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TALLY SYNCHRONIZER USER MANUAL

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TALLY SYNCHRONIZER USER MANUAL

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1.0 INTRODUCTION TO TALLY SYNCHRONIZER

Tally Synchronizer is a stand-alone software from the Tally ERP 9.

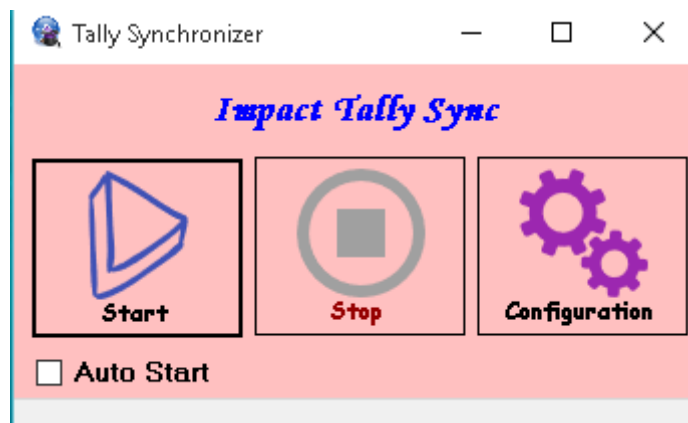
It enables you to split the data of one company such that a portion of the original data is shared with a second company within the Tally.

It can also be used to merge two or more individual company data into one.

2.0 TALLY SYNCHRONIZER SET-UP

The Tally Synchronizer is set up with a very simple and user-friendly interface as shown below

Figure 1



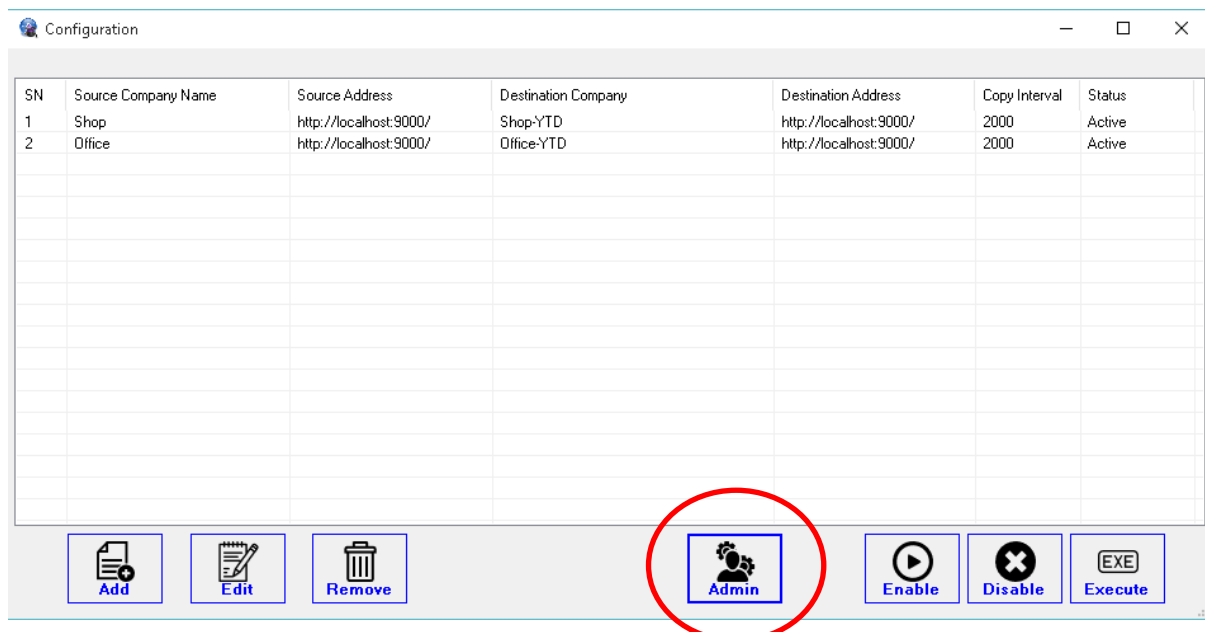
2.1 LAUNCHING TALLY SYNCHRONIZER

To begin using the software, install it (Refer to the installer package for installation instructions found in the notepad document “Read me”) and run the program and then select “**Configuration.**” It will request a password which can be found in the Read me file. It is important that the password is changed for security reasons.

2.2 CHANGING THE PASSWORD

After inputting the password found in the Read me file, click on the **Admin** button (circled in red).

Figure 2



Input the default password in the first field and then input your desired password in the second and then save to accept the change.

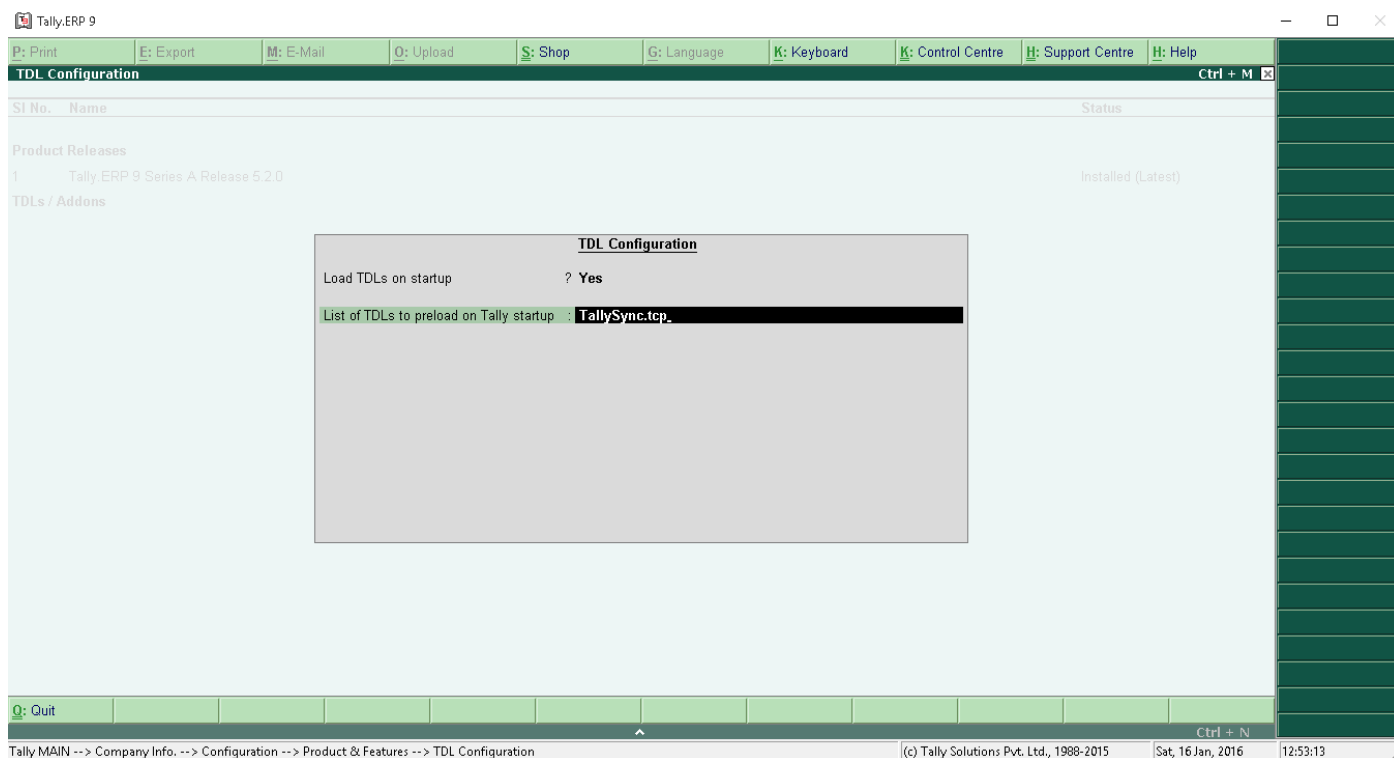
Now the Tally Synchronizer is ready for use.

3.0 TALLY SETUP

To use Tally ERP 9 alongside the Synchronizer, it is necessary to install the corresponding ad-on in the Tally so as to set up synchronization capabilities. To do this, the ad-on (TallySync.tcp) has to be placed in the tally folder in Drive C.

Launch the Tally program and from the gateway, select **F12 to Configure**. Select **T (Products and Features)**, then **F4 to Manage Local TDLs**. Input the ad-on name (TallySync.tcp) in the List of TDLs to preload on Tally Startup. Press ENTER to accept and return to the gateway.

Figure 3



After this is done, the ad-on has been installed and ready for use. TallySyncSetup will show under Masters on the Gateway of Tally.

3.1 SETTING UP TALLY MASTERS (INVENTORY ITEMS AND VOUCHER TYPES)

Masters is where ledgers, stock items, voucher types and more are set up.

3.1.1 INVENTORY ITEM CREATION/ALTERATION: From the gateway, select **I>I>C** to create a new stock item or **I>I>A** to alter an already existing stock item. Put in the Name, Group, and unit of the stock item.

- Say “Yes” to **Apply Percentages?**

Put in the applicable date and on the next page, select “Percentage” for Value type and enter the percentage value in the Value column.

NB: The reason for including percentages in the item creation is to enable splitting of the of any transaction involving the stock item in question from the source company into the destination company.

Select the applicable rounding method for the item. There are two rounding methods: (a) **Round down** means any decimal figures will be rounded up to whole numbers (b) **Round up** means any decimal figures will be rounded up to whole numbers.

3.1.2 VOUCHER TYPES CREATION/ALTERATION: From the gateway, select A>V>C to create new voucher types or A>V>A to alter an already existing voucher type.

Figure 4

The screenshot shows the 'Voucher Type Creation' window in Tally.ERP 9 for 'VISION 2000 COMPANY LTD'. The voucher name is 'Direct Sales'. The 'General' tab is active, showing settings for 'Type of Voucher' (Sales), 'Method of Voucher Numbering' (Multi-User Auto), and 'Apply Splitting' (Yes, highlighted with a red box). The 'Printing' tab shows settings for 'Print after saving Voucher' (Yes) and 'Use for POS Invoicing' (Yes). The 'Name of Class' is 'POS'. The status bar at the bottom indicates the current path: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Voucher Types --> Voucher Type Creation.

Set **Apply Splitting** to “Yes” in the case of “Direct Sales” voucher.

For other voucher types, e.g. Direct Receipt, Set **Use for NV Transactions only** to “Yes.”

4.0 HOW TO ENABLE SPLITTING IN TALLY TRANSACTIONS

The vouchers with “Direct” include transactions for the source company only while the default voucher types (without the “Direct”) will split the transaction between the Source Company and the Destination Company. In the case of Sales, “Direct Sales” is used and this will split the transaction between both companies in accordance with the percentages set during the inventory item creation.

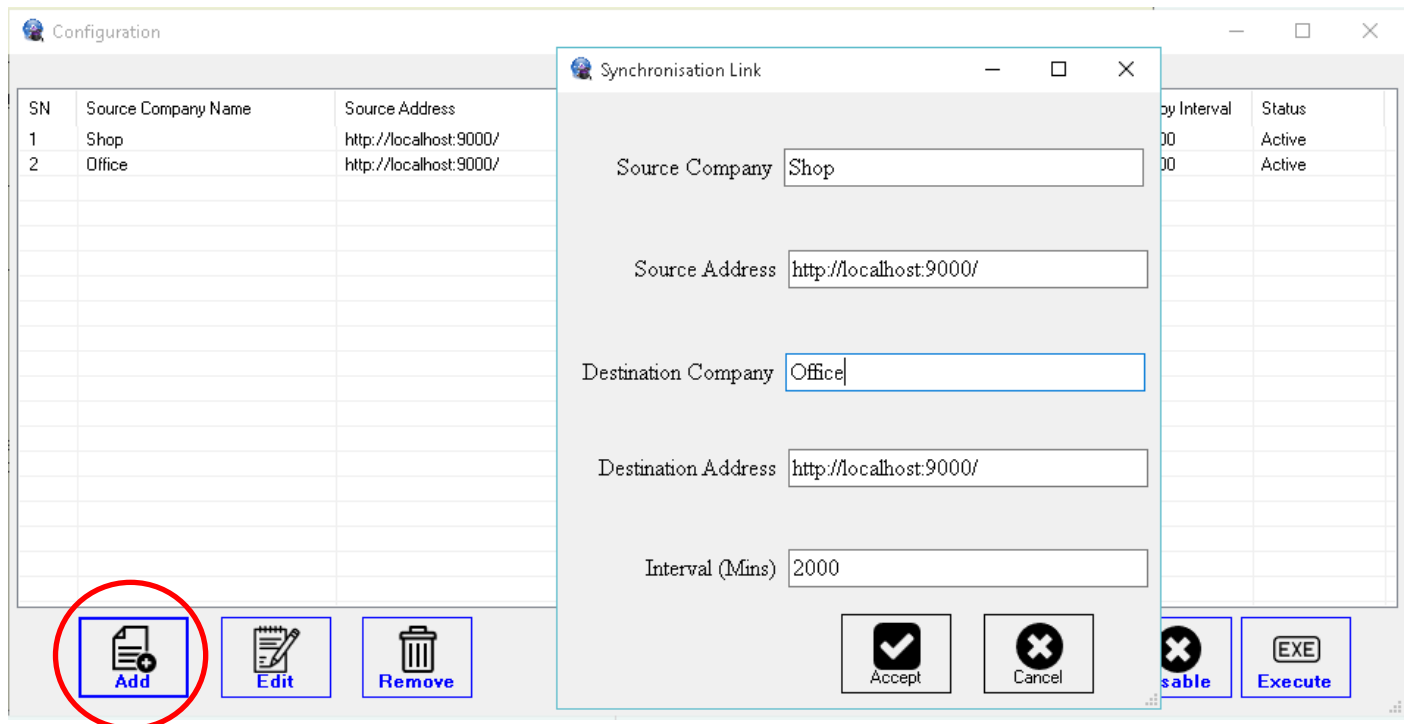
Direct Receipt is the voucher type for receipts that do not include the destination company. It is the same for Purchases, Payment etc.

5.0 TALLY SYNCHRONIZER EXECUTION

As seen in [Figure 2](#), both Source Company and Destination Company should be loaded and active in the Tally Synchronizer. To do this, follow the simple steps below:

5.1 EXECUTION STEPS

- Click on **Add** in the synchronizer
- Fill the fields. The address can be found at the bottom of the tally window (Configuration Info). Set the interval to a high figure in minutes.
- When that is done, click **Accept**.



- Mark the companies as “Active” by clicking on **Enable**. Be sure to select the company before enabling. To know if the company has been selected, the company will be highlighted with a dark shade in the synchronizer.
- In the Tally ERP 9, Select **TallySyncSetup**. Set “**Reference Date**” to the preferred option. **Current date** (F2 to change date) will split the current date in the Tally. **Current period** will split for the current period (Alt+F2 to change period) in Tally. **Machine date** splits for the date on the computer. **Number of days** refers to the number of days to split from till the reference date.
- Open the Destination Company in Tally (Press F1 and select the Destination Company) but be sure to make the Source Company active (Active companies are usually shown with bold letters)
- In the Synchronizer, click **Execute**.

After executing, wait for short while for all the transactions within the stipulated period to be be duly passed into the Destination Company.

6.0 MONITORING

It is highly recommended that the splitting be monitored regularly so as to ascertain that the reports generated in both companies are as anticipated. This is to detect any errors and this will save the company a lot of time and money that would have been spent in correcting them when detected at later stages.

