helps with multi-tasking and better navigation
- Contextual right bar that helps get used to and take advantage of the product
- Intelligent setup manager for easy troubleshooting
- About page for easily getting support

Internet-based Capabilities

- Tally Reports in Browser
- Secure remote access
- E-mailing of invoices and reports
- Integration with payment gateways
- Help & support
- License and user management
- TallyShop

Edit Log

- Tracks activities such as creation, alteration, and deletion for transactions and masters
- Get to know when and who made the changes
- Compare and know the version difference
- Filter the edited or deleted transaction

Data Exchange Capabilities

- On-demand data synchronization
- Export reports in different formats like Excel, PDF, JPEG and HTML
- Export pivot for sales/purchase register
- Export & import of data through XML
- Tally ODBC
- Upload data to HTTP web server

Data Security Capabilities

- Data backup & restore
- Multiple security controls
- User management
- Password policy management
- TallyVault
- TallyAudit

Other Business Capabilities

- Dongle-based digital signature
- Digital signature on invoices and reports
- Edit Log for audit trail
- Logo printing
- Date based reporting
- Flexible financial periods
- Split financial year
- Flexible voucher numbering
- User defined voucher types
- Multi-language support
- Percentage based reporting
- Multi account reporting
- Context sensitive help
- Data migration from earlier versions of Tally

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Bank Statement Upload from Excel



Tally GOLD Prime Find details entered in masters and transactions. (Alt+F)

K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print 9: TallyCapital F1: Help

Bank Statement Preview DAKSHIN ELECTRONICS PVT LTD

Bank Ledger : STATE BANK OF INDIA Date of last entry in statement : 31-Dec-25
 Account No. : 32887228677
 Total entries : 287

SI No.	Date	Particulars	Inst No.	Withdrawal	Deposit	Balance
238 ▲						
239	24-Dec-25	TO TRANSFER-UPI/DR/276047552763/IGNITERS/SBIN /7477039890/Payme--	276047552763	30,000.00		31,822.33 Cr
240	24-Dec-25	BY TRANSFER-UPI/CR/572459556957/RAHUL VYAS/UBIN /rahul.vyas/UPI--	572459556957		3,300.00	35,122.33 Cr
241	24-Dec-25	BY TRANSFER-UPI/CR/434760344681/SANJANA /SBIN /6263794569/Payme--	434760344681		15,000.00	50,122.33 Cr
242	24-Dec-25	TO TRANSFER-UPI/DR/233219998188/RATNESH /SBIN /ratneshtha/Payme--	233219998188	1,000.00		49,122.33 Cr
243	24-Dec-25	TO TRANSFER-UPI/DR/482385516655/RATNESH /SBIN /ratneshtha/again--	482385516655	1,200.00		47,922.33 Cr
244	24-Dec-25	TO TRANSFER-UPI/DR/359564861816/SAGAR IN/PUNB /rajpalsaga/sheet--	359564861816	1,716.00		46,206.33 Cr
245	24-Dec-25	TO TRANSFER-UPI/DR/956872980365/THE M G /YESB /paytm.s1ns/Payme--	956872980365	250.00		45,956.33 Cr
246	25-Dec-25	TO TRANSFER-UPI/DR/601405023363/IRCTC Ra/YESB /IRCTCPGONL/Payme--	601405023363	1,183.60		44,772.73 Cr
247	25-Dec-25	ATM WDL-ATM CASH 535917655536 YBL BHOPAL2 BHOPA --		527.14		44,245.59 Cr
248	25-Dec-25	TO TRANSFER-TDS 194N ON CASH WDL--	WDL	11.00		44,234.59 Cr
249	25-Dec-25	BY TRANSFER-UPI/CR/441582825115/MINI JAIN/SBIN/jain. mini1/Pay--	441582825115		30,000.00	74,234.59 Cr
250	25-Dec-25	TO TRANSFER-UPI/DR/451538033158/IGNITERS/SBIN /7477039890/Payme--	451538033158	30,000.00		44,234.59 Cr
Total				14,36,208.60	11,35,440.00	

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I: Import



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Connected Bank Payments with Prime Banking



Tally GOLD Prime Find details entered in masters and transactions. (Alt+F)

K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share

Gateway of Tally

CURRENT PERIOD
1-Apr-20 to 31-Mar-21

NAME OF COMPANY
Venkateshwara Traders

- GST
 - Send for e-Way Bill
 - All GST Options >
- BANKING
 - Send Payments
 - Get BALance
 - All Banking Options >
- BHARAT CONNECT
 - Send InVoices
 - Send PaYment Details
 - All Bharat Connect Options >
- DATA SYNCHRONISATION
 - SynchrOnise
 - All Sync Options >
- Configure

Gateway of Tally

- Login & Logout
- Send Payments
- Get Statement
- Get BALance
- Bank Connections

UTILITIES
BaNking
TallyCapital



Backup Company Data to Tally Drive



Tally GOLD Prime Find details entered in masters and transac

K: Company Y: Data Z: Exchange G: Go To

Backup Schedule Creation

Select Companies to Schedule Backup

Backup Data Path : TallyDrive

Company Name	Number
Niharika Technologies(N)	(010000)

Schedule Details ⓘ

Backup Frequency : Daily

Time : 1:20 PM

Take a Backup now : Yes

Security Details

Set Backup Password : No



Dashboard



Tally GOLD Prime Find details entered in masters and transactions. (Alt+F)

K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print 9: TallyCapital

Dashboard Venkateshwara Traders

Sales Trend

1-Apr-20 to 31-Mar-21

Particulars	Nett Transactions
Apr-20	65,910.80 Cr
May-20	6,43,968.40 Cr
Jun-20	7,07,662.99 Cr
Jul-20	80,769.62 Cr
Aug-20	6,48,068.40 Cr
Sep-20	7,05,662.99 Cr
Grand Total	62,45,011.82 Cr

Purchase Trend

1-Apr-20 to 31-Mar-21

Particulars	Nett Transactions
Apr-20	1,34,248.68 Dr
May-20	3,39,744.04 Dr
Jun-20	2,68,741.76 Dr
Jul-20	59,499.60 Dr
Aug-20	
Sep-20	2,06,208.60 Dr
Grand Total	17,76,301.12 Dr

Inventory Details

1-Apr-20 to 31-Mar-21

Particulars	Quantity	Value
Closing Stock		(-)40,83,543.55
Outwards		1,11,34,167.20
Inwards		33,24,932.62

Cash/Bank Accounts

1-Apr-20 to 31-Mar-21

Particulars	Closing Balance
Cash-in-Hand	1,28,788.00 Dr
Bank Accounts	39,18,723.51 Dr

Receivables/Payables

1-Apr-20 to 31-Mar-21

Particulars	Pending Amount
Receivables	6,58,058.56
Overdue Receivables	4,25,140.60
Payables	4,23,011.37
Overdue Payables	3,98,630.40

Top Groups/Ledgers

1-Apr-20 to 31-Mar-21

Particulars	Closing Balance
Bank of Baroda-Savings A/c	38,92,288.31 Dr
HDFC Current A/c	40,000.00 Dr
DBS Bank A/c	13,564.80 Cr

Cash In/Out Flow

1-Apr-20 to 31-Mar-21

Particulars	Amount
Nett Flow	32,57,511.51 Dr
Inflow	61,19,092.79 Dr
Outflow	28,61,581.28 Cr

Trading Details

1-Apr-20 to 31-Mar-21

Particulars	Amount
Gross Loss	80,79,313.86 Dr
Nett Loss	87,61,045.86 Dr
Sales Accounts	55,18,756.60 Cr
Purchase Accounts	15,45,771.09 Dr

Assets/Liabilities

1-Apr-20 to 31-Mar-21

Particulars	Closing Balance
Current Assets	73,41,956.54 Dr
Current Liabilities	4,12,657.85 Cr
Unadjusted Forex Gain/Loss	

GST Liability/ITC

1-Feb-21 to 28-Feb-21

Particulars	Tax Amount
Tax Liability ITC	22,822.80 Cr

Trading Details Chart

1-Apr-20 to 31-Mar-21

Particulars	Amount (Lakhs)
Gross Loss	80.79
Nett Loss	87.61
Sales Accounts	55.19
Purchase Accounts	15.46



Instant Discovery with SmartFind



Tally GOLD Prime honey

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Find - Results Venkateshwara Traders

Looked for: **honey**

Transactions from 1-Apr-20 to 31-Mar-21 (Showing 63 results)

Date	Particulars	Vch Type	Vch No.	Matches Found In
3-Mar-21	Organic Honey 500ml	Receipt Note	39	Ledger Name, Stock Item Name, HSN Description
2-May-20	Organic Honey 1000ml	Receipt Note	7	Ledger Name, Stock Item Name, HSN Description
30-Apr-20	Ecko Honey Farms	Debit Note	4	Ledger Name, Stock Item Name, HSN Description
20-Jan-21	Ecko Honey Farms	Debit Note	19	Ledger Name, Stock Item Name, HSN Description
7-Feb-21	Ecko Honey Farms	Debit Note	20	Ledger Name, Stock Item Name, HSN Description
30-Apr-20	Ecko Honey Farms	Purchase Order	7	Ledger Name, Stock Item Name, HSN Description
30-May-20	Ecko Honey Farms	Purchase Order	14	Ledger Name, Stock Item Name, HSN Description
30-Aug-20	Ecko Honey Farms	Purchase Order	21	Ledger Name, Stock Item Name, HSN Description
30-Sep-20	Ecko Honey Farms	Purchase Order	23	Ledger Name, Stock Item Name, HSN Description
13-Jan-21	Ecko Honey Farms	Purchase Order	33	Ledger Name, Stock Item Name, HSN Description
1-Mar-21	Ecko Honey Farms	Purchase Order	36	Ledger Name, Stock Item Name, HSN Description
1-Jun-20	Organic Honey 1000ml	Receipt Note	14	Ledger Name, Stock Item Name, HSN Description

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Masters (Showing 4 results)

Particulars	Master Type	Matches Found In
Natural Honey	Stock Group	Name, HSN
Ecko Honey Farms	Ledger	Name, Bank Favouring Name
Organic Honey 500ml	Stock Item	Parent Stock Group Name, Name
Organic Honey 1000ml	Stock Item	Parent Stock Group Name, Name



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Tally's Business Reports on Browser



browser1.tallysolutions.com/130840496/REST/v1/National+Enterprises/r

Sign in

Ledger Vouchers

Ledger: Alfa Provisions 1-Mar-21 to 31-Mar-21

Date	Particulars	Vch Type	Vch No.	Debit	Credit
1-Mar-21	Sales	Sales	108	53,500.00	
1-Mar-21	Bank of Baroda-Savings A/c	Receipt	66		53,500.00
1-Mar-21	Sales	Sales	109	53,500.00	
1-Mar-21	Sales	Sales	110	53,500.00	
1-Mar-21	Sales	Sales	111	53,500.00	
1-Mar-21	Sales	Sales	112	53,500.00	
1-Mar-21	Sales	Sales	113	53,500.00	
1-Mar-21	Sales	Sales	114	53,500.00	
1-Mar-21	Sales	Sales	115	53,500.00	
1-Mar-21	Sales	Sales	116	53,500.00	
1-Mar-21	Bank of Baroda-Savings A/c	Receipt	67		53,500.00
1-Mar-21	Bank of Baroda-Savings A/c	Receipt	68		53,500.00
1-Mar-21	Bank of Baroda-Savings A/c	Receipt	69		53,500.00
1-Mar-21	Bank of Baroda-Savings A/c	Receipt	70		53,500.00
1-Mar-21	Bank of Baroda-Savings A/c	Receipt	71		53,500.00
1-Mar-21	Bank of Baroda-Savings A/c	Receipt	72		53,500.00
1-Mar-21	Bank of Baroda-Savings A/c	Receipt	73		53,500.00
1-Mar-21	Bank of Baroda-Savings A/c	Receipt	74		53,500.00
31-Mar-21	Bank of Baroda-Savings A/c	Payment	43	3,000.00	
Opening Balance :				1,48,912.00	
Current Total :				4,84,500.00	4,81,500.00
Closing Balance :				1,51,912.00	

Tally

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Automate Invoice-to-Payment with Bharat Connect for Business



Tally GOLD Prime Find details entered in masters and transactions. (Alt+F)

K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print 9: TallyCapital

Share Invoice Details Niharika Technologies(N)

Software Sales No. NTS/129/25-26 24-Dec-25 Wednesday

Party A/c name: Dg Bundelkhand Granite Llp
Current balance: 5,810.00 Dr
Sales ledger : Sales A/C
Current balance: 20,59,319.80 Cr

Name of Item	Quantity	Rate (Incl. of Tax)	Rate per	Disc %	Amount
Tally Software Services-Silver 728275239	1 Nos	5,810.00	4,923.73	Nos	4,923.73

CGST 443.14
SGST 443.14
Round C (-)0.01

Share Invoice Details

Niharika Technologies (Supplier) Dg Bundelkhand Granite Llp (Buyer)

B2B ID : 23EDRPK0509N2Z8 B2B ID : ◆ End of List

List of B2B IDs

B2B ID	B2B ID Description
◆ End of List	

Search B2B ID
New B2B ID



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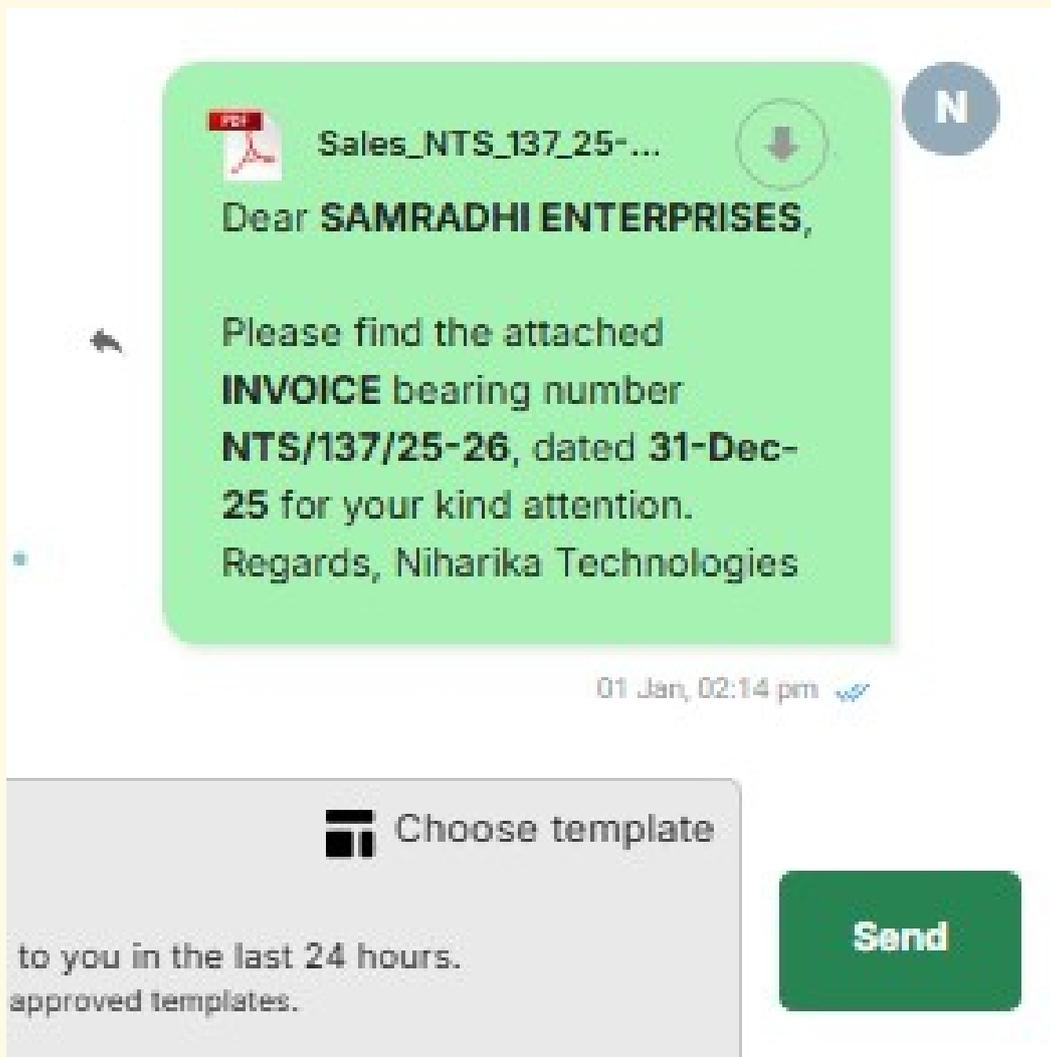
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TallyPrime with WhatsApp for Instant and Secure Communication



Import Data from Excel to TallyPrime



Mapping Template for Transactions

Save Mapping Template for: **All Companies**

Name : **Purchase import**

Type of Voucher : **Accounting Vouchers**

Excel Data has column headers: **Yes**

Row no. for column headers: **1**

Import Data from row : **2** to [blank for end]:

Import Data from column : **A** to : **Last Column**

Field (TallyPrime)	Column Header (Excel)	Column (Excel)	Fixed Value
Voucher Type Name	◆ Specify Fixed Field Value		Purchase
Voucher Date	Invoice Date		
Buyer/Supplier - State	state		Madhya Pradesh
Consignee - State	◆ Specify Fixed Field Value		Madhya Pradesh
Voucher Number	Invoice number		ACCOUNTING INVOICE
Change Mode	◆ Specify Fixed Field Value		ACCOUNTING INVOICE
Buyer/Supplier - Bill to/from	Trade/Legal name		
Buyer/Supplier - Country	◆ Specify Fixed Field Value		INDIA
Buyer/Supplier - GST Registration Type	◆ Specify Fixed Field Value		Regular
Buyer/Supplier - GSTIN/UIN	GSTIN of supplier		
Buyer/Supplier - Place of Supply	◆ Specify Fixed Field Value		MADHYA PRADESH
Consignee (ship to)	◆ Specify Fixed Field Value		Madhya Pradesh
Consignee - Country	◆ Specify Fixed Field Value		INDIA
Consignee - GSTIN/UIN	GSTIN of supplier		
Ledger Name	Purchase a/c		
Ledger Amount	Taxable Value (₹)		
Ledger Amount Dr/Cr	◆ Specify Fixed Field Value		Dr



File GSTR Return
GSTR1
GSTR 2A Reconciliation
GSTR 2B Reconciliation
GSTR 3B Reconciliation



Tally GOLD Prime Find details entered in masters and transactions. (Alt+F)

K: Company **Y:** Data **Z:** Exchange **G:** Go To **O:** Import **E:** Export **M:** Share

Gateway of Tally

CURRENT PERIOD
1-Apr-20 to 31-Mar-21

NAME OF COMPANY
Venkateshwara Traders

- GST
 - Send for e-Way Bill
 - All GST Options >
- BANKING
 - Send Payments
 - Get BALance
 - All Banking Options >
- BHARAT CONNECT
 - Send InVoices
 - Send PaYment Details
 - All BharAT Connect Options >
- DATA SYNCHRONISATION
 - SynchrOnise
 - All Sync Options >
- Configure

GST Login & Logout

Send for e-Way Bill

Upload GST Returns
Download GST Returns
Recompute GSTR-2B

Download IMS Inward Invoices
UPLoad IMS Inward Invoices
Reset IMS InwArD Action Status

REfresh GST Status

File GSTR-1

TallyCapital



Invoice Format Item Invoice with Discount



Tax Invoice							
Niharika Technologies 244, 3rd Floor Zone-1, MP Nagar, Bhopal GSTIN/UIN: 23EDRPK0509N2Z8 State Name : Madhya Pradesh, Code : 23 Contact : 9300951189, 8169147561 E-Mail : technologiessniharika@gmail.com			Invoice No. NT/4/21-22		Dated 1-Apr-21		
Buyer (Bill to) Durga Enterprises Plot No 53, Kolar Road, Bhopal GSTIN/UIN : 23ADAPT0590K1Z1 State Name : Madhya Pradesh, Code : 23 Contact person : Sachin Contact : 9827707633, 9522200728 E-Mail : sachin.ss@gmail.com			Delivery Note				
			Reference No. & Date.		Other References		
			Buyer's Order No.		Dated		
			Dispatch Doc No.		Delivery Note Date		
			Dispatched through		Destination		
					1		
Sl No	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc %	Amount
1	NET Protector Batch : Batch -1	85238020	100 Nos 100 Nos	700.00	Nos	10 %	63,000.00
Less: Cash Discount							(-)3,150.00
							59,850.00
Less: Whole Sale Discount							(-)1,197.00
							58,653.00
Less: Scheme Discount							(-)586.53
							5,225.98
							5,225.98
Less: ROUND OFF							(-)0.43
With Four Level Discount							
Total			100 Nos				₹ 68,518.00
Amount Chargeable (in words) E. & O.E							
INR Sixty Eight Thousand Five Hundred Eighteen Only							
		Taxable Value		Central Tax		State Tax	
		58,066.47		Rate Amount		Rate Amount	
		9% 5,225.98		9% 5,225.98		10,451.96	
		Total: 58,066.47		5,225.98		5,225.98 10,451.96	
Tax Amount (in words) : INR Ten Thousand Four Hundred Fifty One and Ninety Six paise Only							
Company's Bank Details							
Bank Name : PUNJAB & SIND BANK							
A/c No. : 07421100016896							
Branch & IFS Code : MP NAGAR & PSIB0000742							
Declaration							
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.							
for Niharika Technologies							
Authorized Signatory							
SUBJECT TO BHOPAL JURISDICTION							
This is a Computer Generated Invoice							



Accounting Invoice



INVOICE

DAKSHIN ELECTRONICS PVT LTD BENGALURU GSTIN/UIN: 29AAACH7409R1ZX State Name : Karnataka, Code : 29		Invoice No. 3	Dated 1-Apr-20
Supplier (Bill from) SRN CONSTRUCTION PVT LTD PAN/IT No : ASDCG1234A State Name : Karnataka, Code : 29		Supplier Invoice No. & Date. 1234 dt. 1-Apr-20	Other References
SI No.	Particulars	Amount	
1	RENT ON BUILDING Less: TDS DEDUCTED	3,50,000.00	(-26,250.00)
		Total ₹ 3,23,750.00	
Amount Chargeable (in words) INR Three Lakh Twenty Three Thousand Seven Hundred Fifty Only E. & O.E			
Company's GSTIN/UIN : Buyer's PAN : ASDFG3345Q		for SRN CONSTRUCTION PVT LTD Authorised Signatory	



GO-TO



Tally GOLD Prime Find details entered in masters and transactions. (Alt+F)

K: Company Y: Data Z: Exchange **G: Go To** O: Import E: Export M: Share P:

Venkateshwara Traders

Go To

CURRENT PERIOD: 1-Apr-20 to 31-Mar-21

NAME OF COMPANY: Venkateshwara Traders

Create Voucher
Create Master
Alter Master
Expand All
Show More

List of Reports

Saved Views		
Bills Payable - GST	(Predefined)	Bills Payable (All Companies)
Bills Payable - GST - Sundry Creditors	(Predefined)	Bills Payable (All Companies)
Bills Payable - GST - Sundry Debtors	(Predefined)	Bills Payable (All Companies)
Bills Receivable - GST	(Predefined)	Bills Receivable (All Companies)
Bills Receivable - GST - Sundry Creditors	(Predefined)	Bills Receivable (All Companies)
Bills Receivable - GST - Sundry Debtors	(Predefined)	Bills Receivable (All Companies)
Purchase Dashboard	(Predefined)	Dashboard (All Companies)
Sales Dashboard	(Predefined)	Dashboard (All Companies)
IMS Inward Supplies - Filed Invoices	(Predefined)	IMS Inward Supplies (All Companies)
SBI A/C		Ledger Vouchers (All Companies)
Ledger Vouchers - GST Details	(Predefined)	Ledger Vouchers (All Companies)
Outstanding MSME Bills	(Predefined)	Bills Payable - Micro & Small (All Companies)
Common Reports		
Dashboard		
Balance Sheet		
Profit & Loss A/c		
Cash/Bank Book		
Day Book		
Ledger Vouchers		
Ledger Vouchers - GST		
Stock Summary		
Trial Balance		
Bills Receivable		
Bills Payable		
Master and Voucher Statistics		



GST Rate Setup



Tally GOLD Prime Find details entered in masters and transactions. (Alt+F)

K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print 9: TallyCapital F1: Help

GST Rate Setup Venkateshwara Traders

Rate-wise
Stock Group: ♦ Primary

Particulars	GST Rate Details Applicable From	Taxability Type	GST Rate	HSN/SAC Details Applicable From	HSN/SAC
GST Rate-18%					
50-50 Biscuits	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(1905)
Bagrry Corn Flakes	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(1904)
Bambino Pep Macaroni 170g	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(1902)
Bissell Premium Power Cleaner	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(8508)
Borges Pasta Whole Wheat 500g	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(1902)
Bosch Vacuum Cleaner	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(8508)
Bourbon Biscuits	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(1905)
Close Up 150g	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(3306 10 20)
Colgate 200g	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(3306 10 20)
Dabur Red 100g	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(3306 10 20)
Del Monte Pasta 500g	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(1902)
Disano Pasta 500g	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(1902)
Dyson Supersonic Hair Dryer	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(8516)
Dyson V8 Vacuum Cleaner	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(8508)
Eureka Forbes Wet & Dry Vacuum Cleaner	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(8508)
Good day Biscuits	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(1905)
Hide & Seek Biscuits	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(1905)
Indulekha Hair Oil	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(3305 90 19)
Jakmister Vacuum Cleaner and Blower	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(8508)
Jim Jam Biscuits	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(1905)
Kelloggs Corn Flakes	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(1904)
Kwality Walls - Butterscotch 750ml	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(2105 00 00)
Kwality Walls - Frozen Dessert 750ml	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(2105 00 00)
Kwality Walls - Strawberry 750ml	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(2105 00 00)
Kwality Walls - Vanilla 750ml	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(2105 00 00)
Lifelong 3 Head Shaver	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(8510)
London Dairy - Chocolate Hazelnut 500ml	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(2105 00 00)
London Dairy - Strawberry Cheesecake 500ml	1-Apr-20	(Taxable)	(18 %)	1-Apr-20	(2105 00 00)

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Q: Quit Space: Select R: Remove Line U: Restore Line F12: Configure



Validate GST Status



SI No.	Particulars	Address	State	Country	GSTIN/UIN Status	GSTIN/UIN
2	AAKRITI ENTERPRISES	BHOPAL	Madhya Pradesh	India	Active	23ADUPC3160E1ZW
3	Aaradhya's Engineering and Trading Consultancy Llp	C-241, Raj Homes Iii, Minal Residency, J.K. Road Bhopal, Bhopal, Bhopal	Madhya Pradesh	India	Active	23ABUFA7140E1ZJ
4	AAYUSHMAN PROJECTS PVT LTD	BHOPAL	Madhya Pradesh	India	Active	23AAOCA1404D2ZB
5	ABBAS HASAN	BHOPAL	Madhya Pradesh	India	Active	23AIHPJ5560F1ZH
6	ABHINANDAN TRADERS	SALAMATPUR, RAISEN	Madhya Pradesh	India	Active	23ABTFA9751A1ZF
7	ABM LUBRICANT	28 CRP PHATAK ROAD, JBAIRAGARH, BHOPAL	Madhya Pradesh	India	Active	23AAGPF2483E1Z5
8	ABUL SATTAR FAROOQUI		Madhya Pradesh	India	Active	23BPLA10677C1DQ
9	ACHATYA SHANKAR SANSKRITIK EKTA NYAS	0, TRIPAL MUSEAM, BANGANAGA ROAD, SHYAMLA HILLS ,BHOPAL	Madhya Pradesh	India	Active	23AAWCA3566A1ZR
10	ADDONE FOODS PVT LTD	BHOPAL	Madhya Pradesh	India	Cancelled	23AAWFA3019K1ZC
11	Aditya Industries	F11 New Industrial Area Phase 2, Mandideep	Madhya Pradesh	India	Active	23AAXCA5062A1ZV
12	A E JAIN AND CO		Madhya Pradesh	India	Active	23AARCA4565C1ZR
13	AEROTIVE REALTY TRADE PVT LTD	BHOPAL	Madhya Pradesh	India	Active	23AHBPT8225A1ZQ
14	AGASTRIYA ELECTRIC POWER PRIVATE LTD	PLOT NO 18, SECTOR D, SEWADHARAM KOLAR ROAD, BHOPAL	Madhya Pradesh	India	Active	23AAKPA7561J1ZQ
15	A G ENTERPRISE	Bhopal	Madhya Pradesh	India	Active	
16	AGRAWAL GOLD N SILVER	5, VIJAY MARKET, BHEL , BERKHEDA, BHOPAL	Madhya Pradesh	India	Active	
17	AGRAWAL GROUP		Uttar Pradesh	India	Active	
18	AGRAWAL SHOPPING MALL	ITI ROAD NEAR MALVIYA HOSPITAL	Madhya Pradesh	India	Active	23AYZPA0336J1ZF



Stock Item



Tally GOLD Prime							Find details entered in masters and transactions. (Alt+F)		Venkateshwara Traders		1-Apr-20 to 31-Mar-21	
SI. No.	Name of Item	Under	Units	Opening Qty	Rate	per	Opening Balance					
1	50-50 Biscuits	Biscuits and Wafers	Pcs	500 Pcs	17.00	Pcs	8,500.00					
2	Ambika Appalam	Papad	Pcs	153 Pcs	20.00	Pcs	3,060.00					
3	Amul Dark Chocolate	Chocolates	Pcs	600 Pcs	71.00	Pcs	42,600.00					
4	Amul Milk Chocolate	Chocolates	Pcs	700 Pcs	71.00	Pcs	49,700.00					
5	Anil Vermicelli - Roasted Short, 180 gm	Seviyan (vermicelli)	Pcs	50 Pcs	12.00	Pcs	600.00					
6	Aquafina 1 Litre	Water	Pcs	100 Pcs	14.00	Pcs	1,400.00					
7	Assembled PIV	◆ Primary	Pcs			Pcs						
8	Atish Papad	Papad	Pcs	275 Pcs	34.00	Pcs	9,350.00					
9	Axe Signature 122ml	Deodorants and Anti-Perspirants	Pcs	20 Pcs	134.00	Pcs	2,680.00					
10	Bagrry Corn Flakes	Corn Flakes	Pcs	125 Pcs	153.00	Pcs	19,125.00					
11	Bajaj WX 3 Wet Grinder	Wet Grinders	Pcs	13 Pcs	3,917.00	Pcs	50,921.00					
12	Balaji Foods - Papad	Papad	Pcs	450 Pcs	20.00	Pcs	9,000.00					
13	Bambino Pep Macaroni 170g	Pasta	Pcs	130 Pcs	14.00	Pcs	1,820.00					
14	Bambino Vermicelli, 400 gm	Seviyan (vermicelli)	Pcs	160 Pcs	26.00	Pcs	4,160.00					
15	Bambino Vermicelli - Roasted, 900 gm	Seviyan (vermicelli)	Pcs	75 Pcs	63.00	Pcs	4,725.00					
16	Bisleri 1 litre	Water	Pcs	100 Pcs	14.00	Pcs	1,400.00					
17	Bissell Premium Power Cleaner	Vacuum cleaners	Pcs	15 Pcs	7,829.00	Pcs	1,17,435.00					
18	Borges Pasta Whole Wheat 500g	Pasta	Pcs	220 Pcs	177.00	Pcs	38,940.00					
19	Bosch Vacuum Cleaner	Vacuum cleaners	Pcs	10 Pcs	12,275.00	Pcs	1,22,750.00					
20	Bourbon Biscuits	Biscuits and Wafers	Pcs	745 Pcs	13.00	Pcs	9,685.00					
21	Butterfly Matchless 2-Litre Wet Grinder	Wet Grinders	Pcs	10 Pcs	4,202.00	Pcs	42,020.00					
22	Cabbury's Dairy Milk	Chocolates	Pcs	500 Pcs	14.00	Pcs	7,000.00					
23	Cashew Nut Regular 200gms	Cashew Nuts	Pcs	550 Pcs	180.00	Pcs	99,000.00					
24	Cashew Nut Regular 500gms	Cashew Nuts	Pcs	210 Pcs	444.00	Pcs	93,240.00					
25	Cashew Nut Salt 200gms	Cashew Nuts	Pcs	100 Pcs	195.00	Pcs	19,500.00					
26	Cashew Nut Salt 500gms	Cashew Nuts	Pcs	120 Pcs	484.00	Pcs	58,080.00					
27	Clinic All Clear	Shampoo	Pcs	45 Pcs	96.00	Pcs	4,320.00					
28	Close Up 150g	Tooth Paste	Pcs	75 Pcs	57.00	Pcs	4,275.00					
29	Coca Cola 300ml Tin	Aerated Water	Pcs	156 Pcs	24.00	Pcs	3,744.00					
30	Coca Cola 750ml	Aerated Water	Pcs	320 Pcs	28.00	Pcs	8,960.00					
31	Colgate 200g	Tooth Paste	Pcs	80 Pcs	62.00	Pcs	4,960.00					
32	Colgate Tooth Powder 200g	Tooth Powder	Pcs	30 Pcs	48.00	Pcs	1,440.00					



Auto Create Party Ledger with GSTN



Tally GOLD Prime Find details entered in masters and transactions. (Alt+F)

K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print 9: TallyCapita

Ledger Creation Venkateshwara Traders

Name : Niharika Technologies (alias)

Total Opening Balance	
7,75,72,863.00 Dr	
7,66,97,863.00 Cr	
Difference	
8,75,000.00 Dr	

Compare Party Details (GSTIN/UIN: 23EDRPK0509N2Z8)

As per Portal

Trade Name : Niharika Technologies
 Legal Name : Niharika Kela
 Address : Back Side 244
 1st Floor
 Kings Shopping Centre
 M.P. Nagar
 Bhopal
 Bhopal

State : Madhya Pradesh
 Pincode : 462023
 Registration Type : Regular
 GSTIN/UIN Status : Active

As per Books

Name : **Niharika Technologies**
 Mailing Name : Niharika Technologies
 Address : Back Side 244
 1st Floor
 Kings Shopping Centre
 M.P. Nagar
 Bhopal
 Bhopal

PAN/IT No. : EDRPK0509N
 State : Madhya Pradesh
 Pincode : 462023
 Registration Type : Regular

Opening Balance (on 1-Apr-20) :



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9522200728, 9522279273

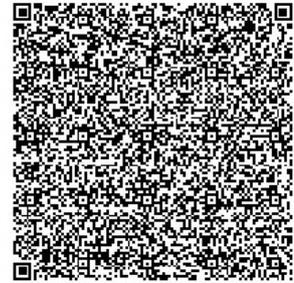
E-Invoice In Tally Prime



Tax Invoice

e-Invoice

IRN : **fef1df90406b928db26a62f816debc9bb5256d9375e6-0dc4226653cc23a8c595**
 Ack No. : **112010036563310**
 Ack Date : **21-Dec-20**



Surabhi Hardwares, Bangalore HSR Layout Bangalore GSTIN/UIN: 29AACCT3705E000 State Name : Karnataka, Code : 29	Invoice No. SHB/456/20	Dated 20-Dec-20
	Delivery Note	Mode/Terms of Payment
Consignee (Ship to) Kiran Enterprises 12th Cross GSTIN/UIN : 29AAFFC8126N1ZZ State Name : Karnataka, Code : 29	Reference No. & Date.	Other References
	Buyer's Order No.	Dated
Buyer (Bill to) Kiran Enterprises 12th Cross GSTIN/UIN : 29AAFFC8126N1ZZ State Name : Karnataka, Code : 29	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
	Terms of Delivery	



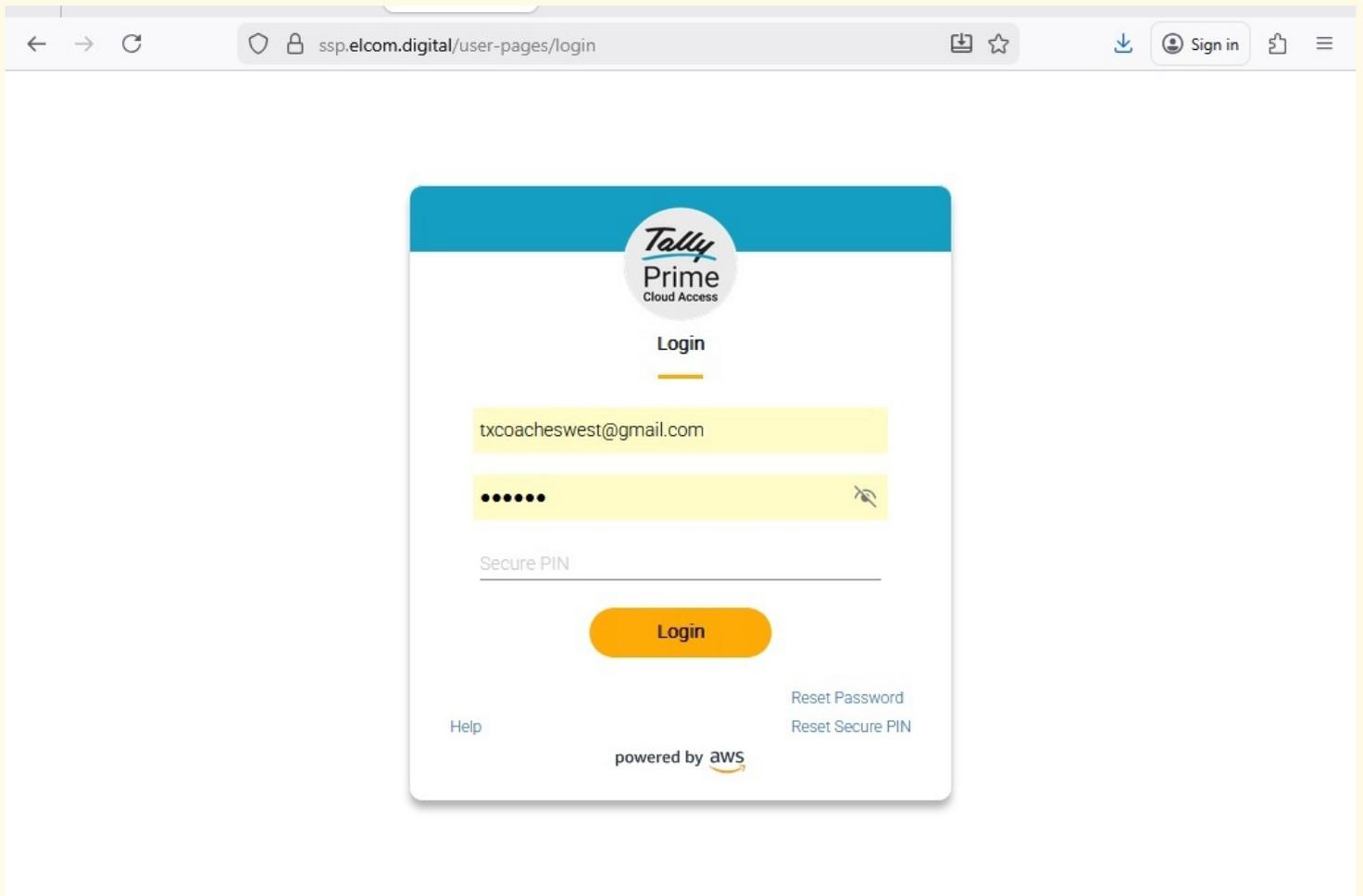
E-Way Bill From Tally



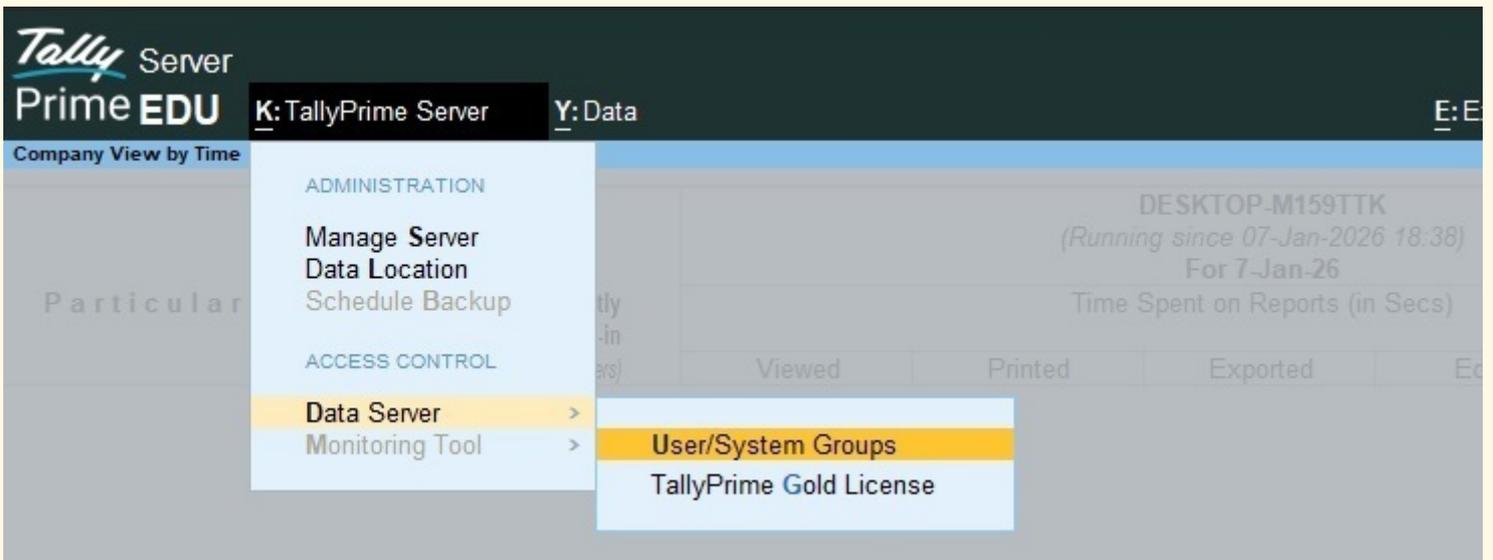
Statutory Details		National Enterprises	
Sales No. 14			9-Jun-2020 Tuesday
Party A/c name : Alfa Provisions			Price Level :
Additional Details : Interstate Sales Taxable			
e-Way Bill No. :		e-way Bill Details	
Sub Type : Supply		Date :	
		Document Type : Tax Invoice	
Consignor :		Consignor Details (From)	
GSTIN/UIN :		Address Type : ♦ Primary	
State : Karnataka		Address1 : #27, 80 Ft Road, Industrial Area., Koramangala 6th Block., Bangalore	
		Address2 :	
		Place :	
		Pincode : 560068	
Consignee :		Consignee Details (To)	
GSTIN :		Address Type : ♦ Primary	
State : West Bengal		Address1 : 6,14, Mayurbhanj Rd, Orient Row, Kolkata	
		Address2 :	
		Place :	
		Pincode : 700001	
Mode : Road		Transporter Details	
Transporter Name : ♦ None		Distance (in KM) : 1931	
Vehicle Number :		Transporter ID :	
Doc/Lading/RR/AirWay No. :		Vehicle Type : Regular	
		Date : 9-Jun-2020	
Narration:		400 Pcs	400 Pcs
		53,500.00	



Tally On Cloud



Tally Prime Server



Quotation/Sales Order/Estimate/
Perfoma Invoice/Delivery Note



How to Use



**Quotation /Sales Order/
Estimate /Performa Invoice
Delivery Challan / Note**

का **Tally** उपयोग कैसे करे
और क्यों करे

कच्चा बिल / पक्का बिल
क्या होता है

Tally

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Quotation



QUOTATION

TALLY CERTIFIED PARTNER 3 Star Sales & Implementation Niharika Technologies 244, Zone-1, M.P. Nagar Bhopal GSTIN/UIN: 23EDRPK0509N2Z8 State Name : Madhya Pradesh, Code : 23 Contact : 9300951189, 8169147561 E-Mail : technologiessniharika@gmail.com www.niharikatechnologiestallysoftware.in		Voucher No. RQUO/13/25-26	Dated 20-Aug-25 Mode/Terms of Payment					
Buyer (Bill to) Mohs Zubair Hno 6 , Gali No 2 , Chataipura , Budhwara, Bhopal State Name : Madhya Pradesh, Code : 23 Contact : 9300978786, 9300003302		Buyer's Ref./Order No. RQUO/13/25-26	Other References Dispatched through Destination					
		Terms of Delivery						
Sl No.	Description of Goods	HSN/SAC	Due on	Quantity	Rate	per	Disc. %	Amount
1	Laptop on Rent <i>15 2nd/ 8gb</i> <i>From 20/08 to 20/09/25</i> <i>For 1 Month @rs 1600/month</i> <i>After 1 Month Monthly Rental Will Be Charge</i> <i>Receive Chq Rs</i> <i>15000 , Chq No 352262 ,Pnb</i>	997315	20-Aug-25	1 Nos	1,355.63	Nos		1,355.63
	CGST							122.01
	SGST							122.01
	Round Off							0.35
Total				1 Nos				₹ 1,600.00
Amount Chargeable (in words) INR One Thousand Six Hundred Only Company's PAN : EDRPK0509N								
Declaration 1. Computer/ Laptop (CPU/TFT/Accessories) Hardware will be replaced in case of fault, 2. No software support at site 3. Cost in case of Theft /Damage/ Transportation by you due to unknown circumstances, it will be your responsibility to settle with mutual understanding or will be charge @ Rs 18000/pc/laptop & Rent Amount Till date of settlement 4. Receiver / Company In charge /Owner will be responsible to Return Hardware after Completion of Rental Period or Rent Will Be Charge till Hardware is not Returned Physically 5. Transportation & Packaging Cost will be extra as mutually decided outside Bhopal 6. Minimum Rental Charge will not be Less than 1 Month 7. Payment once received will not be refunded or adjusted 8. Rental payment should be done timely as decided								
						Company's Bank Details Bank Name : PUNJAB AND SIND BANK A/c No. : 07421100016896 Branch & IFS Code: MP NAGAR ZONE 2 & PSIB0000742 for Niharika Technologies		
								Authorised Signatory

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Delivery Challan



DELIVERY CHALLAN

 Niharika Technologies 244, Zone-1, M.P. Nagar Bhopal GSTIN/UIN: 23EDRPK0509N2Z8 State Name: Madhya Pradesh, Code: 23 Contact : 9300951189, 8169147561 E-Mail : technologiesniharika@gmail.com www.niharikatechnologiestallysoftware.in		Delivery Note No. 3	Dated 25-Aug-25				
Buyer (Bill to) PYRAMID ENGINEERING BHOPAL GSTIN/UIN : 23CDZPM7561G1ZY State Name : Madhya Pradesh, Code : 23		Reference No. & Date. SQUO/25/25-26 dt. 25-Aug-25	Other References				
Contact person : SHRI SHAILESH MALVI Contact : 8989207249 E-Mail : pyramidbuildtech01@gmail.com		Buyer's Order No.	Dated				
		Dispatch Doc No.					
		Dispatched through	Destination				
		Terms of Delivery					
Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	Tally Software Services-Silver	998313	1 Nos	4,500.00	Nos		4,500.00
	CGST						405.00
	SGST						405.00
Total			1 Nos				₹ 5,310.00
Amount Chargeable (in words)							E. & O.E
INR Five Thousand Three Hundred Ten Only							
	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount	
	4,500.00	9%	405.00	9%	405.00	810.00	
Total: 4,500.00							405.00
Tax Amount (in words) : INR Eight Hundred Ten Only							
Company's PAN : EDRPK0509N							
Recd. in Good Condition							for Niharika Technologies
							Authorised Signatory

This is a Computer Generated Document



Multiple Address



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

Party Details Niharika Technologies(N)

Rental Sales No. RR/210/21-22 20-Dec-21 Monday

Party A/c name: ZOC TECHNOLOGIES PVT LTD
Current balance: 7,000.00 Dr
Sales ledger : Sales A/C
Current balance: 11,12,869.98 Cr

Party Details			
Buyer (Bill to)	: ZOC TECHNOLOGIES PVT LTD	Consignee (Ship to)	: ZOC TECHNOLOGIES PVT LTD
Address Type	: ♦ Primary	Address Type	: Bhopal Address
Mailing Name	: ZOC TECHNOLOGIES PVT LTD	Mailing Name	: ZOC TECHNOLOGIES PVT LTD
Address	: 813, C-WING, BSEL TECH PARK SECTOR-30 A , VASHI	Address	: 49, Amaltas colony, Deepak society, behind Hyundai service center, Chunna Bhatti.
State	: Maharashtra	State	: Madhya Pradesh
Country	: India	Country	: India
Pincode	: 400703	Pincode	:
GST Registration type	: Regular	GSTIN/UIN	: 27AAACZ3820A1ZR
GSTIN/UIN	: 27AAACZ3820A1ZR		
Place of Supply	: Maharashtra		



Copy Paste Voucher



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

Ledger Vouchers Niharika Technologies(N)

Ledger: **Vodafone Mobile Services Limited** 1-Jul-21 to 20-Oct-21

Date	Particulars	Vch Type	Vch No.	Debit	Credit
1-Jul-21	Purchase A/c	Purchase	OFF		234.82
1-Jul-21	Purchase A/c	Purchase	OFF		293.82
1-Jul-21	Purchase A/c	Purchase	OFF		293.82
1-Jul-21	Purchase A/c	Purchase	OFF		293.82
1-Jul-21	Purchase A/c	Purchase	OFF		352.82
1-Jul-21	Purchase A/c	Purchase	OFF		5,082.67
1-Jul-21	Purchase A/c	Purchase	OFF		352.82
1-Jul-21	Purchase A/c	Purchase	OFF		1,411.28
1-Jul-21	Purchase A/c	Purchase	OFF		1,453.76
1-Jul-21	Purchase A/c	Purchase	OFF		2,124.00
1-Jul-21	Purchase A/c	Purchase	OFF		1,411.28
1-Jul-21	Purchase A/c	Purchase	OFF		1,446.68

Press Alt + 2 to Create Duplicate Voucher



Short Cut Keys Page1



Hidden keys in TallyPrime		
Action	Shortcut Key	
To open Company Features screen	F11	
To move to the first/last menu in a section	Ctrl+Up/Down	
To move to the left-most/right-most drop-down top menu	Ctrl+Left/Right	
To move from any line to the first line in a list	Home & PgUp	
To from any point in a field to the beginning of the text in that field	Home	
To move from any line to the last line in a list	End & PgDn	
To move from any point in a field to the end of the text in that field	End	
To rewrite data	Ctrl+Alt+R	
To accept or save a screen	Ctrl+A	
To move to the last field or last line	Ctrl+End	
To move to the first field or first line	Ctrl+Home	
To open or hide calculator panel	Ctrl+N	
To exit a screen or the application	Ctrl+Q	
Reports		
To view the report in detailed or condensed format	Alt+F1	
	Alt+F5	
To open the GST Portal	Alt+V	
To add a new column	Alt+C	
To alter a column	Alt+A	
To delete a column	Alt+D	
To auto repeat columns	Alt+N	
To filter data in a report, with a selected range of conditions	Alt+F12	
To calculate balances using vouchers that satisfy the selected conditions	Ctrl+F12	
To views values in different ways in a report	Ctrl+B	
Vouchers & Reports		
To export the current voucher or report	Ctrl+E	Top menu
To e-mail the current voucher or report	Ctrl+M	Top menu
To print the current voucher or report	Ctrl+P	Top menu



Short Cut Keys Page 2



Vouchers		
To open Contra voucher	F4	Accounting Vouchers
To open Payment voucher	F5	Accounting Vouchers
To open Receipt voucher	F6	Accounting Vouchers
To open Journal voucher	F7	Accounting Vouchers
To open Stock Journal voucher	Alt+F7	Inventory Vouchers
To open Physical Stock	Ctrl+F7	Inventory Vouchers
To open Sales voucher	F8	Accounting Vouchers
To open Delivery Note	Alt+F8	Inventory Vouchers
To open Sales Order	Ctrl+F8	Order Vouchers
To open Purchase voucher	F9	Accounting Vouchers
To open Receipt Note	Alt+F9	Inventory Vouchers
To open Purchase Order	Ctrl+F9	Order Vouchers
To open Credit Note	Alt+F6	Accounting Vouchers
To open Debit Note	Alt+F5	Accounting Vouchers
To open Payroll voucher	Ctrl+F4	Payroll Vouchers
To open Rejection In voucher	Ctrl+F6	Inventory Vouchers
To open Rejection Out voucher	Ctrl+F5	Inventory Vouchers
To view list of all vouchers	F10	Vouchers
To mark a voucher as Post-Dated	Ctrl+T	Right button
To autofill details	Ctrl+F	Right button
To change mode – open vouchers in different modes	Ctrl+H	Right button
To open the Stock Query report for the selected stock item	Alt+S	Right button
To mark a voucher as Optional	Ctrl+L	Right button
Masters & Vouchers		
To add more details to a master or voucher for the current instance	Ctrl+I	Right button
Masters, Vouchers, & Reports		
To change the date of voucher entry or period for reports	F2	Right button
To change the date of voucher entry or period for reports	Alt+F2	Right button



Short Cut Keys Page3



Across TallyPrime

To primarily open a report, and create masters and vouchers in the flow of work.	Alt+G	Top menu
To switch to a different report, and create masters and vouchers in the flow of work.	Ctrl+G	Top menu
To open Company top menu	Alt+K	Top menu
To switch to another company from the list of open companies	F3	Right button
To select and open another company located in the same folder or other data paths	Alt+F3	Right button
To shut the currently loaded companies	Ctrl+F3	Right button
To open TallyHelp topic based on the context of the screen that is open	Ctrl+F1	Top menu
To open the list of configurations applicable for the report/view	F12	Right button
To open the import menu for importing masters, transaction, and bank statements	Alt+O	Top menu
To open the e-mail menu for sending transactions or reports	Alt+M	Top menu
To open the print menu for printing transactions or reports.	Alt+P	Top menu
To open the export menu for exporting masters, transactions, or reports	Alt+E	Top menu



Customized Voucher Numbering



- Sales Bill/ Invoice में Customized Number कैसे दे सकते हैं
- जैसे की हमारी कंपनी niharika technology invoice numbering निम्नलिखित कार्य के लिए अलग रखना चाहती है
- यदि किसी COMPANY की MONTHLY SALE ज्यादा है तब आप monthly numbering कर सकते हैं जैसे
- NT/MAY-19/1/19-20
- NT/JUN-19/1/19-20

- 1. CASH SALES के लिए - CASH/NT/0001/19-20
- 2. CREDIT SALES यानी उधारी खाते के लिए - CR/NT/0001/19-20
- 3. Tally SOFTWARE SALES के लिये - SOFT/NT/0001/19-20
- 4. Computer Rental Sales के लिये - RENT/NT/0001/19-20
- 5. Tally Coach Admission Sales के लिये - ADM/NT/0001/19-20
- 6. NON GST Sales के लिए - NOGST/NT/0001/19-20

Tally

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9522200728, 9522279273

Remote Access



Tally GOLD Prime Find details entered in masters and transactions. (Alt+F)

K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: Share P: Print

Select Company

Select Company

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

