Mater Creation with GST in Tally.ERP 9

Version: *1.0*

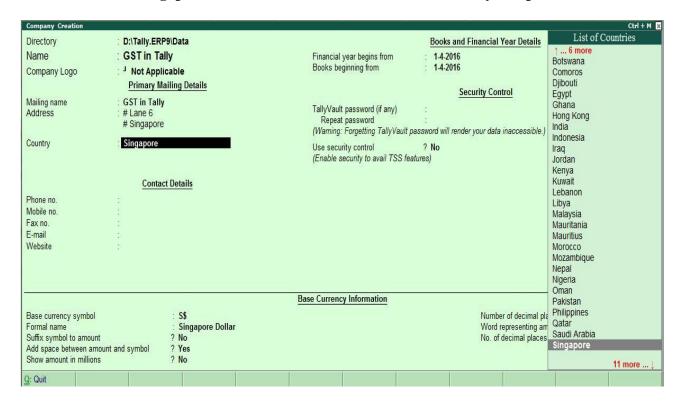Last Updated: *2016-30-09*

Creating a Company

To create a company,
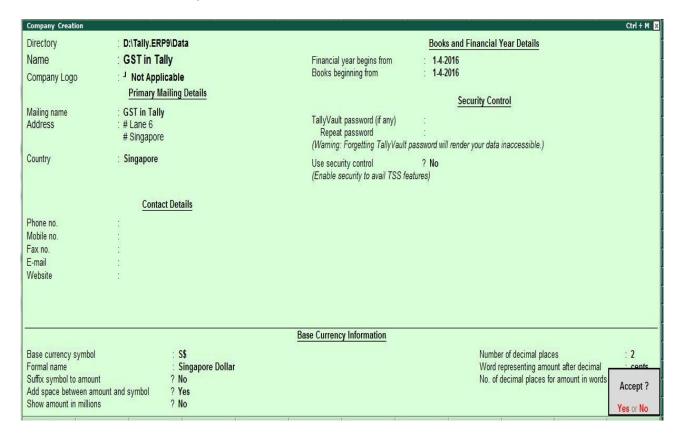
Go to **Gateway of Tally > Alt + F3 > Create Company**

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.

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.

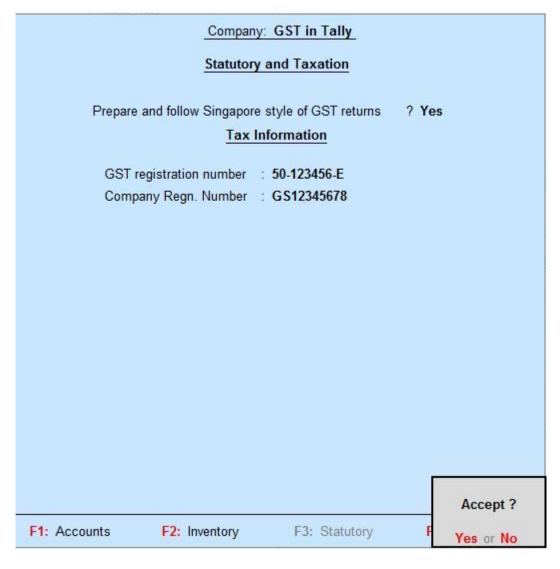9.   Set **Use Security Control** field to **No**

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

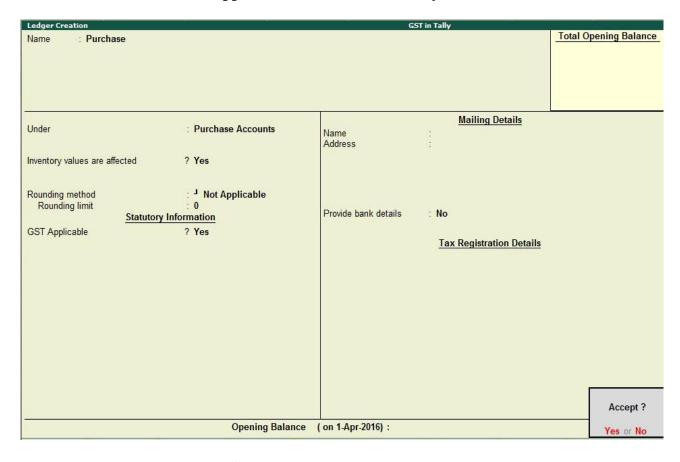3. Accept the **Company Operations Alteration** screen

Creating Purchase Ledger with GST

To create ledgers under the Purchase Accounts group

Go to **Gateway of Tally > Accounts Info > Ledgers > Create**

1. Enter the **Name** for the Purchase ledger as **Pruchase**

2. In the **Under** field select **Purchase Accounts** from the **List of Groups**

3. Set **Inventory values are affected** to **Yes** if you maintain inventory

4. Set the field **GST Applicable** to **Yes** under **Statutory Information**
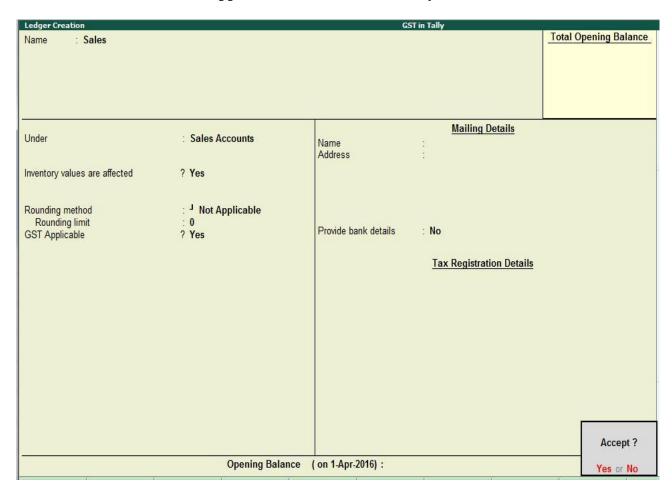

5. Accept the screen to **Save**.

Creating Sales Ledger with GST

To create ledgers under the Sales Accounts group

Go to **Gateway of Tally > Accounts Info > Ledgers > Create**

1. Enter the **Name** for the Sales ledger as **Sales**

2. In the **Under** field select **Sales Accounts** from the **List of Groups**

3. Set **Inventory values are affected** to **Yes** if you maintain inventory

4. Set the field **GST Applicable** to **Yes** under **Statutory Information**

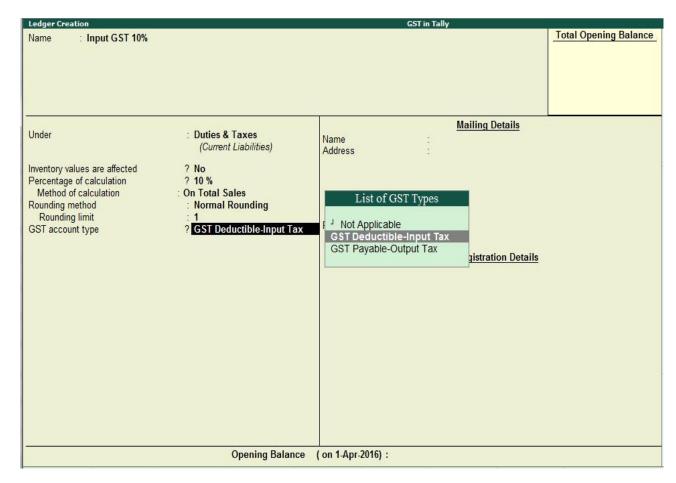

5. Accept the screen to **Save**.

Creating a Input GST Tax Ledger

Go to **Gateway of Tally > Accounts Info > Ledgers > Create**

1. Enter the name for the **GST** ledger as Input GST 10% in the **Name** field

2. In the **Under** field, select **Duties & Taxes** from **List of Groups**

3. Set **Inventory Values are affected** to **No**

4. Set the **Percentage of Calculation** to **10%**

5. Select the **Method of Calculation** from the **Type of Duty** menu

6. Select **GST Deductible – Input Tax** from the **GST Type** menu in the **GST Account Type** field.
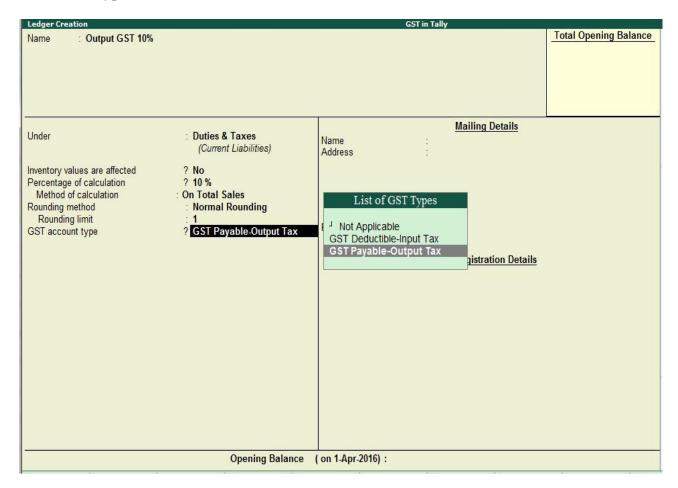

7. Accept the screen to **save**.

Creating a Output GST Tax Ledger

Go to **Gateway of Tally > Accounts Info > Ledgers > Create**

1. Enter the name for the **GST** ledger as Output GST 10% in the **Name** field

2. In the **Under** field, select **Duties & Taxes** from **List of Groups**

3. Set **Inventory Values are affected** to **No**

4. Set the **Percentage of Calculation** to **10%**

5. Select the **Method of Calculation** from the **Type of Duty** menu

6. Select **GST Payable – Output Tax** from the **GST Type** menu in the **GST Account Type** field.
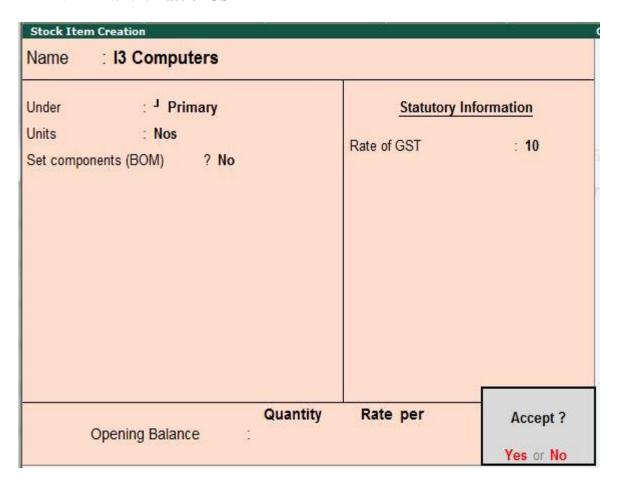

8. Accept the screen to **save**.

Creating a Stock Item with GST

Go to **Gateway of Tally > Accounts Info > Ledgers > Create**

1. Enter the **Stock Item Name** as **I3 Computers**

2. In the **Under** field select **Primary** from the **List of Groups**

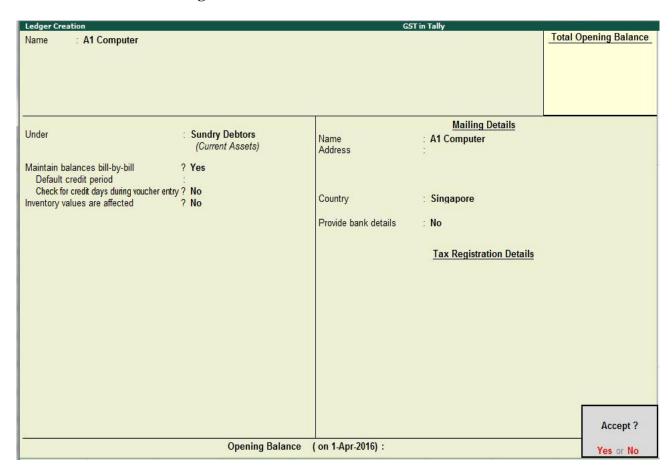3. In Units field Press Alt + C, Create Unit as **Nos**

4. Enter the **Rate of GST**

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

Creating a Customer Ledger

Go to **Gateway of Tally > Accounts Info > Ledgers > Create**

1. Enter the ledger name as **A1 Computer** in the **Name** field

2. In the **Under** field, select **Sundry Debtors** from the **List of Group**s

3. Set **Maintain balances bill-by-bill** to **Yes**

4. The option, **Inventory values are affected** is set to **No** by default. Set this to **Yes** if applicable
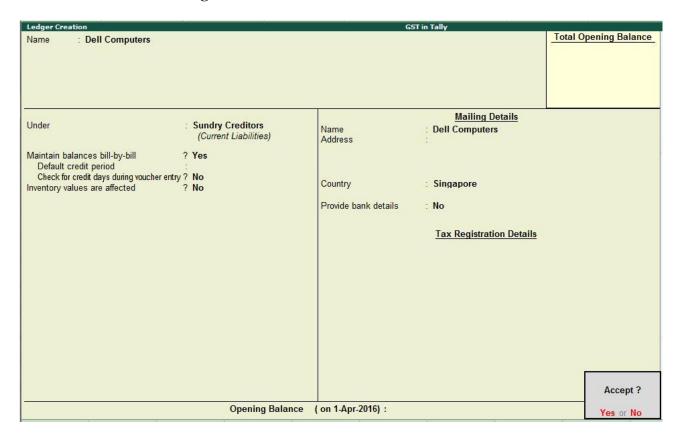
5. Enter the **Mailing Details** and **Tax Information**

Ledger Creation		GST in Tally	
Name : A1 Computer			Total Opening Balance

Under	: Sundry Debtors (Current Assets)		Mailing Details	
		Name	: A1 Computer	
		Address	:	
Maintain balances bill-by-bill	? Yes			
Default credit period	:			
Check for credit days during voucher entry	? No	Country	: Singapore	
Inventory values are affected	? No			
		Provide bank details	: No	
			Tax Registration Details	

Opening Balance (on 1-Apr-2016) :

Accept ?

Yes or No

6. Accept the screen to **save**

Creating a Supplier Ledger

Go to **Gateway of Tally > Accounts Info > Ledgers > Create**

1. Enter the ledger name as **Dell Computers** in the **Name** field

2. In the **Under** field, select **Sundry Creditors** from the **List of Group**s

3. Set **Maintain balances bill-by-bill** to **Yes**

4. The option, **Inventory values are affected** is set to **No** by default. Set this to **Yes** if applicable

5. Enter the **Mailing Details** and **Tax Information**

7. Accept the screen to **save**

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