

Create GST Ledgers

You can account for different taxes under GST (central tax, state tax, UT tax, integrated tax, and cess), for which you need to create GST ledgers or tax ledgers for each tax type.

Central Tax Ledger

1. **Gateway of Tally > Create > type or select Ledger.**
Alternatively, press **Alt+G (Go To) > Create Master > type or select Ledger.**
2. Group it under **Duties & Taxes.**
3. Select **GST** as the **Type of duty/tax.**
4. Select **Central Tax** as the **Tax type.**

Ledger Creation		National Enterprises		Total Opening Balance
Name	: Central Tax			
(alias)	:			
Under	: Duties & Taxes (Current Liabilities)	Mailing Details		
Type of duty/tax	: GST	Name	:	
Tax type	: Central Tax	Address	:	
Percentage of calculation	: 0 %	Banking Details		
Rounding method	: ♦ Not Applicable	Provide bank details	: No	
		Tax Registration Details		
		PAN/IT No.	:	
Opening Balance (on 1-Apr-20) :				Accept ? Yes or No

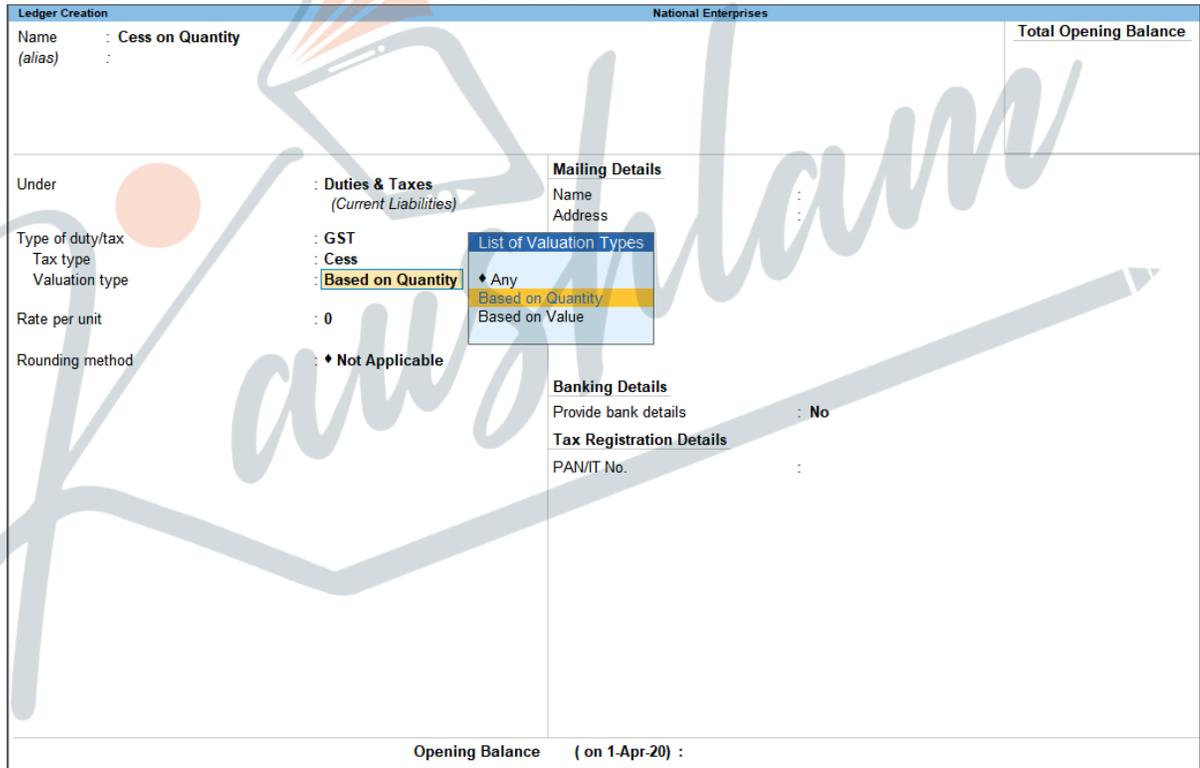
5. Press **Enter** to save.

Similarly, you can create ledgers for state tax, integrated tax, and cess by selecting the relevant Tax type under GST.

Cess Ledger

You can create separate cess ledgers for quantity and value, to print the breakup of these values in the invoice. Do not alter the existing cess ledgers as it will impact the transactions recorded earlier.

1. **Gateway of Tally > Create > type or select Ledger.**
Alternatively, press **Alt+G (Go To) > Create Master > type or select Ledger.**
2. Group it under **Duties & Taxes.**
3. Select **GST** as the **Type of duty/tax.**
4. Select **Cess** as the **Tax type.**
5. Select the valuation type as:
 - o **Based on Quantity** to calculate cess on quantity.
 - o **Based on Value** to calculate cess on the assessable value.



Ledger Creation		National Enterprises		Total Opening Balance
Name	: Cess on Quantity			
(alias)	:			
Under	: Duties & Taxes (Current Liabilities)	Mailing Details		
Type of duty/tax	: GST	Name	:	
Tax type	: Cess	Address	:	
Valuation type	: Based on Quantity	List of Valuation Types		
Rate per unit	: 0	<input type="checkbox"/> Any <input checked="" type="checkbox"/> Based on Quantity <input type="checkbox"/> Based on Value		
Rounding method	: Not Applicable	Banking Details		
		Provide bank details	:	No
		Tax Registration Details		
		PAN/IT No.	:	
Opening Balance		(on 1-Apr-20) :		

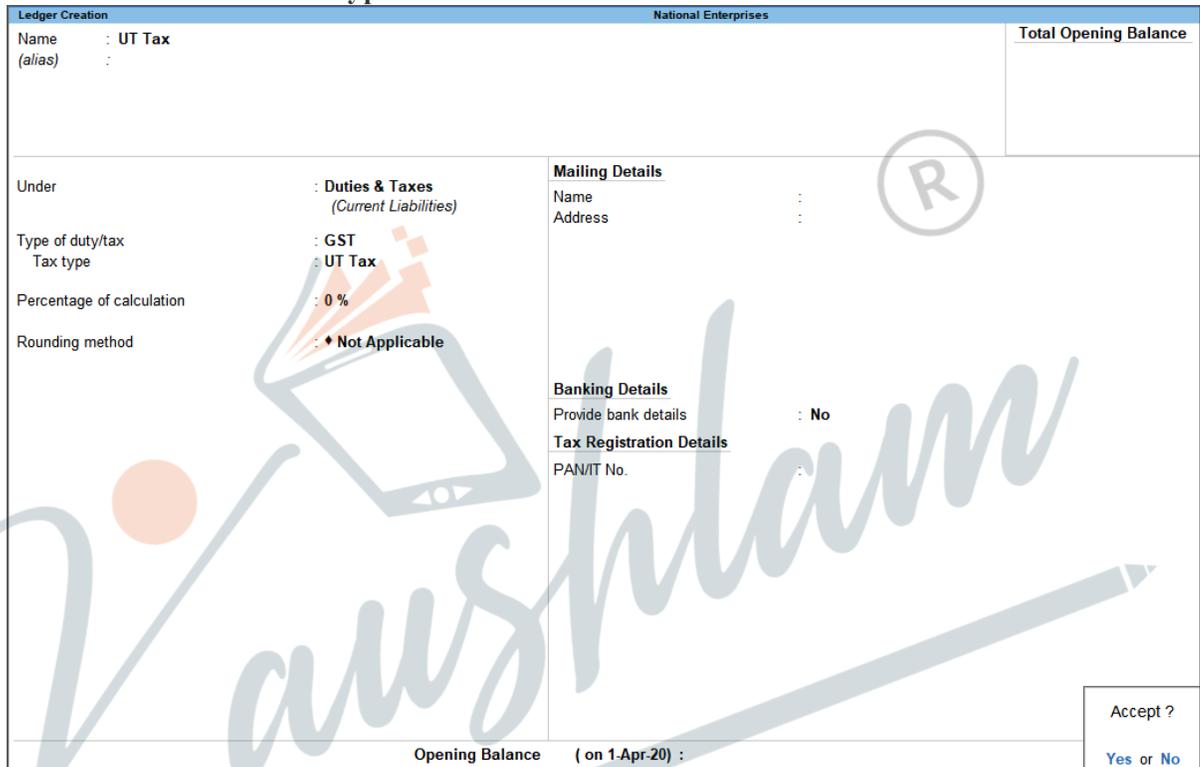
6. Press **Ctrl+A** to save.

Note: Set the **Valuation Type** to **Any** to use it as a common ledger.

UT Tax Ledger

If your business is located in a union territory, or you are an **Assessee of Other Territory** and have enabled this option in the **Company GST Details** screen, you can create the UT tax ledger.

1. **Gateway of Tally > Create > type or select Ledger.**
Alternatively, press **Alt+G (Go To) > Create Master > type or select Ledger.**
2. Group it under **Duties & Taxes.**
3. Select **GST** as the **Type of duty/tax.**
4. Select **UT Tax** as the **Tax type.**



Ledger Creation National Enterprises

Name : **UT Tax** Total Opening Balance

(alias) :

Under : **Duties & Taxes**
(Current Liabilities)

Type of duty/tax : **GST**

Tax type : **UT Tax**

Percentage of calculation : **0 %**

Rounding method : **Not Applicable**

Mailing Details

Name :

Address :

Banking Details

Provide bank details : **No**

Tax Registration Details

PAN/IT No. :

Opening Balance (on 1-Apr-20) :

Accept ?

Yes or No

5. Press **Enter** to save.

Create Party Ledgers for GST

You can create party ledgers for GST in TallyPrime for the parties with whom you purchase and sell goods and services, with the GST registration details.

You can create supplier Ledger, customer Ledger and enter the GSTIN/UIN based on the party type.

You can set GST rates in the ledger grouped under non-revenue accounts, for example, **Current Assets** and **Current Liabilities**. If you have created the party ledgers under groups other than Sundry debtors, Sundry creditors, Bank, Cash, and Branch/divisions:

Supplier Ledger

1. **Gateway of Tally > Create > type or select Ledger > and press Enter.**
Alternatively, press **Alt+G (Go To) > Create Master > Ledger > and press Enter.**
2. Enter the **Name** of the supplier's ledger.
3. Select **Sundry Creditors** in the **Under** field.
4. Set the option **Maintain balances bill-by-bill** to **Yes**.
If you do not see this option, press **F12 (Configure) > set Maintain balances Bill-by-Bill** to **Yes**.
5. Enter the **Default credit period**, if any.
6. Select the party Registration type, and enter the **GSTIN/UIN**.
7. Enable the option **Set/Alter GST Details** to open the **GST Details** screen.
 - Set the option **Assessee of Other Territory** to **Yes** if the party is belongs to **Exclusive Economic Zone (other territory)**.
 - If the supplier is an e-commerce operator, then enable the option **Is e-commerce operator**.

The **GST Details** screen appears as shown below:

GST Details	
Registration type	: Regular
Assessee of Other Territory	: No
Is e-commerce operator	: No
Consider Party as Deemed Exporter for Purchases	: No
Party Type	: ♦ Not Applicable
GSTIN/UIN	: 29
Is a transporter	: No

8. Accept the screen. As always, you can press **Ctrl+A** to save.
The **Ledger Creation** screen appears as shown below:

Ledger Creation		National Enterprises		Total Opening Balance
Name	: Anand Traders			
(alias)	:			
Under	: Sundry Creditors (Current Liabilities)	Mailing Details	Name	: Anand Traders
Maintain balances bill-by-bill	: Yes		Address	: Panduranga Nagar BG Road
Default credit period	:		State	: Karnataka
Check for credit days during voucher entry	: No		Country	: India
Specify credit limit	:		Pincode	:
		Banking Details	Provide bank details	: No
		Tax Registration Details	PAN/IT No.	: A [REDACTED] A
			Registration type	: Regular
			GSTIN/UIN	: 29 [REDACTED]
			Set/Alter GST details	: Yes
Opening Balance (on 1-Apr-20) :				Accept ?
				Yes or No

9. Accept the screen. As always, you can press **Ctrl+A** to save.

Customer Ledger

1. **Gateway of Tally > Create > type or select Ledger > and press Enter.**
Alternatively, press **Alt+G (Go To) > Create Master > Ledger > and press Enter.**
2. Enter the **Name** of the customer's ledger.
3. Select **Sundry Debtors** from the **List of Groups** in the **Under** field.
4. Set the option **Maintain balances bill-by-bill** to **Yes**.
5. Enter the **Default credit period**, if any.
6. Select the party **Registration type**, and enter the **GSTIN/UIN**.
7. Enable the option **Set/Alter GST Details** to open the **GST Details** screen.
 - o Set the option **Assessee of Other Territory** to **Yes** if the party is belongs to **Exclusive Economic Zone (other territory)**.
 - o If the supplier is an e-commerce operator, then enable the option **Is e-commerce operator**.

The **GST Details** screen appears as shown below:

GST Details	
Registration type	: Regular
Assessee of Other Territory	: No
Is e-commerce operator	: No
Consider Party as Deemed Exporter for Purchases	: No
Party Type	: ♦ Not Applicable
GSTIN/UIN	: 29- XXXXXXXXXX
Is a transporter	: No

- Accept the screen. As always, you can press **Ctrl+A** to save.
- The **Ledger Creation** screen appears as shown below:



Ledger Creation		National Enterprises	Total Opening Balance
Name	: Nanda Traders		
(alias)	:		
Under		Mailing Details	
	: Sundry Debtors (Current Assets)	Name	: Nanda Traders
Maintain balances bill-by-bill	: Yes	Address	: Hongasandra Hosur Road
Default credit period	:	State	: Karnataka
Check for credit days during voucher entry	: No	Country	: India
Specify credit limit	:	Pincode	:
		Banking Details	
		Provide bank details	: No
		Tax Registration Details	
		PAN/IT No.	: XXXXXXXXXX
		Registration type	: Regular
		GSTIN/UIN	: 29- XXXXXXXXXX
		Set/Alter GST details	: Yes
Opening Balance (on 1-Apr-20) :		Accept ?	
		Yes or No	

- 8. Accept the screen. As always, you can press **Ctrl+A** to save.

GSTIN/UIN Format

The GSTIN/UIN entered in party ledger gets validated by considering the formats prescribed for all the party types. If a GSTIN/UIN does not fall in the supported formats, a warning message appears as shown below:



If you have provided a valid GSTIN/UIN (the format that is newly introduced by the department), you can ignore this message and save the ledger. The transactions recorded using this ledger will appear as exceptions in the Information required for generating table-wise details not provided section of **GSTR-1, GSTR-2, GST CMP-08**.

You can do the following to include such transactions in the returns.

- Press **Alt+V** (Accept GSTIN/UIN)
- Press **Enter** to skip the **GSTIN/UIN validation** and accept the voucher.

To move the voucher back to exceptions, press **Alt+V** (Accept GSTIN/UIN) in the Vouchers Accepted without Party GSTIN/UIN Validation screen.

GST Classifications in TallyPrime

You can create GST Classifications in TallyPrime in order to record the tax rates and other details for categories of goods attracting different GST rates. For example, you can create GST Classifications based on HSN. When this classification is used in relevant masters and transactions, the tax details of the goods or services will be automatically captured. In case the department changes, the tax rate for any HSN in future, alter the GST Classification and assign the new rate.

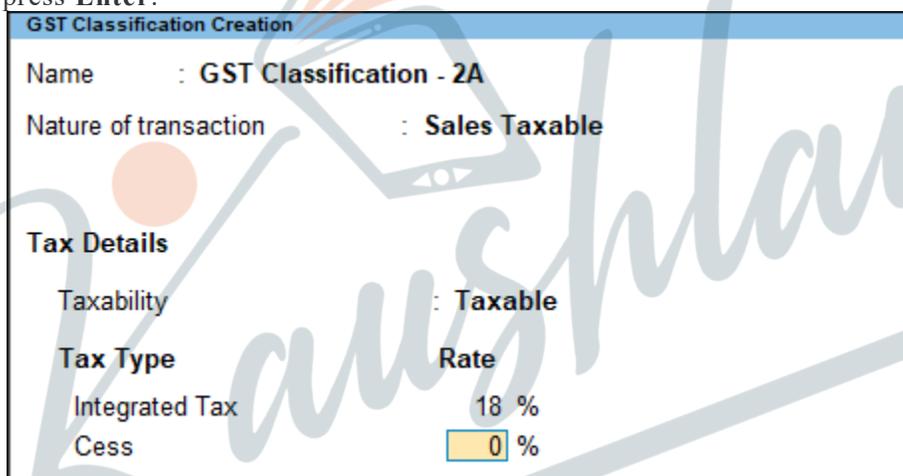
You can create GST Classifications in TallyPrime for an accounts-only company as well. Depending on the grouping used for GST Classifications, you can tag those to Sales, Purchase, Services, Income and Expense ledgers.

To create a GST classifications TallyPrime

- Press **F11** (Features) > set **Enable Goods and Services Tax (GST)** to **Yes**.
- If you do not see this option:
 - Set **Show more features** to **Yes**.
 - Set **Show all features** to **Yes**.
- Set the option **Enable GST classification** to **Yes**.

Create a GST classification based on HSN code

1. **Gateway of Tally > Create > type or select GST Classification>** and press **Enter**. Alternatively, press **Alt+G** (Go To) > **Create Master > GST Classification>** and press **Enter**.



GST Classification Creation	
Name	: GST Classification - 2A
Nature of transaction	: Sales Taxable
Tax Details	
Taxability	: Taxable
Tax Type	Rate
Integrated Tax	18 %
Cess	<input type="text" value="0"/> %

2. Select the **Nature of Transaction**, if required.

Note: The nature of transaction is identified based on Registration Type, State and Country of the party. Therefore, there is no specific requirement to select nature of transaction. You need to change the nature of transaction in case of branch transfers, consignment transfers, work s contract, and so on, accordingly.

3. Enter the rates applicable for **Integrated Tax**, and **Cess**, if any. The rate entered for integrated tax will be equally divided between central tax and state tax. You can specify further GST details for the GST classification by clicking **F12** (Configure).

To use a GST classification for setting GST details



- Gateway of Tally > Display More Reports > Statutory Reports > GST Reports > GST Rate Setup.

Particulars	Applicable From	HSN/SAC	Taxability	Integrated Tax	Central Tax	State Tax	Cess
Aerated Water	1-Apr-20	2202 10	Taxable	28%	14%	14%	
Biscuits and Wafers	1-Apr-20	1905	Taxable	18%	9%	9%	
Cashew Nuts	1-Apr-20	0801	Taxable	5%	2.50%	2.50%	
Chocolates	1-Apr-20	1806	Taxable	28%	14%	14%	
Cigars and Cigarettes	1-Apr-20	2402	Taxable	28%	14%	14%	
Coffee beans	1-Apr-20	0901	Nil Rated				
Corn Flakes	1-Apr-20	1904	Taxable	18%	9%	9%	
Curd	1-Apr-20	0403	Nil Rated				
Deodorants and Anti-Perspirants	1-Apr-20	3307	Taxable	28%	14%	14%	
Frozen Vegetable	1-Apr-20	2004	Taxable	12%	6%	6%	
Hair Dryer	1-Apr-20	8516	Taxable	18%	9%	9%	
Hair Oil	1-Apr-20	3305 90 19	Taxable	18%	9%	9%	
Ice Creams	1-Apr-20	2105 00 00	Taxable	18%	9%	9%	
Jaggery	1-Apr-20	1701	Exempt				
Jam	1-Apr-20	2007	Taxable	12%	6%	6%	
JobWork-BOM Group			(/ Not Found)				
LED Lamps	1-Apr-20	9405	Taxable	12%	6%	6%	
Milk	1-Apr-20	0401	Nil Rated				
Natural Honey	1-Apr-20	0409	Exempt				
Papad	1-Apr-20	1905	Nil Rated				
Pasta	1-Apr-20	1902	Taxable	18%	9%	9%	
Pressure Cooker			(/ Not Found)				
Puffed Rice	1-Apr-20	1904	Nil Rated				
Sevian (vermicelli)	1-Apr-20	1902	Taxable	5%	2.50%	2.50%	
Shampoo	1-Apr-20	3305	Taxable	28%	14%	14%	
Shaver	1-Apr-20	8510	Taxable	18%	9%	9%	
Soaps	1-Apr-20	3401	Taxable	18%	9%	9%	
Stationery			(/ Not Found)				
Stock Group - RM Cooker			(/ Not Found)				
Sugar Cubes	1-Apr-20	170199	Taxable	12%	6%	6%	

- Select the items that have the specified HSN Code.
- Press **Alt+S** (Set Rate), and select the **GST Classification**.

GST Details for Stock Group:
Aerated Water

Classification : **Undefined**
(From 1-Apr-20)

(Note: when the tax details are set using classification it ignores the direct tax information below)

HSN/SAC Details

Description : **All goods (including packed material) containing added sugar or other sweetening matter or flavoured**

HSN/SAC : **2202 10**

Tax Details

Taxability : **Taxable**

Tax Type	Rate
Integrated Tax	28 %
Cess	0 %

Notice that tax details disappear from the GST Details screen as the details are taken from the **GST Classification**.

Create different classifications for items falling under other HSNs, and assign the classification to the required items.

Alter a GST classification

1. **Gateway of Tally > Alter>** type or select **GST Classification>** and press **Enter**. Alternatively, press **Alt+G (Go To) > Alter Master > GST Classification>** and press **Enter**.
2. Specify the new rate, press Enter twice, provide the revised applicability from date, and save.

Revised Applicability	
Applicable from	: 31-Oct-2020

Create a GST Classification Based on SAC

1. **Gateway of Tally > Create >** type or select **GST Classification>** and press **Enter**. Alternatively, press **Alt+G (Go To) > Create Master > GST Classification>** and press **Enter**.

GST Classification Creation	
Name	: GST Classification - SAC-2A
HSN/SAC Details	
Description	: Classification Based on SAC
HSN/SAC	: 64747
Nature of transaction	: Sales Taxable
Tax Details	
Taxability	: Taxable
Tax Type	
Integrated Tax	: 12 %
Cess	: 0 %

2. Provide the details as required.

Use a GST classification for setting GST details for a service

- **Gateway of Tally > Create > type or select Ledger>** and press **Enter**.
Alternatively, press **Alt+G (Go To) > Create Master > Ledger>** and press **Enter**.
- Enable **Set/Alter GST Details**.
- In the **GST Rate Details** screen, select the **GST Classification** created for **Annual Maintenance Contract**.
- In **Type of Supply**, select **Services**.

Ledger Creation		National Enterprises		Total Opening Balance	
Name	: Hardware Maintenance			11,04,98,490.00	Dr
(alias)	:			7,69,72,863.00	Cr
				Difference	
				3,35,25,627.00	Dr
Under	: Sales Accounts	Mailing Details			
Type of Ledger	: ♦ Not Applicable	Name		:	
Activate interest calculation	: No	Address		:	
Statutory Details		Banking Details			
Is GST applicable	: ♦ Applicable	Provide bank details		: No	
Set/Alter GST Details	: Yes	Supply Types			
Type of Supply	: Services	Goods		:	
Is VAT/CST applicable	: ♦ Applicable	Services		:	
Set/Alter VAT Details	: No				
Opening Balance (on 1-Apr-20) :					

Create different classifications for services falling under other SACs, and assign the classification to the required services.

Create a GST Classification for Cess Based on Quantity or Value

1. **Gateway of Tally > Create > type or select GST Classification>** and press **Enter**.
Alternatively, press **Alt+G (Go To) > Create Master > GST Classification>** and press **Enter**.
2. Press **F12 (Configure) > set Select Valuation Type** and **Show all GST Tax Types** to **Yes**.
3. Enter the percentage of **Integrated Tax**. The **Central Tax** and **State Tax** rates are displayed.
4. For **Cess**, the cursor moves to the **Rate** column. Press **Backspace** to select the **Valuation Type** as **Based on Value and Quantity**. Enter the **Cess Rate** and **Cess Rate per Unit**.

GST Classification Creation		National
Name	: Cigarettes	
HSN/SAC Details		
Description	: Cigarettes Other Than Filtered	
HSN/SAC	: 24022020	
Nature of transaction	: ♦ Not Applicable	
Tax Details		
Taxability	: Taxable	
Tax Type	Valuation Type	Rate
Integrated Tax	Based on Value	5 %
Central Tax	Based on Value	2.50 %
State Tax	Based on Value	2.50 %
Cess	Based on Value and Quantity	5 % 2876 / Unit

Note: You can also select the Valuation Type of cess as **Based on Value and Quantity** in the **GST Rate Details** screen of **Tax Rate History**.

5. Accept the screen. As always, you can press **Ctrl+A** to save.

Update a Service Ledger for GST

You can update a service ledger for GST in TallyPrime. To update taxes and other GST details for your service items, you need to modify your service ledgers.

1. **Gateway of Tally > Alter >** type or select **Ledger >** and press **Enter**.
Alternatively, press **Alt+G (Go To) > Create Master >** type or select **Ledger >** and

classification.

GST Details for Ledger:
Photography Services

Classification : ♦ Undefined

(Note: when the tax details are set using classification it ignores the direct tax information below)

HSN/SAC Details

Description : Photography Services

HSN/SAC : 00440129

Nature of transaction : Sales Taxable

Tax Details

Taxability : Taxable

Tax Type	Rate
Integrated Tax	18 %
Cess	0 %

4. **Taxability:** Select **Taxable** for goods and services that are classified as taxable type of supply under GST. Select **Exempt**, if the type of supply is exempted from tax under GST, or select **Nil Rated**, if the tax rate applicable to the type of supply is 0% under GST.
 - To view the history of tax rate changes, press **Alt+W** (Details).
 - To specify further GST-related details, press **F12** (Configure).
5. Select **Type of supply** as **Services**.
6. Accept the screen. As always, you can press **Ctrl+A** to save.

You can use this ledger to bill the services rendered by your business, in **Accounting Invoice** mode.

Ledgers For Expenses, Incomes, Non-Revenue Accounts, Invoice Rounding Under GST

Supply of goods or rendering of services may involve additional expenses, which can either be part of stock items or service value, or can be charged separately. When such an expense is recovered from customers, it is treated as an income. You can create a ledger to round-off the invoice value. You can enable the applicability of GST for non-revenue accounts as well.

Ledger to Round-off the Invoice Value

1. **Gateway of Tally > Create > type or select Ledger > and press Enter.**
Alternatively, press **Alt+G (Go To) > Create Master > type or select Ledger > and press Enter.**
2. Enter the **Name** of the expense ledger.
3. Select direct or indirect expenses in the **Under** field.
4. Set **Type of Ledger** to **Invoice Rounding**.

Ledger Creation		National Enterprises	
Name	: Round-Off	(R)	
(alias)	:		
Under	: Indirect Expenses	Mailing Details	
Type of Ledger	: Invoice Rounding	Name	:
Rounding method	: Normal Rounding	Type of Ledger	:
Rounding limit	: 1	◆ Not Applicable	:
Statutory Details		Discount	:
Is GST applicable	: ◆ Not Applicable	Invoice Rounding	:
Set/Alter GST Details	: No	Country	:
Include in assessable value calculation for	: ◆ Not Applicable	Pincode	:
		Banking Details	
		Provide bank details	: No
		Tax Registration Details	
		PAN/IT No.	:

5. Select the **Rounding method** and enter the **Rounding limit**. The option **Is GST applicable** will be set to **Not Applicable**.

Select this ledger in the invoice to round-off the invoice value.

Expense Ledger Value to Form Part of Assessable Value in the Invoice

While accounting for expenses and incomes, the ledgers have to be grouped either under **Direct Expenses, Indirect Expenses, Direct Incomes** or **Indirect Incomes**.

1. **Gateway of Tally > Create > type or select Ledger > and press Enter.**
Alternatively, press **Alt+G (Go To) > Create Master > type or select Ledger > and press Enter.**
 2. Enter the **Name** of the expense ledger.
 3. Select direct or indirect expenses in the **Under** field.
 4. GST will be calculated after considering the expense or income value in the invoice, only when the options are set as follows:
 - **Type of Ledger – Not Applicable**
 - **Is GST Applicable – Not Applicable**
 - **Include in assessable value calculation for – GST**
 5. For the option **Appropriate to**, select:
 - **Goods**, if the expense or income value has to be included in the stock item cost.
 - **Services**, if the expense or income value has to be included in the service value.
 - **Both**, if the expense or income value has to be included in stock item cost or service value.
 6. Select the **Method of Calculation** based on the selection made for the option **Appropriate to**. If you set it to **Goods**, select the **Method of Calculation** as:
 - **Based on Quantity**, if the expense or income amount has to be distributed based on the quantity entered for each stock item in the invoice.
 - **Based on Value**, if the expense or income amount has to be distributed based on the value of each stock item or service selected in the invoice.
- You can use the expense ledger in a sales invoice for recording [additional expenses along with the sale of goods or services](#).

Ledger Creation		National Enterprises		Total Opening Balance
Name (alias)	: Packing Charges			
Under	: Indirect Expenses	Mailing Details		
Type of Ledger	: ♦ Not Applicable	Name	:	
		Address	:	
		State	:	
		Country	:	
		Pincode	:	
Statutory Details		Banking Details		
Is GST applicable	: ♦ Not Applicable	Provide bank details	:	No
Set/Alter GST Details	: No	Tax Registration Details		
Include in assessable value calculation for	: GST	PAN/IT No.	:	
Appropriate to	: Goods			
Method of Calculation	: Based on Quantity			
Opening Balance (on 1-Apr-20) :				Accept ? Yes or No

- Accept the screen. As always, you can press **Ctrl+A** to save.

Similarly, you can use this ledger while creating purchase invoices.

GST Applicability for Ledgers of Non-Revenue Accounts

1. **Gateway of Tally > Create > type or select Ledger > and press Enter.**
Alternatively, press **Alt+G** (Go To) > **Create Master > type or select Ledger > and press Enter.**
2. Press **F12** (Configure) and set the option **For Non-Revenue Accounts also** to **Yes**, and accept the screen.

Configuration	
Show more configurations	: No
General Details	
Provide aliases for Name	: Yes
Provide language aliases for Name	: No
Maintain balances Bill-by-Bill	: Yes
For Non-Trading Accounts also	: No
Use Inventory Allocations for Ledgers	: No
Select Appropriation Methods to allocate Additional Costs (in Invoice Mode for Purchases only)	: No
Provide Opening Balances for Ledgers	: Yes
Party Details	
Provide Mailing Details	: Yes
For Income and Expense Accounts also	: No
Provide Contact Details	: No
Provide Bank Details	: Yes
Bank Details	
Provide Bank Account Details for Bank Ledgers	: Yes
Set Bank Reconciliation and e-Payments (for supported Banks only)	: Yes
Provide Cheque Book and Cheque Printing details	: Yes
Party Tax Registration Details	
Provide GST Registration Details	: Yes
Show state and GSTIN/UIN (before reorganisation) for Dadra & Nagar Haveli and Daman & Diu	: No
GST Details	
Provide GST Rate details for Ledgers	: Yes
For Non-Revenue Accounts also	: Yes

3. **Is GST Applicable – Applicable.**
4. **Set/alter GST Details – Yes**, specify the details in the **GST Details** screen, and save.
Alternatively, you can use a [classification](#) to use the tax details defined in the classification.
 - **Taxability:**
 - Select **Taxable**, if it is taxable under GST.
 - Select **Exempt**, if it is exempted from tax under GST.
 - Select **Nil Rated**, if it attracts 0% tax rate under GST.
To view the history of tax rate changes, press **Alt+W** (Details).
5. Select the **Type of supply** as:
 - **Services**, if the ledger is used to record sale of service. By default, the type of supply is set to **Services**.

- **Goods**, if the ledger is used to record sale of goods.

Ledger Creation		National Enterprises		Total Opening Balance
Name	: Telecom Services			
(alias)	:			
Under	: Current Assets	Mailing Details	Name	: Telecom Services
			Address	:
			State	: Karnataka
			Country	: India
			Pincode	:
Statutory Details		Banking Details	Provide bank details	: No
Is GST applicable	: ♦ Applicable	Tax Registration Details	PAN/IT No.	:
Set/Alter GST Details	: Yes		Registration type	:
Type of Supply	: Services		GSTIN/UIN	:
			Set/Alter GST details	: No
Opening Balance (on 1-Apr-20) :				Accept ?
				Yes or No

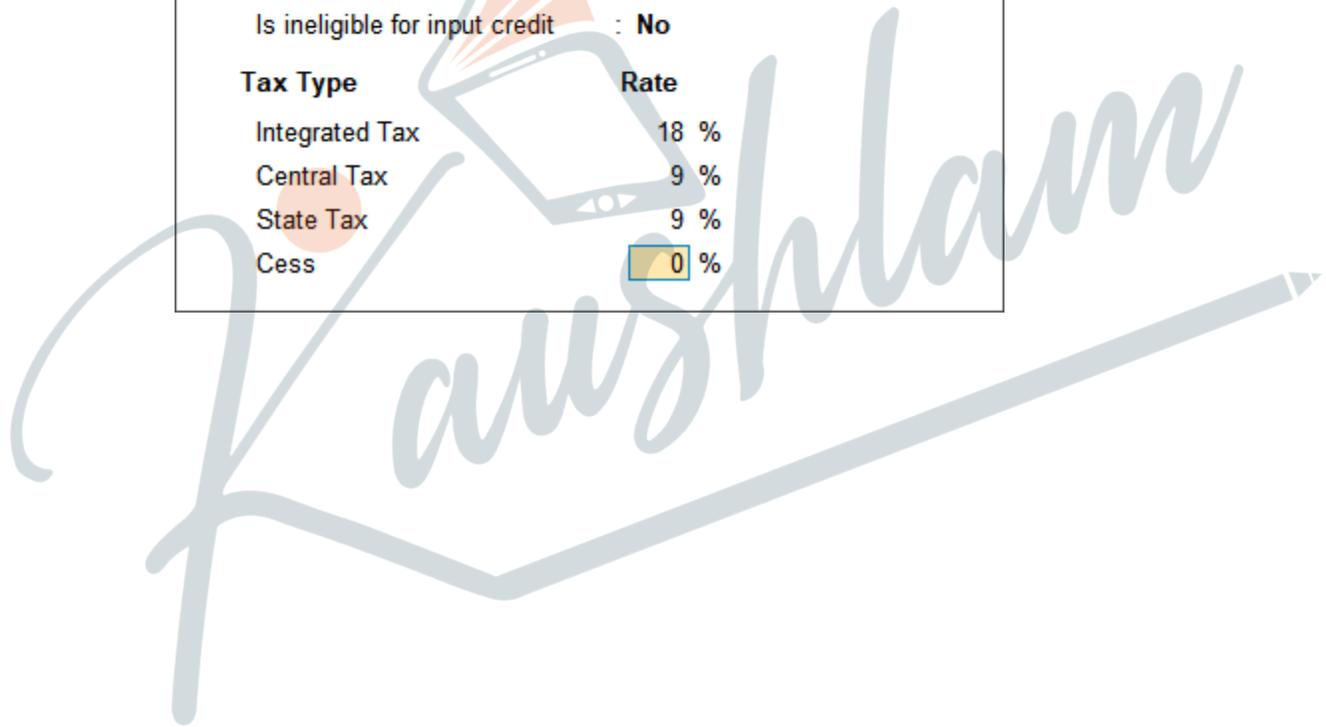
- 6. Accept the screen. As always, you can press **Ctrl+A** to save.

Ledger to Book Expenses with GST

1. **Gateway of Tally > Create > type or select Ledger > and press Enter.**
Alternatively, press **Alt+G (Go To) > Create Master > type or select Ledger > and press Enter.**

2. Enter the **GST Details**. You can select the **Nature of transaction** in the ledger or while booking the expenses.

GST Details for Ledger:	
Expenses	
HSN/SAC Details	
Description	:
HSN/SAC	:
Is non-GST goods	: No
Nature of transaction	: ◆ Not Applicable
Tax Details	
Taxability	: Taxable
Is reverse charge applicable	: No
Is ineligible for input credit	: No
Tax Type	Rate
Integrated Tax	18 %
Central Tax	9 %
State Tax	9 %
Cess	<input type="text" value="0"/> %



1. **Gateway of Tally > Alter > type or select Stock Item>** and press **Enter**.
Alternatively, press **Alt+G (Go To) > Alter Master > Stock Item >** and press **Enter**.
2. Select **Stock Item** from **List of Stock Items**.
3. Set the option **Set/Alter GST Details** to **Yes**, to specify the details in the **GST Details** screen, and save.

GST Details for Stock Item:
Personal Computers

HSN/SAC Details

Description : **Personal Computers**
HSN/SAC : **84713010**

Tax Details

Calculation type : **On Value**
Taxability : **Taxable**

Tax Type	Rate
Integrated Tax	18 %
Cess	<input type="text" value="0"/> %

4. Set the **Taxability** to **Taxable**, for goods and services that are classified as taxable type of supply under GST. Select **Exempt**, if the type of supply is exempted from tax under GST, or select **Nil Rated**, if the tax rate applicable to the type of supply is 0% under GST.
5. When you enter the **Integrated Tax** rate, the state tax and central tax rates appear automatically.

Note: If you have modified the tax rates before, press **Alt+W (Details)** to view the history of tax rate changes.

6. **Select the Type of Supply**

Stock Item Alteration		National Enterprises	
Name	: Personal Computers		
(alias)	:		
Under	: ♦ Primary	Statutory Details	
Units	: Nos	GST Applicable : ♦ Applicable Set/Alter GST Details : Yes Type of Supply : Goods	
		Rate of Duty (eg 5) : 0	
Opening Balance	:	Quantity	Rate per Value
			Accept ? Yes or No

7. Accept the screen. As always, you can press **Ctrl+A** to save.

The type of supply selected for a stock item is applicable only for that item. If multiple items with varying type of supply configuration are selected in an invoice, the type of supply configured for one item is not inferred for another.

Update Stock Group for GST

In case you need the same tax rates for the items in a stock group, modify the group to include tax applicability and rates.

1. **Gateway of Tally > Alter > type or select Stock Group > and press Enter.**
Alternatively, press **Alt+G (Go To) > Alter Master > Stock Group > and press Enter.**
2. Select **Stock Group** from **List of Stock Groups**.

- Set the option **Set/Alter GST Details** to **Yes**, to specify the details in the **GST Details** screen, and save.

GST Details for Stock Group:	
Computers	
HSN/SAC Details	
Description	: Computers
HSN/SAC	: 847130
Tax Details	
Taxability	: Taxable
Tax Type	
Integrated Tax	Rate
Cess	Rate
	18 %
	0 %

- Set the **Taxability** to **Taxable** for goods and services that are classified as taxable type of supply under GST. Select **Exempt**, if the type of supply is exempted from tax under GST, or select **Nil Rated**, if the tax rate applicable to the type of supply is 0% under GST.
- When you enter the **Integrated Tax** rate, the state tax and central tax rates appear automatically.

Stock Group Alteration	
Name	: Computers
(alias)	:
Under	: ♦ Primary
Should quantities of items be added	: Yes
Set/Alter GST Details	: Yes

- Accept the screen. As always, you can press **Ctrl+A** to save.

Non-GST Goods

Some goods such as petroleum crude, high-speed diesel, motor spirit (petrol), natural gas, aviation turbine fuel, and liquor fit for human consumption, are not covered under GST and hence are classified as non-GST goods.



1. In the **GST Details** screen of the stock item or stock group, press **F12** (Configure).
2. Enable the option **Set type of goods**.
3. Press **Ctrl+A** to accept.
4. In the **GST Details** screen, set the option **Is non-GST goods** to **Yes** to configure the item/group as non-gst.
5. Accept the screen. As always, you can press **Ctrl+A** to save.

Set MRP Details

To capture the MRP of stock items in the invoice, you have to enter the MRP details in the stock item master.

1. In the **Stock Item Alteration** screen, press **F12** (Configure) > set **Provide MRP Details** to **Yes**.
If you do not see this option:
 - Set **Show more configurations** to **Yes**.
 - Set **Show all configurations** to **Yes**.
2. Accept the screen. As always, you can press **Ctrl+A** to save.

To enter the MRP for the stock item

1. In the **Stock Item Alteration** screen, enable **Set/Alter MRP details**.

Stock Item Alteration		National Enterprises	
Name	: Personal Computers		
(alias)	:		
Under	: ♦ Primary	Statutory Details	
Units	: Nos	GST Applicable	: ♦ Applicable
		Set/Alter GST Details	: No
		Type of Supply	: Goods
		Set/Alter MRP details	: Yes
		Rate of Duty (eg 5)	:
			(R)
		Quantity	Rate per
		Value	
Opening Balance	:		

2. In the MRP Details screen:

- **Allow MRP modification in voucher** – Yes, if you want to modify the MRP during the transaction.
- **Consider MRP for calculation of GST rate in Slab rate** – Set this to **Yes** if you want the MRP of a stock item to be considered for GST rate calculation when slab rates are applicable. In this case, the tax amount still gets calculated on the selling price of the item.
- Enter the **MRP Rate/Margin**.

MRP details for : Personal Computers	
Allow MRP modification in voucher	: Yes
Consider MRP for calculation of GST rate in Slab rate	: No
MRP Rate / Margin	
MRP Rate	: 26,200

- Press **Ctrl+A** to accept.

3. Accept the screen. As always, you can press **Ctrl+A** to save.

To enter state-wise MRP for the stock item

1. In the **MRP Details** screen, press **F12** (Configure) > set **Allow state-wise MRP** to **Yes**.
2. In the **MRP Details** screen:
 - Enter the **Applicable From** date.
 - Select the **State Name** from the **List of States**.
 - Enter the **MRP Rate**.

MRP details for : Personal Computers			
Allow MRP modification in voucher		: Yes	
Consider MRP for calculation of GST rate in Slab rate		: No	
Applicable From	State Name	MRP Rate	Per
1-4-2020	Karnataka	26,000.00	Nos
	Andhra Pradesh	26,300.00	Nos
	Kerala	26,500.00	Nos
	Tamil Nadu	26,200.00	Nos

- Accept the screen. As always, you can press **Ctrl+A** to save.

If the invoice is configured to **Provide Rate Inclusive of Tax for Stock Items**:

- The MRP defined in the stock item appears as **Rate (Incl. of Tax)**. The MRP appears even when, **Standard Selling Price** is defined in the stock item master, or Rate per unit is defined in the Price List.
- You can enter the MRP (if not defined in the stock item) in the column **Rate (Incl. of Tax)**.

When the option **Provide Rate Inclusive of Tax for Stock Items** is disabled in the invoice, the **Rate** appears:

- As defined in the **Price List**.
- As per the **Standard Selling Price**, if price list is not selected.
- As entered in the last voucher recorded on the same or previous date, in the absence of **Standard Selling Price** or **Price List**. If you have selected the stock item for the first time, you have to enter the Rate per unit.

Set slab-wise GST details (tax on item rate)

1. Gateway of Tally > Alter > type or select **Stock Item**> and press **Enter**.
Alternatively, press Alt+G (Go To) > Alter Master > **Stock Item** > and press **Enter**.
2. Select **Stock Item** from **List of Stock Items**.
3. **Set/Alter GST Details – Yes**.
4. **Calculation type – On Item Rate**.

GST Details for Stock Item:
Soft Soles Footwear

HSN/SAC Details

Description : Footwear
HSN/SAC : 64034000

Tax Details

Calculation type : **On Item Rate**
Taxability : ♦ Unknown

Tax Type

Tax Type	Rate
Integrated Tax	0 %
Central Tax	0 %
State Tax	0 %
Cess	0 %

Calculation Type

- On Item Rate
- On Value

The **Tax on Item Rates** screen appears.

5. **Consider additional expense/income ledger for slab rate calculation** – Set this option to **Yes** when you want to apportion additional expenses in slab rate calculation for a stock item.
6. Under **Rate**, set the slab rates in **Greater than** and **Up to**.
7. Set the **Tax Type** and **Integrated Tax Rate**. The **Central Tax Rate** and **State Tax Rate** will get automatically calculated.

Stock Item : **Soft Soles Footwear**
Consider additional expense/income for slab rate calculation : **No**

Rate	Tax Type	Integrated Tax Rate	Central Tax Rate	State Tax Rate	Cess	Rate
Greater than	Up to				Valuation Type	
0	500 Taxable	5 %	2.50 %	2.50 %	Based on Value	0 %
500	Taxable	18 %	9 %	9 %	Based on Value	0 %

8. Accept the screen. As always, you can press **Ctrl+A** to save.

Map UoM to UQC

1. **Gateway of Tally > Alter > type or select Stock Item>** and press **Enter**.
Alternatively, press **Alt+G (Go To) > Alter Master > Stock Item >** and press **Enter**.
2. Select **Stock Item** from **List of Stock Items**.
3. In the **Stock Item Alteration** screen, press **F12 (Configure) > set Provide Units of Measurement (UoM) for Stock Items to Yes** and **Use Alternative Units to Yes**, so that you can map alternate units to the reporting UQC.
4. Select the **Units**.
5. In **Alternate units**, select the **Units**.
As always, press **Alt+C**, to create a master on the fly. Alternatively, press **Alt+G (Go To) > Create Master >** type or select **Units >** press **Enter**.
6. In the **Unit Creation** screen, select the **Unit Quantity Code (UQC)** from the **List of UQCs**.

Unit Creation (Secondary)	
Type	: Simple
Symbol	: Doz
Formal name	: Dozen
Unit Quantity Code (UQC)	: DOZ-DOZENS
Number of decimal places	: 0

7. Press **Ctrl+A** to save and return to the stock item screen.

Stock Item Alteration		National Enterprises	
Name	: Banana Robusta		
(alias)	:		
Under	: ♦ Primary	Statutory Details	
Units	: Nos	GST Applicable	: ♦ Applicable
Alternate units	: Doz	Set/Alter GST Details	: No
where	: 1 Doz = 12 Nos	Type of Supply	: Goods
		Reporting UQC	: DOZ-DOZENS
		Set/Alter MRP details	: No
		Rate of Duty (eg 5)	: 0
Opening Balance	:	Quantity	Rate per
		Value	Accept ?
			Yes or No

- Accept the screen. As always, you can press **Ctrl+A** to save.

Set GST Rate in TallyPrime

You can set GST rate in TallyPrime. Quickly set up GST rates for your company, stock item-wise or stock group-wise, using the **GST Rate Setup** option. You must enable GST in your company to provide GST rates. You can set up GST rates at the company level, stock group level, stock item level, account ledger group level, and ledger level. You can also set the GST rates for a particular price range/slab for multiple stock items.

Set GST rate in TallyPrime for stock groups and stock items

- Gateway of Tally > Display More Reports > Statutory Reports > GST Reports > GST Rate Setup.**
Alternatively, press **Alt+G (Go To)** > type or select **GST Rate Setup** > and press **Enter**.

GST Rate Setup		National Enterprises							
Stock Group: Water		Particulars	Applicable From	HSN/SAC	Taxability	Integrated Tax	Central Tax	State Tax	Cess
<Rate Not Configured>		4 stock items							
		Aquafina 1 Litre	(1-Apr-20)	(2201)	(Nil Rated)				
		Bisleri 1 litre	(1-Apr-20)	(2201)	(Nil Rated)				
		Himalaya 1 Litre	(1-Apr-20)	(2201)	(Nil Rated)				
		Kinley 1 litre	(1-Apr-20)	(2201)	(Nil Rated)				

Note:
* Stock group has items with multiple tax rates. A single tax rate cannot be set for this stock group.
GST rate details in brackets are derived from company or stock-group, as configured.

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- Note:**
- Brackets indicate that tax rates are captured from the company or stock group level.

When a union territory is selected as the state of a company, UT Tax column appears along with other tax types in the GST Rate Setup screen.

5. If you need to change the group or set up GST Rate at the group level, press **Alt+R** (Move to Group) > select the required stock group.
6. Select the stock group or stock item, and press **Alt+S** (Set Rate) to provide the applicable tax rates. You can press Spacebar to select multiple stock groups or stock items. Set the tax rates and save.
 - o The rate entered for integrated tax will be equally divided between central tax and state tax.
 - o To view the history of tax rate changes, press **Alt+W** (Details).
 - o To specify further GST-related details, press **F12** (Configure).
In order to remove a tax rate, use the option **Alt+W** (Clear Rate). You can clear rate of multiple items or groups by selecting them using Spacebar. You can also clear rate from items under a group and automatically infer tax details recorded at group level to sub-groups and items using the option **Alt+V** (Enforce Rate).

Update GST rates for stock groups and stock items

1. Go to the alteration screen of the stock groups or stock items in which the details need to be updated.
2. Enable the option **Set/Alter GST Details**.
3. In the **GST Details** for Stock Item screen, you can do any of the following:
 - a. Enter the new **Integrated Tax rate**.
 - b. Enable **Is non-GST goods** to **Yes**, enter the Revised Applicability date in the Applicable from field, and as always, you can press **Ctrl+A** to save.
Or
 - c. Press **Alt+W** (Details): the **Tax Rate History** screen appear.
 - d. Enter the **Applicable Date** for the new rate in another row > enable **Set/Alter Tax Details**.

Tax Rate History									
Applicable From	Classification	Description	HSN/SAC	Is Non-GST Good(s)?	Calculation Type	Taxability	Is Reverse Charge Applicable?	Is Ineligible for Input Credit?	Set/Alter Tax Details?
1-Jul-18	◆ Undefined			No	On Value	Taxable	No	No	No
1-Apr-20	◆ Undefined			No	On Value	Taxable	No	No	Yes

- e. Enter the new Integrated Tax rate, and as always, you can press **Ctrl+A** to save.

GST Rate Details		
Tax Type	Valuation Type	Rate
Integrated Tax	Based on Value	18 %
Central Tax	Based on Value	9 %
State Tax	Based on Value	<input type="text" value="9"/> %
Cess	Based on Value	0 %

