GST Enable Practice Checklist – TallyPrime

This checklist helps beginners ensure that GST is correctly enabled and configured in TallyPrime before entering sales and purchase transactions.

Before Enabling GST

- Company is created correctly in TallyPrime
- Correct State selected during company creation
- GST Registration Type confirmed (Regular / Composition)
- GSTIN available (if registered under GST)

Steps to Enable GST in TallyPrime

- Go to Gateway of Tally → F11 (Features)
- Enable Goods and Services Tax (GST) = Yes
- Set/Alter GST Details = Yes
- Enter State, Registration Type, GSTIN and Applicable Date
- Save the configuration

Post GST Enable Checklist

- CGST, SGST and IGST ledgers created or auto-enabled
- Sales ledger marked as GST applicable
- Purchase ledger marked as GST applicable
- HSN/SAC codes available in stock or service masters
- GST rates verified (5%, 12%, 18%, 28%)

Final Verification

- Create one sample GST Sales Voucher and verify tax calculation
- Check GST Summary Report
- Ensure no GST errors are shown