

Creating a company and activating GST in Tally ERP 9 involves a few systematic steps. Below is a detailed guide to help you through the process:

### Step 1: Create a Company in Tally ERP 9

1. **Open Tally ERP 9:**
  - o Launch the Tally ERP 9 software on your system.
2. **Select "Create Company":**
  - o On the Tally main screen, select the option Create Company.
3. **Enter Company Details:**
  - o **Directory:** Specify the path where you want to save your company data.
  - o **Name:** Enter the name of your company.
  - o **Mailing Name and Address:** Enter the mailing name and address of the company.
  - o **Country:** Select your country from the list.
  - o **State:** Select your state.
  - o **PIN Code:** Enter your company's PIN code.
  - o **Telephone Number and Mobile Number:** Enter the contact details.
  - o **E-Mail Address:** Provide the company's official email address.
  - o **Financial Year Beginning From:** Enter the start date of the financial year.
  - o **Books Beginning From:** Enter the date from when you want to start recording transactions.
  - o **Currency Symbol:** Select your currency (₹ for Indian Rupees).
4. **Save the Company:**
  - o After filling in all the required details, press Enter and then Yes to save the company information.

### Step 2: Activate GST in Tally ERP 9

1. **Go to Features (F11):**
  - o After creating the company, from the Tally Gateway screen, press F11 for "Features".

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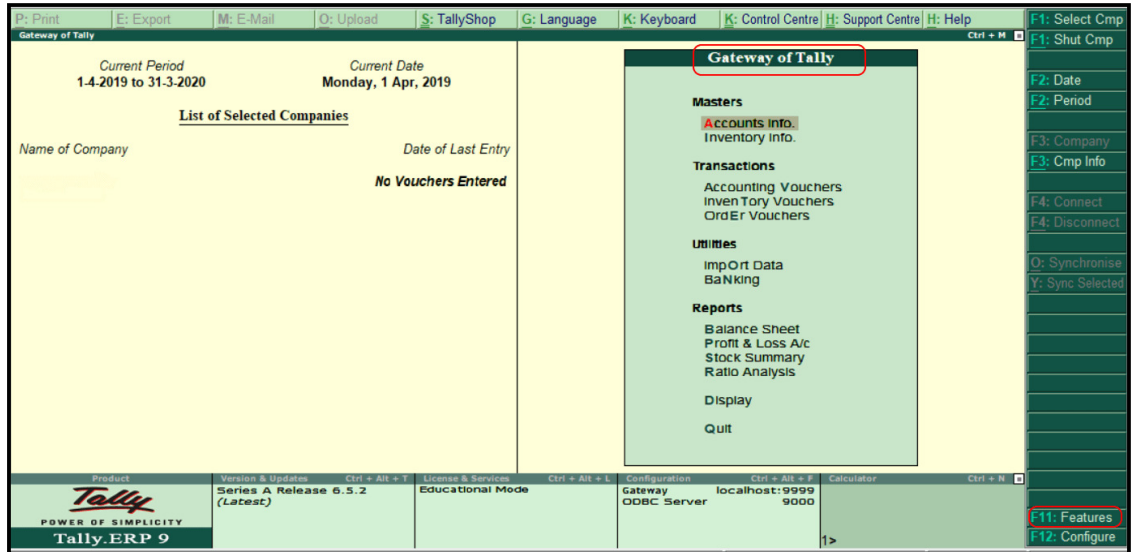
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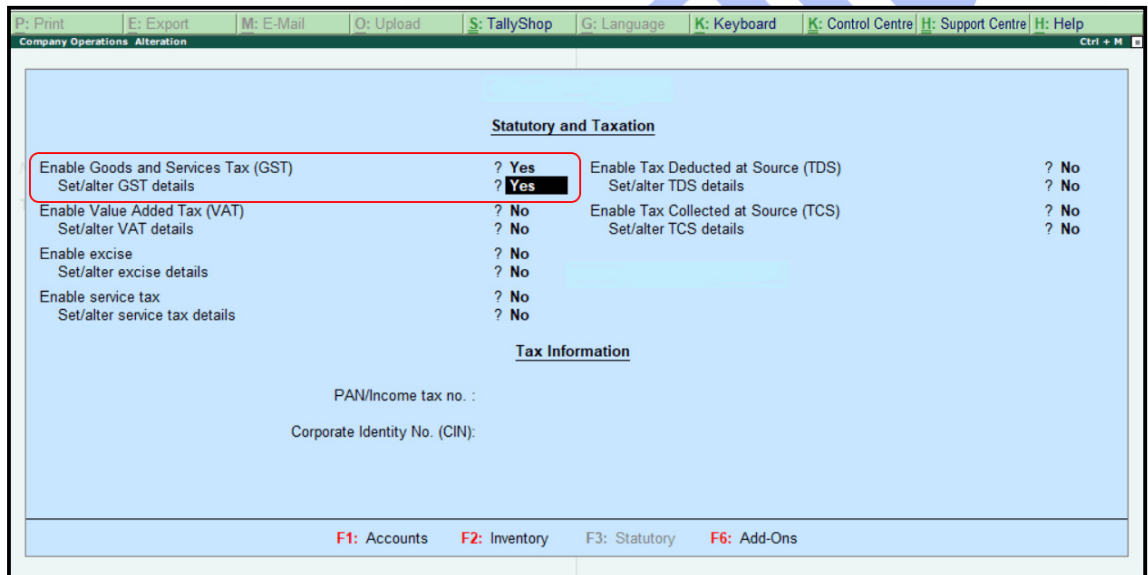
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**2. Enable GST:**

- o In the **Statutory & Taxation** screen, set the **Enable Goods and Services Tax (GST)**



option to Yes.

Once you enable GST, a few additional fields will appear. Fill in these details:

- **Set/alter GST details:** Set this to Yes and then press Enter.

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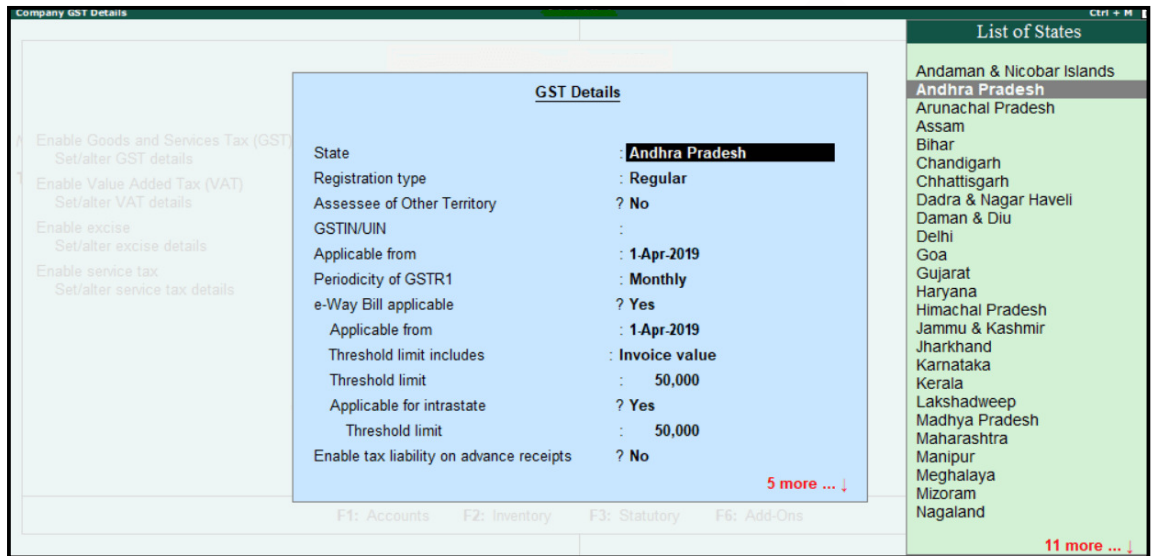
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- **State:** This should be automatically populated based on the information provided during company creation.
- **Registration Type:** Select your GST registration type (e.g., Regular, Composition, etc.).
- **GSTIN/UID:** Enter your GSTIN number if you have it. If you don't have a GSTIN yet, you can leave it blank.
- **Applicable from:** Enter the date from which GST is applicable to your transactions.



**3. Define Tax Details:**

- **Integrated Tax Rate:** If your business deals with interstate transactions, set the integrated tax rate.
- **Central Tax Rate and State Tax Rate:** For intrastate transactions, define these rates as applicable.
- **Set/alter GST Rate Details:** You can define the tax rates for your goods or services here.

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| GST Details   |                   |
|---|-------------------|
| State   | : Andhra Pradesh  |
| Registration type   | : Regular         |
| Assessee of Other Territory   | ? No              |
| GSTIN/UIN   | : 29ALAAA12345A12 |
| Applicable from   | : 1-Apr-2019      |
| Periodicity of GSTR1  | : Monthly         |
| e-Way Bill applicable   | ? Yes             |
| Applicable from   | : 1-Apr-2019      |
| Threshold limit includes  | : Invoice value   |
| Threshold limit   | : 50,000          |
| Applicable for intrastate   | ? Yes             |
| Threshold limit   | : 50,000          |
| Enable tax liability on advance receipts                                      | ? Yes             |
| Enable tax liability on reverse charge<br>(Purchase from unregistered dealer) | ? No              |
| Set/alter GST rate details  | ? Yes             |
| Enable GST Classifications  | ? Yes             |
| Provide LUT/Bond details  | ? No              |

**4. Save the Settings:**

- After entering all the necessary details, press Enter and then Yes to save the changes.

**Step 3: Setting Up Ledgers for GST**

To fully utilize GST in Tally, you'll need to set up ledgers for sales, purchases, and tax:

**1. Create Sales Ledger:**

- Go to Gateway of Tally > Accounts Info > Ledgers > Create.
- Name: Enter the name (e.g., Local Sales).
- Under: Select Sales Accounts.
- GST Applicable: Set this to Yes.
- Tax Type: Select the appropriate tax type (e.g., GST).
- Percentage of Calculation: Enter the applicable GST rate.

**2. Create Purchase Ledger:**

- Go to Gateway of Tally > Accounts Info > Ledgers > Create.
- Name: Enter the name (e.g., Local Purchases).
- Under: Select Purchase Accounts.



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- **GST Applicable:** Set this to Yes.
- **Tax Type:** Select the appropriate tax type (e.g., GST).
- **Percentage of Calculation:** Enter the applicable GST rate.
- 3. **Create Tax Ledgers (CGST, SGST, IGST):**
  - For each tax type (CGST, SGST, IGST), create separate ledgers under the Duties & Taxes group.
  - Specify the GST type (CGST/SGST/IGST) and enter the respective percentage rates.



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