



Name: Ravikiran Kumar Subject: Roll No: Date:/...../.....

22) To open company we press Alt + K just here we fill the details of company. (this is the way to create the new company and also to open the company).

16) Create (Alt + K) New Company. fill the details and press enter. to open configuration and go on the GST details and here we can done yes and fill GST details. and enter OK.

23) If sales are return we use debit note to go to voucher and press (Alt + F6). first of all we create sales return ledger.

And if purchase are return we use Credit note to go to voucher and press (Alt + F5). first of all we create purchase return ledger.

21) Go to the ~~particular~~ particular voucher and press Alt + D.

12) Gate way of tally go to the the ledger and press (Ctrl + H).

9) HSM - Harmonised System of Nomenclature
SAC - Servicing accounting code.