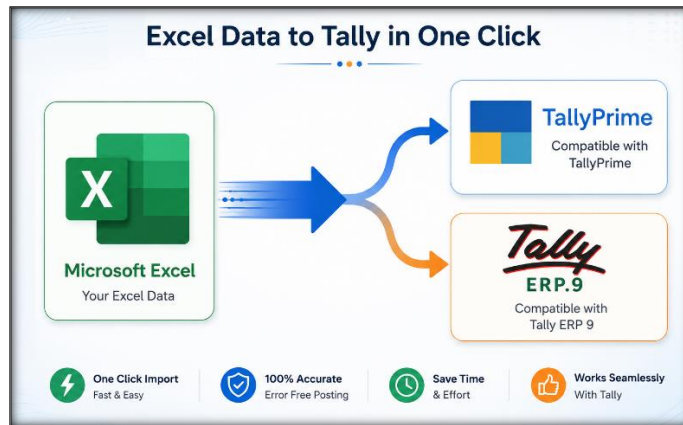


QuickTally - Manual



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(2)

INSTRUCTIONS TO USE

1. Allow your Antivirus and Firewall to run and trust this Application. Save Drive name to save Template Files generated from this Application. An icon QuickTally is available at your Desktop. When you click a button, a message may pop-up, read & follow that message. It is advised to first test this Application with dummy data to avoid loss of data.
2. Set ODBC server in Tally as under:-

Tally ERP9 - Go to	
1	Gateway of Tally
2	F12 Configure
3	Advanced Configuration
4	Tally.ERP is acting as-Both
5	Enable ODBC server as-YES
6	Port as-9000

TallyPrime – Go to	
1	Help
2	Setting
3	Connectivity
4	TallyPrime is acting as-Both,
5	Enable ODBC server as-YES
6	Port as-9000

save it and Tally will restart on ODBC server 9000.

3. Now click "Connect with Tally" button at Home sheet, it will import Name of company and its all ledgers. If this does not connect with Tally, close QuickTally and goto Tally ERP9 folder and run regODBC file and administrator and run Tally also as administrator. And again open QuickTally.
4. Select Entry type from "Home" sheet or go to your desired sheet for doing entries by copy and paste. During Copy paste ledger names must be as per Tally.
5. Double click anywhere on the entry sheets under the Blue Heading, it will show the list of Ledgers on the right hand side, select the name of ledgers from the list.
6. You can create new ledgers during the entries and first it will create Ledgers in Tally then it will post entries.



(3)
Help Sheet

Step	Button / Action	Description
1	Type Drive Name	Enter the drive or folder location where the template files will be saved. Example: D:\, E:\, F:\QuickTally etc. This is required only once during initial setup.
2	Create Template Files	Click this button to automatically create all required Excel template files for data entry and import into QuickTally to Tally. The templates will be saved in the selected drive or folder.
3	Open Template Files	Click this button to open the previously created template files for entering or modifying data before importing into Tally.
4	Save	Saves the selected drive or folder path for future use so that it does not need to be entered repeatedly.
5	Change	Allows the user to change the previously saved drive or folder location for storing template files.

QuickTally Trial-E-Commerce-1.0.9 (Up to 50,200 Entries in 30 days)

QuickTally-Trial-(E-Commerce) Excel to Tally in Seconds

Type Drive Name (Location) to save Template Files (only once) -> D:\

Create Template Files
Open Template Files

Save
Change

Features

Before Use

Videos

Reset Buttons

Terms of Use

Admin

Support

For Online support contact

quicktally.in@gmail.com
support@quicktally.in

Support No. +91-93115-22919

Next



(4)

Home Sheet

No.	Item	Function / Purpose
1	Connects with Tally	Connects with Tally and show all available companies. After selection of company this will import ledgers, stock items, groups, voucher types, and an other masters into QuickTally. This should be the first step after opening QuickTally.
2	Company Connected with Tally	Here the name of selected company from Tally is displayed.
3	Select Year	Select the financial year for which entries will be posted. QuickTally automatically filters data according to the selected years.
4	Select No. of Ledgers in a Single Entry	Allows the user to specify the maximum number of ledgers may be required in one voucher entry.
5	Ledgers in Tally	Shows all ledgers imported from Tally. These ledgers are available for selection while posting entries.
6	Stock Items in Tally	Displays all stock items imported from Tally. Used for Sales, Purchase with Inventory vouchers.
7	Add Years	Add additional financial years if required.

The screenshot shows the 'QuickTally-Trial-(E-Commerce) Excel to Tally in Seconds' application window. On the left is a blue sidebar with the text 'QuickTally Excel to Tally in Seconds', 'E-Commerce Version 1.0.9', and 'Visit for updates www.QuickTally.in'. The main window has a yellow header bar with the title. Below the header, there's a 'Company in Tally:-' section with a 'Change' button and a text field showing '2026-27 (01-04-2026 to 31-03-2027)'. Next to it is a 'Maximum Ledgers in a Entry' section with a '+' button and a text field showing '3 Ledgers (Maximum 20 Ledgers)'. To the right is a large yellow button labeled 'Connect with Tally'. Below these are several buttons for voucher types: Sales, Purchase, Receipt, Payment, Journal, Bank, Debit Note, Credit Note, E-Commerce, and Contra. There are also buttons for 'Single Entry', 'Create Ledgers', 'Stock Items', 'Bill wise', 'Create Groups', 'Alter Ledgers', 'GSTR-2A', and 'Cost Centres'. At the bottom, there are three columns: 'Ledgers in Tally', 'Stock Items (0)', and 'Financial Years'. The 'Financial Years' column has an 'Add Year' button. On the right side of the window, there's an 'Exit' button, 'This Computer Name' (DESKTOP-3NITMBU), 'ODBC Port in Tally' (9000), and 'Template Files saved at:- D:\QuickTally'. Red callout boxes with numbers 1 through 7 point to specific features: 1. Connect with Tally (yellow button), 2. Company connected with Tally (text field), 3. Select Period (Change button), 4. Select No. of Ledgers in a single Entry (Maximum Ledgers section), 5. List of Ledgers in Tally (Ledgers in Tally column), 6. List of Stock Items in Tally (Stock Items column), and 7. Add Years (Add Year button).

QuickTally
Excel to Tally in
Seconds
E-Commerce Version
1.0.9
Visit for updates
www.QuickTally.in

QuickTally-Trial-(E-Commerce) Excel to Tally in Seconds

Company in Tally:-
Entry for the Period **Change** 2026-27 (01-04-2026 to 31-03-2027)
Maximum Ledgers in a Entry **+** 3 Ledgers (Maximum 20 Ledgers) **-**

Connect with Tally

Sales Purchase Receipt Payment Journal Single Entry Create Ledgers Stock Items Bill wise
Bank Debit Note Credit Note E-Commerce Contra Create Groups Alter Ledgers GSTR-2A Cost Centres

SI No. Ledgers in Tally SI No. Stock Items (0) SI No. Financial Years **Add Year**

1 2019-26 (01-04-2019 to 31-03-2026)
2 2020-26 (01-04-2020 to 31-03-2026)
3 2020-27 (01-04-2020 to 31-03-2027)
4 2024-25 (01-04-2024 to 31-03-2025)
5 2025-26 (01-04-2025 to 31-03-2026)
6 2025-27 (01-04-2025 to 31-03-2027)
7 2026-27 (01-04-2026 to 31-03-2027)
8 2027-28 (01-04-2027 to 31-03-2028)
9 2028-29 (01-04-2028 to 31-03-2029)

Exit
This Computer Name
DESKTOP-3NITMBU
ODBC Port in Tally
9000
Template Files saved at:-
D:\QuickTally

Help Home Voucher Entries Bank GSTR-2A E-Commerce Mapping Inventory Single Godown Bill-wise Cost Centre ...



(5)

Ribbon Button on all sheets

No.	Button	Function / Purpose
1	Clear This Sheet	Clears all data entered in the current Sheet while retaining formulas, formats, validations.
2	Zoom This Sheet	Increase or decrease Sheet zoom level for better visibility.
3	Hide / Show Sheets	Hide unnecessary sheets or display hidden sheets within the workbook.
4	Delete Rows	Delete selected rows, duplicate rows, or unwanted records from the sheet.
5	Copy & Paste	Paste the data from the cell just above the selected cell.
6	Copy & Paste Last Row	This button will paste the data of the selected cell upto the last row.
7	Export This Sheet	Exports the current Sheet into a separate Excel file for backup, review, or sharing.
8	Import Excel File	Imports Template Excel, GSTR-2A Ecommerce file into the current QuickTally sheet.
9	Create Missing Ledgers	This button will find the missing ledgers in Tally and will send to Ledger sheet for creation into Tally.
10	Help Sheet	This button will take you to the Help Sheet
11	Refresh This Sheet	This button will refresh formulas, validations and display setting of the current sheet.
	Home	Navigates directly to the QuickTally Home Sheet.
13	Help	Displays instructions and usage guidance for the currently active sheet.
14	Post in Tally	Validates and posts all entries from the current sheet directly into Tally in a single click. It will create Ledger Groups first then it will create ledgers further it will create Stock Group then it will create Stock Items and in the last it will post your entries

The screenshot shows the QuickTally ribbon with 14 numbered callouts pointing to specific buttons:

1. Clear This Sheet (points to CLEAR THIS SHEET button)
2. Zoom This Sheet (points to ZOOM (+)(-) button)
3. Hide/ Show Sheets (points to HIDE SHOW SHEETS button)
4. Delete Rows (points to DELETE ROWS button)
5. Copy & Paste (points to COPY AND PASTE button)
6. Copy & Paste Last Row (points to COPY PASTE LAST ROW button)
7. Export This Sheet (points to EXPORT THIS SHEET button)
8. Import File (points to IMPORT EXCEL FILE button)
9. Create Missing Ledgers (points to MISSING LEDGERS button)
10. Go to Help Sheet (points to HELP SHEET button)
11. Refresh This Sheet (points to REFRESH THIS SHEET button)
12. Go to Home Sheet (points to HOME button)
13. Help for This Sheet (points to HELP button)
14. Post in Tally (points to POST IN TALLY button)

The ribbon also includes standard Excel tabs: FILE, QUICKTALLY, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, and DEVELOPER. The bottom of the screenshot shows the formula bar with 'C11' and the first row of data: 'Company in Tally:-' followed by 'Period: 2026-27 (01-04-2026 to 31-03-2027)'.



(6)

Voucher Entries Sheet

No.	Item	Function / Purpose
1	Entry Type	Select the type of transaction to be posted, such as Sales, Purchase, Receipt, Payment, Journal, Contra, Debit Note, or Credit Note.
2	Maximum Ledgers Selected	Displays the maximum number of ledger columns available in the voucher as selected on the Home Sheet.
3	Select Voucher Type	Allows the user to choose the voucher type under which entries will be posted in Tally.
4	Voucher Type	Displays the currently selected voucher type for the sheet.
5	Select Dr.	Marks the selected ledger column as Debit (Dr).
6	Select Cr.	Marks the selected ledger column as Credit (Cr).
7	Select Posting as Voucher or Invoice	Allows Sales and Purchase entries to be posted either as Accounting Vouchers or as Item Invoices.
8	Clear Entries with 0 Amount	Automatically removes rows where the voucher amount is zero.
9	Convert Negative Amounts	Converts negative values into positive amounts and automatically assigns the appropriate Dr/Cr effect.
10	Round Off	Rounds voucher amounts to the specified decimal places before posting.
11	Ledgers Mapping	Maps ledger names from imported data to existing Tally ledgers for accurate posting.
12	Bring Narrations from Narration Sheet	Imports narrations from the Narration Sheet and automatically populates voucher narrations.
13	Error	Displays validation errors found in the entry before posting to Tally.

The screenshot shows the Tally Voucher Entries Sheet interface. Numbered callouts point to the following elements:

- 1. Entry Type selected: Points to the 'Sales Entries' section.
- 2. Maximum Ledgers selected: Points to the 'Maximum Ledgers Selected:- 3' field.
- 3. Select Voucher Type: Points to the 'Select Voucher Type' button.
- 4. Select Ledgers: Points to the 'Select Ledger' button.
- 5. Select Dr: Points to the 'Dr' button.
- 6. Select Cr: Points to the 'Cr' button.
- 7. Select Posting as Voucher or Invoice: Points to the 'Posting as Voucher' button.
- 8. Clear Entries with 0 Amount: Points to the 'Clear Entries with Zero (0) Amount' button.
- 9. Convert Negative Amounts: Points to the 'Convert (-) Negative Amount' button.
- 10. Round off: Points to the 'Round off' button.
- 11. Ledgers mapping: Points to the 'Ledgers Mapping' button.
- 12. Bring Narrations from Narration: Points to the 'Enter POS "No"' button.
- 13. Error: Points to the 'Errors-0' field.

The interface includes a header section with 'Company in Tally:-', 'Period: 2019-20 (01-04-2019 to 31-03-2020)', and a main table with columns for 'SI. No.', 'Date of Entry', 'Voucher No.', 'Invoice or Ref Date', 'Invoice or Ref No.', 'Party Name', 'Dr', 'Cr', 'Amount', 'Ledger Name-2', 'Ledger Name-3', 'Narration From Narration Sheet', and 'Errors-0'.



(7)
Bank Sheet

No.	Item	Function / Purpose
1	Click to Change Columns	Switches the sheet from Bank-1 column mode to Bank-2 column Mode.
2	Bank has 1 or 2 Columns	Selected the sheet Bank-1 column mode or Bank-2 column Mode.
3	Select Ledger	Selects the bank ledger or cash ledger against which all bank transactions will be posted.
4	Convert Negative Amounts	Converts negative amounts into positive values and automatically determines the Dr/Cr effect.
5	Convert Text into Amounts	Converts text-formatted numbers into numeric values so that calculations and posting can be performed correctly.
6	Use Receipts/Payment as Contra	Converts Receipt and Payment entries into Contra entries when transactions are between Cash and Bank accounts.
7	Mapping of Ledgers	Automatically maps transaction descriptions with existing Tally ledgers for faster posting.
8	Bring Narrations from Narration Sheet	Imports narrations from the Narration Sheet and fills voucher narrations automatically.
9	AI Powered to Select Ledgers from Particulars	Uses AI-based logic to identify and suggest the correct ledger based on bank transaction narration or particulars.
10	Error	Displays validation errors and issues that need correction before posting entries into Tally.

The screenshot shows the Tally Bank Sheet interface. At the top, a yellow header bar contains 'Company in Tally' and 'Period: 2019-20 (01-04-2019 to 31-03-2026)'. Below this, a blue bar labeled 'Bank Entries If Amount in 2 Columns' contains several buttons: 'Click if Amount in 1 Column', 'Select Ledger', 'Convert (-) Negative Amount', 'Convert Text into Amounts', 'Use Receipt / Payment as Contra "No"', 'Mapping & Automatic Ledgers Selection', and 'Use AI Power to Select Ledgers'. The main table has columns for 'Sl. No.', 'Date of Entry', 'Voucher No.', 'Ledger 1 (Total Entries - 0)', 'Ledger 2', 'Voucher Type', 'Amount (Payments)', 'Amount (Receipts)', 'Narration', and 'Errors 0'. The 'Narration' column has a sub-column 'From Narration Sheet'. At the bottom, a navigation bar includes 'Help', 'Home', 'Voucher Entries', 'Bank', 'GSTR-2A', 'E-Commerce', 'Mapping', 'Inventory', 'Single', 'Godown', 'Bill-wise', 'Cost Centre', and a search bar. Ten blue callout boxes with arrows point to specific features: 1. Click to change columns (points to the 'Click if Amount in 1 Column' button), 2. Bank has 1 or 2 columns (points to the 'Bank Entries' header), 3. Select Ledger (points to the 'Select Ledger' button), 4. Convert Negative Amounts (points to the 'Convert (-) Negative Amount' button), 5. Convert Text into Amounts (points to the 'Convert Text into Amounts' button), 6. Use Receipts/ Payment as Contra (points to the 'Use Receipt / Payment as Contra "No"' button), 7. Mapping of Ledgers (points to the 'Mapping & Automatic Ledgers Selection' button), 8. Bring Narrations from Narration sheet (points to the 'From Narration Sheet' sub-column), 9. AI Powered to select Ledgers from Particulars (points to the 'Use AI Power to Select Ledgers' button), and 10. Error (points to the 'Errors 0' column).



(8)
GSTR-2A Sheet

No.	Item	Function / Purpose
1	Select Voucher Type	Select the Purchase Voucher Type under which entries will be posted in Tally.
2	Select Ledger	Select the Purchase Ledger that will be used for all imported purchase entries.
3	Mapping of Purchase and GST Ledgers as per Tally	Automatically maps Purchase and GST ledgers available in Tally with GST rates such as 5%, 12%, 18%, and 28%.
4	Transfer to Voucher Entries for Inventory Entries	Transfers imported GSTR-2A purchase data to the Voucher Entries sheet for inventory-wise posting.
5	Click to Enter POS (Place of Supply)	Automatically fills or allows entry of Place of Supply (POS) required for GST compliance and interstate transactions.
6	Error	Displays validation errors and missing information before posting entries into Tally.

1. Select Voucher Type

2. Select Ledger

3. Mapping of Purchase and GST Ledgers As per Tally

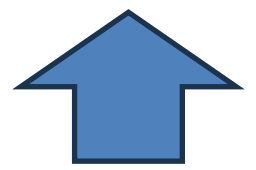
4. Transfer to Voucher Entries For Inventory Entries

5. Click to enter POS

6. Error

Company in Tally:-										Period: 2019-26 (01-04-2019 to 31-03-2026)									
Purchase Entries from GSTR-2A										Select Voucher Type		Select Ledger		Mapping of Purchase and GST Ledgers As per Tally		Transfer to Voucher Entries For Inventory Entries		Enter POS "No"	
Sl. No.	Date of Entry	Voucher No.	Invoice or Ref Date	Invoice or Ref No.	Name as per GSTR-2A	Name as per Tally (To be credited)	GSTIN	Invoice Value	Purchase & GST 3%	Purchase & GST 5%	Purchase & GST 12%	Purchase & GST 18%	Purchase & GST 28%	Navigation					
								Cr	Dr	Dr	Dr	Dr	Dr	Dr	From Navigation Sheet				
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			

Help Home Voucher Entries Bank GSTR-2A E-Commerce Mapping Inventory Single Godown Bill-wise Cost Centre ... + ... ← →



(9)

E-Commerce Sheet

No.	Item	Function / Purpose
1	Select E-Commerce Type	Select the source marketplace such as Amazon or Template
2	Select Voucher Type	Select the Tally voucher type under which the sales entries will be posted.
3	Type of Entries Selected	Displays the type of entry currently being processed, such as Sales Entries from Amazon Sales or Sales Return or from Template.
4	Type of Voucher Selected	Displays the Voucher Type selected for posting the entries into Tally.
5	Select Ledgers	Select the Sales, Party, Marketplace, Commission, GST, and other ledgers required for posting.
6	Posting as Voucher or Invoice	Choose whether entries should be posted as Accounting Vouchers or Sales Invoices in Tally.
7	Mapping of Ledgers	Automatically maps Sales and GST ledgers available in Tally to the imported data.
8	Show Order Number	Displays or hides Order Number, Invoice Number, and other transaction reference details.
9	Round Off	Rounds taxable values, GST amounts, and invoice totals before posting.
10	Select POS (Place of Supply)	Selects or populates the Place of Supply for GST compliance.

3. Type of entries selected

4. Type of Vouchers selected

1. Select E-Commerce Type

2. Select Voucher Type

5. Select Ledgers

6. Posting as Voucher or Invoice

7. Mapping of Ledgers

8. Show order No.

9. Round off

10. Select POS

Company in Tally:- Period: 2026-27 (01-04-2026 to 31-03-2027)

Sales Entries from Amazon (MTR)-B2B
Voucher Type : Sales

Select E-Commerce Type Select Voucher Type Select Ledger Posting as Voucher Do Mapping of Sale & GST Ledgers As per Tally Show Order Details "No" Round off Select POS

Sl. No.	Date of Entry	Voucher No.	Invoice or Ref Date	Invoice or Ref No.	Name as per E-Commerce Data	Name as per Tally (To be Debited)	GSTIN	Taxable Value	Total Tax	Invoice Value	Sales 3%	Sales 5%	Sales 12%	Sales 18%	Sales 28%	Place of Supply	Narration From Narration Sheet	Errors-0
								Taxable Value	Total Tax	Dr	Cr	Cr	Cr	Cr	Cr			
11																		
12																		
13																		
14																		
15																		
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26																		
27																		
28																		

Help Home Voucher Entries Bank GSTR-2A E-Commerce Mapping Inventory Single Godown Bill-wise Cost Centre ...



Ledgers Creation or Alter Sheet

No.	Item	Function / Purpose
1	Click if you wish to Alter Ledgers	Switches the sheet from Create Mode to Alter Mode, allowing existing ledger details in Tally to be updated.
2	Select Tally Groups	Selects the Parent Group under which the ledger will be created or altered in Tally.
3	Column Autofit	Automatically adjusts column widths to fit the contents for better visibility and easier data entry.
4	Click to Enter Mailing Details	Enables mailing and address-related fields such as Address, State, Country, PIN Code, GST details, etc.
5	Select State	Selects the State for the ledger, which is used for GST registration and Place of Supply calculations.

The screenshot shows the 'Create Ledgers in Tally' window. At the top, a yellow bar contains the text 'Company in Tally:-' and 'Period: 2026-27 (01-04-2026 to 31-03-2027)'. Below this, a light blue bar contains the title 'Create Ledgers in Tally' and five buttons: 'Click to Alter Ledgers in Tally', 'Select Tally Group', 'Columns AutoFit "No"', 'Enter Mailing Details-No', and 'Select State'. Five numbered callouts point to these buttons: 1. Click if you wish to Alter Ledgers (points to 'Click to Alter Ledgers in Tally'), 2. Select Tally Groups (points to 'Select Tally Group'), 3. Column Autofit (points to 'Columns AutoFit "No"'), 4. Click to enter mailing details (points to 'Enter Mailing Details-No'), and 5. Select State (points to 'Select State'). Below the buttons is a table with the following columns: 'Sl. No.', 'New Ledger Name (0)', 'Alias', 'Group as per Tally', 'Is Inventory affected', 'Bill By Bill', 'Cost Centre', 'Type of Duty/Tax', 'GST Type', '% of Calculation', 'Opening Balance', 'Dr Cr', 'GSTN', 'GST Regn Type', 'Address 1', 'Address 2', 'Address 3', 'Address 4', 'State', 'Country', 'PIN', and 'Errors-0'. The table has 30 rows, with the first row (row 11) being highlighted in pink. At the bottom, a yellow bar contains a navigation menu with buttons: 'Help', 'Home', 'Voucher Entries', 'Bank', 'GSTR-2A', 'E-Commerce', 'Mapping', 'Inventory', 'Single', 'Godown', 'Bill-wise', 'Cost Centre', 'Ledgers', 'Stock Items', and a plus sign.



(11)

Join different Narration into one narration

Step No.	Button / Action	Purpose	Description
1	Import Narrations from Voucher Sheet	Import Voucher Narrations	Imports narration details from the Voucher Entries Sheet into the narration columns for combining and formatting.
2	Import Narrations from Bank Sheet	Import Bank Narrations	Imports transaction narrations from the Bank Sheet, allowing bank descriptions to be combined with other narration fields.
3	Import Narrations from E-Commerce Sheet	Import E-Commerce Narrations	Imports narrations from E-Commerce transactions such as Amazon, Flipkart, Meesho, etc., for creating complete voucher narrations.
4	Import Narrations from GSTR-2A Sheet	Import GST Narrations	Imports narration details from the GSTR-2A/2B Sheet for GST-related purchase and reconciliation entries.
5	Join Sample Narrations	Combine Multiple Narrations	Joins multiple narration columns into a single narration field according to the selected format and sequence.

1. Import Narrations from Vouchers Sheet

2. Import Narrations from Bank Sheet

3. Import Narrations from E-Commerce Sheet

4. Import Narrations from GSTR-2A Sheet

5. join sample Narrations

Company in Tally:- Period: 2026-27 (01-04-2026 to 31-03-2027)										
Join Different Narrations into one				Import Narration from Voucher Entries Sheet	Import Narration From Bank Sheet	Import Narration From E-Commerce	Import Narration from GSTR-2A-2B	Join Sample		
	Narration 1	Narration 2	Narration 3	Narration 4	Narration 5	Narration 6	Narration 7	Narration 8	Narration 9	Joined Sample Narration
1	(	Being Bill No.	-	1	)		(	ABC Enterprises	)	(Being Bill No. - 1) (ABC Enterprises)
2	(	Being Bill No.	-	2	)					(Being Bill No. - 2)
3	(	Being Cheq No.	-	434397	) (	issued to	-	Alok	)	(Being Cheq No. - 434397) (issued to -Alok)
Sl. No.	Narration 1	Narration 2	Narration 3	Narration 4	Narration 5	Narration 6	Narration 7	Narration 8	Narration 9	Joined Narration
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										

Home Voucher Entries Mapping Inventory Single Godown Bill-wise Cost Centre Stock Items Groups Narration



(12)

Mapping of Sales or Purchase and GST Ledgers as per your Tally Ledgers

No.	Item	Function / Purpose
1	Mapping of Ledgers for Entries	Automatically identifies all ledgers required in imported entries and prepares them for mapping with Tally ledgers.
2	Mapping of GSTR-2A Ledgers	Automatically brings Purchase and Input GST ledgers from GSTR-2A sheet
3	Mapping of E-Commerce Ledgers	Automatically brings Sales and Output GST Ledgers from E-Commerce sheet
4	Select Ledgers	Allows manual selection of ledgers for Purchase and Input GST Sales and Output GST Ledgers as per Tally Ledgers

3. Mapping of Ledgers for entries of

1. Mapping of GSTR-2A Ledgers

2. Mapping of E-Commerce Ledgers

4. Select Ledgers

F11

Company in Tally:- Period: 2019-26 (01-04-2019 to 31-03-2026)

Mapping of Ledgers for Purchase and Duties & Taxes Ledgers as per Tally Ledgers for:

GSTR-2A Ledgers Mapping As per Tally

E-Commerce Ledgers Mapping As per Tally

Select Ledger

Sl. No.	Tally Ledger required For	Ledger Type	Total of All Entries	Select Ledger as per Tally	Error-0
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Voucher Entries Bank GSTR-2A E-Commerce Mapping Inventory Single Godown Bill-wise Cost Centre Ledgers Stock ...



(13)
Inventory Entries

No.	Item	Function / Purpose
1	Import Entries from Voucher Sheet	Imports inventory-related data from the Voucher Entries sheet.
2	Import Entries from E-Commerce Sheet	Imports inventory transactions from Amazon, Flipkart, Shopify, Meesho, and other E-Commerce sheets.
3	Inventory Entries Selected For	Displays the type of inventory transaction currently being processed.
4	Select Stock Items	Selects stock items available in Tally for inventory posting.
5	Select Dr.	Marks inventory entries as Debit (Dr) transactions.
6	Select Cr.	Marks inventory entries as Credit (Cr) transactions.
7	Create Missing Stock Items	Automatically creates stock items in Tally that are not already available.
8	Check Inventory Yes Ledgers	Shows the List of Ledgers are configured as "Inventory Affected = Yes" in Tally.
9	Select Entry Type	Selects the inventory voucher type such as Sales, Purchase, Stock Journal, etc.
10	Round Off	Rounds quantity, rate, and value fields before posting.
11	Mapping of Stock Items	Maps imported stock item names with existing stock items in Tally.

The screenshot shows the 'Inventory Entries' window in Tally. The window has a header bar with 'Company in Tally:-' and 'Period: 2025-27 (01-04-2025 to 31-03-2027)'. Below the header, there are several buttons: 'Entry Type', 'Import Entries from Voucher Entries Sheet', 'Import Entries from E-Commerce Sheet', 'Select Stock Items', 'Dr', 'Cr', 'Create Missing Stock Items', 'Inventory affected Yes Ledgers', 'Round off', and 'Mapping of Stock Items'. The main area is a table with columns: 'Entry No.', 'Date of Entry', 'Voucher No.', 'Party Name', 'Ledger Name for Inventory Entries', 'Entry Type*', 'Cell Number of Ledger Name*', 'Stock Items as per Tally', 'Quantity', 'Rate', 'Value', 'Dr Cr', 'Total Amount', 'Dr Cr', 'Cell Number of Ledger Name*', 'Amount from Entries Sheet', 'Dr Cr', and 'Errors-0'. The table is currently empty. At the bottom, there is a navigation bar with buttons: 'Help', 'Home', 'Voucher Entries', 'Bank', 'GSTR-2A', 'E-Commerce', 'Mapping', 'Inventory', 'Single', 'Godown', 'Bill-wise', 'Cost Centre', 'Ledgers', 'Stock Items', and a search icon.

Numbered callouts point to the following elements:

- 1. Import Entries from Voucher sheet (points to 'Import Entries from Voucher Entries Sheet' button)
- 2. Import Entries from E-Commerce sheet (points to 'Import Entries from E-Commerce Sheet' button)
- 3. Inventory entries selected for (points to 'Entry Type' button)
- 4. Select Stock Items (points to 'Select Stock Items' button)
- 5. Select Dr (points to 'Dr' button)
- 6. Select Cr (points to 'Cr' button)
- 7. Create missing Stock Items (points to 'Create Missing Stock Items' button)
- 8. Check Inventory Yes Ledgers (points to 'Inventory affected Yes Ledgers' button)
- 9. Select Entry Type (points to 'Entry Type' button)
- 10. Round Off (points to 'Round off' button)
- 11. Mapping of Stock Items (points to 'Mapping of Stock Items' button)



(14)

Single Entry like Depreciation entry with 100s ledgers

No.	Item	Function / Purpose
1	Voucher Type Selected	Displays the voucher type currently selected for posting the entry.
2	Select Voucher Type	Allows the user to change and select the required voucher type.
3	Select Ledgers	Select the Debit and Credit ledgers for the transaction.
4	Total Amount (Debit & Credit)	Displays the total Debit and Credit amounts and helps verify that the voucher is balanced.
5	Only 1 Narration is allowed	Only one narration is allowed in an entry being a single entry
6	If more than 1 entry of single voucher type	If more than 1 entry of single voucher type then enter the date first and it will start for the next single voucher type entry.

1. Voucher Type selected

2. Select Voucher Type

3. Select Ledgers

4. Total

4. Total

5. Only 1 Narration is allowed

6. If more than 1 Single Type entries

1	Company in Tally:-		Period: 2026-27 (01-04-2026 to 31-03-2027)																	
2																				
3	Single Entry of - Journal																			
4																				
9	Sl. No.	Date of Entry	Voucher No.	Invoice or Ref Date	Invoice or Ref No.	Ledger 1			Ledger 2			-	Narration			Errors-0				
10						Ledger Name	Dr	Amount	Ledger Name	Cr	Amount									
11																				
12																				
13																				
14																				
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16																				
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20																				
21																				
22																				

Help Home Voucher Entries Bank GSTR-2A E-Commerce Mapping Inventory Single Godown Bill-wise Cost Centre Ledger



(15)

Create Stock Items with HSN etc

Step No.	Button / Action	Description
1	Select Stock Group	Select the Stock Group under which the Stock Item will be created in Tally, if any. Leave blank if no group is required. Examples: Finished Goods, Raw Materials, Packing Materials, Electronics, etc.
2	Select / Create Units	Select / Create the Unit of Measurement (UOM) for the Stock Item such as Nos, Pcs, Kg, Gram, Ltr, Meter, Box, etc. All quantity transactions will be maintained in the selected unit.
3	Enter HSN Details Yes	Select Yes to enter GST-related details for the Stock Item. This enables fields such as HSN/SAC Code, Type of Supply, Taxability, GST Rates (IGST, CGST, SGST), RCM applicability, Input Tax Credit eligibility, and Cess details.

1. Select Stock Group if any

2. Select or Create Units

3. Enter HSN etc

Company in Tally:- Ccccccccccccc										Period: 2019-26 (01-04-2019 to 31-03-2026)																													
Create New Stock Items (with HSN & GST details)										Select Stock Group Name										Select / Create Units										Enter HSN Details Yes									
										HSN and GST Related Details																													
SI No.	Stock Item Name	Stock Group Name (If any)	Units	Quantity Opening Balance	Opening formula	Opening Rate	Per	Type of Supply	Description	HSN/SAC Code	Is Non GST Goods?	Calculation Type	Taxability	Is RCM Applicable?	Is Ineligible for input credit	IGST %	CGST %	SGST %	Cess % on Value	Cess-based on Quantity	Errors-0																		
						-	-																																

Bank GSTR-2A E-Commerce Mapping Inventory Single Godown Bill-wise Cost Centre Ledgers Stock Items Groups



(16)

Create Ledger or Stock Item Groups

Step	Button / Field	Purpose
1	Select Ledger Groups	Select Ledger Groups as per Tally.
2	Click to Create Stock Groups	Switches the sheet from Ledger Group Mode to Stock Group Mode,
3	Ledger Groups already in Tally	Shows all existing Ledger Groups available in the selected Tally company to avoid duplicate creation.
4	Stock Groups already in Tally	Shows all existing Stock Groups available in the selected Tally company for reference.

1. Select Ledger Groups

2. Click to Create Stock Groups

3. Ledger Groups already in Tally

4. Stock Groups already in Tally

Company in Tally:-		Period: 2026-27 (01-04-2026 to 31-03-2027)					
Create Ledger Groups							
		Select Tally Group	Click to Create Stock Groups				
Sl. No.	Name of New "Ledger Groups" to be created	Ledger Group as per Tally	Errors-0	Sl. No.	Ledger Groups Already in Tally	Sl. No.	Stock Groups Already in Tally
11							
12							
13							
14							
15							
16							
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18							
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22							
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25							
26							
27							
28							
29							

Home Voucher Entries Mapping Inventory Single Godown Bill-wise Cost Centre Stock Items Groups Narration



(17)
Godown Entries

Step	Button / Field	Purpose
1	Import Entries from Inventory Sheet	Imports inventory details automatically from the Inventory Sheet for Voucher Sheet/E-Commerce Sheet into the Godown Entry sheet for Godown Entries.
2	Godown Entries For	Shows the name of the vouchers entered in Inventory Sheet.
3	Select Godown Name	Select your Godown name.
4	Select Entry Type	Select the type of transaction to be posted into Tally.
5	Select Dr	Specifies the Debit account for the voucher.
6	Select Cr	Specifies the Credit account for the voucher.

The screenshot shows the Tally Godown Entries form. The callouts point to the following elements:

- 2. Godown entries for:** Points to the 'Godown Entries for:-' field.
- 4. Select Entry type:** Points to the 'Entry Type' button.
- 3. Select Godown name:** Points to the 'Select Godown Name' button.
- 1. Import Entries from Inventory Sheet:** Points to the 'Import Entries from Inventory Sheet' button.
- 5. Select Dr:** Points to the 'Dr' button.
- 6. Select Cr:** Points to the 'Cr' button.

The form includes a header section with 'Company in Tally:-' and 'Period: 2026-27 (01-04-2026 to 31-03-2027)'. Below this is a table with columns: Entry No., Date of Entry, Voucher No., Party Name, Ledger Name for Godown Entries, Stock Items, Entry Type*, Cell Number of Inventory Sheet*, Location / Godown Name*, Quantity*, Rate*, Value*, Dr Cr, Total Amount, Dr Cr, Number of Inventory Sheet, Amount from Inventory Sheet, Dr Cr, Errors-0. The bottom of the form has a navigation bar with buttons: Help, Home, Voucher Entries, Bank, GSTR-2A, E-Commerce, Mapping, Inventory, Single, Godown, Bill-wise, Cost Centre, Ledgers, Stock Item, and a search icon.



[illegible]

(19)