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COURSE

Tally Prime with GST Course

15 lessons and one practice company with a full month of transactions. Create the company, enter purchases and sales with GST, and read the reports a CA asks for.

MADE FOR

Commerce students, accounts assistants, shop and trading business owners and anyone preparing for an accountant job that asks for Tally.

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How to use this course

Tally Prime is the accounting software most small and mid-size businesses in India use. This course follows one practice company, *Sharma Electricals* in Pune, through one month: setting up, buying stock, selling with GST, paying expenses, banking and closing the month.

How to study

- Install Tally Prime (the educational mode works without a licence; it only limits voucher dates).
- Open *Tally_Practice_Data.xlsx*. It lists the company details, opening balances and 40 transactions in date order. Enter them in Tally lesson by lesson.
- The *Expected Results* sheet shows what your trial balance, stock and GST figures should be at the end. If yours match, you did it right.

KEYS IN THIS COURSE

Tally Prime is used almost fully from the keyboard. Keys are shown like F8 (Sales) or Alt + G (Go To). On most laptops you may need to hold Fn for F-keys.

ACCOUNTING RULES CHANGE

GST rates, return forms and portal steps change from time to time. The method in this course stays the same, but check current rates on the GST portal or with your CA before filing real returns.

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Expected results

MODULE 1

Setting up

1. Accounting basics you need for Tally

Tally does the posting for you, but you must know which account goes where.

The golden rules in one table

Account type	Debit	Credit
Personal (customers, suppliers, banks)	the receiver	the giver
Real (cash, stock, furniture)	what comes in	what goes out
Nominal (expenses, income)	expenses and losses	income and gains

Example

You buy goods on credit from Havells Distributors for ₹50,000 + 18% GST. - Purchase (goods come in) **Dr** ₹50,000 - Input CGST 9% **Dr** ₹4,500 and Input SGST 9% **Dr** ₹4,500 - Havells Distributors (the giver) **Cr** ₹59,000

In Tally you only choose the supplier, the item and the quantity. Tally makes these entries itself once GST is set up.

2. Create the company and switch on GST

1. Open Tally Prime → **Create Company** (or Alt + K → Create).
2. Fill: Name *Sharma Electricals*, State *Maharashtra*, Country *India*, Financial year beginning *1-4-2026*, books beginning *1-4-2026*. Address and phone from the practice sheet.
3. Accept with Ctrl + A.
4. **Features** screen (F11): set *Maintain Accounts* and *Maintain Inventory* to Yes, *Enable Goods and Services Tax (GST)* to Yes.
5. In GST details: State Maharashtra, Registration type *Regular*, GSTIN from the practice sheet, periodicity *Monthly*.

Moving around

- Alt + G (**Go To**) opens any screen by typing its name: "ledger", "day book", "trial balance".
- Esc goes back one screen.
- F3 changes the company.

PRACTICE

Create Sharma Electricals with the details from the *Company* sheet and switch on GST with the given GSTIN.

3. Groups and ledgers

Every account in Tally is a **ledger**, and every ledger belongs to a **group**. Tally already has 28 groups such as Sundry Debtors, Sundry Creditors, Bank Accounts, Purchase Accounts, Sales Accounts, Duties & Taxes, Indirect Expenses and Capital Account.

Create a ledger

Alt + G → Create Master → Ledger. - Name: *Havells Distributors* → Under: *Sundry Creditors* → fill the address, State and GSTIN (needed for GST returns) → opening balance if any. - Name: *HDFC Bank Current A/c* → Under: *Bank Accounts* → opening balance ₹2,50,000 Dr.

GST ledgers

Create *Input CGST*, *Input SGST*, *Input IGST*, *Output CGST*, *Output SGST*, *Output IGST* under **Duties & Taxes**, with Type of duty *GST* and the tax type set.

Sales and purchase ledgers

Sales GST 18% under Sales Accounts and *Purchase GST 18%* under Purchase Accounts, with GST applicable Yes and the rate set in GST details. Tally then calculates tax in every voucher.

PRACTICE

Create all ledgers on the *Ledgers* sheet with their groups and opening balances. Check: Gateway → Display More Reports → List of Accounts.

4. Stock items, units and HSN

With inventory switched on, every product you buy or sell is a **stock item**.

1. Create **units** first: Nos, Box, Mtr (Create Master → Unit).
2. Optional **stock groups**: Lighting, Fans, Wiring.
3. Create **stock item**: Name *LED Bulb 9W* → Under *Lighting* → Units *Nos* → GST applicable Yes → HSN/SAC *8539* → rate 18% → opening quantity and rate if any.

Why HSN matters

The HSN code and rate on each item decide the GST on sales, and appear in GSTR-1's HSN summary. Wrong HSN means wrong tax.

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You have read the free preview of Tally Prime with GST Course

Learn Tally Prime by doing one month of real-looking accounts for a practice company: GST purchases and sales, payments, returns, bank reconciliation and GST reports.

- Course book: 15 lessons in 3 modules, PDF
- Practice company: Ledgers, items, 30 transactions, bank statement
- Expected results: GST and totals worked out with formulas
- Interview prep: Shortcuts and common questions

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