

## LEDGER CREATION LIST

Ledger Name	Under	Opening Balance	Dr/Cr
Proprietor's Capital Account	Capital Account	25,000	Cr
Land & Building	Fixed Assets	60,000	Dr
Milton & Co.	Sundry Debtors	15,000	Dr
Kaltronic Ltd.	Sundry Creditors	85,000	Cr
State Bank of India	Bank Accounts	35,000	Dr
Local Sales	Sales Accounts	—	—
Local Purchases	Purchase Accounts	—	—
Conveyance	Indirect Expenses	—	—
Bank Interest	Indirect Incomes	—	—

### ✓ STEPS TO CREATE LEDGERS IN TALLY PRIME (SINGLE LEDGER CREATION)

#### Step 1: Open Tally Prime

- Start **Tally Prime**.
- Select your company (or create one if needed).

#### FOR EACH LEDGER:

#### Step 2: Go to Ledger Creation

- From Gateway of Tally → **Create** (under Masters) → **Create Ledger**  
**OR**  
Press **Alt + G**, type **Create Ledger**, press Enter.

#### Step 3: Fill Ledger Details

In the Ledger Creation screen, enter:

- Ledger Name** → (type exactly as given)
- Under** → (choose the correct group)
- Opening Balance** → enter amount if given
  - Select **Dr** or **Cr** as mentioned

#### Step 4: Save

- Press **Ctrl + A** to save each ledger.

#### ✓ NOW CREATE THE FOLLOWING LEDGERS)

Below is exactly what you should enter for each ledger:

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##### 1. Proprietor's Capital Account

- **Name:** Proprietor's Capital Account
- **Under:** Capital Account
- **Opening Balance:** 25,000 Cr

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##### 2. Land & Building

- **Name:** Land & Building
- **Under:** Fixed Assets
- **Opening Balance:** 60,000 Dr

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##### 3. Milton & Co.

- **Name:** Milton & Co.
- **Under:** Sundry Debtors
- **Opening Balance:** 15,000 Dr

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##### 4. Kaltronic Ltd.

- **Name:** Kaltronic Ltd.
- **Under:** Sundry Creditors
- **Opening Balance:** 85,000 Cr

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##### 5. State Bank of India

- **Name:** State Bank of India
- **Under:** Bank Accounts
- **Opening Balance:** 35,000 Dr

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##### 6. Local Sales

- **Name:** Local Sales
- **Under:** Sales Accounts
- **Opening Balance:** (leave blank)

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##### 7. Local Purchases

- **Name:** Local Purchases
- **Under:** Purchase Accounts
- **Opening Balance:** (leave blank)

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##### 8. Conveyance

- **Name:** Conveyance
- **Under:** Indirect Expenses

- **Opening Balance:** (leave blank)

## 9. Bank Interest

- **Name:** Bank Interest
- **Under:** Indirect Incomes
- **Opening Balance:** (leave blank)

## 2. STEPS FOR MULTIPLE LEDGER CREATION (TALLY PRIME)

### Step 1 — Open Tally Prime

→ Select your company.

### Step 2 — Go to Multiple Ledger Creation

You can open by:

**Gateway of Tally → Create (Masters) → Multiple Ledgers**

or

Press **Alt + G** → Type **Multiple Ledgers** → Enter

### Step 3 — Choose “Group”

You will see:

Under Group: All Items

→ Keep it as **All Items**

(This allows you to enter ledgers under **any group**)

### Step 4 — Start Entering Ledgers

You will see columns:

Name	Under	Opening Balance
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Now enter each ledger one by one:

Example:

Proprietor's Capital Account	Capital Account	25000 Cr
Land & Building	Fixed Assets	60000 Dr
Milton & Co.	Sundry Debtors	15000 Dr
Kaltronic Ltd.	Sundry Creditors	85000 Cr
State Bank of India	Bank Accounts	35000 Dr
Local Sales	Sales Accounts	
Local Purchases	Purchase Accounts	
Conveyance	Indirect Expenses	
Bank Interest	Indirect Incomes	

### Step 5 — Save

Press **Ctrl + A**.

- ✓ All ledgers are created together.
- ✓ This is faster when you have to enter many ledgers.

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## SINGLE LEDGER CREATION (Visual Guide)

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TALLY PRIME - LEDGER CREATION (SINGLE)

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Ledger Name: \_\_\_\_\_

Under: \_\_\_\_\_ (Select Group)

Maintain Balances Bill-by-Bill: Yes/No

Inventory Values are affected: Yes/No

Opening Balance: \_\_\_\_\_ Dr/Cr

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[ ACCEPT ] (Ctrl + A)

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## MULTIPLE LEDGER CREATION (Visual Guide)

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TALLY PRIME - MULTIPLE LEDGER CREATION

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Under Group: All Items

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Ledger Name	Under	Opening
Proprietor's Capital	Capital Account	25000Cr
Land & Building	Fixed Assets	60000Dr
Milton & Co.	Sundry Debtors	15000Dr
Kaltronic Ltd.	Sundry Creditors	85000Cr
State Bank of India	Bank Accounts	35000Dr
Local Sales	Sales Accounts	
Local Purchases	Purchase Accounts	
Conveyance	Indirect Expenses	
Bank Interest	Indirect Incomes	

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[ ACCEPT ] (Ctrl + A)

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# SHEETAL INFOSYS

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