



POWER OF SIMPLICITY

Getting Started with Tally.ERP 9

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Welcome

Congratulations and Welcome to the World of **Tally.ERP 9**.

With the launch of **Tally.ERP 9 Series A Release 3.0**, multiple features like **Job Work, Income Tax, New Rupee Symbol, Banking, Receipts and Payments, Bill Settlement and Support for Arabic Language** have been included to meet business requirements across segments. Apart from these new features, **Accounting, Inventory and Statutory & Taxation** continue to be an integral part of our flagship product **Tally.ERP 9**.

Getting Started with Tally.ERP 9 will help you in installing and activating **Tally.ERP 9**. You will be introduced to new features that facilitate easy maintaining of accounts in the language of your choice right away.

Once you start **Tally.ERP 9**, refer to the **Online Help** for a detailed explanation on the concepts, features, functions and how to use **Tally.ERP 9** on a day-to-day basis, press **Alt+H** to access the **Online Help** available with **Tally.ERP 9**, once installed.

Package Content

The **Tally.ERP 9** pack contains:

- **Tally.ERP 9** Program CD
- Installation Guide for **Tally.ERP 9**
- Serial and Key label on Installation Guide for **Tally.ERP 9**

Let's get started!

Lesson 1: System Requirements

1.1 Hardware Requirements

Processor	Intel Pentium IV and above or equivalent
Memory	256 MB RAM Recommended is 512 RAM MB or higher
Free Hard Disk Space	70MB Minimum (Excluding data)
Monitor Resolution	800 x 600 Recommended 1024 x 768 or higher

1.2 Operating System Requirements

Microsoft Windows 98/ME/NT/2000/2003/XP/Vista.

To get the maximum benefit of the Concurrent multilingual capability of **Tally.ERP 9**, we recommend Windows XP and above.



- *Increasing RAM could improve the performance of **Tally.ERP 9**.*
- *The **Tally.ERP 9 License Server** can be installed on Windows NT/2000/2003/XP/Vista operating systems only*

Lesson 2: Installing Tally.ERP 9 Silver

The installer will assist you with the installation of **Tally.ERP 9** on your computer. During the installation you can accept the default path to install the program, configuration and language files or specify a path of your choice.

2.1 Installing Tally.ERP 9 Silver

You can install **Tally.ERP 9** using any one of the following methods:

Method 1

- Double click the **INSTALL.EXE** icon available on the CD.
Or

Method 2

- Click **START** from Windows
- Select **RUN**
- TYPE **<CD drive>:\INSTALL**
- Press **ENTER**



- *With Tally.ERP 9 Silver do not install License Server.*
- *To install Tally.ERP 9, you need to have administrator rights (to create, write, update, modify and delete) the Application, Data, Configuration and Language directory for Windows NT/2000/ XP/ 2003/ Vista operating systems.*

Follow the instructions displayed on your screen to proceed with the Installation of **Tally.ERP 9**.

1. The **Tally.ERP 9** Setup Wizard is displayed as shown.

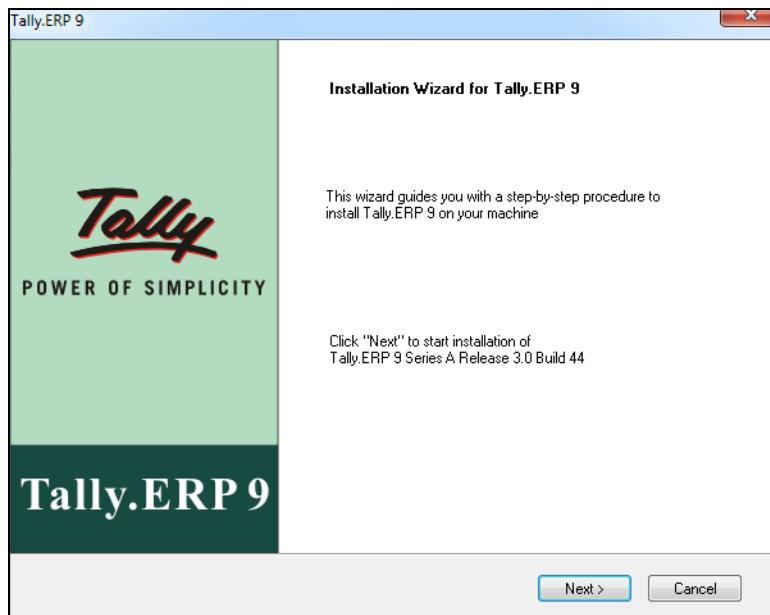


Figure 2.1 Tally.ERP 9 Setup Wizard

2. Click **Next** to continue with the installation.

The **Tally.ERP 9 Setup** screen is displayed as shown

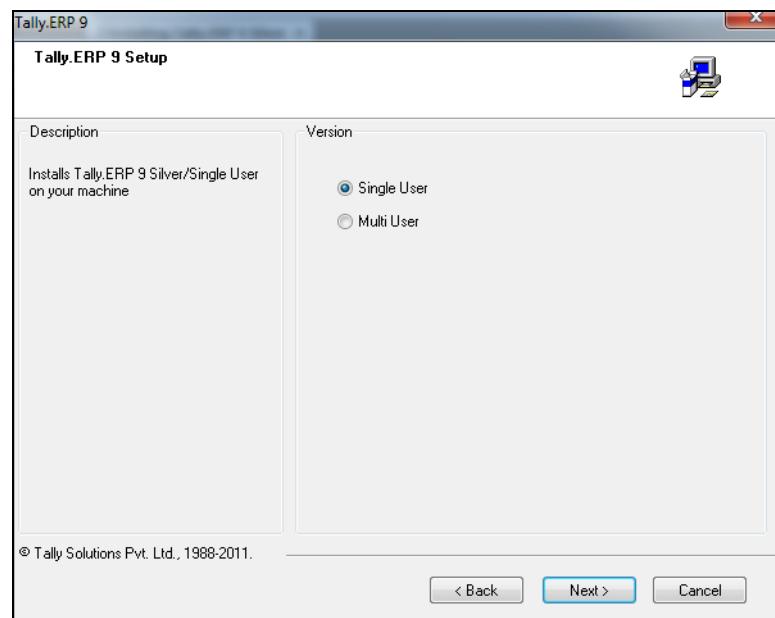


Figure 2.2 Tally.ERP 9 Setup Wizard

3. Check **Single User** to install Tally.ERP 9 **Single User/Silver** Edition on your computer.

4. Click **Next**

The **Tally.ERP 9 Setup** screen is displayed as shown.

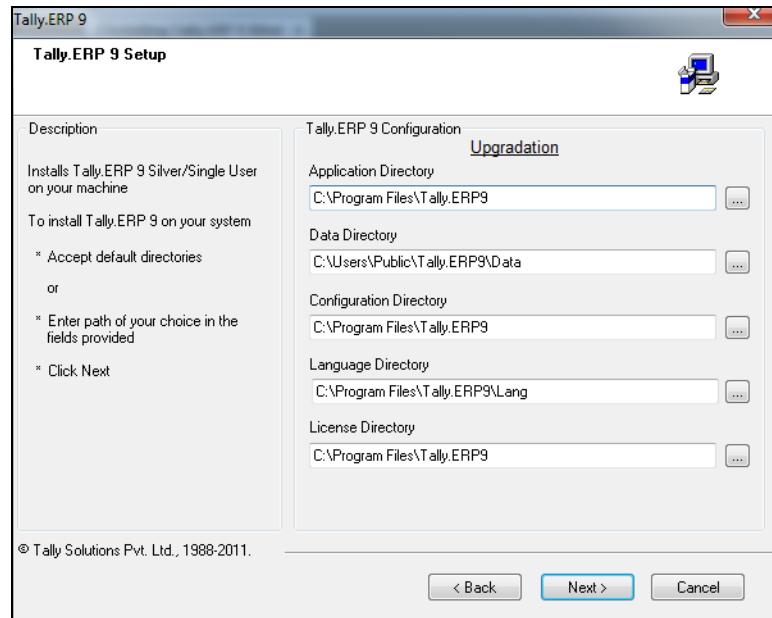


Figure 2.3 Tally.ERP 9 Setup

5. In **Tally.ERP 9 Setup** screen, you may accept the default directories or click on the buttons provided to change the path of **Application Directory**, **Data Directory**, **Configuration Directory**, **Language Directory** or **License Directory** respectively.
 - **Application Directory:** Tally.ERP 9 program files reside in this directory.
 - **Data Directory:** Tally.ERP 9 data resides in this directory.
 - **Configuration Directory:** Tally.ERP 9 configuration file reside in this directory.
 - **Language Directory:** Tally.ERP 9 language files (.dct) reside in this directory.
 - **License Directory:** Tally.ERP 9 license file (.lic) resides in this directory. By default the path of license directory is same as application directory.



*To run multiple instances of **Tally.ERP 9 Silver** on the same computer using single license file, ensure that an earlier version of Tally.ERP 9 is activated and enter path of the license file in **License Directory** while installing..*

6. Click **Next**.

The **Country/Language Selection** screen is displayed as shown.

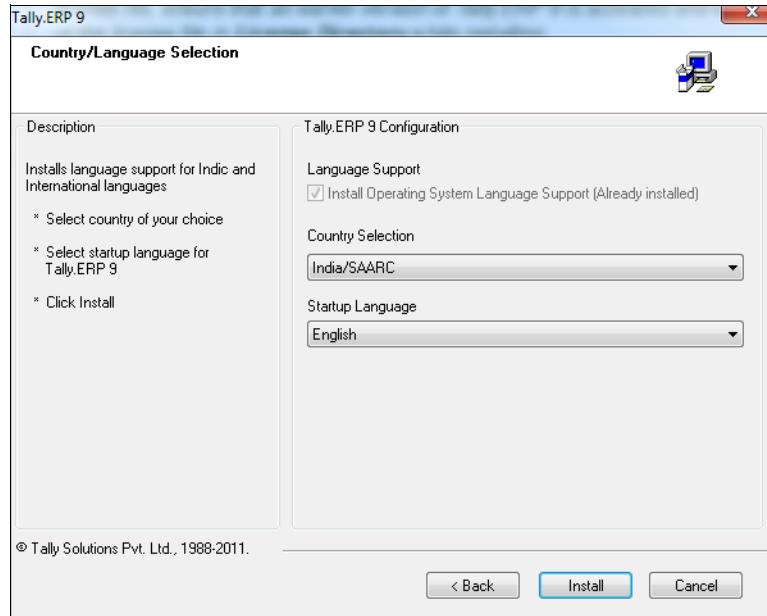


Figure 2.4 Country / Language Selection

7. In the **Country/Language Selection** screen, check **Install Operating System Language Support** to install **Tally.ERP 9** with multi-lingual support.



- To use **Tally.ERP 9** in **English** only, uncheck **Install Operating Systems Language Support**.
- In **Country Selection** choose **India/SAARC**, if you are residing in India or SAARC countries, else choose **Others**

8. Click **Install**.

9. The **Setup Status** screen is displayed as shown.

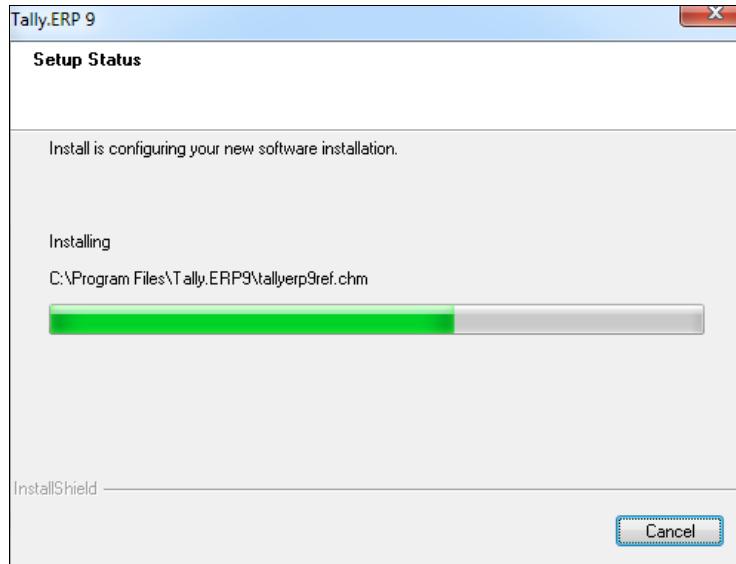


Figure 2.5 Setup Status

10. In case you are prompted for the language support files in the **Files Needed** screen, insert operating systems CD in the drive or click **Browse** and select the i386 folder where the required language support files reside on your computer.

11. Click **OK** to install **Language Support**.



- ❑ *The installer prompts for language support files in the **Files Needed** screen, insert operating systems CD in the drive or click **Browse** and select the **i386** folder where the required language support files reside.*
- ❑ *Click **OK***
- ❑ *Click **Cancel**, if you do not have the operating system CD or if you do not want to install language support.*

The **Tally.ERP 9 Installed Sucessfully** screen is displayed as shown.

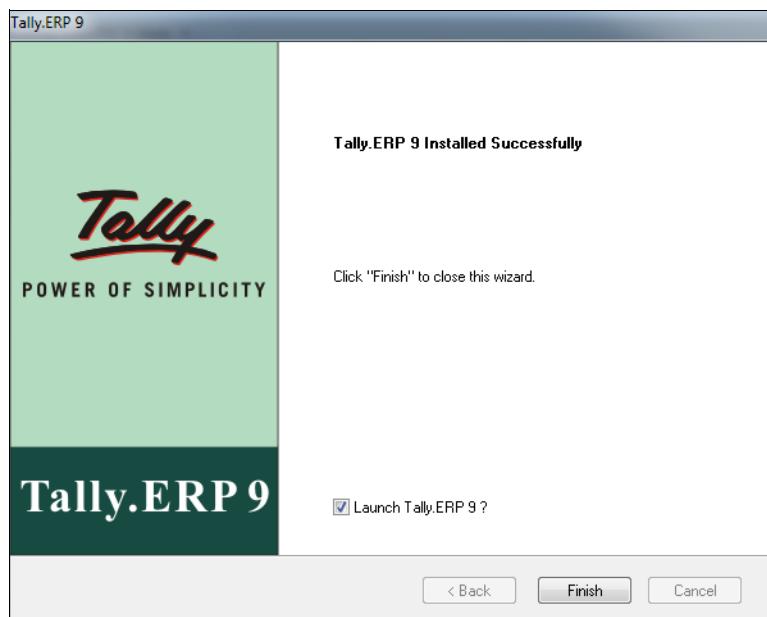


Figure 2.6 Tally.ERP 9 Installed Successfully

In **Tally.ERP 9 Installed Successfully** screen, **Launch Tally.ERP 9?** is checked by default.

12. Click **Finish** to complete installation and start setup **Tally.ERP 9**.



- *Uncheck **Launch Tally.ERP 9**, to start Tally.ERP 9 later .*
- *Double click **Tally.ERP 9** shortcut icon on the desktop to start Tally.ERP 9 later.*

Lesson 3: Installing Tally.ERP 9 Gold

The installer will assist you in the installation of **Tally.ERP 9** and **License Server** on one system or on different systems.

3.1 Installing Tally.ERP 9 - Gold

Installing Tally.ERP 9 Multi-User/Gold is broadly classified into the following:

- **Installing Tally.ERP 9 on Server:** Installs the **License Service** and **Tally.ERP 9** on the computer designated as **License Server**.
- **Installing Tally.ERP 9 on Client:** Installs **Tally.ERP 9** only on a computer in the **LAN**. The user needs to provide the license server's **Name** or **IP Address** and **Port Number**.

We will first look at installing both components License Server and Tally.ERP 9 on the server followed by installing Tally.ERP 9 on the client.



*To install **Tally.ERP 9** on a computer with Windows XXXX operating system, it is essential that the user has administrator rights (create, write, update, modify & delete) for Application, Data, Configuration, License and Language Directories.*

3.1.1 Installing Tally.ERP 9 on Server

You can install both **Tally.ERP 9** and **License Server** by using any one of the following methods:

Method 1

- Double click the INSTALL.EXE icon available on the CD

Or

Method 2

- Click **START** from Windows
- Select **RUN**
- TYPE **<CD drive>:\INSTALL**
- Press **ENTER**

Follow the instructions displayed on your screen to proceed with the Installation of **Tally.ERP 9**.
The **Tally.ERP 9 Setup Wizard** is displayed as shown.

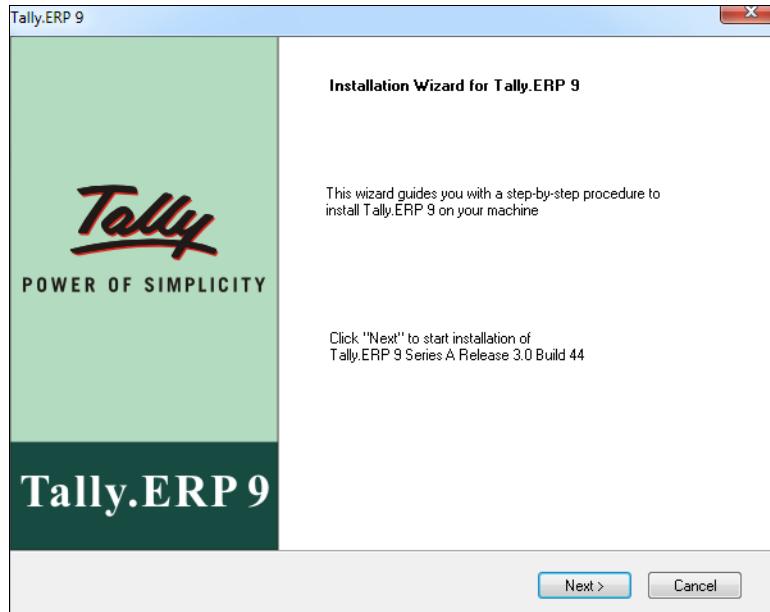


Figure 3.1 Tally.ERP 9 Setup Wizard

1. Click **Next** to continue with Installation.

The **Tally.ERP 9 Setup** screen is displayed as shown

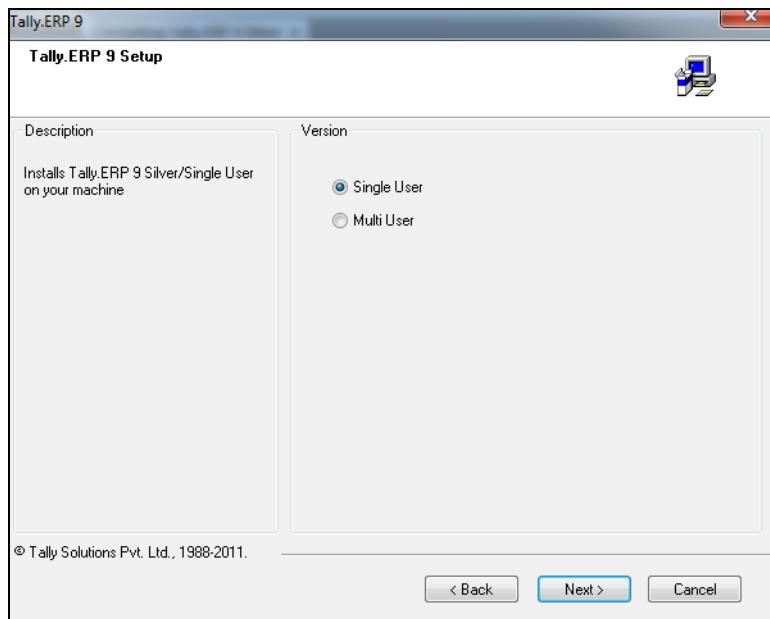


Figure 3.2 Tally.ERP 9 Setup

2. Select **Multi User**

3. Select Server Machine

The **Tally.ERP 9 Setup** screen is displayed as shown

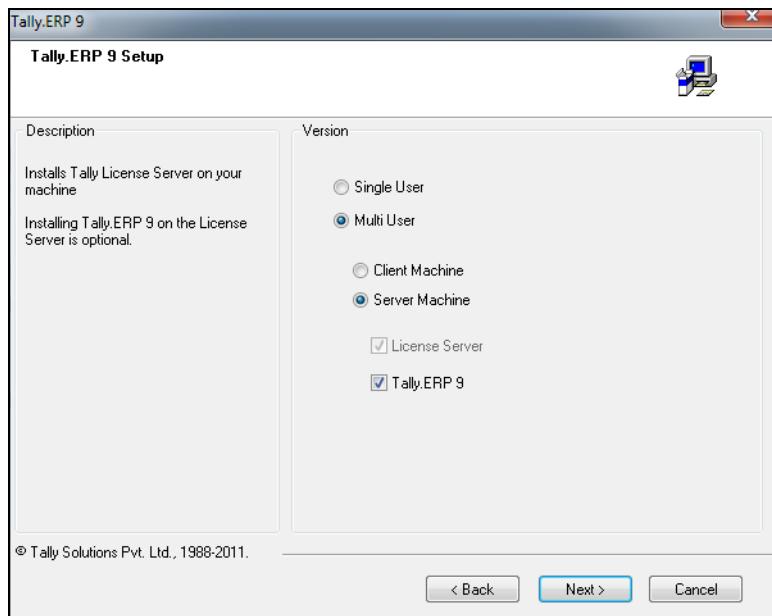


Figure 3.3 License Server Installation



*To install License Service only uncheck the option **Tally.ERP 9**.*

4. Click **Next**

The **Tally.ERP 9 Setup** screen is displayed as shown

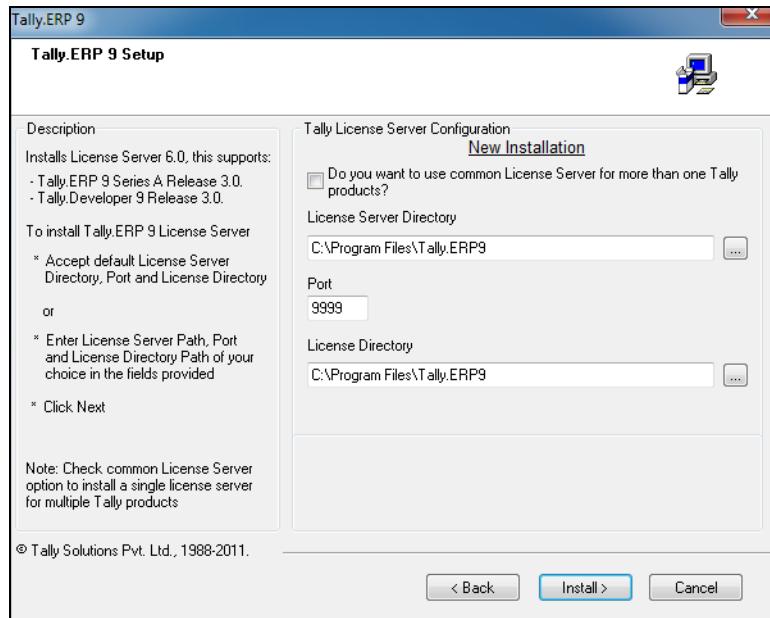


Figure 3.4 License Server Installation

5. In the **Tally License Server Configuration** section accept the default **License Server Directory**, **Port number** and **License Directory** or specify the **License Server Directory**, **Port** and **License Directory** of your choice.

To install the License Server 6.0 for more than one Tally product check Do you want to use Common License Server for more than one Tally product?

6. Click **Next**

7. On detecting earlier version(s) of License Server installed on your computer. The installer displays LicenseServers Installed.

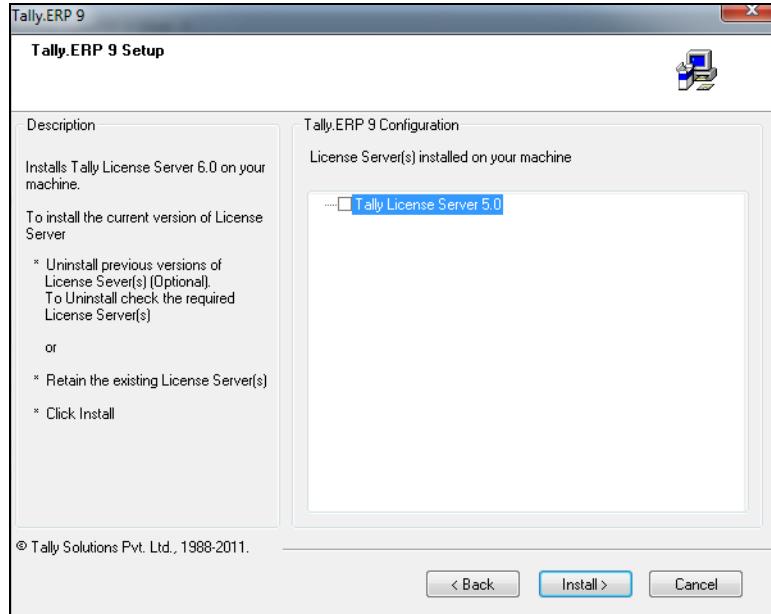


Figure 3.5 Earlier License Servers

8. Check the required version(s) of license server that needs to be uninstalled.

9. Click **Install**

The **Tally.ERP 9 Setup** screen is displayed as shown.

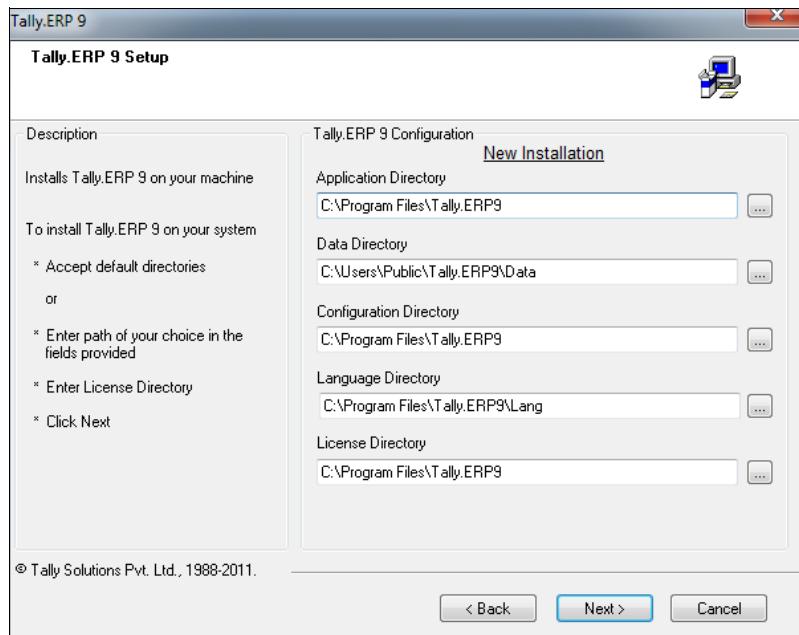


Figure 3.6 Tally.ERP 9 Setup

10. The **Tally.ERP 9 Setup** screen appears. In **Tally.ERP 9 Configuration** section accept the default directories or click on the buttons provided to change the path of **Application Directory**, **Data Directory**, **Configuration Directory**, **Language Directory** or **License Directory** respectively.
 - **Application Directory:** Tally.ERP 9 program files reside in this directory.
 - **Data Directory:** Tally.ERP 9 data resides in this directory.
 - **Configuration Directory:** Tally.ERP 9 configuration file reside in this directory.
 - **Language Directory:** Tally.ERP 9 language files (.dct) reside in this directory.
 - **License Directory:** Tally.ERP 9 license file (.lic) resides in this directory.
11. Click **Next**.

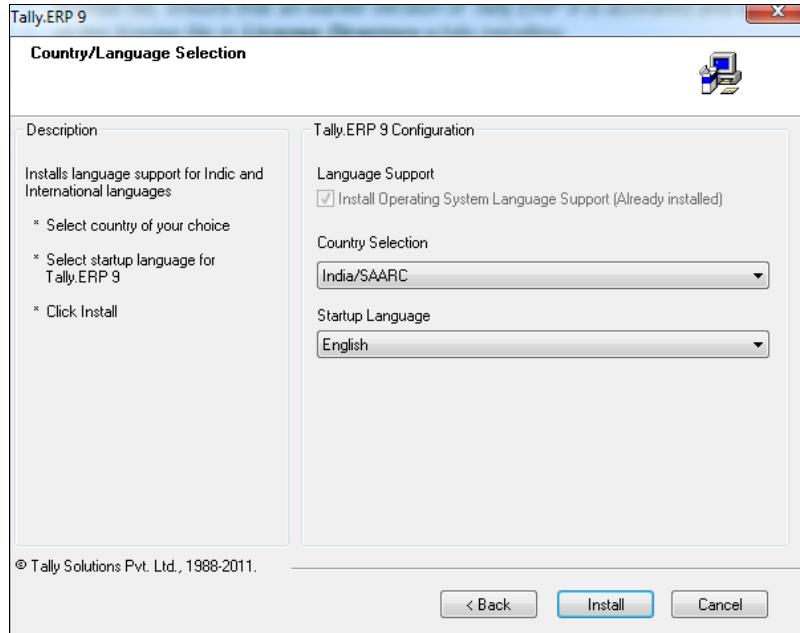


Figure 3.7 Country/Language Selection

12. In the **Country/Language Selection** screen, check **Install Operating System Language Support** to install Tally.ERP 9 with multi-lingual support.
13. In **Country Selection** choose **India/SAARC** when you are residing in **India** or **SAARC** countries else choose **Others**.



- To use **Tally.ERP 9** in **English** only, uncheck **Install Operating Systems Language Support**
- In **Country Selection** choose **India/SAARC**, if you are residing in **India** or **SAARC** countries, else choose **Others**

14. Click **Install**

The **Setup Status** screen is displayed as shown.

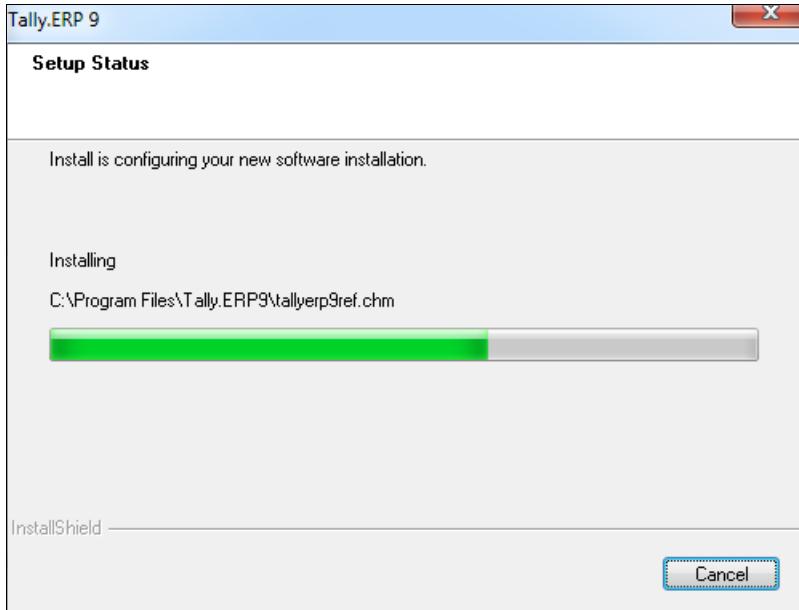


Figure 3.8 Setup Status



- ❑ When language support files are not available, installer prompts for language support files in the **Files Needed** screen. Insert operating systems CD in the drive or click **Browse** and select the i386 folder where the required language support files reside on your computer.
- ❑ Click **OK** to install **Language Support**.
- ❑ Click **Cancel** when do not have the operating system CD.

On detecting an active Windows firewall on the license server, the installer displays the following message.

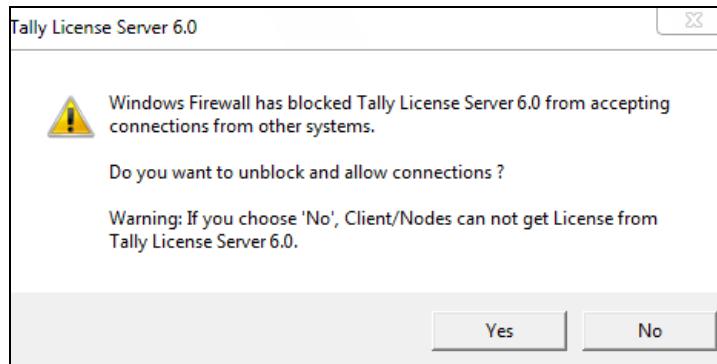


Figure 3.9 Unblock License Server

15. Click **Yes** to allow the Tally License Server accept connections from its clients
16. On successful installation of **Tally.ERP 9**, the **Tally.ERP 9 Installed Successfully** screen will be displayed as shown.

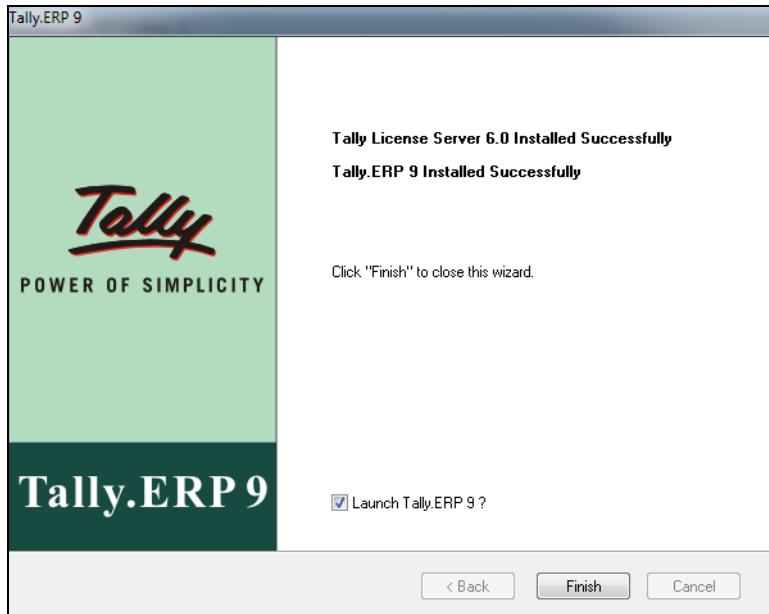


Figure 3.10 Tally.ERP 9 Installed Successfully

3.1.2 Share the Data Folder

Share the **Tally.ERP 9** Data folder located on the computer where you installed the **Tally.ERP 9** program with full read and write permissions so that users on the network can access **Tally.ERP 9** data.

Note the following details:

- **Name/IP address** of this system.
- **Share Name** for the shared Data folder.

3.1.3 Installing Tally.ERP 9 on Client

Method 1

- Double click the **INSTALL.EXE** icon available on the CD.

Or

Method 2

- Click **START** from Windows.
- Select **RUN**.
- TYPE **<CD drive>:\INSTALL**.
- Press **ENTER**.

Follow the instructions displayed on your screen to proceed with the Installation of **Tally.ERP 9**.
The **Tally.ERP 9 Setup Wizard** is displayed as shown.

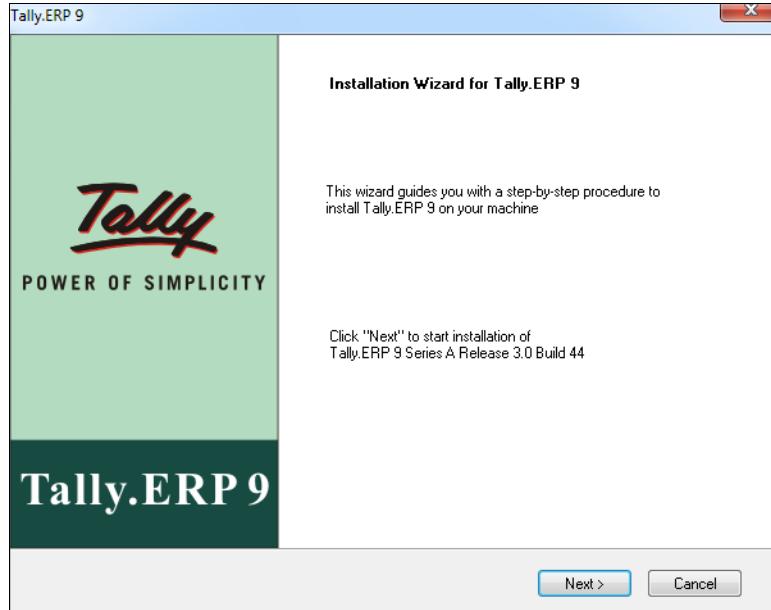


Figure 3.11 Tally.ERP 9 Setup Wizard

1. Click **Next** to continue with Installation.

The **Tally.ERP 9 Setup** screen is displayed as shown

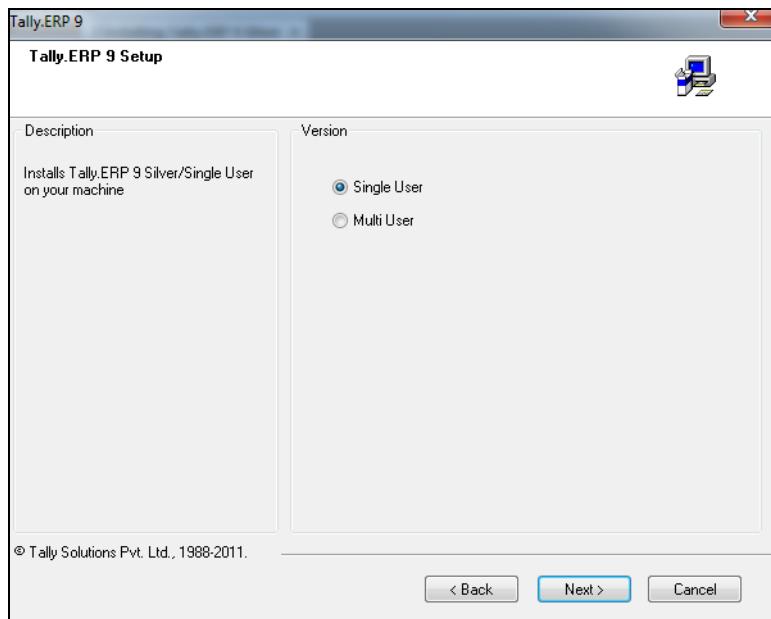


Figure 3.12 Tally.ERP 9 Setup

2. Select **Multi User**

3. Select **Client Machine**
4. Click **Next**
5. The **Tally.ERP 9 Setup** screen is displayed as shown.

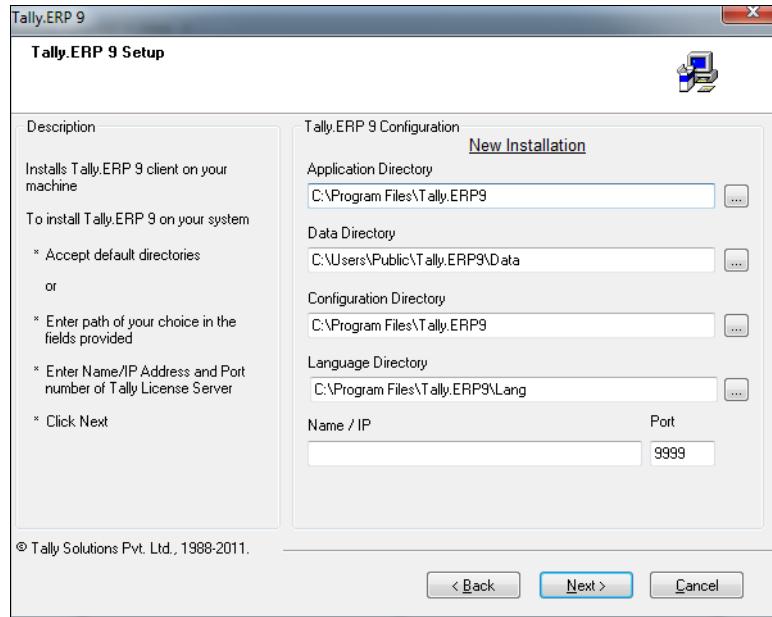


Figure 3.13 Tally.ERP 9 Setup

6. In **Tally.ERP 9 Configuration** section accept the default Application, Data, Configuration Language directories and enter the server's Name/IP address and Port number.
 - **Application Directory:** Tally.ERP 9 program files reside in this directory.
 - **Data Directory:** Enter the **Name/IP Address** of the computer and the name of the shared data folder noted earlier.
 - **Configuration Directory:** Tally.ERP 9 configuration file reside in this directory.
 - **Language Directory:** Tally.ERP 9 Language files (.dct) reside in this directory.
 - Enter the **Name/IP address** of the computer where **License Server** is installed in **Name / IP** field and enter the port number, you had noted earlier, in the **Port** field.
7. Click **Next**

The **Country/Language Selection** screen is displayed as shown

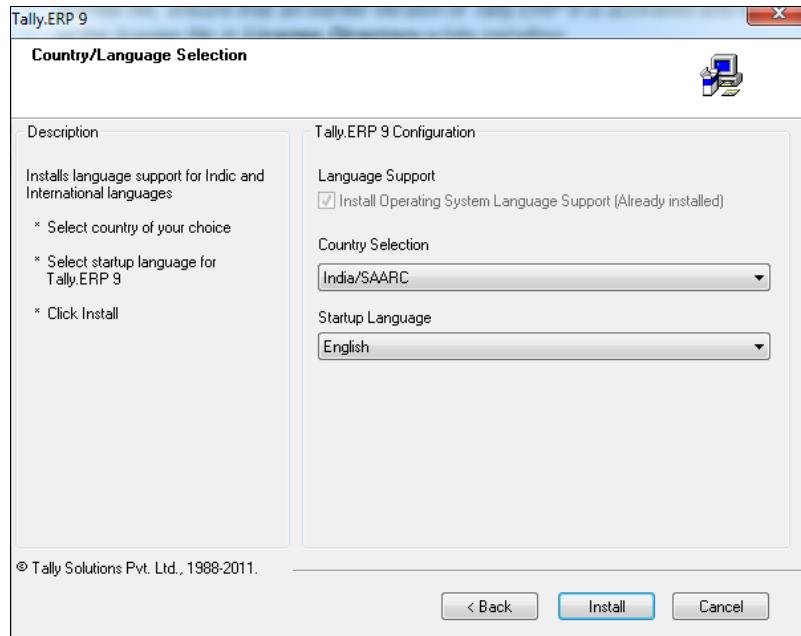


Figure 3.14 Country/Language Selection

8. Check **Install Operating System Language Support** to install **Tally.ERP 9** with multi-lingual support.
9. In **Country Selection** choose **India/SAARC** when you are residing in **India** or **SAARC** countries else choose **Others**.



- To use **Tally.ERP 9** in **English** only, uncheck **Install Operating Systems Language Support**
- In **Country Selection** choose **India/SAARC**, if you are residing in **India** or **SAARC** countries, else choose **Others**

10. Click **Install**
11. The **Tally.ERP 9 Installed Successfully** screen appears as shown

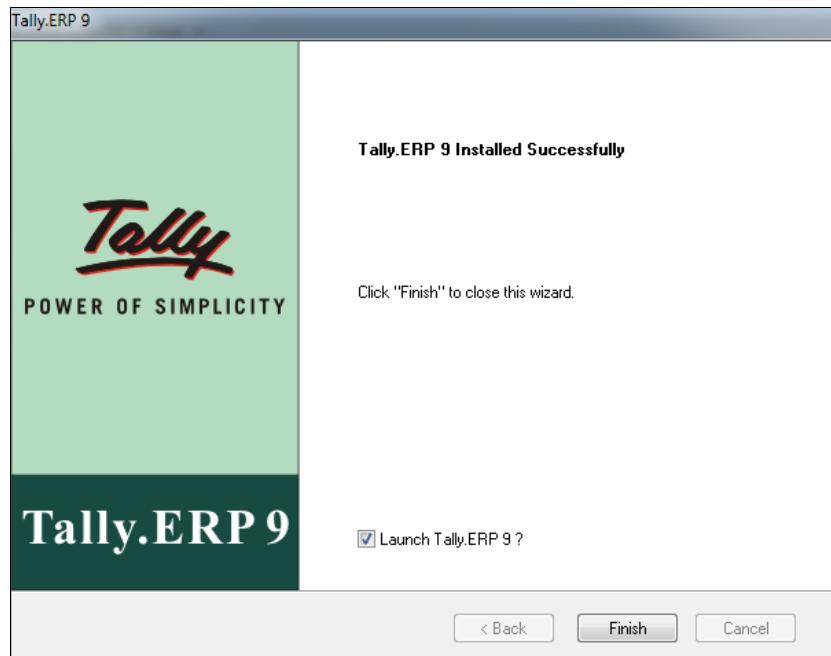


Figure 3.15 Tally.ERP 9 Installed Successfully

12. Click **Finish**

Lesson 4: Installing Tally.ERP 9 Auditors' Edition

The installer will assist you in the installation of **Tally.ERP 9** and **License Server** on one system or on different systems.

4.1 Installing Tally.ERP 9 - Gold

Installing Tally.ERP 9 Multi-User/Gold is broadly classified into the following:

- **Installing Tally.ERP 9 on Server:** Installs the **License Service** and **Tally.ERP 9** on the computer designated as **License Server**.
- **Installing Tally.ERP 9 on Client:** Installs **Tally.ERP 9** only on a computer in the **LAN**. The user needs to provide the license server's **Name** or **IP Address** and **Port Number**.

We will first look at installing both components License Server and Tally.ERP 9 on the server followed by installing Tally.ERP 9 on the client.



*To install **Tally.ERP 9** on a computer with Windows XXXX operating system, it is essential that the user has administrator rights (create, write, update, modify & delete) for Application, Data, Configuration, License and Language Directories.*

4.1.1 Installing Tally.ERP 9 on Server

You can install both **Tally.ERP 9** and **License Server** by using any one of the following methods:

Method 1

- Double click the INSTALL.EXE icon available on the CD

Or

Method 2

- Click **START** from Windows
- Select **RUN**
- TYPE **<CD drive>:\INSTALL**
- Press **ENTER**

Follow the instructions displayed on your screen to proceed with the Installation of **Tally.ERP 9**.
The **Tally.ERP 9 Setup Wizard** is displayed as shown.

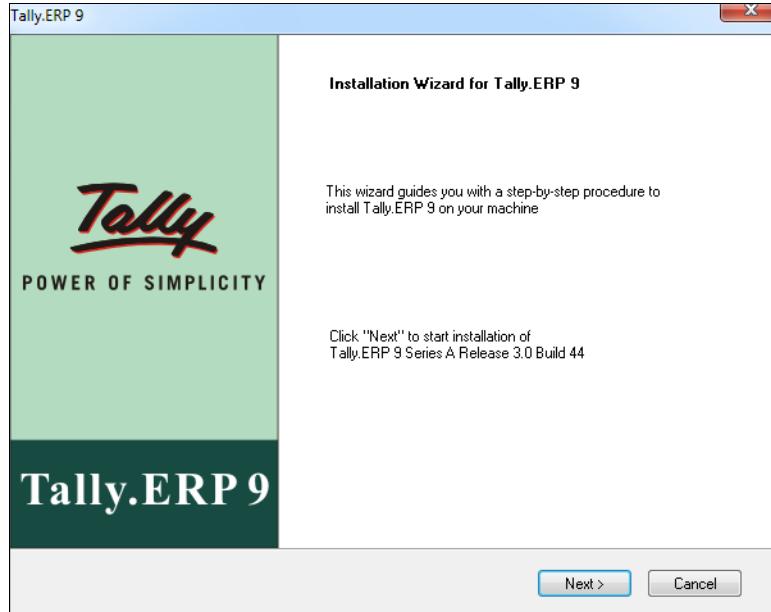


Figure 3.1 Tally.ERP 9 Setup Wizard

1. Click **Next** to continue with Installation.

The **Tally.ERP 9 Setup** screen is displayed as shown

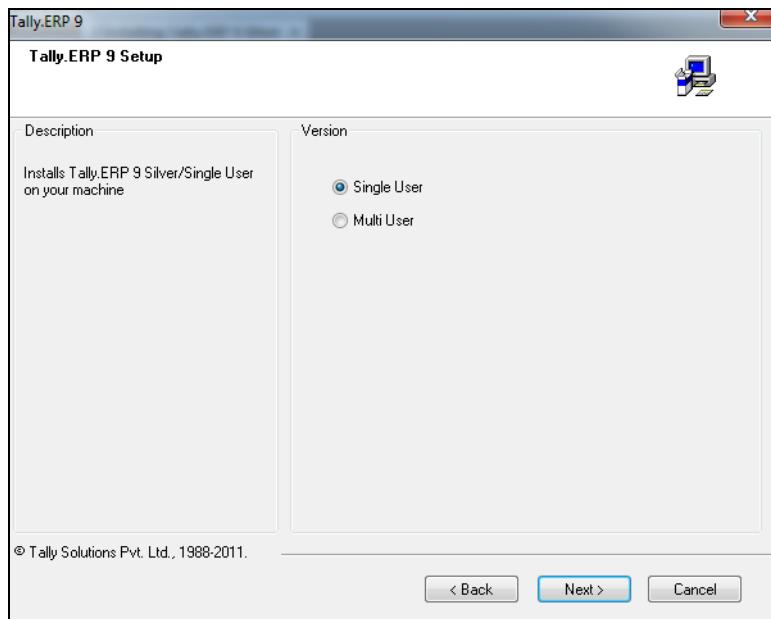


Figure 3.2 Tally.ERP 9 Setup

2. Select **Multi User**

3. Select Server Machine

The **Tally.ERP 9 Setup** screen is displayed as shown

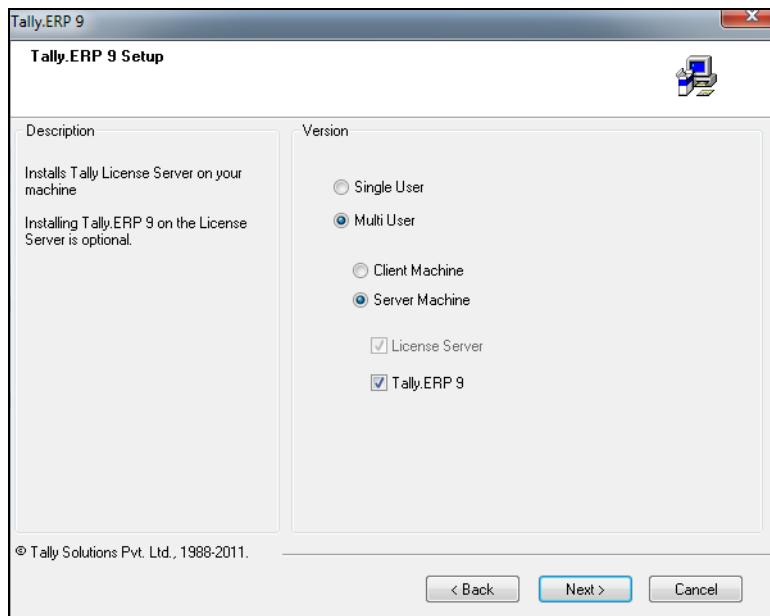


Figure 3.3 License Server Installation



*To install License Service only uncheck the option **Tally.ERP 9**.*

4. Click **Next**

The **Tally.ERP 9 Setup** screen is displayed as shown

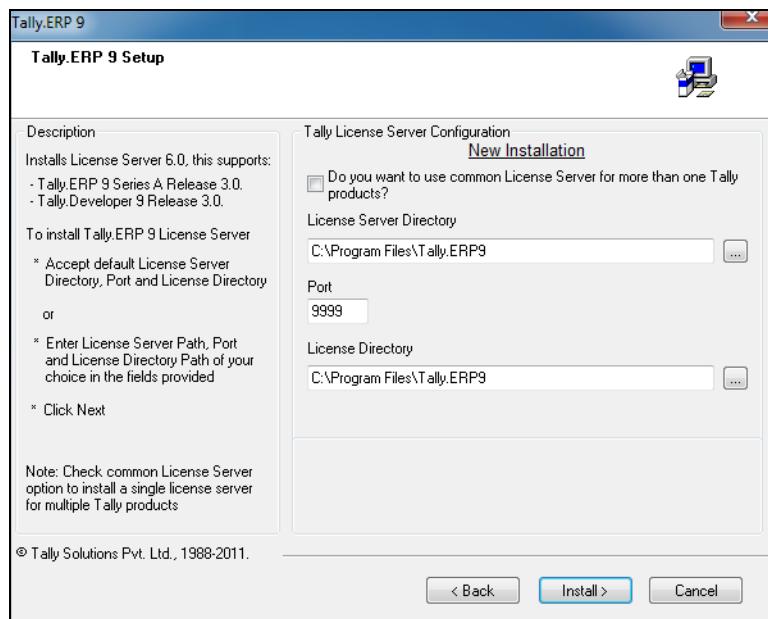


Figure 3.4 License Server Installation

5. In the **Tally License Server Configuration** section accept the default **License Server Directory**, **Port** number and **License Directory** or specify the **License Server Directory**, **Port** and **License Directory** of your choice.
6. Click **Install**

7. On detecting earlier version(s) of License Server installed on your computer. The installer displays LicenseServers Installed.

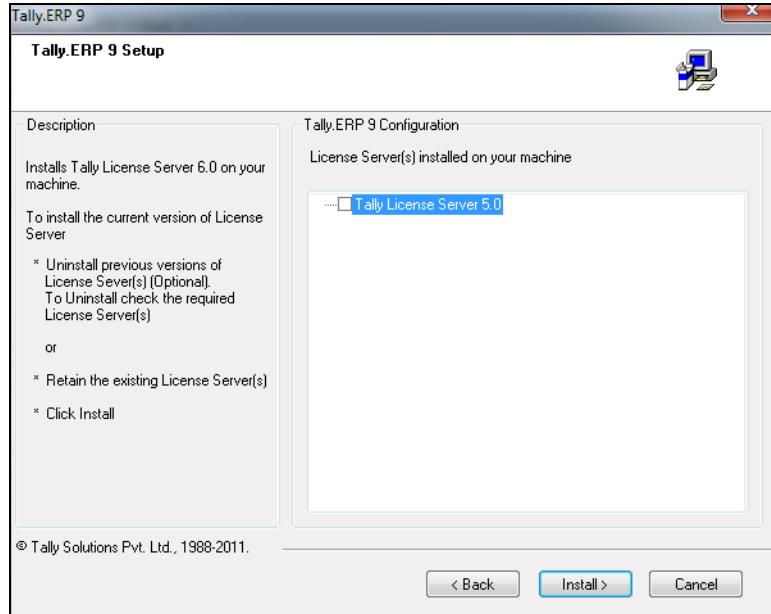


Figure 3.5 Earlier License Servers

8. Check the required version(s) of license server that needs to be uninstalled.

9. Click **Install**

The **Tally.ERP 9 Setup** screen is displayed as shown.

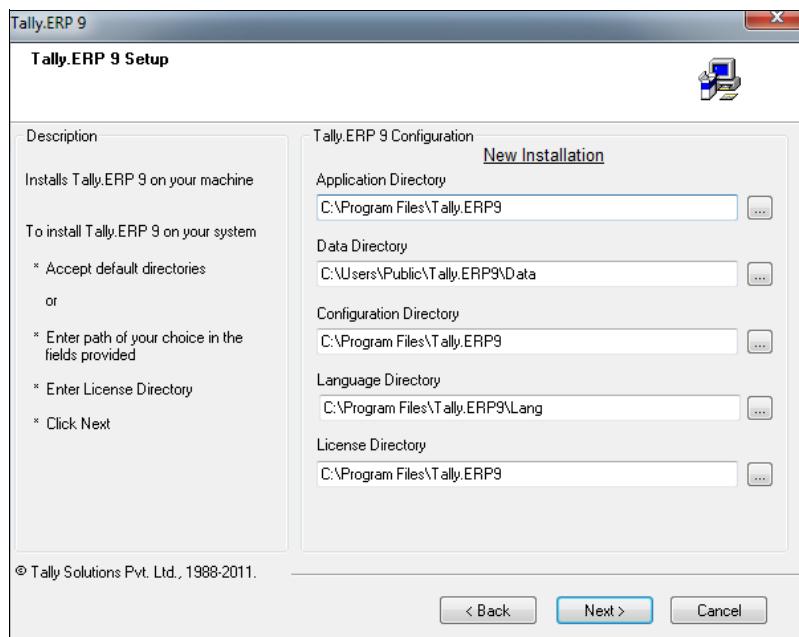


Figure 3.6 Tally.ERP 9 Setup

10. The **Tally.ERP 9 Setup** screen appears. In **Tally.ERP 9 Configuration** section accept the default directories or click on the buttons provided to change the path of **Application Directory**, **Data Directory**, **Configuration Directory**, **Language Directory** or **License Directory** respectively.
- **Application Directory:** Tally.ERP 9 program files reside in this directory.
 - **Data Directory:** Tally.ERP 9 data resides in this directory.
 - **Configuration Directory:** Tally.ERP 9 configuration file reside in this directory.
 - **Language Directory:** Tally.ERP 9 language files (.dct) reside in this directory.
 - **License Directory:** Tally.ERP 9 license file (.lic) resides in this directory.

11. Click **Next**.

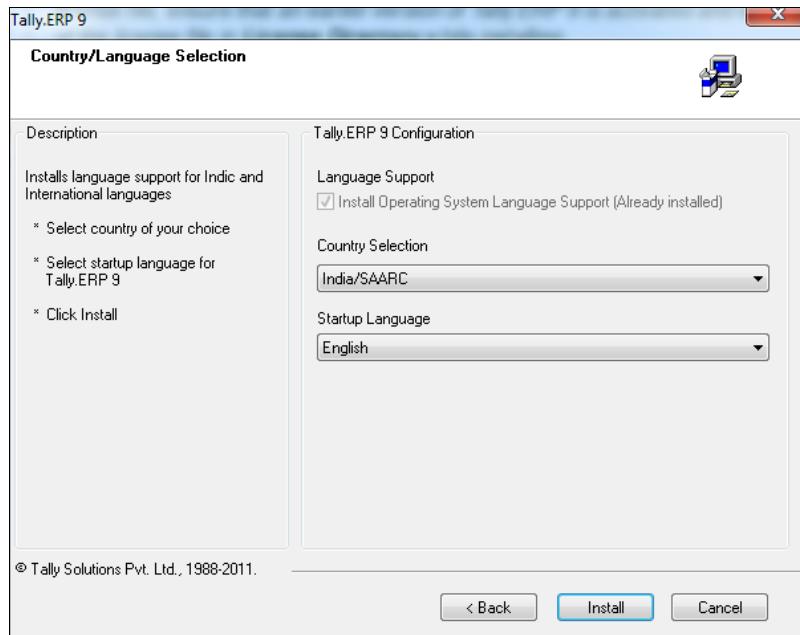


Figure 3.7 Country/Language Selection

12. In the **Country/Language Selection** screen, check **Install Operating System Language Support** to install **Tally.ERP 9** with multi-lingual support.
13. In **Country Selection** choose **India/SAARC** when you are residing in **India** or **SAARC** countries else choose **Others**.



- To use **Tally.ERP 9** in **English** only, uncheck **Install Operating Systems Language Support**
- In **Country Selection** choose **India/SAARC**, if you are residing in **India** or **SAARC** countries, else choose **Others**

14. Click **Install**

The **Setup Status** screen is displayed as shown.

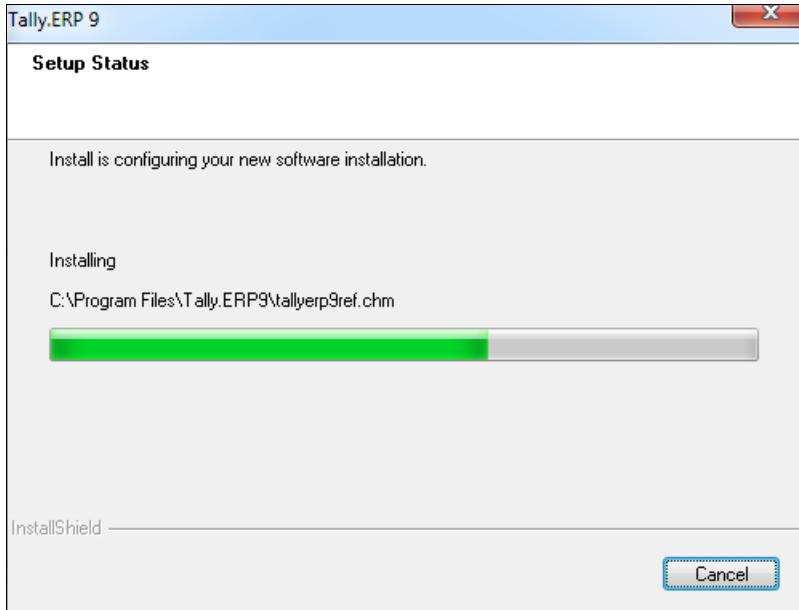


Figure 3.8 Setup Status



- ❑ When language support files are not available, installer prompts for language support files in the **Files Needed** screen. Insert operating systems CD in the drive or click **Browse** and select the i386 folder where the required language support files reside on your computer.
- ❑ Click **OK** to install **Language Support**.
- ❑ Click **Cancel** when do not have the operating system CD.

On detecting an active Windows firewall on the license server, the installer displays the following message.

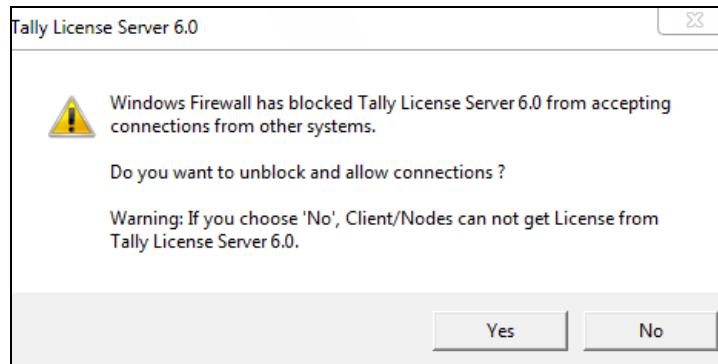


Figure 3.9 Unblock License Server

15. Click **Yes** to allow the Tally License Server accept connections from its clients
16. On successful installation of **Tally.ERP 9**, the **Tally.ERP 9 Installed Successfully** screen will be displayed as shown.

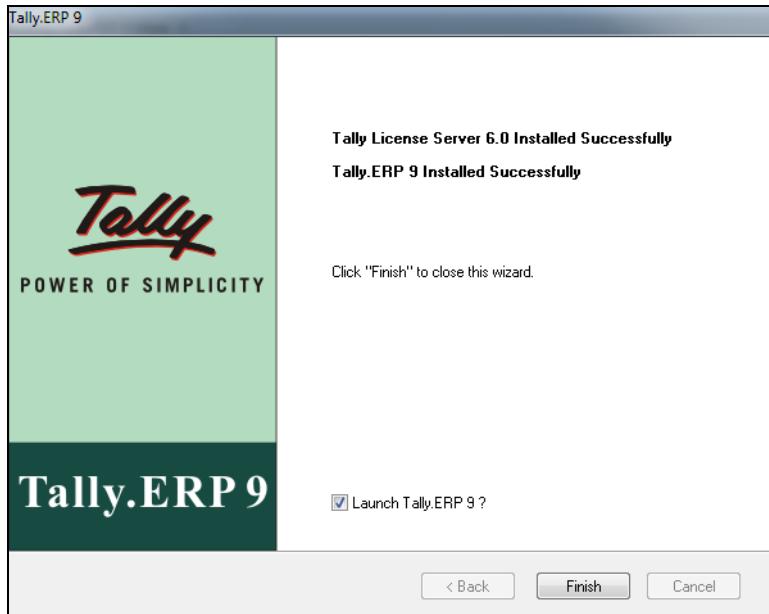


Figure 3.10 Tally.ERP 9 Installed Successfully

4.1.2 Share the Data Folder

Share the **Tally.ERP 9** Data folder located on the computer where you installed the **Tally.ERP 9** program with full read and write permissions so that users on the network can access **Tally.ERP 9** data.

Note the following details:

- **Name/IP address** of this system.
- **Share Name** for the shared Data folder.

4.1.3 Installing Tally.ERP 9 on Client

Method 1

- Double click the **INSTALL.EXE** icon available on the CD.

Or

Method 2

- Click **START** from Windows.
- Select **RUN**.
- TYPE **<CD drive>:\INSTALL**.
- Press **ENTER**.

Follow the instructions displayed on your screen to proceed with the Installation of **Tally.ERP 9**.
The **Tally.ERP 9 Setup Wizard** is displayed as shown.

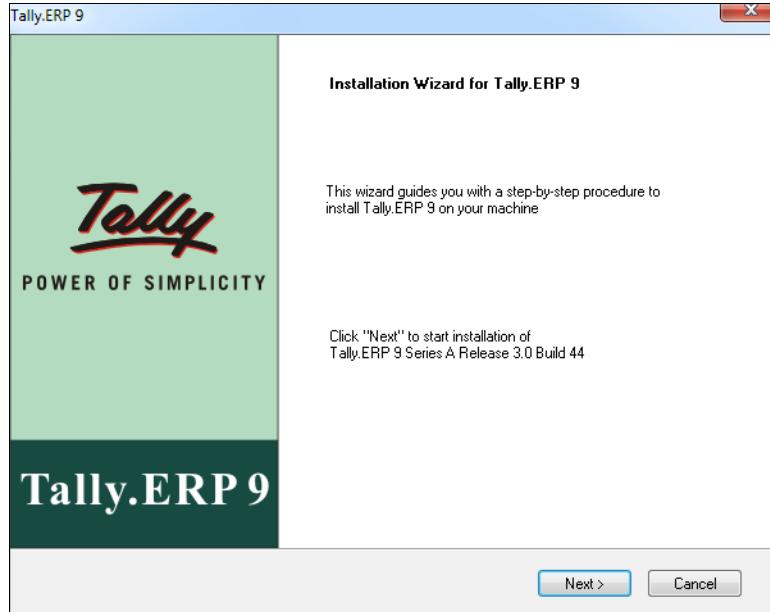


Figure 3.11 Tally.ERP 9 Setup Wizard

1. Click **Next** to continue with Installation.

The **Tally.ERP 9 Setup** screen is displayed as shown

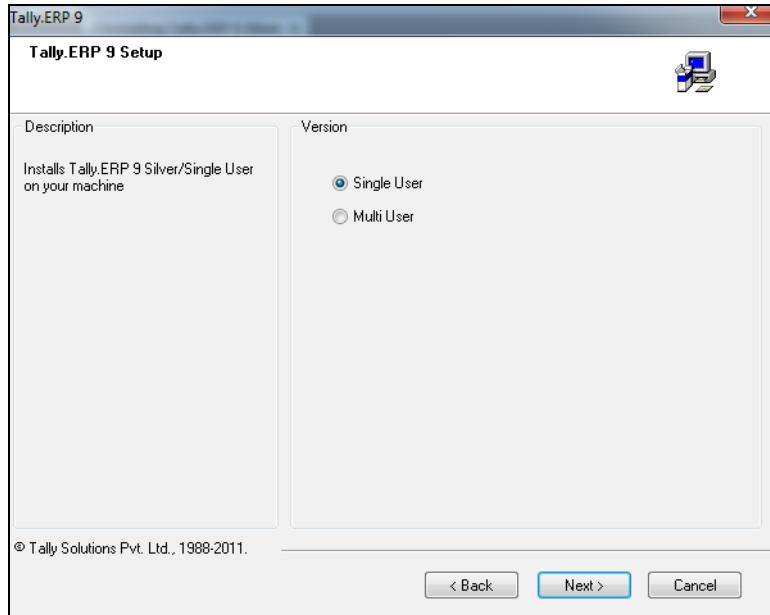


Figure 3.12 Tally.ERP 9 Setup

2. Select **Multi User**

3. Select **Client Machine**
4. Click **Next**
5. The **Tally.ERP 9 Setup** screen is displayed as shown.

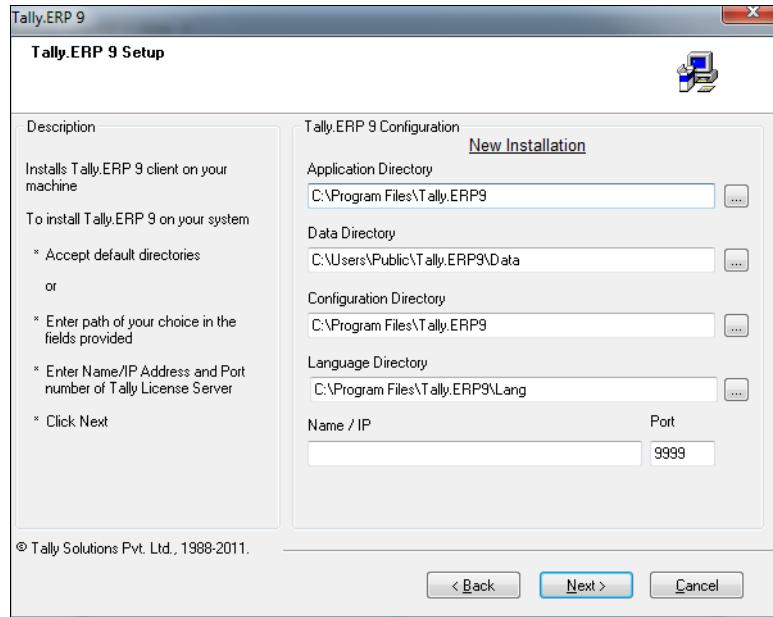


Figure 3.13 Tally.ERP 9 Setup

6. In **Tally.ERP 9 Configuration** section accept the default Application, Data, Configuration Language directories and enter the server's Name/IP address and Port number.
 - **Application Directory:** Tally.ERP 9 program files reside in this directory.
 - **Data Directory:** Enter the **Name/IP Address** of the computer and the name of the shared data folder noted earlier.
 - **Configuration Directory:** Tally.ERP 9 configuration file reside in this directory.
 - **Language Directory:** Tally.ERP 9 Language files (.dct) reside in this directory.
 - Enter the **Name/IP address** of the computer where **License Server** is installed in **Name / IP** field and enter the port number, you had noted earlier, in the **Port** field.
7. Click **Next**

The **Country/Language Selection** screen is displayed as shown

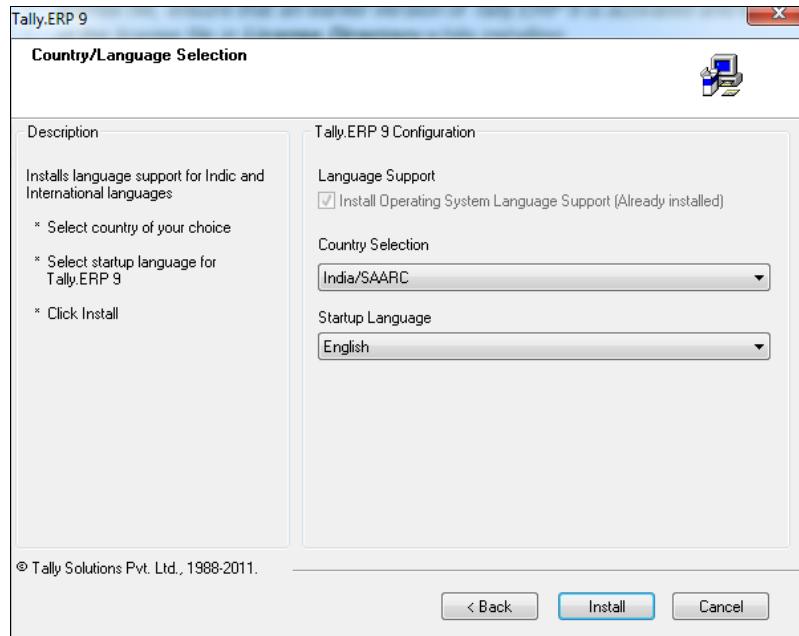


Figure 3.14 Country/Language Selection

8. Check **Install Operating System Language Support** to install **Tally.ERP 9** with multi-lingual support.
9. In **Country Selection** choose **India/SAARC** when you are residing in **India** or **SAARC** countries else choose **Others**.



- To use **Tally.ERP 9** in **English** only, uncheck **Install Operating Systems Language Support**
- In **Country Selection** choose **India/SAARC**, if you are residing in **India** or **SAARC** countries, else choose **Others**

10. Click **Install**
11. The **Tally.ERP 9 Installed Successfully** screen appears as shown

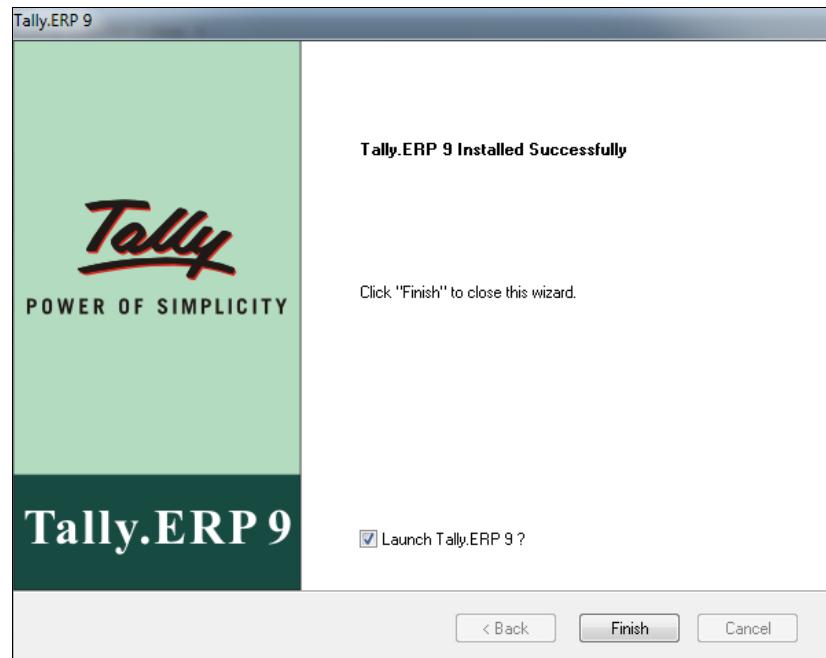


Figure 3.15 Tally.ERP 9 Installed Successfully

12. Click **Finish**

Lesson 5: Installing Tally.ERP 9 for Rental License

The installer will assist you in the installation of **Tally.ERP 9** and **License Server** on one system or on different systems.

5.1 Installing Tally.ERP 9 - Gold

Installing Tally.ERP 9 Multi-User/Gold is broadly classified into the following:

- **Installing Tally.ERP 9 on Server:** Installs the **License Service** and **Tally.ERP 9** on the computer designated as **License Server**.
- **Installing Tally.ERP 9 on Client:** Installs **Tally.ERP 9** only on a computer in the **LAN**. The user needs to provide the license server's **Name** or **IP Address** and **Port Number**.

We will first look at installing both components License Server and Tally.ERP 9 on the server followed by installing Tally.ERP 9 on the client.



*To install **Tally.ERP 9** on a computer with Windows XXXX operating system, it is essential that the user has administrator rights (create, write, update, modify & delete) for Application, Data, Configuration, License and Language Directories.*

5.1.1 Installing Tally.ERP 9 on Server

You can install both **Tally.ERP 9** and **License Server** by using any one of the following methods:

Method 1

- Double click the INSTALL.EXE icon available on the CD

Or

Method 2

- Click **START** from Windows
- Select **RUN**
- TYPE **<CD drive>:\INSTALL**
- Press **ENTER**

Follow the instructions displayed on your screen to proceed with the Installation of **Tally.ERP 9**.
The **Tally.ERP 9 Setup Wizard** is displayed as shown.

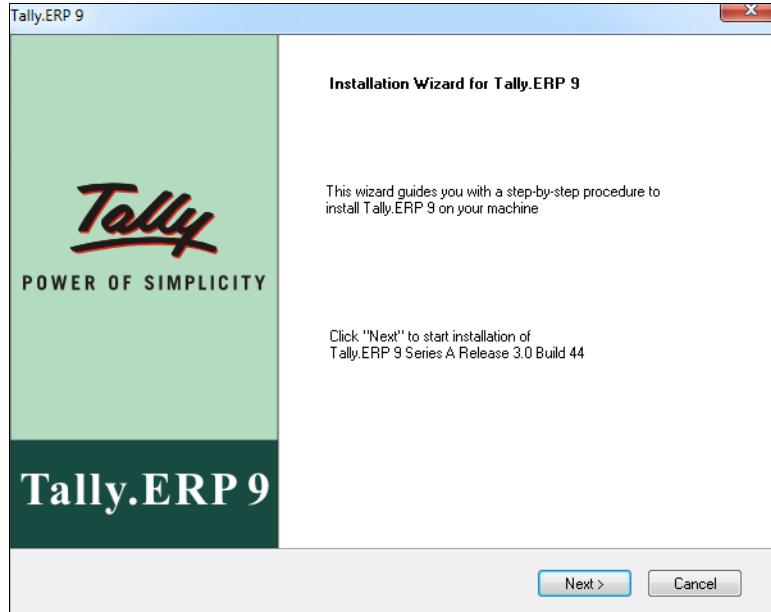


Figure 3.1 Tally.ERP 9 Setup Wizard

1. Click **Next** to continue with Installation.

The **Tally.ERP 9 Setup** screen is displayed as shown

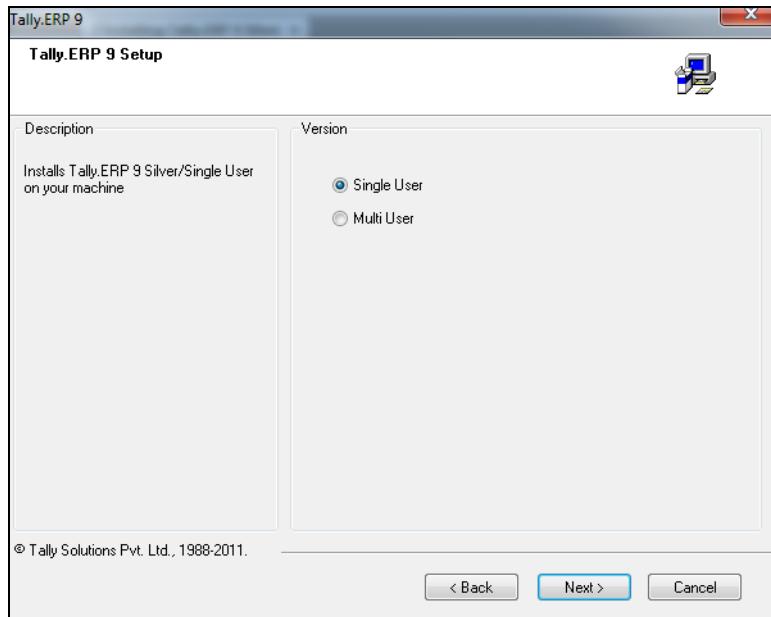


Figure 3.2 Tally.ERP 9 Setup

2. Select **Multi User**

3. Select Server Machine

The **Tally.ERP 9 Setup** screen is displayed as shown

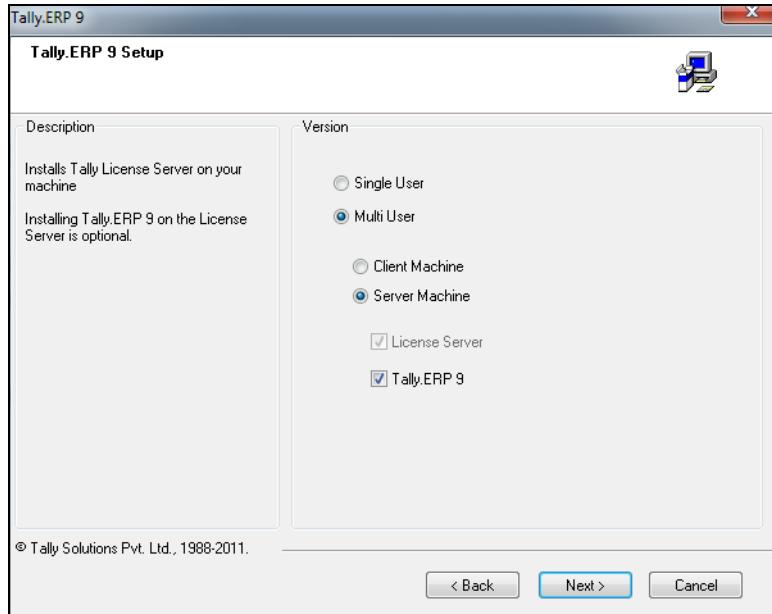


Figure 3.3 License Server Installation



*To install License Service only uncheck the option **Tally.ERP 9**.*

4. Click **Next**

The **Tally.ERP 9 Setup** screen is displayed as shown

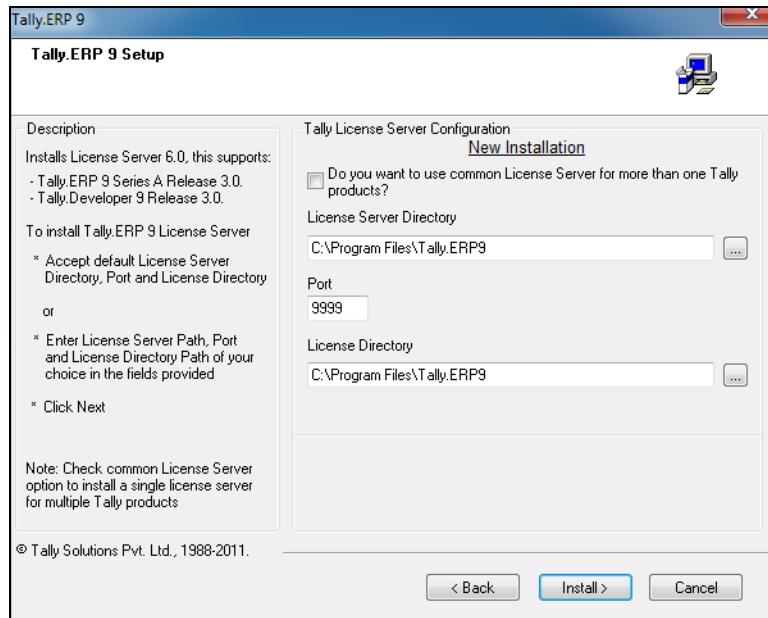


Figure 3.4 License Server Installation

5. In the **Tally License Server Configuration** section accept the default **License Server Directory**, **Port** number and **License Directory** or specify the **License Server Directory**, **Port** and **License Directory** of your choice.
6. Click **Install**

7. On detecting earlier version(s) of License Server installed on your computer. The installer displays LicenseServers Installed.

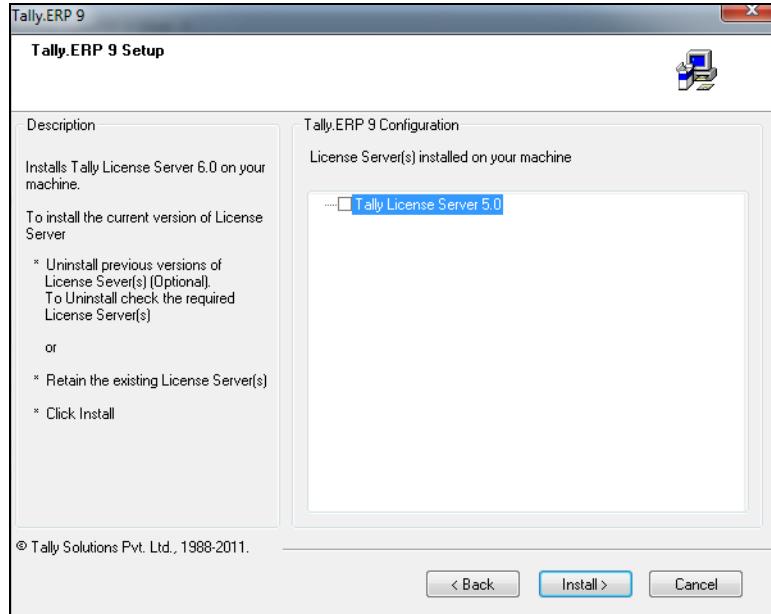


Figure 3.5 Earlier License Servers

8. Check the required version(s) of license server that needs to be uninstalled.

9. Click **Install**

The **Tally.ERP 9 Setup** screen is displayed as shown.

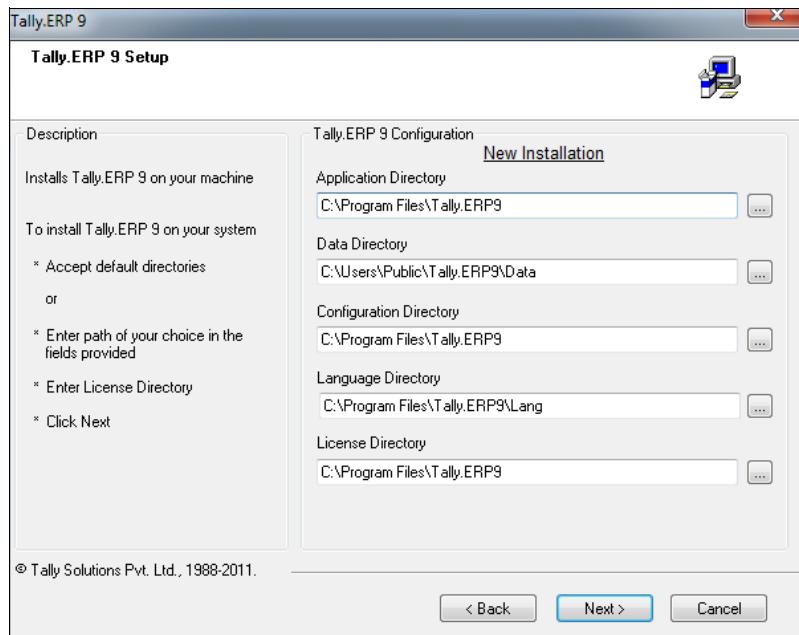


Figure 3.6 Tally.ERP 9 Setup

10. The **Tally.ERP 9 Setup** screen appears. In **Tally.ERP 9 Configuration** section accept the default directories or click on the buttons provided to change the path of **Application Directory**, **Data Directory**, **Configuration Directory**, **Language Directory** or **License Directory** respectively.
- **Application Directory:** Tally.ERP 9 program files reside in this directory.
 - **Data Directory:** Tally.ERP 9 data resides in this directory.
 - **Configuration Directory:** Tally.ERP 9 configuration file reside in this directory.
 - **Language Directory:** Tally.ERP 9 language files (.dct) reside in this directory.
 - **License Directory:** Tally.ERP 9 license file (.lic) resides in this directory.

11. Click **Next**.

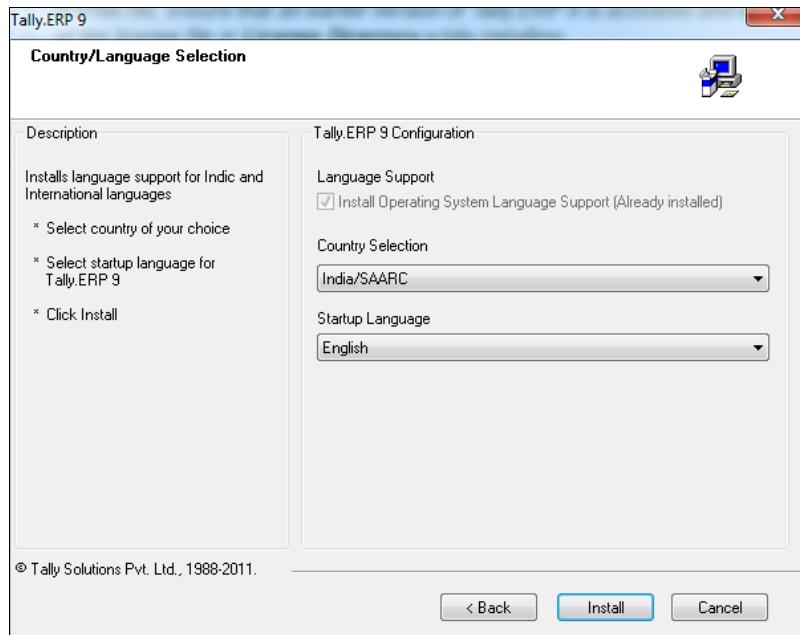


Figure 3.7 Country/Language Selection

12. In the **Country/Language Selection** screen, check **Install Operating System Language Support** to install **Tally.ERP 9** with multi-lingual support.
13. In **Country Selection** choose **India/SAARC** when you are residing in **India** or **SAARC** countries else choose **Others**.



- To use **Tally.ERP 9** in **English** only, uncheck **Install Operating Systems Language Support**
- In **Country Selection** choose **India/SAARC**, if you are residing in **India** or **SAARC** countries, else choose **Others**

14. Click **Install**

The **Setup Status** screen is displayed as shown.

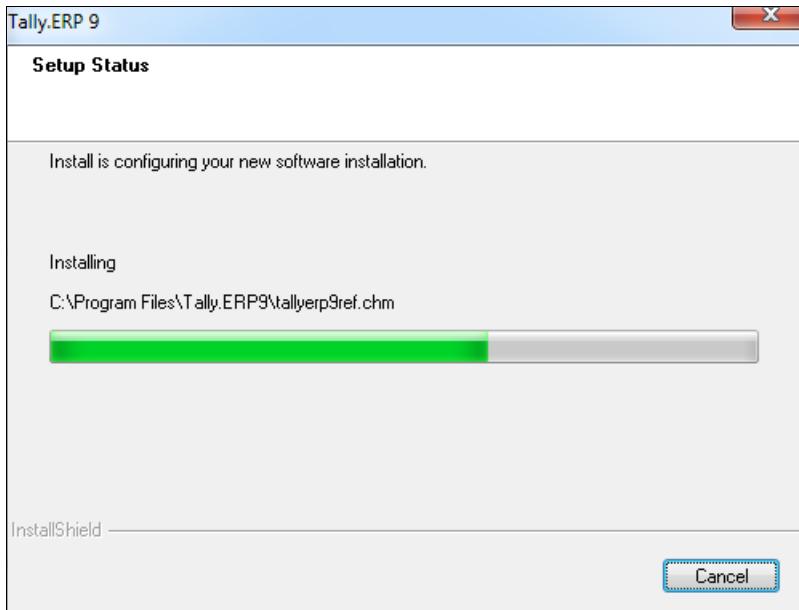


Figure 3.8 Setup Status



- ❑ When language support files are not available, installer prompts for language support files in the **Files Needed** screen. Insert operating systems CD in the drive or click **Browse** and select the i386 folder where the required language support files reside on your computer.
- ❑ Click **OK** to install **Language Support**.
- ❑ Click **Cancel** when do not have the operating system CD.

On detecting an active Windows firewall on the license server, the installer displays the following message.

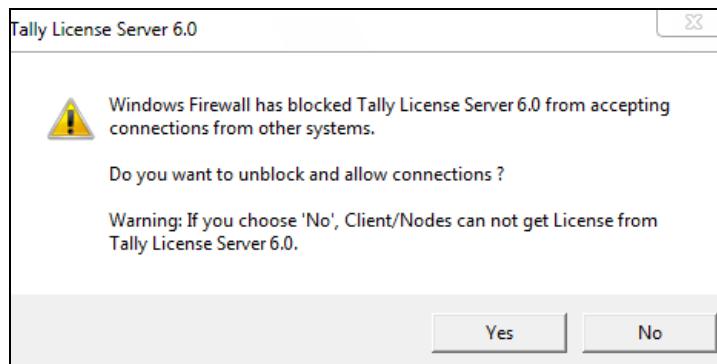


Figure 3.9 Unblock License Server

15. Click **Yes** to allow the Tally License Server accept connections from its clients
16. On successful installation of **Tally.ERP 9**, the **Tally.ERP 9 Installed Successfully** screen will be displayed as shown.

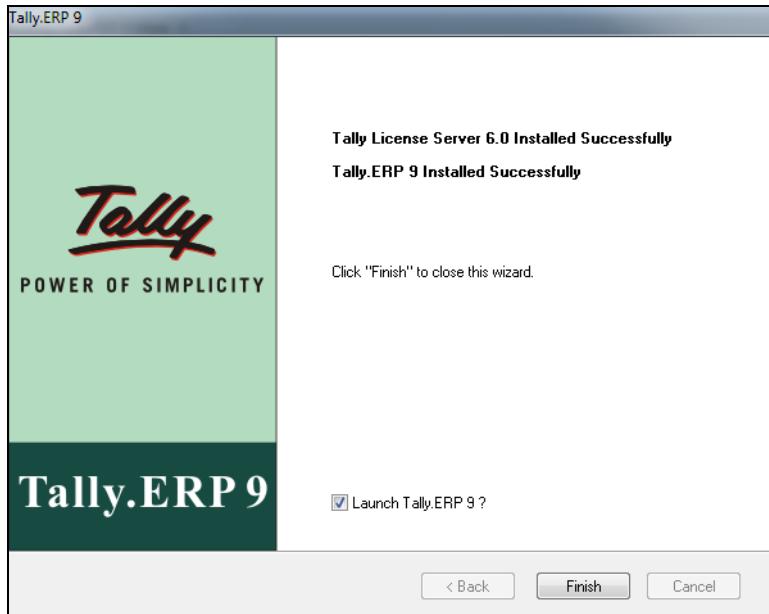


Figure 3.10 Tally.ERP 9 Installed Successfully

5.1.2 Share the Data Folder

Share the **Tally.ERP 9** Data folder located on the computer where you installed the **Tally.ERP 9** program with full read and write permissions so that users on the network can access **Tally.ERP 9** data.

Note the following details:

- **Name/IP address** of this system.
- **Share Name** for the shared Data folder.

5.1.3 Installing Tally.ERP 9 on Client

Method 1

- Double click the **INSTALL.EXE** icon available on the CD.

Or

Method 2

- Click **START** from Windows.
- Select **RUN**.
- TYPE **<CD drive>:\INSTALL**.
- Press **ENTER**.

Follow the instructions displayed on your screen to proceed with the Installation of **Tally.ERP 9**.
 The **Tally.ERP 9 Setup Wizard** is displayed as shown.

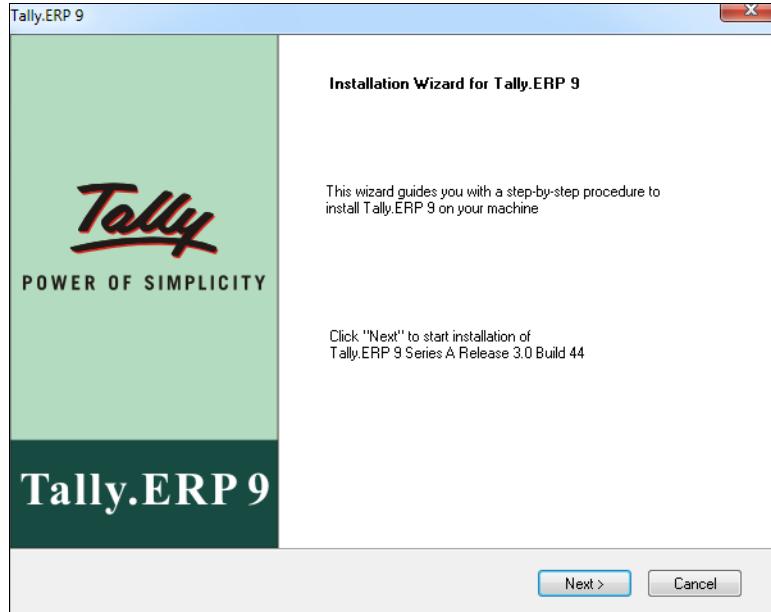


Figure 3.11 Tally.ERP 9 Setup Wizard

1. Click **Next** to continue with Installation.

The **Tally.ERP 9 Setup** screen is displayed as shown

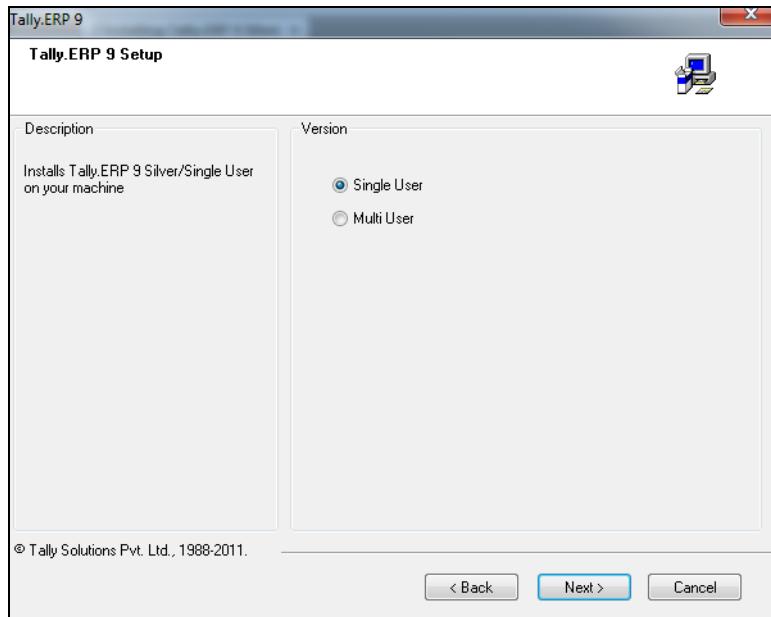


Figure 3.12 Tally.ERP 9 Setup

2. Select **Multi User**

3. Select **Client Machine**
4. Click **Next**
5. The **Tally.ERP 9 Setup** screen is displayed as shown.

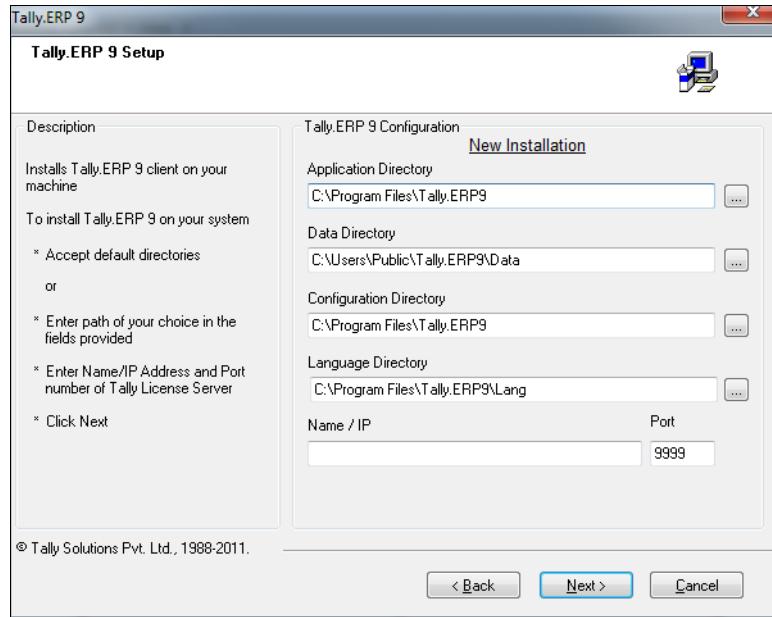


Figure 3.13 Tally.ERP 9 Setup

6. In **Tally.ERP 9 Configuration** section accept the default Application, Data, Configuration Language directories and enter the server's Name/IP address and Port number.
 - **Application Directory:** Tally.ERP 9 program files reside in this directory.
 - **Data Directory:** Enter the **Name/IP Address** of the computer and the name of the shared data folder noted earlier.
 - **Configuration Directory:** Tally.ERP 9 configuration file reside in this directory.
 - **Language Directory:** Tally.ERP 9 Language files (.dct) reside in this directory.
 - Enter the **Name/IP address** of the computer where **License Server** is installed in **Name / IP** field and enter the port number, you had noted earlier, in the **Port** field.
7. Click **Next**

The **Country/Language Selection** screen is displayed as shown

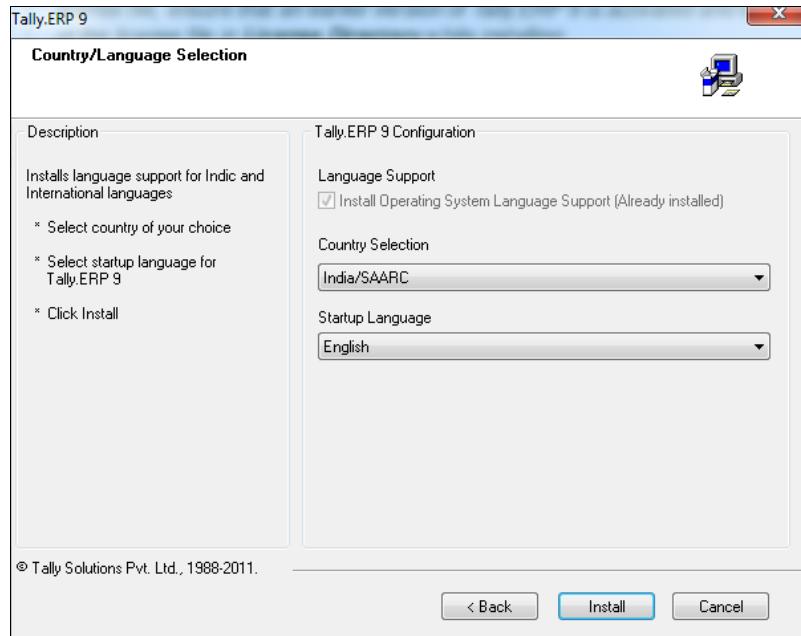


Figure 3.14 Country/Language Selection

8. Check **Install Operating System Language Support** to install **Tally.ERP 9** with multi-lingual support.
9. In **Country Selection** choose **India/SAARC** when you are residing in **India** or **SAARC** countries else choose **Others**.



- To use **Tally.ERP 9** in **English** only, uncheck **Install Operating Systems Language Support**
- In **Country Selection** choose **India/SAARC**, if you are residing in **India** or **SAARC** countries, else choose **Others**

10. Click **Install**
11. The **Tally.ERP 9 Installed Successfully** screen appears as shown

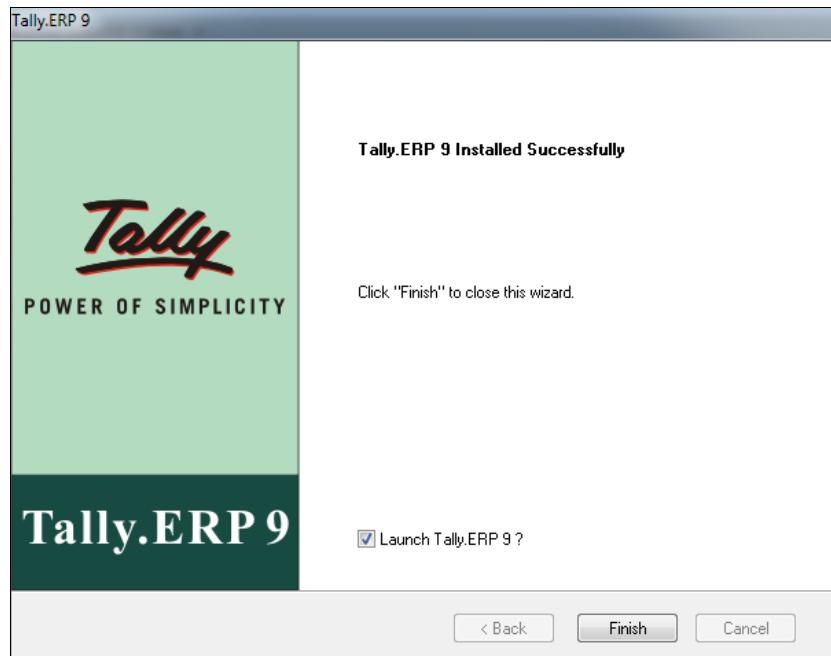


Figure 3.15 Tally.ERP 9 Installed Successfully

12. Click **Finish**

Lesson 6: Installing Tally.ERP 9 in Silent Mode (for Advanced Users)

Users from large enterprises who install Tally.ERP 9 frequently do not have to repeat the task of providing the same information for each installation, instead, these users can now record the complete installation procedure in a script file and store it at the specified location for later use.

The installer uses the script file for subsequent installations and does not prompt the user for the required parameters to complete the installation; this process is called **Silent Installation**.

6.1 Record the Installation

To record the installation of **Tally.ERP 9**, type the following command at the command prompt

```
install /r /f1 "<Path\Filename>"
```

Where:

/r - record the installation

/f1 - specify the path and filename.

Path - specify the path where the file has to be stored

Filename - name of the file to save the installation parameters

Example

```
Install /r /f1 "C:\SilentInstall\InstalParams.iss"
```

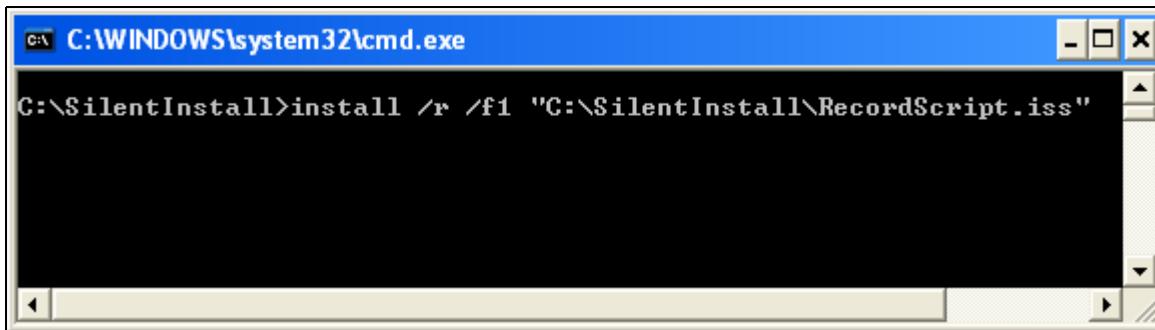


Figure 6.1 Recording an Installation



- ❑ Follow the normal installation procedure to record it in a script file.
- ❑ Install.exe must be present in the folder/drive from where the command is given.
- ❑ Ensure that the path and filename are enclosed within double quotes.
- ❑ Ensure that you do not have blank space between /f1, path and filename.
- ❑ In case the user does not specify the path and script filename, by default the installer creates Setup.iss file in the default Windows folder

On recording the installation, the script file will appear as shown below:

```

RecordScript.iss - Notepad
File Edit Format View Help
[InstallShield Silent]
Version=v7.00
File=Response File
[File Transfer]
overwrittenreadonly=NoToAll
[{4AA1FE2E-373C-447E-9995-BAA7E4FD0E24}]-DlgOrder
Dlg0=[{4AA1FE2E-373C-447E-9995-BAA7E4FD0E24}]-DIRECTORY_SELECTION_DIALOG-22003
Count=5
Dlg1=[{4AA1FE2E-373C-447E-9995-BAA7E4FD0E24}]-LANGUAGE_SELECTION_DIALOG-22005
Dlg2=[{4AA1FE2E-373C-447E-9995-BAA7E4FD0E24}]-CONT.CONTINUE_FINISH_DIALOG-12032
Dlg3=[{4AA1FE2E-373C-447E-9995-BAA7E4FD0E24}]-CONT.DIRECTORY_SELECTION_DIALOG-22003
Dlg4=[{4AA1FE2E-373C-447E-9995-BAA7E4FD0E24}]-CONTINUE_FINISH_DIALOG-12032
[{4AA1FE2E-373C-447E-9995-BAA7E4FD0E24}]-DIRECTORY_SELECTION_DIALOG-22003
InstallProgram=Tally.ERP9
Applicationdirectory=c:\Tally.ERP9
DataDirectory=c:\Tally.ERP9\data
ConfigurationDirectory=c:\Tally.ERP9
LanguageDirectory=c:\Tally.ERP9\Lang
UseLicenseServer=0
LicenseDirectory=c:\Tally.ERP9
[{4AA1FE2E-373C-447E-9995-BAA7E4FD0E24}]-LANGUAGE_SELECTION_DIALOG-22005]
Country=India/SAARC
StartupLanguage=English
InstallLanguagesupport=1
[Application]
Name=Install
Version=1.000.00000
Company=@Tally Solutions Pvt. Ltd., 1988-2009.
Lang=0009
[{4AA1FE2E-373C-447E-9995-BAA7E4FD0E24}]-CONT.CONTINUE_FINISH_DIALOG-12032]
CONT.ContinueorFinish=Continue
[{4AA1FE2E-373C-447E-9995-BAA7E4FD0E24}]-CONT.DIRECTORY_SELECTION_DIALOG-22003]
CONT.InstallProgram=licenseServer
CONT.LicenseServerDirectory=c:\TallyLicenseServer
CONT.LicenseServerPort=9927
CONT.OverwriteExistingLicenseServer=No
[{4AA1FE2E-373C-447E-9995-BAA7E4FD0E24}]-CONTINUE_FINISH_DIALOG-12032]
ContinueOrFinish=Finish

```

Figure 6.2 Recorded Script file

6.2 Installing in Silent Mode

To install **Tally.ERP 9** in **Silent Mode**, type the following command at the command prompt:

```
Install /s /f1 "<path\filename>"
```

Where:

/s - install in Silent Mode

/f1 - specify the path and filename.

path - specify the path where the file has to be stored

filename - name of the file to read the installation parameters

Example

```
Install /s /f1 "C:\SilentInstall\InstalParamts.iss"
```

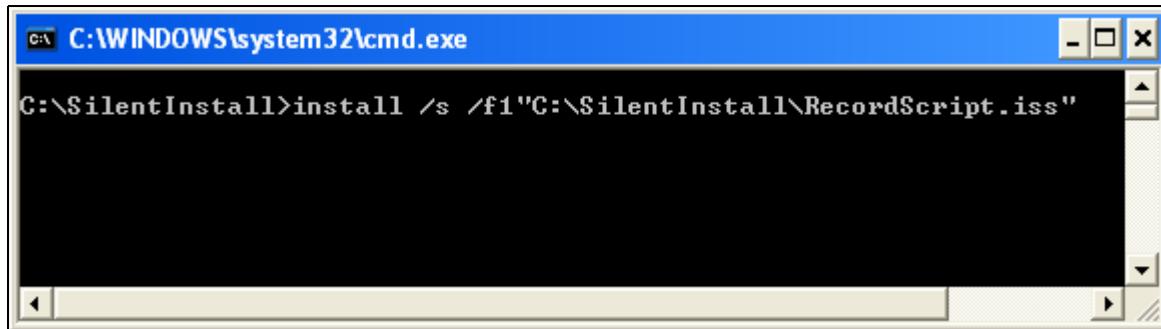


Figure 6.3 Play a recorded script

Lesson 7: Launching Tally.ERP 9

You can start **Tally.ERP 9** by using any one of the methods shown below:

- Go to **Start > Programs > Tally.ERP 9**
- The **Tally.ERP 9** sub-menu is displayed as shown.



Figure 7.1 Tally.ERP 9

- Select **Tally.ERP 9**.
- Or
- Double click the **Tally.ERP 9** shortcut displayed on the desktop.

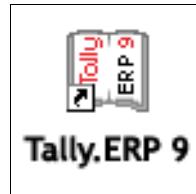


Figure 7.2 Tally Shortcut Icon

- Or
- Click the **Tally.ERP 9** icon in the Quick Launch bar if enabled.

Lesson 8: Activating Tally.ERP 9 Single Site

8.1 Introduction

Licensing mechanism in Tally.ERP 9 is revamped. It's made simple, faster and comes with a host of enhancements which includes improved user experience and troubleshooting connectivity issues.

The enhancements introduced are as follows

- User Experience
 - Single menu option for License Activation and Reactivation
 - Additional fields for multi-site activation available at the click of a button
 - Reactivate without Unlock Key - Just provide the Account/Site Administrator's ID and password, Tally.ERP 9 works in permanent mode immediately after reactivation
 - On detecting that the administrator is attached to more than a site or an account, the resolution screen appears and helps in solving the site reactivation.
 - On attempting to activate the surrendered license or reactivate an un-activated serial number the user is redirected to the reactivation form or to the activation form respectively.
- Troubleshooting
 - **Connectivity issues:** The system automatically detects any problems on the network during license Activation and Reactivation and provides you with the possible resolutions.
 - **Client in Educational Mode:** While attempting to establish a connection with the license server, the system detects and lists the problems along with the possible solutions and actions.

8.2 Activating Tally.ERP 9

In **Tally.ERP 9**, licensing works on the concept of sites. A site is a single instance of **Tally.ERP 9 Silver** or **Gold** installed and activated. The License Activation is shown in two simple steps:

8.2.1 Step 1: Activate Tally.ERP 9

When you start **Tally.ERP 9** for the first time, the **Startup** screen is displayed as shown.

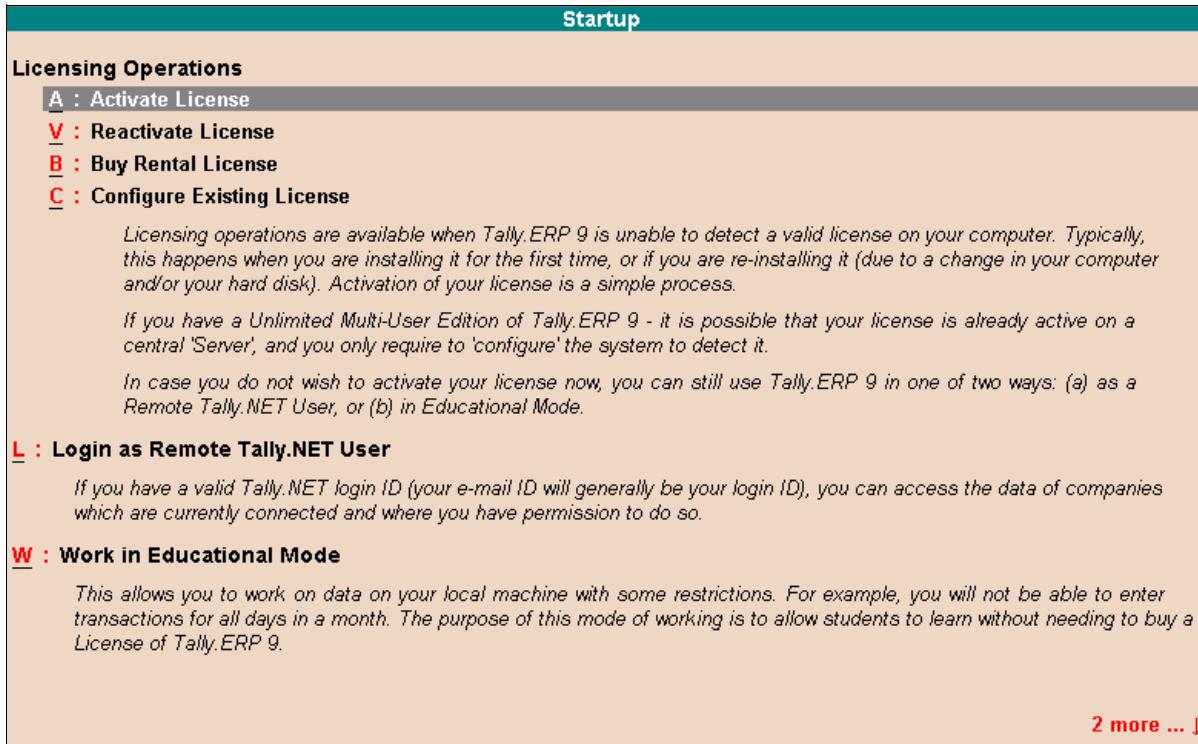


Figure 8.1 Startup Screen

- Select **Activate License** and press **Enter**.

- The **Activate License** form appears as shown:

Activate License

Serial Number / Promotional Code:

(Enter 'Serial Number' to activate Regular License or 'Promotional Code' to activate Promotional Rental License.)

Activation Key :

E-Mail ID of Administrator :

Repeat (E-Mail ID of Administrator) :

Account Name :
(Easy identification of your Account. It could be organization name or individual name.)

Activating your License is a simple two-step process. Once your Serial Number and Activation Key combination or Promotional Code is confirmed, you will receive an E-Mail giving you some important details:

1. Your Tally.NET Account ID (which you may later modify)
2. An Unlock License Key (which you will require to complete the Activation process)
3. Details on how to access your Tally.NET Account and use it effectively for your organization.

Please remember that the Activation process can be completed only with the 'Unlock License Key' which is sent in the E-Mail to the Administrator. It is important, therefore, that a valid E-Mail is given.

Note: In case you have multiple copies of Tally.ERP 9 (because of multiple locations of your offices), you may already have a Tally.NET Account. In such case, press F2 (Multi Site) to activate additional site for your organization.

Figure 8.2 Single Site Activation form

- Enter the **Serial Number** printed on the **Installation Guide** in **Serial Number / Promotional Code** field.
- Enter the Activation **Key** printed on the **Installation Guide** in the **Activation Key** field.



- **Serial Number** and **Activation Key** need to be provided in combination to activate a regular license only. Whereas enter the promotional key only to activate the promotional rental. The promotional key is a unique alpha-numeric string provided to each Tally Partner.
- Press **F2** or click **F2: Multi-Site** available on the vertical toolbar for a Multi-Site activation form.

- Enter a your **email address** in the **Email ID of Administrator** field. An account is created using the email address provided, the serial number is linked to the account. The **Unlock Key, Account Information** and Account **Password** will be emailed separately to the email-id provided.
- For the purpose of confirmation enter the same email address in **Repeat (E-mail ID of Administrator)** field.
- Enter the name of the account in **Account Name** field, an account is created using the name provided.



The E-Mail ID of Administrator and Repeat (Email ID of Administrator) fields are case insensitive.

The completed License Activation form appears as shown

<u>Activate License</u>
Serial Number / Promotional Code: 730003086 <i>(Enter 'Serial Number' to activate Regular License or 'Promotional Code' to activate Promotional Rental License.)</i>
Activation Key : PTX7MH2U
E-Mail ID of Administrator : tallyuser@tallsolutions.com Repeat (E-Mail ID of Administrator) : tallyuser@tallsolutions.com
Account Name : tallyuser <i>(Easy identification of your Account. It could be organization name or individual name.)</i>
<i>Activating your License is a simple two-step process. Once your Serial Number and Activation Key combinataion or Promotional Code is confirmed, you will receive an E -Mail giving you some important details:</i>
<ol style="list-style-type: none"> 1. Your Tally.NET Account ID (which you may later modify) 2. An Unlock License Key (which you will require to complete the Activation process) 3. Details on how to access your Tally.NET Account and use it effectively for your organization.
<i>Please remember that the Activation process can be completed only with the 'Unlock License Key' which is sent in the E-Mail to the Administrator. It is important, therefore, that a valid E-Mail is given.</i>
<i>Note: In case you have multiple copies of Tally.ERP 9 (because of multiple locations of your offices), you may already have a Tally.NET Account. In such case, press F2 (Multi Site) to activate additional site for your organization.</i>

Figure 8.3 Activation Form

- Press **Enter**.

Tally.ERP 9 searches for the availability of Internet Connectivity on your computer. On successfully finding the internet connection the system proceeds to activate the license online which is explained in Online Activation section.

Or

While searching for an Internet connection on your computer, in case the system detects any one of the issues/errors shown below. The resolution screen appears providing the possible solutions for the issues/errors. The user needs to resolve the issue/error and activate the license online. In case the issue or error remain unresolved, the user needs to activate the license offline. .

- Internet connectivity is not established/not working/unavailable.
- Outbound connectivity is blocked
- Invalid entry in the hosts file
- Connection Time Out
- Connection Refused
- Network is disabled
- Could not find the IP Address
- Sending / Receiving failed

Online Activation

- Tally.ERP 9 displays the message **Congratulations! Your Activation Request has been Processed. An encrypted file is now on your machine.**
- Press **Enter** to continue.
- Proceed to section **Step 2: Procedure to Unlock License File.**

Offline Activation

- **Tally.ERP 9** displays a **Connection Error** screen containing the **Error Code** and **System Error Code** along with the **Reasons for Failure**, **Possible Solutions** and **What to do now? (Actions)**.

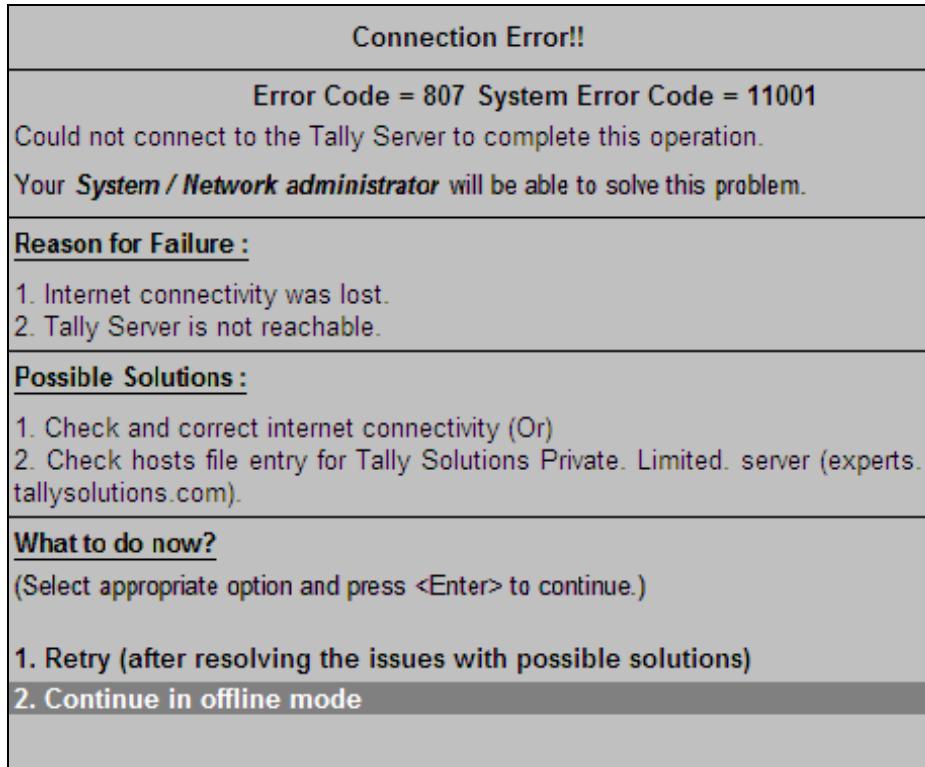


Figure 8.4 Offline Activation Message

- Select **Continue in offline mode**
- **Tally.ERP 9** displays a message **Your Offline Activation Request file has been Created Successfully**. A license request file named **tally_req.lic** is generated and stored in the default **Tally.ERP 9** folder.
- Copy the **tally_req.lic** onto a pen drive/CD and paste the file into the **Tally.ERP9** folder. This computer must be connected to the Internet and Tally.ERP 9 could be running in **Licensed** or **Educational** mode.



*In case Tally.ERP 9 is running in Licensed mode: Go to **Gateway of Tally > F12: Configure > Licensing > Send External Request***

- Start **Tally.ERP 9**

The **Startup** screen appears as shown:

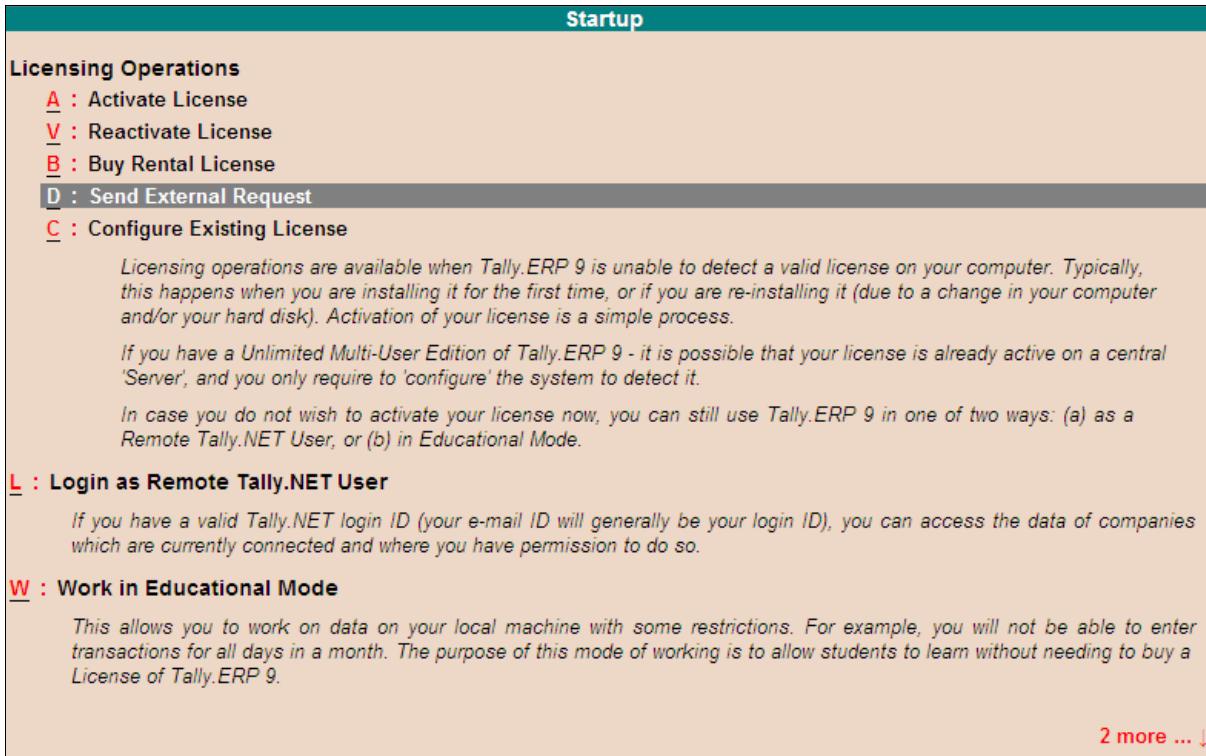
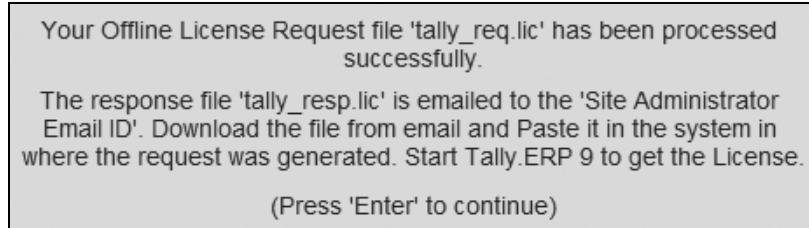


Figure 8.5 Startup

- Select **Send External Request**
- **Tally.ERP 9** displays the following message



- Start **Tally.ERP 9**.
- Proceed to section **Step 2: Procedure to Unlock License File**



- ❑ The offline request file is emailed to the account administrator of a single site or the respective site administrator of a multi-site account.
- ❑ When there is a delay in receiving the **Unlock Key**, select **Work in Temporary License Mode** to continue working with a temporary license for a stipulated period displayed in the Information Panel. Further, if you do not receive the **Unlock Key** within the stipulated duration, activate **Tally.ERP 9** and continue working with a temporary license thrice additionally. This facility is also extended for Reactivation of license.
- ❑ In the temporary license mode you will not be able to migrate the data from earlier versions of Tally.

Or

- ❑ Try to resolve the issue shown with **Possible Solutions** and continue activating the license in online mode

8.2.2 Step 2: Procedure to Unlock License File

Access your email and retrieve the unlock key before proceeding to unlock the license file.

The **Unlock License** screen appears

- ❑ Type the unlock key retrieved in **Unlock Key** field and press **Enter**.

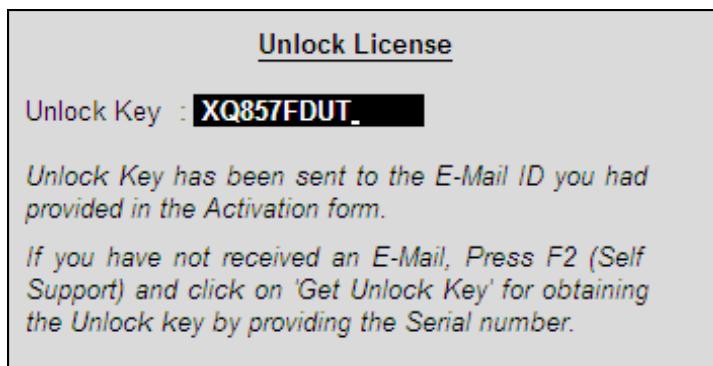


Figure 8.6 Unlock License



Access your email and retrieve the unlock key before proceeding to unlock the license file.

On successfully unlocking the license, **Tally.ERP 9** displays a message as shown.

Congratulations ! Your license is successfully activated!
Welcome to the world of Tally.ERP 9 !
(Press 'Enter' to Continue)

Figure 8.7 License Succesfully Activated



*A request to activate the license can be made from the server or client machine while activating **Tally.ERP 9 Gold** or **Auditors' Edition**.*

- Press **Enter** to continue
- The **Gateway of Tally** appears displaying the **Company Info** menu. The information related to the product **Edition** and number of **Users** allowed appear under **Version** block

where as the **License Serial Number** and **Account ID** appear under **License** block of the Information panel. .

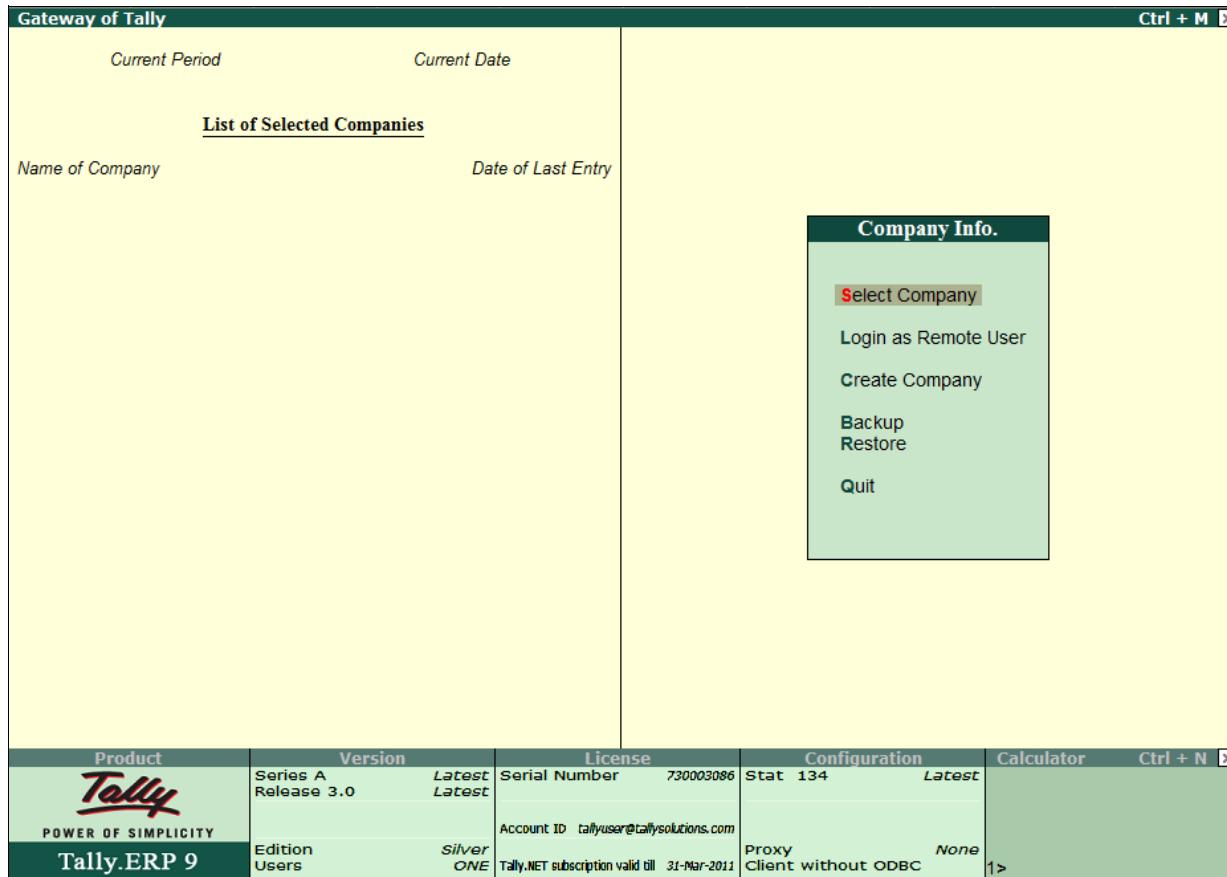


Figure 8.8 Tally.ERP 9 License Details for Single User

Similarly, you can also activate **Tally.ERP 9 Gold** or **Tally.ERP 9 Auditors' Edition** Single Site License.

Lesson 9: Activating Tally.ERP 9 Multi Site

Introduction

A Multi-Site has more than one **Tally.ERP 9 Silver** or **Gold** licenses active on different machines or locations under a single account comprising of same or different serial numbers.

On purchase of **Tally.ERP 9 Multi Site License**, the associated Tally Partner creates an **Account ID** using your E-Mail ID, the Multi Site License Serial Numbers are associated to the account created. You need to provide the **Account ID** and **Password** to access the account information, or reactivate **Tally.ERP 9** license.

The Multi Site Activation is shown in two simple steps

9.1 Step1: Activate Tally.ERP 9

After the successful installation when you start **Tally.ERP 9** for the first time, the **Startup** screen appears as shown.

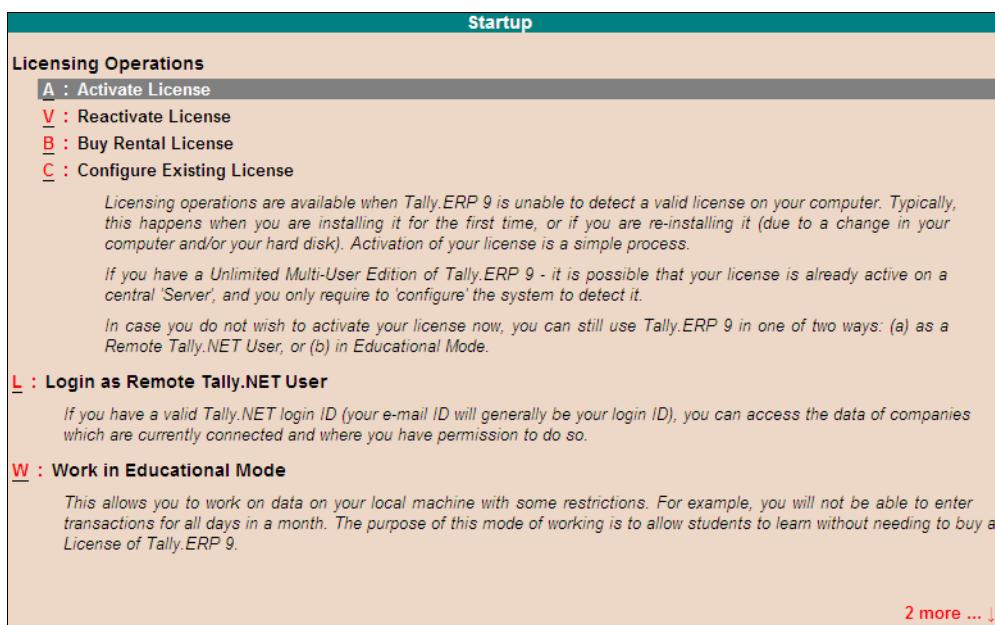


Figure 9.1 Startup

- Select **Activate License** and press **Enter**.

The **Activate License** form appears

- Press **F2** or click **F2: Multi Site**

The **Activate Site License** form appears as shown

Activate Site License

Serial Number : [REDACTED]

Activation Key :

Account ID :
(Name of Account for which this Site is being activated)

Site ID :
(Unique Name to identify this Site. We suggest to use your Location (e.g. Bangalore) or Nature of Site (e.g. Warehouse), to make it easy for everyone in your organization to identify it.)

E-Mail ID of Site Administrator :
Repeat (E-Mail ID of Site Administrator) :

Activating your Site License is a simple two-step process. Once your Serial Number and Activation Key are confirmed, you will receive an E-Mail giving you some important details:

1. A **Unlock License Key** (which you will require to complete the Activation process)

2. **Details on how to access your Tally.NET Site, and use it effectively for your organization.**

A separate E-Mail will be sent to your Account Administrator, giving details about this Activation. Your Account Administrator will require to login to the Control Centre and confirm this to be a Valid Site Activation within 15 days (failure to do so will invalidate this Activation).

Please remember that the Activation process can be completed only with the 'Unlock License Key' which is sent in the E-Mail to the Site Administrator. It is important, therefore, that a valid E-Mail ID is given.

Note: If you are activating license for the first time in your organization, press F2 (Single Site) to activate license.

Figure 9.2 Activate Site License

- Enter the **Serial Number** printed on the **Installation Guide** in the **Serial Number** field
- Enter the **Activation Key** printed on the **Installation Guide** in the **Activation Key** field.
- Enter the Account ID in the **Account ID** field
- Enter the **Site Name** in **Site ID** field. An account can have one or more active sites.
- Enter your **E-mail ID** in **E-mail ID of Site Administrator** field. The **Unlock key, Password** and account information is mailed to the E-Mail ID provided.
- For the purpose of confirmation re-enter the email address in the **Repeat (Email ID of Administrator)** field.



*The **E-Mail ID of Administrator** and **Repeat (Email ID of Administrator)** fields are case insensitive.*

The completed **Activate Site License** form appears as shown:

<u>Activate Site License</u>	
Serial Number :	720003186
Activation Key :	DXY2ACX7M
Account ID :	tallyuser@tallysolutions.com
(Existing ID of the account for which this Site is being activated)	
Site ID :	Site A
(Unique Name to identify this Site. We suggest to use your Location (e.g. Bangalore) or Nature of Site (e.g. Warehouse), to make it easy for everyone in your organization to identify it.)	
E-Mail ID of Site Administrator :	tallyuser@tallysolutions.com
Repeat (E-Mail ID of Site Administrator) :	tallyuser@tallysolutions.com
Activating your Site License is a simple two-step process. Once your Serial Number and Activation Key are confirmed, you will receive an E-Mail giving you some important details:	
<ol style="list-style-type: none"> 1. A Unlock License Key (which you will require to complete the Activation process) 2. Details on how to access your Tally.NET Site, and use it effectively for your organization. 	
A separate E-Mail will be sent to your Account Administrator, giving details about this Activation. Your Account Administrator will require to login to the Control Centre and confirm this to be a Valid Site Activation within 15 days (failure to do so will invalidate this Activation).	
Please remember that the Activation process can be completed only with the 'Unlock License Key' which is sent in the E-Mail to the Site Administrator. It is important, therefore, that a valid E-Mail ID is given.	
Note: If you are activating license for the first time in your organization, press F2 (Single Site) to activate license.	

Figure 9.3 Multi Site Activation Form

- Press **Enter**.

Tally.ERP 9 searches for the availability of Internet Connectivity on your computer. On successfully finding the internet connection the system proceeds to activate the license online which is explained in **Online Activation** section.

Or

While searching for an Internet connection on your computer, in case the system detects any one of the issues/errors shown below. The resolution screen appears providing the possible solutions for the issues/errors. The user needs to resolve the issue/error and activate the license online. In case the issue or error remain unresolved, the user needs to activate the license offline. .

- Internet connectivity is not established/not working/unavailable.
- Outbound connectivity is blocked
- Invalid entry in the hosts file
- Connection Time Out
- Connection Refused
- Network is disabled
- Could not find the IP Address
- Sending / Receiving failed

Online Activation

- ❑ **Tally.ERP 9** displays a message **Congratulations! Your activation Request has been processed.** An encrypted file is now on your machine.
- ❑ Press **Enter** to continue.
- ❑ Proceed to section **Step 2: Procedure to Unlock License File.**

Offline Activation

- ❑ **Tally.ERP 9** displays a **Connection Error** screen containing the **Error Code** and **System Error Code** along with the **Reasons for Failure**, **Possible Solutions** and **What to do now? (Actions)**.

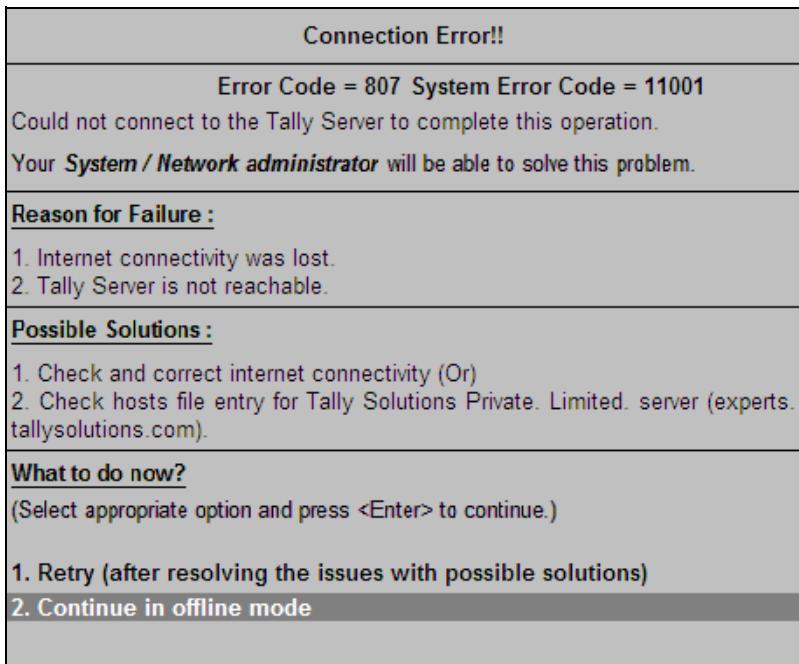


Figure 9.4 Offline Activation Message

- ❑ Select Continue in offline mode
- ❑ **Tally.ERP 9** displays a message **Your Offline Activation Request file has been Created Successfully.** A license request file named **tally_req.lic** is generated and stored in the default **Tally.ERP 9** folder.
- ❑ Copy the **tally_req.lic** onto a pen drive/CD and paste the file into the **Tally.ERP9** folder. This computer must be connected to the Internet and Tally.ERP 9 could be running in **Licensed** or **Educational** mode.



*In case Tally.ERP 9 is running in Licensed mode: Go to **Gateway of Tally > F12: Configure > Licensing > Send External Request***

□ Start Tally.ERP 9

The **Startup** screen appears as shown:

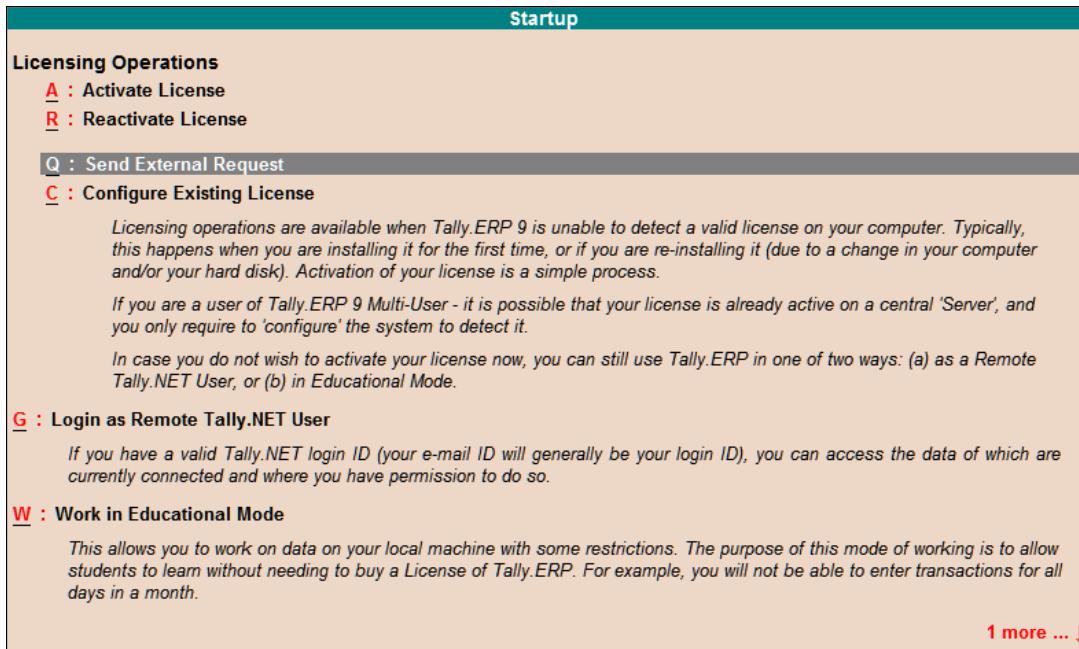


Figure 9.5 Startup

□ Select **Send External Request** and press **Enter**

Your Offline License Request file 'tally_req.lic' has been processed successfully.

The response file 'tally_resp.lic' is emailed to the 'Site Administrator Email ID'. Download the file from email and Paste it in the system in where the request was generated. Start Tally.ERP 9 to get the License.

(Press 'Enter' to continue)

Figure 9.6 Offline Request License Message

- Start **Tally.ERP 9**.
- Proceed to the section **Step 2: Procedure to Unlock License File**.



- When there is a delay in receiving the **Unlock Key**, select **Work in Temporary License Mode** to continue working with a temporary license for a stipulated period displayed in the Information Panel. Further, if you do not receive the **Unlock Key** within the stipulated period, you may activate and continue working with a temporary license thrice additionally. This facility is also extended for Reactivation of license.
- In the temporary license mode you will not be able to migrate the data from earlier versions of Tally.
- The offline request file is emailed to the account administrator of a single site or the respective site administrator of a multi-site account.

Or

- Try to resolve the issue shown with **Possible Solutions** and continue activating the license in online mode

9.2 Step 2: Procedure to Unlock the License File

Access your email and retrieve the unlock key before proceeding to unlock the license file.

The **Unlock License** screen appears.

- Enter the **Unlock Key** emailed in the **Unlock Key** field and press **Enter**.

Unlock License

Unlock Key : **XQ857FDUT**

Unlock Key has been sent to the E-Mail ID you had provided in the Activation form.

If you have not received an E-Mail, Press F2 (Self Support) and click on 'Get Unlock Key' for obtaining the Unlock key by providing the Serial number.

Figure 9.7 Unlock License



Access your email and retrieve the unlock key before proceeding to unlock the license file.

On successfully unlocking the license file, a message is displayed as shown.



Figure 9.8 License Activates Successfully

On starting **Tally.ERP 9**, the **Edition** and **User** information is displayed under **Version** block, the **License Serial Number**, **Site ID** and **Account ID** are displayed under the **License** block of the information panel.

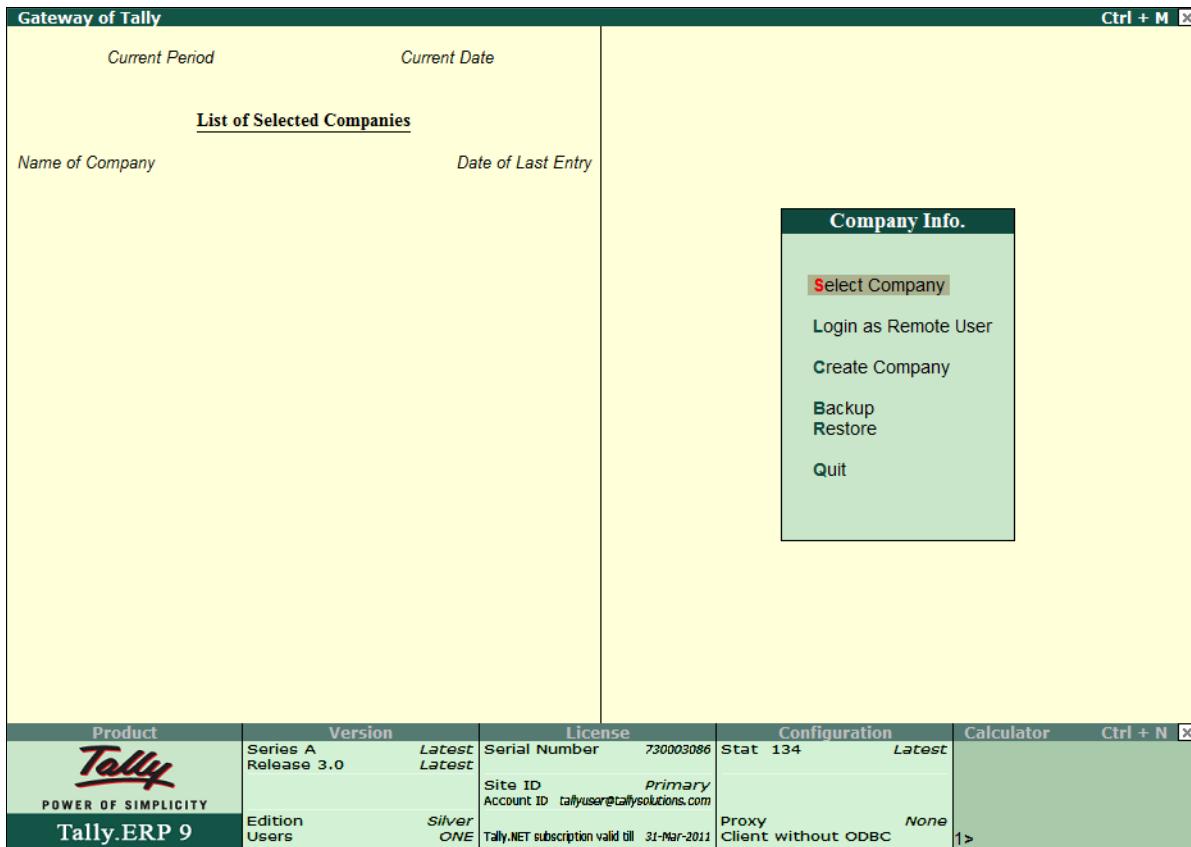


Figure 9.9 License Details

On successful activation of a **Site** belonging to an **Account**, the **Account Administrator** is informed by E-mail about the activation. The **Account Administrator** in turn has to **Confirm** the activation within a span of **15** days from the date of activating the Site.

Any licensing operation performed for a Site is logged in the **Support Centre** and by default the status is displayed as **Closed**.

Similarly, you can also activate **Tally.ERP 9 Gold** or **Tally.ERP 9 Auditors' Edition** for Multi Site Licenses.

Lesson 10: Licensing Resolution

10.1 Licensing Resolution

Licensing resolutions occur when the system encounters a conflict with the Site/Account Administrator's E-Mail ID or a Site ID while activating a license. This system has a built-in capability that detects duplicate Email Id or Site Id within an account or across accounts and proceeds to resolve the conflict through the licensing mechanism available separately for Single Site and Multi - Site license activations.

10.1.1 License Resolution - Single Site

When the user provides an E-Mail ID that already exists within an account or across accounts, Tally.ERP 9 prompts the user with the resolution. You can select the required option on the screen shown below:

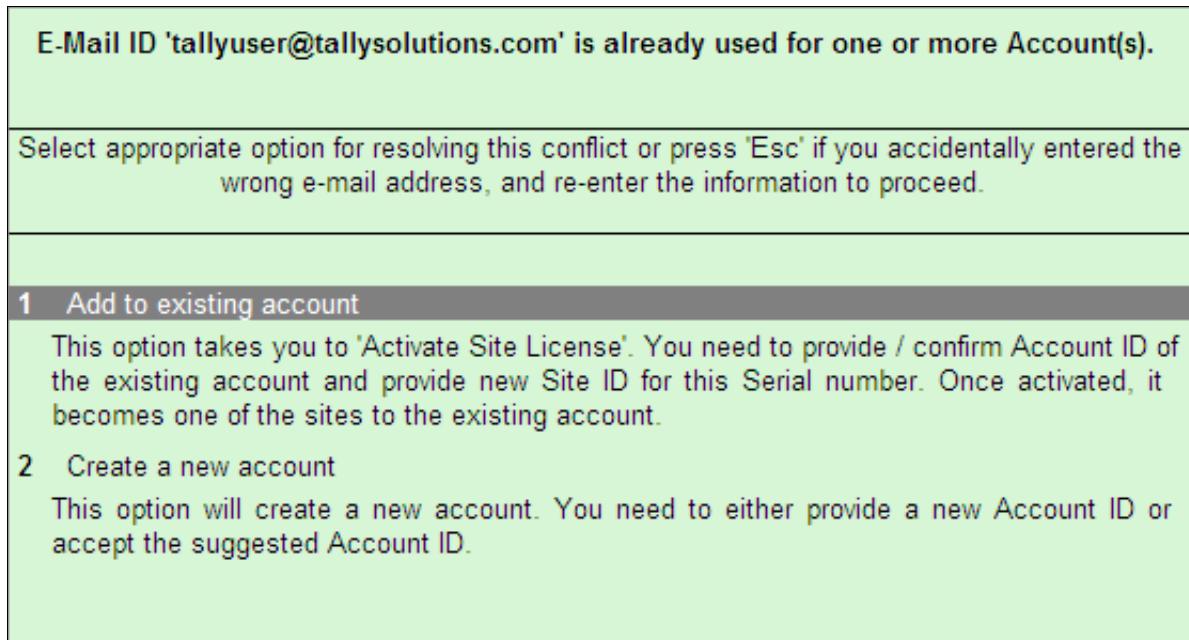


Figure 10.1 User Resolution

Add to an existing Account

On selecting this option the **Activate Site License** screen appears as Shown :

Activate Site License

Serial Number : 745000056
Activation Key : tally999

Account ID : **tallyuser@tallsolutions.com**
(Existing ID of the account for which this Site is being activated)
Site ID : Ware House 1
(Unique Name to identify this Site. We suggest to use your Location (e.g. Bangalore) or Nature of Site (e.g. Warehouse), to make it easy for everyone in your organization to identify it.)

E-Mail ID of Site Administrator : **user@tallsolutions.com**
Repeat (E-Mail ID of Site Administrator) : **user@tallsolutions.com**

Activating your Site License is a simple two-step process. Once your Serial Number and Activation Key are confirmed, you will receive an E-Mail giving you some important details:

1. A Unlock License Key (which you will require to complete the Activation process)
2. Details on how to access your Tally.NET Site, and use it effectively for your organization.

A separate E-Mail will be sent to your Account Administrator, giving details about this Activation. Your Account Administrator will require to login to the Control Centre and confirm this to be a Valid Site Activation within 15 days (failure to do so will invalidate this Activation).

Please remember that the Activation process can be completed only with the 'Unlock License Key' which is sent in the E-Mail to the Site Administrator. It is important, therefore, that a valid E-Mail ID is given.

Note: If you are activating license for the first time in your organization, press F2 (Single Site) to activate license.

Figure 10.2 Activate Site License

You can now follow the Site Activation process to activate a Site.

Create a New Account

On selecting this option the **Supporting Activation Form** appears as shown

<u>Supporting Activation Form</u>
Account ID : XXXXXXXXXX
<i>Unique ID to identify your account.</i>

Figure 10.3 Supporting Activation Form

- Enter the required E-Mail ID to create a new account.

The license serial number provided will be activated in the newly created account.

10.1.2 License Resolution - Multi-Site

When the user provides an E-Mail ID which is already existing within the same or different account or when the Site ID is duplicated within the same account, Tally.ERP 9 detects the duplicate email id or Account ID as a conflict and provides the option to resolve it.

The conflict of a duplicate Account/Site Administrators E-Mail ID or Site ID can either be resolved by providing a new E-Mail ID or Site ID to activate the license serial number. In case the license serial number was surrendered earlier, the user can opt to reactivate the same.

E-Mail ID 'tallyuser@tallysolutions.com' is already used for one or more Site(s).	
Select appropriate option for resolving this conflict or press 'Esc' if you accidentally entered the wrong e-mail address, and re-enter the information to proceed.	
1 Create a new Site This option will create a new Site with Site ID 'Site A'.	
2 Reactivate existing Site This option will take you to Reactivate License form where you need to provide Administrator ID and password. If you have only one Site then license will be Reactivated directly. If you have more than one site list of available sites will be displayed and you need to choose the site you want to Reactivate from the list. Note that you can only Reactivate a Site if it is Surrendered.	

Figure 10.4 Supporting Activation Form

- Select **Create a New Site**

Tally.ERP 9 displays the message **Congratulations! Your Activation Request has been Processed. An encrypted file is now on your machine.**

- Provide the unlock license file in **Unlock License** field to activate the license.

Reactivate Existing Site

Provide E-Mail ID of the Administrator and password to reactivate the site by following the steps shown:



Figure 10.5 Reactivate License

- Enter the password for the Email ID provided

The **Reactivate License** screen appears, based on the availability of the Internet connection the user can opt to activate the license in Online or Offline mode.

Online Re-activation

- Tally.ERP 9 displays the message **Congratulations! Your Activation Request has been Processed. An encrypted file is now on your machine.**
- Press **Enter** to continue.
- Proceed to section **Step 2: Procedure to Unlock License File.**

Offline Re-activation

Tally.ERP 9 displays a **Connection Error** screen containing the **Error Code** and **System Error Code** along with the **Reasons for Failure**, **Possible Solutions** and **What to do now? (Actions)**

- Select **Continue in offline mode**
- Tally.ERP 9 displays a message **Your Offline Activation Request file has been Created Successfully.** A license request file named **tally_req.lic** is generated and stored in the default **Tally.ERP 9** folder.

- Copy the **tally_req.lic** onto a pen drive/CD and paste the file into the **Tally.ERP9** folder. This computer must be connected to the Internet and Tally.ERP 9 could be running in **Licensed** or **Educational** mode.
- Start **Tally.ERP 9**

The **Startup** screen appears

- Select **Send External Request**
- **Tally.ERP 9** displays a message **Offline Response File Generated Successfully**.
- Copy **tally_resp.lic** file to a pendrive/CD and paste this file to the **Tally.ERP9** folder of the computer where **Tally.ERP 9** is to be activated

The **Reactivation Successful** message appears.

- Press **Enter**

The **Gateway of Tally** appears displaying the **Info Panel** which contains information on the **Release**, **Edition** and **Users** under **Version** block, the **Serial Number**, **Account ID** and validity of **Tally.NET Subscription** under **License** block and various configuration details under the **Configuration** block.

Lesson 11: Configuring Tally.ERP 9

The user can locally configure the Tally.ini using the configuration options available. You can add or modify parameters to the Tally.ini file without actually opening the file.

To configure **Tally.ERP 9**

Go to **Gateway of Tally** or **Company Info** menu

- Press **F12:Configure**

The **Configuration** menu appears as shown

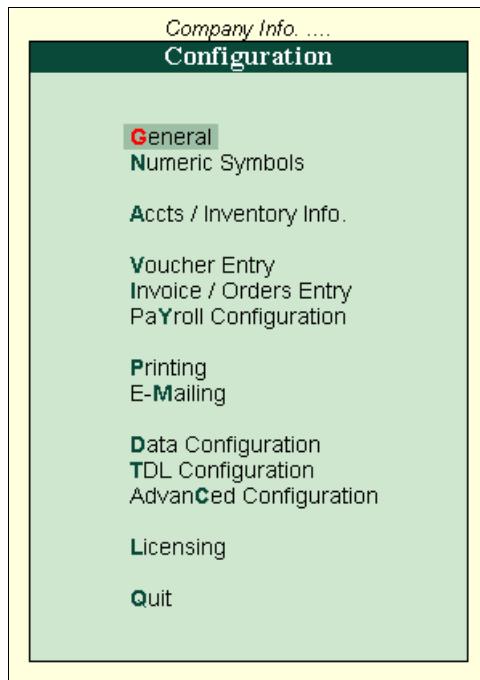


Figure 11.1 Configuration Menu

Here we will be discussing the four categories of the **Configuration** menu

- **Data Configuration**
- **TDL Configuration**
- **Advanced Configuration**
- **Configure Existing Licensing**

11.1 Data Configurations

Tally.ERP 9 allows the user to add or modify the path where the Language, Data and Configuration files reside. To change the required configurations, execute the following steps.

Go to **Gateway of Tally or Company Info** menu

- Press **F12:Configure**
- Select **Data Configuration**

The **Data Configuration** screen is displayed.

- By default **C:\Tally.ERP9\Lang** appears in **Location of Language Files** field. Specify the required path, if the language files reside in another folder.
- By default **C:\Tally.ERP9** appears in **Location of Tally Configuration Files** field. Specify the required path, if the configuration file resides in another folder.
- By default **C:\Tally.ERP9\Data** appears in **Location of Export Files** field. You can specify the additional paths required. The path of the export files can also be changed for individual reports.
- By default **C:\Tally.ERP9\Data** appears in **Location of Data Files** field. You can specify the additional paths required. To deactivate a required path you can commenting it with a #,
- By default **Load Companies on Start-up** is enabled,
- In **Companies to preload on Startup**, select the required companies from the **List of Companies** or select **Specific** and mention the required paths to load the required companies on startup



*In case you do not want **Tally.ERP 9** to load companies on startup, set **Load Companies on Startup** to No.*

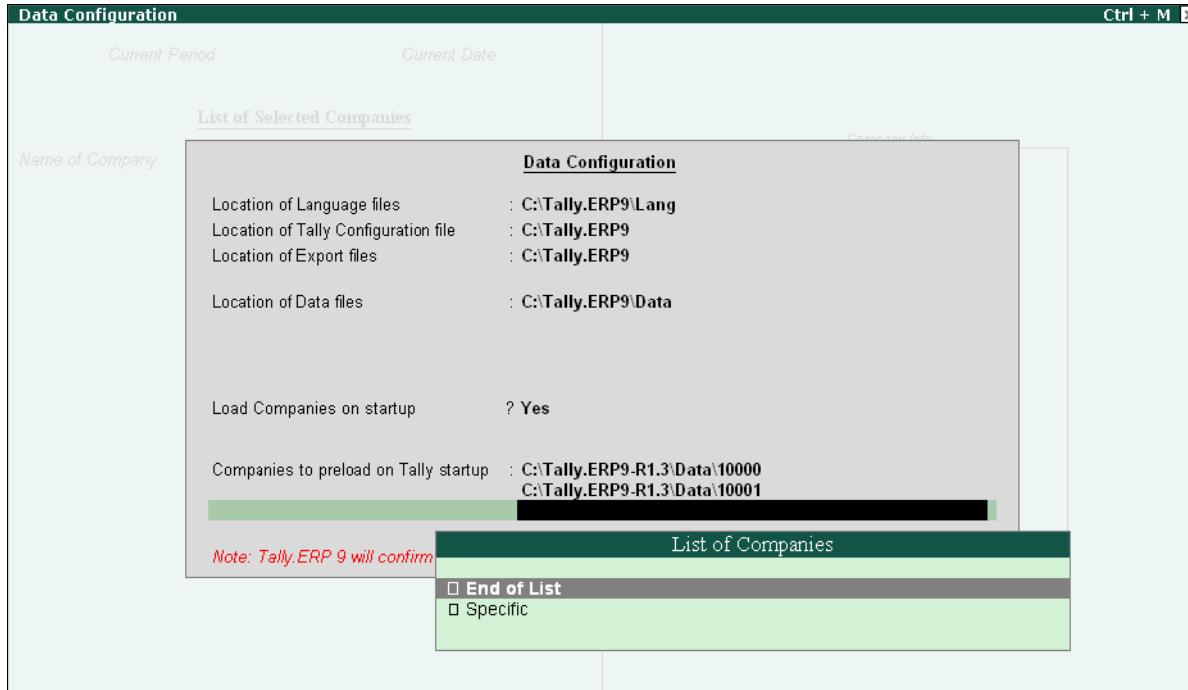


Figure 11.2 Configure Licensing

- Select **End of List**.
- **Accept** to save the data configurations.
- **Tally.ERP 9** displays a message **Do you want to restart Tally.ERP 9 for the changes to have effect?**
- Press **Y** or click **Yes** to effect changes and restart **Tally.ERP 9**.

11.2 TDL Configuration

The **TDL Configuration** screen shows the details about the TDLs that are active and their origin. In **Tally.ERP 9** with the availability of remote access the application can get TDLs from the following locations:

- Remote server
- The owner account and
- Locally available TDLs

The TDLs are categorized as **Local TDLs**, **Account TDLs** and **Remote TDLs**.

- Press **F12: Configure**
- Select **TDL Configuration**.

The **TDL Configuration** screen appears as shown.

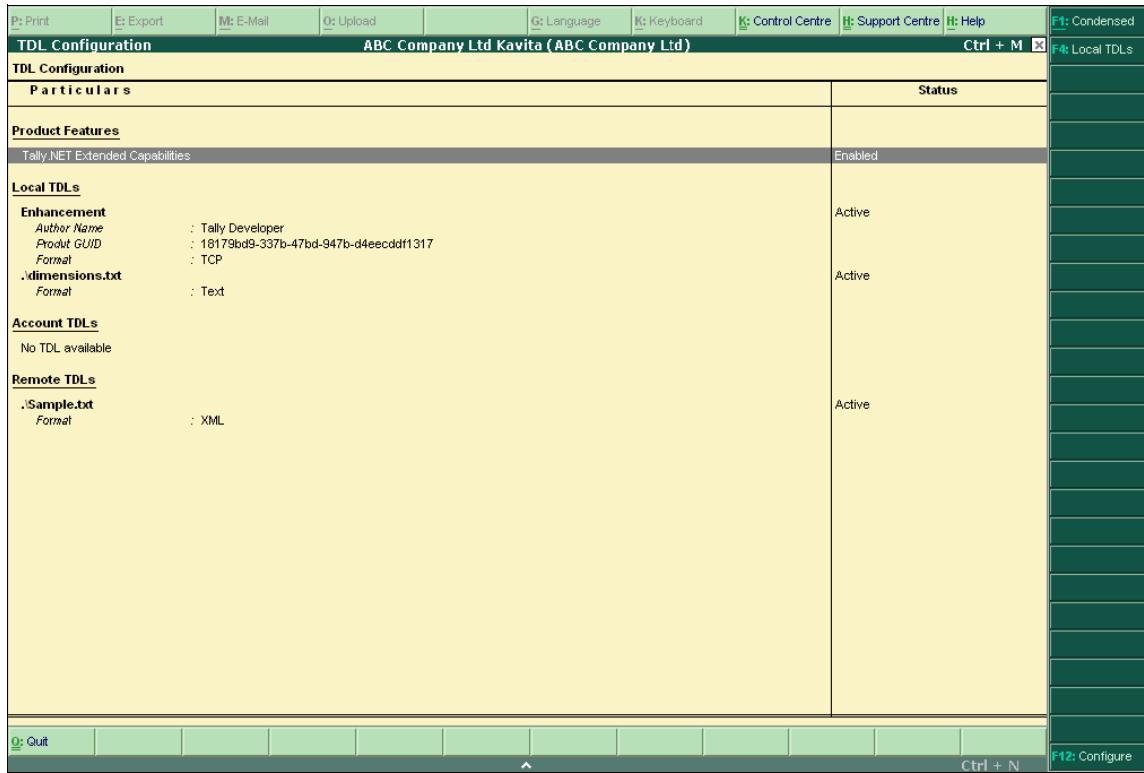


Figure 11.3 TDL Configuration

11.2.1 Local TDLS

Displays the TDLS that are available and their Status as **Active**, **Not Allowed** and **Error**. Select the button **F4: Local TDLS**, it displays the following screen.

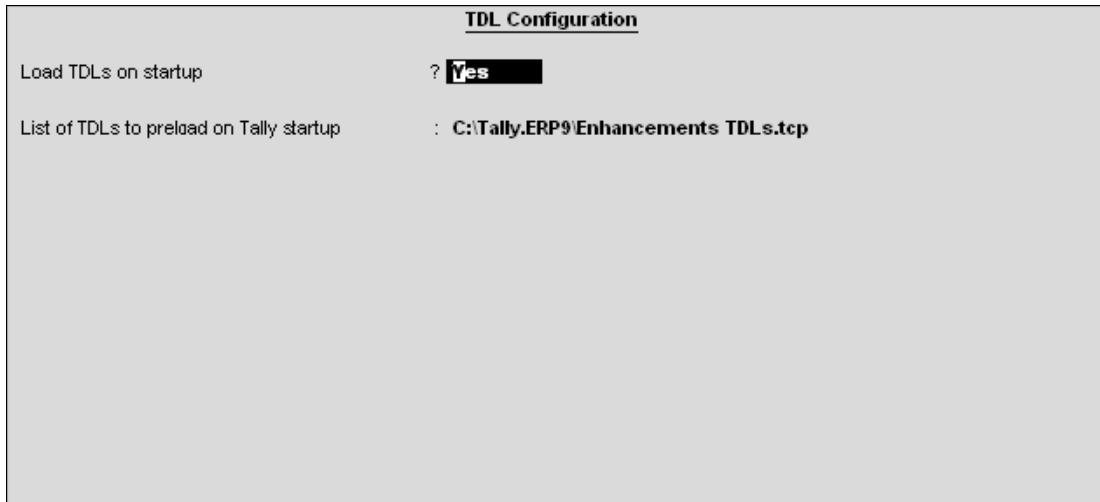


Figure 11.4 TDL Configuration

Multiple TDL files can be specified in this TDL configuration screen as shown.

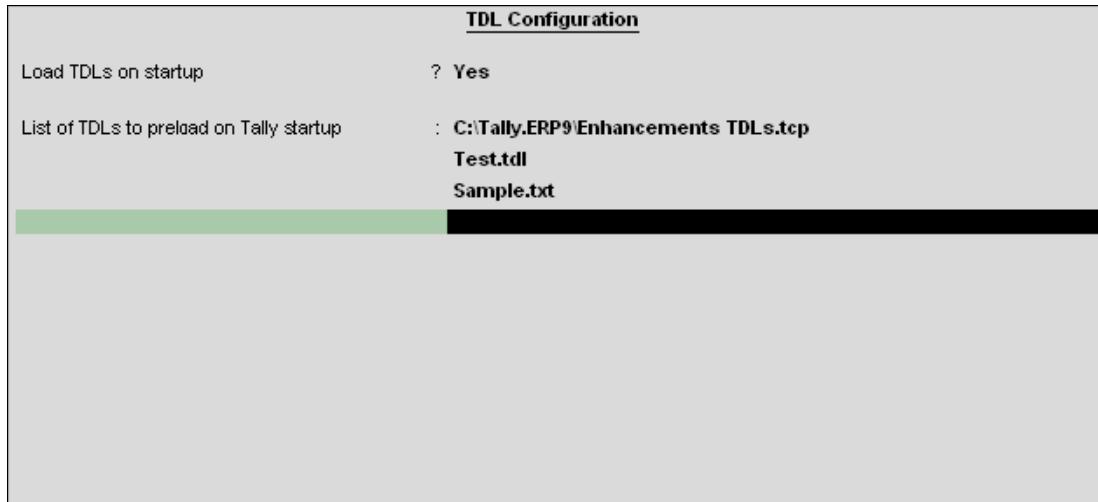


Figure 11.5 Multiple TDL Configuration

Once the **TDLs** are attached, the screen displays the status of each file and when these files are loaded successfully its status is changes to **Active**.

Local TDLs		
Enhancement	C:\Sample.txt	Active
C:\Enhancements.txt		Active

Figure 11.6 TDL Status

If there is any problem in loading the TDL file then its status is shown as Error. On drill down it displays the details about the error that had occurred.

Local TDLs		
Enhancement	C:\Sample.txt	Active
C:\Enhancements.txt		Active
Error Message	: error T0001: could not find the file 'C:\Enhancements.txt'	Errors
Format	: Text	

Figure 11.7 Error Status

A **TDL** file can be disabled by prefixing the file name with '#' symbol.

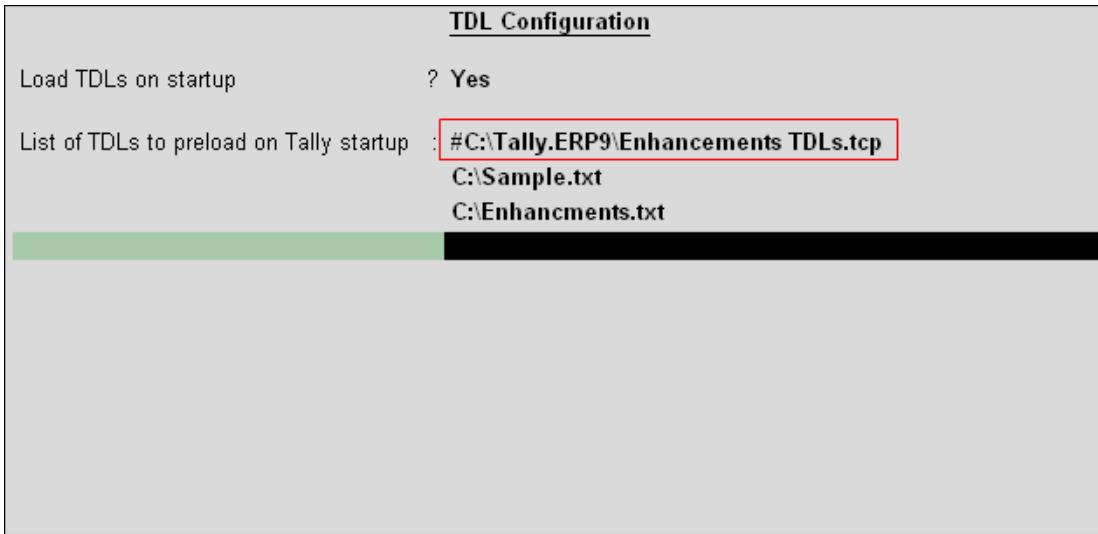


Figure 11.8 TDL Configuration

The status of the disabled file is then shown as **Not Allowed**.

Local TDLs	
C:\Tally.ERP9\Enhancements TDLs.tcp	Not Allowed
C:\Sample.txt	Active
C:\Enhancements.txt	Errors

Figure 11.9 Local TDLs

11.2.2 Account TDLs

The list of TDLs are received from the account are displayed under the section Account TDLs. The following screen shows that no TDLs are received from the account:

Account TDLs	
No TDL available	

Figure 11.10 Account TDLs



For further reading on creating **TDL Configuration** refer to the topic **Control Centre** in **Tally.ERP 9 Reference Manual**.

11.2.3 Remote TDLS

When a user selects the option to **Login as Remote User**, then the TDLS that are attached on the remote server are also available for the client.

TDLS received from the remote server are listed under the heading **Remote TDLS** as shown:

Remote TDLS	
\Sample.txt	Active

Figure 11.11 Remote TDLS

The List of all the active TDLS on the remote server are displayed.

11.3 Advanced Configuration

The user can add or modify the required parameters required for synchronisation and ODBC. To change the required configurations follow the steps shown:

Go to **Gateway of Tally or Company Info** menu

- Press **F12:Configure**
- Select **Advanced Configuration**

The **Client/Server Configuration** screen is displayed.

1. In **Tally is acting** as field select the required type from the list of **Client /Server**.
2. Set **Enable ODBC Server** to **Yes** to start the ODBC connectivity.
3. Enter the required port number in the **Port** field.
4. In **Connection Timeout** field set the duration in seconds. The server disconnects from the client when it does not receive any response within the specified duration.
5. Set **Yes** to **Connect to Tally.NET Servers running on Non-HTTP Port** to avoid frequent disconnection from Tally.NET or on receiving **16004 Error Code** frequently.
6. To enable the proxy server communicate the complete URL set **Use absolute URL for HTTP Actions** to **Yes**.
7. Set **Yes** to **Enable Sync Logging** will generate a log file containing information about the synchronised vouchers. By default this file resides in C:\Tally.ERP9 folder or in the folder of your choice. The information available in this file helps in troubleshooting synchronisation.
8. To overwrite the contents of the previous generated log file set **Truncate previous log before Syncing** to **Yes**.
9. Set **Yes** to **Enable HTTP Log** to login all SOAP and HTTP Post request/response in the file named **tallyhttp.log** stored in C:\Tally.ERP9 folder or in the folder of your choice.
10. Set **Yes** to **Use HTTP Proxy Server** in case you are connected to the Internet through a proxy server
11. Enter the IP Address or the URL and Port in **URL** field
12. Set **Yes** to **Authentication Required** to authenticate before connecting
13. Enter the username and password in **User Name** and **Password** fields respectively.

<u>Client/Server Configuration</u>	
Tally is acting as	: Both
Enable ODBC Server	? Yes
Port	: 9000
<u>Connection Configuration</u>	
Connection Timeout (in seconds)	: 60
Connect to Tally.NET Server running on Non HTTP Port :	Yes
Set the above option to 'Yes' in case of following problems:	
(1) Frequently getting disconnected from Tally.NET Server	
(2) Error 16004 : InvalidNonce	
Use absolute URL for HTTP Actions ?	: Yes
<u>Log Configuration</u>	
Enable Sync Logging (SockReq.log)	? Yes
Truncate previous log before Syncing ? Yes	
Enable HTTP Log (tallyhttp.log)	? Yes
<u>Proxy Configuration</u>	
Use HTTP Proxy Server	? Yes
URL	: MyServer:8000
Authentication Required	? Yes
User Name	: tallyuser
Password	: *****

Figure 11.12 Client/Server Configuration

14. Accept to save the configurations.
15. **Tally.ERP 9** displays a message **Do you want to restart Tally.ERP 9 for the changes to have effect?**
16. Press **Y** or click **Yes** to effect changes and restart **Tally.ERP 9**.

11.4 Configure Existing License

You can configure the existing license by choosing the license mode, providing the **License Server Name** and **Port Number**. By default, **Tally.ERP 9** uses **9999** port for communication between the license servers and clients, in case you opt for a different port number, please contact the system or network administrator. To configure the existing license following the steps shown.

Go to **Gateway of Tally** or **Company Info** menu

1. Click **F12:Configure** or press **F12 > Licensing > Configure Existing License**.
2. The **Configure Existing License** screen appears.

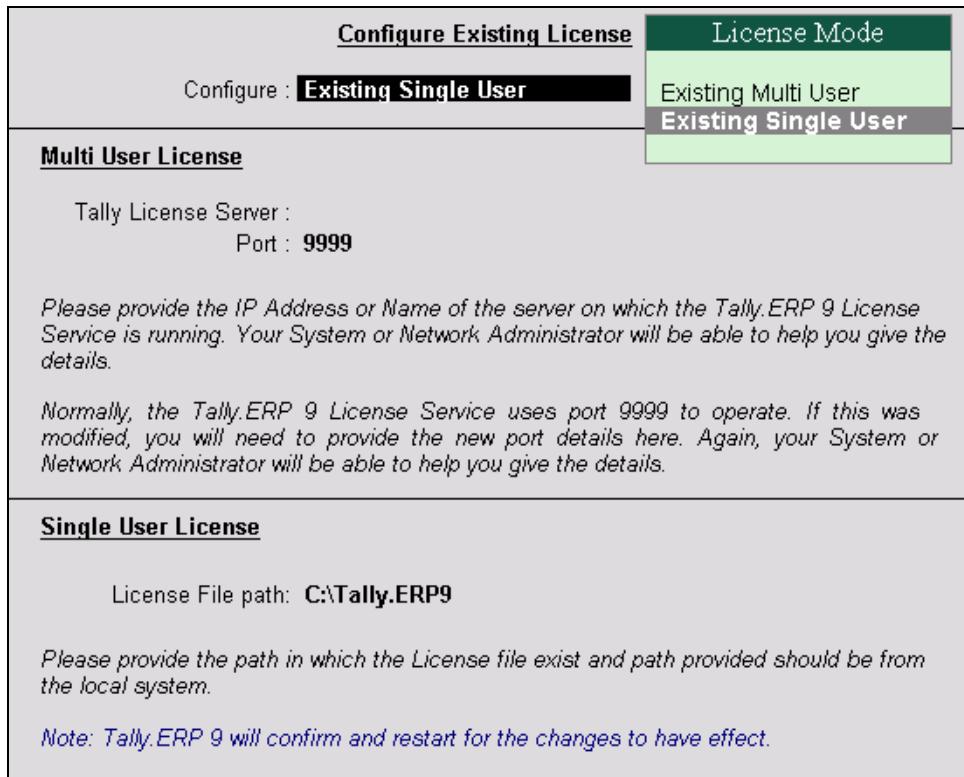


Figure 11.13 Configure existing license

3. Select the license that you want to configure from the list of **License Mode** displayed

Existing Single User License

4. Provide the required path of the license file in **License File Path**

Existing Multi User License

4. Provide the required Name/IP address of the license server in **Tally License Server** field.
5. By default, Tally.ERP 9 License Services uses port **9999** to operate. Provide the required port number, in case you want **Tally.ERP 9** license services to use another port for communication.
6. **Accept** to save the License Configurations.
7. **Tally.ERP 9** displays a message **Do you want to restart Tally.ERP 9 for the changes to have effect?**
8. Press **Y** or click **Yes** to effect changes and restart **Tally.ERP 9**.
9. The remaining options of the Licensing menu, such as, Update License, Surrender License and Reset License are discussed as separate lessons in this book

Lesson 12: Updating License

The procedure to update a **Tally.ERP 9** license for **Single Site** and **Multi Site** is similar. You require to update the license information, when the TDL/General configuration assigned to the account has to be applied to the respective site or when you renew/subscribe for Tally.NET.

Steps for License Updation

From the **Gateway of Tally** or **Company Info** menu

- Press **F12: Configure**.
- Select **Licensing > Update License**.
- The **Login as Remote Tally.NET User** screen appears.
- Enter your E-Mail ID in **Your E-Mail ID** field.
- Enter your **Tally.NET Password** in **Your Tally.NET Password**.

Login As Remote Tally.NET User

Your E-Mail ID : **tallyuser@tallysolutions.com**

Your Tally.NET Password : *********

*(if you have forgotten your Tally.NET Password, please press F5:Reset Password.
A new password will be sent to your E-Mail address, and you can then login).*

Figure 12.1 Login as Remote User

- **Accept** to update the license
- **Tally.ERP 9** displays the message **License Updated Successfully!**



*On logging in to **Control Centre**, **Support Centre**, **Remote User**, **Surrender License** and **Update License** for the first time after creating the account, **Tally.ERP 9** will automatically take you to change the password. To know more on how to change the password read **Change My Password**.*

Lesson 13: Surrendering License

13.1 Surrendering License

You can surrender the activated **Tally.ERP 9** when:

- Hard Disk has to be formatted
- Reinstalling the Operating System
- Reactivating the license on another computer or site.

To surrender, the user has to execute the following steps:

Go to **Gateway of Tally or Company Info** menu

- Press **F12:Configure**.
- Select **Licensing > Surrender**.



Figure 13.1 Surrender License

- **Tally.ERP 9** displays a message **You are about to Surrender Your License. Continue?**
- Press **Y** or click **Yes** to proceed with surrendering the license.
- The **Login As Remote Tally.NET User** screen is displayed.
- Provide your E-Mail ID in **Your E-Mail ID** field.
- Provide your Tally.NET Password in **Your Tally.NET Password**.

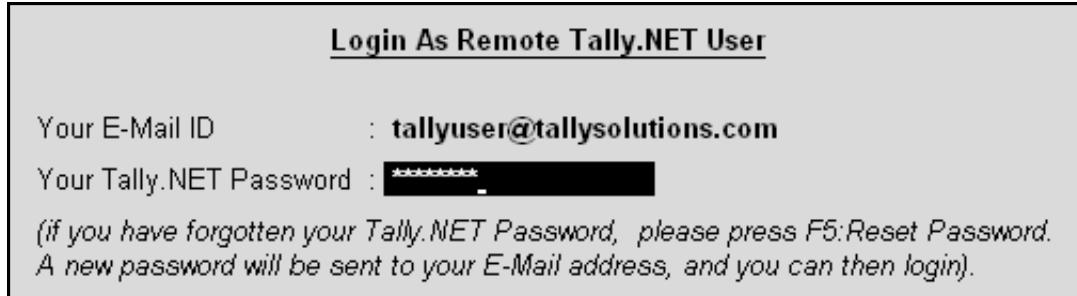


Figure 13.2 Login to Surrender



On logging in to **Control Centre**, **Support Centre**, **Remote User**, **Surrender License** and **Update License** for the first time after creating the account, **Tally.ERP 9** will automatically take you to change the password. To know more on how to change the password read **Change My Password**.

- Press **Enter**
- **Tally.ERP 9** displays a message as shown.



Figure 13.3 License Surrendered

Lesson 14: Reactivating Tally.ERP 9

14.1 Reactivate License

The process of reactivating a site license is simplified into a single step process. The concept of unlocking the license file is eliminated. The user needs to provide the Email ID of the **Account/Site Administrator** to reactivate **Tally.ERP 9**

The **Reactivate License** option is used for subsequent activation of **Tally.ERP 9**. After surrendering the **Tally.ERP 9 Single Site** or **Multi-Site** license, when you start **Tally.ERP 9**. It searches for a valid license file in the default folder. When the license file is not available, the user needs to **Reactivate** the license. The process to Reactivate single site or multi site is similar.

The process to Reactivate **Tally.ERP 9** is as follows:

In the **Startup** screen is displayed.

- Select **Reactivate License** and press **Enter**.

The **Reactivate License** form appears.

- Enter the Account/Site Administrator's E-mail ID in **E-Mail ID of Administrator**
- Enter the password in **Password** field..

Reactivate License

E-Mail ID of Administrator : tallyuser@tallysolutions.com
Password : *****

Reactivation can only be done by the Administrator of the Account. If this is one of the several Sites of an Account, the Site Administrator can reactivate the license.

If the Account Administrator is belonging to more than one Account or Site Administrator is belonging to more than one site, reactivation resolution process helps the Administrator to decide the right license to reactivate.

(If you have forgotten your Tally.NET Password, please press F5:Reset Password. A new password will be sent to your E-Mail address, and you can then login).

Figure 14.1 Reactivate License Form

- Press **Enter**



- In case the user is an **Administrator** of more than a one site or an account, the **Reactivate Multisite Resolution** screen appears displaying the list of sites for the respective Administrator. Select a **Surrendered** site to reactivate it.
- On providing the Account Administrator's E-Mail ID of single site or the Site Administrator's E-Mail ID of the respective site the system proceeds to reactivate the license.

The **Reactivate License Resolution** screen appears as shown

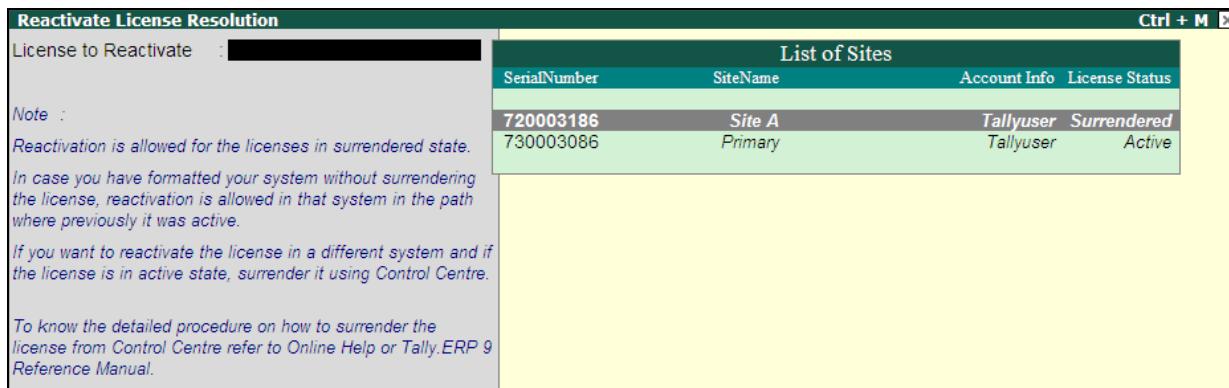


Figure 14.2 Reactivate License Resolution

- Select the required Site from the **List of Sites** displayed



On selecting an **Active** site, Tally.ERP 9 prompts an error message displaying the **System Details, License Path** where the license was last activated and suggests the user to surrender the license using the **Control Centre** before reactivating the respective Site.

Tally.ERP 9 searches for the availability of Internet Connectivity on your computer. On successfully finding the internet connection the system proceeds to activate the license online which is explained in Online Activation section.

Or

While searching for an Internet connection on your computer, in case the system detects any one of the issues/errors shown below. The resolution screen appears providing the possible solutions for the issues/errors. The user needs to resolve the issue/error and activate the license online. In case the issue or error remain unresolved, the user needs to activate the license offline.

- Internet connectivity is not established/not working/unavailable.
- Outbound connectivity is blocked
- Invalid entry in the hosts file
- Connection Time Out

- Connection Refused
- Network is disabled
- Could not find the IP Address
- Sending / Receiving failed

Online Activation

- Tally.ERP 9 displays the message **Congratulations! Your Activation Request has been Processed. An encrypted file is now on your machine.**
- Press **Enter** to continue.
- Proceed to section **Step 2: Procedure to Unlock License File.**

Offline Activation

Tally.ERP 9 displays a **Connection Error** screen containing the **Error Code** and **System Error Code** along with the **Reasons for Failure**, **Possible Solutions** and **What to do now? (Actions)**

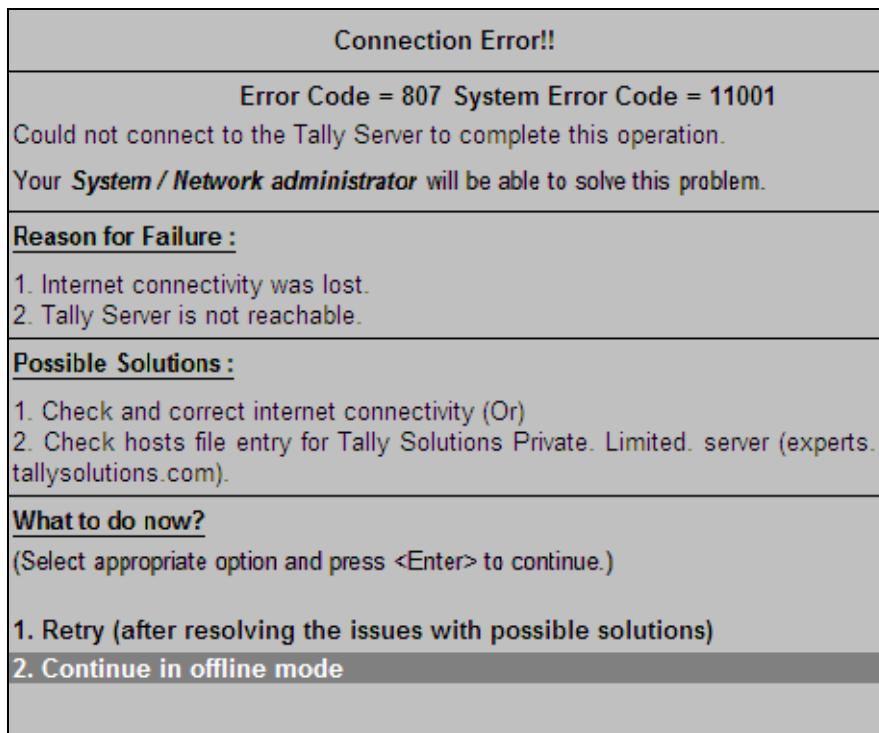


Figure 14.3 Connection Error

- Select **Continue in offline mode**
- Tally.ERP 9 displays a message **Your Offline Activation Request file has been Created Successfully.** A license request file named **tally_req.lic** is generated and stored in the default **Tally.ERP 9** folder.

- Copy the **tally_req.lic** onto a pen drive/CD and paste the file into the **Tally.ERP9** folder. This computer must be connected to the Internet and Tally.ERP 9 could be running in **Licensed** or **Educational** mode.
- Start **Tally.ERP 9**

The **Startup** screen appears

- Select **Send External Request**
- **Tally.ERP 9** displays a message **Offline Response File Generated Successfully**.
- Copy **tally_lck.lic** file to a pendrive/CD and paste this file to the **Tally.ERP9** folder of the computer where **Tally.ERP 9** is to be activated

The **Reactivation Successful** message appears as shown:



Figure 14.4 Reactivation Successful

- Press **Enter**

The **Gateway of Tally** appears displaying the **Info Panel** which contains information on the **Release**, **Edition** and **Users** under **Version** block, the **Serial Number**, **Account ID** and validity of **Tally.NET Subscription** under **License** block and various configuration details under the **Configuration** block.

Lesson 15: Change Password

15.1 Change Password

The password is emailed to the E-Mail ID of the Account Administrator or the Site Administrator on successfully creating the account. You can use this password to access the account and perform licensing operations such as Reactivate, Surrender and Update license. This password is system generated, alphanumeric string which is nine characters in length. As per the best practices available it is recommended to change the password without any delay even before you log in to perform any other operations.

The task of changing the password is made simple and easy without performing any additional steps. Tally.ERP 9 prompts the user to change the password on attempting to log in to any one of the following features for the first time after creating the account.

- Remote Tally.NET User
- Support Centre
- Control Centre
- Surrender License
- Update License

15.1.1 Password Rules

- The password should be a minimum of **5** characters and a maximum of **18** characters in length
- The password can contain alphabets in upper case (A to Z), lower case (a to z) and numbers (0 to 9)
- The password entered is case insensitive, i.e., the password can be entered in either upper case or lower case or both
- Special characters +,-,* , / ,= ,_ ,**comma**, **full stop**, ~ ,! ,@ ,# ,\$,% ,^ ,& ,(,) ,[,] ,{ } ,| ,: ; ,‘ ,< ,> ,? ,\.
- It is recommended to change the password frequently.

On providing the required Email ID of the **Account Administrator** or the **Site Administrator** and the password in any one of the aforementioned features, the **Change My Password** screen appears as shown:

Change My Password

You have logged in first time.
Please change your password to access your account(s)

Tally.NET ID	:	tallyuser@tallysolutions.com
Old Password	:	[REDACTED]
New Password	:	
Repeat	:	

Figure 14.1 Change My Password

- Enter the previous password in **Old Password** field
- Enter the new password in **New Password** field
- Re-enter the password once again in **Repeat** field for the purpose of confirmation

On successfully changing the password the corresponding screen appears.

Provide the new password to subsequently log in to the Control Centre, Support Centre, Remote User, Surrender or Update the license.

To change the password any time later log in to the **Control Centre** and select **My Password**. In case you have forgotten or lost the password you can opt to reset it.

Lesson 16: Reset License

16.1 Reset License

This option enables you to remove all licensing data from the computers. This will bring the user's computer to a state, where **Tally.ERP 9** activation was not done earlier.

To reset **Tally.ERP 9** License, execute the following steps:

Go to **Gateway of Tally or Company Info** menu

- Press **F12:Configure**
- Select **Licensing > Reset Licensing**



Figure 16.1 Reset License

- **Tally.ERP 9** displays the message **You are about to Reset Your License. Continue?**
- Press **Y** or click **Yes** to proceed with surrendering the license.
- **Tally.ERP 9** displays a message **License Reset Successfully.**

Lesson 17: Work in Educational Mode

Work in **Educational** mode will help you in installing **Tally.ERP 9** on your computers and have a live experience of features and reports available in **Tally.ERP 9**.

Tally.NET User and Tally.NET Auditor can login from a remote location, view reports or scrutinise data while **Tally.ERP 9** works in **Educational** mode.

To experience the features of **Tally.ERP 9** in **Educational** mode, you need to execute the following steps:

- Start **Tally.ERP 9**.
- The **Startup screen** appears.
- Select **Work in Educational Mode**
- Press **Enter**
- The options **Silver Edition Mode** or **Gold Edition Mode** appear

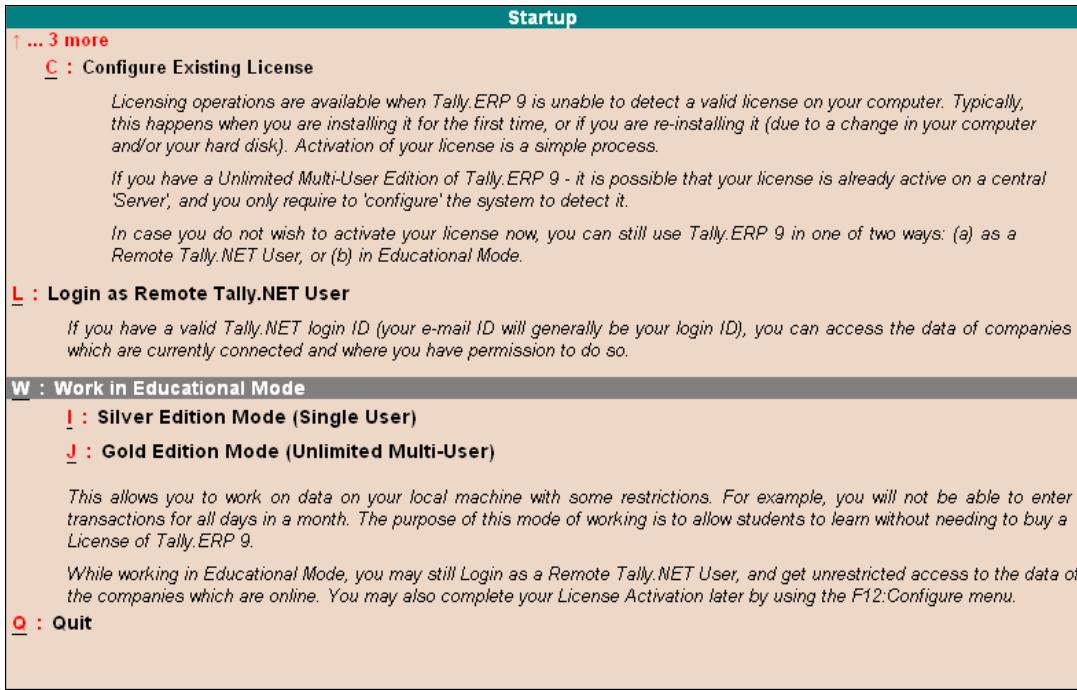


Figure 17.1 Startup

- Select the required option
- Press **Enter**
- Based on the option selected **Tally.ERP 9** will display the **Edition** and number of **Users** in the **Version** block and **Educational Mode** is displayed in **License** block of **Info. Panel**.

- **Gateway of Tally** screen is displayed as shown.

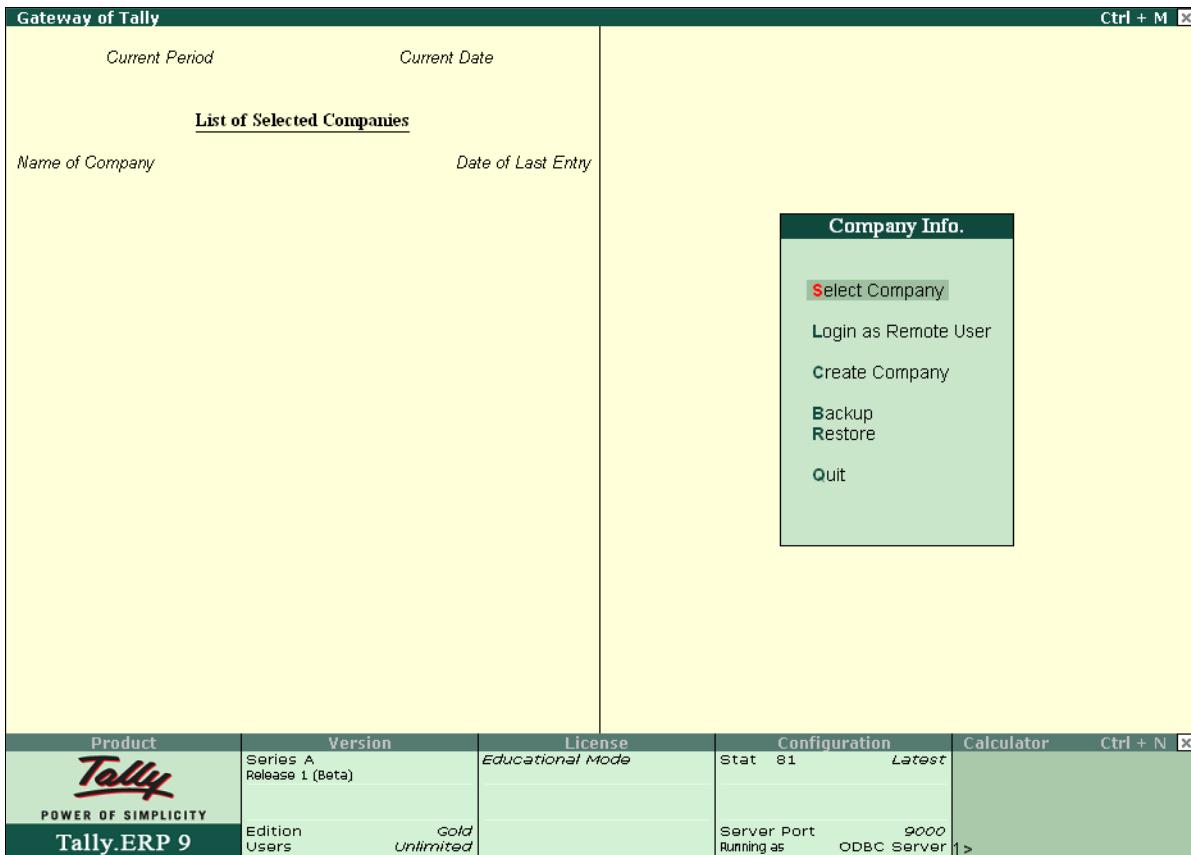


Figure 17.2 Gateway of Tally

Experience the features of **Tally.ERP 9**.

Lesson 18: Rental Licensing

Rental Licensing in Tally.ERP 9 is provided an objective to facilitate the user to explore, gain an insight and empower themselves with the knowledge of the flagship product **Tally.ERP 9**. The rental licensing enables the users/organisations to activate a **Promotional** license and use all the features of Tally.ERP 9 for a limited period. On expiry of the promotional period, users can opt to extend the license period on payment of requisite charges or purchase a new license from the website, partner or within the product itself.

Rental licenses have been broadly classified into the following categories:

- **Promotional License:** is available for a limited promotional period of 90 days or 3 months from the date of activation. Authorised **Tally Partner** and **Original Equipment Manufacturer** are assigned a **Promotional Code** which is used to activate the **Promotional Rental License**.
- **Rental License:** is renewable on payment of the requisite charges for **Monthly/Quarterly/Yearly** basis. User can now directly purchase a rental license, activate and use it rather than extending the rental license at the end of the promotional period.

18.1 Activate Rental License

The process to activate a Tally.ERP 9 **Promotional/Rental** license is similar to activating a **Single Site** License, to activate a **Promotional/Rental** license follow the steps shown:

- Start **Tally.ERP 9**

The **Startup** screen appears

- Select **Activate License**

The **Activate License** form appears

- Enter the promotional code in the **Serial Number/Promotional Code** field.

- *The promotional code is provided by an authorised Tally Partner.*



- Enter the Account Administrator's E-Mail Address in **E-Mail ID of the Administrator** field.
- Repeat Account Administrator's E-Mail Address in **Repeat (E-Mail ID of the Administrator)** field

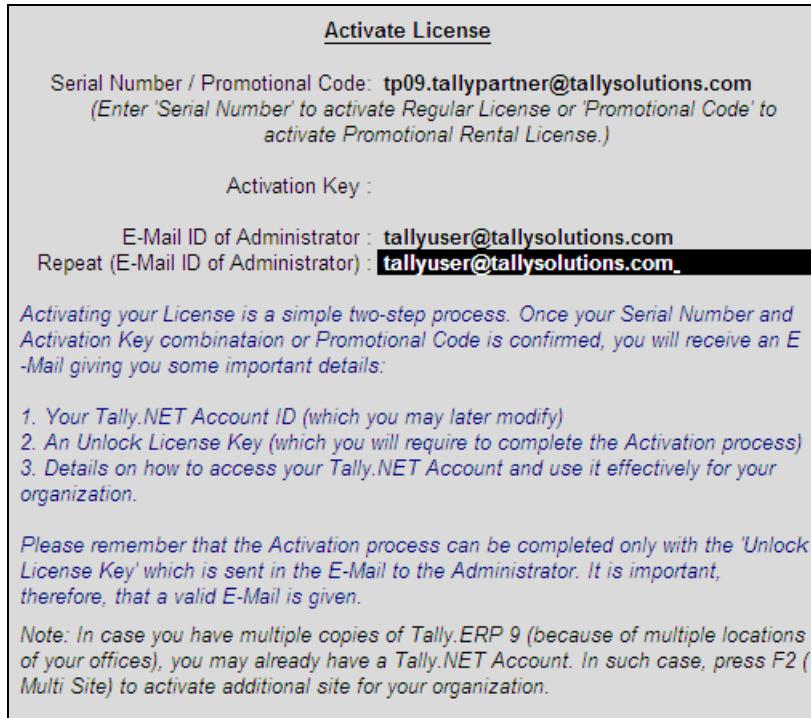


Figure 18.1 Activate License

□ Press **Enter**

The process to activate a Rental License is similar to activating a **Single User** license which is discussed in **Activating Tally.ERP 9 Single Site**.



- **Promotional Rental License** comes with multi user license capability. In order to utilize the complete features of Tally.ERP 9 it is recommended to activate the license through the **License Server**.
- OEM product dealers cannot activate a rental license using the **Offline Mode**.
- On activating the rental license using a multi-site account, the resolution screen appears. You can now proceed to activate the license after choosing the required option. To know more, refer to the chapter on **Licensing Resolutions**.

- Tally.ERP 9 displays the message **Congratulations! Your Activation Request has been processed. An encrypted license file is now on your machine.**
- Press **Enter** to continue

The **Unlock License** screen appears

- Retreive the email and type the unlock key in the **Unlock Key** field
- Press **Enter**

On successful activation of the **Promotional/Rental** license, the **Gateway of Tally** will appear as shown:

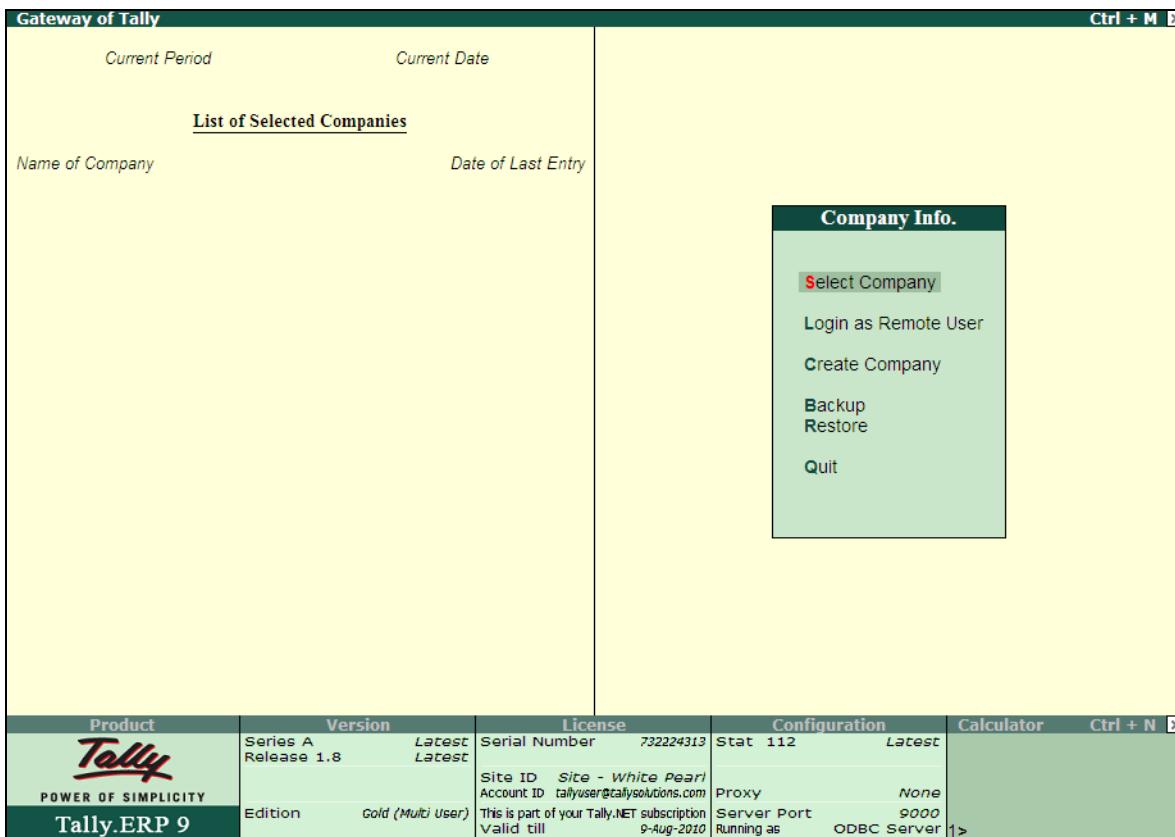


Figure 18.2 Rental License Activated

18.2 Buy Rental License

The user can directly purchase **Tally.ERP 9** rental license by paying the requisite charges for a **Month/Quarter/Year** then activate the rental license and use it.

To purchase a rental license follow the steps shown:

- Start **Tally.ERP 9**

The **Startup** screen appears as shown:

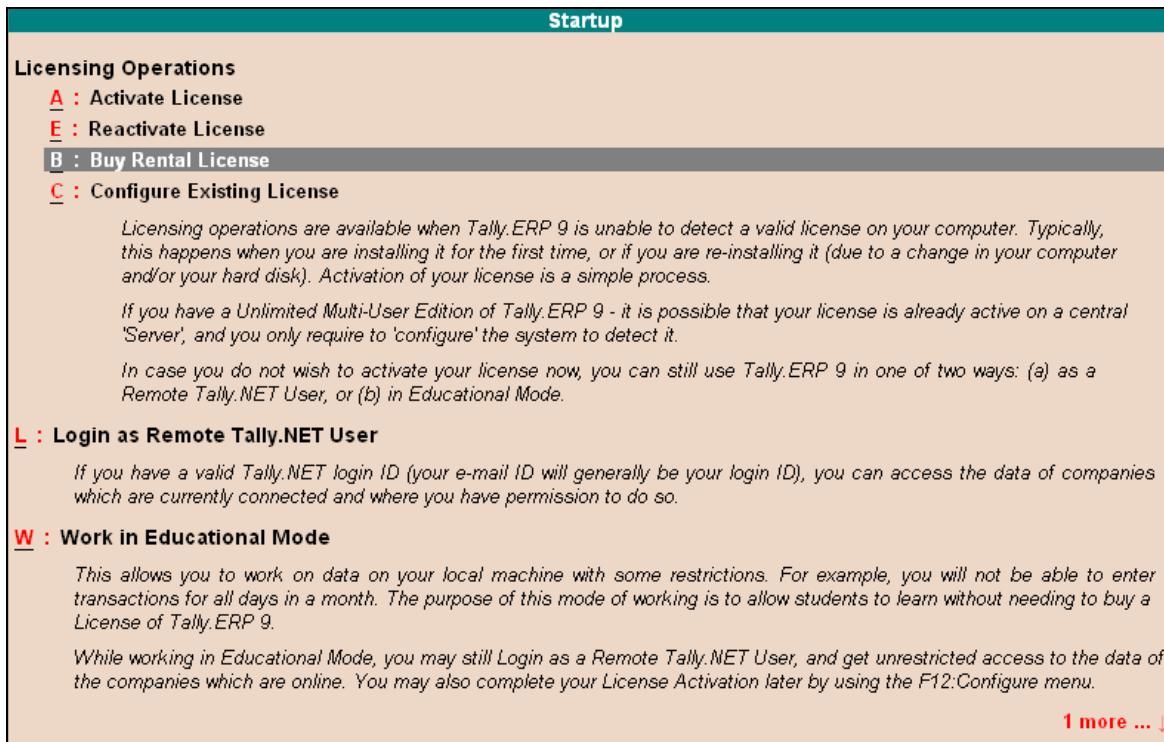


Figure 18.3 Startup

□ Select **Buy Rental License**

The **Buy Rental License** screen appears

- Enter the Account Administrator's email address in the **E-Mail of Administrator** field.
- For the purpose of confirmation repeat the same email address in **Repeat(E-Mail ID)**
- Enter the Company's or Individual's Name in **Billing Name** field. The Billing Name will be printed on the invoice.
- Enter the required address in the **Address** field, the address will be printed on the Invoice.
- In the **Country** field select **India** from the **List of Countries**.
- In the **State** field select the **Karnataka** from the **List of States**
- In the **City** field select the **Bangalore** from the **List of Cities** or select **Others** and type the name of the city in case it is not listed.
- Enter the required postal code in **Postal Code** field
- In **Method of Payment** field select the required payment method from the **List of Payment Methods**.

18.2.1 Payment By Credit Card

- In the **Preferred Partner** field select **New Sales Partner**
- The **Partner Search** screen appears
 - Search for the nearest partner based on the **Location** or **Name** and select the required partner
- In the **Edition** field select the required edition from the **List of Product Types**
- In the **Period to Extend** field enter a number and select the required period (**Months/Quarters/Years**) from the list of Periods.
- The **Price** field is prefilled to display the rental amount based on the **Edition** and **Period** selected.
- **Accept** to save the details
- The **Credit Card Payment Gateway** appears

Welcome to PAYSEAL
ICICI Bank Secure Payment Gateway

Dear Customer,
PaySeal will secure your payment to **Tally Solutions Private Limited**

Card Type * -- Select --

Card Number * (Please enter your card number without any spaces)

Expiry date * MM YYYY (Please enter expiry date provided on your card)

CVV2/CVC2 Number * (CVV2/CVC2 is the three digit security code printed on the back of card)

Name on Card (Please enter your name specified on the card)

Purchase Amount INR 4050.00

Word Verification: Type the characters you see in the picture below

S W U 6 G a z

Last 3 Digits of Account Number Panel

VeriSign Secure Site Click to verify

After pressing Pay, to ensure a successful transaction, DO NOT close your browser.

Note: This page will expire in 10 Minutes and if you fail complete the transaction in 10 Minutes you will be redirected to the order page of Tally Solutions Private Limited

If you wish to discontinue with the order request you to click on Cancel button, you will be redirected to the order page of Tally Solutions Private Limited.

Figure 18.4 Payment Gateway

- Enter the required Credit Card details to purchase **Tally.ERP 9** rental license.
- The payment gateway displays a **Payment Successful Message**. You may print the acknowledgement for future reference.

18.2.2 Payment by TallyCurrency

- In the **Edition** field select the required **Tally.ERP 9 Edition** from the **List of Product Types**
- In the **Period to Buy** field enter the required period number and select the required period from the list of **Periods**.

- The **Price** field is prefilled to display the rental amount based on the **Edition** and period selected.
- Enter the alpha-numeric TallyCurrency key in **Tally Currency Key** field.
- The completed **Buy Rental License** form appears as shown:

<u>Buy Rental License</u>	
E-mail ID : tallyuser@tallsolutions.com Repeat (E-mail ID) : tallyuser@tallsolutions.com	
<i>(Please remember that after successful transaction, the Serial Number and Activation Key will be sent to this E-Mail. It is important, therefore, that a valid E-Mail is given.)</i>	
Billing Name : ABC Company Address : No 1 M G Road Koramangla	
Country : India State : Karnataka City : Bangalore Other City : Postal Code : 560001	
Method of Payment : Tally Currency Edition : Gold (Multi User) Period to Buy : 1 Quarters Price : Rs. 4050 TallyCurrency Key : 64Q7XPP7EC55	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Accept ? Yes or No </div>	

Figure 18.5 Buy Rental License

- Accept to purchase **Tally.ERP 9** rental license



*The **Serial Number** and **Activation Key** are mailed to the email id provided while purchasing rental license..*

Tally.ERP 9 displays a message as shown:

Congratulations! Your request has been processed successfully. Your License details are E-Mailed to tallyuser@tallsolutions.com .
Serial Number : 752224320 Activation Key : AMIZLRB2N
<i>(Press 'Enter' to Continue activation)</i>

Figure 18.6 Congratulations

- Press **Enter** to activate **Tally.ERP 9**

The prefilled **Activate License** form appears as shown

<u>Activate License</u>	
Serial Number / Promotional Code: 752224320 <i>(Enter 'Serial Number' to activate Regular License or 'Promotional Code' to activate Promotional Rental License.)</i>	
Activation Key : AMIZLRB2N	
E-Mail ID of Administrator : tallyuser@tallsolutions.com	
Repeat (E-Mail ID of Administrator) :	
<i>Activating your License is a simple two-step process. Once your Serial Number and Activation Key combination or Promotional Code is confirmed, you will receive an E-Mail giving you some important details:</i>	
<ol style="list-style-type: none"> 1. Your Tally.NET Account ID (which you may later modify) 2. An Unlock License Key (which you will require to complete the Activation process) 3. Details on how to access your Tally.NET Account and use it effectively for your organization. 	
<i>Please remember that the Activation process can be completed only with the 'Unlock License Key' which is sent in the E-Mail to the Administrator. It is important, therefore, that a valid E-Mail is given.</i>	
<i>Note: In case you have multiple copies of Tally.ERP 9 (because of multiple locations of your offices), you may already have a Tally.NET Account. In such case, press F2 (Multi Site) to activate additional site for your organization.</i>	

Figure 18.7 Activate License form

- For the purpose of re-confirmation enter the Administrator's E-Mail ID in **Repeat (E-Mail ID of Administrator)** field.
- Press **Enter**

The procedure to activate the rental license is similar to **Activating Single Site**. For a detailed reading refer to **Activating Tally.ERP 9 Single Site** in this book.

18.3 Rental License Resolutions

The **Promotional Rental License** is available with full **Multi User** capabilities. During promotional rental license activation of Tally.ERP 9, the activation process tries to locate a License Server with the required configurations. In case the license server is not found or the license server configurations do not match the requirement, then the License Server Resolution screen appears. You can select the appropriate option to resolve and continue with Installation of Tally.ERP 9.

The License Server Resolution screen appears as shown:

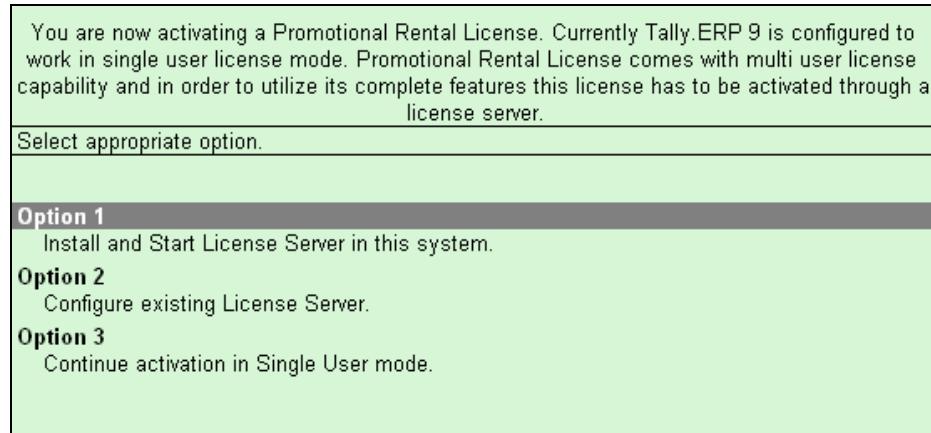


Figure 18.8 License Server Resolutions



Promotional Rental License comes with multi user license capability and in order to utilize its complete features, the license has to be activated through a license server.

18.3.1 To Install and Start License Server on this computer

Select **Option 1: Install and Start License Server in this system**

- The **Install and Start License Server** screen appears
- In the **Tally License Server** executable path field, enter the required **License Server** path
- Accept to Install and start the License Server

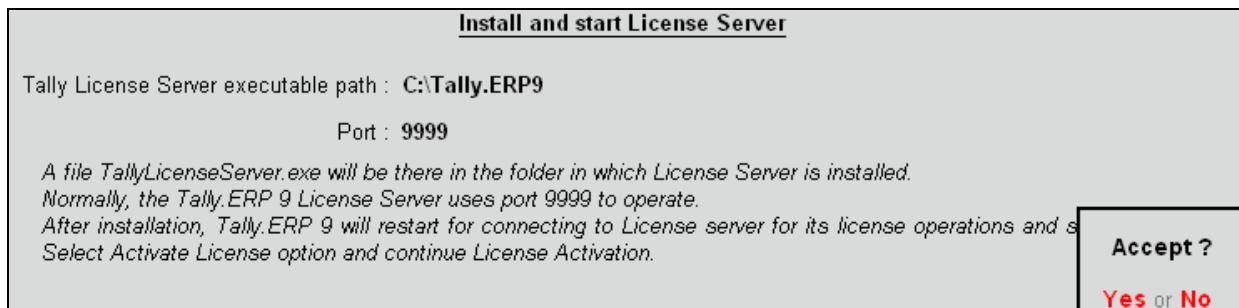


Figure 18.9 Install and Start License Server



- The file TallyLicenseServer.exe has to be available in the path given above.
- By default, the Tally.ERP 9 License Server uses port 9999.

- **Tally.ERP 9** will re-start to establish a connection with the **License Server** and displays the **Startup screen**.
- You can continue the activation process as described in **Lesson 8**

18.3.2 Configure existing License Server

In case the Tally License server was installed but not configured then :

- Select **Option 2: Configure existing License Server**

The **Configure Existing License** screen appears as shown

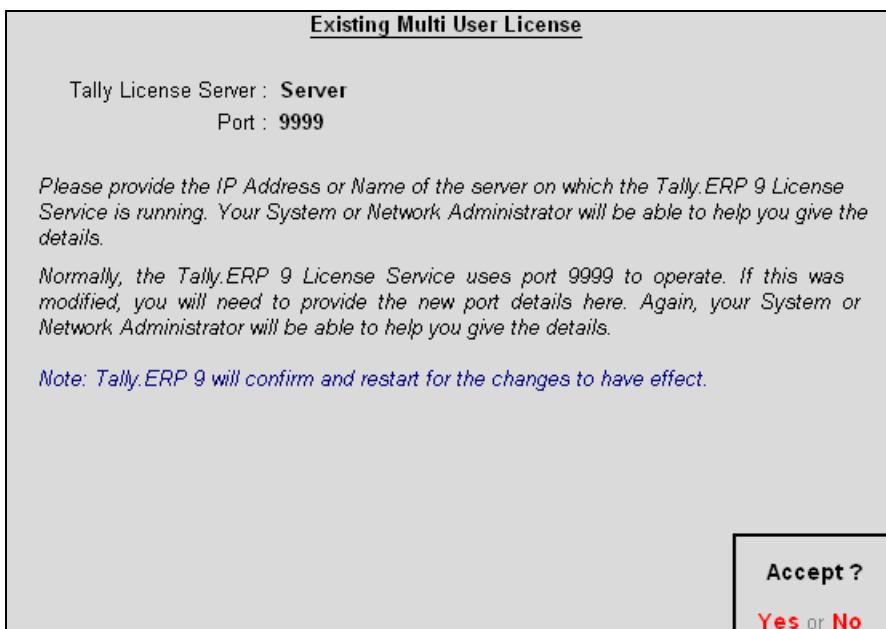


Figure 18.10 Existing Multi User License

- In the **Tally License Sever** field, enter the **Name/IP Address** of the License Server
- By default, the license server uses port **9999**
- **Tally.ERP 9** will re-start to establish a connection with the License server and displays the Startup screen
- You can continue the activation process as described in **Lesson 8**

18.3.3 Continue activation in Single User mode

To activate the **Promotional Rental License** in **Single User** mode:

- Select **Option 3: Continue activation in Single User mode**
- **Tally.ERP 9** will re-start and continue with the activation process
- You can continue the activation process as described in **Activate Tally.ERP 9 Single Site**

18.3.4 Extend Rental License

On expiry of the promotional period, you can either extend the license for a **Month/Quarter/Year** by paying the requisite charges or upgrade to a regular license by purchasing **Tally.ERP 9** from the nearest partner or online from the website using Tally Currency or Credit Card.

To extend the rental license follow the steps shown:

From **Gateway of Tally** or **Company Info > F12: Configure > Licensing**

The **Licensing** appears as shown:

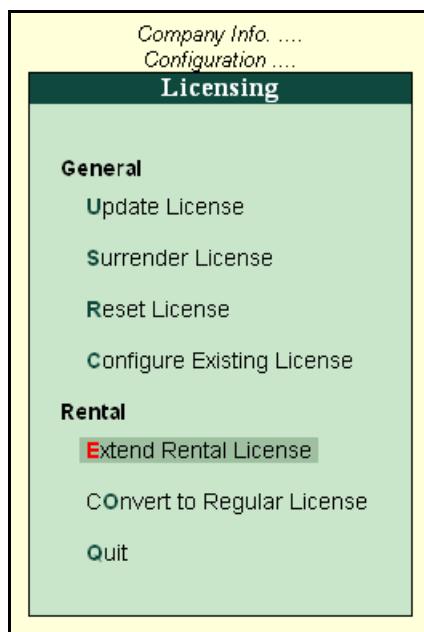


Figure 18.11 Licensing Menu

- Select **Extend Rental License**

The **Extend Rental Period** screen appears

- The **Serial Number**, **Account ID**, **Site ID** (if provided) and **E-Mail ID of the Administrator** are prefilled.
- In the **Billing Name** field enter the name of the Company that has to be printed on the bill.
- In the **Address** field enter the required address of the company.
- In the **Country** field select the required country from the List of Countries
- In the **State** field select the required state from the List of States
- In the **City** field select the required city from the List of Cities
- In the **Postal Code** field enter the required postal code

- In the **Method of Payment** field select the required payment mode from the List of Payment Methods

18.3.5 Payment by Credit Card

- In the **Preferred Partner** field select **New Sales Partner**
- The **Partner Search** screen appears
 - Search for the nearest partner based on the location or the name and select the required partner
- In the **Edition** field select the required edition from the **List of Product Types**
- In the **Period to Extend** field enter a number and select the required period (**Months/Quarters/Years**) from the list of Periods.
- The **Price** field is prefilled to display the rental amount based on the **Edition** and **Period** selected.

<u>Extend Rental Period</u>	
Serial Number : 745052859	
Account ID : tallyuser@tallysolutions.com	
Site ID : Godown4	
E-mail ID of Administrator : tallyuser@tallysolutions.com	
Billing Name : Tally User	
Address : 72, M.G.Road,	
Country : India	
State : Karnataka	
City : Bangalore	
Postal Code : 560001	
Other City :	
Method of Payment : Credit Card	
Preferred Partner : Alpha	
Edition : Gold (Multi User)	
Period to Extend : 1 Quarters	
Price : Rs. 4050	
<input type="button" value="Accept ?"/> Yes or No	

Figure 18.12 Extend Rental License

- **Accept** to save the details

- The Credit Card Payment Gateway appears

The screenshot shows a payment form for Tally Solutions Private Limited. At the top, it says "Welcome to PAYSEAL" and "ICICI Bank Secure Payment Gateway". Below that, a message reads: "Dear Customer, PaySeal will secure your payment to Tally Solutions Private Limited". The form fields include:

- Card Type: A dropdown menu showing "-- Select --".
- Card Number: An input field with four groups of four boxes each.
- Expiry date: Two dropdown menus for MM and YYYY.
- CVV2/CVC2 Number: An input field with three boxes.
- Name on Card: An input field.
- Purchase Amount: INR 4050.00.
- Word Verification: A CAPTCHA box containing "S W U 6 C a Z" and a grid for entering characters.
- Pay and Cancel buttons.
- A small image of a credit card with the text "Last 3 Digits of Account Number Panel" pointing to the card number area.
- A VeriSign Secure Site logo with "Click to verify".
- A note at the bottom: "After pressing Pay, to ensure a successful transaction, DO NOT close your browser."
- A note below the note: "A service brought to you by ICICI Bank."
- A note: "Note: This page will expire in 10 Minutes and if you fail complete the transaction in 10 Minutes you will be redirected to the order page of Tally Solutions Private Limited"
- A note: "If you wish to discontinue with the order request you to click on Cancel button, you will be redirected to the order page of Tally Solutions Private Limited."

Figure 18.13 Payment Gateway for Credit Card

- Enter the required credit card details to extend the rental period
- The payment gateway displays a **Payment Successful Message**. You may print the acknowledgement for future reference.

18.3.6 Payment by Tally Currency

- In the **Edition** field select the edition from the **List of Product Types**
- In the Period to Extend field enter a number and select the required period (**Months/Quarters/Years**) from the list of Periods
- The **Price** field is prefilled to display the rental amount based on the **Edition** and **Period** selected.

- In the **Tally Currency Key** field enter the **Tally Currency Key**



Figure 18.14 Extend Rental License - Tally Currency

- **Accept** the save the details
- **Tally.ERP 9** displays a message **License Updated Successfully.**



- The **License Details** section of the **Information Pane** displays the validity period of the License.
- The validity period of **Tally.NET** subscription is limited to the extent of **Promotional/Rental License** period.

18.4 Convert to Regular License

You can upgrade to a Regular license by purchasing **Tally.ERP 9** from the nearest partner or online from the website using **Tally Currency** or **Credit Card**.

To convert to a regular license follow the steps shown:

From **Gateway of Tally** or **Company Info > F12: Configure > Licensing**

- The **Licensing** menu appears as shown:

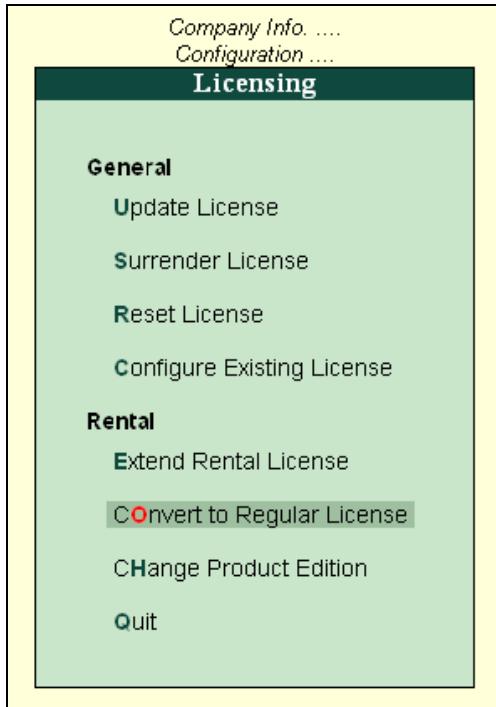


Figure 18.15 Convert to Regular License

- Select **Convert to Regular License**

The **Convert to Regular License** screen appears



Figure 18.16 Convert to Regular License

18.4.1 Using the Regular License you have

In case you have purchased **Tally.ERP 9** license:

- Select **Using the Regular License you have**
- The **Convert to Regular License** screen appears

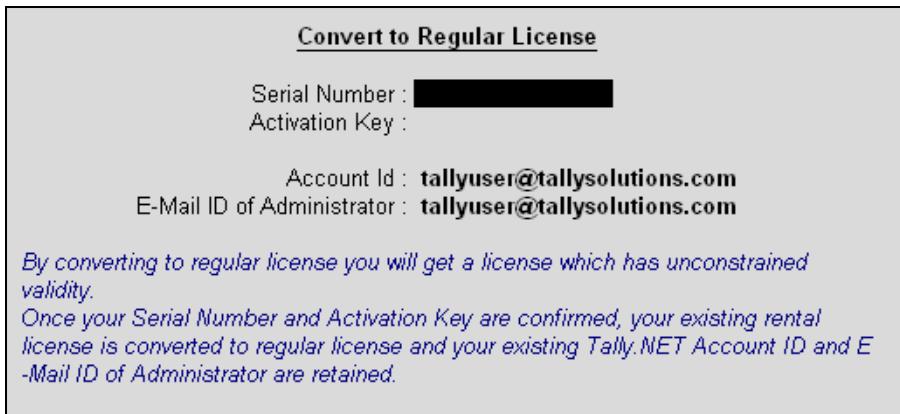


Figure 18.17 Convert to Regular License

- Enter the license Serial Number and Activation Key in the **Serial Number** and **Activation Key** fields.
- Accept** to convert to **Regular License**.

Once the **Serial Number** and **Activation Key** are confirmed, the existing rental license is converted to regular license retaining the existing **Tally.NET Account ID** and **E-Mail ID of Administrator**. On converting to a regular license the user will obtain a license with unconstrained validity.



*For a detailed reading on activation refer to the chapter **Activating Single Site License** in this book.*

18.5 Purchase a Regular License

To purchase a Tally.ERP 9 software online follow the steps shown:

- Select **Buy the Regular License now**
- The **Convert to Regular License** screen appears
 - The **Serial Number**, **Account ID**, **Site ID** (if provided) and **E-Mail ID of the Administrator** are pre-filled.
 - In the **Billing Name** field enter the Company Name that has to be printed on the bill.

- In the **Address** field enter the required address of the company.
- In the **Country** field select the required country from the List of Countries
- In the **State** field select the required state from the List of States
- In the **City** field select the required city from the List of Cities
- In the **Postal Code** field enter the required postal code
- In the **Method of Payment** field select the required payment mode

18.5.1 Purchase using Credit Card

- In the **Preferred Partner** field select **New Sales Partner**
- The **Partner Search** screen appears
 - Search for the nearest partner based on the location or the name and select the required partner
- In the **Edition** field select the edition from the **List of Product Types**
- The **Price** field is prefilled to display the product value

<u>Convert To Regular License</u>	
Serial Number : 745052859	
Account ID : tallyuser@tallysolutions.com	
E-mail ID of Administrator : tallyuser@tallysolutions.com	
Billing Name : Tally User	
Address : 72, M.G.Road,	
Country : India	
State : Karnataka	
City : Bangalore	
Postal Code : 560001	
Other City :	
Method of Payment : Credit Card	
Preferred Partner : Alpha	
Edition : Gold (Multi User)	
Price : Rs. 40500	
<input type="button" value="Accept ?"/> Yes or No	

Figure 18.18 Convert to Regular License

- Accept to save the details

The **Credit Card Payment Gateway** appears as shown

The screenshot shows the ICICI Bank Secure Payment Gateway interface. At the top, it says "Welcome to PAYSEAL" and "ICICI Bank Secure Payment Gateway". Below that, a message reads: "Dear Customer, PaySeal will secure your payment to **Tally Solutions Private Limited**". The form fields include:

- Card Type ***: A dropdown menu showing "-- Select --".
- Card Number ***: Four input boxes for card number digits.
- (Please enter your card number without any spaces)**
- Expiry date ***: Two dropdown menus for MM and YYYY.
- (Please enter expiry date provided on your card)**
- CVV2/CVC2 Number ***: An input box with a right-pointing arrow.
- (CVV2/CVC2 is the three digit security code printed on the back of card)**
- Name on Card**: An input box.
- (Please enter your name specified on the card)**
- Purchase Amount**: INR 40500.00
- Word Verification:** A CAPTCHA grid with the characters "S W U 6 G a z".
- Type the characters you see in the picture below**
- Pay** and **Cancel** buttons.

On the right side of the form, there is a small image of a credit card with a red arrow pointing to the "Last 3 Digits of Account Number Panel". Below the card image is a "VeriSign Secure Site" logo with a "Click to verify" button.

At the bottom of the form, there is a note: "After pressing Pay, to ensure a successful transaction, DO NOT close your browser." and a "A service brought to you by ICICI Bank." banner. Below the banner, a note says: "This page will expire in 10 Minutes and if you fail complete the transaction in 10 Minutes you will be redirected to the order page of Tally Solutions Private Limited". Another note below that says: "If you wish to discontinue with the order request you to click on Cancel button, you will be redirected to the order page of Tally Solutions Private Limited."

Figure 18.19 Credit Card Payment Gateway

- Enter the required credit card details to extend the rental period
- The payment gateway displays a **Payment Successful Message**. You may print the acknowledgement for future reference.

18.5.2 Purchase using Tally Currency

- In the **Edition** field select the edition from the **List of Product Types**
- The **Price** field will automatically display the product value
- In the **Tally Currency Key** field enter the **Tally Currency Key**

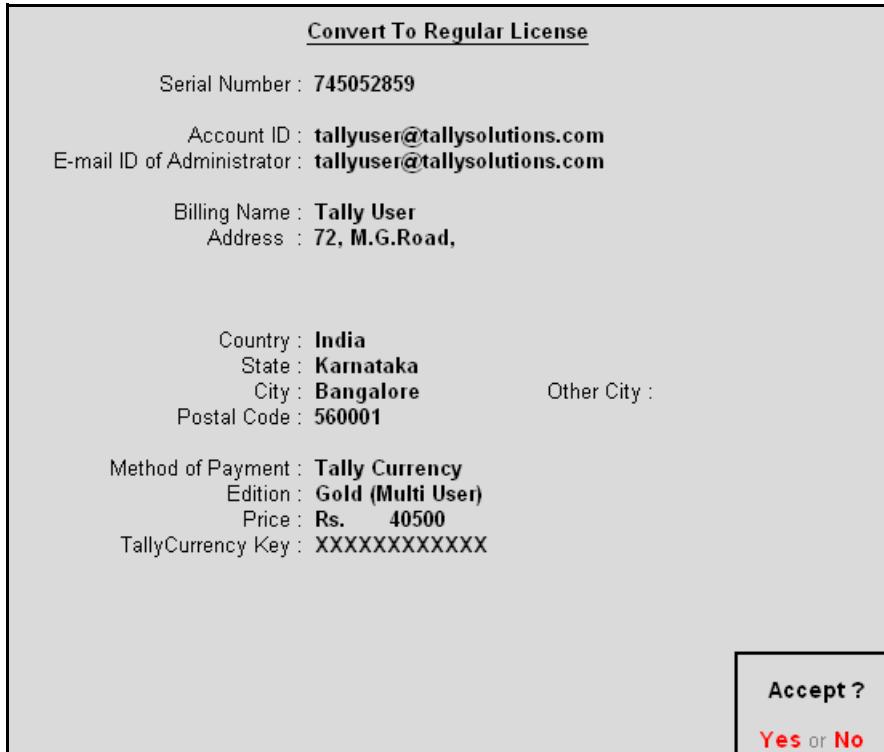


Figure 18.20 Convert to Regular License

- Accept** to save the details
- Tally.ERP 9** displays a message **License Updated Successfully**

18.6 Changing the Product Edition

On renewal of an promotional license under the paid rental mode, the user has the option to change the product edition from Multi-User to Single User and vice versa.

To change the product edition follow the steps shown:

From **Gateway of Tally** or **Company Info > F12: Configure > Licensing**

The **Licensing** menu appears as shown:

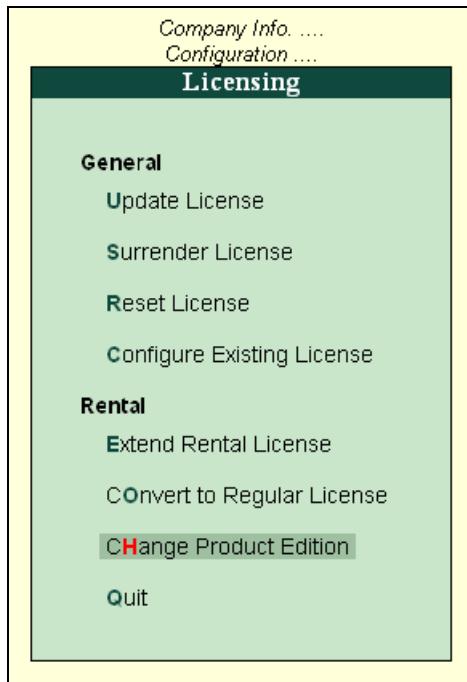


Figure 18.21 Change Product Edition

- Select **Change Product Edition**
- A screen displaying the terms for interchange between editions of **Tally.ERP 9** appears as shown:

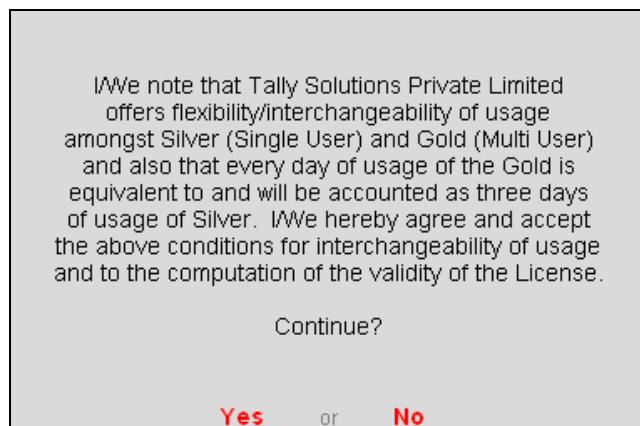


Figure 18.22 Terms for Edition Change

- Press **Y** or click **Yes** to continue with changing the product edition

The **Change Product Edition** screen appears as shown:

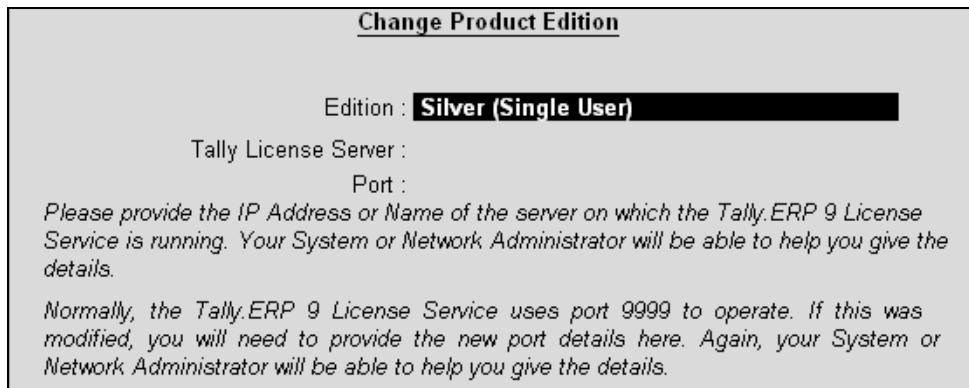


Figure 18.23 Change Product Edition

18.6.1 Change from Gold to Silver on a Standalone computer

When present edition of **Tally.ERP 9** is **Gold** under the **Paid Rental Mode**, the user can change the edition to **Silver** in the local machine directly.

- Accept the screen to change the edition to **Silver** as shown
- The **Version** block of the **Information Panel** displays the changed edition as shown:

Product	Version	License	Configuration	Calculator	Ctrl + N
Tally <small>POWER OF SIMPLICITY</small> Tally.ERP 9	Series A Release 1.5 <small>Latest</small> <small>Latest</small>	Serial Number 765053433 Site ID Godown Account ID tallyuser@tallysolutions.com This is part of your Tally.NET subscription Valid till 22-Jan-2012	Stat 89 <small>Latest</small>		x

Figure 18.24 Change Edition



- Do not provide the license server **Name/IP Address** and **Port Number** in **License Server** and **Port** fields respectively
- In the **Product** field **Silver** is displayed while changing the edition from **Gold** to **Silver** and **Gold** is displayed when changing from **Silver** to **Gold**.
- The validity period of the rental license will change depending on the product edition selected.

18.6.2 Change from Silver to Gold on a Standalone computer

When the current edition of **Tally.ERP 9** is **Silver** under Paid Rental License Mode, the user can change it to **Gold** in the local machine directly, the procedure to change edition is similar to **Changing from Gold to Silver on a standalone computer**.

18.6.3 Change from Gold to Silver on a Multi User Client

When the current edition of Tally.ERP 9 is Gold on the client machine under Paid Rental License Mode, the user can change it to Silver, the procedure to change edition is similar to **Changing from Gold to Silver on a standalone computer**. The License file is moved from the License Server to the local machine

18.6.4 Change from Silver to Gold on a standalone computer to become a Multi User Client

The user can change the edition from **Silver to Gold** to become a **Multi User Client** and make the license available on the **License Server** in order to enable multi user access. In this case the **License Server** can be in the same or in a different machine.

To change as a Multi User Client from a standalone computer follow the steps shown:

- In the **Change Product Edition** screen
- Enter the **Name/IP Address** of the license server in the **License Server** field
- **Accept** to change the product edition
 - *By default, the **Tally.ERP 9 License Server** uses port **9999**, enter the required port in case you had changed it earlier.*
 - *The Tally License Servers must be installed in a different folder incase they are installed on the same machine.*
 - *The **License Server** and **Port** are mentioned so as to enable the Clients to connect to the License Server.*
 - *The **License file** is moved from the **Client** machine to the **License Server**.*



Resolutions while changing from Silver on a Standalone Computer to Gold - Multi User Client

Resolve the following situations as they arise while providing the License Server status in case of above scenario.

Message	Resolution
No License Server available in the Machine	Install the License Server
License Server Available is not compatible for the current version of Tally	Install the latest version of the License Server in a different folder
License Server is already serving a valid license of Tally (Gold)	Install the latest version of the License Server in a different folder and configure the same
License Server is compatible but serving a valid single user license therefore cannot serve license for clients	Install Tally License server in another folder and start the same

Lesson 19: Tally Data Migration Tool

Tally 7.2 customers can now migrate their data from Tally and Tally Compliant Products (TDL files/Customised files) to **Tally.ERP 9** using the **Tally Data Migration Tool**.

The Tally Data Migration Tool works with the **Tally.ERP 9** and allows migration of company data including Masters and Vouchers.

The data migrated from **Tally 7.2** to **Tally.ERP 9** will appear in the **Tally 7.2** data folder. The migrated data folder is prefixed with **0** and appears as a **5** digit number.

For a detailed explanation of Migration refer to the **Tally.ERP 9 Reference Manual** or **Getting Started with Data Migration**.

Lesson 20: TallyAdmin Tool

In a multi user environment set-up one computer is designated as the **License Server** and all other computers are designated as **License Clients**. Based on your requirement you can install the **Tally License Service (License Server)** only the computer designated as **License Server** and install **Tally.ERP 9** only on the computers designated as the **License Clients**.

The **Tally Admin.** tool is a license administration tool that resides in the default **Tally.ERP 9** folder and helps you to administer the licenses of Tally products.

20.1 Tally Admin Tool

The **Tally Admin** tool is a license administration tool that resides in the default **Tally.ERP 9** folder and helps you to administer the licenses of Tally products.

- To start the **Admin Tool** double click on **TallyAdmin.exe**
- The **Tally Admin** tool is displayed as shown

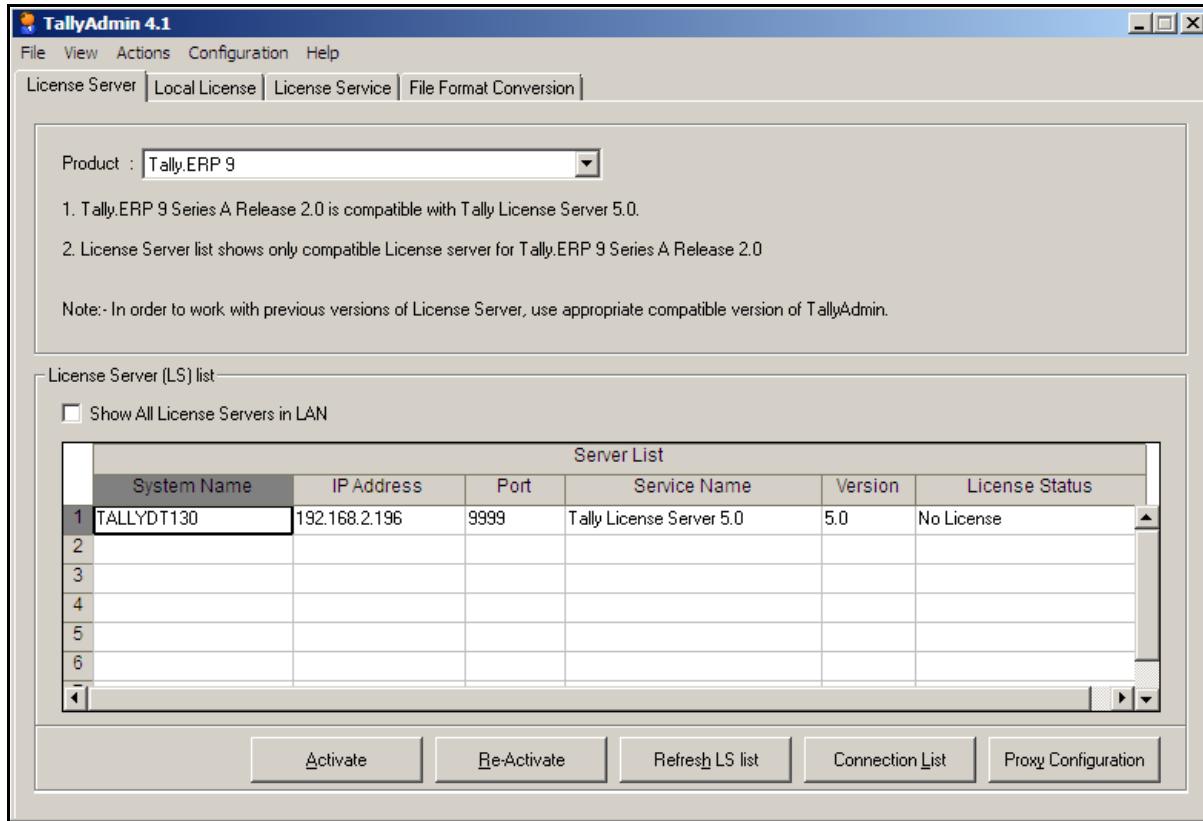


Figure 20.1 Tally Admin Tool

The **TallyAdmin** tools screen has four tabs namely **License Server**,**Local License**, **License Service** and **File Format Conversion**.

License Server: Allows you to perform licensing operations for license servers of **Tally.ERP 9**, **Shoper 9** and **Tally Developer**.

- **Product :** Select the required Tally product from the drop down list to perform an licensing operations
- **Show All License Server in LAN:** Check this option to list all the available license servers on a Local Area Network. It displays the name of the computer on which the license server is installed, IP address, port number used for communication, name of the license service, license service version and the license status.
- **Activate:** Click to **Activate** to activate Tally.ERP 9 Single User/Multi-User license. The process to activate license is discussed in Activating Tally.ERP 9 Single Site/Multi-Site
- **Re-Activate:** Click to Re-Activate to reactivate Tally.ERP 9 Single User/Multi-User license. The process to reactivate license is discussed Reactivating Tally.ERP 9.

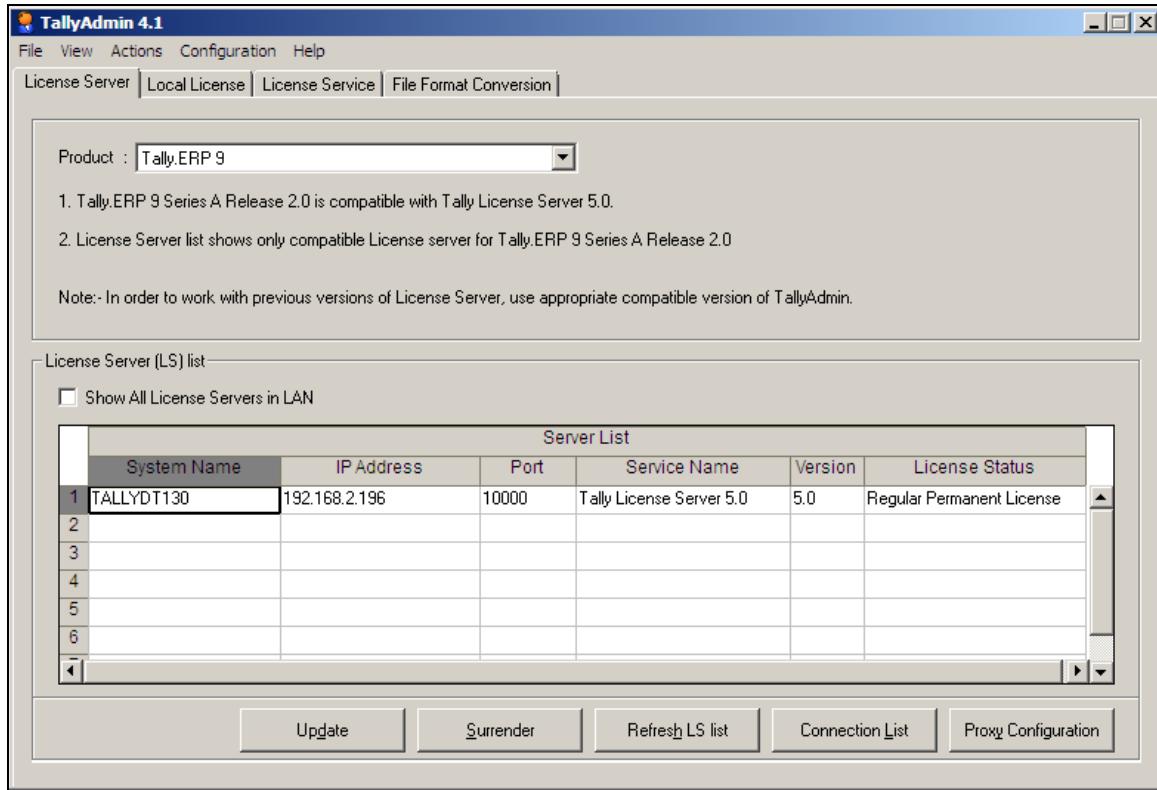


Figure 20.2 Tally Admin Tool

- **Update:** Updates the license information when TDL/General Configuration are assigned to an account and renew/subscribe for Tally.NET
- **Surrender:** Surrender the activated license to use it on another computer.
- **Refresh LS List:** Displays the most recent information on licenses running for a product
- **Connection List:** displays the list of systems connected to the license servers
- **Proxy Configuration:** Allows the user to configure the proxy server.
 - Click **Proxy Configuration** and
 - Provide the URL/IP Address of the proxy server in **URL**
 - Check **Authentication Required**
 - Provide the username and password in the Username and Password field respectively.
 - Provide duration in seconds for the system to disconnect
 - Check **Use absolute URL for HTTP Actions** to send the complete URL

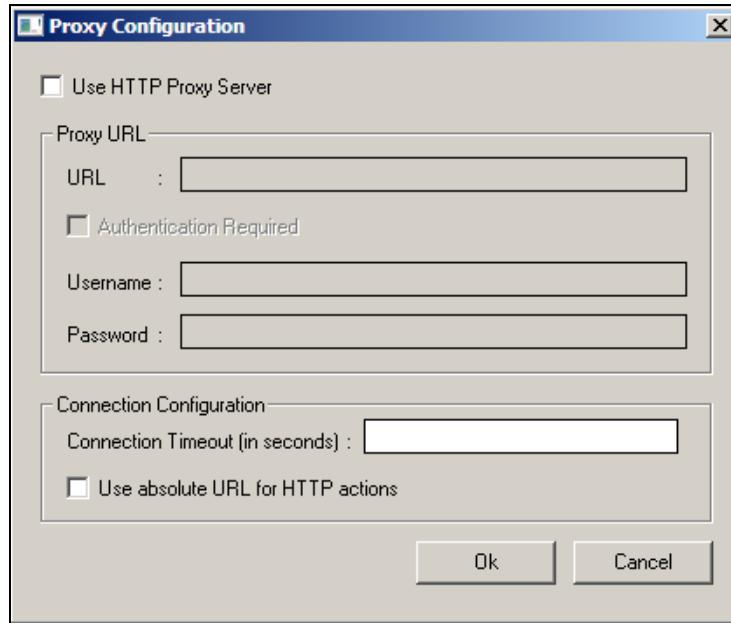


Figure 20.3 Proxy Configuration

Local License: Perform license operations for single user license of Tally.ERP 9, Shoper 9 and Tally Developer.

- **Product:** Select the required Tally product from the drop down list and provide.
- **License Path:** provide the folder name or path of the license file.
- **Update:** Updates the license information when TDL/General Configuration are assigned to an account and renew/subscribe for Tally.NET
- **Surrender:** Surrender the activated license to use it on another computer.
- **Proxy Configuration:** Allows the user to configure the proxy server (discussed in the previous section)

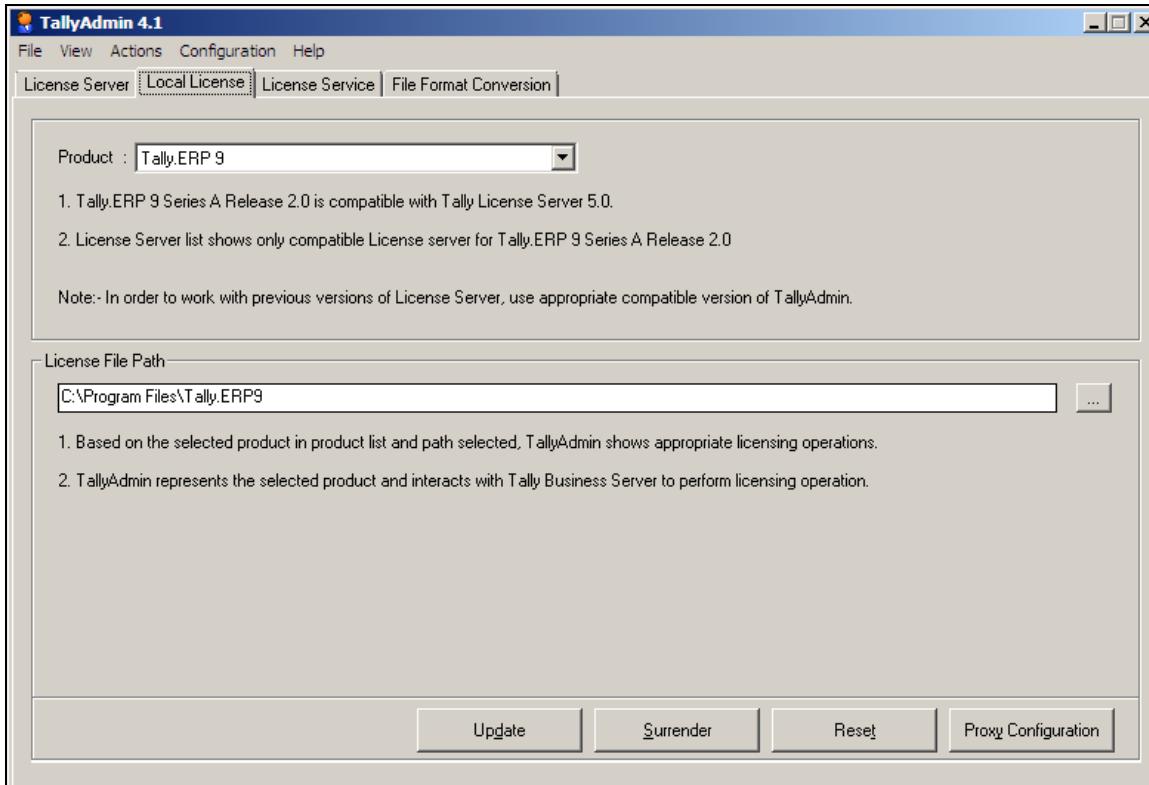


Figure 20.4 Local License

License Service: Allows the user to configure the existing multi user license and check the status

- **Tally License Server Path:** provide the path of the license server
- **Port :** Port number used for communication
- **IP Address/System Name:** Provide the system name/ IP address
- **Port** Port number used for communication
- **Ping** - To ping the License Server and check the status of the **License Server**

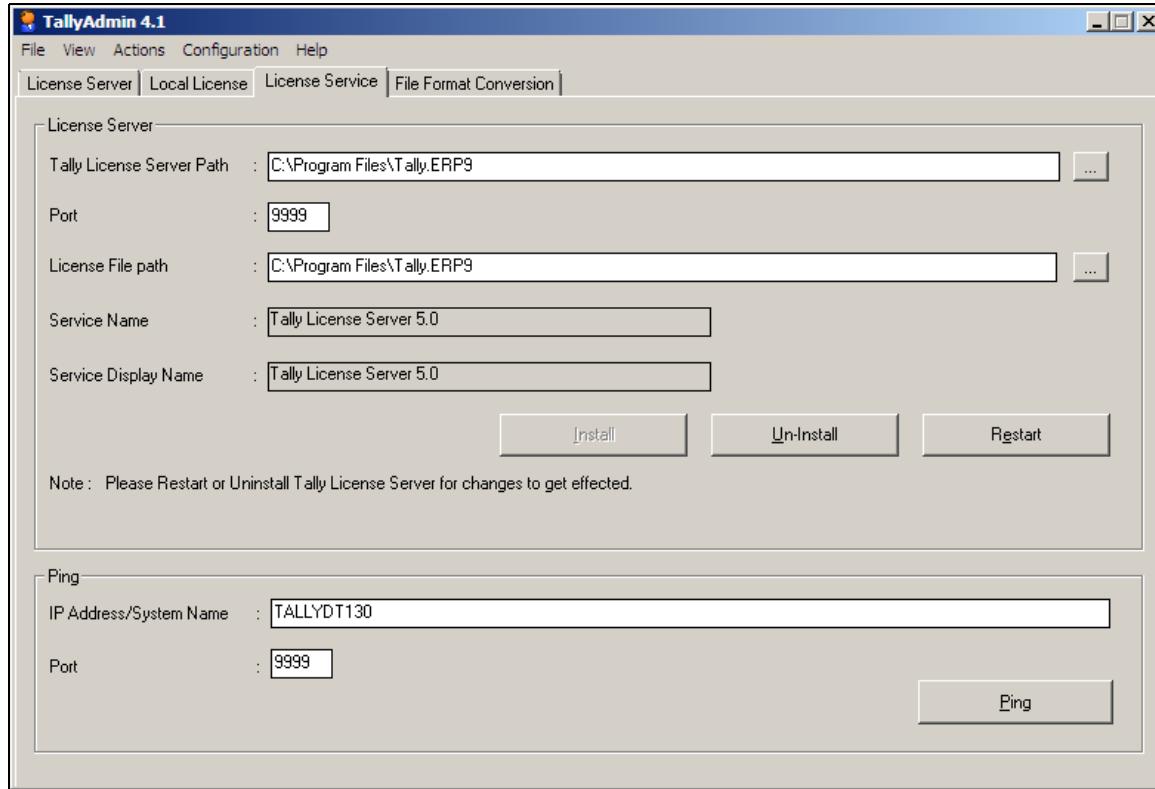


Figure 20.5 License Service

Lesson 21: Migrating Secondary Files

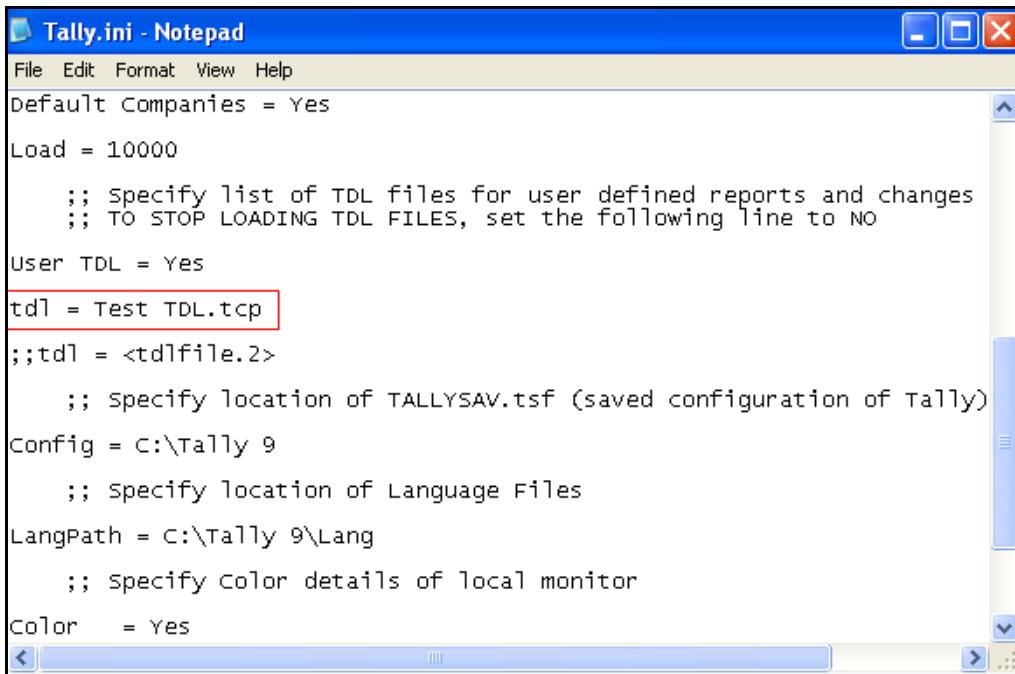
21.1 Migration of TCP files to Tally.ERP 9 Format

The Tally application folder contains files other than the data files which are referred to as secondary files. From Release 3.0 onwards the file format of all the secondary files have been standardized.

21.1.1 TCP Files

All the TDL files which were compiled for Tally 9 Release 1.x/2.x having the file extension .tcp needs to be converted to the new format. You can convert the existing .tcp files

- **Automatic Conversion Process** (using installer) : When the current version of Tally is installed in the same folder as the older version then all the .tcp files which were included in the **tally.ini** file are automatically converted to Release 3 compatible format.



```

Tally.ini - Notepad
File Edit Format View Help
Default Companies = Yes
Load = 10000
;; Specify list of TDL files for user defined reports and changes
;; TO STOP LOADING TDL FILES, set the following line to NO
User TDL = Yes
tdl = Test TDL.tcp
;;tdl = <tdlfile.2>
;; Specify location of TALLYSAV.tsf (saved configuration of Tally)
Config = C:\Tally 9
;; Specify location of Language Files
LangPath = C:\Tally 9\Lang
;; Specify Color details of local monitor
Color = Yes
  
```

Figure 21.1 Parameters in Tally.ini file

The original .tcp file is renamed as <filename>.tcp.BAK i.e., the filename of the converted file is same as the original filename and the original .tcp file is retained as a backup file.

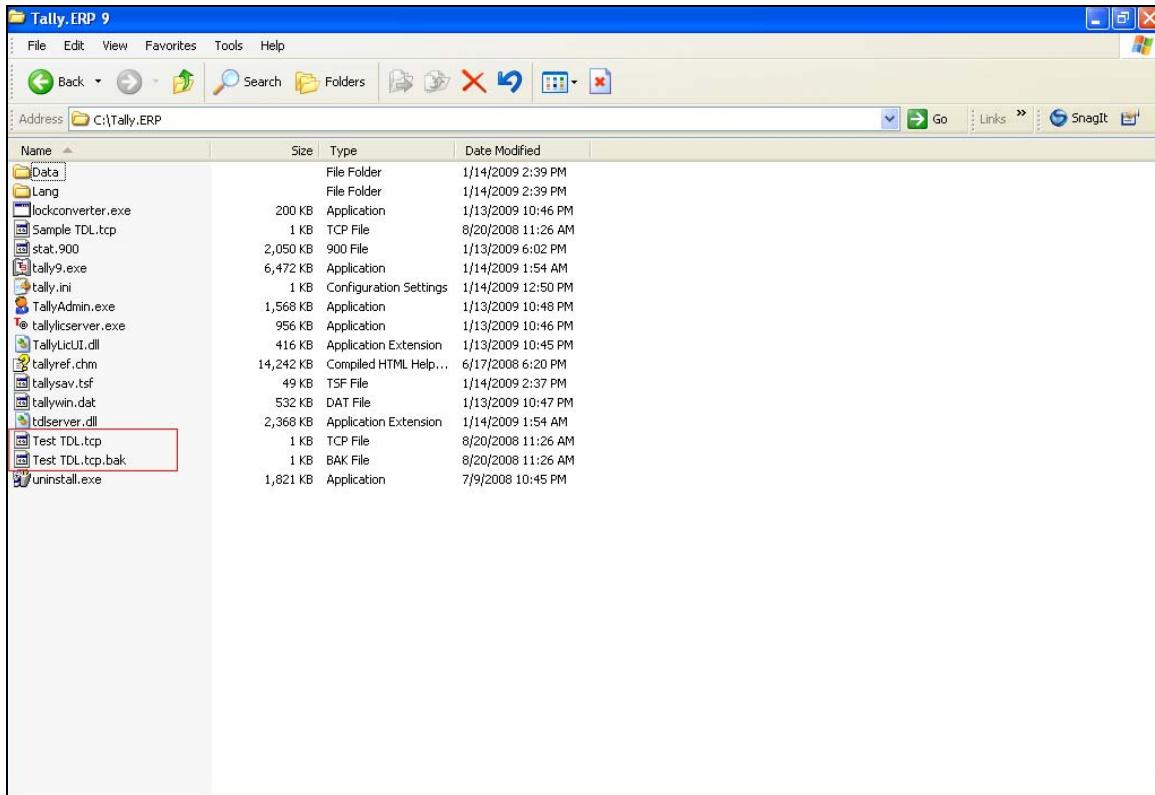


Figure 21.2 Files in default Tally folder

- **Manual Conversion Process:** To manually convert the file in the new format use the **Conversion** tab of **Tally Admin Tool**. The command line conversion tool “secdbcnv.exe” is removed. It is mandatory to specify the File Type. The file Type can be TSF or TCPor Enc.
 - **TSF:** Converts tally configuration file from old format to new format eg tallysav.tsf to tallycfg.tsf
 - **TCP:** Converts TCP file from old file format to new file format.
 - **Enc:** Converts TCP file from encrypted file format to new file format.

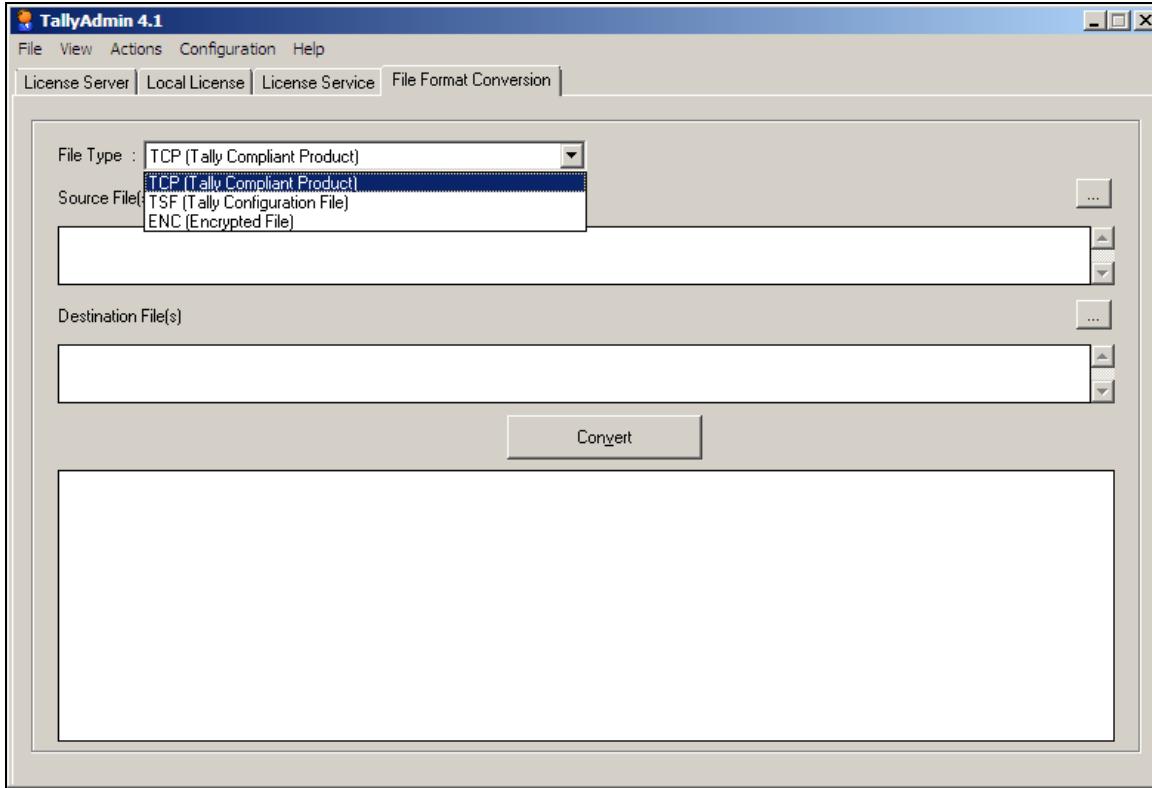


Figure 21.3 Tally Admin Tool

- In the **Source File** box specify the name of file to be converted. Browse button can be used to select the file/s. A comma separated list of files can be given in this box. When multiple files are to be converted, write the complete path of each file.

- In **Destination File** box provide the name for the converted file. Browse button can be used to select the destination folder. If the destination folder is not selected the converted file is placed in the same location as of the source file.

Example 1 :

In the following dialog box select the **File Type** as **TCP** and select the file **Sample TDL.TCP** for conversion.

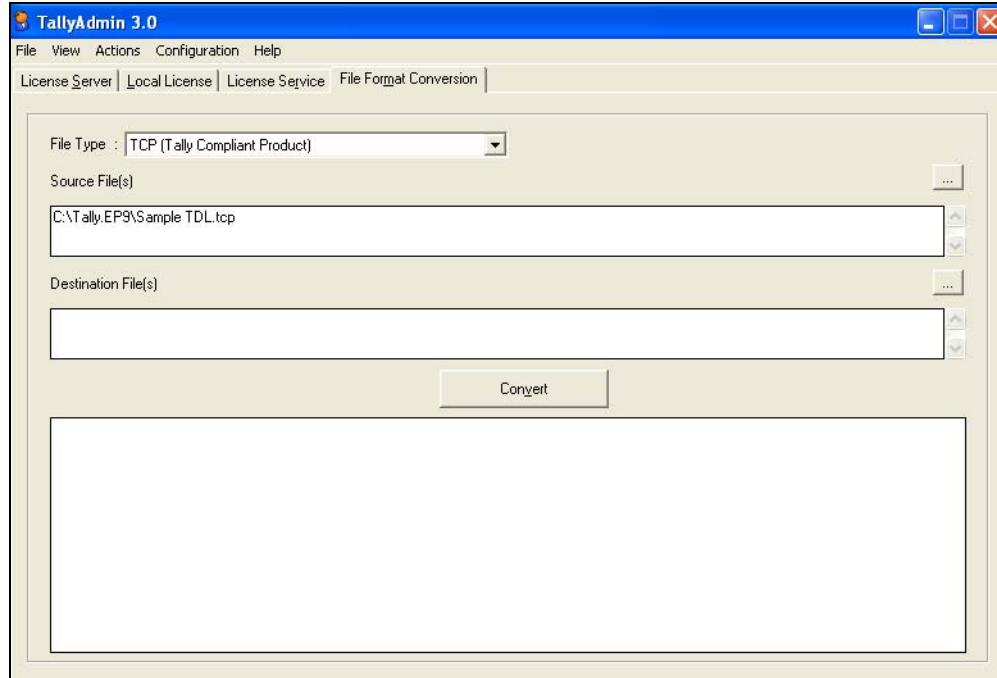


Figure 21.4 Tally Admin Window

Once you click on the Convert button following dialog box is displayed.

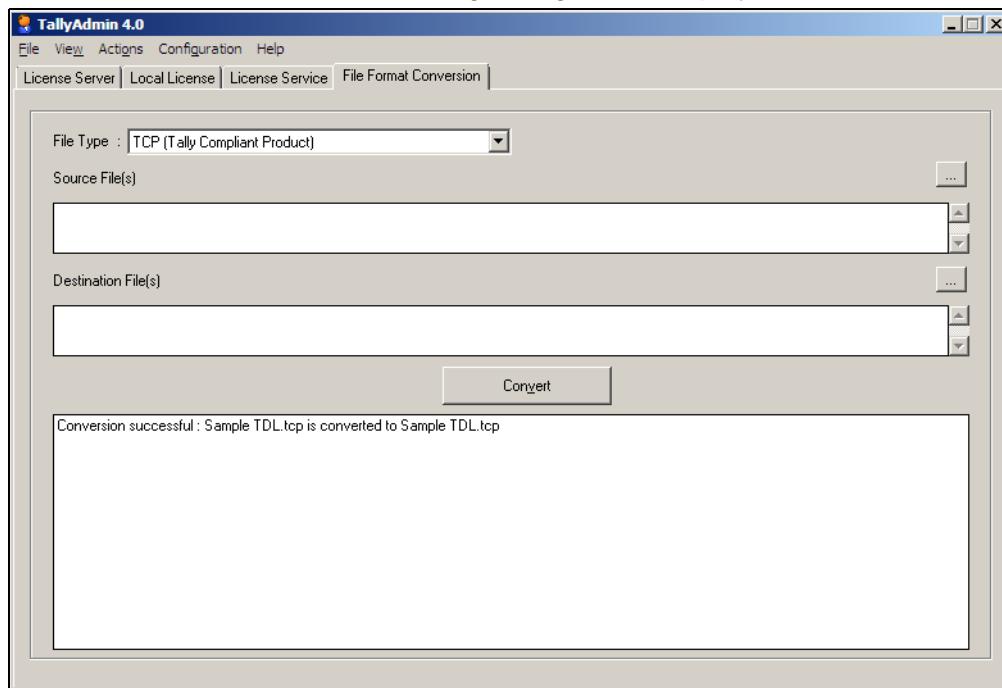


Figure 21.5 Tally Admin Window after conversion

The file **Sample TDL.tcp** is converted to the new format retaining the original filename. The old format TCP is renamed as **Sample TDL.tcp.BAK**.

The files in the Tally folder will appear as shown :

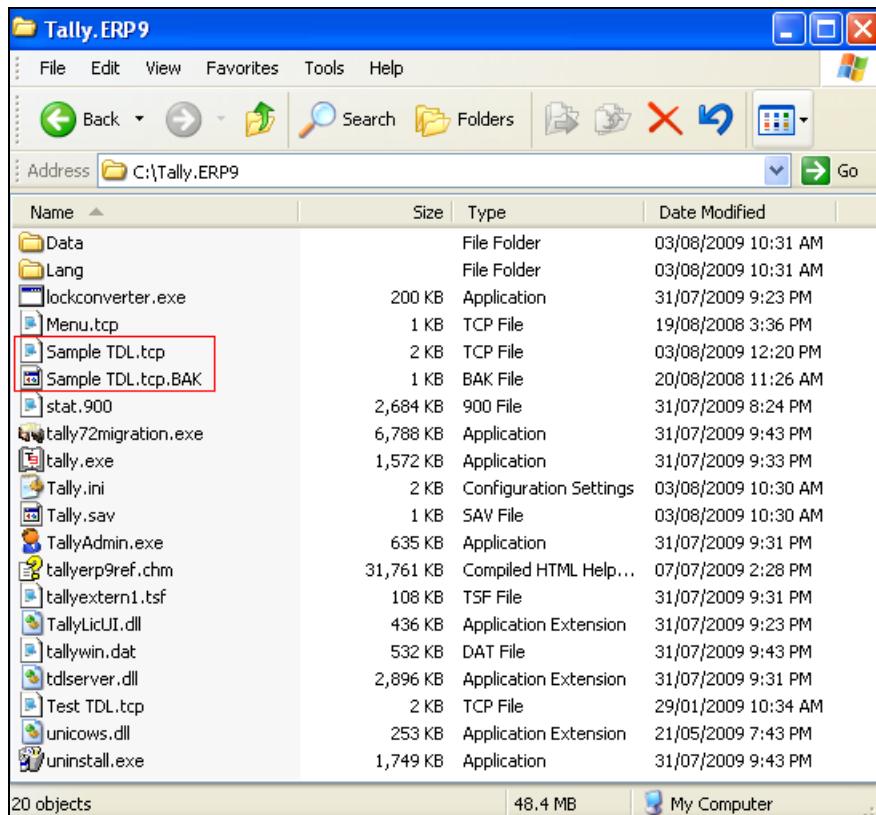


Figure 21.6 Tally.ERP folder after the Conversion

Example 2 :

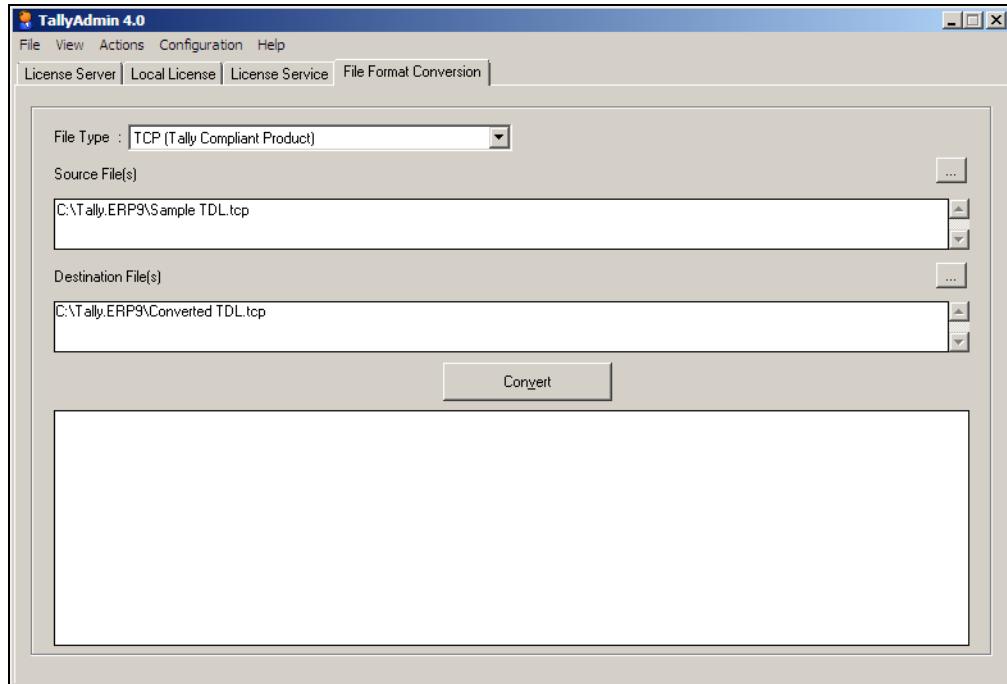


Figure 21.7 Tally Admin Window

Once you click on the Convert button following dialog box is displayed.

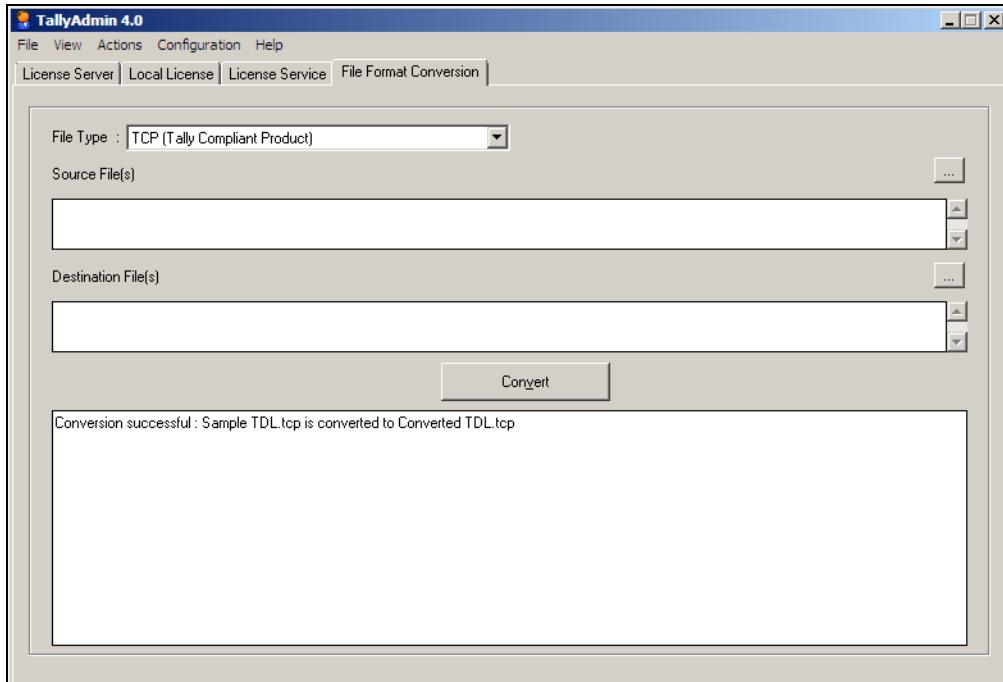


Figure 21.8 Tally Admin Window after Conversion

The above command converts the file **Sample TDL.tcp** to the new format and is named as **Converted TDL.tcp**.

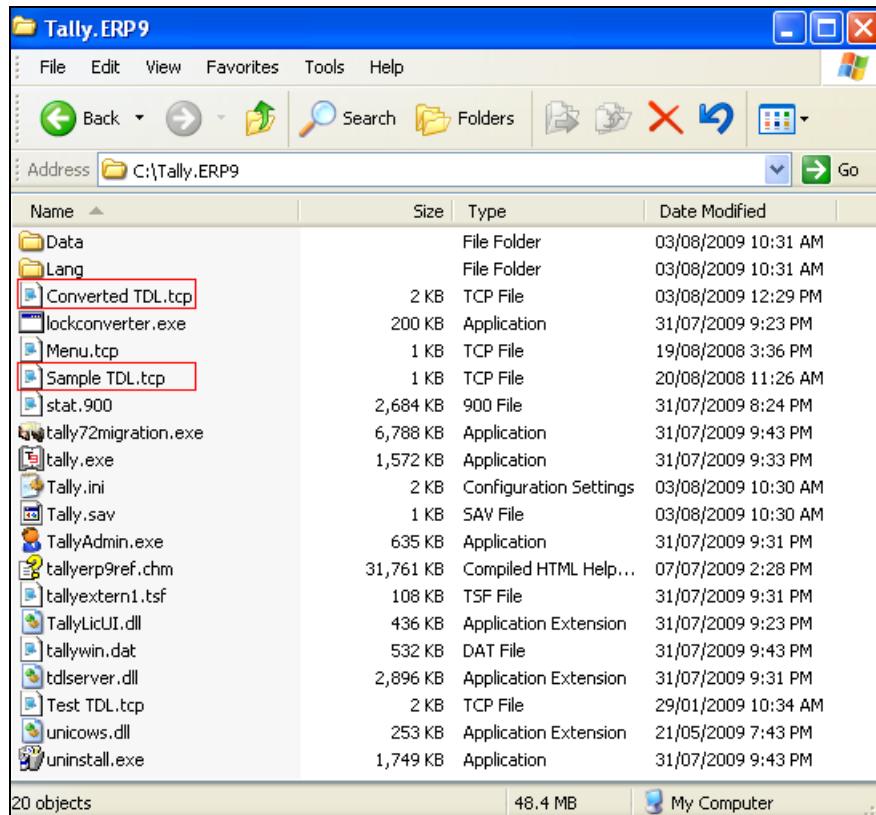


Figure 21.9 Tally.ERP folder after Conversion



Ensure that the TDLs written for previous versions are syntactically compatible as per the release 3 standards before running the installer or the conversion tool.e.g. Release 3 does not support partial named attributes so before the conversion check that the TDL file to be converted uses the full attribute name.

21.1.2 Configuration File

When Tally is installed in the same folder where the old version is installed then the file **Tallysav.tsf** is automatically converted to the new format as shown.

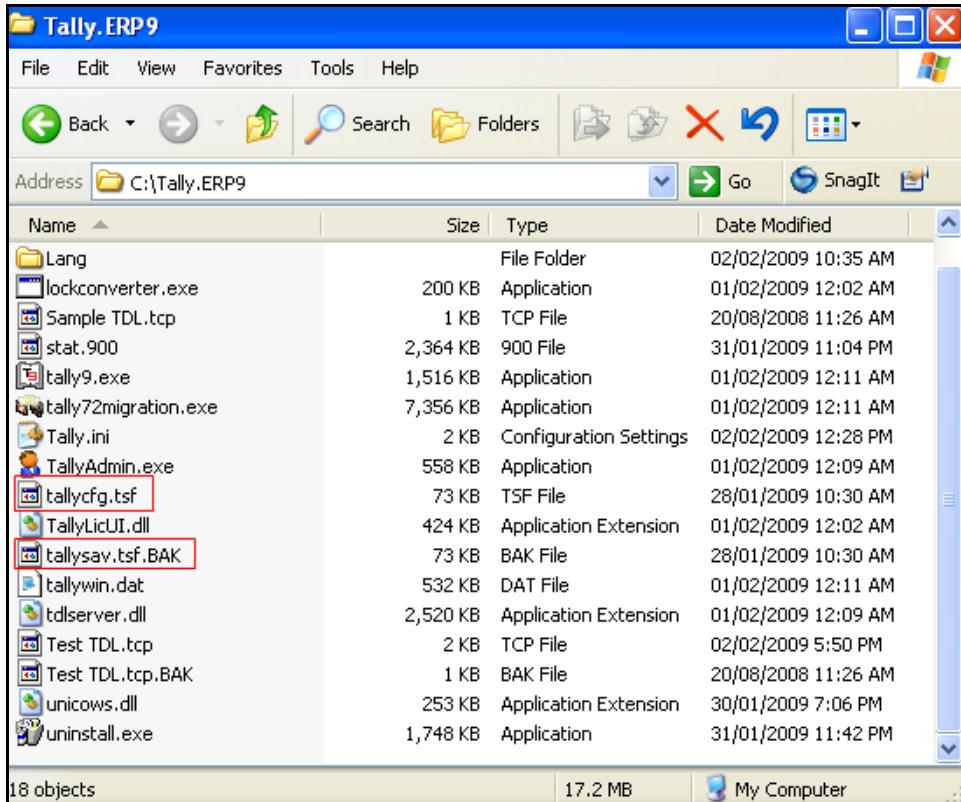


Figure 21.10 Tally.ERP Folder

- The file **Tallysav.tsf** is renamed as **Tallysav.tsf.BAK**.
- Manually the file “**Tallysav.tsf**” can be converted to the new standardized format by selecting “**TSF**” as file type in the **Conversion** tab of Tally Admin Tool. Ensure that the destination file name is “**Tallycfg.tsf**”.
- If the destination file name is not specified then the file is saved as **Tallysav.tsf**

Example 1:

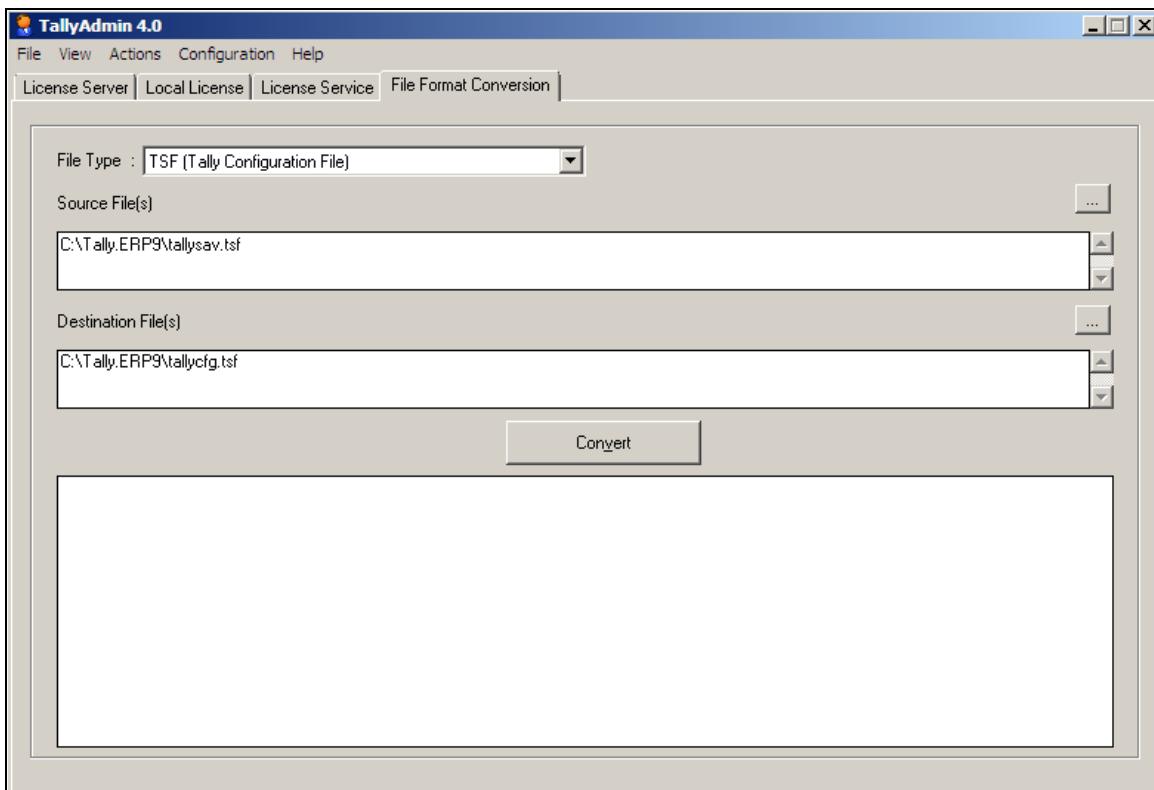


Figure 21.11 Tally Admin Window

The above command converts the file **Tallysav.tsf** to **Tallycfg.tsf**. The file **Tallysav.tsf** is renamed as **Tallysav.tsf.BAK**

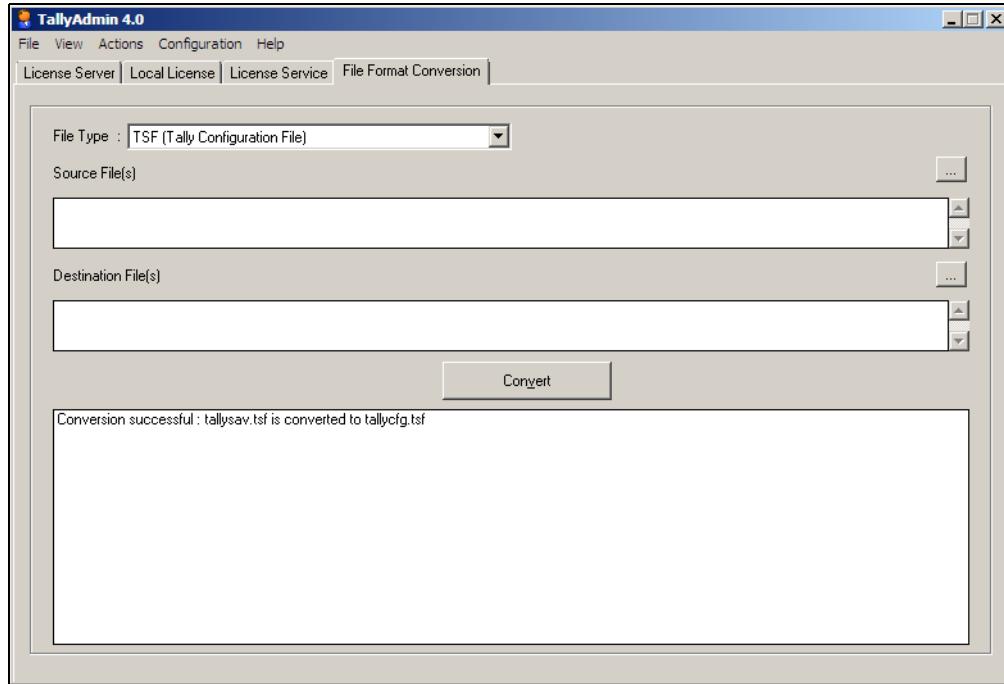


Figure 21.12 Tally Admin Window

The tally folder after the conversion is as follows:

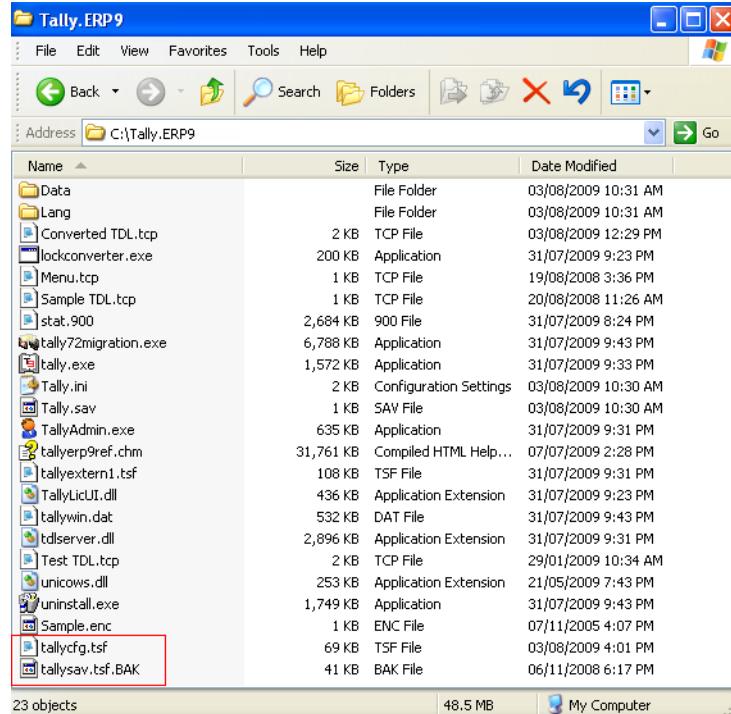


Figure 21.13 Tally.ERP 9 folder

21.1.3 Encrypted files

The encrypted files can be converted to the new file formats using the TallyAmin Tool.

Select file type as “ENC” from the file type drop down box as shown:

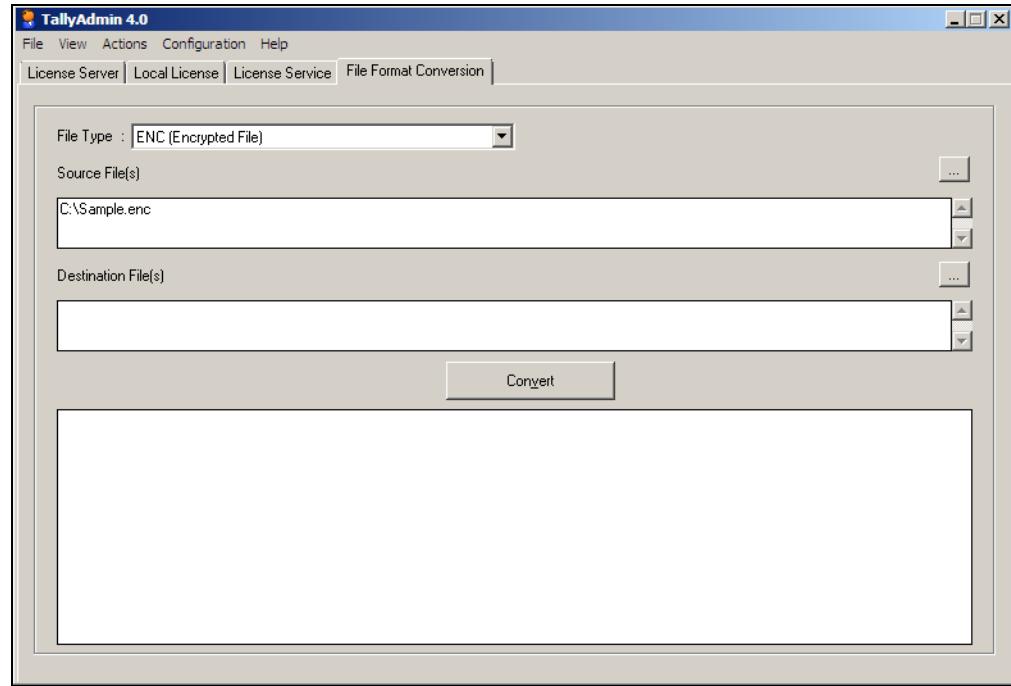


Figure 21.14 ENC file conversion

- Click on **convert** button.

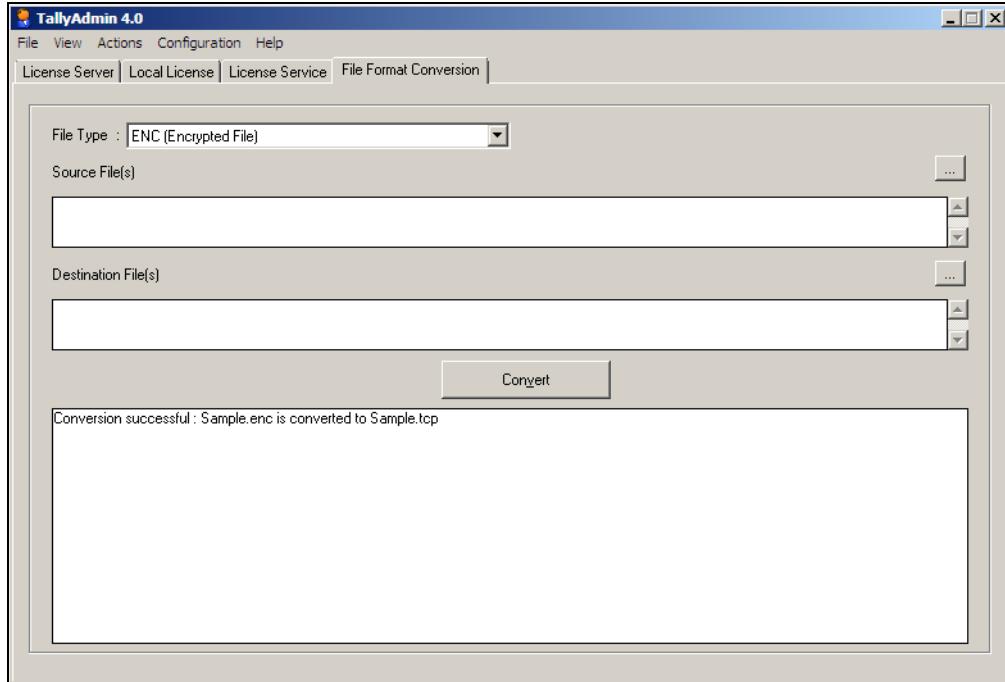


Figure 21.15 Tally Admin Tool

The **Sample.enc** file is converted to **Sample.tdl**.

21.1.4 Dictionary Files

The dictionary files in new format are provided with the release. When Tally is installed in the same folder where the Old version is installed then the old files present in the directory will be overwritten by the new ones. It is to be noted that the new dictionary files are not compatible with prior versions.

21.1.5 Conversion of Tally 7.2 files to Tally.ERP 9 New Format

Migration tool is mandatory to convert the 7.2 compatible “.tcp” files in to the new format. The conversion process is same as earlier.

Lesson 22: Introduction to Tally.NET

Tally.ERP 9 offers a new capability titled **Tally.NET** (to be read as **TallyNET**), which facilitates access to a broad spectrum of services using Internet. You can use **Tally.NET** to Synchronise data, access online help and support, manage licenses across locations and the auditor can scrutinise the client's data from a remote location. All this can be done in a secured environment. The system administrator can create users with a facility to access or audit data from a remote location and assign controls based on their security level to access required company data. The remote users accessing the company data behave as clients on Tally.Net.

Tally.NET Features

Tally.NET is a default feature available in the product and provides a host of capabilities. Following is a list of capabilities available in **Tally.ERP 9**.

- Connect companies from **Tally.ERP 9**.
- Create and maintain Remote Users.
- Remote availability of Auditors' Edition of **Tally.ERP 9** License.
- Synchronization of data (via Tally.NET).
- Remote access of data by any user (including BAP users).
- Use online help and support capability from within Tally or the browser.
- Support Centre to get instant access for support on functional and technical areas related to the product.
- Control Centre to manage and centrally configure sites across locations.

By default, **Tally.NET** is enabled in **Tally.ERP 9**. However, certain configurations need to be setup to get the company data connected to the remote user. Execute the following steps:

- Configuring **Tally.NET** features.
- Create Remote Users: **Tally.Net User & Tally.Net Auditor**.
- Authorise Remote Users.
- Remote Login.

Lesson 23: Configure & Connect to Tally.NET

23.1 Configuring Tally.NET

Configuring Tally.NET is very simple and easy process. You can configure Tally.NET by following the steps shown.

Go to **Gateway of Tally > F11: Features > F4: Tally.NET Features**

- The **Tally.NET Features** screen appears.

In the **Registration Details** section:

- In the **Connect Name** field provide a user specific name with which the company is displayed on **Tally.NET** servers.
- Provide the name of the person to be contacted in the field **Contact Person Name**.
- Provide the Mobile/Telephone numbers of contact person in the field **Contact Number**.

Company: ABC Company - HO	
<u>Tally.NET Features</u>	
<u>Connection Details</u>	
Connect Name	: ABC Company - HO
Contact Person Name	: Rajesh
Contact Number	: 9900929192
<u>Connect for Remote Access</u>	
Allow to Connect Company	? Yes
Connect on Load	? No
<u>SMS Access Details</u>	
Enable SMS Access	? No
SMS Company Name	:
F1: Accounts F2: Inventory F3: Statutory F4: Tally.NET	

Figure 23.1 Tally.NET Registration Details

In the **Connect for Remote Access** section,

- **Allow to Connect Company** is set to **Yes**, if the user wants the company to be connected for remote access.
- **Contact on Load** is set to **Yes**, if the user wants the company to be connected for remote access on loading.

In the **SMS Access Details** section

- **Enable SMS Access** is set to **Yes** in order to allow the users to access information of the respective company
- In **SMS Company Name** enter the short name for the respective company.
- Press **Enter** to accept.

The completed **Tally.NET Features** screen is displayed as shown:

<u>Company: ABC Company - HO</u>			
<u>Tally.NET Features</u>			
Connection Details			
Connect Name	: ABC Company - HO		
Contact Person Name	: Rajesh		
Contact Number	: 9900929192		
Connect for Remote Access			
Allow to Connect Company	? Yes		
Connect on Load	? No		
SMS Access Details			
Enable SMS Access	? Yes		
SMS Company Name	: ABCCOMPANY		
Accept ? Yes or No			
F1: Accounts	F2: Inventory	F3: Statutory	F4: Tally.NET

Figure 23.2 Tally.NET Registration



You must set **Security Controls** to **Yes** while creating/altering a company, in order to enable **Tally.NET** in **Tally.ERP 9**.

23.2 Connect Company to Tally.NET

To connect the company to **Tally.NET**

Go to **Gateway of Tally** > Press **F4: Connect**.

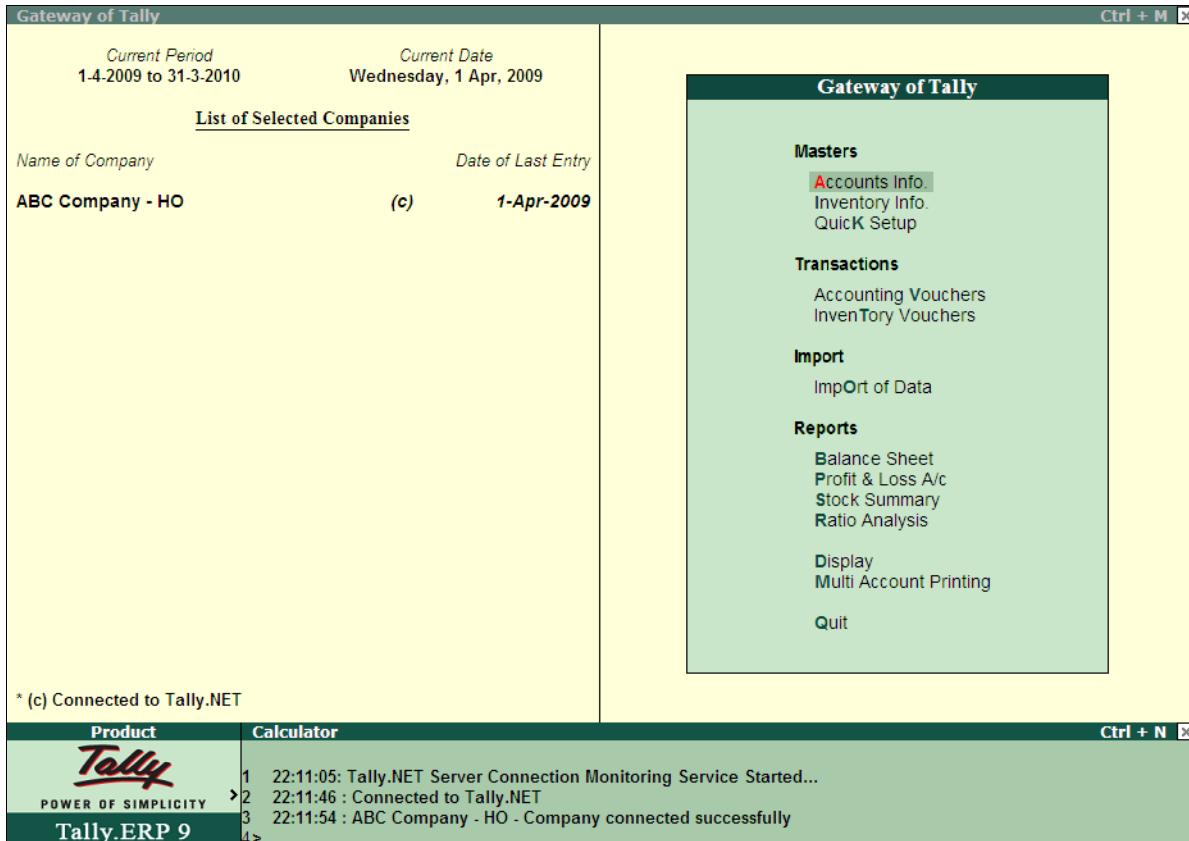


Figure 23.3 Connect to Tally.NET

A message **Company connected successfully** is displayed in the **Calculator** panel.

23.3 Disconnect a Company from to Tally.NET

To disconnect a company from **Tally.NET**

Go to **Gateway of Tally**

- Press **F4: Disconnect**

A message **Company disconnected successfully** is displayed in the **calculator panel**.

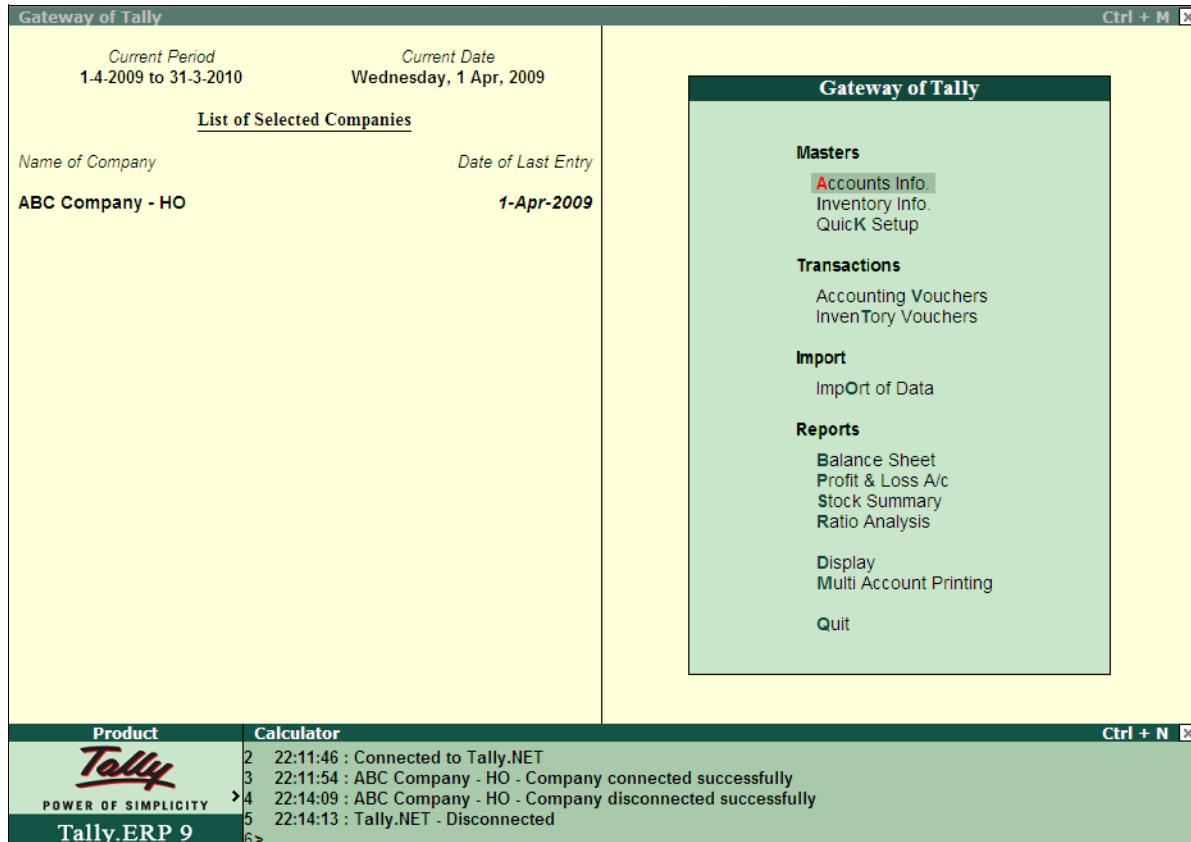


Figure 23.4 Disconnect from Tally.Net

Lesson 24: Create Tally.NET Users

Tally.ERP 9 allows you to connect from anywhere to access data. Remote users are broadly classified into two security levels, namely:

- **Tally.NET User**: can access data from a remote location.
- **Tally.NET Auditor**: can audit data from a remote location, subject to using Auditor's Edition of **Tally.ERP 9**.

To create the remote users:

Go to **Gateway of Tally**

- Click **K: Control Centre** or press **Ctrl + K**.
- The **Login as Control Centre User** screen is displayed.
- Enter the required **Account ID** in the **Your E-Mail ID** field and Password in **Your Tally.NET Password** field. The password is sent by e-mail separately to the email address provided while activating **Tally.ERP 9**.

Login As Remote Tally.NET User

Your E-Mail ID	: tallyuser@tallysolutions.com
Your Tally.NET Password :	*****

*(if you have forgotten your Tally.NET Password, please press F5:Reset Password.
A new password will be sent to your E-Mail address, and you can then login).*

Figure 24.1 Login as Control Centre User

- Press **Enter**.



The user can login as an Account Administrator by providing the Account ID or as a Site Administrator by providing the Site E-Mail ID and providing the password.

- The **Control Centre** screen is displayed as shown:

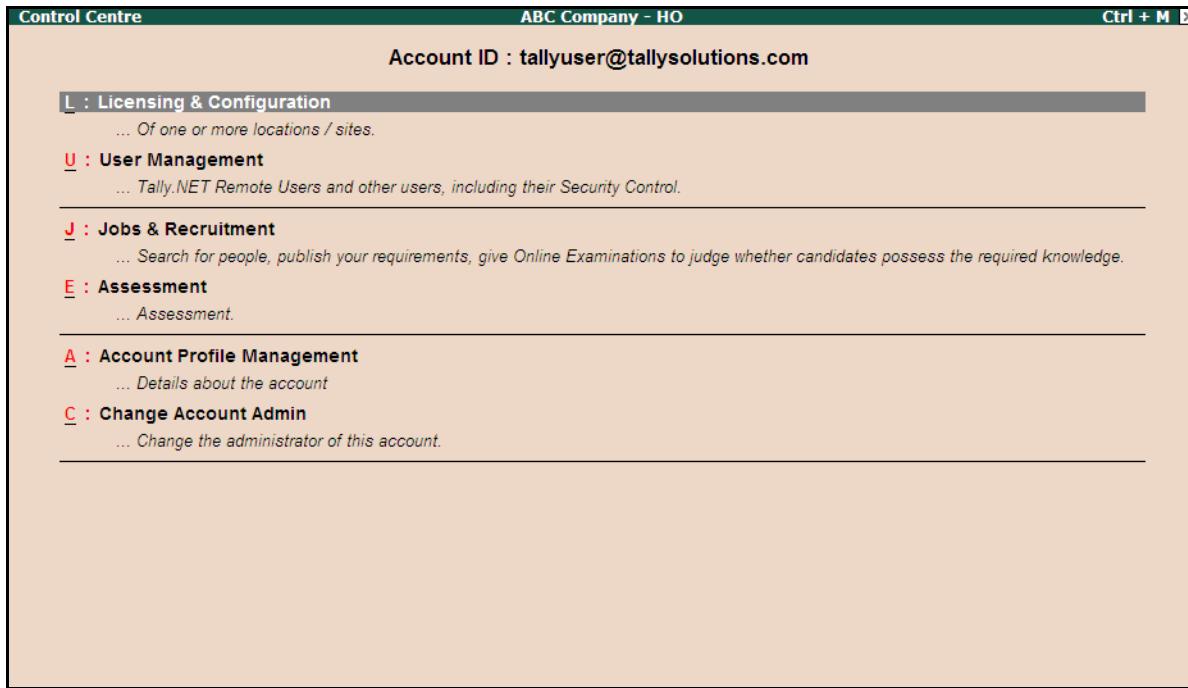


Figure 24.2 Control Centre

□ Select **User Management**

- The User Management screen appears as shown.

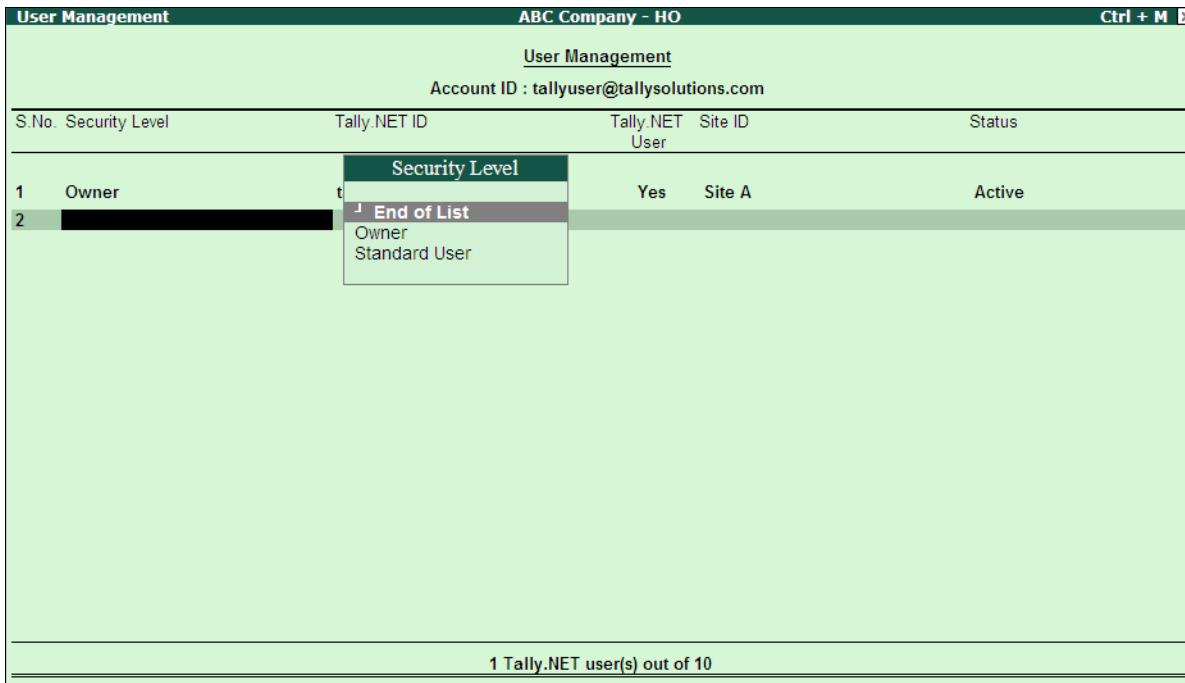


Figure 24.3 Tally.NET Accounts

To create **Remote Users** following the steps shown:

- Select **Standard User** from the list of **Security Level**.
- Enter **user@tallysolutions.com** in the **Tally.NET ID** field and press **Enter**.
- Set **Yes** to **Tally.NET User** in order to allow the user to access data remotely
- Select the required **Site ID** from the list of Site ID to restrict the number of active remote users based on the Single User or Multi User license.
- Based on your requirement, select the required status from the list of **Status**.

Similarly you can create the required **Tally.NET User**.

User Management					ABC Company - HO	Ctrl + M X
User Management					Account ID : tallyuser@tallysolutions.com	
S.No.	Security Level	Tally.NET ID	Tally.NET User	Site ID	Status	
1	Owner	tallyuser@tallysolutions.com	Yes	Site A	Active	
2	Standard User	user@tallysolutions.com	Yes	Site A	Active	

Accept ?
Yes or No

2 Tally.NET user(s) out of 10

Figure 24.4 User Management Completed

- Accept to save the new **Tally.NET User** that has been created.



- *The company's system administrator should authorise the **Tally.NET User ID** and connect to **Tally.NET** and allow remote access.*
- *Similarly the **BAP Users** can create **Tally.NET Auditors** with remote audit and compliance capabilities*

Lesson 25: Create Security Controls for Tally.NET Users

The systems administrator can allow or deny the Remote Users from performing certain tasks on the company's data by assigning security controls thereby giving full access or restricted access to the remote users.

In **Tally.ERP 9** the users created under **Tally.NET Auditor** security level inherit the basic rights of the **Owner**, which means, a user created under **Tally.NET Auditor** security level has full/complete access to the data, whereas users created under the **Tally.NET User** security level inherit the basic rights of a **Data Entry** operator and have restricted access to the data. The system administrator can assign or deny accessibility to a menu or a report by altering the security levels in **Tally.ERP 9**.

25.1 Assign security permission to Tally.NET User

Go to **Gateway of Tally** > Press **Alt + F3**

- The **Company Info.** menu appears
- Select **Security Control > Types of Security**
- The **Security Levels** screen is displayed as shown.

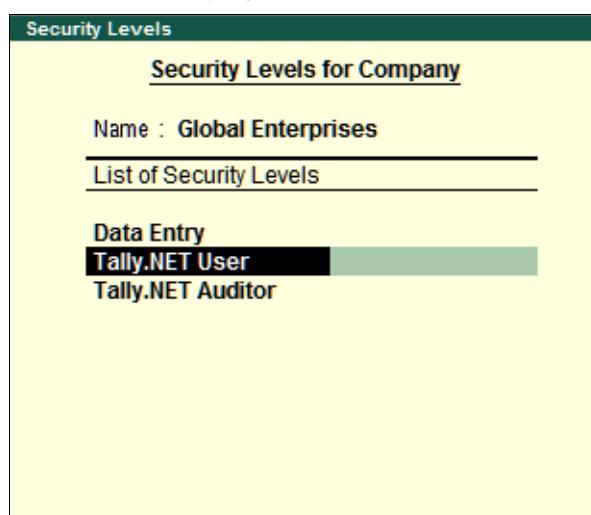


Figure 25.1 Security Levels

- Select **Tally.NET User** and press **Enter**
- The **Security Level** for **Tally.Net User** is displayed.

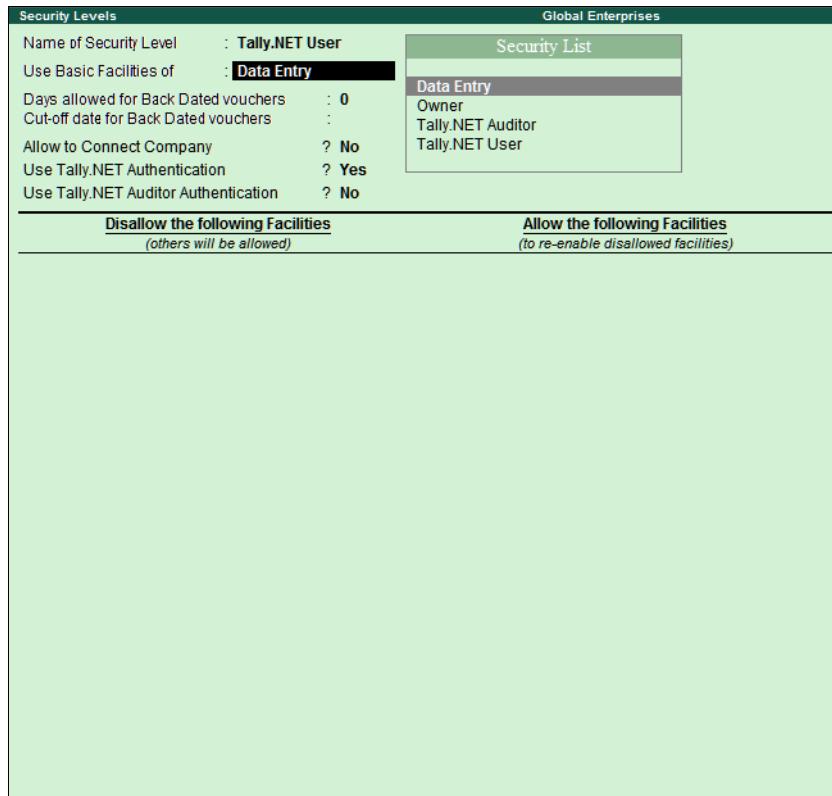


Figure 25.2 Security Levels for Tally.NET User

- By default, **Tally.NET User** will be displayed in the field **Name of Security Level**.
- By default **Tally.Net User** will **Use the Basic Feature of Data Entry**. You can select the required security level from the list of **Security Levels**.
- Type **0** in **Days Allowed for Back Dated vouchers** field.
- The **Cut-off date for Back Dated vouchers** field should be empty.
- Set **Yes** to **Allow Company to Connect**.
- By default **Use Tally.NET Authentication** is set to **Yes**.
- By default **Use Tally.Net Auditor Authentication** is set to **No**.
- In the **Disallow the Following Facilities**.
- Select **Full Access** from the **Type of Access**.

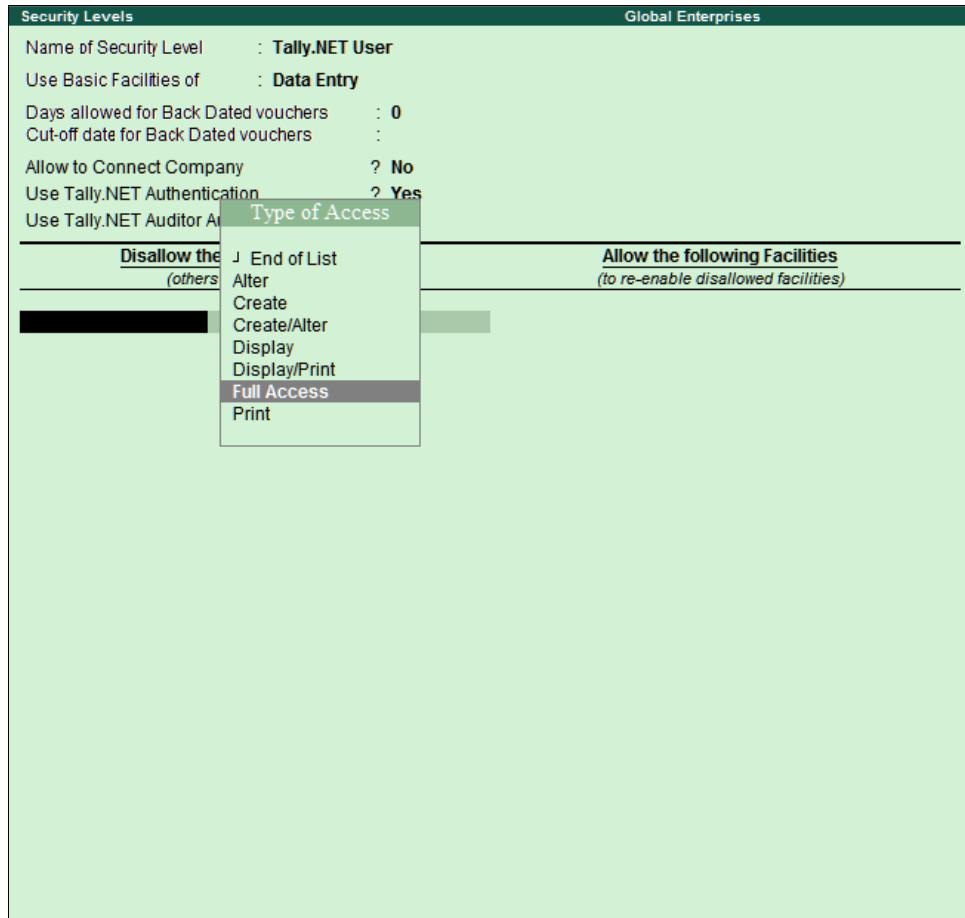


Figure 25.3 Security Levels for Tally.NET User

- Press **Enter**.
- Select **Account Master** from the **List of Reports**.

Security Levels		Global Enterprises
Name of Security Level	: Tally.NET User	List of Reports
Use Basic Facilities of	: Data Entry	Accounts Masters
Days allowed for Back Dated vouchers	: 0	Attendance Vouchers
Cut-off date for Back Dated vouchers	:	Audit Listings
Allow to Connect Company	? No	Back Dated Vouchers
Use Tally.NET Authentication	? Yes	Balance Sheet
Use Tally.NET Auditor Authentication	? No	Bank Books
Disallow the following Facilities (others will be allowed)		Bank Reconciliation
Full Access		Cash Flow
		Cheque Printing
		Company Features
		ConnectCompany
		Cost Centre Details
		Day Book
		Dealer Excise Reports
		FBT Compliance
		FBT Reports
		Forms Issuable
		Forms Receivable
		Funds Flow
		Group Monthly Summary
		Group Summary
		Group Voucher Details
		Interest Calculations
		Inventory Masters
		Invoice Configuration
		Ledger Monthly Summary
		Ledger Voucher Details
		List of Vouchers
		Location-Wise Summary
		Order Details
		Outstandings
		Override Invoice Class
		Override Invoice Defaults
		Payroll Masters
		Payroll Reports
		Payroll Vouchers
		Price List
		22 more ... ↓

Figure 25.4 Security Controls - List of Reports

- Press **Enter**.
- Similarly select **Full Access** for **Balance Sheet**, **Cash Flow**, **Company Features**, **Cost Centre Details**, **Funds Flow**, **Location-wise Summary**, **Group Monthly Summary**, **Group Summary**, **Inventory Masters**, **Outstandings**, **Profit & Loss A/c**, **Stock Category Summary**, **Stock Summary**, **Trial Balance** and **Create/Alter for Backdated Vouchers**.
- Select **End of List**.
- In the **Allow the Following Facilities**.
- Select **End of List** to return to the **Security Levels** screen.

Security Levels		Global Enterprises
Name of Security Level : Tally.NET User		
Use Basic Facilities of : Data Entry		
Days allowed for Back Dated vouchers : 0		
Cut-off date for Back Dated vouchers :		
Allow to Connect Company ? No		
Use Tally.NET Authentication ? Yes		
Use Tally.NET Auditor Authentication ? No		
<u>Disallow the following Facilities</u> (others will be allowed)		<u>Allow the following Facilities</u> (to re-enable disallowed facilities)
Full Access	Accounts Masters	J End of List
Full Access	Balance Sheet	
Full Access	Cash Flow	
Full Access	Company Features	
Full Access	Cost Centre Details	
Full Access	Funds Flow	
Full Access	Location-Wise Summary	
Full Access	Group Monthly Summary	
Full Access	Group Summary	
Full Access	Inventory Masters	
Full Access	Outstandings	
Full Access	Profit & Loss A/c	
Full Access	Stock Category Summary	
Full Access	Stock Summary	
Full Access	Trial Balance	
Create/Alter	Back Dated Vouchers	

Figure 25.5 Security Levels for Tally.NET Users

- Press **Enter** to return to the **Security Levels** screen.

24.2 Assign security permission to Tally.NET Auditor

Go to **Gateway of Tally** > Press **Alt + F3**

- The **Company Info.** menu is displayed.
- Select **Security Control** > **Types of Security**.
- The **Security Levels** screen appears.
- Select **Tally.NET Auditor** and press **Enter**.
- The **Security Level for Tally.Net Auditor** is displayed as shown.

Security Levels		Global Enterprises										
Name of Security Level	: Tally.NET Auditor	<table border="1"> <thead> <tr> <th colspan="2">Security List</th> </tr> </thead> <tbody> <tr><td>Data Entry</td><td></td></tr> <tr><td>Owner</td><td></td></tr> <tr><td>Tally.NET Auditor</td><td></td></tr> <tr><td>Tally.NET User</td><td></td></tr> </tbody> </table>	Security List		Data Entry		Owner		Tally.NET Auditor		Tally.NET User	
Security List												
Data Entry												
Owner												
Tally.NET Auditor												
Tally.NET User												
Use Basic Facilities of	: Owner											
Days allowed for Back Dated vouchers	: 0											
Cut-off date for Back Dated vouchers	:											
Allow to Connect Company	? No											
Use Tally.NET Authentication	? Yes											
Use Tally.NET Auditor Authentication	? Yes											
Disallow the following Facilities <small>(others will be allowed)</small>		Allow the following Facilities <small>(to re-enable disallowed facilities)</small>										

Figure 25.6 Security Levels for Tally.NET Auditor

- By default **Days allowed for Backdated Vouchers** is set to 0.
- The **Cut-off date for Back Dated Vouchers** is left empty.
- Set **Yes** to **Allow to Connect Company**.
- Set **No** to **Use Tally.NET Authentication**.
- Set **Yes** to **Use Tally.NET Auditor Authentication**.
- In **Disallow the Following Facilities**.
 - Select **End of List** from **Type of Access**.
- In **Allow the Following Facilities**.
 - Select **Full Access** from **Type of Access**.
 - Select **Audit Listings** from **List of Reports**.

Security Levels		Global Enterprises		List of Reports	
Name of Security Level	: Tally.NET Auditor			Accounts Masters	
Use Basic Facilities of	: Owner			Attendance Vouchers	
Days allowed for Back Dated vouchers	: 0			Audit Listings	
Cut-off date for Back Dated vouchers	:			Back Dated Vouchers	
Allow to Connect Company	? Yes			Balance Sheet	
Use Tally.NET Authentication	? No			Bank Books	
Use Tally.NET Auditor Authentication	? Yes			Bank Reconciliation	
Disallow the following Facilities (others will be allowed)		Allow the following Facilities (to re-enable disallowed facilities)		Cash Flow	
<input checked="" type="radio"/> End of List		<input type="radio"/> Full Access <input checked="" type="radio"/> Audit Listings		Cheque Printing	
				Company Features	
				ConnectCompany	
				Cost Centre Details	
				Day Book	
				Dealer Excise Reports	
				FBT Compliance	
				FBT Reports	
				Forms Issuable	
				Forms Receivable	
				Funds Flow	
				Group Monthly Summary	
				Group Summary	
				Group Voucher Details	
				Interest Calculations	
				Inventory Masters	
				Invoice Configuration	
				Ledger Monthly Summary	
				Ledger Voucher Details	
				List of Vouchers	
				Location-Wise Summary	
				Order Details	
				Outstandings	
				Override Invoice Class	
				Override Invoice Defaults	
				Payroll Masters	
				Payroll Reports	
				Payroll Vouchers	
				Price List	
				22 more ...	

Figure 25.7 Security Level for Tally.NET Auditor

- Select **End of List** from **Type of Access** and return to the **Security Levels for Company** screen.
- Press **Enter**.
- **Accept** to save the access controls for **Tally.NET Auditor** and return to menu.

Lesson 26: Authorise Tally.NET Users

Once the Company is Registered and Connected, the system administrator can authorise users created under the security levels **Tally.NET User** and **Tally.NET Auditor** to access and audit data respectively by logging in from a remote location. To authorise the users to login in from a remote location, execute the following steps:

26.1 Authorise Tally.Net User

Go to **Gateway of Tally** > Press **Alt + F3**

- The **Company Info.** menu appears
- Select **Security Control > Users and Password**
- The **List of Users for Companies** screen is displayed as shown.

List of Users for Company						
Name:	Security Level	Security List	Password (if any)	Allow Remote Access	Allow Local TDL	Allow SMS Access
ABC Company - HO		J End of List				
		Data Entry				
		Owner				
		Tally.NET Auditor				
		Tally.NET User				

Figure 26.1 List of Users for Company

- Select **Tally.NET User** from the list of **Security List**.
- Enter **tallyuser@tallysolutions.com** in **Name of User** field.
- Set **Allow Remote Access** to **Yes** inorder to allow Tally.NET User created earlier to access data from a remote location
- Set **Allow Local TDLs** to **No** so that the local TDL available in the remote users machine will not be loaded.
- Set **Allow SMS Access** to **Yes** in order to allow the Tally.NET User to access information via SMS.

Similarly you can also create another user **named user@tallysolutions.com** as shown

- Select **End of List**.

<u>List of Users for Company</u>					
Name: ABC Company - HO					
Security Level	Name of User	Password (if any)	Allow Remote Access	Allow Local TDL	Allow SMS Access
Tally.NET User	tallyuser@tallysolutions.com		Yes	No	Yes
Tally.NET User	user@tallysolutions.com		Yes	No	Yes

Accept ?
Yes or No

Figure 26.2 List of Users for Company.

Lesson 27: Remote Login

Tally.ERP 9 comes with remote capabilities in order to access the data from anywhere. The account administrator can create user id's, authorise and authenticate them to access data remotely.

Users defined under the security level **Tally.NET Auditor** or **Tally.NET User** can login, audit and access data from a remote location using another instance of **Tally.ERP 9** running in Licensed or Educational mode.

The data is transferred between the remote location and the server is transferred using a secured mechanism called encryption.

27.1 Login as Remote User

- Start **Tally.ERP 9** at the remote location

In the **Company Info** screen

- Select **Login as Remote User Or.**
- Select **Login as Remote Tally.NET User** in the **Startup** screen.

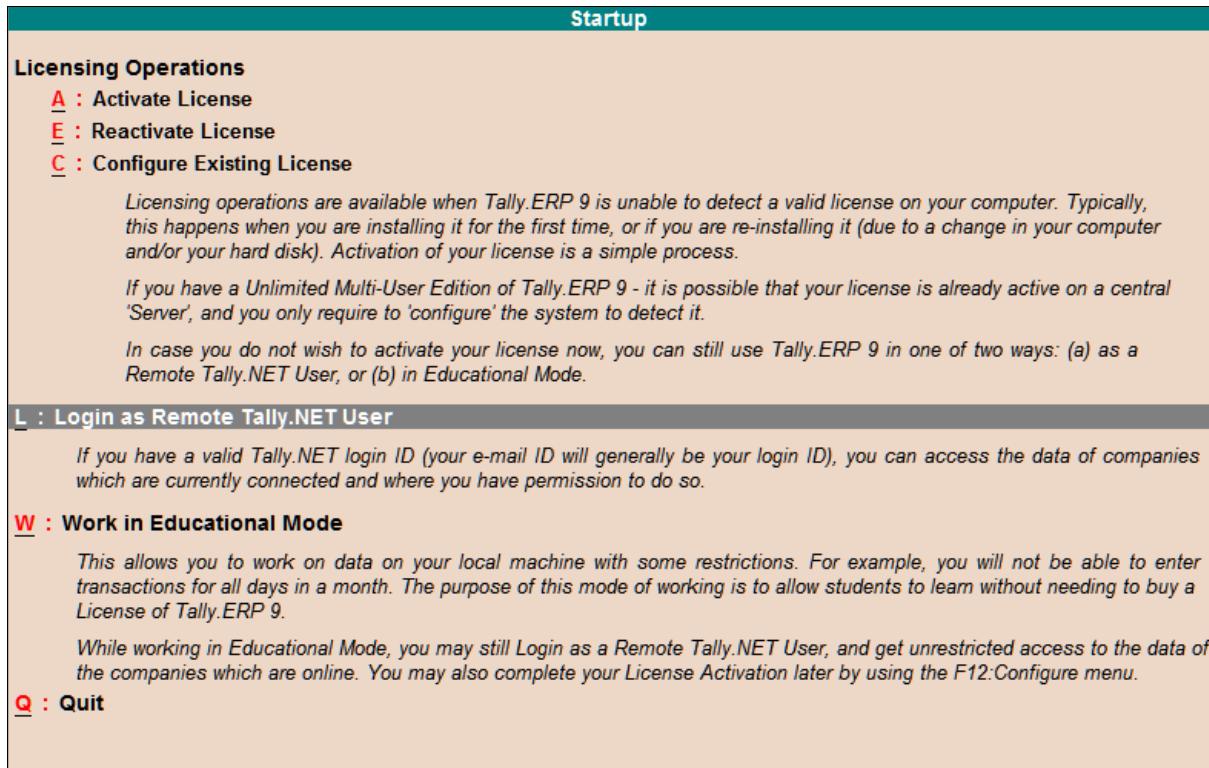


Figure 27.1 Remote Login

- Press **Enter**.
- The **Login As Remote Tally.NET User** screen is displayed.
- Enter your email address in the **Your Email ID** field.
- Enter the password emailed in **Your Tally.NET Password**.

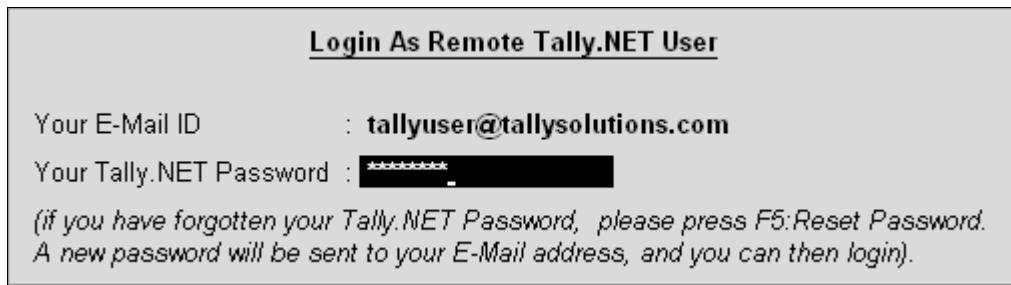


Figure 27.2 Remote Tally.NET User Login.

- Press **Enter**.



*On logging in to **Control Centre**, **Support Centre**, **Remote User**, **Surrender License** and **Update License** for the first time after creating the account, Tally.ERP 9 will automatically take you to change the password. To know more on how to change the password read **Change My Password**.*

- The **Select Remote Company** screen is displayed, showing the list of remote companies accessible by the remote user.

List of Remote Companies				
Company Name	Account ID	Serial Number	Contact Person	Contact Number
Online Companies				
Global Enterprises	tally@tallsolutions.com	730003086	Suresh	9900912345
Offline Companies				
ABC Company	tally@tallsolutions.com	730003086	Rajesh	9909968650

Figure 27.3 Select Remote Company

- Select the required company from the **List of Remote Companies**.
- Press **Enter**.
- The selected company is available to the remote user for access or audit depending on the type of license.

- The **Gateway of Tally** screen displays the **Remote User Details** in the bottom left corner of the screen.



- Similarly the **Tally.NET Auditor** can login from a remote location using the **Auditor's Edition of Tally.ERP 9**.
- In the **Select Remote Company** screen, the companies that are **Offline** does not appear against the Company Name when the company is connected to Tally.NET Servers.

Lesson 28: Quick Setup - Tally.NET

Quick Setup for Tally.NET is launched with the objective of easing the configuration process without moving from one screen to another. While retaining the previous Tally.NET configuration screens intact, the Quick Setup for Tally.NET allows you to perform the following tasks from a single screen.

- **Enable Security** prepares the company for connectivity to **Tally.NET**
- **Connect Company** connects the required company to **Tally.NET**
- **Configure Users** in order to access the company locally or remotely the user can configure **Tally.NET Users**
- **Configure Security Levels** setup additional security levels for **Tally.NET Users** and **Tally.NET Auditors**
- **Configure Connections** parameters such as Connection Timeout, Non HTTP ports and Proxy Server

Tally.NET

Tally.NET is a framework which works in the background and facilitates access to broad spectrum of services, like Remote access, Synchronization of data, manage users and licenses through control centre, get instant access for support on functional and technical areas related to the product through Support Centre, Use online help and support capability from within Tally or the browser, etc. For a detailed reading on **Tally.NET** refer lesson on **Introductions to Tally.NET** and **Configure and Connect to Tally.NET**.

To configure Quick Setup for Tally.NET follow the steps shown:

- **Select** the required company has to be connected to **Tally.NET**
- Go to **Gateway of Tally > Quick Setup > Tally.NET**

The **Quick Setup - Tally.NET** screen appears as shown:



Figure 28.1 Quick Setup - Tally.NET

In this screen you can **Enable Security**, provide **Connection Details**, **Configure Users**, **Connect** and **Disconnect** the company to Tally.NET. Whereas the **Advanced Setup** allows you to **Configure Security Levels** and **Connection Setup**.

28.1 Procedure to Quick Setup for Tally.NET

Using the Quick Setup for Tally.NET you can rapidly configure and connect to Tally.NET in just three steps which are discussed below:

28.1.1 Company Setup

This option guides you to **Enable Security** and prepares the company for connectivity with Tally.NET. You need to provide the required **Connection Details** to help the remote user identify the respective company and **Configure Tally.NET users** who are permitted to access the company locally or from a remote location.

To configure the company set up follow the steps shown:

Enable Security

It is mandatory to enable the **Security Control**, provide the name of the administrator and password in order to connect a company to Tally.NET.

To enable Security Control:

- Press **Alt + E** or select the option **E: Enable Security** and press **Enter**.

The **Company Alteration-Enable Security** screen is displayed.

- In the **Name of Administrator** field, enter the **name of the administrator**.
- Enter the required password in the **Password** field.
- In the **Repeat Password** field, re-enter the password once again for the purpose of confirmation.

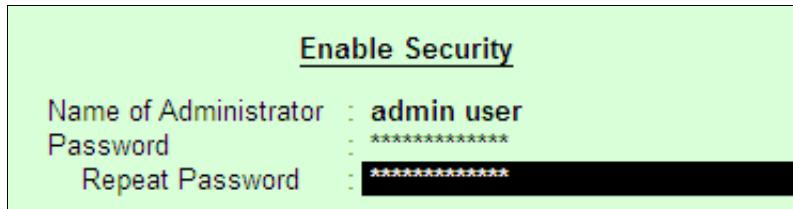


Figure 28.2 Enable Security

- Press **Enter**.

Tally.ERP 9 displays a message **Forgetting your password will render your data inaccessible!**.

- Press **Enter** or **Any** other key to proceed.
- **Accept** to save the settings.
- Tally.ERP 9 displays a message to reload the company as shown



Figure 28.3 Reload Company

- Press **Y** or **Enter** to reload the company.

The **Company Login** screen appears.

- ❑ Enter the Name of the Administrator in the **Name of User** field.
- ❑ Enter the password in the **Password** field and press **Enter**.

The **Quick Setup - Tally.NET** screen appears as shown:

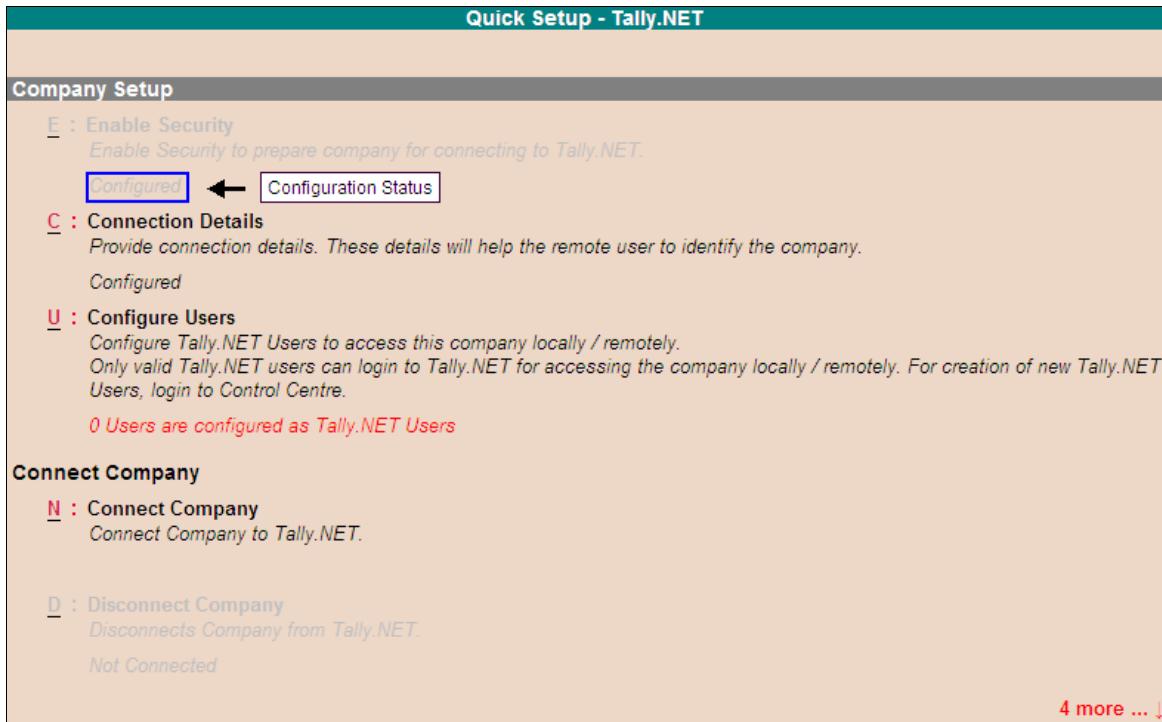


Figure 28.4 Enable Security - Configuration Status



- ❑ The **Enable Security** option is inactive once the security is enabled and displays the status as **Configured**.
- ❑ The **Enable Security** option will also be inactive and display configuration status as **Configured** when the security control was enabled earlier while creating a company.

You can now proceed to provide the **Connection Details**.

Connection Details

The connection details will help the remote user in providing the connect name for the company, name of the contact person and the contact number.

To provide the Connection Details follow the steps shown:

- ❑ Press **Alt + C** or select the option **C: Connection Details** and press **Enter**

The **Company Operations Alteration** screen appears as shown:

<u>Tally.NET Features</u>	
<u>Connection Details</u>	
Connect Name	: ABC Demo Company
Contact Person Name	:
Contact Number	:
<u>Connect for Remote Access</u>	
Allow to Connect Company	? Yes
Connect on Load	? No

Figure 28.5 Company Operations Alteration - Tally.NET Features

- **Connection Details:** These details will be available during Remote access to help easily identify the Remote Company.
 - By default the **Name of the Company** is displayed in the **Connect Name** field or type the company name of your choice.
 - Enter the name of the contact person in **Contact Person Name** field.
 - Enter the telephone /mobile number of the contact person in **Contact Number** field.

□ **Connect for Remote Access**

- In the **Allow to Connect Company** field, the option is set to **Yes**
- Set **Connect on Load** to **Yes** when you want the company to be connected to Tally.NET soon after loading the data.
- **Save** the settings



- *On enabling the security control the default company name is pre-filled in the **Connection Name** field.*
- *The **Connect Name** field is the only mandatory field required in **Quick Setup** to establish a connection with **Tally.NET**.*

Configure Users

The Tally.NET users are allowed to access the company locally or remotely need to be configured using this option.

To Configure Users:

- Press **Alt + U** or select the option **U: Configure User** and press **Enter**

The **Tally.NET Users for Company** screen appears. You can add Tally.NET Users and Tally.NET Auditors and provide the necessary configuration.

- **Security Level:** Select the required **Tally.NET authenticated** security level from the **Security List** displayed.
- **Name of the User:** Enter a valid E-Mail ID of the Tally.NET user who will be allowed to access the required company from a remote location or locally.
- Set **Allow Remote Access** to **Yes** in order to allow the user access data from a remote location.
- Set **Allow Local TDL** to **Yes** in case you want the Tally.NET user to access the **TDLs** available locally
- Enter the contact number of the user in **Mobile Number** field.

Similarly, you can add the other **Tally.NET users** as required.

<u>List of Tally.NET Users for Company</u>				
Security Level	Name of User	Allow Remote Access	Allow Local TDL	Allow SMS Access
Tally.NET User	tallyuser@tallysolutions.com	Yes	No	Yes
Tally.NET User	user@tallysolutions.com	Yes	No	Yes

Accept ?
Yes or No

Figure 28.6 List of Tally.NET Users for Company

- **Accept** to save the settings



Only valid Tally.NET Users can login to access the company from a remote location. To create new Tally.NET Users login to the Control Centre

The **Quick Setup - Tally.NET** appears as shown:

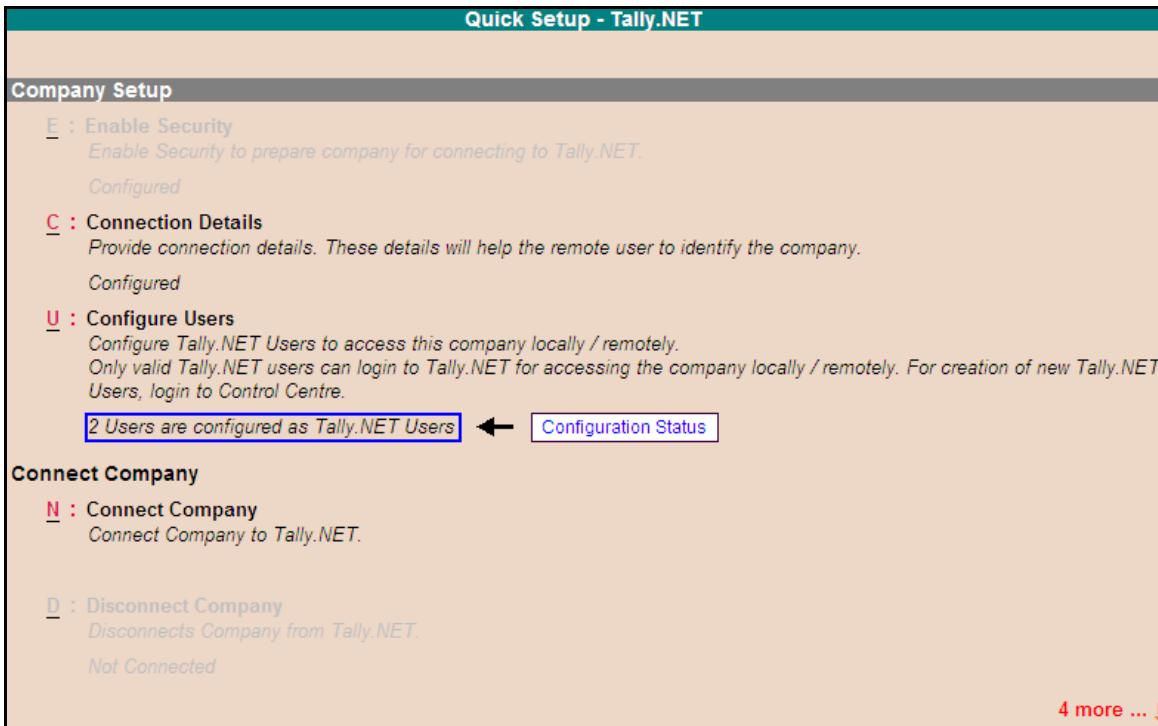


Figure 28.7 Configure Users - Configuration Status

28.1.2 Connect Company

After having configured the **Company Setup**, the **Connect Company** allows you to connect/disconnect the company to Tally.NET. To connect/disconnect the company to Tally.NET follow the steps shown:

Connect Company

The company has to be connected to Tally.NET in order to the company from a remote location by the Tally.NET users.

To Connect Company to Tally.NET:

- Press **Alt + N** or select the option **N: Connect Company** and press **Enter**

On successfully connecting the company to **Tally.NET** the message appears in the **Calculator** pane as shown:

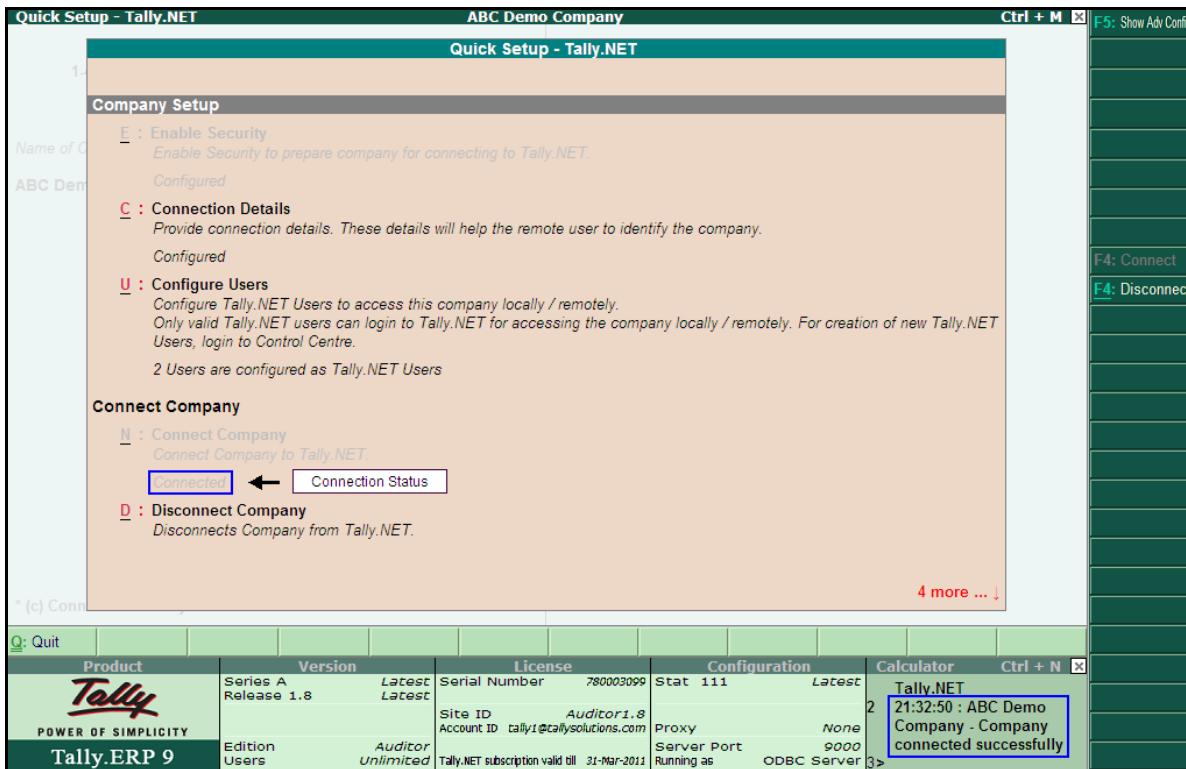


Figure 28.8 Connect Company - Connection Status



To connect the company to Tally.NET press **F4** or click **F4: Connect** button available in the buttons bar.

Disconnect Company

You can disconnect the company from Tally.NET in case you do not want the Tally.NET users to access it.

To Disconnect Company to Tally.NET:

- Press **Alt + D** or select the option **D: Disconnect Company** and press **Enter**

The **Disconnect Company** option will display the connection status as **Not Connected**, and the **Calculator** pane displays the message as shown:

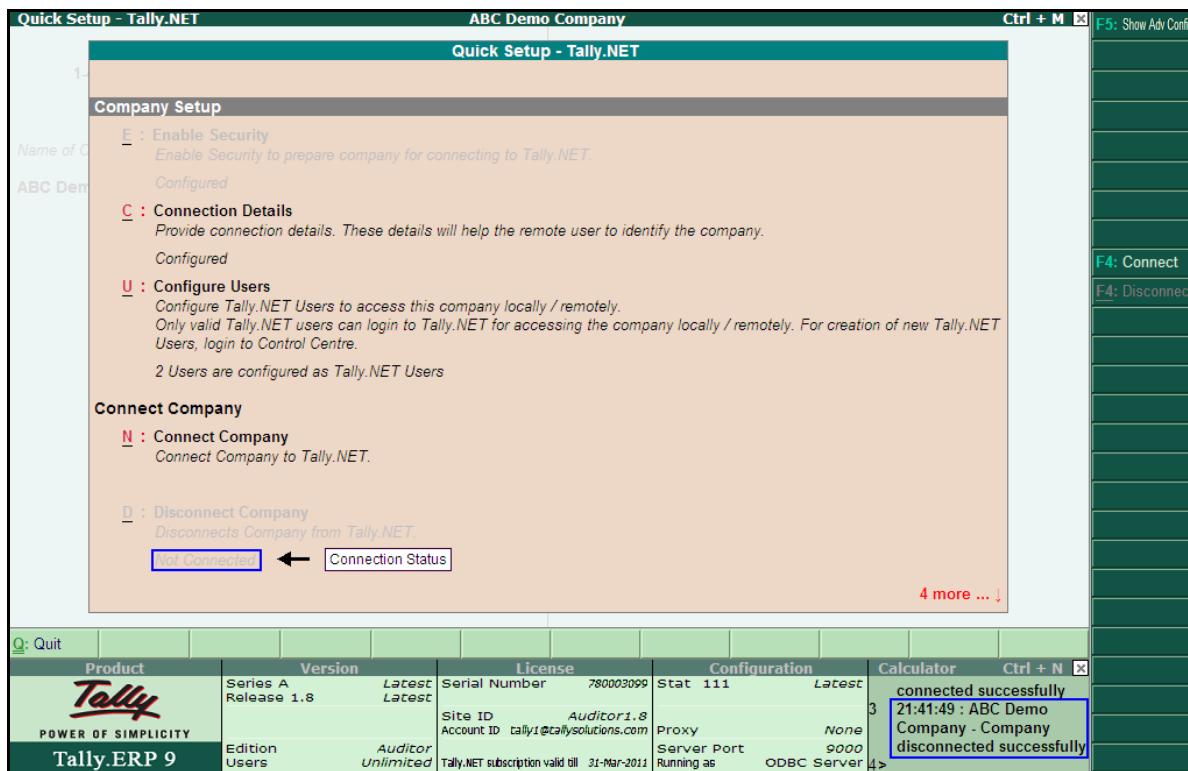


Figure 28.9 Disconnect Company - Connection Status



To disconnect the company from **Tally.NET** press **Alt + F4** or click **F4: Disconnect** button available in the buttons bar.

28.1.3 Advanced Setup

The **Advanced Setup** guides you to configure **Additional Security Levels** for Tally.NET access. It also allows you to configure **Advanced Connection** details such as proxy server, etc.



To view the advance setup options select **Advanced Setup** and press **Enter** or press **F5** key to expand or collapse the **Advanced Setup**. The **F5: Show Adv Config** is used as a toggle button to display or collapse the advanced setup options.

To configure the Advanced Setup follow the steps shown:

Configure Security Levels

Use this option to configure the existing security levels, create additional security levels and modify the existing security level.

To Configure Security Levels:

- Press **Alt + L** or select **L: Configure Security Level** and press **Enter**

The **Tally.NET Security Levels** screen is displayed.

- The default security levels of **Tally.NET User** and **Tally.NET Auditor** are displayed in **Security Levels** field.
- By default, **Tally.NET Users** inherit the security controls from **Data Entry** and **Tally.NET Auditor** inherits the security control from **Owner**. The Parent security levels of **Tally.NET User/Auditor** are displayed in **Use Basic Facilities** of field.
- **Allow to Connect Company:** Set this field to **Yes** in case the system administrator wants the required security level to connect the company for remote access to Tally.NET Server.
- **Use Tally.NET Authentication:** By default, this field is set to **Yes**. The users classified under this security level can login from remote location with Tally.NET User capabilities. However, users having auditor's license will not be able to perform an audit by enabling Tally.NET User Authentication.
- **Use Tally.NET Auditor Authentication:** By default, this field is set to **No** for **Tally.NET User** and **Yes** for **Tally.NET Auditor**.
- Set **Show Allow/Disallow** to **Yes** in order to allow the administrator to define security levels for **Tally.NET User** and **Tally.NET Auditor**.
 - **Days Allowed for Back Dated Vouchers:** By default this field is set to 0, enter the required number of days. Alteration or Insertion of backdated vouchers can be done within the number of days mentioned from the Date of Last Entry of vouchers.
 - **Cut-off date for Backdated vouchers:** The user can specify the required date. Tally.ERP 9 does not allow you to record a transaction prior to the date mentioned. This can be used in addition to **Days Allowed for Backdated Vouchers**. This input will be useful in situations where you have completed the audit and do not require any changes in the data.
 - **Disallow the Following Facilities:** To disallow access to different options, select the required type of access from the **Type of Access** and then select the report for which the access rights are restricted from the **List of Reports**. You can set the access rights for different options. E.g., Select **Full Access** to the **Balance Sheet**, the respective security level user will not have access to the Balance Sheet.
 - **Allow the following Facilities:** Conversely when you select **Full Access** to the **Balance Sheet**, there will be full access to the Balance Sheet for the respective security level.

ABC Demo Company		List of Reports
Name of Security Level : Tally.NET Finance		
Days allowed for Back Dated vouchers : 0		
Cut-off date for Back Dated vouchers :		
<u>Disallow the following Facilities</u> <i>(others will be allowed)</i>		
Full Access	Accounts Masters	
		Accounts Masters
		Attendance Vouchers
		Audit Listings
		Back Dated Vouchers
		Balance Sheet
		Bank Books
		Bank Reconciliation
		Cash Flow
		Cheque Printing
		Client/Server Rule
		Commodity Wise Computation Purchase
		Commodity Wise Computation Sales
		Company Features
		ConnectCompany
		Cost Centre Details
		CST Reports
		Day Book
		Dealer Excise Reports
		EmployeeVouchers
		Excise Computation
		Excise Reports
		FBT Compliance
		FBT Reports
		Funds Flow
		Group Monthly Summary
		Group Summary
		Group Voucher Details
		Interest Calculations
		41 more ... ↓

Figure 28.10 Security Levels - Show Allow/Disallow

Create Security Levels

Tally.NET Security Levels screen also allows you to **create** new Security Level

To create a New Security Level:

- Type the **Security Level Name** at the last row under **Security Levels field** as shown:

Tally.NET Security Levels for Company

Name: ABC Demo Company

Security Levels	Use Basic Facilities of	Allow to Connect Company	Use Tally.NET Authentication	Use Tally.NET Auditor Authentication	Show Allow /Disallow
Tally.NET User	Data Entry	No	Yes	No	Yes
Tally.NET Auditor	Owner	No	Yes	Yes	No
<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 10px;" type="button" value="Type the Security Level Name here"/>					

Figure 28.11 Creation of Tally.NET Security Levels for Company

- Set the other options such as **Use Basic Facilities of**, **Allow to Connect Company**, etc., based on the requirement

Tally.NET Security Levels for Company

Name: ABC Demo Company

Security Levels	Use Basic Facilities of	Allow to Connect Company	Use Tally.NET Authentication	Use Tally.NET Auditor Authentication	Show Allow /Disallow
Tally.NET User	Data Entry	No	Yes	No	No
Tally.NET Auditor	Owner	No	Yes	Yes	No
Tally.NET Level 3	Owner	Yes	Yes	No	No
<input style="width: 100px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 10px;" type="button" value="Accept ?"/>					
<input style="width: 100px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px;" type="button" value="Yes or No"/>					

Figure 28.12 Creation of Tally.NET Security Levels for Company

- **Accept** to save the settings.

The **Quick Setup - Tally.NET** screen displays the **configuration status** of Advanced **Configure Security Levels** as shown:

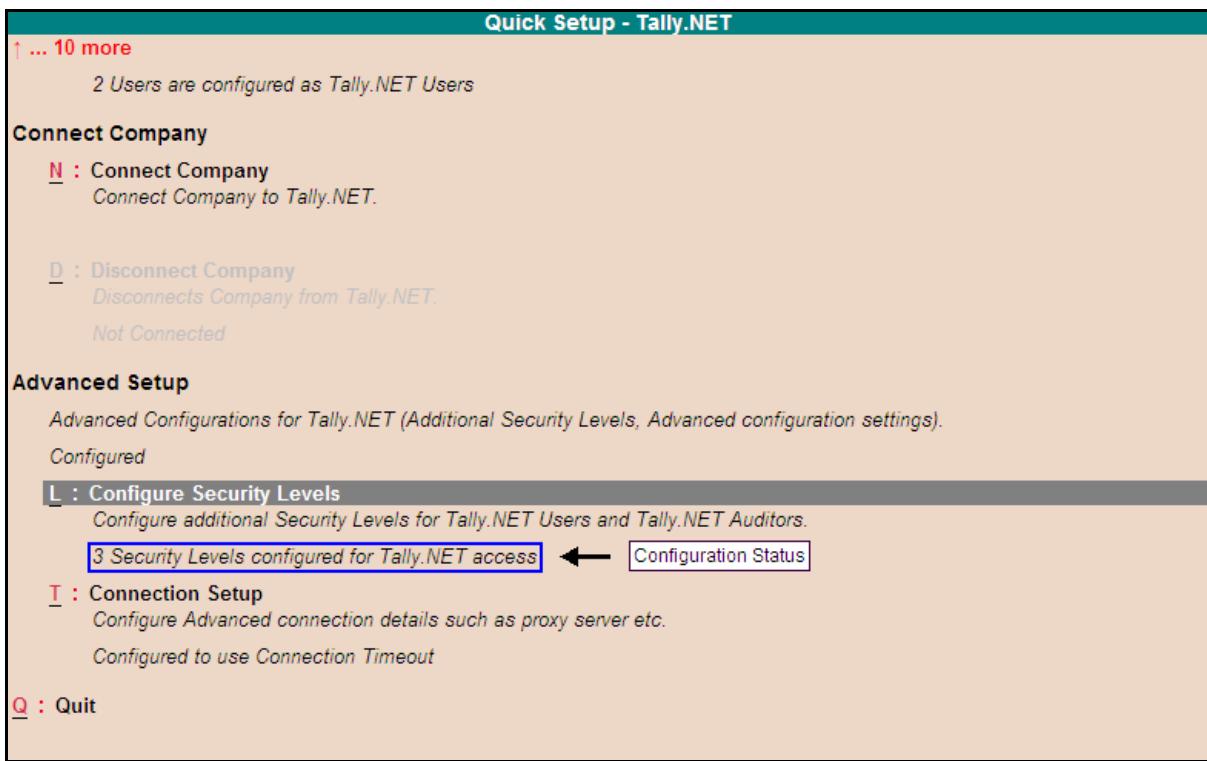


Figure 28.13 Advanced Configure Security Level - Configuration Status

Connection Setup

Using this option you can configure advanced setup on Connection and Proxy configuration, such as Connection timeout, Connect to Tally.NET Server running on Non HTTP Port, Use absolute URL for HTTP Actions and Use HTTP Proxy Server.

To configure Advanced Connection:

- Press **Alt + T** or select the option **I: Connection Setup** and press **Enter**

The **Advanced Configuration** screen is displayed which is divided into two sections namely **Connection Configuration** and **Proxy Configuration**.

- **Connection Configuration**

- Enter the duration in seconds in the **Connection Timeout (in seconds)** field. Tally.ERP 9 will wait for the response from the server for the specified duration. In case Tally.ERP 9 does not receive any response within the specified duration, it will proceed to perform the next operation.
- Set **Connect to Tally.NET Server running on Non HTTP Port** to **Yes** in case you are frequently disconnected from Tally.NET Server or receiving Error – 16004

- **Use absolute URL for HTTP Actions** is by default set to **No**. Set it to **Yes** in case the proxy server requires full URL specification



Some Proxy Servers require full URL specification.

□ **Proxy Configuration**

- By default, **Use HTTP Proxy Server** is set to **No**. Set this to **Yes** in case you are using a proxy server.
- Enter the required address in the **URL** field
- Set **Authentication Required** to **Yes** in case the Proxy Server needs authentication
- Select the required Proxy **Authentication Scheme** for the Proxy Server from the list of **Proxy Auth Schemes**.
- Provide the required username and password in the **User Name** and **Password** fields respectively

<u>Connection Configuration</u>	
Connection Timeout (in seconds)	: 60
Connect to Tally.NET Server running on Non HTTP Port	: No
Set the above option to 'Yes' in case of following problems: (1) Frequently getting disconnected from Tally.NET Server (2) Error 16004 : InvalidNonce	
Use absolute URL for HTTP Actions ?	: No
<u>Proxy Configuration</u>	
Use HTTP Proxy Server	? Yes
URL	: 192.168.2.5:8000
Authentication Required	? Yes
Authentication Scheme	: Basic
User Name	: Kumar
Password	: *****
Accept ?	
Yes or No	

Figure 28.14 Connection and Proxy Configuration

- **Accept** to save the configurations

The **Quick Setup - Tally.NET** screen displays the **configuration status** of Advanced Connection Setup as shown:

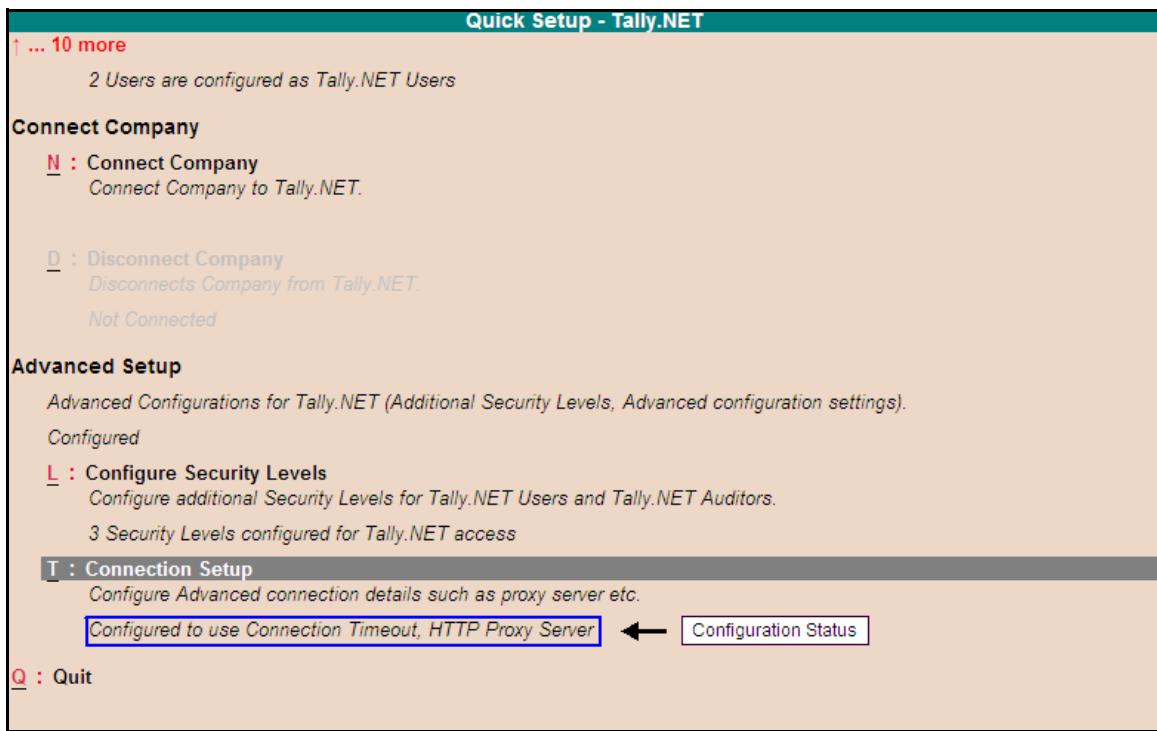


Figure 28.15 Advanced Connection Setup - Configuration Status

Lesson 29: Tally.ERP 9 Features

Tally.ERP 9 uses the latest technology and incorporates complex features in a simplified manner. It is a robust, flexible, versatile and easy to use application. The new ERP product inherently supports the ability to operate an Enterprise Business from anywhere, removing the physical boundary of the installation as required by medium and large enterprises.

Job Work

- Is an activity of accepting an order to manufacture goods specified by the client, utilising materials supplied/purchased on client's behalf and charging for the services rendered. Job Work module enables tracking material and cost with variance. Two new voucher types are introduced namely **Job Workout Order** and **Job Workin Order** allows the principal company to raise an order for finished goods to be received and the job worker to raise a receipt of Job Order from Principal Company. It supports **Annexure II, IV and V** as required by the **Excise** department. Additionally Orders Outstanding, Job Work Registers, Stock Ageing Analysis, Job Work Analysis and Job Cost/Profit reports for both the principal and job worker are introduced.

Income Tax

- A complete solution for Personal Income Tax calculation that is simple and easy to use. Income Tax computation handles Tax calculation on Payroll/Expense transactions and declarations made by an employee. You can generate the income tax computation sheet and IT Returns as per the Income Tax rules. Income Tax calculation and filing returns is simplified for both Employees' and Employer by generating returns, challans and forms.

Company Logo Printing

- Print company logo in reports generated from Tally.ERP 9. Logo printing must be enabled and the logo stored in the specified formats only. The logo appears on the top left of the respective report. Logo printing is enabled for Sales Invoice, Delivery Note/Challan, Debit Note, Credit Note, Outstanding Receivables, Reminder Letters, Pay Slips, Purchase Order, Sales Order & Quotations, Receipt voucher, Confirmation of Accounts

Banking

- The simplified Banking Module enables recording banking transactions with details such as the transaction type, instrument no and date, and allocate it to multiple transaction types

like Cheque, Electronic Cheque, Electronic DD/PO, Inter Bank Transfer and transfers within the same bank. Bank reconciliation is enhanced to provide information on transaction types, instrument no., instrument date and cheque favouring. It has the provision to record unreconciled opening balance brought forward (opening BRS) and print Cheques, Deposit Slips and Payment Advice. Banking menu is introduced under Utilities in Gateway of Tally.

Remote Access Capabilities

- Remote Access: **Tally.ERP 9** provides remote capabilities to access data from anywhere. Using Tally.NET features, you can create remote users, authorize & authenticate them to access company remotely. The remote user can view and edit information on his system instantly. During Remote Access, the additional TDL's running at the customer's place will also be available to the Remote User.

Auditors' Edition of Tally.ERP 9

- **Tally.ERP 9** offers a special Gold Auditors' Edition, which provides Audit and Compliance capabilities exclusively for Chartered Accountants. The current release provides Tax Audit and Statutory Compliance as tools for audit. Using **Tally.ERP 9**, Chartered Accountants can provide Audit and Compliance services to their clients.

Support Centre

- **Tally.ERP 9** provides a new capability known as **Support Centre**, wherein a user can directly post his support queries on the functional and technical aspects of the Product. Using Support Centre feature, the user can view all the support queries reported via Support Centre and also through other modes viz., Email, Calls, etc. The **Support Centre** feature facilitates viewing queries for an activated license along with the Status i.e., Closed / Pending and Ticket Summary. The report is viewed based on Date, Status and Location.

Control Centre

- The **Control Centre** is a new feature being introduced with Tally.ERP 9. This utilises Tally.NET as an interface between the end user and Tally.ERP 9 installed at different locations. With the help of Control Centre, you will be able to:
 - Create users with predefined **Security levels**
 - Centrally Configure & manage your **Tally.ERP 9**
 - Surrender, Confirm or Reject activation of a Site
 - Maintain Account related information

Tax Audit and Statutory Compliance

- The **Tax Audit** feature in **Tally.ERP 9** enables the auditor to compile information in comparatively less time with the required accuracy, which would assist him in forming an opinion and print Annexures as required for Tax Audit under Section 44AB.

- **Statutory Compliance** is a comprehensive tool available with **Auditors' Edition** to provide the Compliance services for the following Direct and Indirect Tax modules available in **Tally.ERP 9**.

Multilingual Business Accounting & Inventory Management Features

- **Payroll:** Payroll in **Tally.ERP 9** is now **simplified & enhanced** to handle all the functional, accounting and statutory requirements of your business. Statutory features such as Employees Provident Fund, Employees State Insurance and Professional Tax and predefined processes have been incorporated for better, faster and accurate payroll processing.
- **Excise for Manufacturers:** **Tally.ERP 9** provides a complete solution for Excise related Business requirements for versatile industries. The new Excise module allows you to maintain the required Central Excise records for multiple Excise units of Traders / Manufacturers in a single company.
- **Excise for Dealers:** The Dealer Excise functionality in **Tally.ERP 9** is easy to use with fast and error free voucher entry. You can track the excise duty on each transaction and print invoices with Supplier & Manufacturer details as User configurable options. You can also generate reports and quarterly returns in Form-2 in accordance with Central Excise Statutory requirements.
- **Multilingual Support:** **Tally.ERP 9** can now be used concurrently in the language of your choice. The user interface in **Tally.ERP 9** is now available in Bahasa Melayu besides English and the Indic languages Hindi, Kannada, Bengali, Gujarati, Marathi, Tamil, Punjabi, Telugu, Malayalam and Hinglish (colloquial).
- **VAT Composition Returns:** VAT Composition Returns in **Tally.ERP 9** provides fast and error-free voucher entry with complete tracking of each transaction. It supports the printing of VAT Composition Returns of any state, in which VAT has been implemented. The Composition Rate of VAT is automatically recognised based upon turnover and the tax payable is calculated automatically and shown in the Return Form.
- **TDS (Tax Deducted at Source):** The TDS feature in **Tally.ERP 9** has been revamped to handle all the functional, accounting and statutory requirements of your business in an accurate and simplified manner.
- **VAT (Value Added Tax):** VAT is completely integrated with **Tally.ERP 9**. To make the computation easier, VAT comprises of a pre-defined list of sales and purchase classification. It enables fast and error-free voucher entry, printing of Tax invoices and better VAT-returns management.
- **Synchronisation using Tally.NET:** The process of Data Synchronization using TallyLink Server has been changed in **Tally.ERP 9**. Going forward Synchronization will be available as a service through the Tally.NET Framework. You will be able to use **Tally.ERP 9 Silver (SU)** at both the ends to Synchronize data. To use this service the Tally Server Company has to be connected to Tally.NET server at the time of Synchronization.
- **E-mail** reports and documents directly from **Tally.ERP 9**. It not only saves postage cost, but also your valuable time.
- **Publish** reports in HTML on Web or Intranet and share them with suppliers, customers or own staff.

- **Direct web browsing** capability in **Tally.ERP 9** helps avoid switching between programs.
- **Exchange data** with other systems using XML. **Tally.ERP 9** provides you with means to collaborate with other databases and share information like never before.
- **ODBC connectivity** opens up **Tally.ERP 9**. This makes **Tally.ERP 9** fields in ODBC to be compliant with programs like MS Word and MS Excel. This enables you to integrate **Tally.ERP 9** data dynamically into other ODBC systems. It even designs a form like remittance advice and embedded fields like Customer name and address, account balances and so on, in Excel/Word.



- *ODBC connectivity will work with ODBC compliant programs*
- *Tally.ERP 9 enables publishing on the Web using FTP and HTTP.*
- *Secure HTTP is used for encrypted data exchange.*
- *XML – XML is rapidly replacing SDF as the primary format for exchange of data between applications. It facilitates the integration of different systems.*

Performance and Implementation Features

- **Colours:** The user interface has now been changed with more appealing colours, aimed at enhancing your experience with **Tally.ERP 9**.
- **Tally.ERP 9's Phonetic Keyboards:** **Tally.ERP 9's Phonetic keyboard** is useful for those who speak the language, but do not know how to type it using the operating system keyboard. It is user friendly with the same layout as that of the English characters. You can spell the term based on its sound and the data is transliterated in the selected language.
- **Copying Text From Tally.ERP 9 to Windows:** Copying text to and from **Tally.ERP 9** to Windows is now a simple process. Use **Ctrl +Alt + C** to copy text from **Tally.ERP 9** and **Ctrl + Alt + V** to paste text into **Tally.ERP 9**.
- **Rapid Implementation:** This means low start-up costs, with the lowest training requirements for any accounting system in the world! A consistent data entry interface has your accounting up and running in minutes.
- **Real Time Processing:** **Tally.ERP 9** updates all your books, ledgers and reports as soon as a transaction is accepted. Your statements are always ready with the last saved transaction.
- **Speed:** Businesses automate their accounts so that they can get information FAST. **Tally.ERP 9** outpaces all other systems with its 'faster-than-thought' performance.
- **Unlimited Companies and Periods of Accounting:** In **Tally.ERP 9**, you can handle the accounts of more than one company, simultaneously (if required). You can compare data across companies and financial periods; view information for *any period* (for example, 19 months) and consolidate companies with a single keystroke.
- **Unbelievable Period End Handling:** The unique date-driven approach of **Tally.ERP 9**, with dynamic and automatic periods, makes the financial year end simple and hassle-free.

- **Dynamic Interactive Reports and Unique Drill-Down Facility:** All reports are dynamic and allow further interrogation from summary to the actual transaction voucher.
- **Comprehensive Print Capabilities:** Print *Quotations, Orders, Invoices, Vouchers and Cheques* through **Tally.ERP 9**. Choose from several default formats, use ODBC compliant systems to print other special formats, or contact us to meet your requirements.
- **Print Preview:** View reports and their layouts, prior to actual printing.

Accounting and Inventory Control Features

Tally.ERP 9 provides a total solution for managing your accounts and inventory. Its vast array of management reports put you on top of your operations, be it a small business or a large one or even a non-profit organisation.

Accounting Features

- **Accounting without CODES!** The sensible way to keep your records is to use regular names for your accounts. With unlimited levels of classification in **Tally.ERP 9**, you can manage the most complex ledger systems with ease.
- **Unified Ledgers:** **Tally.ERP 9** pioneered the concept of Unified Ledgers where the General, Sales and Purchase Ledgers are integrated into a Single Ledger and organised into groups for easy management. This concept combines the power of reporting along with the ease of data entry.
- **Complete Book-Keeping:** Record transactions using a unique voucher entry system that is easy and flexible to configure for diverse transactions.
- **Comprehensive Accounting:** Generate your Balance Sheets, Profit & Loss Statements, Cash and Funds Flow, Trial Balances and others at any time.
- **Multi-Currency Accounting:** **Tally.ERP 9** handles unlimited currencies and manages the complexities of Forges Gain/Loss intelligently. A single transaction may contain more than two currencies.
- **Bill-wise Tracking of Trading and Non-Trading Accounts:** **Tally.ERP 9** tracks Party accounts or Loan Accounts on a Bill-by-Bill basis (for example, new bills raised, payments, receipts, adjustments against bills)
- **Interest Calculation:** **Tally.ERP 9** has completely definable Interest Calculation methods that can be customised for each transaction.
- **Receivables and Payables:** Allocate payments against invoices with reference to due dates. Reports are classified, grouped and aged according to your definitions. You can have customisable reminders for overdue, as well as measure 'payment performance' segregating your good and bad customers.
- **Ratio Analysis:** A range of key performance ratios on a single sheet puts you in total control of your business.
- **Budgeting, Auditing and Security Control:** Use Original and Revised Budgets over varying periods. Define security levels to control access and use the powerful Audit capabilities to track malafide changes, while making genuine corrections with unparalleled ease.

- **Scenario Management:** Use Optional, Reversing journals and Memorandum vouchers to record provisional entries. For example, use Optional Vouchers to record provisional sales and compare them with the actuals. Prepare reports including provisional figures without affecting actual accounts using automatic reversing journals.
- **Unlimited Cost/Profit Centres – with Power Project Oriented Reporting:** Projects, Departments, Marketing Zones are just a handful of analysis criteria you can use with **Tally.ERP 9**. With unlimited sub-classification, **Tally.ERP 9** gives you multi-dimensional analysis and comparisons.

Inventory Features

- **Multi-location Stock Control:** Use **Tally.ERP 9** to keep track of your stock at a single or multiple locations. Create unlimited classification systems for your Items and your own units of measure.
- **Comprehensive Recording of Stock Movement:** Record inventory transactions easily and comprehensively using Goods Receipt Notes, Delivery Notes, Stock Transfer Journals, Manufacturing Journals as well as Physical Stock Journals. All stock movements are fully recorded and maintained in Stock Registers.
- **Management Reports:** Movement Analysis that gives party-wise details of goods bought and sold and helps identify good and bad business partners. Stock Query is a unique single sheet report that gives information on stocks at different locations as well as total stock-in-hand.
- **Aged stocks Analysis:** This report identifies old stocks to aid in decisions relating to their quick disposal.
- **Batch-wise or Lot-wise Inventory with Expiry:** Use the concept of Batches or Lots to track stock at the batch level.
- **Re-Order Levels and minimum order quantities:** Know your stock order position with the comprehensive Order Status reports in **Tally.ERP 9**. Specify reorder levels in absolute quantities or based on previous consumption.

Sales and Purchase Order Processing

- **Sales and Purchase Orders:** A comprehensive facility to record orders with a complete cycle of recording and allocating them through inventory deliveries, invoicing and accounting. Single sheet reports give current stocks, orders due for delivery, orders due for receipt, shortfalls (if any). Get party-wise or item-wise details of outstanding and/or fulfilled orders.

Invoicing

- Sales invoices are generated directly from **Tally.ERP 9**. Print, Export, E-mail or publish them. **Tally.ERP 9** has a very comprehensive invoicing system that allows flexible handling of charges and taxes. The invoice format is available in different formats and you could adopt them as your own or have a completely different layout designed!

Lesson 30: Uninstalling Tally.ERP 9

30.1 Uninstalling Tally.ERP 9

You can uninstall **Tally.ERP 9** or the **License Server** or both, to uninstall, execute the following steps:

- Click **Uninstall** from **Start > Programs > Tally.ERP 9**.

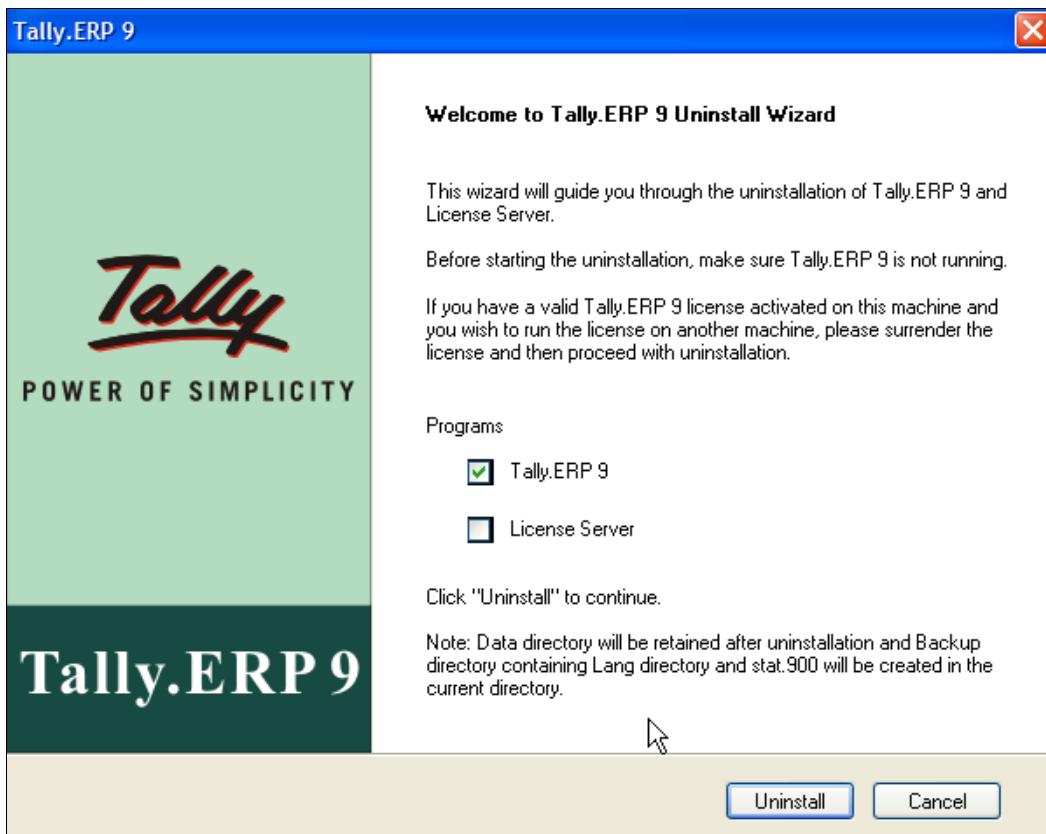


Figure 30.1 Uninstall Wizard

- By default, **Tally.ERP 9** is selected.
- Click on **Uninstall** to uninstall **Tally.ERP 9**.



- You need to have administrator rights or login as administrator to uninstall **Tally.ERP 9**
- When some of the **Tally.ERP 9** files are open, a message **'Couldn't Delete Some of the files. Exiting Uninstallation...'** is displayed. Click **OK**. to uninstall, close the file/s and start the uninstall procedure again.

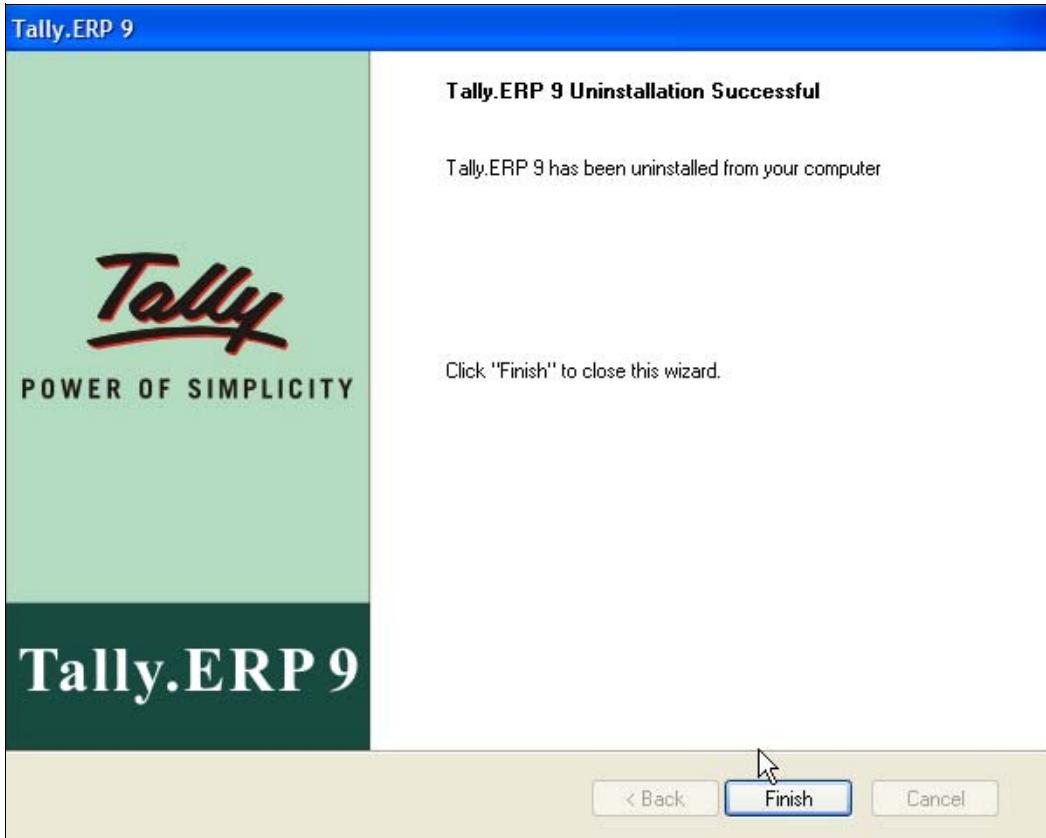


Figure 30.2 Uninstallation Successful - Finish

- Click **Finish** to complete uninstalling.
Uninstalling removes all files created except for **Data** Folder which remains intact.
In **Tally.ERP 9** folder a **Backup** folder containing a **Restore_Date_Time** folder is created.
The **Restore_date_time** folder contains **stat.900** and **Lang** folder which has the **dct** files.

30.2 Uninstalling License Server

- Click Uninstall from Start > Programs > Tally.ERP 9.

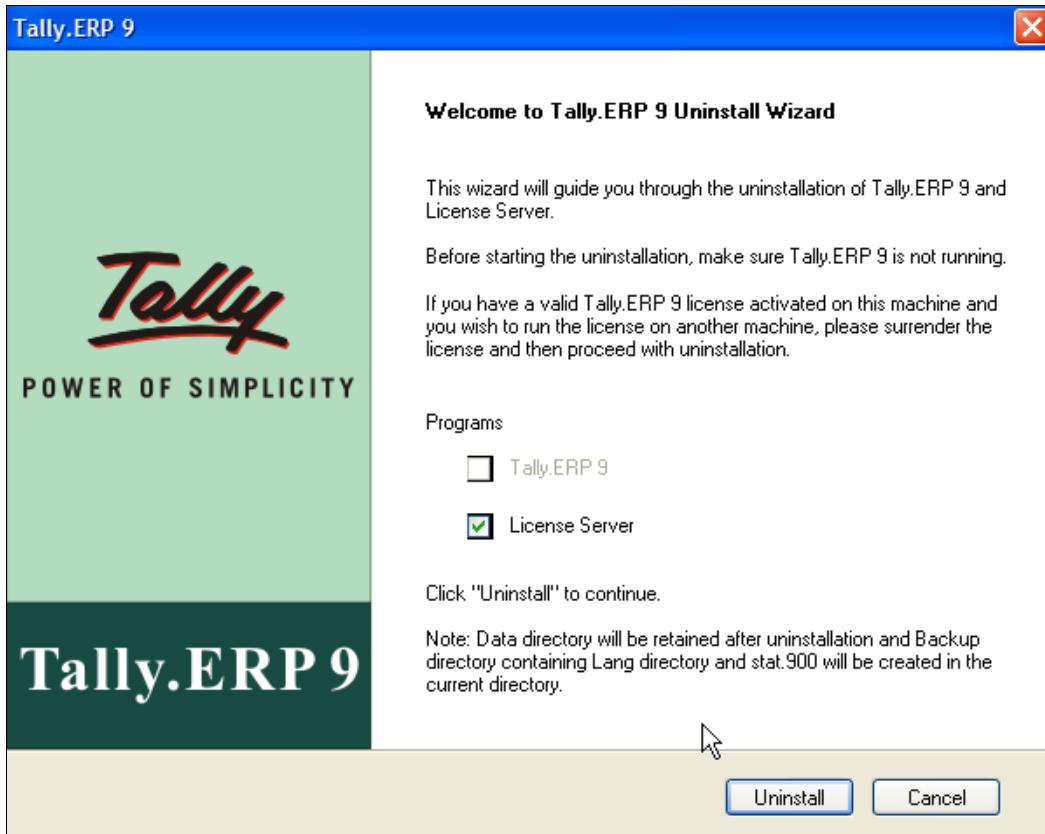


Figure 30.3 Uninstall Wizard

- By default, **License Server** is selected.
- Click on **Uninstall** to uninstall the **License Server**.

- Click **Finish** to complete the uninstallation of Tally License Server.

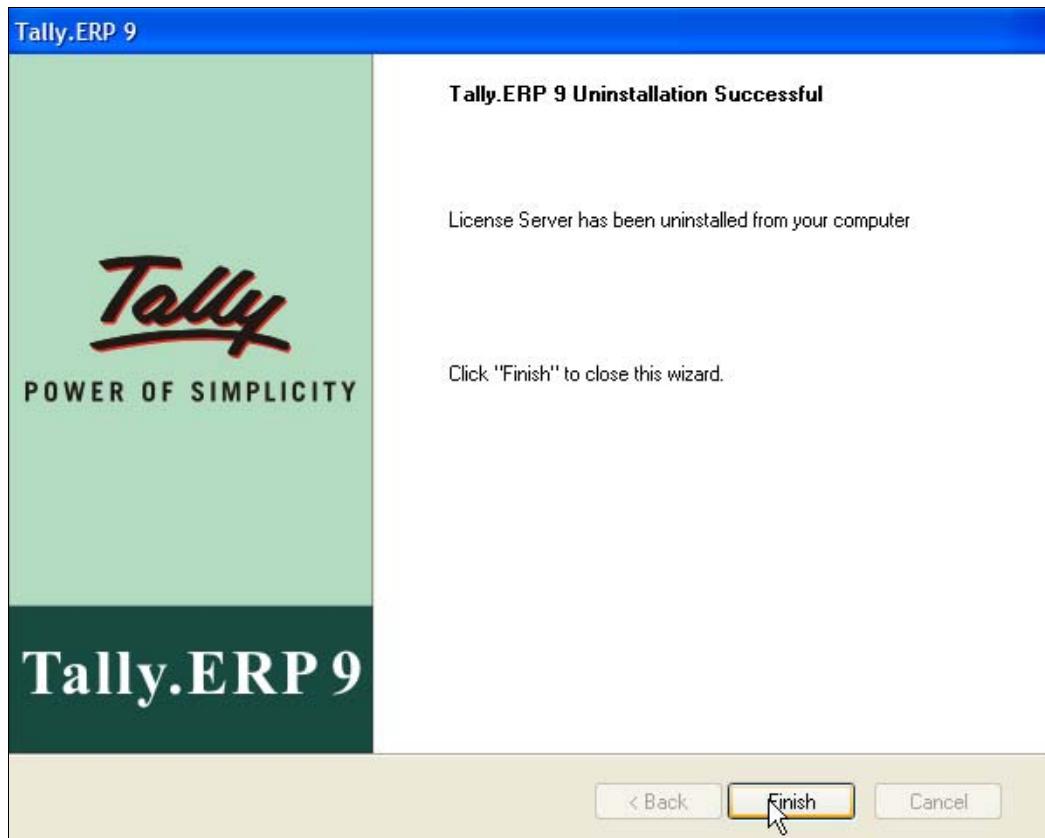


Figure 30.4 Uninstall License Server.

*In a situation where the **Tally.ERP 9** and the **License Server** are installed on the same computer, you can uninstall both the **Tally.ERP 9** and the **License Server** by selecting both the options.*

