



Enabling GST in Tally.ERP 9

Version: 1.0

Last Updated: 2016-30-09

Creating a Company

To create a company,

Go to **Gateway of Tally > Alt + F3 > Create Company**

1. Enter the basic information, i.e., **Name, Mailing Name** and **Address** of the company, for e.g., **GST in Tally** and other relevant details.
2. Select **Singapore** from the **List of Countries** in the **Statutory compliance for** field.

Company Creation		Books and Financial Year Details		List of Countries
Directory	: D:\Tally.ERP9\Data	Financial year begins from	: 1-4-2016	↑ ... 6 more Botswana Comoros Djibouti Egypt Ghana Hong Kong India Indonesia Iraq Jordan Kenya Kuwait Lebanon Libya Malaysia Mauritania Mauritius Morocco Mozambique Nepal Nigeria Oman Pakistan Philippines Qatar Saudi Arabia Singapore ↓ 11 more ...
Name	: GST in Tally	Books beginning from	: 1-4-2016	
Company Logo	: Not Applicable			
<u>Primary Mailing Details</u>		<u>Security Control</u>		
Mailing name	: GST in Tally	TallyVault password (if any)	:	
Address	: # Lane 6	Repeat password	:	
	: # Singapore	(Warning: Forgetting TallyVault password will render your data inaccessible.)		
Country	: Singapore	Use security control	: ? No	
		(Enable security to avail TSS features)		
<u>Contact Details</u>				
Phone no.	:			
Mobile no.	:			
Fax no.	:			
E-mail	:			
Website	:			
		<u>Base Currency Information</u>		
Base currency symbol	: S\$	Number of decimal places	:	
Formal name	: Singapore Dollar	Word representing amount	:	
Suffix symbol to amount	: ? No	No. of decimal places	:	
Add space between amount and symbol	: ? Yes			
Show amount in millions	: ? No			

3. Specify the **E-mail** details.
4. The **Currency Symbol** for **Indonesia** will be displayed as **S\$** by default.
5. In the **Maintain** field, select **Accounts Only** or **Accounts with Inventory** as per the company requirements.
6. In the **Financial Year from** and **Books beginning from** fields, the first day of the current financial year for e.g., **1-4-2016** will be displayed by default, which can be changed as per requirement.
7. Set the option **Disallow opening in Educational mode** to either **Yes** or **No** as per requirement.
8. Enter the **TallyVault Password** if required.

9. Set Use Security Control field to No

Company Creation		Books and Financial Year Details	
Directory	: D:\Tally.ERP9\Data	Financial year begins from	: 1-4-2016
Name	: GST in Tally	Books beginning from	: 1-4-2016
Company Logo	: Not Applicable		
<u>Primary Mailing Details</u>		<u>Security Control</u>	
Mailing name	: GST in Tally	TallyVault password (if any)	:
Address	: # Lane 6	Repeat password	:
	: # Singapore	<i>(Warning: Forgetting TallyVault password will render your data inaccessible.)</i>	
Country	: Singapore	Use security control	? No
		<i>(Enable security to avail TSS features)</i>	
<u>Contact Details</u>			
Phone no.	:		
Mobile no.	:		
Fax no.	:		
E-mail	:		
Website	:		
<u>Base Currency Information</u>			
Base currency symbol	: S\$	Number of decimal places	: 2
Formal name	: Singapore Dollar	Word representing amount after decimal	: cents
Suffix symbol to amount	? No	No. of decimal places for amount in words	
Add space between amount and symbol	? Yes	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Accept ? Yes or No </div>	
Show amount in millions	? No		

10. Press **Y** or **Enter** to accept and save.

Enabling GST in F11: Features

Go to **Gateway of Tally > F11: Features > F3: Statutory & Taxation**

1. Set **Prepare & Follow Singapore Style GST Returns** to **Yes**
2. Enter the **GST Registration Number** and the **Company Registration Number**

Company: GST in Tally

Statutory and Taxation

Prepare and follow Singapore style of GST returns ? Yes

Tax Information

GST registration number : 50-123456-E
Company Regn. Number : GS12345678

Accept ?
Yes or No

F1: Accounts F2: Inventory F3: Statutory F4: ...

3. Accept the **Company Operations Alteration** screen