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Solutions that Empower. Partnerships that Last.

TallyPrime Master Guide

A Layman-Friendly Workflow & Internal Control Manual for Setup, Accounts, Inventory, GST, Banking, Sales, Purchase, Expense Control, Security and Optional Payroll.

Edition: Workflow Edition

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3 Sales & Purchase Control

4 Inventory Management

5 Expense Classification

6 GST Compliance

7 Banking Integration

8 Security & User Access

9 Optional Payroll

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FOUNDATION SETUP

How to Create a Company in TallyPrime

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

How to Create a Company in TallyPrime should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

How to Create a Company in TallyPrime

Screenshot reference

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Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

FOUNDATION SETUP

Configure Statutory Details

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Configure Statutory Details should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

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Configure Statutory Details

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FOUNDATION SETUP

GST Details Setup

Practical workflow, approval gate and TallyPrime control points for daily use.

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GST Details Setup should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

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GST Details Setup

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FOUNDATION SETUP

Product / Service / HSN-SAC Configuration

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Product / Service / HSN-SAC Configuration should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

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Product / Service / HSN-SAC Configuration

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FOUNDATION SETUP

SAC Configuration

Practical workflow, approval gate and TallyPrime control points for daily use.

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SAC Configuration should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

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SAC Configuration

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Workflow and responsibility checkpoints

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FOUNDATION SETUP

Quantifiable Service Sales

Practical workflow, approval gate and TallyPrime control points for daily use.

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Quantifiable Service Sales should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

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Quantifiable Service Sales

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Type	:	Simple
Symbol	:	NOS
Formal name	:	Numbers
Unit Quantity Code (UQC)	:	NOS-NUMBERS
Number of decimal places	:	0

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Workflow and responsibility checkpoints

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FOUNDATION SETUP

Service Invoice Preview

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Service Invoice Preview should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

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Service Invoice Preview

Screenshot reference

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Workflow flow



Workflow and responsibility checkpoints

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CHART OF ACCOUNTS & LEDGER STRUCTURE

Chart of Accounts & Ledger Structure

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Ledger means the account head where a transaction is stored. Group means the report category where the ledger will appear. Voucher means the entry screen used to record a transaction.

TallyPrime path

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Chart of Accounts & Ledger Structure

Screenshot reference

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Control rule

Ledger grouping must be decided before voucher entry.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
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Wrong-entry impact

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CHART OF ACCOUNTS & LEDGER STRUCTURE

Ledger Category Decision Table

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Ledger grouping must be decided before voucher entry. The group decides whether the amount appears in Profit & Loss or Balance Sheet.

TallyPrime path

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Ledger Category Decision Table

Screenshot reference

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Control rule

Ledger grouping must be decided before voucher entry.

Ledger category guide

Ledger category	Tally group	Use for / examples
Direct Expenses	Direct Expenses	Factory wages, production power, job work, direct freight inward, production consumables
Indirect Expenses	Indirect Expenses	Office rent, office electricity, admin salary, audit fee, internet, staff welfare
Purchase Accounts	Purchase Accounts	Raw material, trading goods, packing material purchase
Sales Accounts	Sales Accounts	Sales - Steel, Sales - FIBC, Sales - IT Services
Indirect Income	Indirect Incomes	Interest income, discount received, commission income, scrap income where applicable
Fixed Assets	Fixed Assets	Machinery, computers, furniture, vehicles
Duties & Taxes	Duties & Taxes	CGST, SGST, IGST, TDS payable, PF/ESI payable
Current Assets / Liabilities	Current Assets / Current Liabilities	Advances, deposits, salary payable, supplier payable, expenses payable

Detailed control rule

Ledger grouping must be decided before voucher entry. Wrong grouping gives wrong profitability, wrong MIS and wrong management decisions.

STOCK ITEM + AGEING CONTROLS

TallyPrime - Stock Item Master + Ageing Controls

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

TallyPrime - Stock Item Master + Ageing Controls should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

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TallyPrime - Stock Item Master + Ageing Co

Screenshot reference

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Before You Save

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Control rule

No stock item should be actively used unless group, unit, tax mapping, location relevance and ageing review method are clear.

Workflow flow



Workflow and responsibility checkpoints

Field	Control decision	Example
Name + group	Use consistent product family grouping	MS ERW Pipe 50 NB under ERW Pipes
Unit / alternate unit	Use alternate unit only with fixed conversion	Nos / MT / Kg
HSN / GST	Map tax before first transaction	HSN and GST applicable
Godown / batch	Needed for reserved or QC hold stock	Main / QC Hold / Reserved
Blocked marker	Use separate godown/status note	Do not mix with saleable stock

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

STOCK ITEM + AGEING CONTROLS

Stock Ageing, Blocked Stock and Department Review

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Stock Ageing, Blocked Stock and Department Review should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

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Stock Ageing, Blocked Stock and Department

Screenshot reference

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Control rule

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Workflow flow



Workflow and responsibility checkpoints

Ageing / status	Control action	Owner
0-30 days	Normal review and sales plan.	Stores / Operations
31-60 days	Check booking and reorder need before fresh purchase.	Dept Head
61-90 days	Escalate slow movement and price correction.	Dept Head + Accounts
90+ days	Mark as slow/dead stock for management review.	Management
QC hold/damaged	Keep blocked until release or disposal.	QC / Stores

Wrong-entry impact

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LEDGER CREATION + BILL-WISE TERMS

Ledger Guide

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Ledger Guide should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

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Ledger Guide

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Workflow flow



Workflow and responsibility checkpoints

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LEDGER CREATION + BILL-WISE TERMS

Ledger Guide Updated

Practical workflow, approval gate and TallyPrime control points for daily use.

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Ledger Guide Updated should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

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Ledger Guide Updated

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Workflow flow



Workflow and responsibility checkpoints

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LEDGER CREATION + BILL-WISE TERMS

Party Ledger Terms at Creation

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Party Ledger Terms at Creation should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

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Party Ledger Terms at Creation

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Control rule

Ledger creation is not only master-data entry.

Workflow flow



Workflow and responsibility checkpoints

Field	Customer / supplier control	Checker
Maintain bill-by-bill	Enable for ageing and reference discipline	Accounts
Default credit period	Example: 30 days if approved	Dept Head + Accounts
Credit limit	As per exposure approval	Management
GSTIN/PAN	Match documents	Accounts
Address/state	Needed for place of supply	Accounts
Mobile/email	Official communication trail	Sales/Purchase

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LEDGER CREATION + BILL-WISE TERMS

Customer Ledger Creation

Practical workflow, approval gate and TallyPrime control points for daily use.

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Customer Ledger Creation should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

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Customer Ledger Creation

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Workflow and responsibility checkpoints

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LEDGER CREATION + BILL-WISE TERMS

Supplier Ledger Creation

Practical workflow, approval gate and TallyPrime control points for daily use.

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6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

LEDGER CREATION + BILL-WISE TERMS

Bank Ledger Creation

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Bank Ledger Creation should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Bank Ledger Creation

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow

Configure

Record

Match

Resolve

Review

Close

Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

LEDGER CREATION + BILL-WISE TERMS

Tax Ledger Creation

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Tax Ledger Creation should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Tax Ledger Creation

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

SALES + OWNER-MANAGED SALES CONTROLS

Sales Owner & Sales Manager Setup

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Sales Owner & Sales Manager Setup should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Sales Owner & Sales Manager Setup

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Sales Owner can initiate and follow up.
Sales Manager approves customer, rate, quantity and terms.

Workflow and responsibility checkpoints

Role	Responsibility	Tally / process control
Sales Owner	Inquiry, customer documents, quotation details and follow-up	Can prepare customer details, draft order details and collection notes
Sales Manager	Reviews customer, rate, margin, credit period, dispatch commitment and terms	Approves Sales Order before booking/dispatch
Stores / Operations	Checks stock, reserves stock and confirms delivery readiness	Uses Stock Summary, Godown Summary, Stock journal and Delivery Note controls
Accounts	Creates approved customer ledger, records invoice, monitors bill-wise ageing	Maintains references, credit period and outstanding ageing
Management / Dept Head	Approves high-value, overdue, exception discount or special commercial terms	Final commercial approval

Detailed control rule

Sales Owner can initiate and follow up. Sales Manager approves customer, rate, quantity and terms. Stores confirms stock and dispatch readiness. Accounts invoices and monitors collection only against approved Sales Order, Delivery Note and bill-wise ageing.

SALES + OWNER-MANAGED SALES CONTROLS

Sales Approval Matrix

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Sales Approval Matrix should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Sales Approval Matrix

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow and responsibility checkpoints

Sales situation	Required approval	Control evidence
Regular customer within credit limit and standard rate	Sales Manager	Approved rate/terms
New customer onboarding	Sales Manager + Accounts + Dept Head	KYC and ledger approval
Credit period requested	Dept Head + Accounts	Credit terms in ledger
Rate below approved margin	Sales Manager + Management / Dept Head	Margin approval
Dispatch against overdue customer	Management / Dept Head + Accounts clearance	Overdue exception note
High-value order	Management approval	Commercial approval

Detailed control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

SALES + OWNER-MANAGED SALES CONTROLS

Customer Credit Gate Before Sales Order

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Customer Credit Gate Before Sales Order should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Customer Credit Gate Before Sales Order

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

SALES + OWNER-MANAGED SALES CONTROLS

Sales Order Guide

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Sales Order means the customer has placed an order; it is not dispatch. Delivery Note means material has moved. Sales Invoice means billing has happened.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Sales Order Guide

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Sales Order = customer commitment.
Stock Booking = internal reservation.
Delivery Note = actual stock movement.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

SALES + OWNER-MANAGED SALES CONTROLS

Stock Check & Booking Before Delivery

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Stock Check & Booking Before Delivery should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Stock Check & Booking Before Delivery

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Before creating Delivery Note, always verify stock availability. If stock is available, reserve it against the Sales Order.

Workflow and responsibility checkpoints

Stock position	Correct action	Delivery decision
Full stock available	Book stock by Stock Journal to Reserved - Sales Orders	Create Delivery Note after approval
Partial stock available	Book only available quantity and keep balance pending	Partial delivery only if customer accepts
No stock available	Raise purchase / production / sourcing request	Delivery blocked
Cancelled balance	Pre-close pending Sales Order balance with approval	No future dispatch

Detailed control rule

Before creating Delivery Note, always verify stock availability. If stock is available, reserve it against the Sales Order. If not available, do not create Delivery Note; raise Purchase Order / Production request and update commitment date.

SALES + OWNER-MANAGED SALES CONTROLS

Stock Availability Check

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Stock Availability Check should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Stock Availability Check

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

SALES + OWNER-MANAGED SALES CONTROLS

Stock Booking / Reservation

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Stock Booking / Reservation should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Stock Booking / Reservation

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

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SALES + OWNER-MANAGED SALES CONTROLS

Delivery Readiness & Exceptions

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Delivery Readiness & Exceptions should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Delivery Readiness & Exceptions

Illustrative training screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher	Sales Order / Delivery Note
Party	ABC Customer
Order no.	SO-015
Item	HDPE Bag 50kg
Godown	Reserved - Sales
Qty/rate	Approved

Shortcuts

Alt+G Go To
F11 Features
F12 Configure
Ctrl+A Accept
Esc Back

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Latest TallyPrime interface may vary slightly by release.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

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SALES + OWNER-MANAGED SALES CONTROLS

Final Delivery Control Checklist

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Final Delivery Control Checklist should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Final Delivery Control Checklist

Illustrative tracing screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher	Sales Order / Delivery Note
Party	ABC Customer
Order no.	SO-015
Item	HDPE Bag 50kg
Godown	Reserved - Sales
Qty/rate	Approved

Shortcuts

Alt+G Go To
F11 Features
F12 Configure
Ctrl+A Accept
Esc Back

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Latest TallyPrime interface may vary slightly by release.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

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SALES + OWNER-MANAGED SALES CONTROLS

Material Unavailable Guide

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Material Unavailable Guide should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Material Unavailable Guide

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
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- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
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Wrong-entry impact

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SALES + OWNER-MANAGED SALES CONTROLS

Classify the Shortage

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Classify the Shortage should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Classify the Shortage

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

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SALES + OWNER-MANAGED SALES CONTROLS

BOM / Production / Sourcing Route

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

BOM / Production / Sourcing Route should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

BOM / Production / Sourcing Route

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



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Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

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SALES + OWNER-MANAGED SALES CONTROLS

Return to Sales Booking

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Return to Sales Booking should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Return to Sales Booking

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

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SALES + OWNER-MANAGED SALES CONTROLS

Delivery Note

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Delivery Note should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Delivery Note

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



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Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

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SALES + OWNER-MANAGED SALES CONTROLS

Sales Invoice

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Sales Invoice should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Sales Invoice

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

SALES + OWNER-MANAGED SALES CONTROLS

Collection Follow-up and Overdue Review

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Collection Follow-up and Overdue Review should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Collection Follow-up and Overdue Review

Illustrative training screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher	Correct type.
Date	Correct period.
Ledger/item	Approved.
Reference	Document no.
Approval	Required.
Narration	Clear reason.

Shortcuts

Alt+G Go To
F11 Features
F12 Configure
Ctrl+A Accept
Esc Back

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Latest TallyPrime interface may vary slightly by release.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

SALES + OWNER-MANAGED SALES CONTROLS

Sales User Access and Security Control

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Sales User Access and Security Control should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Sales User Access and Security Control

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify item fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

PURCHASE + OWNER-MANAGED PURCHASING CONTROLS

Purchase Owner & Purchase Manager Setup

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Purchase Owner & Purchase Manager Setup should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Purchase Owner & Purchase Manager Setup

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Purchase Owner can initiate and follow up. Purchase Manager approves supplier, rate, quantity and terms. Stores confirms receipt.

Workflow and responsibility checkpoints

Role	Responsibility	Tally / process control
Purchase Owner	Raises requirement, collects quote and follows delivery	Can prepare request / draft PO details
Purchase Manager	Reviews supplier, rate, quantity, delivery date and terms	Approves PO before issue
Stores / Receiving	Receives goods and confirms physical quantity	Creates or confirms Receipt Note / GRN
QC / User Dept	Checks quality/specification and usability	Marks accepted, rejected or QC hold
Accounts	Books invoice only after PO + GRN + approval	Records bill-wise payable and credit period
Management / Dept Head	Approves high-value, new supplier, advance or exception purchase	Final approval

Detailed control rule

Purchase Owner can initiate and follow up. Purchase Manager approves supplier, rate, quantity and terms. Stores confirms receipt. Accounts books and pays only against approved PO, GRN and bill-wise payable.

PURCHASE + OWNER-MANAGED-PURCHASING CONTROLS

Purchase Approval Matrix

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Purchase Approval Matrix should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Purchase Approval Matrix

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow and responsibility checkpoints

Purchase situation	Required approval	Control evidence
Regular approved supplier, approved rate	Purchase Manager	Approved supplier/rate
New supplier onboarding	Purchase Manager + Accounts + Dept Head	KYC and bank check
Rate higher than last purchase	Purchase Manager + Dept Head	Rate comparison
Advance payment required	Management / Dept Head + Accounts	Advance approval
Urgent purchase without comparison	Dept Head approval with reason note	Exception note
QC rejected / short received	Purchase Manager + Stores + Accounts hold payment	GRN/QC note

Detailed control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

PURCHASE + OWNER-MANAGED-PURCHASING CONTROLS

Supplier Credit Period + Payables Gate

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Supplier Credit Period + Payables Gate should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Supplier Credit Period + Payables Gate

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Supplier credit period is a working-capital tool.

Workflow and responsibility checkpoints

Control area	Required action	Owner / checker
Supplier legal identity	Verify GST, PAN, address and invoice name	Purchase Owner / Purchase Manager
Supplier bank details	Collect cancelled cheque and match account name	Accounts
Supplier credit period	Record advance, immediate, 7/15/30/45 days etc.	Purchase Manager + Accounts
Bill-wise payables	Enable before purchase invoice booking	Accounts
Voucher reference	PO, GRN, Purchase Invoice New Ref, Payment Against Ref	Purchase + Accounts

Detailed control rule

Supplier credit period is a working-capital tool. It should be visible in Tally through bill-wise payables and followed through payment planning.

PURCHASE + OWNER-MANAGED PURCHASING CONTROLS

Supplier Ledger Creation

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Supplier Ledger Creation should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Supplier Ledger Creation

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

PURCHASE + OWNER-MANAGED PURCHASING CONTROLS

Purchase Requirement / Purchase Request

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Purchase Requirement / Purchase Request should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Purchase Requirement / Purchase Request

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

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PURCHASE + OWNER-MANAGED PURCHASING CONTROLS

Purchase Order

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Purchase Order should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Purchase Order

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

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PURCHASE + OWNER-MANAGED-PURCHASING CONTROLS

Receipt Note / GRN

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Receipt Note / GRN should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Receipt Note / GRN

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

PURCHASE + OWNER-MANAGED PURCHASING CONTROLS

QC Hold / Rejection / Short Receipt

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

QC Hold / Rejection / Short Receipt should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

QC Hold / Rejection / Short Receipt

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

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PURCHASE + OWNER-MANAGED PURCHASING CONTROLS

Purchase Invoice

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Purchase Invoice should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Purchase Invoice

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

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PURCHASE + OWNER-MANAGED PURCHASING CONTROLS

Supplier Payment Planning

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Supplier Payment Planning should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Supplier Payment Planning

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

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PURCHASE + OWNER-MANAGED PURCHASING CONTROLS

Advance Payment and Adjustment Control

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Advance Payment and Adjustment Control should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Advance Payment and Adjustment Control

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

PURCHASE + OWNER-MANAGED PURCHASING CONTROLS

Purchase User Access and Security Control

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Purchase User Access and Security Control should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Purchase User Access and Security Control

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify/rev fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
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- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

EXPENSE CLASSIFICATION & COST CONTROLS

Direct vs Indirect Expense Decision Table

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Direct vs Indirect Expense Decision Table should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Direct vs Indirect Expense Decision Table

Illustrative training screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher	Correct type.
Date	Correct period.
Ledger/item	Approved.
Reference	Document no.
Approval	Required.
Narration	Clear reason.

Shortcuts

Alt+G Go To
F11 Features
F12 Configure
Ctrl+A Accept
Esc Back

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

When an expense directly helps produce, process or deliver the product/service, treat it as direct.

Latest TallyPrime interface may vary slightly by release.

Workflow and responsibility checkpoints

Expense type	Direct expense when	Indirect expense when
Electricity / EB	Factory, machines, compressors, production area.	Office, admin, showroom, accounts area
Rent	Factory, production unit, warehouse used directly	Office, admin premises, sales office
Salary / wages	Production workers, operators, direct labour	Office/admin/accounts/HR/sales support
Travel	Project/site execution, installation or delivery	General business/admin/sales visits
Repairs	Production machinery or plant equipment	Office, computers, furniture, building.
Freight	Material purchase or production input	Courier, samples, admin logistics.

Detailed control rule

When an expense directly helps produce, process or deliver the product/service, treat it as direct. When it supports the business generally, treat it as indirect. If mixed, split the expense by reasonable allocation method.

EXPENSE CLASSIFICATION & COST CONTROLS

EB / Electricity Direct and Indirect Setup

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

EB / Electricity Direct and Indirect Setup should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

EB / Electricity Direct and Indirect Setup

Illustrative training screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher	Correct type.
Date	Correct period.
Ledger/item	Approved.
Reference	Document no.
Approval	Required.
Narration	Clear reason.

Shortcuts

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Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Factory EB and office EB should not be mixed if management wants correct production costing and profitability.

Latest TallyPrime interface may vary slightly by release.

Workflow flow



Workflow and responsibility checkpoints

Ledger name	Tally group	Purpose
Electricity Charges - Factory / Production	Direct Expenses	Power used for machines, production, plant and compressors
Electricity Charges - Office / Admin	Indirect Expenses	Power used for office, admin, accounts and sales office
Electricity Charges - Common Area	Indirect Expenses or allocated split	Common EB where usage must be allocated

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

EXPENSE CLASSIFICATION & COST CONTROLS

Travel Expense Setup

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Travel Expense Setup should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Travel Expense Setup Illustrative training screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher	Correct type.	Shortcuts Alt+G Go To F11 Features F12 Configure Ctrl+A Accept Esc Back
Date	Correct period.	
Ledger/item	Approved.	
Reference	Document no.	
Approval	Required.	
Narration	Clear reason.	

Latest TallyPrime interface may vary slightly by release.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Travel expenses must carry purpose, owner, customer/project reference and approval trail.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

EXPENSE CLASSIFICATION & COST CONTROLS

Rental Expense Setup

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Rental Expense Setup should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Rental Expense Setup Illustrative training screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher	Correct type.	Shortcuts Alt+G Go To F11 Features F12 Configure Ctrl+A Accept Esc Back
Date	Correct period.	
Ledger/item	Approved.	
Reference	Document no.	
Approval	Required.	
Narration	Clear reason.	

Latest TallyPrime interface may vary slightly by release.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Rent, advance rent and security deposit must not be mixed in one ledger.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

EXPENSE CLASSIFICATION & COST CONTROLS

HR and Employee-Related Expense Classification

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

HR and Employee-Related Expense Classification should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

HR and Employee-Related Expense Classifica

Illustrative training screen

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Employee	Employee master
Pay Head	Basic/HRA/PE
Attendance	Approved
Voucher	Payroll
Salary payable	Liability
Access	Restricted

Shortcuts

Alt+G Go To
F11 Features
F12 Configure
Ctrl+A Accept
Esc Back

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

HR expense accuracy depends on approved attendance, correct employee classification, salary payable reconciliation and separation of.

Latest TallyPrime interface may vary slightly by release.

Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Detailed control rule

HR expense accuracy depends on approved attendance, correct employee classification, salary payable reconciliation and separation of advances, deductions and employer contributions.

EXPENSE CLASSIFICATION & COST CONTROLS

Expense Voucher Booking Workflow

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Expense Voucher Booking Workflow should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Expense Voucher Booking Workflow

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Particulars	Debit	Credit
Telephone Charge	1,000.00	
Tax		500.00
Total	1,000.00	500.00

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Every expense voucher must answer four questions: correct ledger, correct period, correct approval and correct tax treatment.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

FINANCE INCOME, FINANCE COST & DEPRECIATION CONTROLS

Interest Income and Interest Expense Setup

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Interest Income and Interest Expense Setup should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Interest Income and Interest Expense Setup Illustrative training screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher	Correct type.	Shortcuts Alt+G Go To F11 Features F12 Configure Ctrl+A Accept Esc Back
Date	Correct period.	
Ledger/item	Approved.	
Reference	Document no.	
Approval	Required.	
Narration	Clear reason.	

Latest TallyPrime interface may vary slightly by release.

- Before You Save**

 - Correct company selected?
 - Correct date and voucher type?
 - Correct ledger/group and bill reference?
 - Correct GST / HSN / SAC?
 - Correct godown/item/qty/rate?
 - Approval and narration captured?
 - Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

FINANCE INCOME, FINANCE COST & DEPRECIATION CONTROLS

Loan EMI Accounting Control

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Loan EMI Accounting Control should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Loan EMI Accounting Control

Illustrative training screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher	Correct type.
Date	Correct period.
Ledger/item	Approved.
Reference	Document no.
Approval	Required.
Narration	Clear reason.

Shortcuts

Alt+G Go To
 F11 Features
 F12 Configure
 Ctrl+A Accept
 Esc Back

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Loan principal is a balance sheet movement. Interest is an expense. Do not book full EMI as expense.

Latest TallyPrime interface may vary slightly by release.

Workflow and responsibility checkpoints

EMI component	Correct ledger treatment	Control
Principal portion	Reduce loan liability ledger.	Balance Sheet
Interest portion	Book to interest expense / finance cost.	Profit & Loss
Penal charges	Book separately to finance/penalty charges.	Exception review
Processing fee	Finance charges or per accountant/auditor policy.	Policy check
GST on charges	Review ITC eligibility before claiming.	Tax review

Detailed control rule

Loan principal is a balance sheet movement. Interest is an expense. Do not book full EMI as expense.

FINANCE INCOME, FINANCE COST & DEPRECIATION CONTROLS

Fixed Asset, Capital Expense and Depreciation Controls

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Fixed Asset, Capital Expense and Depreciation Controls should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Fixed Asset, Capital Expense and Depreciat Illustrative training screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher	Correct type.	Shortcuts Alt+G Go To F11 Features F12 Configure Ctrl+A Accept Esc Back
Date	Correct period.	
Ledger/item	Approved.	
Reference	Document no.	
Approval	Required.	
Narration	Clear reason.	

Latest TallyPrime interface may vary slightly by release.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Asset purchase is not regular expense. Capitalize first, then book depreciation periodically as per approved accounting policy.

Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Detailed control rule

Asset purchase is not regular expense. Capitalize first, then book depreciation periodically as per approved accounting policy.

INVENTORY, PHYSICAL STOCK & STOCK MOVEMENT CONTROLS

Consumables Control

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Consumables Control should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Consumables Control

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

INVENTORY, PHYSICAL STOCK & STOCK MOVEMENT CONTROLS

Fixed Assets in Inventory Context

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Fixed Assets in Inventory Context should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Fixed Assets in Inventory Context Illustrative training screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher/report	Stock Journal / Summary
Item	MS ERW Pipe 50 NB
From godown	Main
To godown	Production/QC
Reference	TRF-001 / JC-001
Approval	Dept Head

Shortcuts

Alt+G Go To
F11 Features
F12 Configure
Ctrl+A Accept
Esc Back

Latest TallyPrime interface may vary slightly by release.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

INVENTORY, PHYSICAL STOCK & STOCK MOVEMENT CONTROLS

Godown Structure

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Godown Structure should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Godown Structure

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

INVENTORY, PHYSICAL STOCK & STOCK MOVEMENT CONTROLS

Stock Transfer

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Stock Transfer should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Stock Transfer

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

INVENTORY, PHYSICAL STOCK & STOCK MOVEMENT CONTROLS
Physical Stock Verification

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Physical Stock Verification should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Physical Stock Verification Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

INVENTORY, PHYSICAL STOCK & STOCK MOVEMENT CONTROLS

Physical Stock Correction

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Physical Stock Correction should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Physical Stock Correction

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Physical stock correction should be passed only after physical count, variance investigation, reason recording and approval.

Workflow and responsibility checkpoints

Situation	Tally treatment	Approval required
Physical stock more than Tally	Increase through Physical Stock / approved adjustment	Stores + Accounts + Dept Head
Physical stock less than Tally	Reduce through Physical Stock / approved adjustment	Stores + Accounts + Dept Head
Damaged stock found	Move to QC Hold / Damaged Stock godown	Stores + QC + Dept Head
Wrong godown stock	Stock Journal transfer from wrong to correct godown	Stores + Accounts
Theft / major shortage	Do not adjust directly; escalate before entry	Management approval

Detailed control rule

Physical stock correction should be passed only after physical count, variance investigation, reason recording and approval. Stock should not be adjusted merely to make reports look correct.

INVENTORY, PHYSICAL STOCK & STOCK MOVEMENT CONTROLS

Stock Consumption

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Stock Consumption should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Stock Consumption

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Stock consumption must be linked to production, job work, repair, internal use, sample issue or approved wastage reason.

Workflow and responsibility checkpoints

Consumption type	Tally treatment	Example
Production consumption	Stock Journal / Manufacturing Journal / BOM	Raw material consumed to produce finished goods
Job work consumption	Stock Journal / material issue to job work	Material issued to outside processor
Internal consumption	Stock Journal / consumption voucher as per policy	Stationery, packing, spares used internally
Repair consumption	Stock issue to maintenance / repair expense	Spare part for machine repair
Wastage / process loss	Stock Journal with wastage/scrap entry	Production loss, cutting waste
Sample issue	Stock Journal / sales sample process	Customer or testing samples

Detailed control rule

Stock consumption must be linked to production, job work, repair, internal use, sample issue or approved wastage reason. Material should not disappear from stock without a consumption reference.

INVENTORY, PHYSICAL STOCK & STOCK MOVEMENT CONTROLS

Stock Transfer Reference Control

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Stock Transfer Reference Control should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Stock Transfer Reference Control

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Every stock transfer should answer: from where, to where, why, against which reference, issued by whom, received by whom and approved.

Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Detailed control rule

Every stock transfer should answer: from where, to where, why, against which reference, issued by whom, received by whom and approved by whom.

INVENTORY, PHYSICAL STOCK & STOCK MOVEMENT CONTROLS

Wastage, Scrap & Damaged Stock Control

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Wastage, Scrap & Damaged Stock Control should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Wastage, Scrap & Damaged Stock Control

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Wastage, scrap and damaged stock should be visible separately. Do not mix them with saleable stock.

Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Detailed control rule

Wastage, scrap and damaged stock should be visible separately. Do not mix them with saleable stock.

INVENTORY, PHYSICAL STOCK & STOCK MOVEMENT CONTROLS

Bank Stock Statement

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Bank Stock Statement should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Bank Stock Statement

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

INVENTORY, PHYSICAL STOCK & STOCK MOVEMENT CONTROLS

Ageing Review

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Ageing Review should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Ageing Review

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

INVENTORY, PHYSICAL STOCK & STOCK MOVEMENT CONTROLS

Monthly Inventory Adjustment Review

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Monthly Inventory Adjustment Review should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Monthly Inventory Adjustment Review Illustrative training screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher/report	Stock Journal / Summary
Item	MS ERW Pipe 50 NB
From godown	Main
To godown	Production/QC
Reference	TRF-001 / JC-001
Approval	Dept Head

Shortcuts

Alt+G Go To
F11 Features
F12 Configure
Ctrl+A Accept
Esc Back

Latest TallyPrime interface may vary slightly by release.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Inventory adjustment entries should be exceptional and explainable.

Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Detailed control rule

Inventory adjustment entries should be exceptional and explainable. Regular unexplained corrections indicate process failure, wrong godown discipline or weak stock control.

BANKING, GST & RECONCILIATION

Banking Setup

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Banking Setup should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Banking Setup

Illustrative banking screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Name	ABC Customer / XYZ Suppliers
Under	Debtors/Creditors/Bank
Bill-wise	Yes
Credit period	30 days
GSTIN/PAN	Verified
State/address	Matched

Shortcuts

Alt+G Go To
 F11 Features
 F12 Configure
 Ctrl+A Accept
 Esc Back

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Latest TallyPrime interface may vary slightly by release.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

BANKING, GST & RECONCILIATION

Bank Ledger Creation

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Bank Ledger Creation should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Bank Ledger Creation

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

BANKING, GST & RECONCILIATION

Payment Voucher

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Payment Voucher means money went out. Supplier payment should be adjusted against exact bill reference.

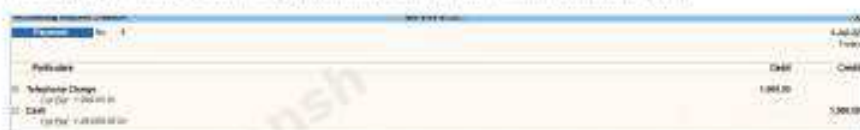
TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Payment Voucher

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Particulars	Debit	Credit
Telephone Charge	1,000.00	
Cash		1,000.00

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Payment Voucher means money went out. Use Against Reference for supplier/customer bill adjustments.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

BANKING, GST & RECONCILIATION

Receipt Voucher

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Receipt Voucher means money came in. Customer receipt should be adjusted against the correct invoice reference.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Receipt Voucher

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Receipt Voucher means money came in. Customer receipts should be adjusted bill-wise Against Reference.

Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

BANKING, GST & RECONCILIATION

Contra Voucher

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Contra Voucher means money moved between cash and bank or between bank accounts. It is not income and not expense.

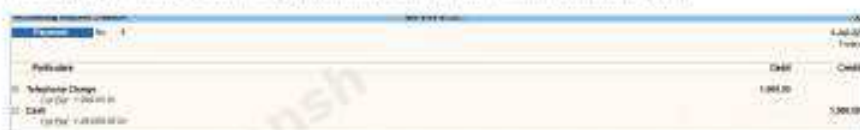
TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Contra Voucher

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Particulars	Debit	Credit
1. Machine Change (or) Dep. 1000000	1,00,00	
2. Cash (or) Bal. b/d 1000000		1,00,00

Uploaded screenshot-pack reference; verify these fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Contra Voucher means money moved between cash and bank or between bank accounts.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

BANKING, GST & RECONCILIATION
Bank Reconciliation

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Bank Reconciliation should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Bank Reconciliation Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Sl. No.	Particulars	Vch Type	Particulars	Reference No.	Reference Date	Bank Date	Bank	Bank
1	1-Apr-20 Telephone Charge	Payment	Debit	201/20	1-Apr-20			1,000.00
2	2-Apr-20 Mr. Pika Invoice	Payment	Debit	202/20	1-Apr-20			1,000.00
3	3-Apr-20 Commission Received	Receipt	Credit	1/20	1-Apr-20		9,000.00	9,000.00
4	4-Apr-20 Salary	Payment	Debit	201/20	1-Apr-20			6,000.00
5	5-Apr-20 Mr. P.V.V. & M.A. Ltd	Receipt	Credit	1/20	1-Apr-20		14,150.00	14,150.00
6	6-Apr-20 Dividend	Receipt	Credit	1/20	1-Apr-20		2,400.00	2,400.00
7	7-Apr-20 Rent	Payment	Debit	201/20	10-Apr-20			4,400.00
8	8-Apr-20 Mr. G.D. DREDD	Payment	Debit	201/20	11-Apr-20			4,500.00
9	9-Apr-20 Electric Charge	Payment	Debit	201/20	10-Apr-20			1,500.00
10	10-Apr-20 Interest	Payment	Debit	2/20	10-Apr-20			2,000.00
11	11-Apr-20 Mr. A.S.H. MATH	Receipt	Credit	2/20	11-Apr-20		9,000.00	9,000.00
12	12-Apr-20 Branch Income	Receipt	Credit	2/20	10-Apr-20		2,000.00	2,000.00
13	13-Apr-20 Trade Expenses	Payment	Debit	2/20	20-Apr-20			2,800.00
14	14-Apr-20 General Exp	Payment	Debit	4/20	20-Apr-20			2,000.00
15	15-Apr-20 House Rent	Receipt	Credit	2/20	20-Apr-20		1,000.00	1,000.00
16	16-Apr-20 Cash	Cash	Debit	2/20	27-Apr-20			1,000.00
17	17-Apr-20 Cash	Cash	Debit	2/20	17-Apr-20			4,000.00

- Before You Save**
- Correct company selected?
 - Correct date and voucher type?
 - Correct ledger/group and bill reference?
 - Correct GST / HSN / SAC?
 - Correct godown/item/qty/rate?
 - Approval and narration captured?
 - Ctrl+A only after final check.

Control rule
Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

BANKING, GST & RECONCILIATION
GST Configuration

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

GST Configuration should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

GST Configuration

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

GST accuracy depends on master data, voucher discipline, tax rate mapping, invoice references and monthly reconciliation.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

BANKING, GST & RECONCILIATION

GST Voucher Readiness

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

GST Voucher Readiness should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

GST Voucher Readiness

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

BANKING, GST & RECONCILIATION
GST Return Review

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

GST Return Review should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

GST Return Review

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

BANKING, GST & RECONCILIATION

E-way Bill Readiness

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

E-way Bill Readiness should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

E-way Bill Readiness

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

BANKING, GST & RECONCILIATION

E-invoice Readiness

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

E-invoice Readiness should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

E-invoice Readiness

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

BANKING, GST & RECONCILIATION
GSTR Reconciliation

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

GSTR Reconciliation should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

GSTR Reconciliation

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

BANKING, GST & RECONCILIATION

Input Tax Credit Checks

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Input Tax Credit Checks should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Input Tax Credit Checks

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

BANKING, GST & RECONCILIATION

Monthly GST Closing Controls

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Monthly GST Closing Controls should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Monthly GST Closing Controls

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

DAILY OPERATIONS, BACKUP, SECURITY & USER ACCESS

Daily Voucher Discipline

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Daily Voucher Discipline should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Daily Voucher Discipline

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Daily operations are the backbone of TallyPrime accuracy.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

DAILY OPERATIONS, BACKUP, SECURITY & USER ACCESS

Journal Voucher Controls

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Journal Voucher is an adjustment entry. It should not be used casually for sales, purchase, receipt, payment or stock movement when a proper voucher exists.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Journal Voucher Controls

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Journal entries must carry reason, supporting calculation and approval.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

DAILY OPERATIONS, BACKUP, SECURITY & USER ACCESS

Outstanding Ageing Review

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Outstanding Ageing Review should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Outstanding Ageing Review

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

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DAILY OPERATIONS, BACKUP, SECURITY & USER ACCESS

Daily Backup Control

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Daily Backup Control should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Daily Backup Control

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Backup is not complete until restore testing is done periodically. A backup that cannot be restored is not a reliable backup.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

DAILY OPERATIONS, BACKUP, SECURITY & USER ACCESS

Company Data Security

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Company Data Security should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Company Data Security

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

DAILY OPERATIONS, BACKUP, SECURITY & USER ACCESS

User Access and Password Control

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

User Access and Password Control should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

User Access and Password Control

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Users should get only the access required for their role.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

DAILY OPERATIONS, BACKUP, SECURITY & USER ACCESS

Role-Based Access for Accounts, Sales, Purchase and Stores

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Role-Based Access for Accounts, Sales, Purchase and Stores should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Role-Based Access for Accounts, Sales, Pur

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1	Open the correct company and period	User / Accounts
2	Use the approved master, ledger, item or party	Accounts / Dept owner
3	Record voucher/report fields with reference document	Initiator
4	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5	Take approval for exception or high-risk entry	Dept Head / Management
6	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

DAILY OPERATIONS, BACKUP, SECURITY & USER ACCESS

Voucher Approval and Alteration Control

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Voucher Approval and Alteration Control should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher Approval and Alteration Control

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify/rev fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

DAILY OPERATIONS, BACKUP, SECURITY & USER ACCESS

Month-End Closing Checklist

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Month-End Closing Checklist should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Month-End Closing Checklist

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

DAILY OPERATIONS, BACKUP, SECURITY & USER ACCESS

Error Correction and Audit Trail Review

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Error Correction and Audit Trail Review should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Error Correction and Audit Trail Review

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify item fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

HR & PAYROLL - OPTIONAL / ADVANCED SECTION
HR and Payroll Setup

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

HR and Payroll Setup should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

HR and Payroll Setup

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Payroll information is sensitive. Access should be restricted.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

HR & PAYROLL - OPTIONAL / ADVANCED SECTION
Employee Group Creation

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Employee Group Creation should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Employee Group Creation

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

HR & PAYROLL - OPTIONAL / ADVANCED SECTION

Employee Master Creation

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Employee Master Creation should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Employee Master Creation

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

HR & PAYROLL - OPTIONAL / ADVANCED SECTION

Attendance Type Setup

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Attendance Type Setup should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Attendance Type Setup

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

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HR & PAYROLL - OPTIONAL / ADVANCED SECTION

Pay Head Creation Roadmap

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Pay Head Creation Roadmap should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Pay Head Creation Roadmap

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

HR & PAYROLL - OPTIONAL / ADVANCED SECTION

Earnings Pay Head Master Guide

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Earnings Pay Head Master Guide should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Earnings Pay Head Master Guide

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

HR & PAYROLL - OPTIONAL / ADVANCED SECTION

Deduction Pay Head Master Guide

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Deduction Pay Head Master Guide should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Deduction Pay Head Master Guide

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

HR & PAYROLL - OPTIONAL / ADVANCED SECTION
Salary Details Setup

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Salary Details Setup should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Salary Details Setup

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

HR & PAYROLL - OPTIONAL / ADVANCED SECTION

Payroll Voucher

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Payroll Voucher should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Payroll Voucher

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Payroll information is sensitive. Access should be restricted.

Workflow and responsibility checkpoints

Step	Action	Result / control
1.	Confirm attendance, leave and OT	Approved inputs before salary computation
2.	Process Payroll Voucher	Salary expense and deductions computed
3.	Review salary register	Gross, deductions, net pay and department totals
4.	Create/confirm Salary Payable	Liability until paid
5.	Record salary payment	Bank payment clears payable
6.	Pay statutory dues	Clear PF/ESI/PT/TDS payable

Detailed control rule

Payroll information is sensitive. Access should be restricted. Salary reports should be shared only with authorised HR, Accounts and management users.

HR & PAYROLL - OPTIONAL / ADVANCED SECTION

Salary Payable and Payment

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Salary Payable and Payment should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Salary Payable and Payment Illustrative training screen

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Employee	Employee master
Pay Head	Basic/HRA/PE
Attendance	Approved
Voucher	Payroll
Salary payable	Liability
Access	Restricted

Shortcuts

Alt+G Go To
F11 Features
F12 Configure
Ctrl+A Accept
Esc Back

Latest TallyPrime interface may vary slightly by release.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

HR & PAYROLL - OPTIONAL / ADVANCED SECTION
Statutory Dues Payment

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Statutory Dues Payment should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Statutory Dues Payment

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Company Related Settings	
Show more features	No
Show all features	No
Accounting	
Master Journals	Yes
Enable Bill entry	Yes
Enable Cost Center	Yes
Enable Interest Calculation	No
Inventory	
Multiple Invoices	Yes
Enable Bill Inventory	Yes
Enable Invoice Price Lock	No
Enable Returns	No
Master Bills Only for Returns	No
Enable Job Cost Processing	No
Enable Cost Tracking	Yes
Enable Job Billing	No
Use Standard Values in Invoice	No
Use Invoice Amount and Stock Quantity entered in Invoice	No
Taxline	
Enable Goods and Services Tax (GST)	No
Enable Tax Collected at Source (TCS)	No
Enable Tax Collected at Source (TDS)	No
Enable Value Added Tax (VAT)	No
Enable Bonus	No
Enable Service Tax	No
Other Taxes	
Enable Excise	No
Enable Stock Access to Reports	Yes
Enable Sale, MCT, Service Tax, Receipt Issues & Systemwide	No
Payroll	
Master Payroll	Yes
Enable Payroll History	Yes
Other	
Enable Invoice Reference	Yes
Start month/season	No

Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

HR & PAYROLL - OPTIONAL / ADVANCED SECTION

Payroll Month-End Checklist

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Payroll Month-End Checklist should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Payroll Month-End Checklist

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

HR & PAYROLL - OPTIONAL / ADVANCED SECTION

Payroll Testing and Approval Checklist

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Payroll Testing and Approval Checklist should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Payroll Testing and Approval Checklist

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

HR & PAYROLL - OPTIONAL / ADVANCED SECTION

Payroll Access and Confidentiality Control

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Payroll Access and Confidentiality Control should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Payroll Access and Confidentiality Control

Screenshot reference

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.



Uploaded screenshot-pack reference; verify live fields in active TallyPrime before entry.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Payroll information is sensitive. Access should be restricted.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

SIGN-OFF & ACKNOWLEDGEMENT

TallyPrime - Reader Acknowledgement

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Company-wise read register with responsibility confirmation. Team Head / Department Head confirms the reader has been checked on applicable workflows.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

TallyPrime - Reader Acknowledgement Illustrative training screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher	Correct type.	Shortcuts Alt+G Go To F11 Features F12 Configure Ctrl+A Accept Esc Back
Date	Correct period.	
Ledger/item	Approved.	
Reference	Document no.	
Approval	Required.	
Narration	Clear reason.	

Latest TallyPrime interface may vary slightly by release.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

This page is for circulation and responsibility tracking only. It is not a statutory compliance certificate.

Workflow and responsibility checkpoints

Sl. No.	Read By	Team / Role Team Head Dept. Hea
1		
2		
3		
4		
5		
6		
7		
8		
9		

Detailed control rule

This page is for circulation and responsibility tracking only. It is not a statutory compliance certificate.

SIGN-OFF & ACKNOWLEDGEMENT

Responsibility Register

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Responsibility Register should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Responsibility Register

Illustrative training screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher	Correct type.
Date	Correct period.
Ledger/item	Approved.
Reference	Document no.
Approval	Required.
Narration	Clear reason.

Shortcuts

Alt+G Go To
F11 Features
F12 Configure
Ctrl+A Accept
Esc Back

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Latest TallyPrime interface may vary slightly by release.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
5.	Take approval for exception or high-risk entry	Dept Head / Management
6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

SIGN-OFF & ACKNOWLEDGEMENT

Circulated By and Under Responsibility

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Circulated By and Under Responsibility should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Circulated By and Under Responsibility

Illustrative training screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher	Correct type.
Date	Correct period.
Ledger/item	Approved.
Reference	Document no.
Approval	Required.
Narration	Clear reason.

Shortcuts

Alt+G Go To
F11 Features
F12 Configure
Ctrl+A Accept
Esc Back

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Entry must be supported by a clear reference, correct master data, role-based approval and post-entry review where applicable.

Latest TallyPrime interface may vary slightly by release.

Workflow flow



Workflow and responsibility checkpoints

Step	What to do	Control / owner
1.	Open the correct company and period	User / Accounts
2.	Use the approved master, ledger, item or party	Accounts / Dept owner
3.	Record voucher/report fields with reference document	Initiator
4.	Check tax, stock, bill-wise and narration impact	Accounts / Stores
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6.	Save only after final review	Ctrl+A discipline

Wrong-entry impact

A wrong entry can affect GST, stock, outstanding ageing, profitability, security, payroll confidentiality or management reports.

SIGN-OFF & ACKNOWLEDGEMENT

Source Reference Note

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Official TallyHelp / Tally Solutions pages were preferred. Screen panels were recreated as illustrative training screens where screenshot rights were unclear.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Source Reference Note Illustrative training screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher	Correct type.	Shortcuts Alt+G Go To F11 Features F12 Configure Ctrl+A Accept Esc Back
Date	Correct period.	
Ledger/item	Approved.	
Reference	Document no.	
Approval	Required.	
Narration	Clear reason.	

Latest TallyPrime interface may vary slightly by release.

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Screens are training panels based on verified workflow paths and fields; latest TallyPrime interface may vary slightly by release.

Workflow and responsibility checkpoints

Source type	Reference	Use in guide
TallyHelp - Create Company and Set Up Company Features	Official TallyHelp / Tally Solutions page reviewed	Workflow labels and validation
TallyHelp - TallyPrime Release 7.1 notes	Official TallyHelp / Tally Solutions page reviewed	Workflow labels and validation
TallyHelp - Ledgers in TallyPrime	Official TallyHelp / Tally Solutions page reviewed	Workflow labels and validation
TallyHelp - Sales Order and Delivery Note	Official TallyHelp / Tally Solutions page reviewed	Workflow labels and validation
TallyHelp - Purchase Order and Receipt Note	Official TallyHelp / Tally Solutions page reviewed	Workflow labels and validation
TallyHelp - Inventory Vouchers / Stock Journal	Official TallyHelp / Tally Solutions page reviewed	Workflow labels and validation
TallyHelp - Payments and Receipts	Official TallyHelp / Tally Solutions page reviewed	Workflow labels and validation

Detailed control rule

Screens are training panels based on verified workflow paths and fields; latest TallyPrime interface may vary slightly by release.

SIGN-OFF & ACKNOWLEDGEMENT

Source Reference Note - Continued

Practical workflow, approval gate and TallyPrime control points for daily use.

In Plain English

Source Reference Note - Continued should be handled as a controlled workflow, not as casual data entry. The user must know what the screen does, why it matters, who initiates, who approves and what must be checked before saving.

TallyPrime path

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Source Reference Note - Continued

Illustrative training screen.

Alt+G (Go To) > Create / Alter / Display the relevant TallyPrime master, voucher or report.

Voucher	Correct type.
Date	Correct period.
Ledger/item	Approved.
Reference	Document no.
Approval	Required.
Narration	Clear reason.

Shortcuts

Alt+G Go To
F11 Features
F12 Configure
Ctrl+A Accept
Esc Back

Before You Save

- Correct company selected?
- Correct date and voucher type?
- Correct ledger/group and bill reference?
- Correct GST / HSN / SAC?
- Correct godown/item/qty/rate?
- Approval and narration captured?
- Ctrl+A only after final check.

Control rule

Screenshot references support training. Exact live screens may vary by TallyPrime release, company configuration and enabled features.

Latest TallyPrime interface may vary slightly by release.

Workflow and responsibility checkpoints

Item	Checked status	Note
Uploaded logo.zip	Checked	Used attached Heyaansh logo
Uploaded QR code	Checked	Used on final thank-you page
Screenshot pack	Checked	47 files, README and coverage manifest found
Screens in PDF	Embedded + appendix	Uploaded screenshots embedded in screen panels and added as large reference appendix; mock panels remain only where no matching screenshot exists
Release notes	Reviewed	TallyPrime Release 7.1 considered
GST/banking/payroll references	Reviewed	Used for workflow validation

Detailed control rule

Screenshot references support training. Exact live screens may vary by TallyPrime release, company configuration and enabled features.

SCREENSHOT REFERENCE

Company Creation

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Company Creation			
Company Data Path	C:\Users\Public\TallyPrime\Data		
Company Name	Main Group Company	Financial year beginning from	1-Apr-23
Mailing Name	Main Group Company	Books beginning from	1-Apr-23
Address	Vincent Bus Stop Cherry Road Salem	Security	Set TallyVault Password to encrypt Company Data : No
State	Tamil Nadu		
Country	India		
Pincode	<div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;"> MASKED CONTACT </div>		
Telephone			
Mobile			
Fax			
E-mail			
Website			
Base Currency symbol	₹	Show amount in millions	No
Formal name	INR	Number of decimal places	2
Suffix symbol to amount	No	Word representing amount after decimal	paise
Add space between amount and symbol	Yes	Number of decimal places for amount in words	2

Screenshot coverage note

File: A02_Company_Creation.png | Coverage: exact_public_masked: Company creation screen; telephone/mobile/e-mail/website masked.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Company Alteration

Actual screenshot support from the uploaded TallyPrime screenshot pack.



Group Company Creation	
Company Data Path	C:\Users\Public\TallyPrime\Data
Company Name	Main Group Company
Mailing Name	Main Group Company
Address	Vincent Bus Stop Cherry Road Salem
State	Tamil Nadu
Country	India
Pincode	636007
Telephone	MASKEDCONTACT
Mobile	
Fax	
E-mail	
Website	
Members companies	Tutor Joes - 2021 Tutor Joes - 2023
Accept ?	
Yes or No	

Screenshot coverage note

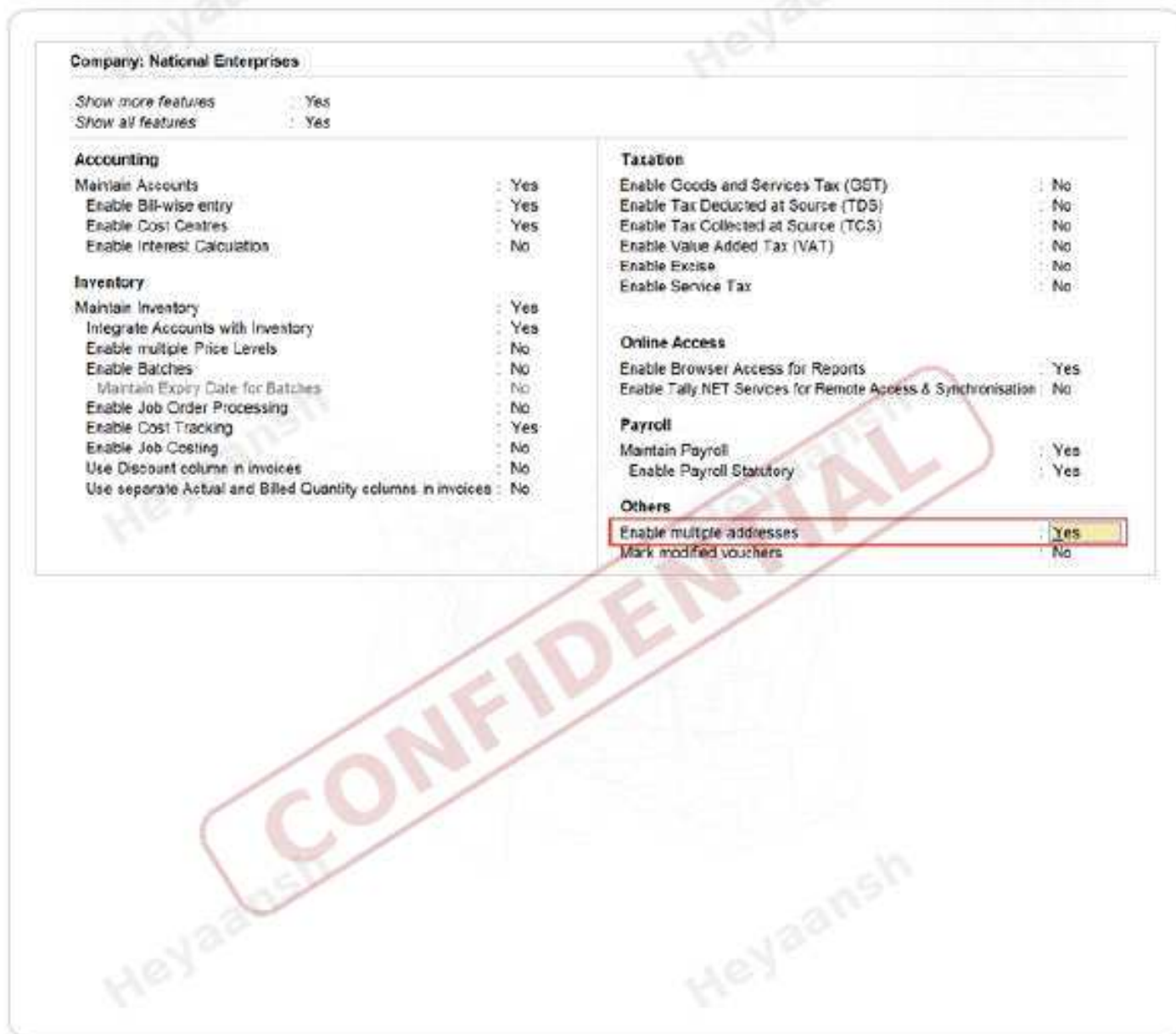
File: A03_Company_Alteration.png | Coverage: substitute_public_masked. Closest public company master screen located; not a verified Alter Company screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

F11 Features

Actual screenshot support from the uploaded TallyPrime screenshot pack.



Company: National Enterprises

Show more features : Yes
Show all features : Yes

Accounting	Taxation
Maintain Accounts : Yes	Enable Goods and Services Tax (GST) : No
Enable Bill-wise entry : Yes	Enable Tax Deducted at Source (TDS) : No
Enable Cost Centres : Yes	Enable Tax Collected at Source (TCS) : No
Enable Interest Calculation : No	Enable Value Added Tax (VAT) : No
	Enable Excise : No
	Enable Service Tax : No

Inventory	Online Access
Maintain Inventory : Yes	Enable Browser Access for Reports : Yes
Integrate Accounts with Inventory : Yes	Enable Tally.NET Services for Remote Access & Synchronisation : No
Enable multiple Price Levels : No	
Enable Batches : No	
Maintain Expiry Date for Batches : No	
Enable Job Order Processing : No	
Enable Cost Tracking : Yes	
Enable Job Costing : No	
Use Discount column in invoices : No	
Use separate Actual and Billed Quantity columns in invoices : No	

Payroll
Maintain Payroll : Yes
Enable Payroll Statutory : Yes

Others
Enable multiple addresses : Yes
Mark modified vouchers : No

Screenshot coverage note

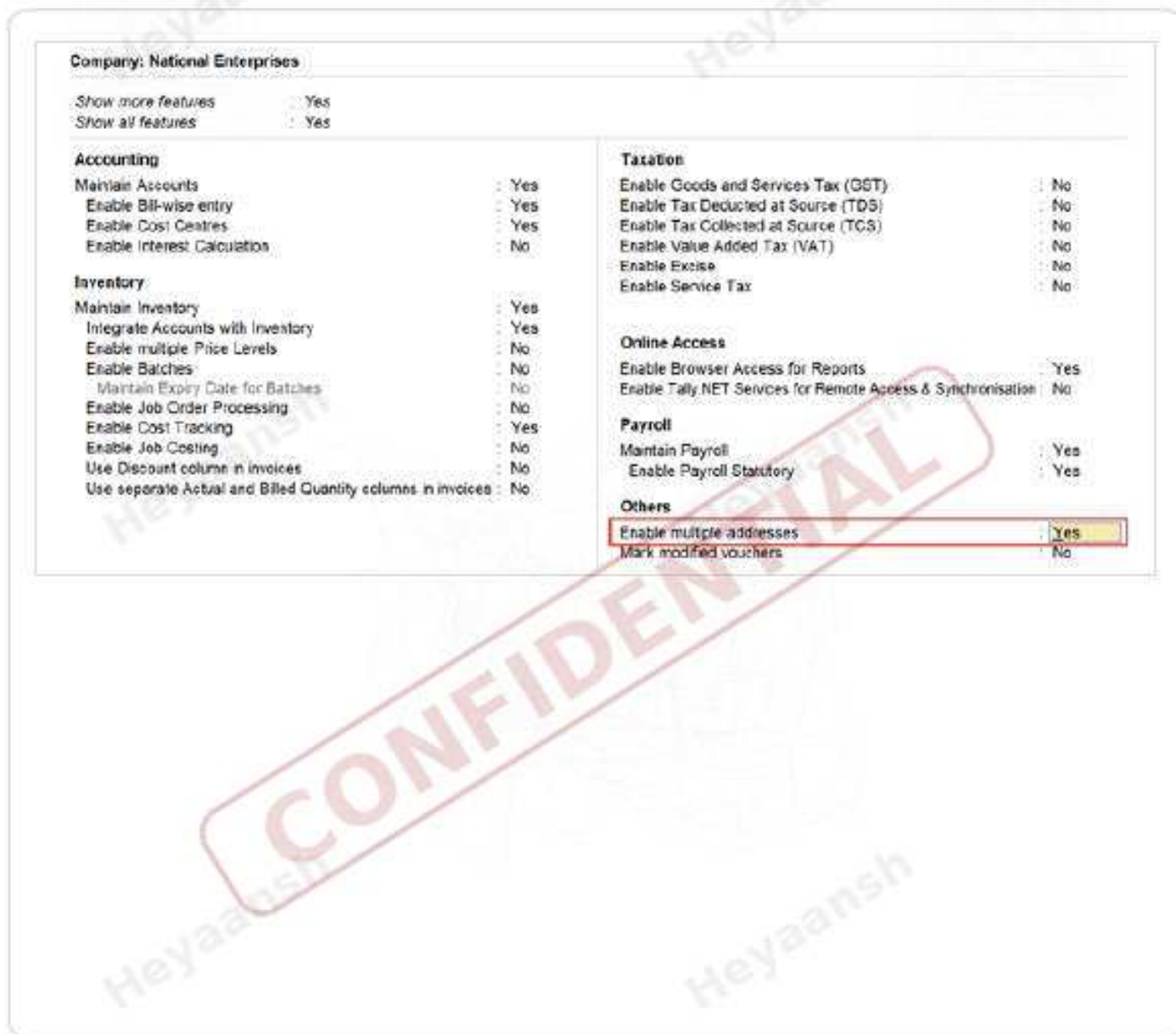
File: A04_F11_Features.png | Coverage: exact_public. Company Features screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Statutory and Taxation

Actual screenshot support from the uploaded TallyPrime screenshot pack.



Company: National Enterprises

Show more features : Yes
Show all features : Yes

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

Screenshot coverage note

File: A05_Statutory_and_Taxation.png | Coverage: partial_public. Company Features screen containing taxation/statutory settings area; not a drilled Statutory & Taxation submenu.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

GST Details

Actual screenshot support from the uploaded TallyPrime screenshot pack.

GST Details

Registration status	: Active		
GST Registration Details		e-Way Bill Details	
State	: Karnataka	e-Way Bill applicable	: Yes
Registration type	: Regular	Applicable from	: 1-Apr-25
Assessee of Other Territory	: No	Applicable for intrastate	: Yes
GSTIN/UID	: MASKED GSTIN	Periodicity	
Periodicity of GSTR-1		Monthly	
		Quarterly	
Connected GST Details			
GST Username	: Not Applicable		
Mode of Filing	: Not Applicable		
e-Invoice Details			
e-Invoicing applicable	: No		

Create another GST Registration for the Company : No

Screenshot coverage note


File: A06_GST_Details.png | Coverage: exact_public_masked. GST details screen; GSTIN masked.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

HSN SAC Setup

Actual screenshot support from the uploaded TallyPrime screenshot pack.



Particulars	GST Rate Details Applicable From	Taxability Type	GST Rate	Cess Rate	HSN/SAC Details Applicable From	HSN/SAC
GST Rate-12%	1-Apr-25	Taxable	12 %		1-Apr-25	4412
Purchase - ITD	1-Apr-24				1-Apr-24	
GST Rate Details Not Provided	1-Apr-24				1-Apr-24	
Purchase - Branch	1-Apr-24				1-Apr-24	
Sales A/c						

Screenshot coverage note

File: A07_HSN_SAC_Setup.png | Coverage: exact_public. GST rate/HSN setup screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Stock Group Creation

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Stock Group Creation

Name : **Stock in Hand**
(alias) :

Under : **◆ Primary**

Should quantities of items be added

Accept ?

Yes or No

Screenshot coverage note

File: A08_Stock_Group_Creation.png | Coverage: exact_public. Stock Group Creation screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Stock Item Creation

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Stock Item Creation				Inventory
Name	:	Sony TV		
(alias)	:			
Under	:	Stock in Hand		
Units	:	nos		
		Statutory Details		
		Rate of Duty (eg 5)		: 0
				Accept ?
				Yes or No
Opening Balance	:	Quantity	Rate per	Value
	:	15 nos	5,500.00 nos	82,500.00

Screenshot coverage note

File: A09_Stock_Item_Creation.png | Coverage: exact_public: Stock Item Creation screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Service Item Quantifiable Service

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Type	: Simple
Symbol	: NOS
Formal name	: Numbers
Unit Quantity Code (UQC)	: NOS-NUMBERS
Number of decimal places	: <input type="text" value="0"/>

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Screenshot coverage note

File: A10_Service_Item_Quantifiable_Service.png | Coverage: substitute_public. Unit creation/quantity setup used as closest publicly available quantifiable-service support screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Ledger Creation Basic

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Ledger Creation (Secondary)		Inventory	
Name (alias):	Mr. CITIZEN		
Under	Sundry Creditors (Current Liabilities)	Mailing Details	
Maintain balances bill-by-bill	Yes	Name	Mr. CITIZEN
Default credit period		Address	
Check for credit days during voucher entry	No	State	Tamil Nadu
		Country	India
		Pincode	
		Banking Details	
		Provide bank details	No
		Tax Registration Details	
		PAN/T No.	
			Accept?
			Yes or No

Screenshot coverage note

File: B02_Ledger_Creation_Basic.png | Coverage: exact_public. Create Ledger screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Sundry Debtor Ledger

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Ledger Creation (Secondary)		Inventory	
Name (alias):	Mr. CITIZEN		
Under	Sundry Creditors (Current Liabilities)	Mailing Details	
Maintain balances bill-by-bill	Yes	Name	Mr. CITIZEN
Default credit period		Address	
Check for credit days during voucher entry	No	State	Tamil Nadu
		Country	India
		Pincode	
		Banking Details	
		Provide bank details	No
		Tax Registration Details	
		PAN/T No.	
			Accept?
			Yes or No

Screenshot coverage note

File: B03_Sundry_Debtor_Ledger.png | Coverage: substitute_public. Closest public party ledger screen; source is creditor-style party ledger, not verified debtor ledger.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Sundry Creditor Ledger

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Ledger Creation (Secondary)		Inventory	
Name (alias)	Mr. CITIZEN		
Under	Sundry Creditors (Current Liabilities)	Mailing Details	
Maintain balances bill-by-bill	Yes	Name	Mr. CITIZEN
Default credit period		Address	
Check for credit days during voucher entry	No	State	Tamil Nadu
		Country	India
		Pincode	
		Banking Details	
		Provide bank details	No
		Tax Registration Details	
		PAN/T No.	
			Accept?
			Yes or No

Screenshot coverage note

File: B04_Sundry_Creditor_Ledger.png | Coverage: exact_public. Supplier ledger under Sundry Creditors.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

GST Details in Ledger

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Ledger Creation (Secondary)		Ms VSS & CO.	
Name (alias)	Telephone Charges		
Under	Indirect Expenses	Mailing Details	
Type of Ledger:	* Not Applicable	Name	
Statutory Details		Address	
Is GST applicable	* Applicable	State	
See/Alter GST Details	No	Country	
Type of Supply	Services	Pincode	
		Mobile no.	
		Provide Contact Details	No
		Banking Details	
		Provide bank details	No
		Tax Registration Details	
		PAN/T No.	

Screenshot coverage note

File: B05_GST_Details_in_Ledger.png | Coverage: partial_public. Ledger creation with GST applicable/tax fields; not a full party GST registration popup.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Bill wise Tracking

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Ledger Creation (Secondary)		Inventory	
Name (alias)	Mr. CITIZEN		
Under	Sundry Creditors (Current Liabilities)	Mailing Details	
Maintain balances bill-by-bill	Yes	Name	Mr. CITIZEN
Default credit period		Address	
Check for credit days during voucher entry	No	State	Tamil Nadu
		Country	India
		Pincode	
		Banking Details	
		Provide bank details	No
		Tax Registration Details	
		PAN/T No.	
			Accept?
			Yes or No

Screenshot coverage note

File: B06_Bill_wise_Tracking.png | Coverage: exact_public. Ledger screen showing maintain balances bill-by-bill.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Credit Period Credit Limit

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Ledger Creation (Secondary)		Inventory	
Name (alias):	Mr. CITIZEN		
Under	Sundry Creditors (Current Liabilities)	Mailing Details	
Maintain balances bill-by-bill	Yes	Name	Mr. CITIZEN
Default credit period		Address	
Check for credit days during voucher entry	No	State	Tamil Nadu
		Country	India
		Pincode	
		Banking Details	
		Provide bank details	No
		Tax Registration Details	
		PAN/T No.	
			Accept?
			Yes or No

Screenshot coverage note

File: B07_Credit_Period_Credit_Limit.png | Coverage: partial_public. Ledger screen shows default credit period; credit limit field not visible.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Stock Item Master

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Stock Item Creation				Inventory								
Name (alias)	: Sony TV											
Under	: Stock in Hand			Statutory Details								
Units	: nos			Rate of Duty (eg 5) : 0								
<table border="1"> <thead> <tr> <th></th> <th>Quantity</th> <th>Rate per</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Opening Balance</td> <td>15 nos</td> <td>5,500.00 nos</td> <td>82,500.00</td> </tr> </tbody> </table>					Quantity	Rate per	Value	Opening Balance	15 nos	5,500.00 nos	82,500.00	Accept ? Yes or No
	Quantity	Rate per	Value									
Opening Balance	15 nos	5,500.00 nos	82,500.00									

Screenshot coverage note

File: C01_Stock_Item_Master.png | Coverage: exact_public. Stock item master with name/group/unit/opening quantity.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

GST in Stock Item

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Update GST Details for: Sales A/c

HSN/SAC & Related Details Provide HSN/SAC Details	: <input type="checkbox"/> No
GST Rate & Related Details Provide GST Rate Details	: <input checked="" type="checkbox"/> Yes
GST Rate Details	: Specify Details Here ←
Taxability Type	<input checked="" type="checkbox"/> Taxable
IGST Rate	5 %
CGST Rate	<input checked="" type="checkbox"/> 2.50 % ←
SGST/UTGST Rate	2.50 %
Cess Valuation Type	: <input checked="" type="checkbox"/> Not Applicable
Cess Rate	: 0 %
Applicable for Reverse Charge	: <input type="checkbox"/> No

Screenshot coverage note


File: C02_GST_in_Stock_Item.png | Coverage: partial_public. GST rate details/update screen used for item tax setup.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

HSN in Stock Item

Actual screenshot support from the uploaded TallyPrime screenshot pack.



The screenshot displays the 'GST Rate Setup' window for 'Nehani Trading Co Pvt Ltd'. The 'Rate-wise' group is set to 'Primary'. The main table lists GST rates with columns for Particulars, GST Rate Details (Applicable From), Taxability Type, GST Rate, Cess Rate, HSN/SAC Details (Applicable From), and HSN/SAC. A row for 'GST Rate-12%' is highlighted, showing a 12% rate applicable from 1-Apr-25, with a taxability type of 'Taxable'. Below this, it notes 'GST Rate Details Not Provided' and lists applicable items: 'Purchase - ITD', 'Purchase - Branch', and 'Sales A/c'. A right-hand menu contains various options like 'Company', 'Group', 'HSN/SAC-wise', 'HSN/SAC', 'Change Parent Group', 'Other Masters', 'Base of Values', 'Charge View', 'Transaction Window', 'Save View', 'Get HSN/SAC info', 'Update Source Details', 'Update GST Details', 'Copy GST Details', 'Remove GST Details', and 'Continue'.

Screenshot coverage note

File: C03_HSN_in_Stock_Item.png | Coverage: exact_public, HSN/SAC field visible in GST rate setup.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Unit Alternate Unit

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Type	: Simple
Symbol	: NOS
Formal name	: Numbers
Unit Quantity Code (UQC)	: NOS-NUMBERS
Number of decimal places	: <input type="text" value="0"/>

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Screenshot coverage note

File: C04_Unit_Alternate_Unit.png | Coverage: exact_public. Unit creation details.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Godown Enabled Stock Item

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Allocations of : **Mouse & Keyboard**
for: **7 nos**

Godown	Quantity	Rate	per	Amount
WILOCRISA	2 nos	2,000.00	nos	4,000.00
GREEN PARK	2 nos	2,000.00	nos	4,000.00
Main Location	3 nos	2,000.00	nos	6,000.00

CONFIDENTIAL

Screenshot coverage note

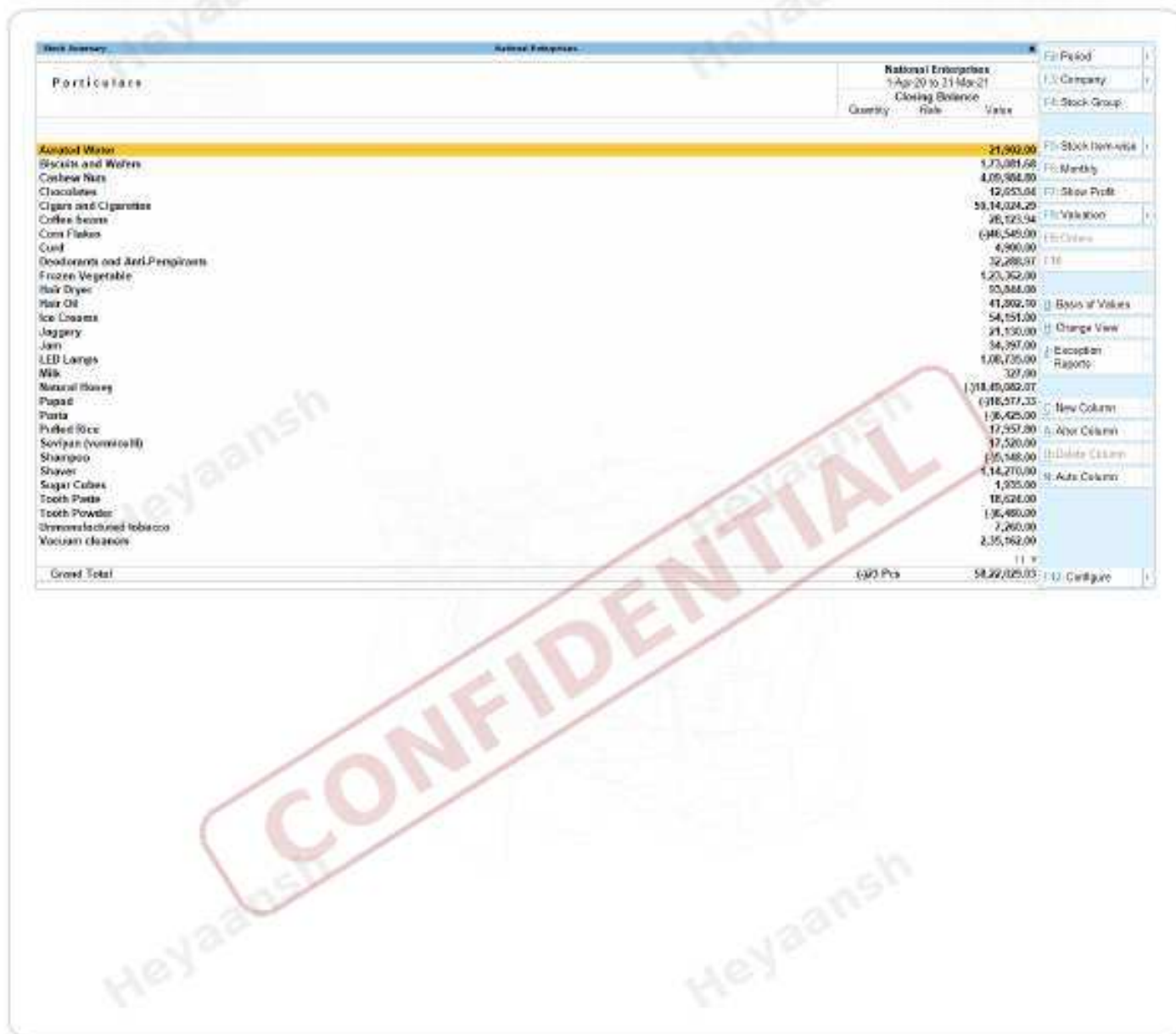
File: C05_Godown_Enabled_Stock_Item.png | Coverage: partial_public. Godown allocation/entry screen for stock item quantity.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Stock Summary

Actual screenshot support from the uploaded TallyPrime screenshot pack.



National Enterprises		1-Apr-20 to 31-Mar-21	Closing Balance	Quantity	Rate	Value
Stock Summary						
Particulars						

Roasted Water						21,900.00
Biscuits and Wafers						1,73,081.68
Coffee Mts						4,09,364.80
Chocolates						12,053.04
Cigars and Cigarettes						53,14,024.25
Coffee Beans						46,193.54
Corn Flakes						6,96,545.00
Curd						4,990.00
Deodorants and Anti-Perfumes						32,888.37
Frozen Vegetable						1,23,362.00
Hair Dryer						93,844.00
Hair Oil						41,200.70
Ice Creams						54,151.00
Jaggery						21,130.00
Jam						34,397.00
LED Lamps						1,06,735.00
Milk						327.00
Musical Boxes						1,18,49,082.07
Papad						1,18,577.33
Pasta						1,06,425.00
Puffed Rice						17,357.00
Soybean (various)						17,520.00
Shampoo						1,05,148.00
Shaver						1,14,270.00
Sugar Cubes						1,325.00
Tooth Paste						18,624.00
Tooth Powder						1,06,480.00
Unmanufactured tobacco						7,260.00
Vacuum cleaners						2,35,162.00
-----						11 *
Grand Total				620 Pcs		54,22,025.03

Screenshot coverage note

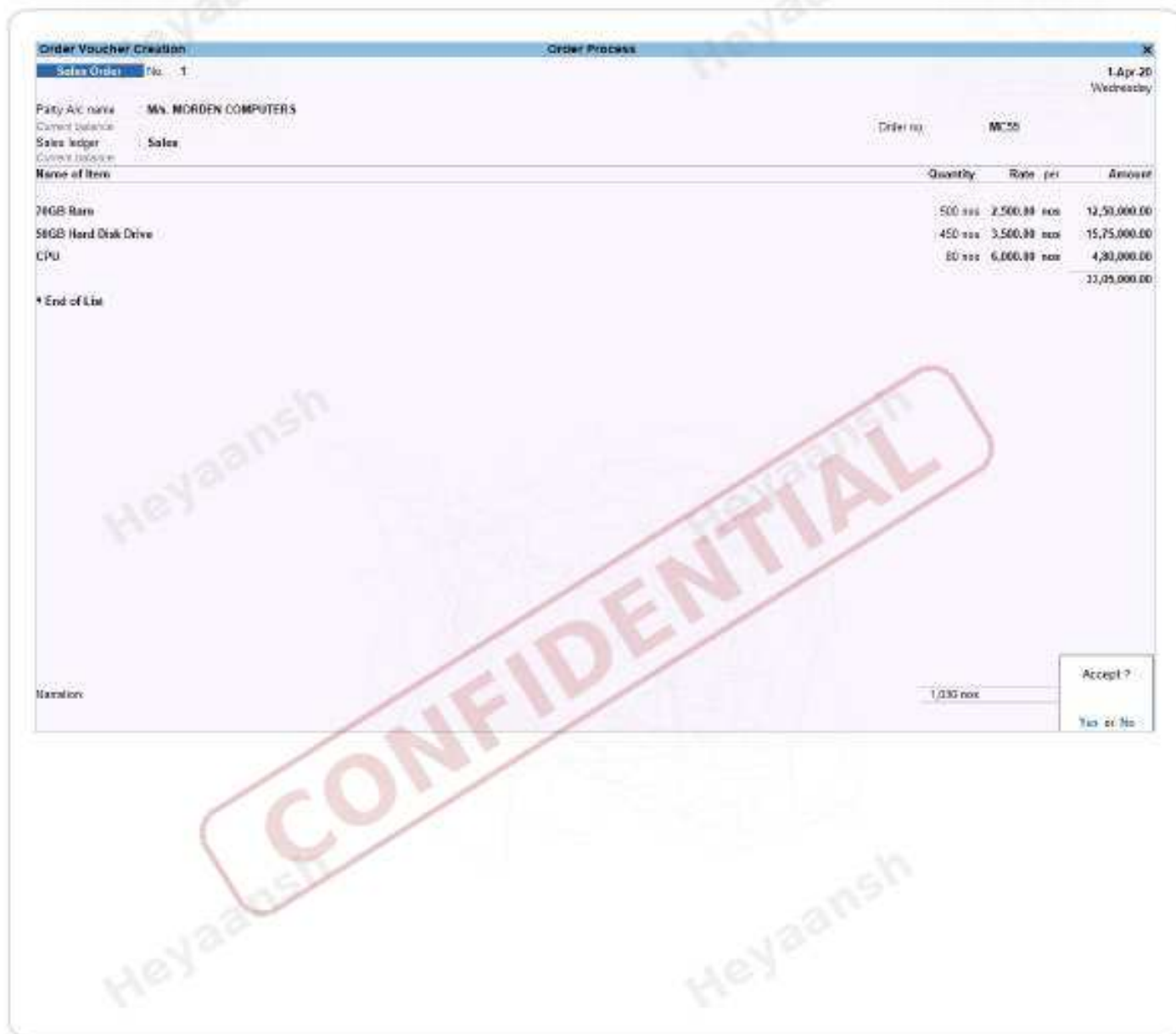
File: C06_Stock_Summary.png | Coverage: exact_public. Stock Summary report.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Sales Order Entry

Actual screenshot support from the uploaded TallyPrime screenshot pack.



The screenshot shows the 'Order Voucher Creation' window in TallyPrime. The window title is 'Order Process'. The 'Sales Order' No. is 1, and the date is 1-Apr-20 (Wednesday). The party name is 'Mr. MORDEN COMPUTERS', the current balance is 'Sales', and the current voucher is 'Sales'. The order number is 'MCS5'. The items listed are:

Name of Item	Quantity	Rate per	Amount
7GB Ram	500 nos	2,500.00 nos	12,50,000.00
8GB Hard Disk Drive	450 nos	3,500.00 nos	15,75,000.00
CPU	80 nos	6,000.00 nos	4,80,000.00
			11,05,000.00

The screen also shows a 'Name of Item' field with the text '* End of List'. At the bottom right, there is a '1,000 nos' field and an 'Accept?' button with 'Yes or No' options.

Screenshot coverage note

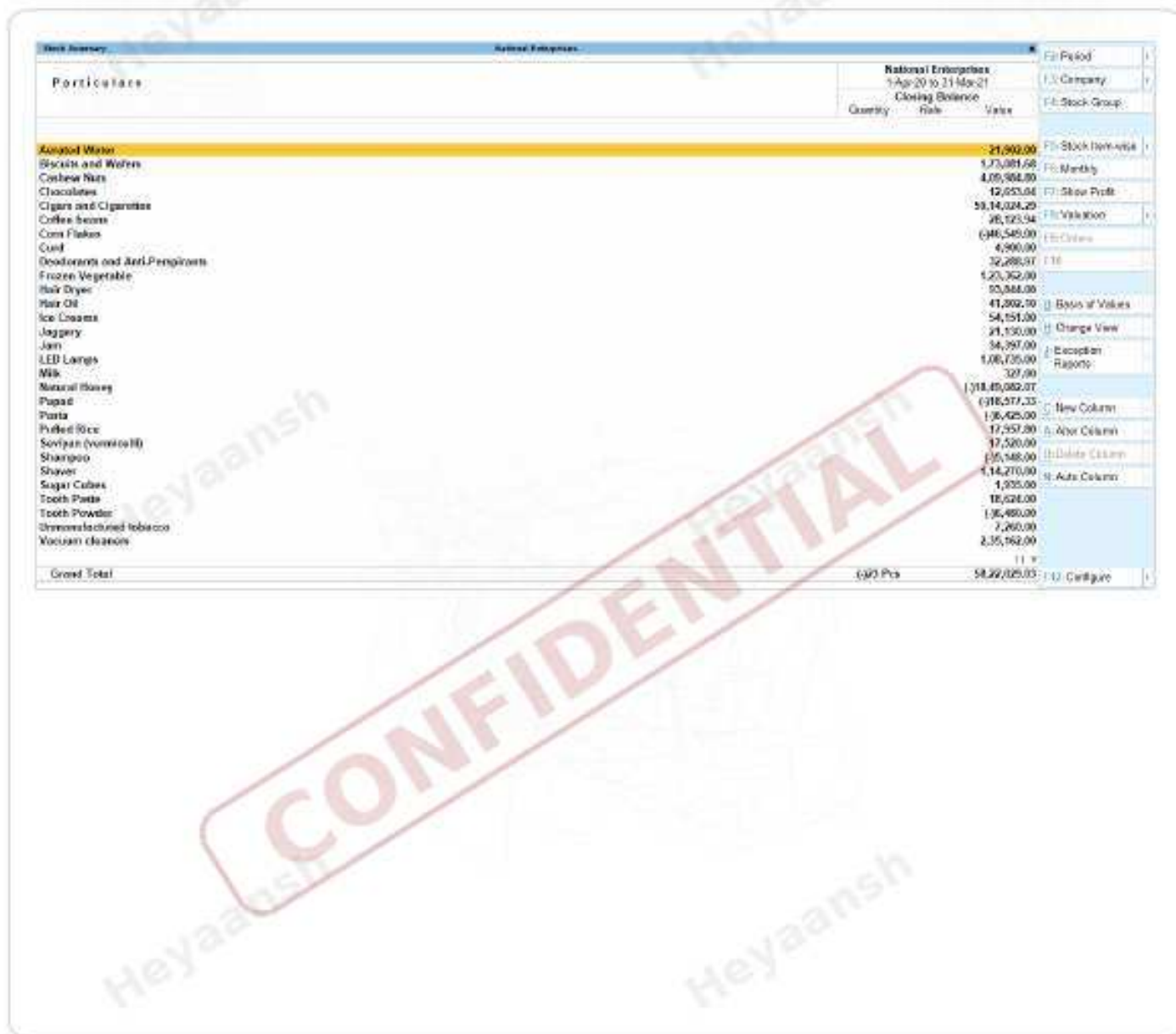
File: D02_Sales_Order_Entry.png | Coverage: exact_public. Sales Order voucher screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Stock Summary Before Delivery

Actual screenshot support from the uploaded TallyPrime screenshot pack.



National Enterprises			For Period
1-Apr-20 to 31-Mar-21			(1) Company
Closing Balance			(2) Stock Group
Particulars	Quantity	Rate	Value
Boasted Water			21,900.00
Biscuits and Wafers			1,73,081.68
Coffee Mts			4,09,964.00
Chocolates			12,053.04
Cigars and Cigarettes			58,14,024.25
Coffee Beans			46,073.54
Corn Flakes			6,96,545.00
Curd			4,990.00
Deodorants and Antiperspirants			32,886.37
Frozen Vegetable			1,23,362.00
Hair Dryer			93,868.00
Hair Oil			41,200.00
Ice Creams			54,151.00
Jaggery			21,130.00
Jam			34,397.00
LED Lamps			1,06,735.00
Milk			327.00
Musical Boxes			1,18,49,082.07
Papad			1,18,077.33
Pasta			1,06,625.00
Puffed Rice			17,957.00
Soybean (yellowish)			17,520.00
Shampoo			1,05,148.00
Shaver			1,14,270.00
Sugar Cubes			1,025.00
Tooth Paste			18,624.00
Tooth Powder			1,06,480.00
Unmanufactured tobacco			7,260.00
Vacuum cleaners			2,35,162.00
Grand Total	690 Pcs		58,99,025.03

Screenshot coverage note

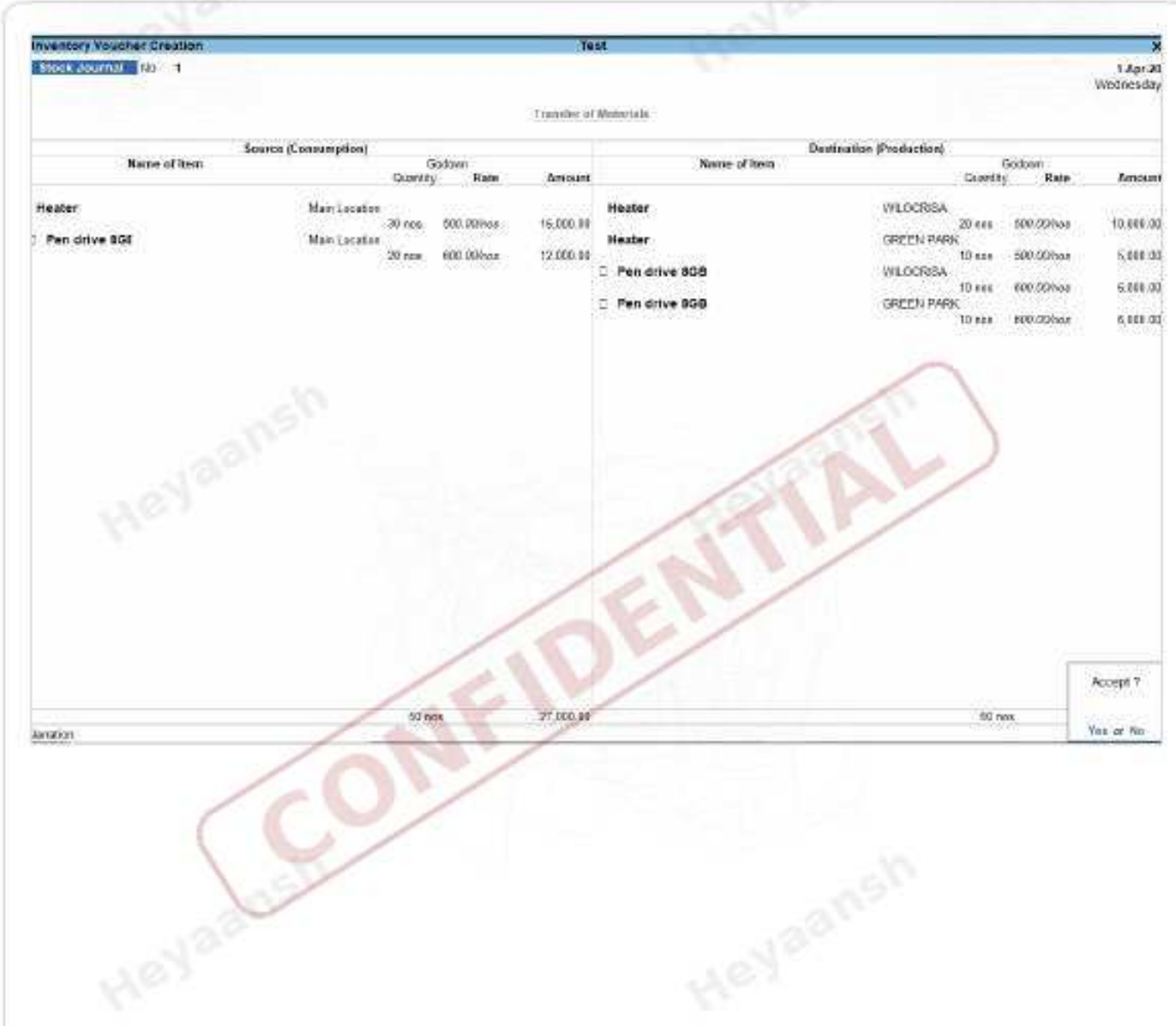
File: D09_Stock_Summary_Before_Delivery.png | Coverage: exact_public. Stock Summary report used for stock check.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Stock Journal Reservation

Actual screenshot support from the uploaded TallyPrime screenshot pack.



The screenshot displays the 'Inventory Voucher Creation' window for a 'Stock Journal' (No: 1) dated 1 Apr 2023, Wednesday. The title bar indicates 'Test'. The main heading is 'Transfer of Materials'. The screen is divided into two columns: 'Source (Consumption)' and 'Destination (Production)'. Each column has a table with columns for 'Name of Item', 'Godown', 'Quantity', 'Rate', and 'Amount'. The 'Source' table shows items 'Heater' and 'Pen drive 8GB' being moved from 'Main Location'. The 'Destination' table shows 'Heater' and 'Pen drive 8GB' being moved to 'WILORSA' and 'GREEN PARK'. A summary row at the bottom shows a total quantity of 50 nos and an amount of 27,000.00. A 'Accept?' dialog box is visible in the bottom right corner with 'Yes or No' options.

Source (Consumption)					Destination (Production)				
Name of Item	Godown	Quantity	Rate	Amount	Name of Item	Godown	Quantity	Rate	Amount
Heater	Main Location	30 nos	500.00/nos	15,000.00	Heater	WILORSA	20 nos	500.00/nos	10,000.00
Pen drive 8GB	Main Location	20 nos	600.00/nos	12,000.00	Heater	GREEN PARK	10 nos	500.00/nos	5,000.00
					Pen drive 8GB	WILORSA	10 nos	600.00/nos	6,000.00
					Pen drive 8GB	GREEN PARK	10 nos	600.00/nos	6,000.00
				50 nos					27,000.00

Screenshot coverage note

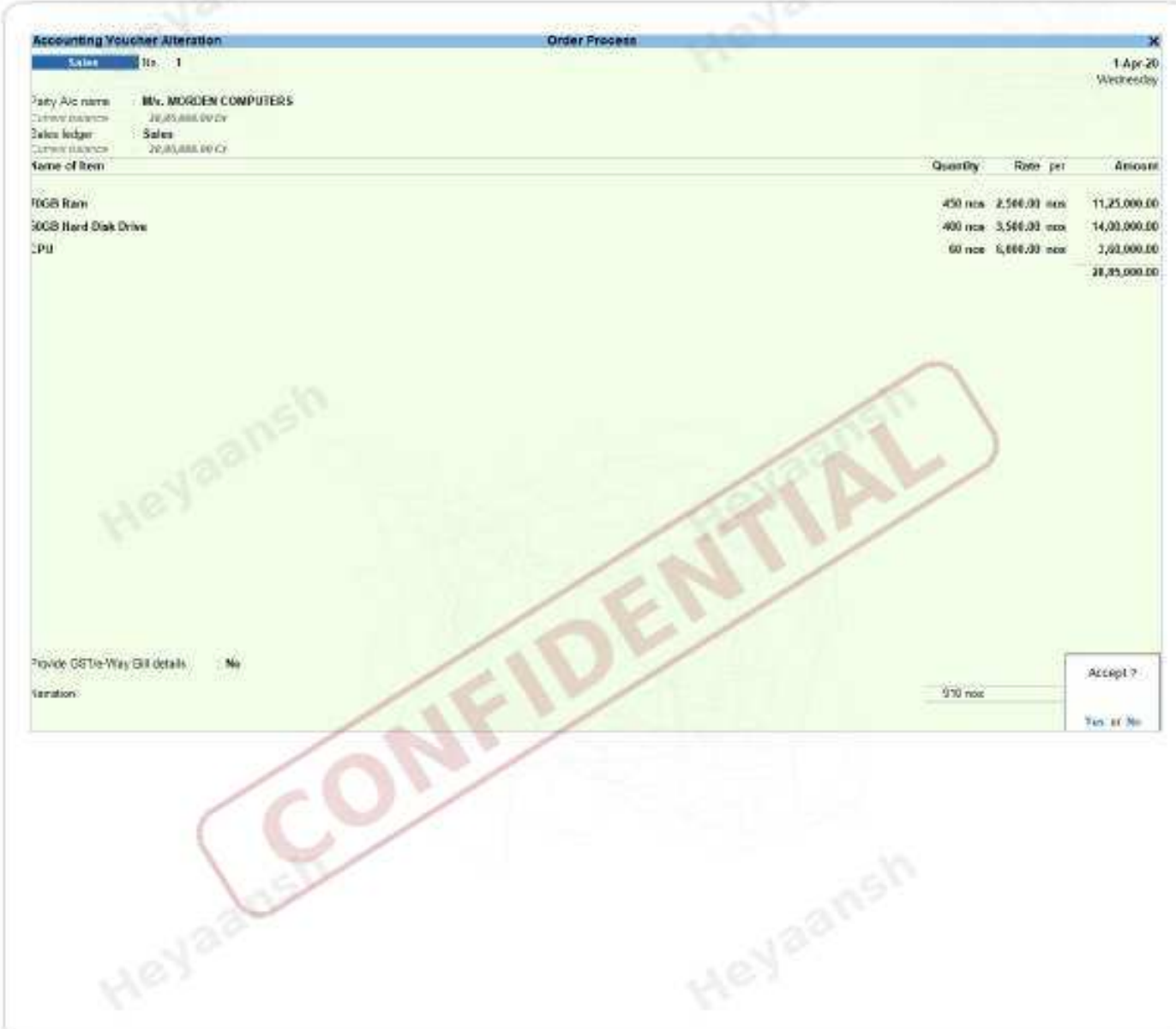
File: D12_Stock_Journal_Reservation.png | Coverage: partial_public. Stock Journal transfer screen; can represent reservation movement.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Delivery Note

Actual screenshot support from the uploaded TallyPrime screenshot pack.



Accounting Voucher Alteration Order Process

Sales No. 1 1 Apr 20
Wednesday

Party A/c name: **Mr. MORDEN COMPUTERS**
 Current balance: 28,85,000.00 Dr
 Sales ledger: Sales
 Current balance: 28,85,000.00 Cr

Name of Item	Quantity	Rate per	Amount
16GB Ram	450 nos	2,566.00 nos	11,25,000.00
30GB Hard Disk Drive	400 nos	3,566.00 nos	14,00,000.00
CPU	60 nos	5,886.00 nos	3,60,000.00
			28,85,000.00

Provide GST1e-Way Bill details: No

Variation: Accept ?
Yes or No

Screenshot coverage note

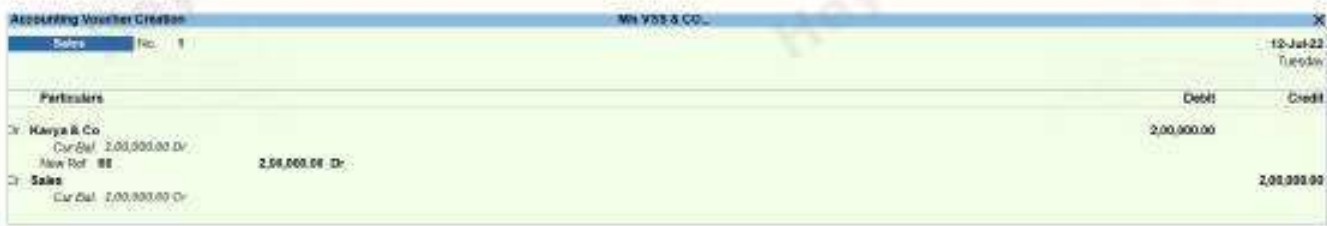
File: D16_Delivery_Note.png | Coverage: substitute_public. Closest public sales issue/order-process voucher; not a verified Delivery Note screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Sales Invoice

Actual screenshot support from the uploaded TallyPrime screenshot pack.



Accounting Voucher Creation		M/s VSB & CO.	
Sales No. 1		12-Jul-22 Tuesday	
Particulars		Debit	Credit
Dr Kavya & Co		2,00,000.00	
Cur Bal	2,00,000.00 Dr		
New Tot	2,00,000.00 Dr		
Cr Sales			2,00,000.00
Cur Bal	2,00,000.00 Cr		

Screenshot coverage note

File: D1B_Sales_Invoice.png | Coverage: exact_public. Sales voucher/invoice-style screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Supplier Ledger

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Ledger Creation (Secondary)		Inventory	
Name (alias)	Mr. CITIZEN		
Under	Sundry Creditors (Current Liabilities)	Mailing Details	
Maintain balances bill-by-bill	Yes	Name	Mr. CITIZEN
Default credit period		Address	
Check for credit days during voucher entry	No	State	Tamil Nadu
		Country	India
		Pincode	
		Banking Details	
		Provide bank details	No
		Tax Registration Details	
		PAN/T No.	
			Accept?
			Yes or No

Screenshot coverage note

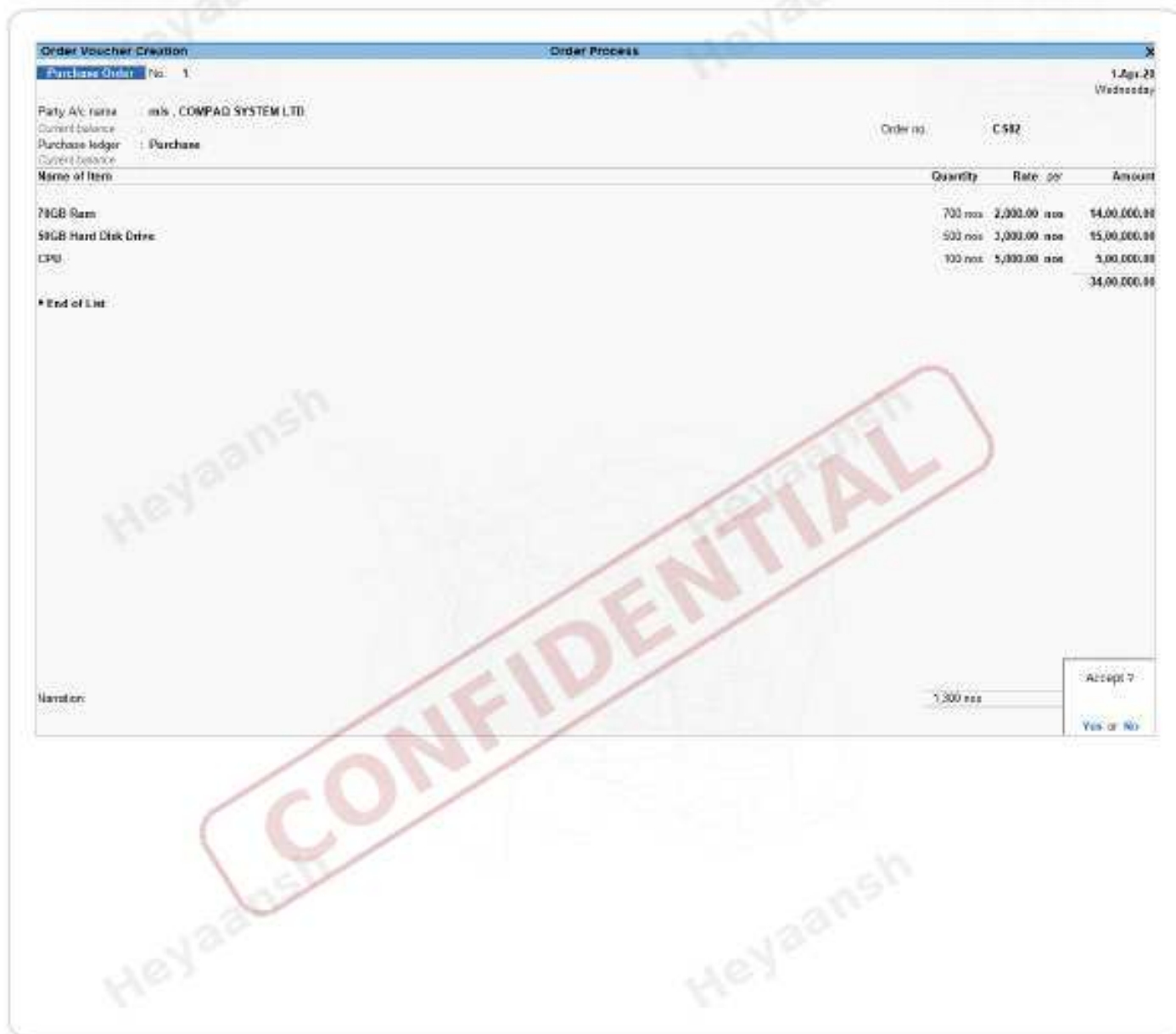
File: E01_Supplier_Ledger.png | Coverage: exact_public. Supplier ledger under Sundry Creditors.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Purchase Order

Actual screenshot support from the uploaded TallyPrime screenshot pack.



The screenshot shows the 'Purchase Order' creation screen in TallyPrime. The window title is 'Order Voucher Creation' and the process is 'Order Process'. The voucher number is 1, dated 1-Apr-23 (Wednesday). The party is 'ms , COMPAD SYSTEM LTD'. The purchase ledger is 'Purchase'. The items listed are:

Name of Item	Quantity	Rate per	Amount
7GB Ram	700 nos	2,000.00 nos	14,00,000.00
5GB Hard Disk Drive	500 nos	3,000.00 nos	15,00,000.00
CPU	100 nos	3,000.00 nos	3,00,000.00
			34,00,000.00

The screen also shows a 'Name of Item' field with 'End of List' and a 'Name of' field with '1,000 nos'. There are 'Accept' and 'Yes or No' buttons at the bottom right.

Screenshot coverage note

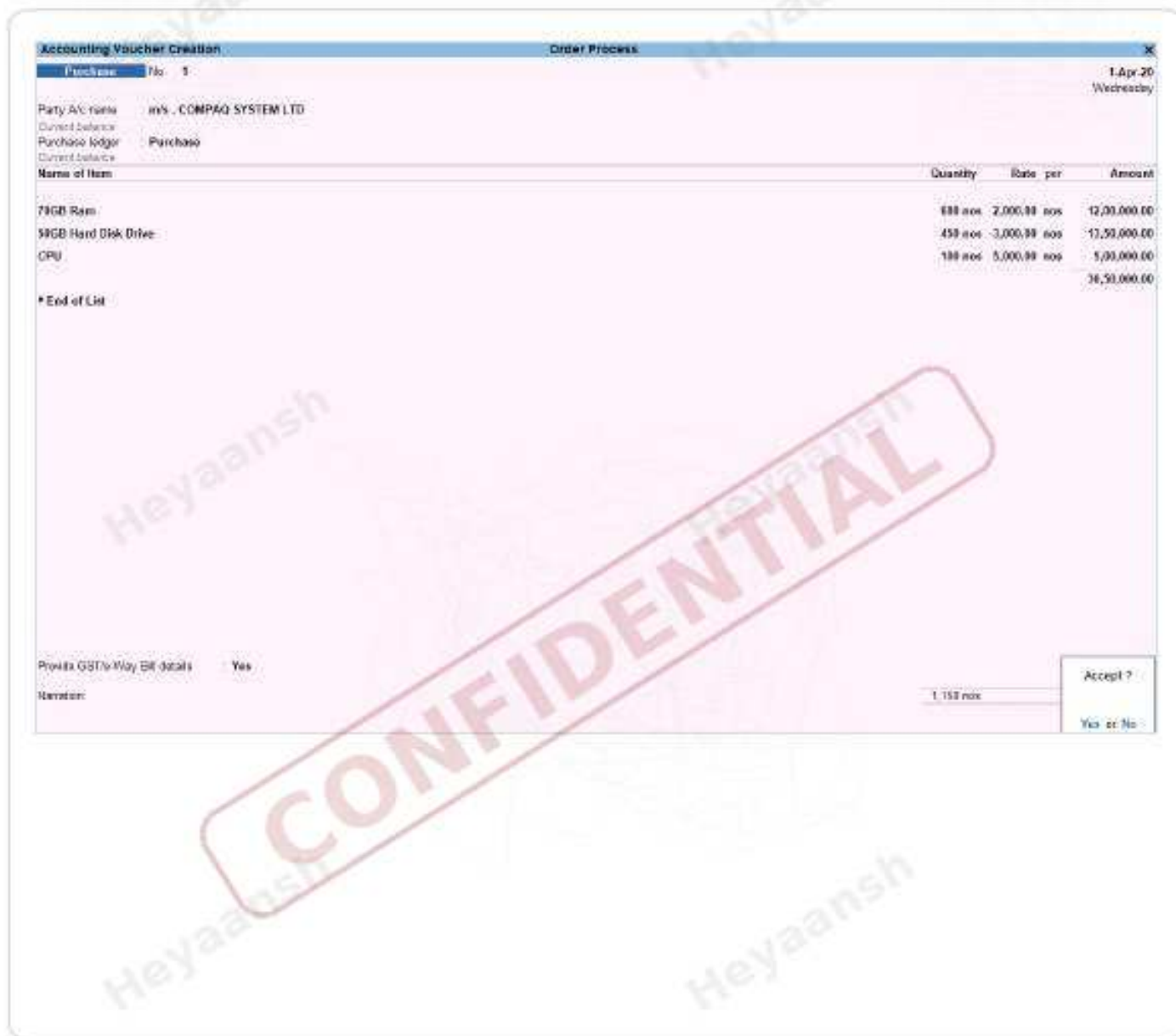
File: E04_Purchase_Order.png | Coverage: exact_public. Purchase Order voucher screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Receipt Note GRN

Actual screenshot support from the uploaded TallyPrime screenshot pack.



Accounting Voucher Creation Order Process

Invoice No: 1 1-Apr-20
Wednesday

Party A/C name: M/S - COMPAQ SYSTEM LTD

Current balance:
Purchase ledger: Purchase
Current balance:

Name of Item	Quantity	Rate per	Amount
7GB Ram	100 nos	120,000.00	12,00,000.00
8GB Hard Disk Drive	450 nos	25,555.56	11,50,000.00
CPU	100 nos	50,000.00	5,00,000.00
* End of List			16,50,000.00

Show GST/way Bill details: Yes

Version: 1.152 nos Accept?
Yes or No:

Screenshot coverage note

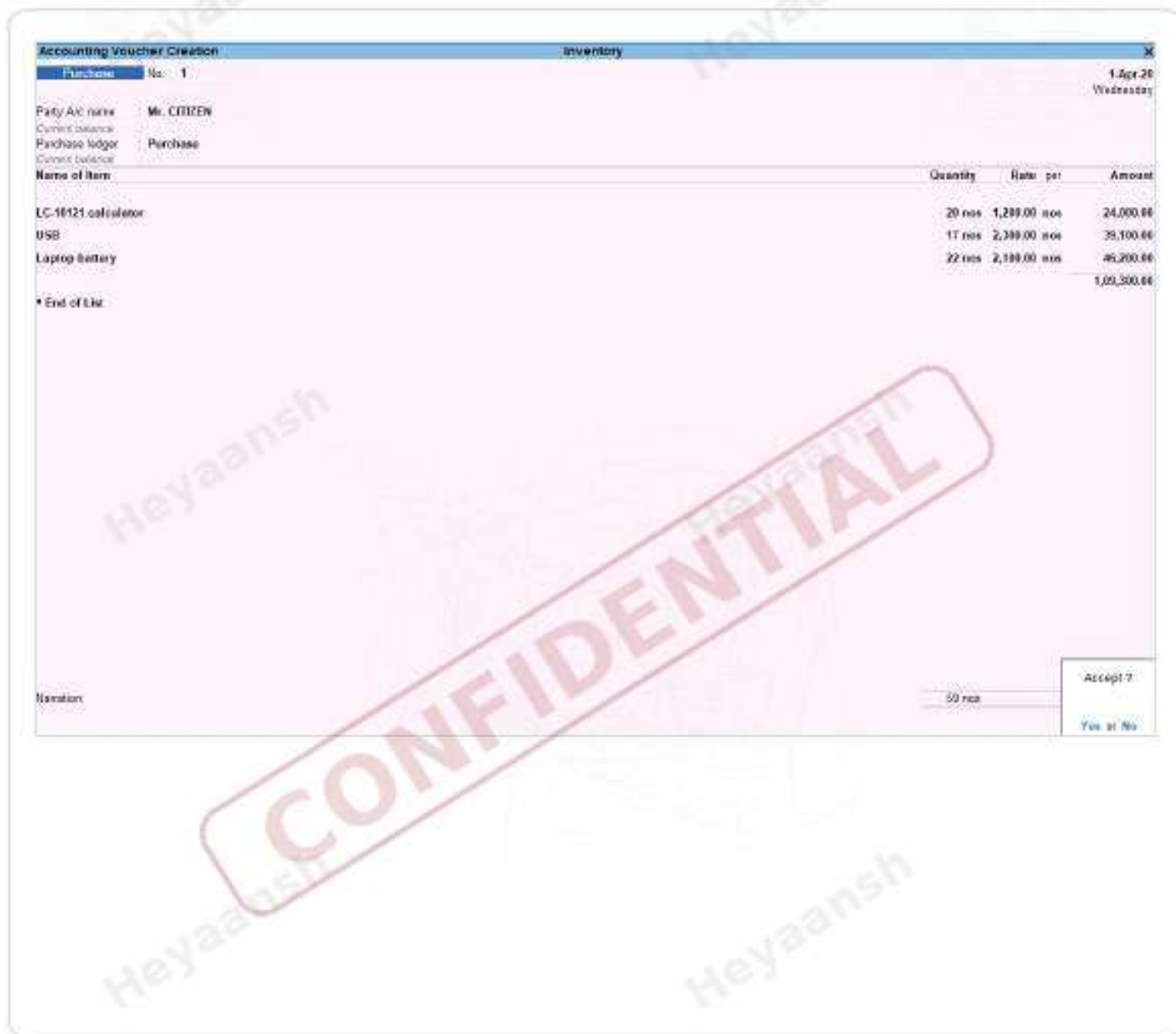
File: E07_Receipt_Note_GRN.png | Coverage: partial_public. Goods receipt/order-process voucher screen used as GRN/receipt note equivalent.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Purchase Invoice

Actual screenshot support from the uploaded TallyPrime screenshot pack.



The screenshot shows the 'Accounting Voucher Creation' window in TallyPrime, specifically for an 'Inventory' Purchase Voucher. The window title is 'Accounting Voucher Creation' and the window type is 'Inventory'. The voucher number is '1' and the date is '1-Apr-20' (Wednesday).

Key fields include:

- Party A/c name: Mr. CITIZEN
- Current balance: (blank)
- Purchase ledger: Purchase
- Current balance: (blank)

The main table lists the items purchased:

Name of Item	Quantity	Rate per	Amount
LC-16121 calculator	20 nos	1,200.00 nos	24,000.00
USB	17 nos	2,300.00 nos	39,100.00
Laptop battery	22 nos	2,100.00 nos	46,200.00
			1,09,300.00

At the bottom of the window, there is a 'Name' field with the value '50 nos' and a small dialog box with 'Accept' and 'Yes or No' buttons.

Screenshot coverage note

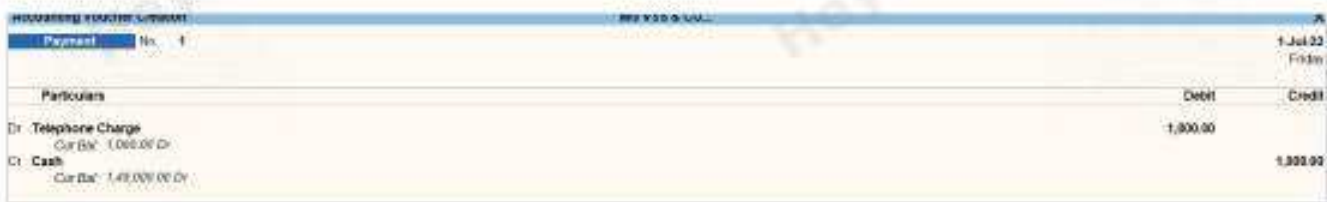
File: E11_Purchase_Invoice.png | Coverage: exact_public. Purchase voucher with item entry.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Payment Voucher

Actual screenshot support from the uploaded TallyPrime screenshot pack.



Particulars	Debit	Credit
Dr Telephone Charge Cur Bal: 1,000.00 Dr	1,000.00	
Cr Cash Cur Bal: 1,49,000.00 Cr		1,000.00

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Screenshot coverage note

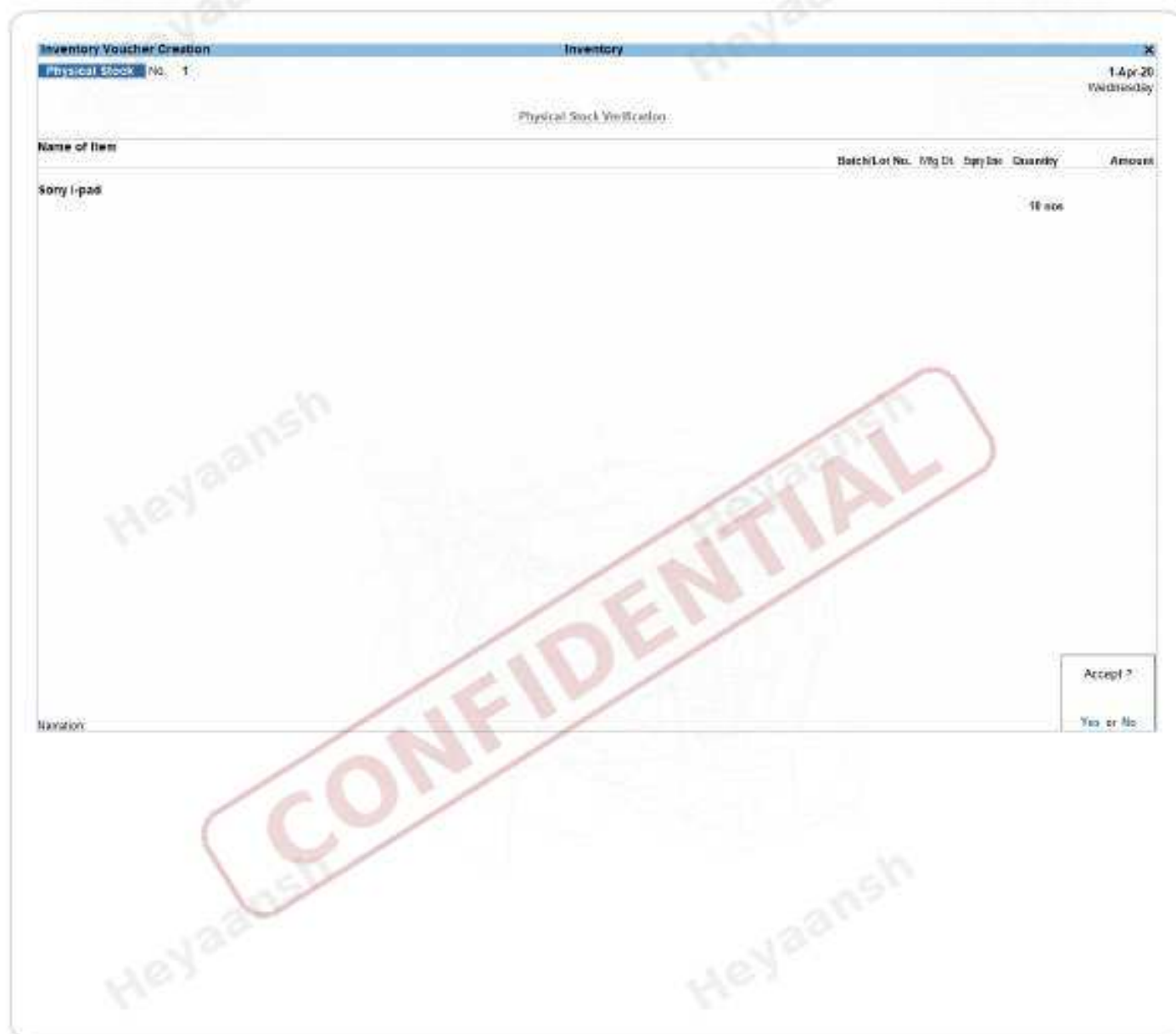
File: E13_Payment_Voucher.png | Coverage: exact_public. Payment voucher screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Physical Stock Voucher

Actual screenshot support from the uploaded TallyPrime screenshot pack.



The screenshot shows the 'Inventory Voucher Creation' window in TallyPrime. The title bar reads 'Inventory Voucher Creation' and 'Inventory'. The window contains the following elements:

- Physical Stock No. 1
- Date: 14-Apr-20, Wednesday
- Physical Stock Verification
- Table with columns: Name of Item, Batch/Lot No., Wtg Dt., Qty In, Quantity, Amount
- Table Row: Sony I-pad, 10 nos
- Accept? button
- Yes or No button
- Revision field

Name of Item	Batch/Lot No.	Wtg Dt.	Qty In	Quantity	Amount
Sony I-pad				10 nos	

Screenshot coverage note

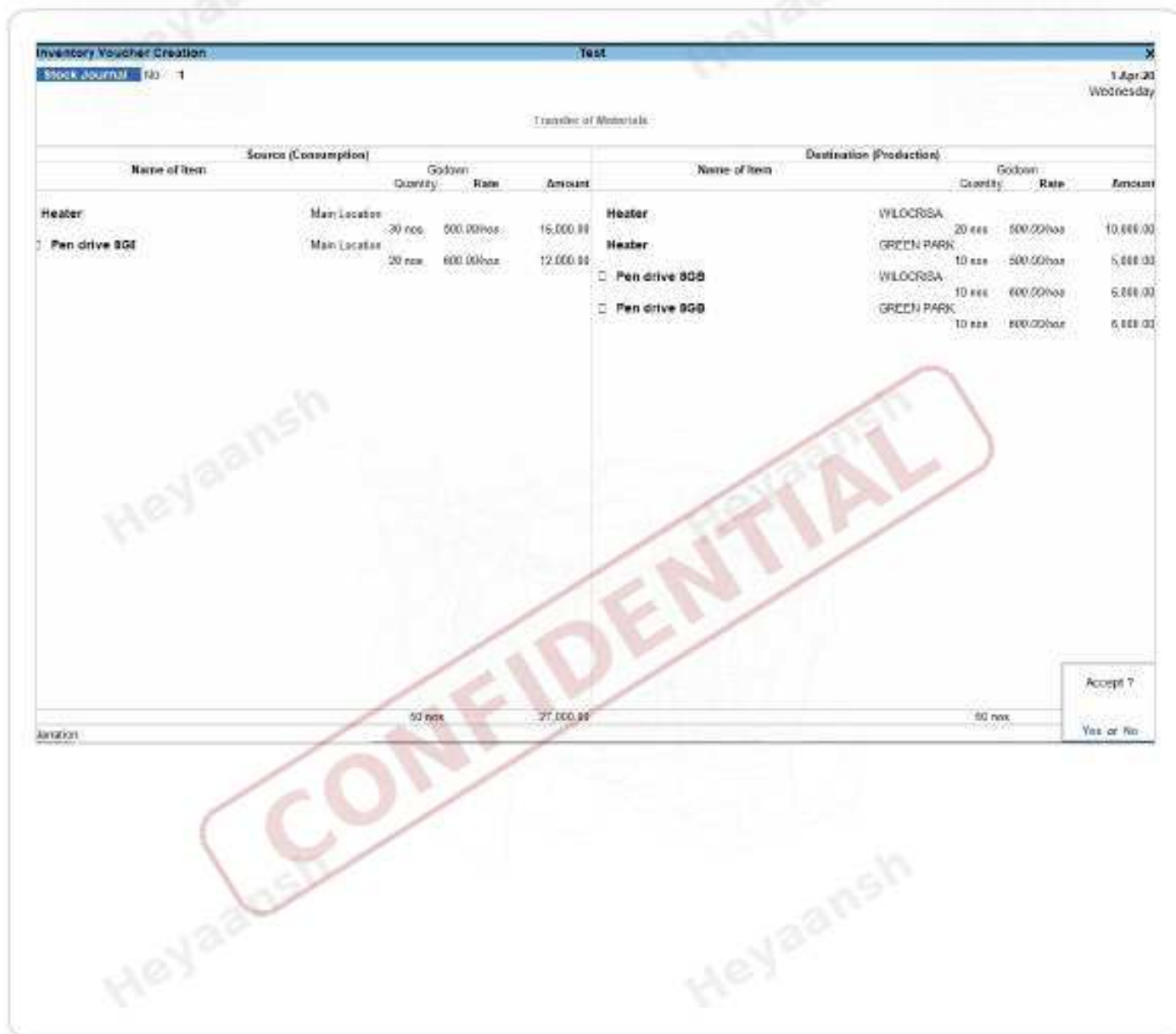
File: H08_Physical_Stock_Voucher.png | Coverage: exact_public. Physical Stock voucher with item quantities.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Stock Journal Basic

Actual screenshot support from the uploaded TallyPrime screenshot pack.



Source (Consumption)				Destination (Production)					
Name of Item		Quantity	Rate	Amount	Name of Item	Quantity	Rate	Amount	
Heater	Main Location	30 nos	500.00/nos	15,000.00	Heater	WILORSA	20 nos	500.00/nos	10,000.00
Pen drive BQB	Main Location	20 nos	600.00/nos	12,000.00	Heater	GREEN PARK	10 nos	500.00/nos	5,000.00
					<input type="checkbox"/> Pen drive BQB	WILORSA	10 nos	600.00/nos	6,000.00
					<input type="checkbox"/> Pen drive BQB	GREEN PARK	10 nos	600.00/nos	6,000.00
Amount		50 nos		27,000.00			80 nos		

Accept ?
Yes or No

Screenshot coverage note

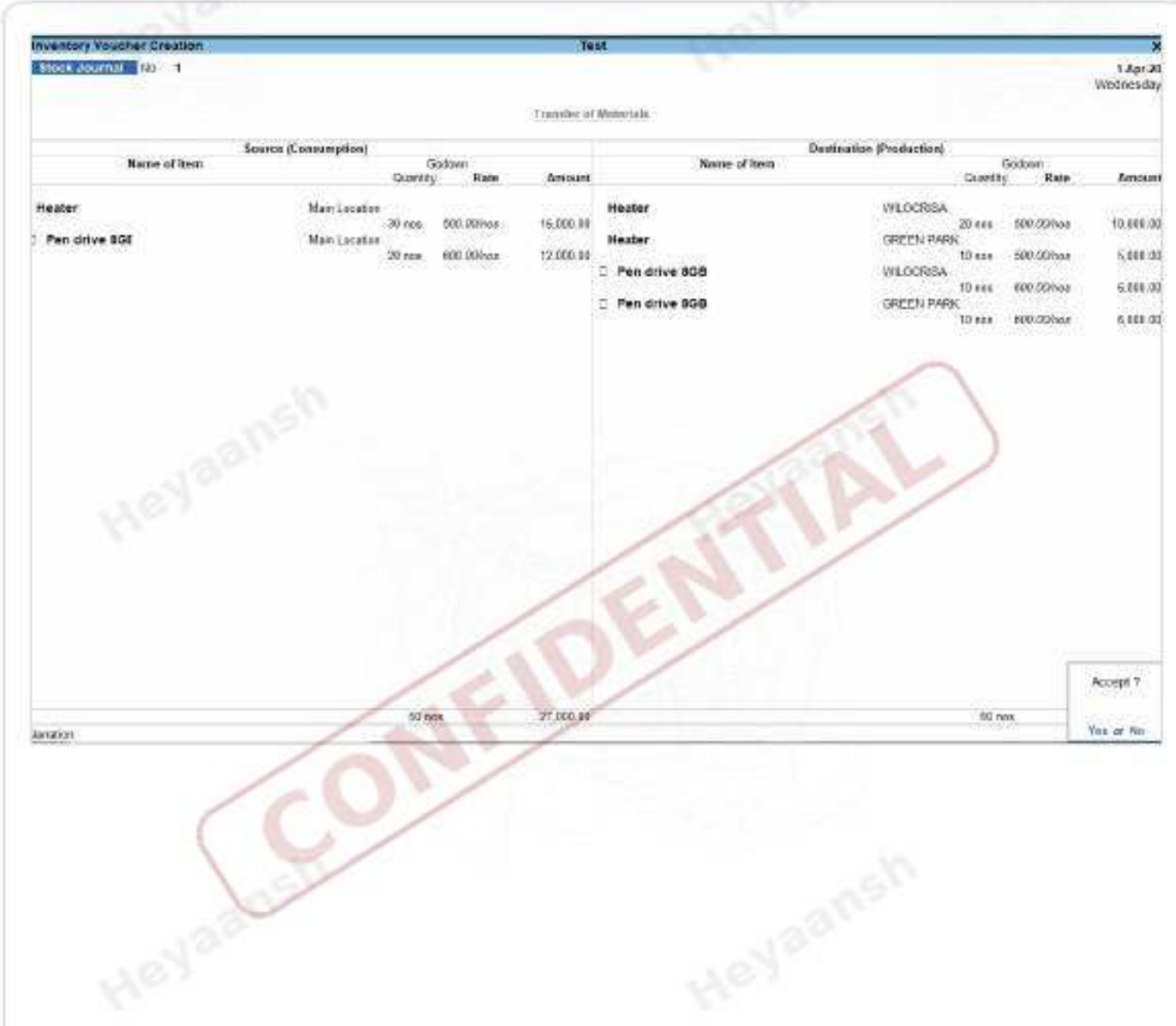
File: H11_Stock_Journal_Basic.png | Coverage: exact_public. Stock Journal voucher screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Stock Consumption

Actual screenshot support from the uploaded TallyPrime screenshot pack.



The screenshot displays the 'Inventory Voucher Creation' window for a 'Stock Journal' (No: 1) dated 1 Apr 20, Wednesday. The title bar indicates 'Test'. The main content is titled 'Transfer of Materials' and is divided into two columns: 'Source (Consumption)' and 'Destination (Production)'. Each column has a table with columns for 'Name of Item', 'Godown', 'Quantity', 'Rate', and 'Amount'. The 'Source' table shows 'Heater' (Main Location, 30 nos, 500.00/nos, 15,000.00) and 'Pen drive BQB' (Main Location, 20 nos, 600.00/nos, 12,000.00). The 'Destination' table shows 'Heater' (WILCOBSA, 20 nos, 500.00/nos, 10,000.00), 'Heater' (GREEN PARK, 10 nos, 500.00/nos, 5,000.00), 'Pen drive BQB' (WILCOBSA, 10 nos, 600.00/nos, 6,000.00), and 'Pen drive BQB' (GREEN PARK, 10 nos, 600.00/nos, 6,000.00). A summary row at the bottom shows a total quantity of 50 nos and an amount of 27,000.00. A 'Yes or No' dialog box with the text 'Accept?' is visible in the bottom right corner.

Source (Consumption)					Destination (Production)				
Name of Item	Godown	Quantity	Rate	Amount	Name of Item	Godown	Quantity	Rate	Amount
Heater	Main Location	30 nos	500.00/nos	15,000.00	Heater	WILCOBSA	20 nos	500.00/nos	10,000.00
Pen drive BQB	Main Location	20 nos	600.00/nos	12,000.00	Heater	GREEN PARK	10 nos	500.00/nos	5,000.00
					Pen drive BQB	WILCOBSA	10 nos	600.00/nos	6,000.00
					Pen drive BQB	GREEN PARK	10 nos	600.00/nos	6,000.00
Amount		50 nos		27,000.00			50 nos		

Screenshot coverage note

File: H14_Stock_Consumption.png | Coverage: partial_public. Stock Journal showing source/consumption and destination/production sides.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Payment Voucher

Actual screenshot support from the uploaded TallyPrime screenshot pack.



Particulars	Debit	Credit
Dr Telephone Charge Cur Bal: 1,000.00 Dr	1,000.00	
Cr Cash Cur Bal: 1,000.00 Cr		1,000.00

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Screenshot coverage note

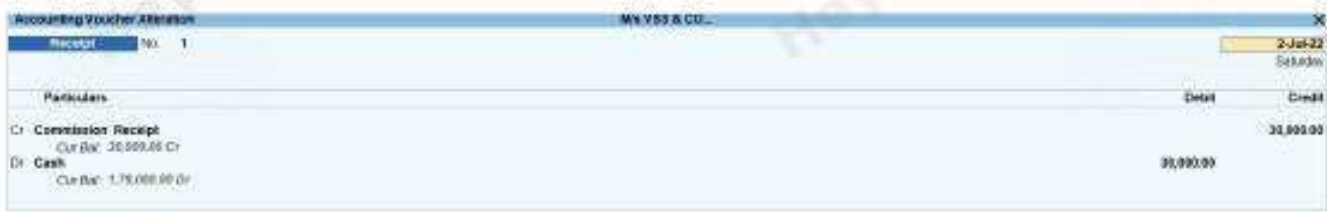
File: I02_Payment_Voucher.png | Coverage: exact_public: Payment voucher screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Receipt Voucher

Actual screenshot support from the uploaded TallyPrime screenshot pack.



Accounting Voucher Alteration		M.V. V&C...		2-Jul-22 Saturday	
Receipt	No. 1				
Particulars		Debit	Credit		
Cr: Commission Receipt					
Cur Bal: 30,999.00 Cr					30,999.00
Dr: Cash					
Cur Bal: 1,79,000.00 Dr		30,999.00			

Screenshot coverage note

File: I03_Receipt_Voucher.png | Coverage: exact_public. Receipt voucher screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Bank Reconciliation

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Bank Reconciliation		BRS Bank Reconciliation					1-Apr-20 to 30-Apr-20	
Ledger: Indian Bank								
(Reconciliation)								
Date	Particulars	Vch Type	Transaction Type	Instrumt No.	Instrumt Date	Bank Date	Debit	Credit
1-Apr-20	Telephone Charge	Payment	Cheque	20131	1-Apr-20			2,000.00
2-Apr-20	Mr. WIN INDIA	Payment	Cheque	20132	1-Apr-20			5,000.00
3-Apr-20	Commission Received	Receipt	Cheque/DD	70481	3-Apr-20		10,000.00	
4-Apr-20	Salary	Payment	Cheque	25133	4-Apr-20			10,000.00
5-Apr-20	Mr. FIVE STAR Ltd	Receipt	Cheque/DD	42071	5-Apr-20		14,250.00	
6-Apr-20	Dividend	Receipt	Cheque/DD	12003	6-Apr-20		20,000.00	
20-Apr-20	Rent	Payment	Cheque	20134	20-Apr-20			4,500.00
11-Apr-20	Mr. COOL DREAM	Payment	Cheque	20135	11-Apr-20			6,300.00
15-Apr-20	Electric Charge	Payment	Cheque	20136	15-Apr-20			1,500.00
16-Apr-20	Interest	Payment	Cheque	41596	16-Apr-20			2,000.00
17-Apr-20	Mr. LION MARK	Receipt	Cheque/DD	06576	17-Apr-20		18,000.00	
19-Apr-20	Branch Income	Receipt	Cheque/DD	09158	19-Apr-20		25,000.00	
20-Apr-20	Trade Expenses	Payment	Cheque	25137	20-Apr-20			2,500.00
25-Apr-20	General Exp	Payment	Cheque	6000	25-Apr-20			6,000.00
26-Apr-20	House Rent	Receipt	Cheque/DD	066472	26-Apr-20		3,000.00	
27-Apr-20	Cash	Corta	Cheque	20138	27-Apr-20			7,000.00
30-Apr-20	Cash	Corta	Cheque		27-Apr-20			9,000.00

Screenshot coverage note

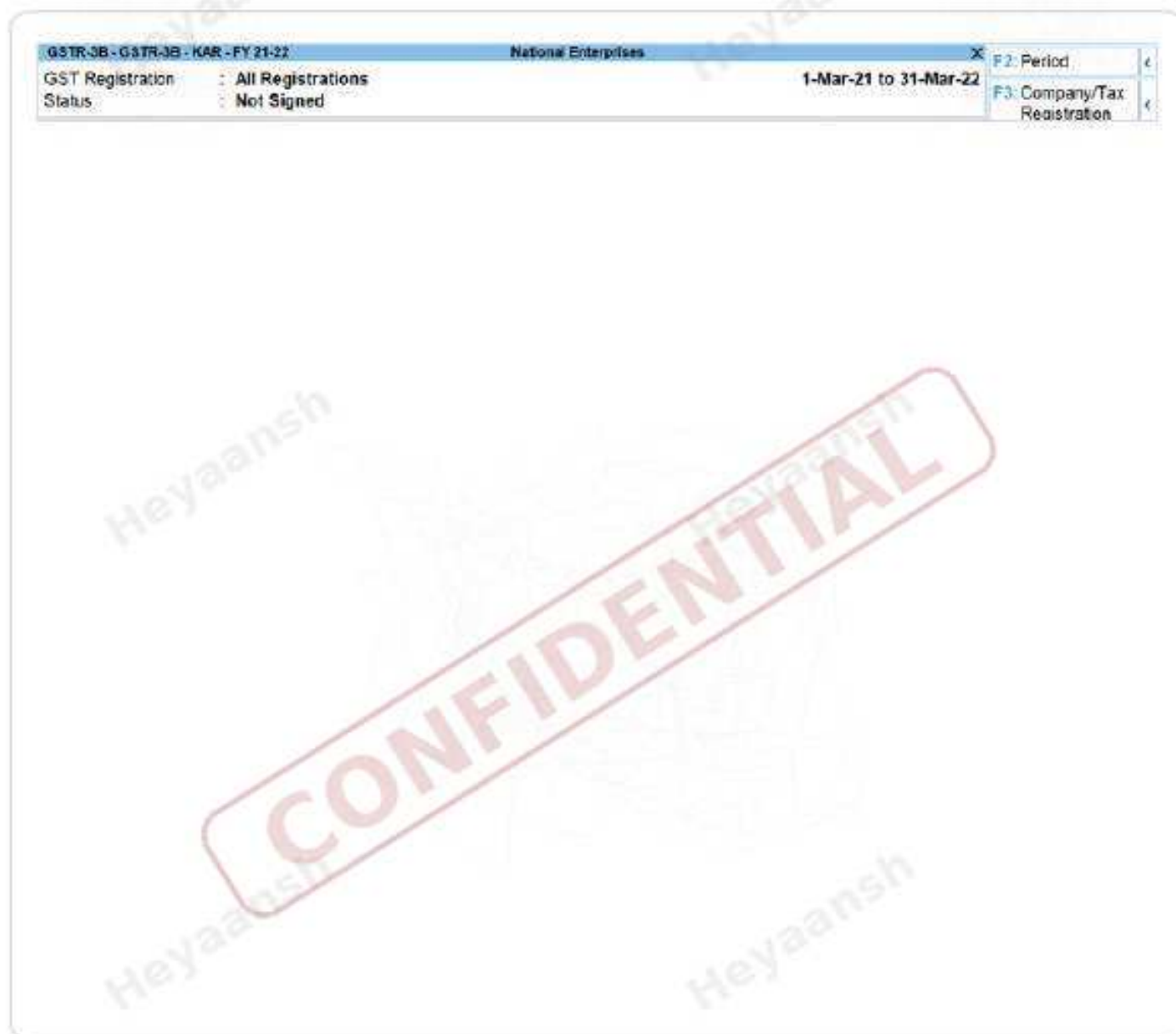
File: t06_Bank_Reconciliation.png | Coverage: exact_public. Bank Reconciliation screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

GST Return Dashboard

Actual screenshot support from the uploaded TallyPrime screenshot pack.



Screenshot coverage note

File: I12_GST_Return_Dashboard.png | Coverage: partial_public_masked. GSTR-3B header/dashboard-style report; GST registration identifiers masked if visible.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

GST Reconciliation

Actual screenshot support from the uploaded TallyPrime screenshot pack.



Screenshot coverage note

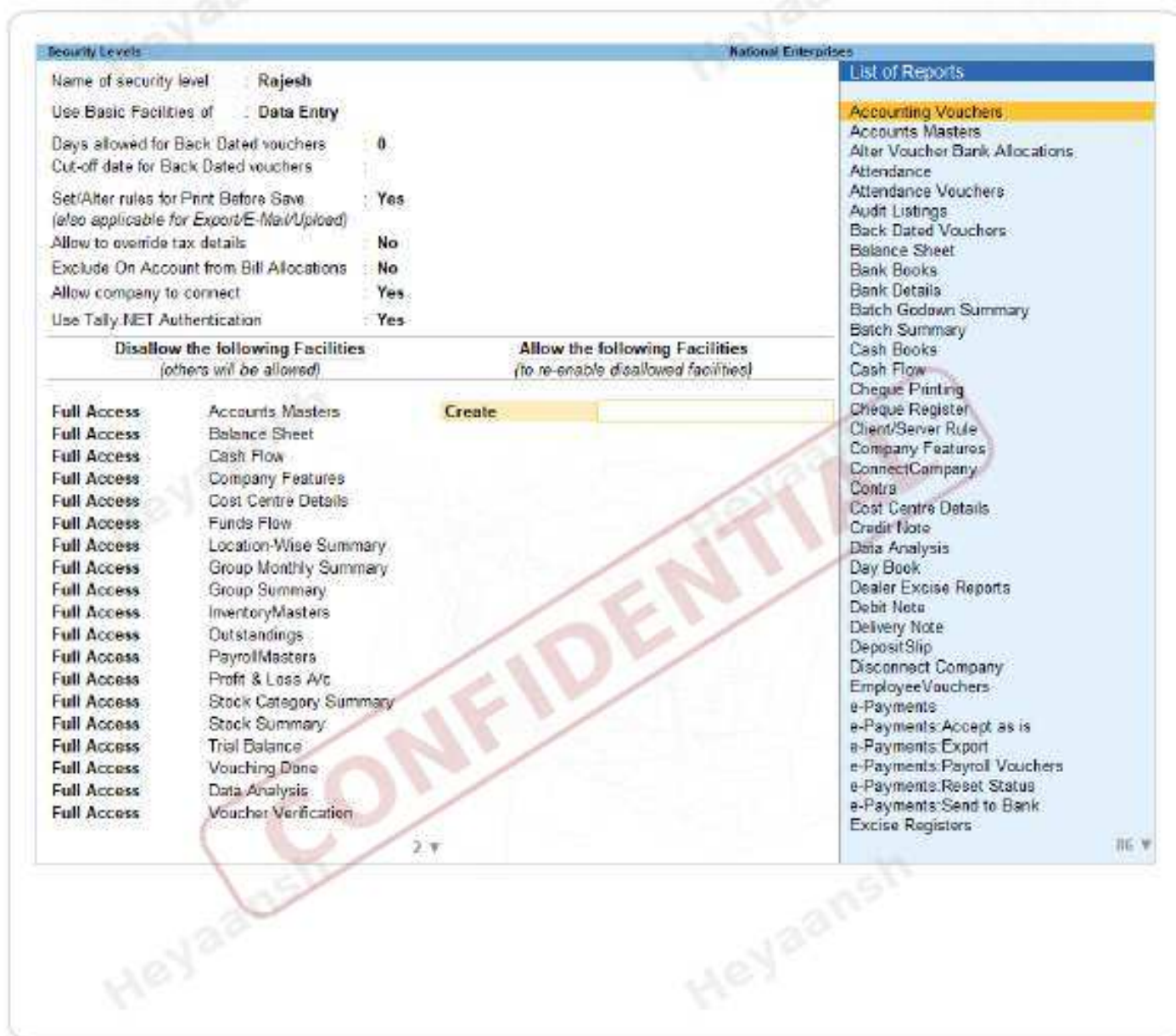
File: I16_GST_Reconciliation.png | Coverage: partial_public_masked, GST return download/reconciliation support screen; GSTIN masked.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Security Control

Actual screenshot support from the uploaded TallyPrime screenshot pack.



Security Levels		National Enterprises	
Name of security level	Rajesh	List of Reports	
Use Basic Facilities of	Data Entry	Accounting Vouchers	
Days allowed for Back Dated vouchers	0	Accounts Masters	
Cut-off date for Back Dated vouchers		Alter Voucher Bank Allocations	
Set/Alter rules for Print Before Save (also applicable for Export/E-Mail/Upload)	Yes	Attendance	
Allow to override tax details	No	Attendance Vouchers	
Exclude On Account from Bill Allocations	No	Audit Listings	
Allow company to connect	Yes	Back Dated Vouchers	
Use Tally.NET Authentication	Yes	Balance Sheet	
Disallow the following Facilities (others will be allowed)		Bank Books	
		Bank Details	
		Batch Godown Summary	
		Batch Summary	
		Cash Books	
		Cash Flow	
		Cheque Printing	
		Cheque Register	
		Client/Server Rule	
		Company Features	
		Connect/Company	
		Contra	
		Cost Centre Details	
		Credit Note	
		Data Analysis	
		Day Book	
		Dealer Excise Reports	
		Debit Note	
		Delivery Note	
		Deposit Slip	
		Disconnect Company	
		Employee Vouchers	
		e-Payments	
		e-Payments:Accept as is	
		e-Payments:Export	
		e-Payments:Payroll Vouchers	
		e-Payments:Reset Status	
		e-Payments:Send to Bank	
		Excise Registers	
Allow the following Facilities (to re-enable disallowed facilities)			
Full Access	Accounts Masters	Create	
Full Access	Balance Sheet		
Full Access	Cash Flow		
Full Access	Company Features		
Full Access	Cost Centre Details		
Full Access	Funds Flow		
Full Access	Location-Wise Summary		
Full Access	Group Monthly Summary		
Full Access	Group Summary		
Full Access	InventoryMasters		
Full Access	Outstandings		
Full Access	PayrollMasters		
Full Access	Profit & Loss A/c		
Full Access	Stock Category Summary		
Full Access	Stock Summary		
Full Access	Trial Balance		
Full Access	Vouching Done		
Full Access	Data Analysis		
Full Access	Voucher Verification		

Screenshot coverage note

File: j09_Security_Control.png | Coverage: exact_public. Security Levels / access rights control screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Users and Passwords

Actual screenshot support from the uploaded TallyPrime screenshot pack.

List of Users for Company

Name: **National Enterprises**

User Roles	Username	Password (if any)	Allow Browser Access	Allow Remote Access	Allow Local TDL Files
Data Entry	Rajesh	*****	No	No	No

Accept ?
Yes or No

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Screenshot coverage note

File: J10_Users_and_Passwords.png | Coverage: exact_public. Users and Passwords screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Employee Master

Actual screenshot support from the uploaded TallyPrime screenshot pack.

TallyPrime		MANAGE	
GOLD		K: Company	Y: Date
Employee Alteration		Z: Exchange	G: Go To
Name (alias)	S.Nishanth		
Under	Administrative Department (<i>Primary</i>)		
Date of joining	1-Aug-2003		
Define salary details	No		
Date of resignation/retirement			
General Information		Provide bank details	No
Employee Number	258	Statutory Details	
Designation	Manager	Income Tax Number (PAN)	
Function		Aadhaar number	MASKED
Location		Universal Account Number (UAN)	
Gender	Male	PF account number	
Date of birth		PR account number (PRAN)	
Blood group	Unknown	ESI number	
Father's/mother's name			
Spouse's name			
Address			
Phone no.	MASKED	Accept ?	
E-Mail		Yes or No	

Screenshot coverage note

File: K03_Employee_Master.png | Coverage: exact_public_masked. Employee master; statutory/contact fields blank or masked where applicable.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Pay Head Creation

Actual screenshot support from the uploaded TallyPrime screenshot pack.

Pay Head Creation		Payroll Creation and Calculation	
Name (alias)	Basic pay	Total Opening Balance	
Pay Head Information Pay head type : Earnings for Employees Income type : Fixed Under : Indirect Expenses Affect net salary : Yes Name to be displayed in payslip : Basic pay Use for calculation of gratuity : No Set / Alter Income Tax Details : No Calculation type : Flat Rate Calculation period : Months			
Rounding Off Information Rounding Method : Not Applicable		Accept ? Yes or No	
Opening Balance		[on 1-Apr-20] :	

Screenshot coverage note

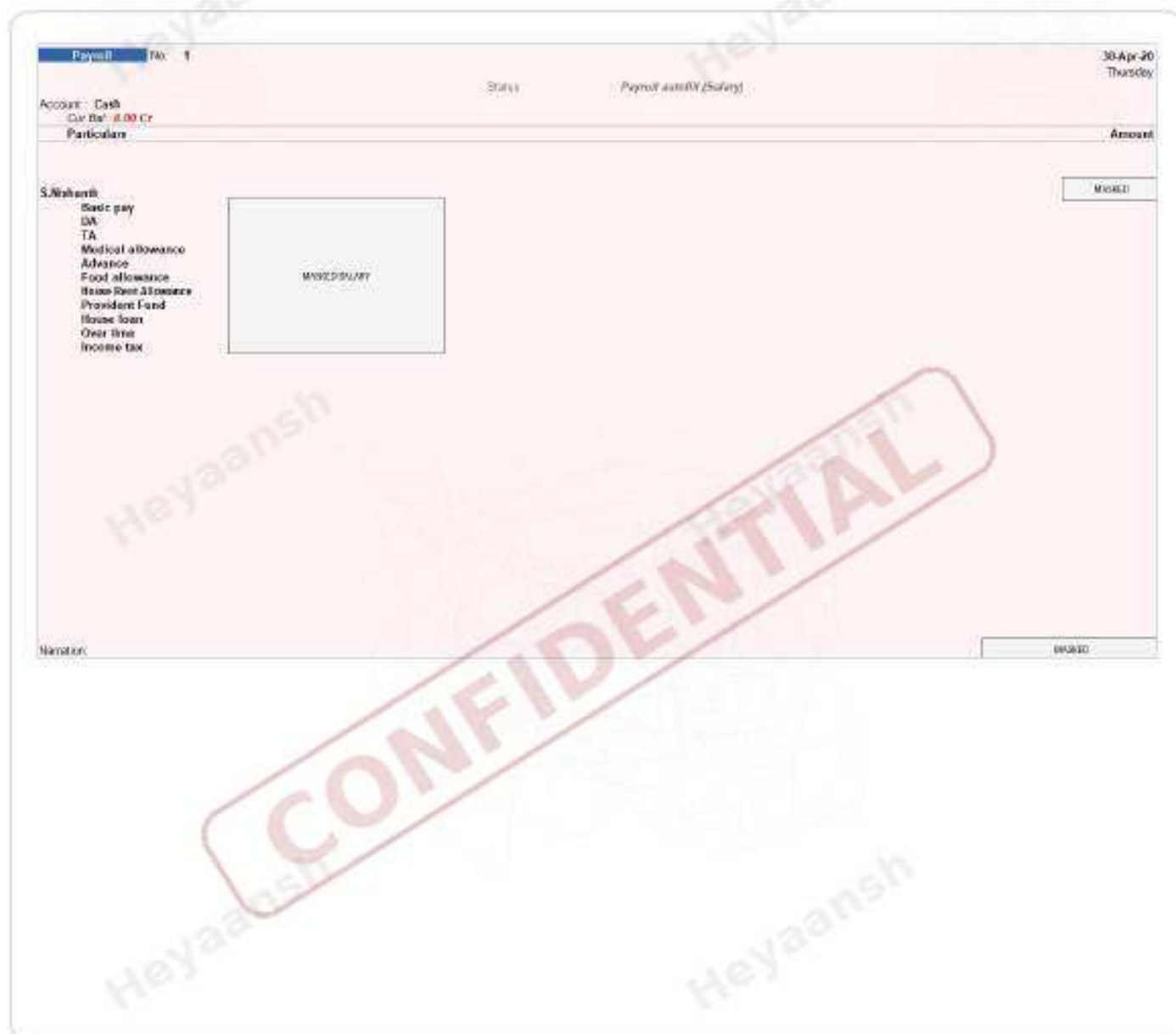
File: K05_Pay_Head_Creation.png | Coverage: exact_public. Pay Head Creation screen.

Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.

SCREENSHOT REFERENCE

Payroll Voucher

Actual screenshot support from the uploaded TallyPrime screenshot pack.



Screenshot coverage note

File: K16_Payroll_Voucher.png | Coverage: exact_public_masked. Payroll voucher; salary/amount values masked.

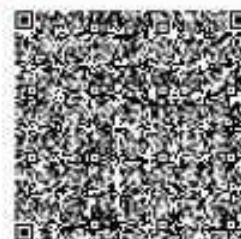
Source URL is recorded in the uploaded pack manifest/source file. Verify permission before using third-party screenshots in external/public publication.



Thank You

Need help with TallyPrime setup, accounting or controls?

Connect with Heyaansh for practical TallyPrime implementation, control-focused workflows and secure terminal-based operations.



Scan to connect with us

Contact Heyaansh

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