



Computerized Accounting System I

INTRODUCTION TO TALLY ERP 9

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Introduction to Tally ERP 9

Tally is designed to integrate all *business operations*, like *sales*, *finance*, *purchasing*, *inventory*, and *manufacturing* and so on Tally facilitates accurate and up-to-date business information at our fingertips anywhere.

Difference Between All Tally Versions

- 1- **Tally 4.5** Dos based Account with Inventory.
- 2- **Tally 5.4** Window based Account with Inventory.
- 3- **Tally 6.3** With online finalization Auditing &
- 4- **Tally 7.0** Import and Export features.
- 5- **Tally 7.2** With VAT, TDS & Service Tax.
- 6- **Tally 8.1** With FBT & Excise Duty.
- 7- **Tally 9.0 8.1** with Payroll system, Multi-Language Extra formality feature.
- 8- **Tally ERP.9** Tally ERP 9 with *Remote Access facility, Multi-budgets & scenarios & etc.*

Tally Founder

- ***S. S. Goenka*** was the founding chairperson of ***Tally Solutions Private Limited*** in ***1986***.
- Bharat Goenka is the ***Co-Founder & Managing Director*** of Tally Solutions Private Limited. He has been awarded the ***Lifetime Achievement Award*** by **NASSCOM**, and a Lifetime Achievement Award by **CellIT**, a IT channel magazine.

Conti...

- 1. Business Accounting**
- 2. Inventory**
- 3. Taxes**
- 4. Payroll**

Basic accounting knowledge required to use tally accounting package software

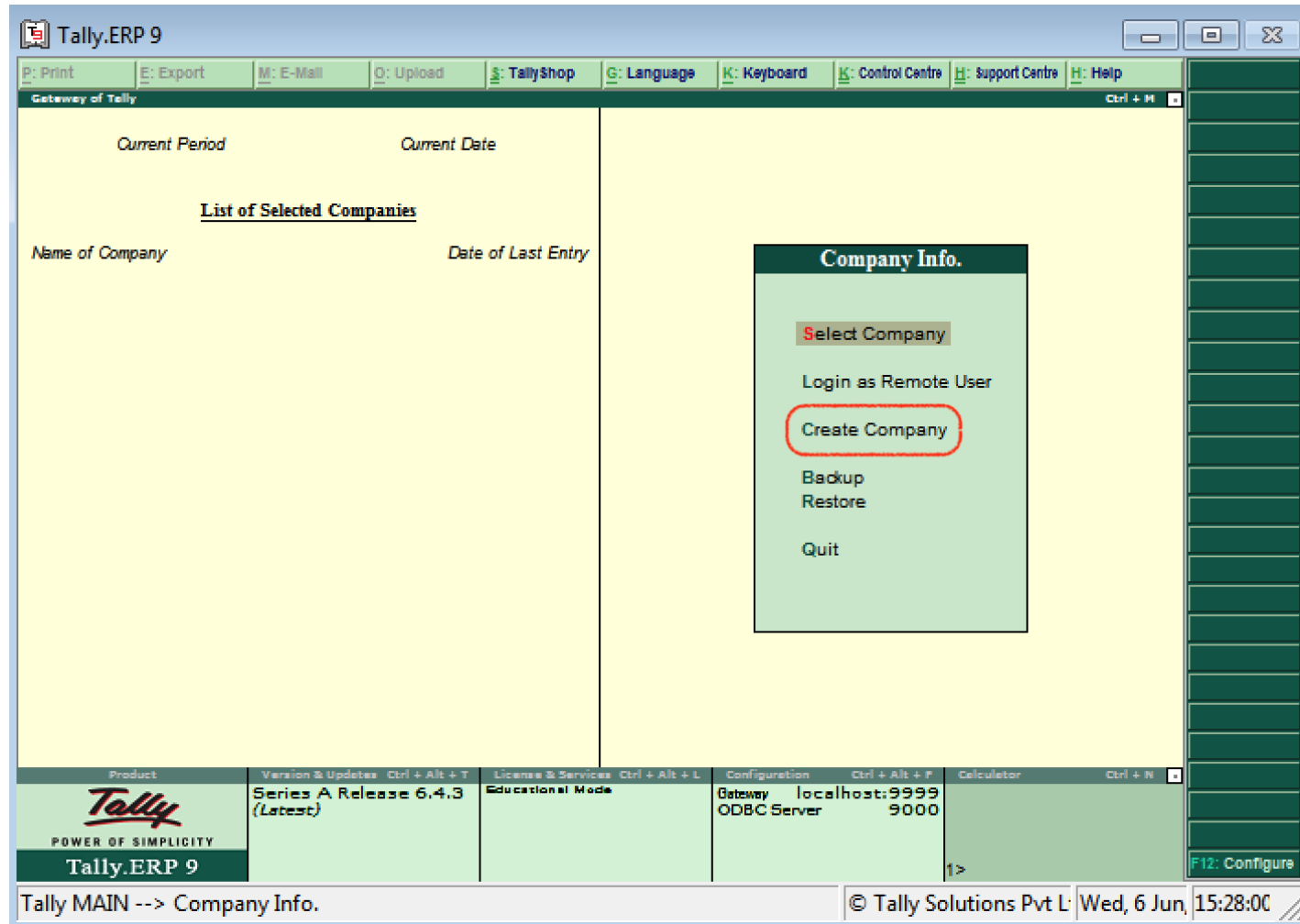
- ***Accounts Fundamentals***, Including basic accounting principles & other topics pertaining to Bank reconciliation, Depreciation, Ledger posting, Financial statement etc.
- ***Meaning and Process of Accounting*** (Better for no commerce students).
- ***Accounting Concepts, Conventions***, Equation & other fundamental terms Book keeping - Preparation of Journal, Subsidiary books, Cash Book, Ledger & Trial balance.
- ***Financial Statements*** - Trading Accounts, Profit & Loss Accounts and Balance sheet Financial statements with important adjustments.

How to Create Company in Tally – Setting up of Company in Tally ERP 9

Step 1:

- After login to Tally, **double click on the option create company** under company information.
- To create company in Tally, follow the following navigation path *Gateway of Tally* > *Company Info* > *Create company*

Company creation



Step 2: The company creation window displays on the screen as show below image

Tally.ERP 9

P: Print | E: Export | M: E-Mail | O: Upload | S: TallyShop | G: Language | K: Keyboard | K: Control Centre | H: Support Centre | H: Help

Company Creation Ctrl + M

Directory : C:\Users\Public\Tally.ERP9\Data

Name : [REDACTED]

Books and Financial Year Details

Financial year begins from: 1-4-2018

Books beginning from : 1-4-2018

Primary Mailing Details

Mailing name :

Address :

Country : India

State : J Not Applicable

Pincode :

Security Control

TallyVault password (if any):

Repeat password :

(Warning: Forgetting TallyVault password will render your data inaccessible.)

Use security control ? No

(Enable security to avail TSS features)

Contact Details

Phone no. :

Mobile no. :

Fax no. :

E-mail :

Website :

Base Currency Information

Base currency symbol : ₹

Formal name : INR

Suffix symbol to amount ? No

Add space between amount and symbol? Yes

Show amount in millions ? No

Number of decimal places : 2

Word representing amount after decimal: paise

No. of decimal places for amount in words: 2

Q: Quit

Tally MAIN --> Company Info. --> Company Creation

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Step 3: On company creation screen, update the following details

Directory: It is a path where the company data will be stored on system.

By default, the tally directory will be updated as C:\Users\Public\Tally.ERP9\Data and you can change the path as per your requirements.

Name: Update the name of company that identifies in Tally ERP 9.

Primary Mailing Details

Mailing Name: The mailing name of company will be automatically updated as per the given name of company, however the mailing name can be changed as per the requirements.

Address: Update the complete address details of company

Statutory Compliance for: Choose the country name as India from the given list of countries.

State: Choose the state from the given list of states.

Pin Code: Update the Pin Code of company, where it is located.

Contact Details

Telephone No: Update Company landline/
Telephone number

E-Mail id : update your e mail id

Mobile number:

Fax no :

Website : website of your company

Books and Financial Year Details

- ***Financial Year From:*** Update the financial year starting date, all Indian companies financial year start from 1st April and ends on 31st March. Tally considers the 12 months from the date given for financial year. The financial year will be automatically displayed on Tally system, if FY starts in middle of year, you can specify the exact date from here.
- ***Books Beginning from:*** Specify the books beginning date.

Security Control

- ***Tally Vault Password***: By enabling Tally vault password, the company data is secured in an encrypted form. The data is not accessible without the password, if you lost the password that will be not recovered.
- ***Use Security Control***: Enabling securing control helps only authorized users are allowed to enter/edit/delete the vouchers on Tally.

Base Currency Information

- Base Currency Symbol:
- Formal Name: **INR (India Rupees)**
- Suffix Symbol to Amount:
- Add spaces between the amount and symbol: **Yes**
- Show amount in Millions: **Yes**
- Number of decimal Places: **2**
- Word representing amount after decimal: **Paisa**
- No of decimal places for amount in words: **2**

Company Creation

Ctrl + M

Directory : C:\Users\Public\Tally.ERP9\Data

Books and Financial Year Details

Name : Tutorial Kart

Financial year begins from : 1-4-2018

Books beginning from : 1-4-2018

Primary Mailing Details

Mailing name : Tutorial Kart

Address : Amaravathi, Vijawada

Security Control

Country : India

State : Andhra Pradesh

Pincode : 522020

TallyVault password (if any) :

Repeat password :

(Warning: Forgetting TallyVault password will render your data inaccessible.)

Use security control ? No

(Enable security to avail TSS features)

Contact Details

Phone no. :

Mobile no. :

Fax no. :

E-mail : admin@tutorialkart.com

Website : www.tutorialkart.com

Base Currency Information

Base currency symbol : ₹

Formal name : INR

Suffix symbol to amount ? No

Add space between amount and symbol ? Yes

Show amount in millions ? No

Number of decimal places : 2

Word representing amount after decimal :

No. of decimal places for amount in word :

Accept ?

Yes or No



Thank you
FOR YOUR SUPPORT!