

Tally is a financial accounting package. It allows the user to create a company, create accounts, make voucher entries and print report. Financial accounting software is used to store and maintain daily business transaction like Purchases, Sales, Receipts, Payments, Purchases Returns, Sale Returns, Deposit, Withdrawal etc.

Starting Tally

First Time computer must be booted and windows must be loaded. Then open Tally 5.4/6.2/7.2/9.0/Tally ERP9, the Full form of ERP is **Enterprises Resource Planning**. Tally will be loaded by displaying the company Info menu which allows selecting or creates the companies. Tally Developed **By Son of S.S.Geonika "Bharat"**

Creating a Company

For the first Time, to start working with Tally, a Company is to be created. Creating a company involves-Typing the name of company, its address, Tax number, Financial from etc. A Company can be created from company Info. Menu. When Tally is loaded, this menu will be display automatically. To Create a Company, Select Create Company (or press C) From Company Info, Menu. Company Creation Screen will be displayed and fill the following Field like-

1. Type the name of Company. Typing a name of Company is compulsory.
2. Type the Address of Company. More than one line address can be typed.
3. Select Country Name
4. Select State Name,
5. Select Pin Code, Phone Number, E-mail, Mobile Number etc.
6. The Maintain option allow you to specify the method of maintaining the accounts. There are three option in it. They are-
 - a. **Account Only:** To Maintain only the financial Account of the company. Inventory management is not involved in it. In this case, the closing Stock is not created by Tally. It must be entered Manually.
 - b. **Accts-Cum-Inv:** This is the optional, which allows to maintain both the Financial Account of the Company as well as the Inventory of the Company. In This case closing stock figures will be calculated automatically.
7. Type the Starting date of Financial Year of Company. Generally it will being From 1st of April. For Ex- 1-April 2014.

8. Under the option Books Beginning from field type the actual date from which the account of the company has to be maintain. Generally. Financial Year From and Book Beginning From date will be the Same.
9. There is an optional to give a security control by giving the name of Administrator and Password. By default. It is set to No. If it is made Yes, later when You Selecting the Company, the Same name of the Administrator and Password must be typed.
10. Tally Lets you use the Multi-Currency Accounting System. When Creating a Company, Specify the information about the base currency of the Company.
 - a. Base Currency Symbol in India is Rs.
 - b. Formal Name depends on the base Currency Symbol. If base currency Symbol in Rs. Formal Name is Indian Rupess or Nepalese Rupees Depend on the Country.
 - c. Specify the number of Decimal places needed when typing the amount. A number between 0 to 4 can be given as number of decimal places. Default Value is 2.
 - d. If the amount is to b displayed in million, Select Yes for Show the Amount in Million? To display the amount in lakhs and crores. Select No to this option default is No.
 - e. Most Currencies have the currency Symbol Pre-Fixed to the amount. Rs. 245.00 or \$ 125.00 but in Some currency the amount is Suffix. The default option for Is Symbol SUFFIXED to amount is No.
 - f. In order to insert a Space between currency Symbol and amount. Select Yes to put space between amount and Symbol? Default is Yes. After Select these option a question will be asked-

Accept?
Yes or No

Press Y or Press Enter to Select Yes. The Company will be created. The directory name having a Serial Number of 5 Character Such as 10000 will be created inside DATA Directory which are present Under C:\User\Public\Tally.ERP9\DATA.

Selecting Company

After Tally is loaded, if the Company is already Created In order to make the entries, It must be selected.

Note: A Company Will automatically opened, after Creating Company.

To Select a Company, From Company Info; Menu Choose Select Company Available Company Names will be Listed. Each Company will have a Serial Number of 5 Character. This represent the Directory of file belonging to that Company. These directory will be inside the directory named DATA. Selecting the required company name by highlighting it and press Enter. After the Company is Selected. Gateway of Tally Menu Will be displayed.

Altering A Company

If the address of Company, Method of Maintaining accounts Tax Numbers, Security Control etc is to be change.

How can Altering A Company

1. First Select the company. Gateway of Tally menu will be displayed.
2. Press Alt + F3, To display the Company Info Menu
3. Select Alter (or Press A). Tally will display from a list of open Company name. Select the Company Make the necessary Change, Select Accept Yes. By Pressing Esc, Return to Gateway of Tally.

Closing A Company

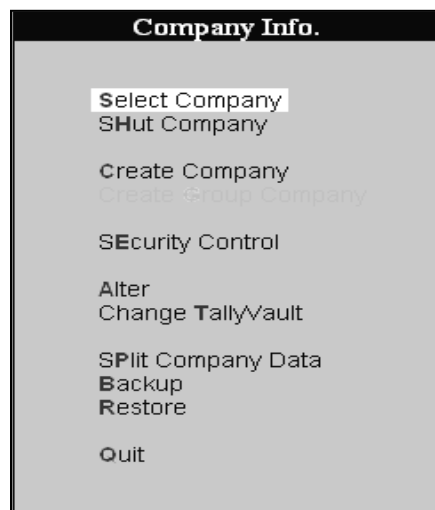
To Close an open Company, From Gateway of Tally Menu, **Press Alt + F1**. The Current Open Company will be closed and Company Info; Menu will be displayed. If Many Company are open to close any one of the open Company From Gateway of Tally. **Press Alt + F3**. Company Info; Menu will be displayed Select Shut Company. A List of Open Company will be displayed. Select the Name of Company to be closed.

How can Set the Password In Company

1. First To Select Company
2. Press Alt + F3
3. Press A letter or Alter
4. Open Company List will be display, Press enter
5. Then Company Alteration Screen Will be display

6. Select YES to Use Security Control
7. Write the Name of Administrator and Set Password
8. Press Enter for Accept.

After Set the Administrator name and Password to add Security Control option in Company Info Menu, to Press Alt + F3 Company Information Menu look like-



Company Info Menu Details:

Select Company: Select Company Are use for Open company

Shut Company: Are use for Close the company

Create Company: Are use for Create New Company

Security Control: When you Give Administrator Name and Password then This Sub Menu are present under Company Information menu, through this menu we can create multiple user and Password for single company.

Alter: Are use for Modify the address of company, name of company etc

Backup: Are use for store the company in other disk or disk drive for future use.

Restore: Are use for come back the Backup Company in main location, after Restore you are able to use company