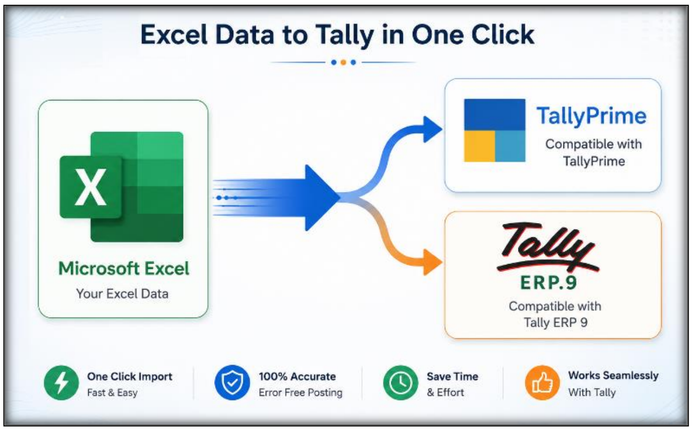
QuickTally - Manual



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.

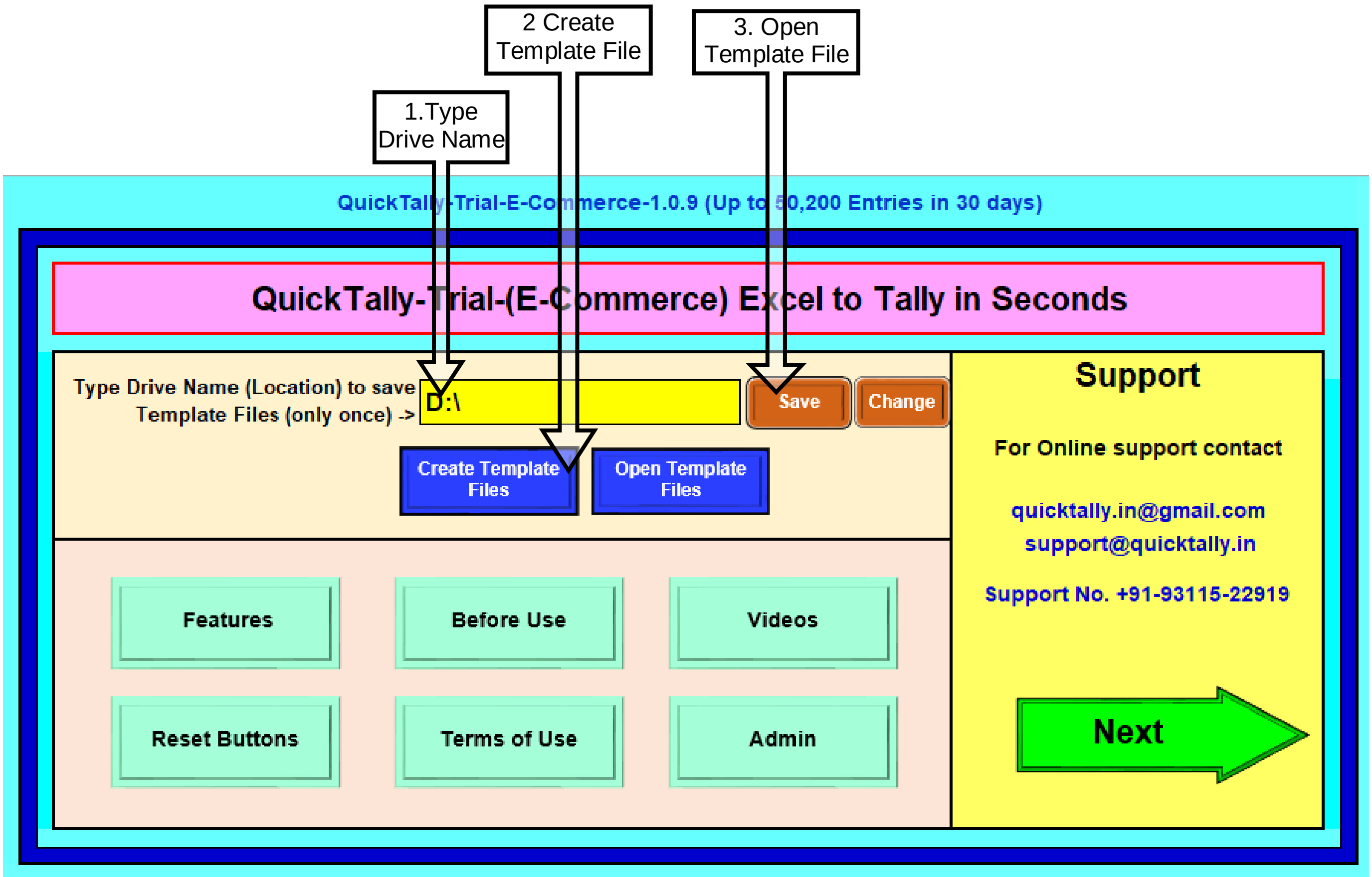
4. Select Entry type from "Home" sheet or go to your desired sheet for doing entries by copy and paste. During Copy paste ledger names must be as per Tally.

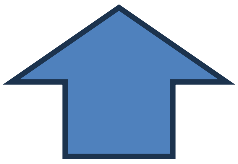
5. Double click anywhere on the entry sheets under the Blue Heading, it will show the list of Ledgers on the right hand side, select the name of ledgers from the list.

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

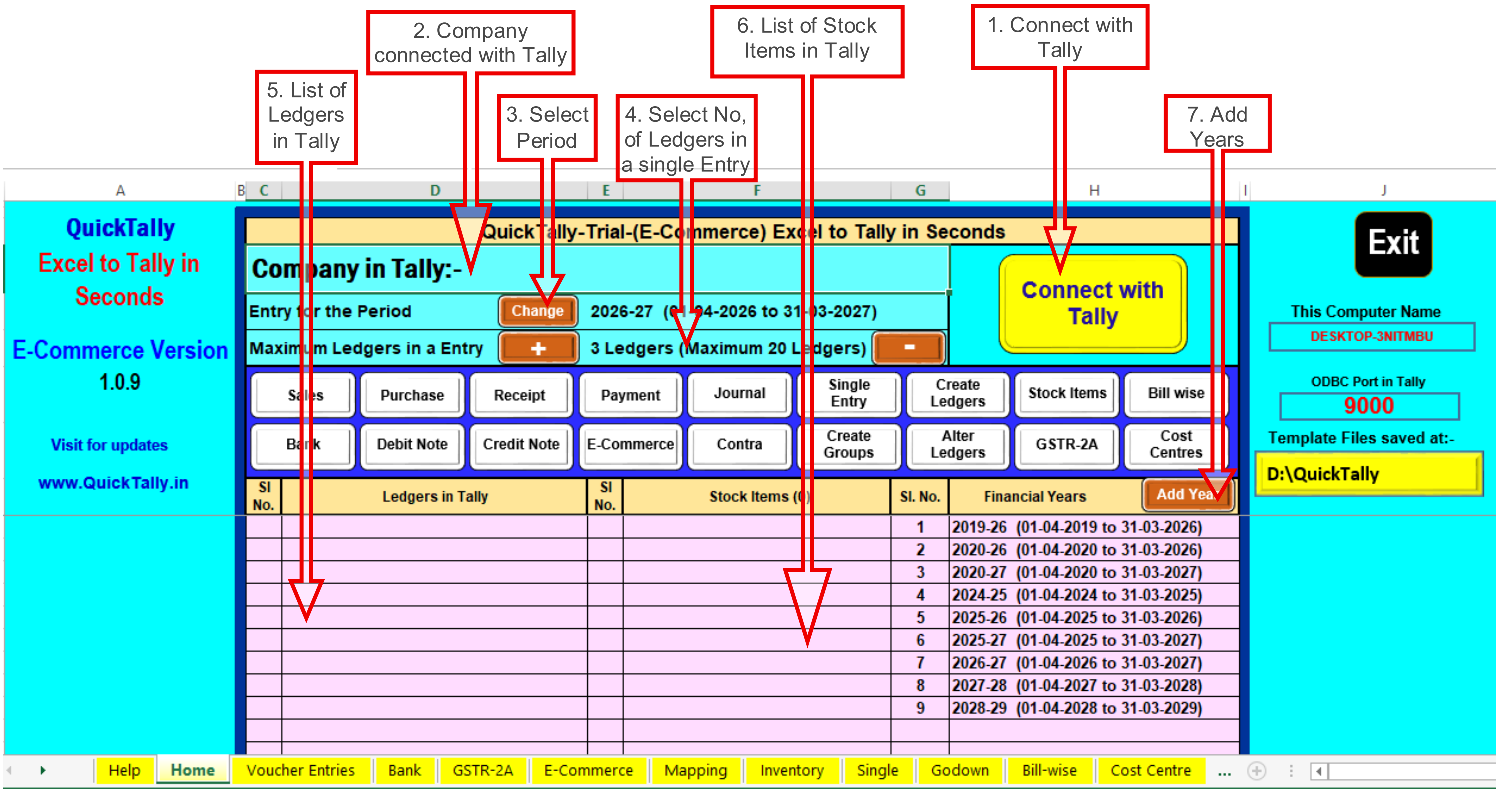
Step	Button / Action	Description
1	**Type Drive Name**	Enter the drive or folder location where the template files will be saved. Example: D:\, E:\, F:\QuickTally etc. This is required only once during initial setup.
2	**Create Template Files**	Click this button to automatically create all required Excel 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.





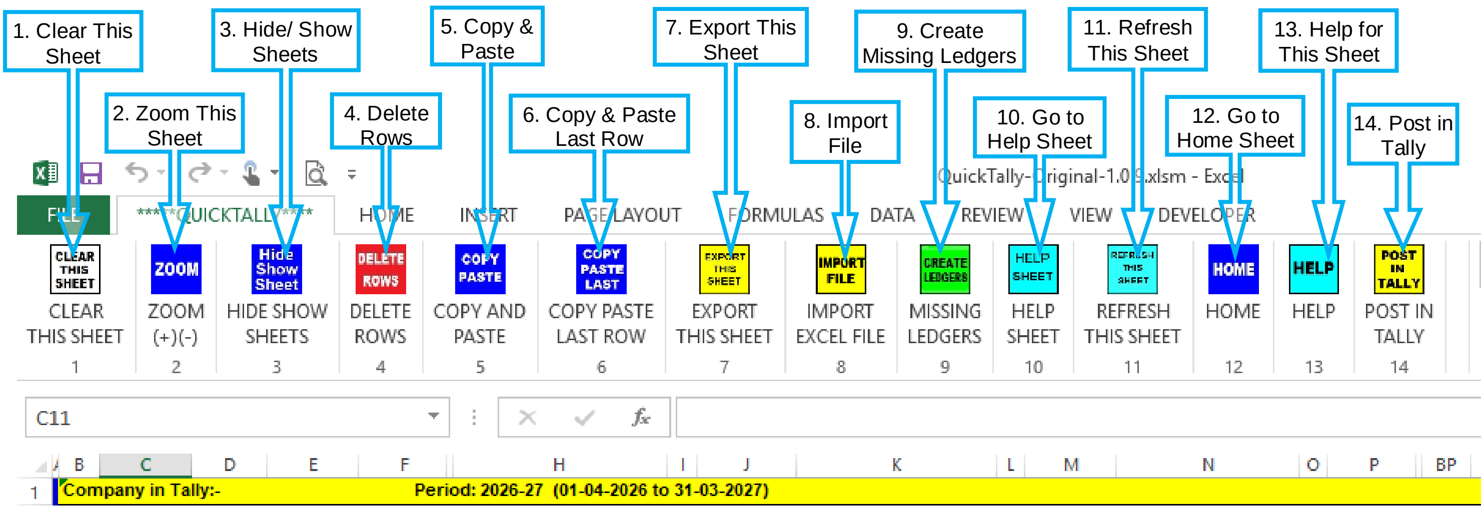
(4)
Home Sheet

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.



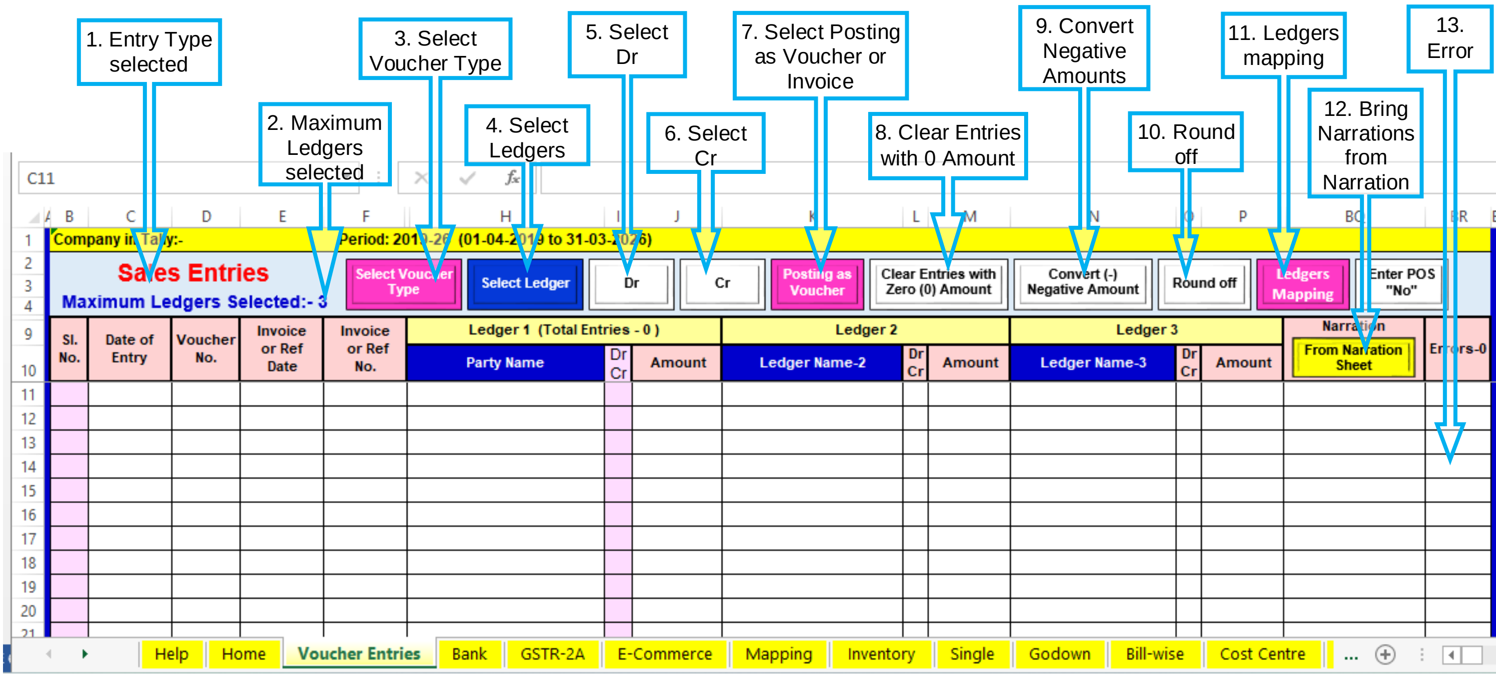
(5)
Ribbon Button on all sheets

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



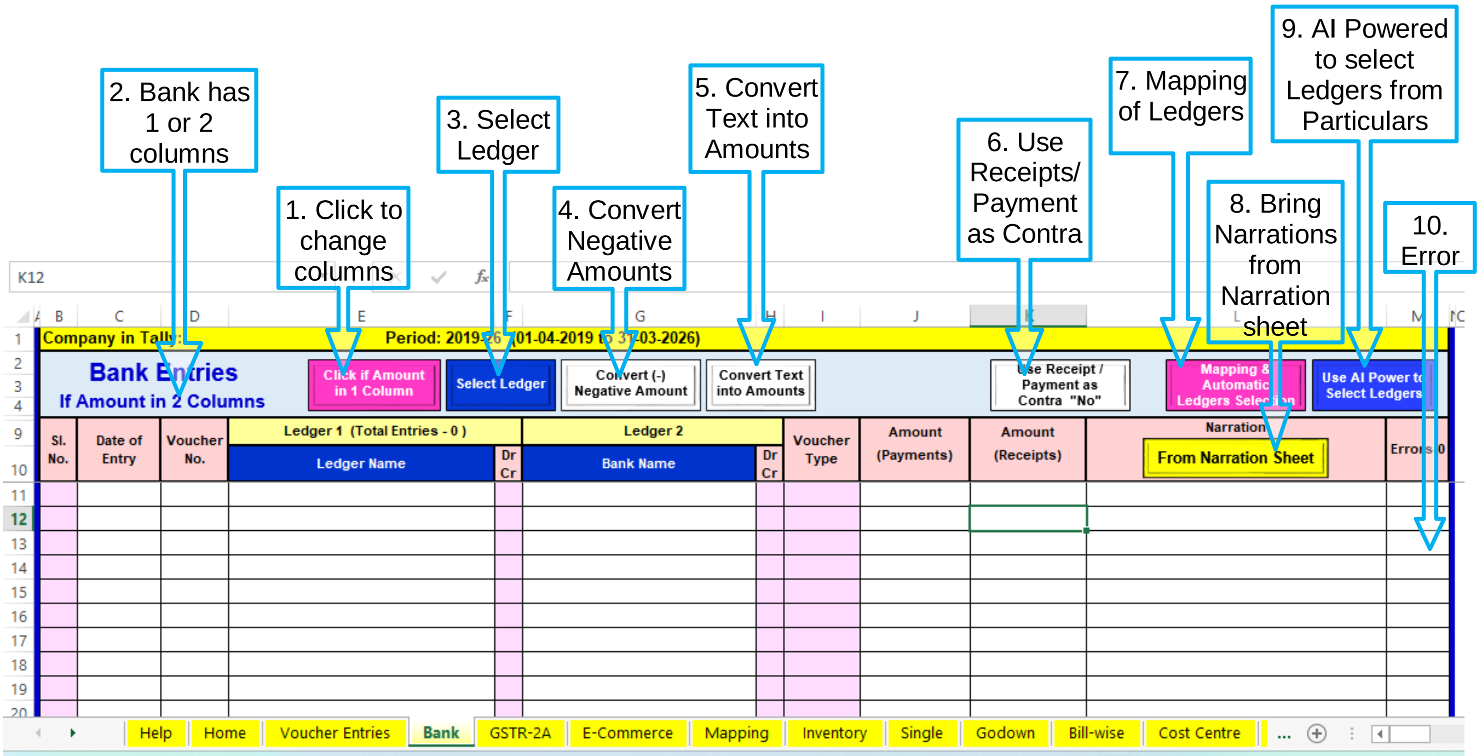
(6)
Voucher Entries Sheet

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.



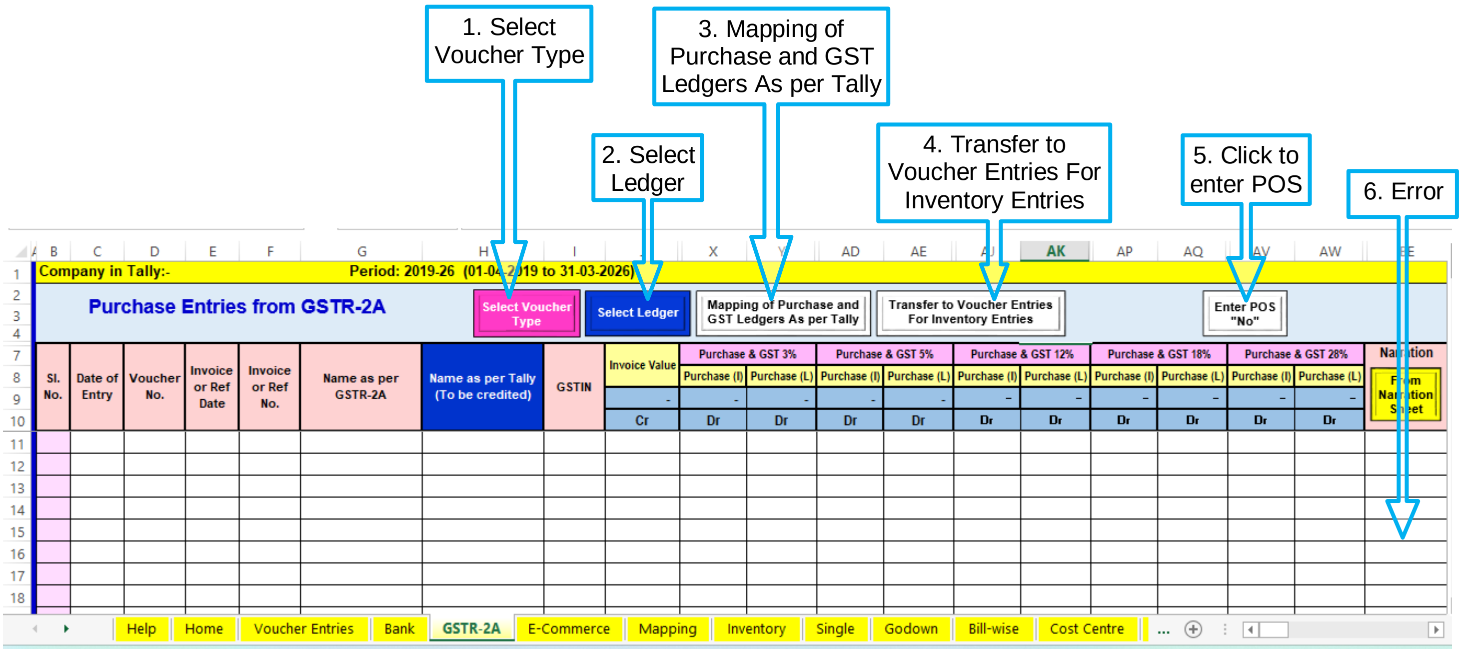
Bank Sheet

No.	Item	Function / Purpose
1	**Click to Change Columns**	Switches the sheet from Bank-1 column mode to Bank-2 colmun Mode.
2	**Bank has 1 or 2 Columns**	Selected the sheet Bank-1 column mode or Bank-2 colmun 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.



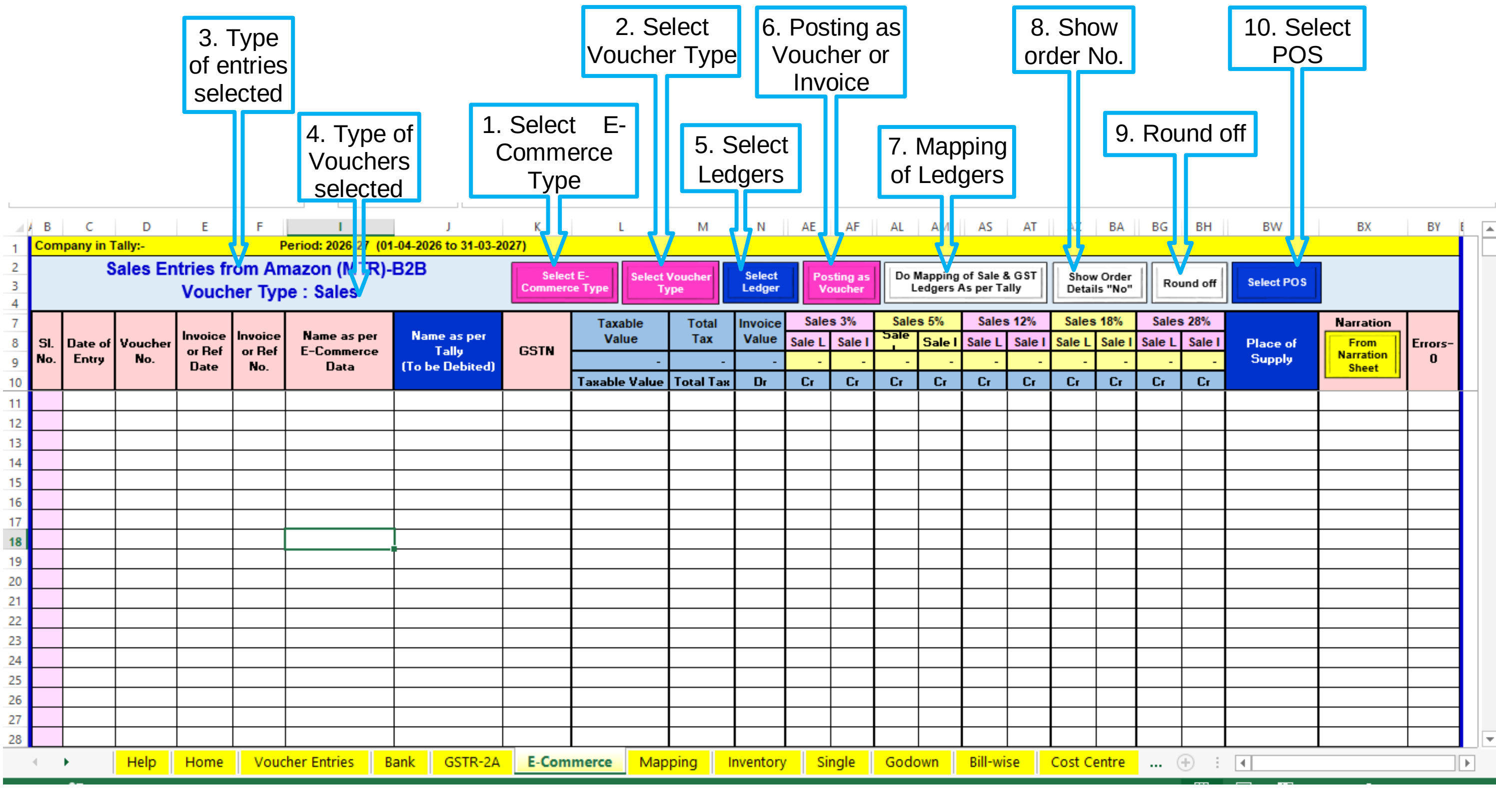
(8)
GSTR-2A Sheet

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.



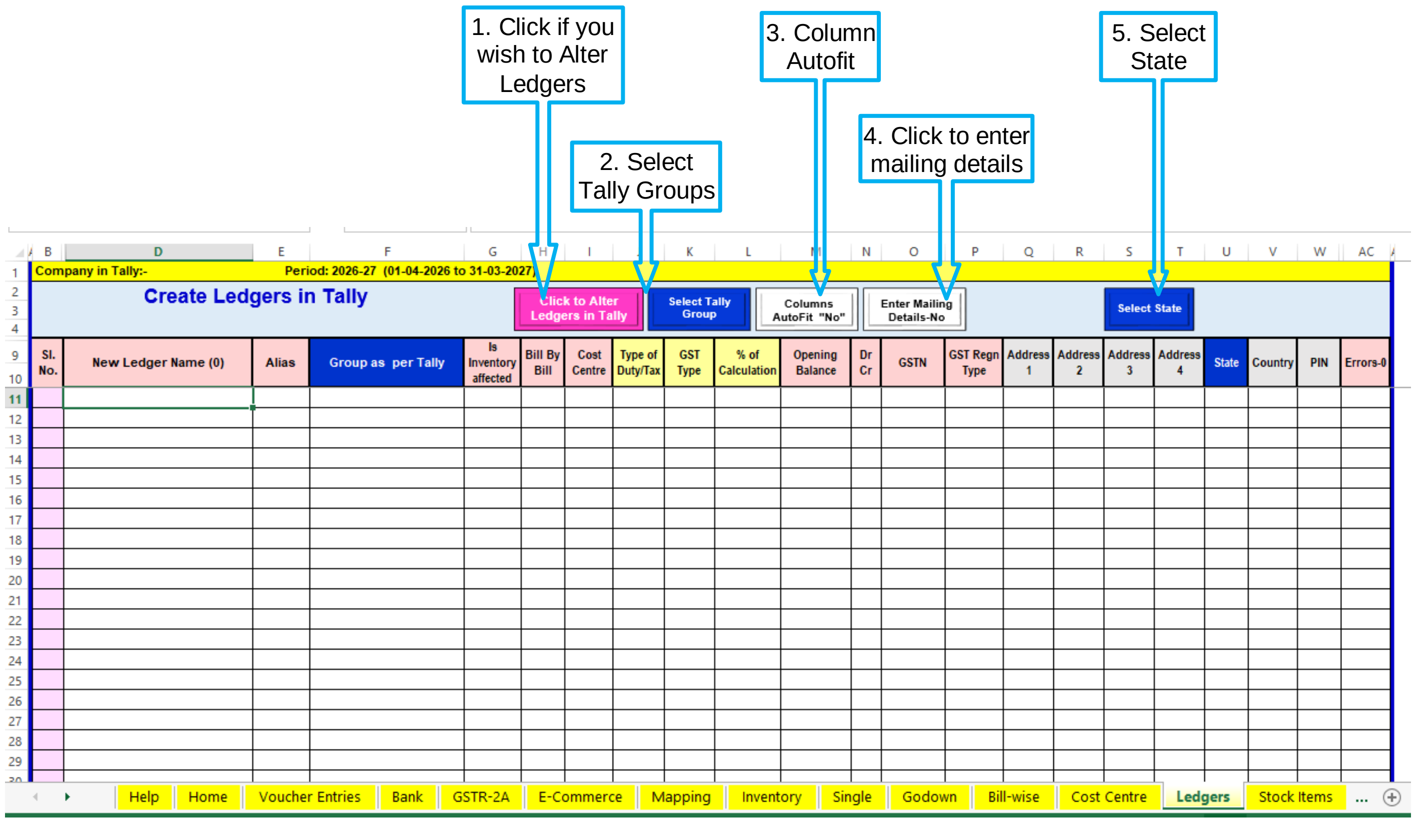
(9)
E-Commerce Sheet

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.



Ledgers Creation or Alter Sheet

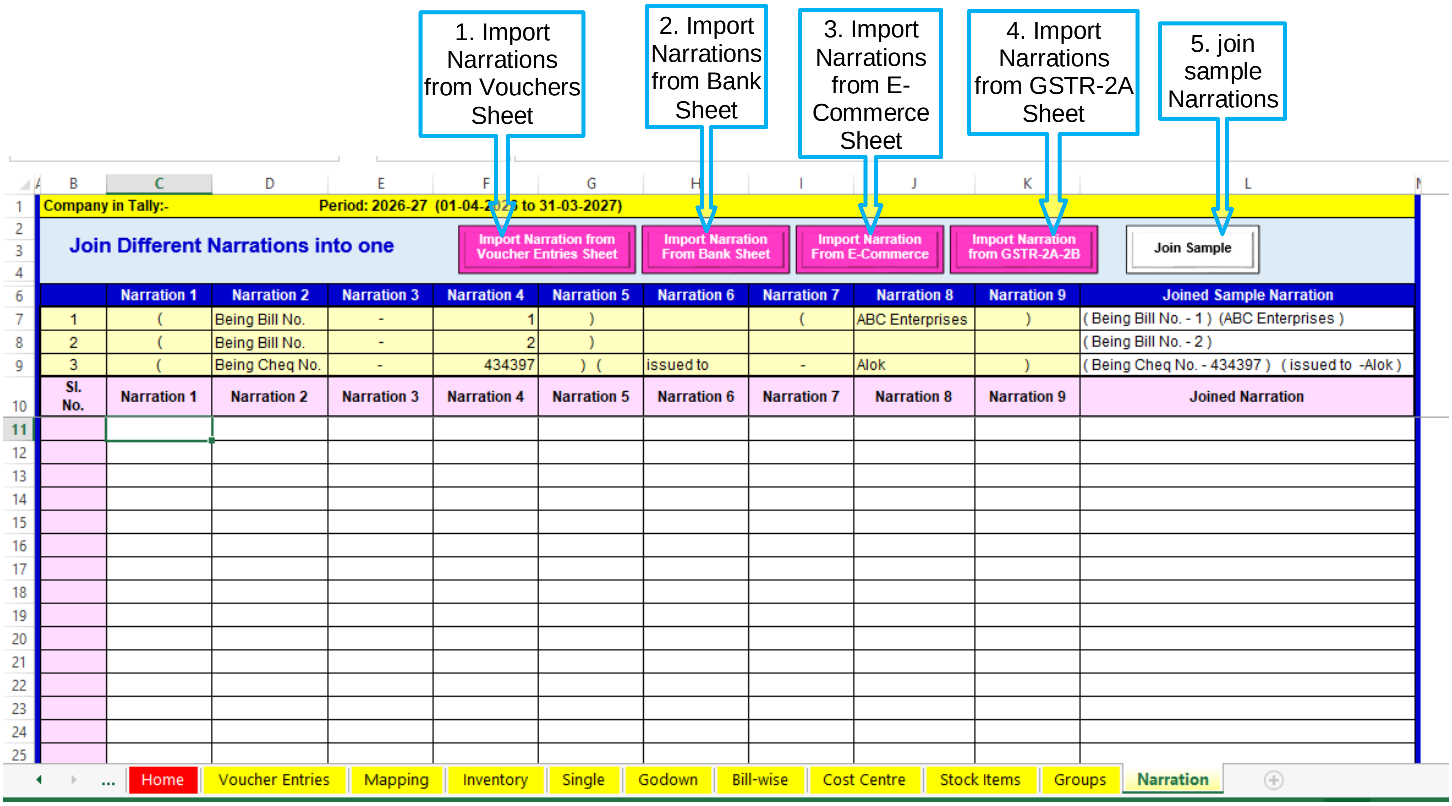
No.	Item	Function / Purpose
1	Click if you wish to Alter Ledgers	Switches the sheet from Create Mode to Alter Mode, allowing existing ledger details in Tally to be updated.
2	Select Tally Groups	Selects the Parent Group under which the ledger will be created or altered in Tally.
3	Column Autofit	Automatically 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.



(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.



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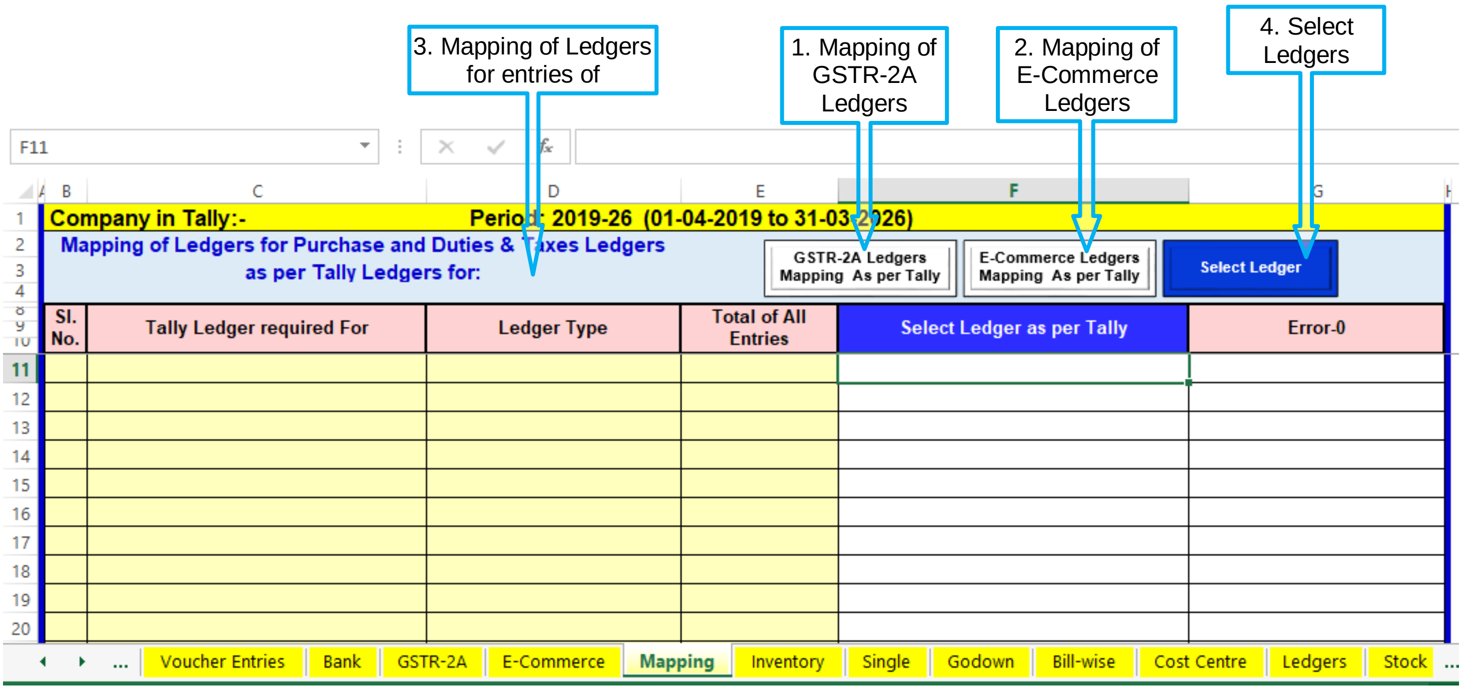
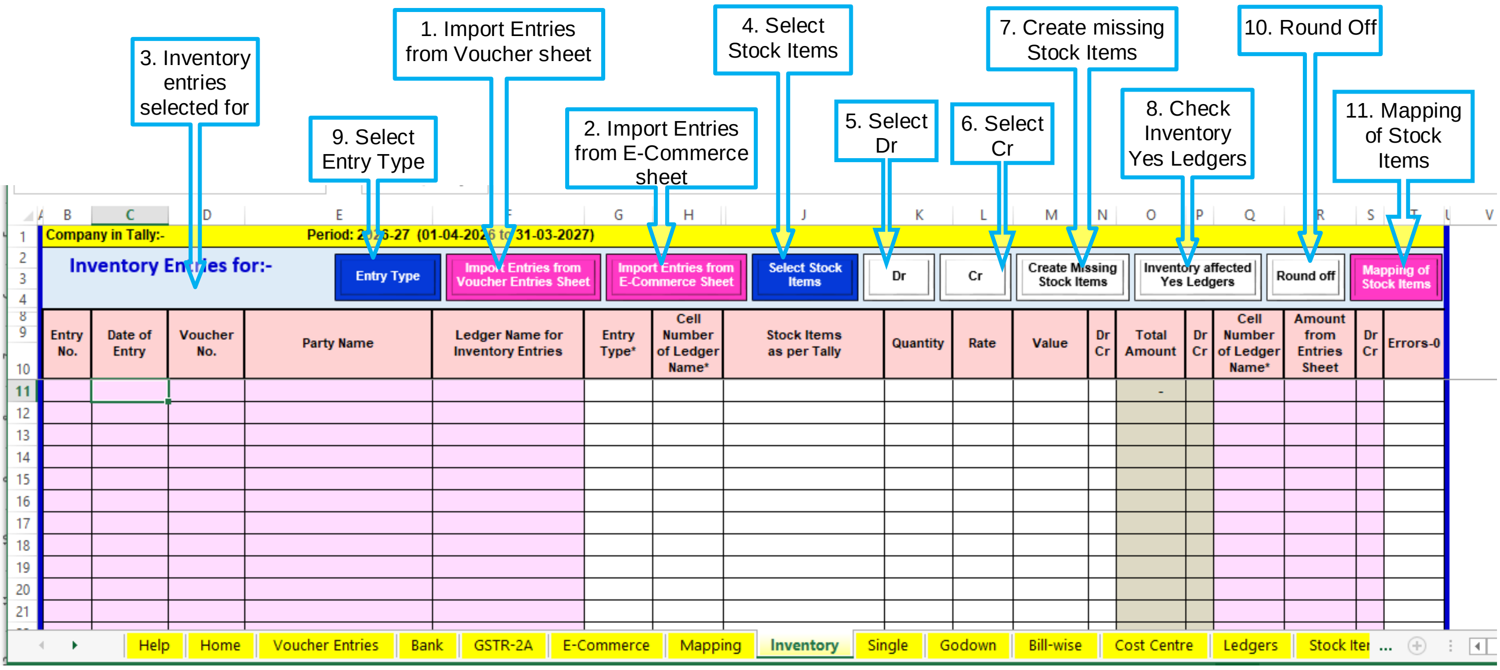
Mapping of Sales or Purchase and GST Ledgers as per your Tally Ledgers

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



(13)
Inventory Entries

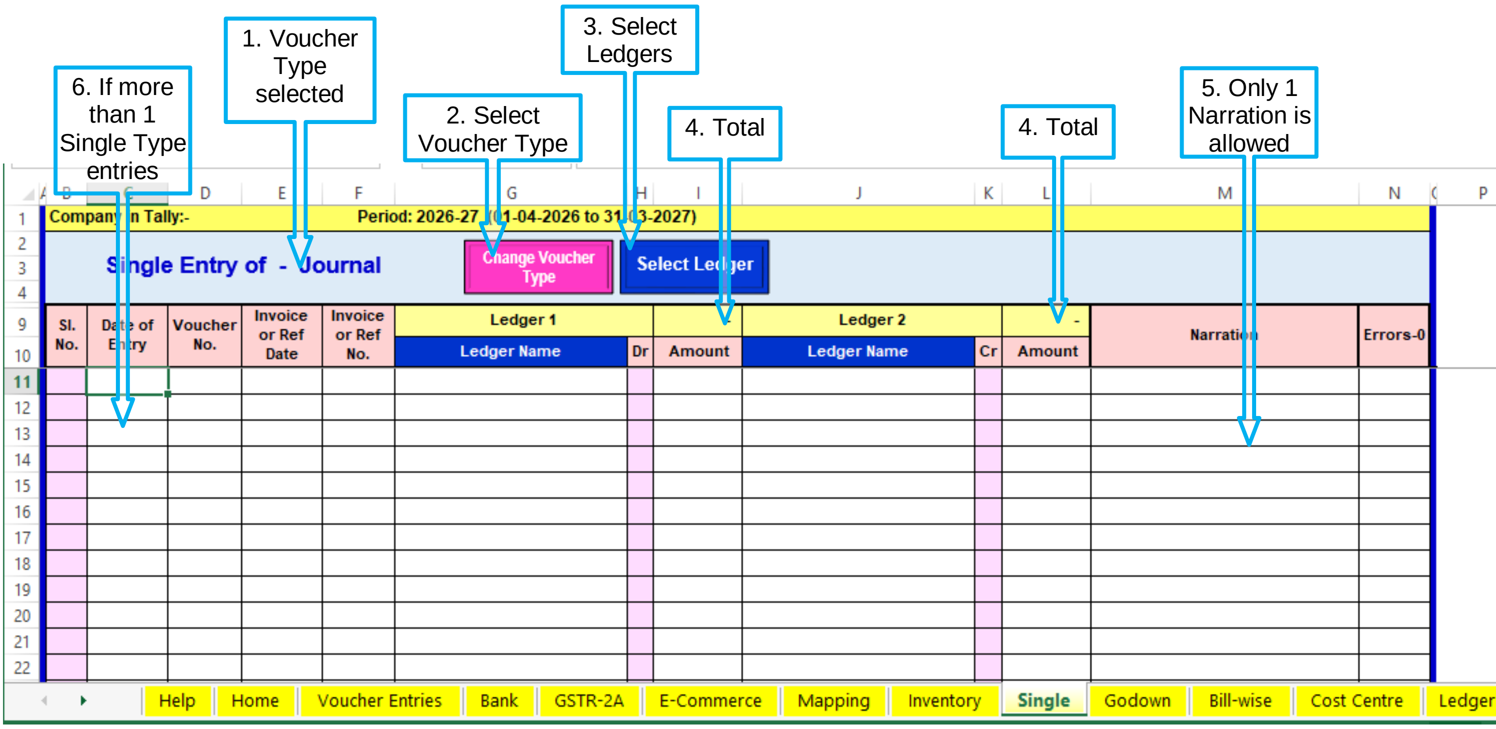
No.	Item	Function / Purpose
1	Import Entries from Voucher Sheet	Imports inventory-related data from the Voucher Entries sheet.
2	Import Entries from E-Commerce Sheet	Imports inventory transactions from Amazon, Flipkart, Shopify, Meesho, and other E-Commerce sheets.
3	Inventory Entries Selected For	Displays 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.



(14)

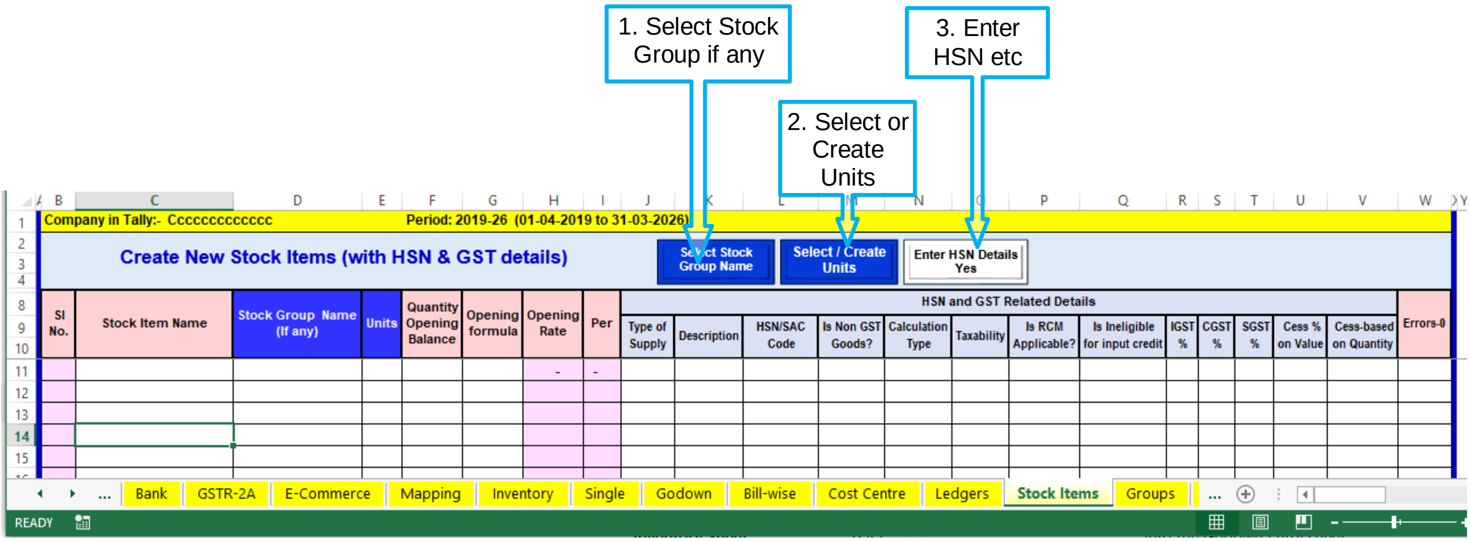
Single Entry like Depreciation entry with 100s ledgers

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.



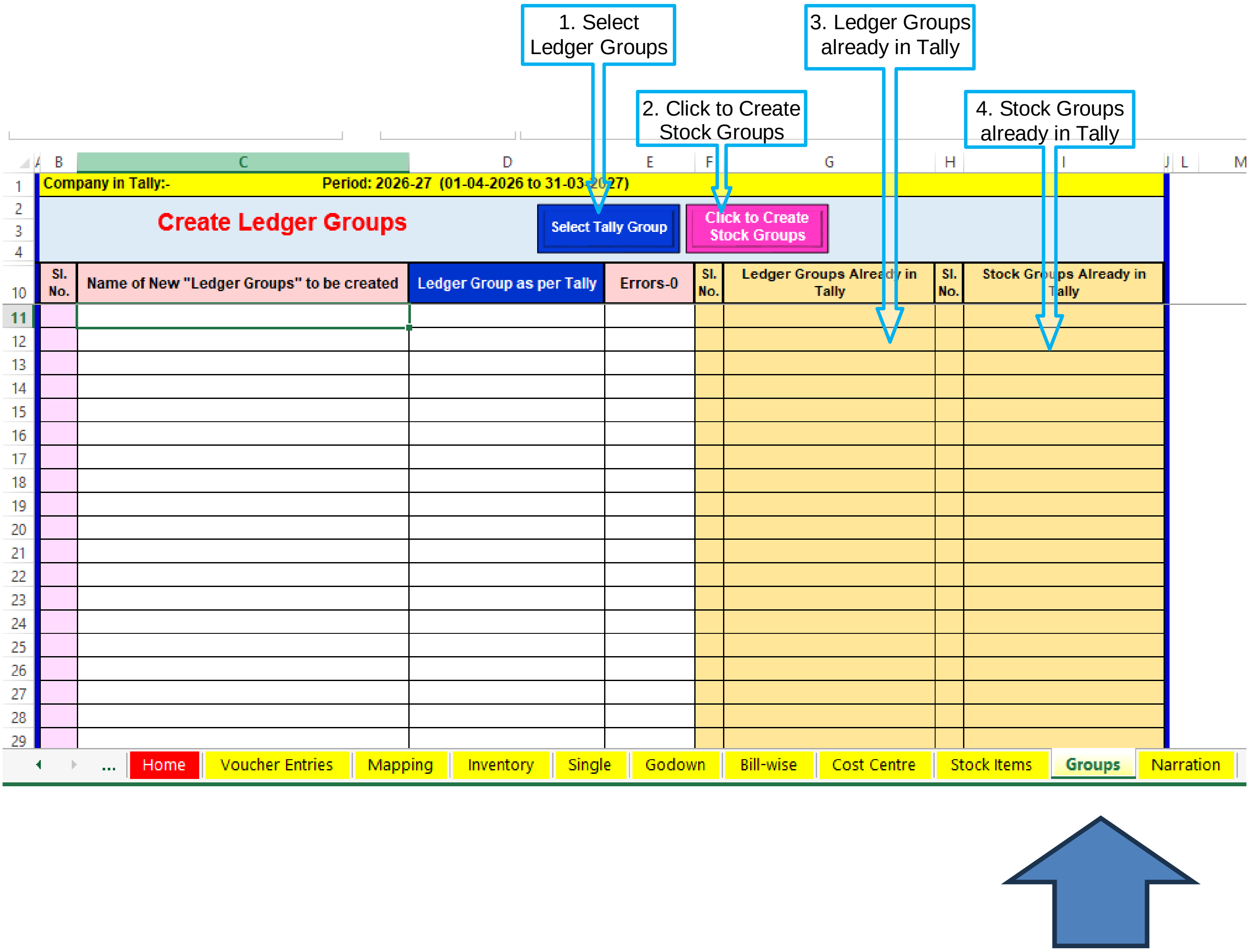
(15)
Create Stock Items with HSN etc

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.



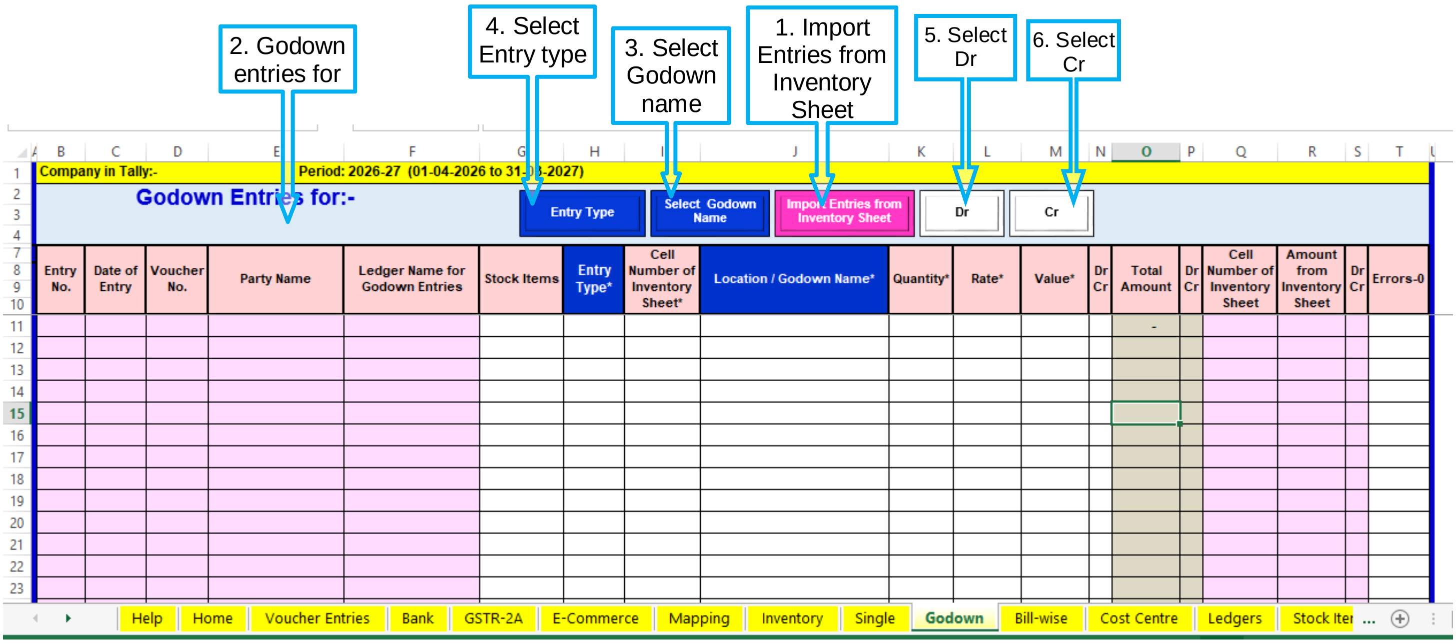
Create Ledger or Stock Item Groups

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.



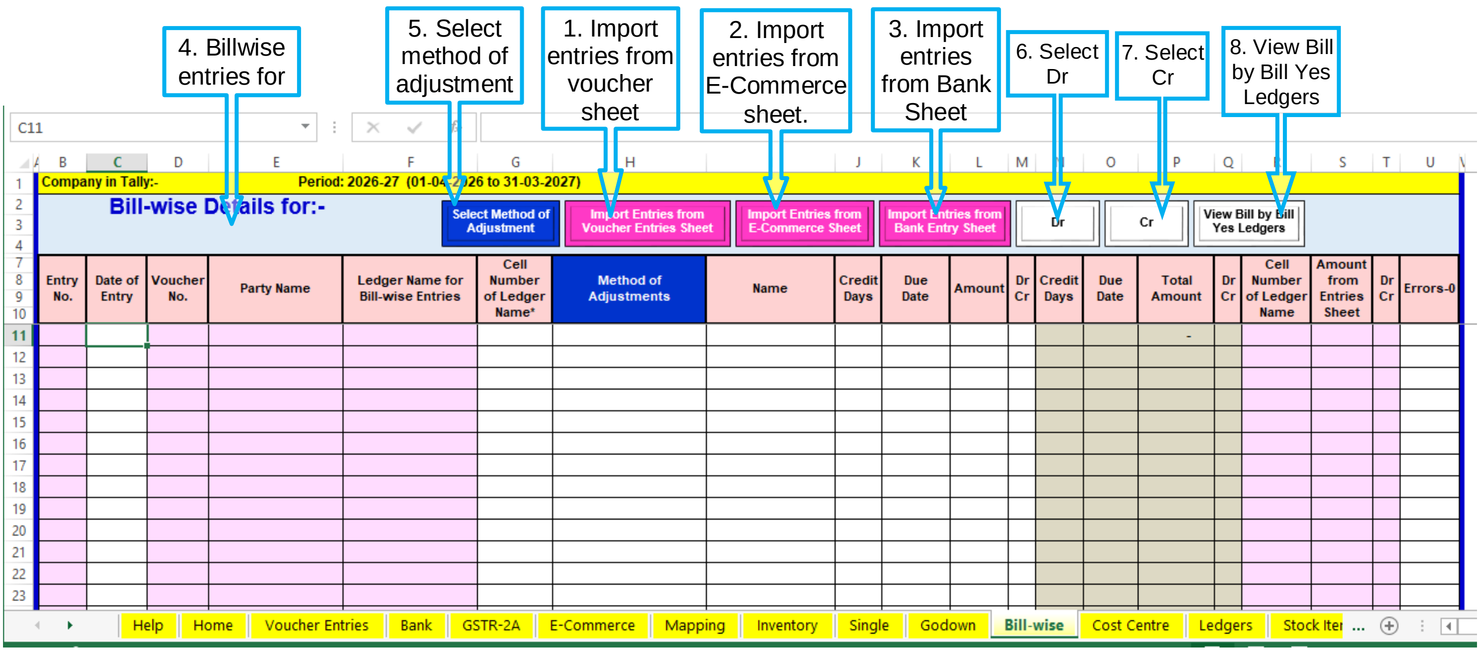
Godown Entries

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.



Billwise allocation Entries

Step	Button / Field	Purpose
1	**Import Entries from Voucher Sheet**	Imports voucher details from the Voucher Entry sheet into the Bill-wise Details sheet.
2	**Import Entries from E-Commerce Sheet**	Imports bill-wise details from the E-Commerce Sheet.
3	**Import Entries from Bank Sheet**	Imports bill-wise details from the Bank Sheet.
4	**Billwise Entries For**	Shows the Selected Sheet Name for which bill-wise adjustment to be posted in Tally.
5	**Select Method of Adjustment**	Specifies how the bill reference will be adjusted in Tally.
6	**Select Dr**	Assigns the Debit ledger for bill-wise posting.
7	**Select Cr**	Assigns the Credit ledger for bill-wise posting.
8	**View Bill by Bill Yes Ledgers**	This will show only those ledgers which are **Bill-Wise = YES**.



Cost Center Sheet

Step	Button / Field	Purpose
1	**Import Entries from Voucher Sheet**	Imports Cost Centre details from the Voucher Entry sheet.
2	**Import Entries from Bank Sheet**	Imports Cost Centre details from the Bank Entry sheet.
3	**Cost Centre Entries For**	Shows the Sheet Name for which Cost Centre details to be posted in Tally.
4	**Select Cost Category and Cost Centre**	Select the Cost Centre allocation to the correct Cost Category and Cost Centre.
5	**Select Dr**	Assigns the Debit ledger for the Cost Centre allocation.
6	**Select Cr**	Assigns the Credit ledger for the Cost Centre allocation.
7	**View Cost Centre Yes Ledgers**	Displays all ledgers in Tally for which **Cost Centre = Yes**, helping you select the correct ledger for allocation.