

## UNIT – I

### LESSON –1: TALLY FEATURES

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#### 1.0 AIM AND OBJECTIVES

In this **Unit** we will discuss the origin and features of Tally accounting software and the Accounting and Inventory features. After going through this unit, you will be able to,

- i. Describe Origin of the Tally Division
- ii. List down the User Classification
- iii. Explain Comprehensive Accounting System
- iv. Discuss Accounting and Inventory Management System

#### 1.1 INTRODUCTION

Tally is versatile and massive software package. It is used by various types of trade and industry. Tally Software business was set up in 1986 by late S.S. Goenka, who was the founder

of the company Peutronics Private Limited., Bangalore. He mentors his son Bharat Goenkar in creating software that would handle the financial accounts for his business. Bharat Goenkar spends a lot of months to develop path breaking technology. Tally is user friendly software used to solve all the complicated accounting structure.

Bharat Goenkar is the original architect and programmer of the Tally Accounting systems and also developer of the “No-Code” concepts of accounting entities. Tally is a globally recognized name with 2 million users in over 90 countries experiencing the “Power of Simplicity”. This value is reflected in innovative, uncomplicated and customer-centric approach. Tally recognizes its own format in ASCII (American Standard Code for Information Interchange) from which data can be imported into Tally. To export your database file application to tally, you have to export data in tally acceptable format in ASCII. The milestone statement of the Tally division is “Continuously doing the right thing”.

## **1.2 TALLY USER CLASIFICATION**

Tally ies (integrated enterprise solution) 7.2 provides you with two specific classification Licensing. They are

- Tally Silver for Single –User
- Tally Gold for Multi-User

### **1.2 .1 TALLY SILVER FOR SINGLE-USER**

The single-user Licensing allows the consumption of Tally on only one computer with an option of activating it online or offline. However, you can use the same Tally license on another computer, by granting the license activated on the first and reactivating it on the other. If you are an Offline user, you can take a request file to a computer, which has Internet connectivity and activate your copy of Tally easily.

### **1.2.2 TALLY GOLD FOR MULTI-USER**

The multi-user Licensing feature facilitates the use of Tally on any number of computers connected to a local area network (LAN) with a provision of activating the license online or offline. However, the method of activation is no different from the one followed in Single User licensing system. After the successful installation of multi-user license on the License server, you can have Tally start when Windows starts and run as a service in the background. The License clients may install and use Tally later on.

## **1.3 TALLY ACTIVATION FORM**

### **Activation Form**

The first time you run Tally after installation, the Activation Form dialog window will be displayed in both Single User and Multi User licensing systems.



Enter your **Serial Key** and **E-mail Id** (If you are connected to Internet). Else, press **Esc** or **Ctrl+Q** to quit this form.(if you are not connected to Internet)

## 1.4 GENERAL FEATURES

- i. The new option directory have been introduced to specify Data Directory in the Company Creation Screen.
- ii. To keep data for one company in one drive/ directory
- iii. Tally lock storage device is used to share the information quickly
- iv. Tally vault is used to keep the data in encrypted format instead of Normal form
- v. All the profitability reports, invoice wise reports, item wise reports , godown wise reports are summarized easily
- vi. Display all vouchers for a grouping method
- vii. Income and expenditure statement also available to view Profit and loss account
- viii. Using the Tally Defined Language, we customize the user friendly environment to the organization.
- ix. Tally is availability on windows 95, 98, XP, 2000, NT and Linux. This software is run on single personal computer, LAN and WAN. If on a Network supports access via any combination of platforms.
- x. Tally is now Web Enabled. While working with tally you can browse by clicking the browser button

## 1.5 ACCOUNTING FEATURE

Accounting has been defined as the art of recording, classifying and summarizing monetary money transaction in a significant manner. Tally maintain ledger wise balance and display net debit or credit balance for a ledger. Using Reverse journal to make transient journal vouchers to get intermediate Profit and Loss and Balance sheet. Tally offers numerous options for interest calculation. While simple mode meets need of average users, advance mode is meant for users having complex requirement like penal interest.

### **1.5.1 COMPREHENSIVE ACCOUNTING SYSTEM**

Tally is complete Accounting system. It handles different types of vouchers, for example, Payments, Receipts, Journals, Debit Notes, Sales, Purchase, Delivery note and etc. Accounts Receivables is the amount to be received from Sundry Debtors and Accounts Payable is the amount payable to Sundry Creditors. Tally provides complete bill wise information of amounts receivable as well as payable either Party wise or Group wise. Activate 'Bill Wise' details by pressing F11 (Features). Now Create a Party (Ledger A/c) under the group 'Sundry Debtors' as well as one under group 'Sundry Creditors', and also activate 'Maintain balances bill by bill' for all the Parties while you are in Ledger creation mode.

### **1.5.2 CATEGORIZATION OF ACCOUNTS**

Tally allows the user to define account heads as per his requirements. Tally offers 28 predefined widely used Groups. Of these 28 predefined groups 15 groups are Primary groups and the remaining 13 are sub groups. Among the 15 predefined groups 9 Groups are Balance Sheet items and the remaining 6 groups are Profit and Loss items. The user is allowed to alter the arrangement of any of these 28 Groups. Further the user is allowed to create any number of Groups as per his/her requirements, which can either be a Primary or a Sub-Group. Tally also allows the user to have a multiple tree like structure groupings. This flexibility and ease of configuration allows Tally to be used across industries and geography.

### **1.5.3 LEDGER GROUP ADMINISTRATION**

Tally maintains details of all ledgers that are defined by the user. You can define your chart of accounts that is maintain groups, ledger etc. Ledger reports can be used for scrutiny of accounts. Most accounting systems across the globe follow the concept of separate Personal and Nominal accounts. Tally follows the concept of single ledger systems, which includes both Personal and Nominal accounts.

### **1.5.4 AUDIT TRAIL AND DRILL DOWN DISPLAY**

Tally allows users to Drill Down from any report to lower levels of reports till the voucher. For example, user can view a Balance sheet and then select the required group in the Balance Sheet and drill down till the vouchers. Any changes then made in the voucher (i.e. if allowed by current security levels), is reflected real time at all levels.

### **1.5.5 EXTRACTING REPORTS**

Tally allows users to select any report for a particular date or for any range of dates. Once you have selected a Report, press F2 (F2 in case of Day Book) and specify the date range (From and to). You can also do simultaneous comparison side by side for any two selected periods including across financial years. All reports from Tally are generated based on the transaction date rather than the date of actual entry and hence Tally ensures that information is always represented accurately. This unique approach to bank reconciliation allows review of past date status for auditing purpose.

Tally provides columnar reports in Sales register, Purchase Register and Journal registers as well as Ledgers and Cash / Bank Books.

### **1.5.6 BANK RECONCILIATION**

Tally provides the user a facility to reconcile bank accounts with his bank passbook statement and hence providing the user with information regarding transactions, which haven't been cleared as yet by the bank. For bank reconciliation follow the procedure: Firstly, while creating "Bank Account" Ledger, specify 'Effective date of reconciliation' (i.e the date from which the user wants to reconcile his bank accounts). Then, Select Display → Account Books → Bank Book → Select the particular 'Bank' a Select month → Press F5 (Reconcile). Now enter the date, on which a particular transaction has been cleared. Tally now provides information of balances as per company Books as well as Bank pass book/statement.

## **1.6 INVENTORY FEATURES**

Tally meets special requirements for computation of Excise Duty and information in Invoice-Cum Gate Pass. It provides options to configure the system according to the applicability of Excise duty provision. In case of purchase the additional cost may be allocated to items to arrive at the effective cost of purchase also known as Landing cost. Tally provides you the basic feature and quotations through optional voucher system.

### **1.6.1 STOCK GROUP AND STOCK CATEGORY CLASSIFICATION**

Like accounts Ledger, Stock Items take part in all inventory Transactions. For better organization of the hundreds & thousands of Stock items that may be stocked & traded in an organization, you may organize them in stock groups and stock Categories. The relationship between stock item and stock group is similar to that of Accounts Ledger and Accounts groups.

Normally, stock groups will be sufficient for most of the organizations for managing the inventory reports in an organized manner. However, some organization may need an alternative way to find out items of similar nature. For that, Tally provides a build up a parallel method of organizing the items in stock categories.

### **1.6.2 PHYSICAL STOCK POSITION**

Stock discrepancy is one of the mystical that have been intriguing the accountants for a long time. You may sell 20 Kg of lemon after purchasing 20 Kg, and still may have 200 grams left in your stock. Or after selling 5Kg of sugar out of 6 Kg bought, you may have paltry 800 grams left. This is a part of life. To adjust such kind of real life dilemma, Tally has introduced a sort of novel voucher called physical stock voucher.

### **1.6.3 STOCK TRANSFER AND ADJUSTMENTS**

Tally provides stock journal voucher to move items from one Godown to another, dismantle an item into its components or to assemble the components.

### 1.6.4 MULTIPLE GODOWNS STOCK EVOLUTION

Tally not only allows to create multiple godowns, but even create sub godowns , nest into any level – thus you logically built factories, warehouses, godowns to organize and get summarized total for each level. You can treat the godowns as stackable or non-stackable and also to keep their stock separate and have separate valuation.

For multiple stock valuations Tally provides multiple methods for stock items like Average unit cost, LIFO (Last in First Out), FIFO (First in First Out), Average price etc. Default valuation methods can be specified at the time of creation of stock items. You can get final accounts with stock valued in selected valuation method.

### 1.6.5 MULTIPLE RATE PRICE LISTS

Tally allows creating multiple price lists with alternative rates (retail, wholesale) and you can specify rates and discounts for each item for each type of price list with quantity slabs.

### 1.6.6 ACTUAL BILL QUANTITY

You may deliver a different quantity but have to bill for a different quantity (**for example**, 1 packet of Horlicks pouch free with 5 packet of Horlicks Pouch – Delivered 6 packet, Billing 5 packet). You can enter both quantities, actual to update stock and billed for computation of invoice.

### 1.6.7 TRACKING THROUGH RECEIPTS AND DELIVERY NOTES

In many businesses, goods are dispatched first and invoices are sent later or vice versa. In such cases stocks should not be updated along with the accounts. Tally tracks such situation with the help of tracking nos. you can receive /dispatch goods first and receive or send invoices later or invoices first and material later. Receipt/Delivery notes updates inventory but will not affect accounts. Tally track pending tracking document and displays in Profit and Loss as apart of purchases and sales as sales / purchase as bills to make.

## 1.7 ACCOUNTING & INVENTORY MANAGEMENT

Accounts cum Inventory are normally used by traders. This option basically affects Accounts. If you set this option to Yes, the value of stock is automatically computed on the basis of inventory and posted in the balance sheet; Profit & Loss Account and you are not allowed to input the stock value on your own as the Accounts are integrated with the Inventory part. Each Transaction is entered through voucher. In a voucher, you first make the accounting entries, followed by Inventory allocation requiring prior computation of Bill Value. If you set this option to Yes, you can enter sales transactions in Invoice mode also.

Bills can be entered in following modes:

- Voucher Mode
- Invoice Mode

In Invoice mode , upon selecting the buyer , you first enter inventory particulars like item name, Quantity , Unit , Rate etc, sales value is auto computed , next you enter the accounting entries for sales account. Tax and Additional charges are computed as per your specification and Buyers ledger account is debited with the total amount. Some additional options like Excise Format, entering additional description for item name, separate Buyer and Consignee name etc. are available in Invoice mode only. If you want to enter in invoice mode, respond yes. If you respond No, you will be restricted to enter sales Transactions in Voucher mode only.

## 1.8 LET US SUM UP

In this unit, we have briefly touched upon the following points.

1. Tally accounting software origin and founder of the tally division
2. Limited user classification like single user and multi user work environment activation form
3. Tally provides a comprehensive solution to the accounting need of business. The package comprises, book-keeping, financial accounting, inventory accounting and number of tools for extracting information.
4. A powerful feature of Tally allows you to create a personalized chart of accounts to reflect the nature of the business
5. Tally allows to import data from other software as well as export data from tally
6. Tally maintained the inventory transaction, Accounting transaction and Accounts with Inventory transaction easily.

## 1.9 POINTS FOR DISCUSSION

The following questions are making to induce the basic computerized systems of accounting.

- 1) Justify “ Computerized Accounting System” and “ Manual Accounting System ”
- 2) Substantiate “Computer is an Electronic Device used to simplified the Accounts”
- 3) Establish “ Computer is an Error Free Calculating Device”
- 4) Analyze “All the Companies or Institution need the computer ”
- 5) Evaluate “Essential components of Tally Software”

## 1.10 CHECK YOUR PROGRESS

A. State any two advantages of Tally Accounting Software

B. What is the use of web Enabled Service?

(Write your answer in the space given below)

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## 1.11 LESSON END ACTIVITIES

1. Define the term accounts.
2. Explain the general features of tally.
3. What is meant by stock group and stock category classification.
4. What is meant by accounting & inventory management?
5. Discuss the accounting features.



## LESSON – 2: TALLY SCREEN COMPONENTS

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- 2.2 Starting Tally Environment
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- 2.9 Let us Sum Up
- 2.10 Check your progress
- 2.11 Lesson-end activities

### 2.0 AIM AND OBJECTIVES

In **Unit 1** we discussed the screen components of the **Tally package**. Here we discuss the individual parts of the tally working environment. After going through the unit, you will be able to,

- i. Describe the Tally opening screen methods
- ii. List down the feature of Hotkey combination
- iii. Explain the Gateway of Tally panel
- iv. Discuss the feature of web browser button functions.

### 2.1 INTRODUCTION

An attractive splash screen appears. It is a user friendly screen. All the parts of the windows are fabricated with four divisions. Gate way of Tally is arranged in the form of Tree view structure. All the transaction entries are made in Gateway of tally. This is the entry division of your transaction.

### 2.2 STARTING TALLY ENVIRONMENT

After install the tally software. We are ready to work with the Tally environment. The following methods are used to activate the tally screen.



Method 1

**Start → Programs → Tally ies 7.2 → Tally 7.2**

(At start menu, select *program > Tally ies 7.2>Tally 7.2* or Explore the Tally Program folder (either through Windows Explore or My Computer), double click the program file (Tally 7.2)

Method 2

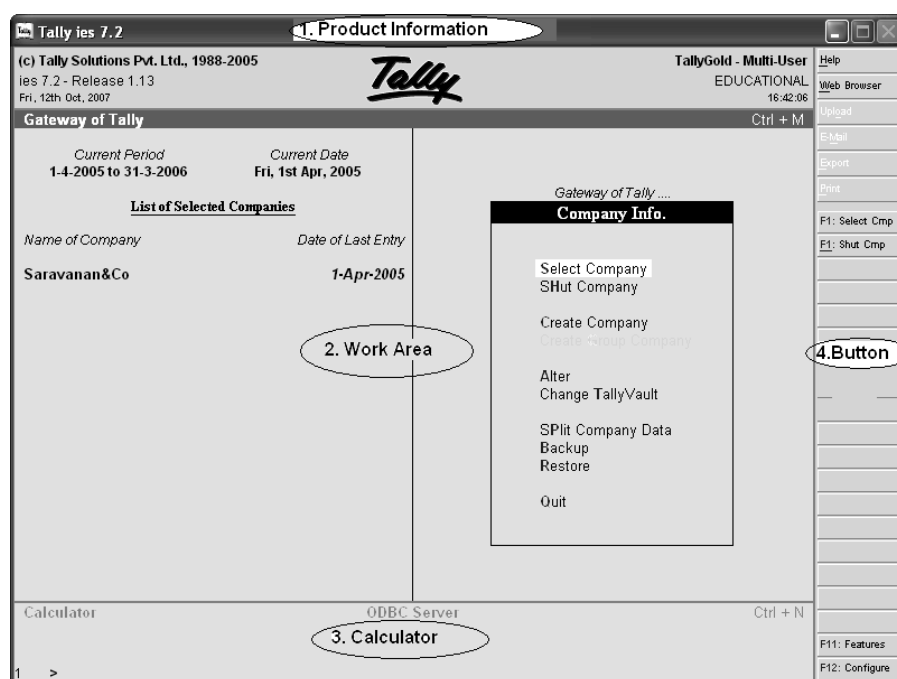
**Double click the Tally shortcut icons on Desktop**

Method 3

**Select Run from Start Menu, enter the Drive, path and the executable File Name.**  
(The exe file for Tally ies 7.2 is tally72. for example, “D:\tally72.exe”)

## 2.3 TALLY SCREEN CLASSIFICATION

The Gateway of Tally screen can be divided into 4 parts as marked in the below figure.



(1) Product Info, (2) Work Area, (3) Button Bar, (4) Calculator

### 2.3.1 PRODUCT INFORMATION

Product info displays information about Software Version & Release, Developer Company, System Day and Date, Product brand Name, Single or multi user indicator, Software serial number, and System time. Every time a new release of Tally is made, it is identified with a different release name. Tally would rewrite data created in earlier release to make it compatible with the current release of software.

### 2.3.2 WORK AREA

The work area at Gateway is broadly separated into two sections. The right hand side contains the menu, where you would select your instructions to Tally and left hand side displays List of Selected Companies, Current Period and Current Date you are working with tally screen.

In current date option have not the calendar date but the date you worked last during the current period. In list of selected companies displayed the name of all selected or loaded companies with last date voucher entry information. Suppose you select more than one company, the active company is shown at top of list in bold letters and others appear next in normal font.

### 2.3.3 BUTTON BAR

Button Bar consisting of numerous buttons appears at right of the screen. Buttons provide quick access to different options, which varies from screen to screen. Active buttons are shown in solid colour and inactive buttons are showed in grayed colour.

#### Invoking Buttons



You will find many buttons name starts with Function key (e.g., F1: Select Company) which means you have to press the function Key (appears at topmost row of keyboard). Some buttons have a character to key single or double underline which means you have to press the character/Function key in conjunction with Alt or Ctrl key respectively. You can of course launch by clicking it.

Action Button Name	Hot key Combination
Web Browser	Press <Alt> + <W>
Upload	Press <Alt> + <O>
E-Mail	Press <Alt> + <M>
Export	Press <Alt> + <E>
Print	Press <Alt> + <P>
F3 : Company	Press F3 Function Key
F3: New Cmp	Press <Alt> + <F3>
Groups	Press <Ctrl>+G
Ledgers	Press<Ctrl>+L
Voucher Types	Press <Ctrl>+V
Currency	Press <Ctrl>+e
F11 : Features	Press F11 Function Key
F12 : Configure	Press F12 Function Key

**Alt** : (Press Alt Key & character/function key with single underline)

**Ctrl** : (Press Ctrl key & character/function key with double underline)

### 2.3.4 CALCULATOR

Working with Tally, at any moment you can either work at Work Area (where menu, reports and entry screens etc appear) or with Calculator. By default work Area becomes active (Teal colour band appears at top of this section) and Calculator remains inactive. Press **Ctrl+N** to activate Calculator (colour and would move to top of calculator). You can enter values and operators e.g.,+,-,/,\*, on pressing **Enter**, computed results would be displayed in next line. To return to Work Area, press **Ctrl+M**.

## 2.4 SWITCHING BETWEEN SCREEN AREAS

When Tally first loads, the Gateway of Tally area is available. To toggle between this and the Calculator/ODBC Server area at the bottom of the screen, press **[Ctrl] + [N]** or **[Ctrl] + [M]** as indicated on the screen. The active area of the screen is highlighted by a green bar. At any numeric fields, you can activate Calculator by pressing **Alt+C**. upon entering value & operators, on pressing **Enter**, calculated result would be pasted to the numeric field. You can return to Work area by pressing **Ctrl+M**. The Calculator follows **BDMAS** rule where execution sequence is Bracket, Division, Multiplication, Addition, and Subtraction.

## 2.5 MOUSE & KEYBOARD INTERACTION.

While working in Tally, please use the following conventions:

Mouse / Keyboard Conventions	
Do	Action
Click	Press the left mouse button
Double-Click	Press and release the left mouse button twice, without moving the mouse pointer off the item
Press	Ready to activate the Keyboard keys combination
	Press <Alt> + <M>
	Press <Ctrl> + <L>
	Press F12 key in keyboard

## 2.6 BUTTONS BAR HOTKEY COMBINATION

### 2.6.1. HELP BUTTON <ALT> + <H>

This button launches Tally reference manual. This manual is compiled HTML Help File method. Contents would be displayed to select the topic you wish to view. To launch Tally help window by double click the tallyref.chm file at the program folder where Tally 7.2 has been installed. On clicking these keys, contents would be displayed and you can select any topic for reference. On-line help has been incorporated in Tally 7.2 version software. This screen has two portions. While the left hand side consists of Tabs like Contents, Index, Search and Favorites, the right hand side portion displays the information for the item selected.

- Contents** : The manual is split into 14 major topics indicated with book icon mark at root level.
- Index** : To find out a topic from indexed List, click index Tab that displays a textbox to enter the keyword to list index entries.
- Search** : To search topics matching with your keyword. Click search tab that would display a text box to enter words to be founded.
- Favorites** : You can add a topic to favorites. To add the current topic at list favorites, click Add button, thus you can add topics selectively to favorites.

### **2.6.2. WEB BROWSER BUTTON <ALT> + <W>**

Using this option, you can browse any website or view any file in web format. This button launches the web browser and on clicking this button, the internet explorer would appear at the work area within the Tally Screen. The browser appears only in the work area while the other areas still remains in the screen as it is. You can browse any website by entering the URL at the address bar or view any file in web format. When web browser is active, the button becomes End Browser. To return to Tally work area, click this button which toggles between Web browser and End browser.

### **2.6.3. UPLOAD BUTTON <ALT>+<O>**

Uploading is the process of transferring files from the user's computer to the web server where you wish to publish the web page or wish to store your file. Many business organisation already have their website, those who do not, are expected to have soon. Tally 6.3 versions helps to make better use of website with twin facilities: first by generating any report in HTML format to make it as web page and second by providing direct publishing option to upload at web server. If you need to publish your half-yearly unsuited Accounts, upload Balance sheet and Profit & Loss Account in HTML format to your web server. Tally supports FTP, HTTP and HTTPS protocols.

**FTP** stands for File Transfer Protocol. A protocol is a set of rules that Enable computers to speak to one another. FTP is used to make files and folders publicly available for transfer over the internet. FTP allows users to browse through the directories from a remote site and to download or upload files. Downloading is the process of transferring a file from the internet to the user's computer and Uploading is reverse process. FTP site is a directory space in a web server that accepts FTP connections.

**HTTP** stands for Hyper Text Transfer Protocol. HTTPS Sites conforms to security protocol to configured and accept secure connections to ensure that your data and files are not tampered while the connection remains ensure that your data and files are not tamper while the connection remains normally used for websites that accept payment through Credit card organizations who handle sensitive data. Many internet sites are set up to prevent unauthorized people from seeing the information that is sent to or from those sites, these are known as secure sites. You can send information to secure site with safety and confidence. When you visit a secure web site, it automatically sends you its certificate and the browser displays a lock icon on the status bar. If you are about to send information to a secure site, normally browser warns that the sites is not secure. Normally commercial websites are FTP Site, so check with the Web Server provider for the type of Web Server and select accordingly.

### **2.6.4. EMAIL BUTTON <ALT> + <M>**

Working with Tally ies 7.2, any report can be e-mailed by entering recipients email address. Even Invoice, Reminder, Letter, Statement of Accounts can be sent over e-mail instead of

printing and sending by post. To send an Invoice via email, on completing the invoice entry click email button. A carbon copy of mail can also be sent by entering recipients email ID at Carbon Copy (CC) field. Tally picks up the email address entered in party ledger for documents / reports related to specific party. E-mail drastically reduces communication cost and time to maintain paperless office environment.

### 2.6.5. EXPORT BUTTON <ALT>+<E>

In Tally 7.2, you would get 2 formats for export, namely ASCII (Comma delimited export data format) and SDF (System Data Format). In this integrated enterprises solution have some more export data format namely HTML (web publishing) and XML (Data Interchange). These formats provide you tremendous flexibility to work with the Tally data in many applications.

### 2.6.6 PRINT BUTTON <ALT>+<P>

To change the style and format of Balance sheet or to tag schedule reference in the balance sheet printed from tally, on storing output report to a ASCII text file. The following five steps are used to get the hard copy of the balance sheet. These steps are,

1. Select the report
2. Set Report Option
3. Print
4. Quit format
5. File Name

## 2.7 GATEWAY OF TALLY MENU



If we select Display > Accounts Books the menu shows the full patch picture. The menu displays primary choices. Menu options are dependent on activation of options. In some cases, you may find some options appearing as grayed indicating that option is not active. The menu is a drill-down, on selecting an option, if a sub-menu exists for the selected option, it would be displayed. If next level sub-menu exists, it would appear below it – showing the entire path at top of the menu. By selecting Quit – last option in each menu (by pressing Esc key in keyboard) you can return to the upper level menu.

## 2.8 SELECTION OF MENU OPTION

You can select a menu in either of the following mode:

- Press the highlighted character. **Example**, to select **C**reate Company, Press **C** (the highlighted character). This is the easy way of selection.
- Move highlight bar on the option with up/Down arrow key in keyboard and press **Enter**
- Double click the option (Click twice, fast in left button in mouse)

## 2.9 LET US SUM UP

In this Unit I, we have briefly touched upon the following points.

- i. Three type of tally opening screen environment is available
- ii. One of the most easiest way to open the tally screen is,
  - a. Start menu, select program > Tally ies 7.2>Tally 7.2
- iii. The Gateway of Tally screen can be divided into 4 parts. They are Product information, Work area and Button bar and Calculator area.
- iv. Button Bar consisting of numerous buttons appears at right of the screen. Buttons provide quick access to different options, which varies from screen to screen. Active buttons are shown in solid colour and inactive buttons are showed in grayed colour
- v. To launch Tally help window by double clicking tallyref.chm file at the program folder where Tally ies 7.2 has been installed.
- vi. E-mail button drastically reduces communication cost and time to maintain
- vii. paperless office environment.
- viii. By selecting Quit – last option in each menu (by pressing Esc key in keyboard)
- ix. you can return to the upper level menu.

## 2.10 CHECK YOUR PROGRESS

- A. State any two methods to open the Tally software
- B. What is the use of BDMAS rule in Calculator area?
- C. How many type of Export method are available in Tally 7.2 software  
(Write your answer in the space given below)

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## 2.11 LESSN END ACTIVITIES

1. How to activate the Tally screen?
2. Explain the Tally screen classification.
3. What is meant by Button bar?
4. Explain the Hotkey combination.
5. What is the use of BDMAS rule in working with calculator?

## **LESSON – 3: MULTILINGUAL AND QUIT OPERATIONS**

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### **3.0 AIM AND OBJECTIVES**

In this unit we will discuss the multilingual feature of Tally software and also we will discuss the F11 and F12 function key interaction in trade nature. After going through this unit, you will be able to,

- i) List down the function key Advantages
- ii) Explain configuration pop-up menu options
- iii) Describe multilingual communication system
- iv) Discuss the tally quitting operation procedure

### **3.1 INTRODUCTION**

Tally provides predefined vouchers and also allows defining different types of vouchers as per trade nature. The integrated system ensures real-time linking of accounts and inventory, resulting in accurate tracking of information. Blazing speed ensures quick data entry and retrieval of information. A Tally user can maintain 'Outstanding Reports' along with Age Wise analysis. Credit Limits can be given 'amount wise' as well as 'period wise'. Once Credit limits are set for a Party, then the user cannot bill the particular Party beyond the specified limit. Only the authorized user can alter the Credit Limits. This helps to monitor as well as control any potential slow collection and warns about the potential bad debts. Using the function key F11 and configuration key F12 we set these type of limitation for accounting and inventory transaction.



### 3.2 F11 FEATURES

In the Right side panel button, F11 function button is available. On clicking this button we are easily make operation setting for individual company. Depending on the featured activated, tally displays menu options and set prompts in master entry / edit screens. On selection of the company, you get the screens as follows in this window.

Company Operations Alteration																									
Company : <u>Saravanan&amp;Co</u>																									
Integrate Accounts and Inventory ? <b>Yes</b>	Maintain Budgets and Controls ? <b>No</b>																								
Allow Multi-Currency ? <b>Yes</b>	Allow 0 valued entries In Vouchers ? <b>No</b>																								
Allow Invoicing ? <b>Yes</b>	Allow Purchase Order Processing ? <b>No</b>																								
Enter Purchases In Invoice Format? <b>Yes</b>	Allow Sales Order Processing ? <b>No</b>																								
Separate Discount column on Invoices? <b>No</b>	Enable TDS ? <b>No</b>																								
Enable Service Tax ? <b>No</b>																									
<table border="0"> <thead> <tr> <th><u>Accounting Features</u></th> <th><u>Inventory Features</u></th> </tr> </thead> <tbody> <tr> <td>Maintain Billwise Details ? <b>Yes</b></td> <td>Maintain Stock Categories ? <b>Yes</b></td> </tr> <tr> <td>(for Non-Trading A/c's also) ? <b>No</b></td> <td>Maintain Batch-wise Details ? <b>No</b></td> </tr> <tr> <td>Maintain Cost Centres ? <b>No</b></td> <td>(set Expiry Dates for Batches) ? <b>No</b></td> </tr> <tr> <td>(more than ONE Cost Category)? <b>No</b></td> <td>Maintain Multiple Godowns ? <b>Yes</b></td> </tr> <tr> <td>Use Rev. Journals &amp; Optional Vouchers? <b>No</b></td> <td>Use Tracking Numbers ? <b>Yes</b></td> </tr> <tr> <td>Use Debit/Credit Notes ? <b>No</b></td> <td>Use Rejection Notes ? <b>Yes</b></td> </tr> <tr> <td>Use Invoice mode for Credit Notes? <b>No</b></td> <td>Use different Actual &amp; Billed Qty ? <b>No</b></td> </tr> <tr> <td>Use Invoice mode for Debit Notes? <b>No</b></td> <td>Track additional costs of Purchase ? <b>No</b></td> </tr> <tr> <td>Activate Interest Calculation ? <b>No</b></td> <td></td> </tr> <tr> <td>(Use advanced parameters) ? <b>No</b></td> <td></td> </tr> <tr> <td>Income/Expense Stmt Instead of P &amp; L? <b>No</b></td> <td></td> </tr> </tbody> </table>		<u>Accounting Features</u>	<u>Inventory Features</u>	Maintain Billwise Details ? <b>Yes</b>	Maintain Stock Categories ? <b>Yes</b>	(for Non-Trading A/c's also) ? <b>No</b>	Maintain Batch-wise Details ? <b>No</b>	Maintain Cost Centres ? <b>No</b>	(set Expiry Dates for Batches) ? <b>No</b>	(more than ONE Cost Category)? <b>No</b>	Maintain Multiple Godowns ? <b>Yes</b>	Use Rev. Journals & Optional Vouchers? <b>No</b>	Use Tracking Numbers ? <b>Yes</b>	Use Debit/Credit Notes ? <b>No</b>	Use Rejection Notes ? <b>Yes</b>	Use Invoice mode for Credit Notes? <b>No</b>	Use different Actual & Billed Qty ? <b>No</b>	Use Invoice mode for Debit Notes? <b>No</b>	Track additional costs of Purchase ? <b>No</b>	Activate Interest Calculation ? <b>No</b>		(Use advanced parameters) ? <b>No</b>		Income/Expense Stmt Instead of P & L? <b>No</b>	
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(Use advanced parameters) ? <b>No</b>																									
Income/Expense Stmt Instead of P & L? <b>No</b>																									
Set/Modify other Company Features? <b>No</b>																									

In the top of the screen, company name is highlighted with underline format. Some of the F11 function key feature are listed below.

- 1) **Allow Multi Currency:** To record transaction in foreign currency, your should set this option to Yes.
- 2) **Maintain Budgets and Controls:** The main purpose of budgeting is to control the expenditure. Tally allows you to create multiple budgets. If you wish to use budgets to compare with actual and get variances
- 3) **Allow 0 valued entries in Vouchers:** Zero value vouchers are possible for Sales and Purchase vouchers as they permit invoicing for free sample. This option is not available in the case of Receipts, Payment and Journal Vouchers.
- 4) **Allow Purchase Order Processing:** Goods received are linked Purchase Orders and Invoices. Outstanding purchase orders should be monitored.

- 5) **Maintain Bill-Wise Details:** Tally would maintain ledger wise balance and display net debt or credit balance for a leader. By maintaining Bill wise details you can get bill wise outstanding compute bill wise overdue interest.
- 6) **Maintain Cost Centers:** Cost centers option is set to yes, computer asked this question, if you wish to allocate a transaction to more than one set of cost centers simultaneously , respond yes, that would activate cost category option under Accounts Info menu and also able to allocate to multiple set of cost centers in parallel.
- 7) **Active Interest Calculation:** To calculate interest for any ledger, respond yes, that would prompt at every ledger screen whether to activate interest calculation for the ledger. Tally offer two type of interest calculation. They are Simple mode calculation and Advanced mode calculation
- 8) **Use Reverse Journals:** Reverse journals helps to make transient journal vouchers to get intermediate Profit and Loss and Balance Sheet after the adjustments.

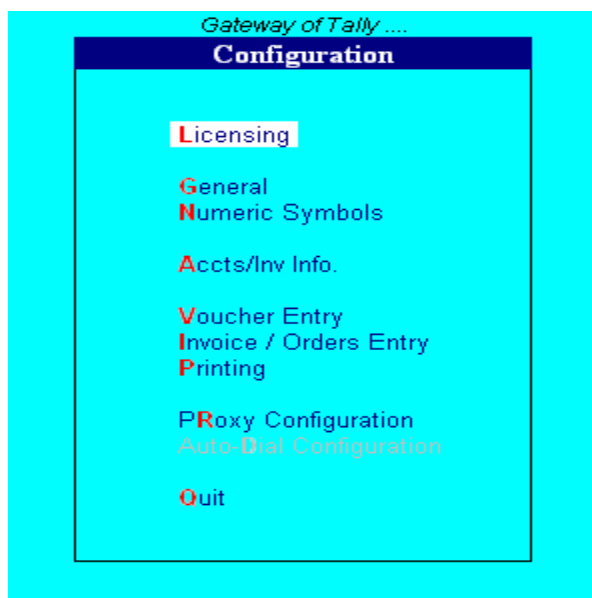
### 3.3 F11 FUNCTION KEY THEME

The different features of a company can be selected or modified by **F11** button. This button is available in almost all screens of Tally as you might wish to modify it as your requirements change. Each company may have different features active. For example, a company in your group may need multi-currency whereas another company may not. Configuration options, on the other hand, affect all companies maintained in the same DATA directory and setting configuration for one company will affect other companies in that data directory. Please note that certain features like multi-currency and multi-locations, once set to **Yes**, cannot be modified if the feature has been used. However, other features like Cost Centers and Bill-wise details can be modified even if they are used. If you reset the option after having used the feature in transactions, it is advisable to rewrite the company by using **[CTRL+[ALT]+[R]]**.

The two features - **Cost centers** and **Bill-wise details**- must be activated here for them to be available for ledger accounts. Each ledger account can then individually be set for the feature as required. For example, the options will become available for both 'ABC Software Private Limited'(a Debtor A/c) and 'Rent' (an Indirect Expenses A/c). You would want Bill-wise details but not Cost Centers for 'ABC Software Private Limited' and vice-versa for Rent. You can active an option

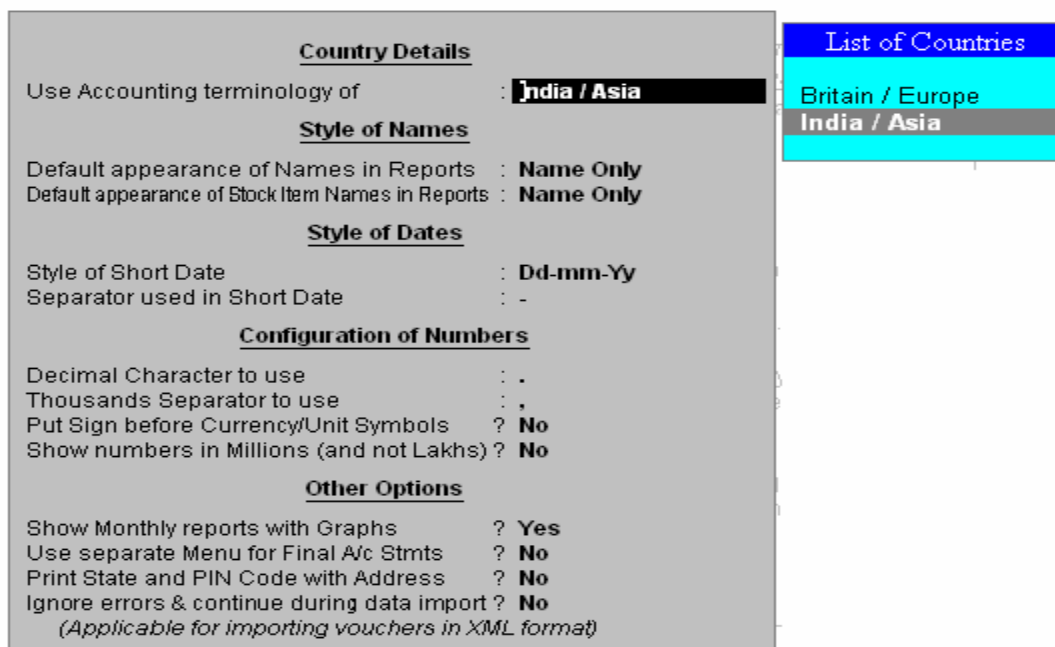
### 3.4 F12 CONFIGURATION DIALOG WINDOW

In the Right side panel button, F12 configure button is available. On clicking this button is context sensitive. Its effects depend on where you press the button. For example, when you press this button at Gateway of tally menu you get respective configuration screen. If you press it at any report screen you get configuration screen relevant to the Report to configure display, printing or export of the Report. Gateway of Tally configuration screen have shown the following figure,



### 3.4.1 COUNTRY DETAILS

Accounting terminology differs in India/Asia and other countries. The main difference is the local tax levied on transfer of goods. It is VAT in Europe, Sales Tax in Asia and America. If you are at any part of Europe, the first thing you should do is to select Britain / Europe before creation of a new company. For a company in Asia and India select India/ Asia. In this Gateway of Tally screens press F12 function key and then choose General sub menu. Now you have the following screen,



Normally state authority's levies tax on goods transferred within the state while central authorities' levies tax on goods transferred from one state to another. Registration certificate number is required to be mentioned in inventory document.

### **3.4.2 STYLE OF NAMES**

In Default appearance of Names in Reports portion you have lot of option to view the information in the sub heading of Alias Name only or Alias only or Description name or Description part no or Name only or Name description or Name alias or Part no alias only or part no description or Part name or part no only. The default setting can either be a single value or combination. On selection of two values you can also determine the appearance order. The liberty to alter it in individual reports, but more accurate default setting would save your precious time to alter it in each report.

### **3.4.3 STYLE OF DATES**

Styles of dates have 3 options. They are namely Indian style (dd- mm -yy), American style (mm-dd - yy) and Japanese style (yy- mm- dd) as applicable for your country. Separately used in sort date format or long date format. Long date format example is 1<sup>st</sup> June 2007 and Short date format example is 01-06-2007. The default short date separator is a hyphen (-). You can customize the date separator dot (.) or colon (:)

### **3.4.4 CONFIGURATION OF NUMBERS**

In most countries a dot(.) is used to represent a decimal symbol.(For example 1245.45,12.234343 and 0.124) . In some countries comma is used as separator for decimal symbol. (for example 1245, 45 and 12, 2345). This configuration of numbers options give the choice of the decimal symbol whether it may be dot (.) or comma (,) or any other character as decimal symbol (/). Normally comma is used as separator for thousands and dot is used decimal symbol. Put the sign before the currency have user choice option. You like to get currency symbol means give the option yes otherwise it will be no. In the same option environment is possible to show the million or lakhs formation.

### **3.4.5 GRAPHS IN MONTHLY REPORTS**

We have graphical representation of the monthly reports using the option Graphs in monthly reports is set to Yes. Each and every month transaction will be show in the format of the bar chart. In F12 numeric symbol, you can configure symbols for positive (+) and negative (-) number, Debit and Credit amount. You can configure the prefix, suffix symbols. Normally a prefix appears to distinguish a negative number but no prefix for positive numbers. For Example positive 500.00 is represented as 500.00 and negative 500.00 are represented as -500.00. The following three properties are common for the entire numerical symbol,

- i) Symbol before numbers (prefix)
- ii) Symbol after numbers (suffix)
- iii) Symbol during SDF Export (prefix)





### 3.5 MULTILINGUAL COMMUNICATION

Tally 9 is also concurrently multilingual, which means users can switch between English and other Indian languages while processing a transaction. For instance, one may have recorded a transaction in English but can choose to process it, modify it or take print outs of it in Tamil. This is different from a regular multilingual feature where one cannot switch between languages for the same business transaction. To incorporate this concurrent multilingual capability, Tally 9 has been designed with a different software architecture compared to its previous versions such as Tally 6.3 and Tally 7.2, said Mr Shoaib Ahmed, Vice-President (South Asia - Sales), Tally (India) Private Ltd. However, users of previous Tally versions can upgrade themselves to Tally 9 for about Rs 3,500 (for those upgrading from Tally 7.2), he said. Tally 9 comes in two versions silver (single user capability) and gold (multi user capability) and is priced at Rs 9,900 and Rs 24,000 respectively.

Tally9 empowers business owners to manage their businesses smoothly. Designed keeping in mind the needs of the Indian businessman, it has several key additions in terms of functionalities. The multilingual capacity of Tally 9 gives you tremendous freedom of communication – you can maintain your business accounts in any Indian language view it in another and print it in yet another language of your choice. All the modification works will be done easily. You can send separate documents to suppliers, business associates, customers etc. Maintaining accounts in your language. In effect, you can conveniently transact business across the length and breadth of India, and language will no longer be a barrier. Freedom from dependence on accounting professionals is yet another clear benefit that Tally 9 enables. Right from day one, you can let your accountant enter information in any Indian language that he is comfortable with and you can review it in your preferred language at the click of a button. Backed by the heritage of incredible simplicity, Tally 9 takes one more significant step towards ensuring that concrete business advantages are realised from accounting on computers.

### 3.6 MULTILINGUAL ADVANCED TECHNOLOGY

Enter input data in the language of your choice

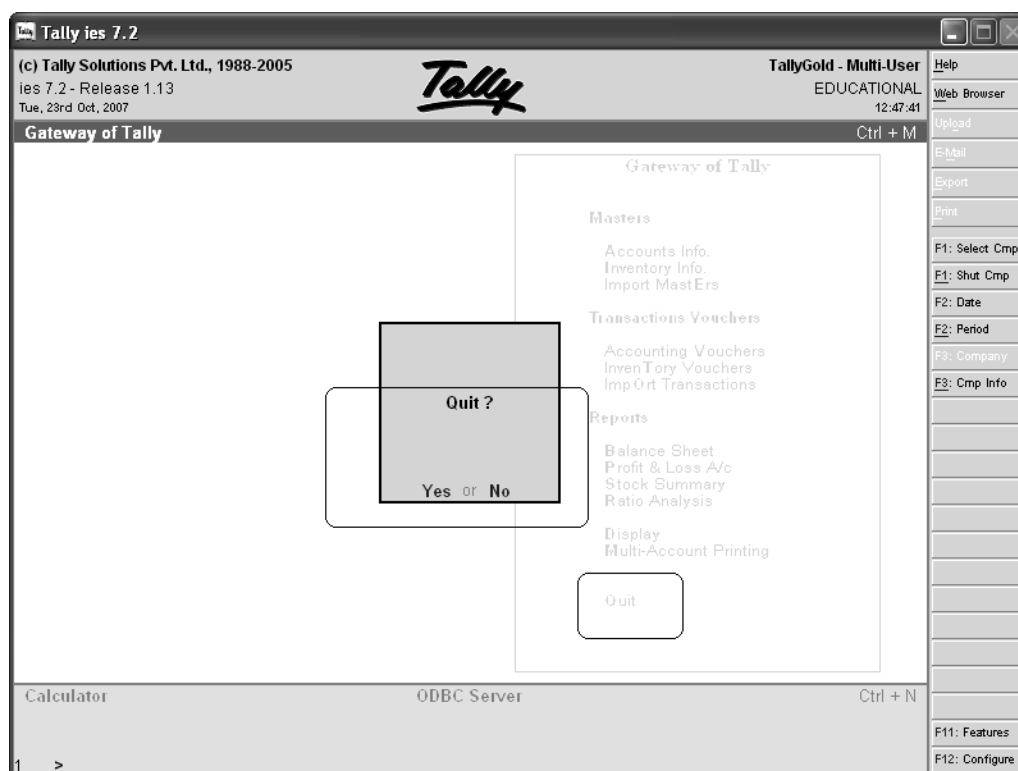
-  Capture language-specific aliases for all masters
-  Print reports, vouchers, invoices in any language, based on the information input in a language-specific alias through transliteration
-  Enter data through normal as well as phonetic keyboards
-  Interact with the menu options in a vernacular language, by choosing from the list of built-in interface languages

### 3.7 QUIT THE TALLY SCREEN

We are easily save the information and exit from any screen using the key Esc. This is the way to properly close the Tally splash screen. The following steps are used to quit the Tally environment:

1. In the Gateway of tally menu , you have one sub menu option **Quit**
2. To exit the window without confirmation, press [Ctrl]+[Q]
3. Press [Esc] button until you see the message Quit? Yes or No. you can press [Enter] key or [Y] for yes to quit the Tally application.

The following window show the key stroke activities response screen. In this screen we have the clear idea , to shutdown to quit the tally accounting software.



### 3.8 LET US SUM UP

In this unit, we have briefly touched upon the following points.

- 1) Tally accounting software configurations menu
- 2) Function key F11 is used active the option for one company and deactivate the same for another company.
- 3) Function key F12 is context-sensitive. Configuration option is relevant to the specific screen would appear
- 4) Multilingual capacity of Tally 9 gives you tremendous freedom of communication. These multilingual languages are Hindi, Marathi, Tamil, Telugu, Kannada, Punjabi, Gujarati, Bengali and Malayalam.
- 5) Print reports, vouchers, invoices in any language, based on the
- 6) Information input in a language-specific alias through transliteration
- 7) Press the [Esc] button to quit the tally splash screen environment.

### 3.9 POINTS FOR DISCUSSION

The following questions are making to induce the user work perfection through their business.

- i. Justify “ Function key F11 and F12 Company configuration ” and “ Manual Company configuration”
- ii. Substantiate “Multilingual feature is necessary for all the Tally version”
- iii. Establish “ quit the tally screen via close button or Escape button ”

### 3.10 CHECK YOUR PROGRESS

A. State any two advantages of Tally configuration button

B. What is the use of multilingual platform?

(Write your answer in the space given below)

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### 3.11 LESSON END ACTIVITIES

1. Explain the full key features.
2. What is meant by F12 configuration dialog window?
3. Explain the multilingual communications.
4. How to quit the Tally screen.



## UNIT - II

### LESSON – 4: COMPANY CREATION

#### CONTENTS

- 4.0 Aim and objective
- 4.1 Introduction
- 4.2 Company Information menu
- 4.3 Creation of Company
- 4.4 Fields of company creation
  - 4.4.1 Directory
  - 4.4.2 Mailing Address
  - 4.4.3 Tax and currency symbol
  - 4.4.4 Types of a company
  - 4.4.5 Financial and Book begin year
  - 4.4.6 Security Control
  - 4.4.7 Base currency information
- 4.5 Selecting a particular company
- 4.6 Delete a particular company
- 4.7 Shut a particular company
- 4.8 Let us sum up
- 4.9 Points for discussion
- 4.10 Check your progress
- 4.11 Lesson-end activities

#### 4.0 AIMS AND OBJECTIVES

In this **Unit** we will discuss the features of company creation, selecting, deleting and shutting a company environment. After going through this unit, you will be able to,

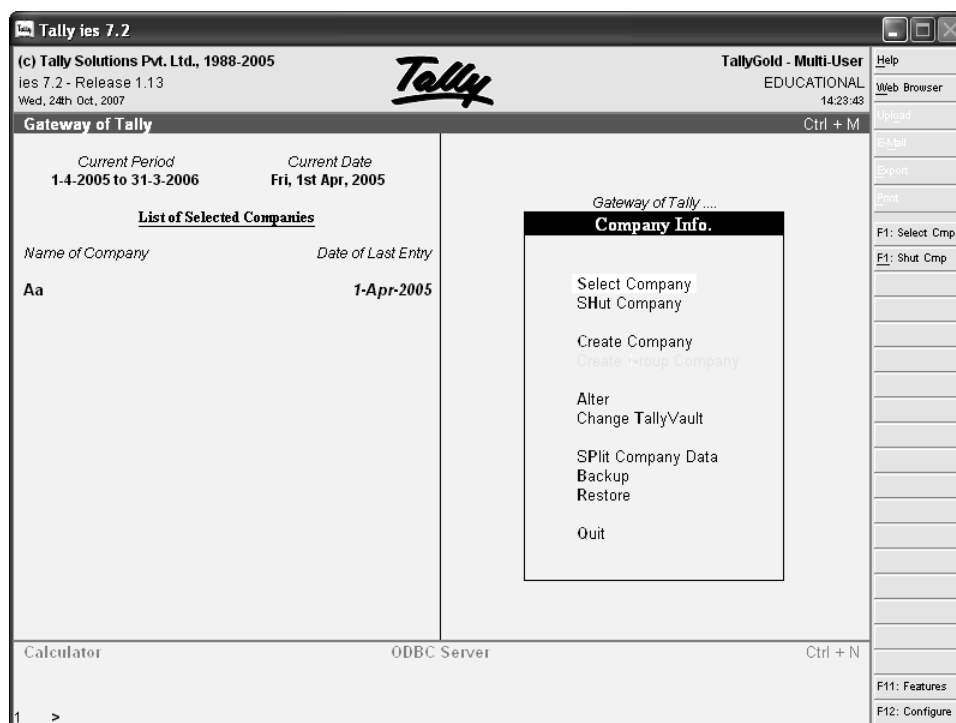
- i. Describe the company information menu environment
- ii. List down the Fields of company creation
- iii. Distinguish shut a company and delete a company
- iv. Discuss selecting company in a sequence

#### 4.1 INTRODUCTION

The term company is a generic term and not confined to an organization registered under company Act. This term in context of Tally stands for any entity for whom a separate set of books of accounts is maintained. It may be a company, partnership firm, individual organization even a branch office for which a separate set of account books is maintained for accounting. For each entity you create a profile which is termed as “COMPANY” in Tally.

#### 4.2 COMPANY INFORMATION MENU

Using the button F3: cmp info (<Alt> + <F3> ) , we have the following company information menu.



Company info menu consists of following options(Hotkeys Show in bold letter)

S. No.	Action	Meaning
1	Select Company	To select a company
2	<b>SH</b> ut Company	To unload a selected company
3	<b>C</b> reate Company	To create a new Company
4	Create <b>G</b> roup Company	This option becomes active when more than one company is selected
5	<b>A</b> lter	To alter information of existing company
6	Change <b>T</b> ally Vault	To alter Tallyvalut password for a company
7	<b>S</b> Plit Company Data	To split the company data into financial period
8	<b>B</b> ackup	A copy of the data should be kept in other media like floppy or CD or Tally Locker
9	<b>R</b> estore	To getting back the earlier data in the working Disk
10	<b>Q</b> uit	To exit the Tally software

### 4.3 CREATION OF COMPANY

To create a company, select Create company option from company info menu that brings company creation screen as shown in Fig 2.2.

## 4.4 FIELDS OF COMPANY CREATION

This company creation screen wants the necessary and optional information about the company. The necessary fields are Name of the company, communication address, State name, Pin code, E-mail address, use Indian vat, vat in, income tax number, local sales tax number, currency symbol, maintain the company type, financial year from, Book beginning from, Tally vault password, use security control and base currency information. The option field is Directory specification location. The above fields are arranged in group wise information and also discussed sequentially.

### 4.4.1 DIRECTORY

The data path where you want the company to get created can be specified in the **Directory** field. This field is skipped by default assuming that you wish to create the company in the data path given in the **Tally.INI** file. If you want to change it, simply use the backspace key and change it to what ever required. This is basically referred to as the Tally Anywhere concept – which is an ability to create/load companies in separate directories. The Directory field is found during Select, Create, Backup, Restore and Rewrite options for a company. By default, the cursor will skip the field, presuming that you wish to use the default data directory for your work. You may press backspace and give a completely new path and work through there.

For example, the default Tally data directory could be **C:\TALLY\DATA**. You may now wish to create a new company on **C:\TALLY\BRANCHES**. The next time, the default directory will continue to show **C:\TALLY\DATA**, and if you wish to work on the data of your

branches, you would press backspace and enter **C:\TALLY\BRANCHES** for the directory name. This would bring up those companies whose data is stored there

#### 4.4.2 MAILING ADDRESS

As you type the name of the company, Tally compresses it so that all the characters can be viewed on the screen. This is Tally's marvelous innovative technology **Auto-Fit** which allows you to enter really long names. Tally does not scroll to the right making the first few characters invisible. The information given, can be viewed all at once. Tally compresses the information on screen – however, at the time of printing – the given information is printed as required. In addition to the Company Name - Tally provides the facility to enter the mailing name and address of the company. The mailing name and address details are picked up for inclusion in any report which needs the company name and address at the top, e.g., Balance Sheets, Statement of Accounts, etc.

For example,	ABS Software Privated Limited
	Royal Floor
	No.25, Orchid Apartments
	Sabha Nagar
	Chennai
	Tamilnadu
	Pin : 600 002

#### 4.4.3 TAX AND CURRENCY SYMBOL

The **Income Tax Number** is the number allotted by the Income Tax Authorities. In India this could be the **Permanent Account Number** - which comprises of 10 digits and may be alphanumerical. The information given here will appear in Account Confirmation Statements. However, it is not compulsory to provide this information – this field can be left blank. In India, the States as well as the Centre (Central Government) charge tax on transfer of merchandise. The State usually taxes transfers within the State (Local Sales Tax), while the Central Government will charge tax on transfers from one State to another (Central Sales Tax). You may be required to register your company with both local and or central governments. Registration is acknowledged by way of numbers, which often need mentioning in different documents, especially invoices. The **Local Sales Tax Number** refers to the registration number allotted by Local (State) Sales Tax Authorities. The details given here comprises of a number and date of registration (in India). This information, if given, can be printed on invoices.

#### For example

Income tax number	:	123456ABC4 dated 24/10/07
Local sales tax number	:	2343521234 dated 20/7/07
Currency Symbol	:	Rs.

#### 4.4.4 TYPE OF COMPANIES

Tally displays a pop-up list called **Type of Company** this is how your books of accounts will be maintained. Whether it may be Account only or Account with Inventory Only. Select this only if you do not have any inventory transactions. This type of transaction is suitable for professionals and corporate offices. Tally would not permit interruption of Inventory related information that is not required. Maintain Accounts-with-Inventory – Tally accordingly now provides all the inventory-related information. This obviously allows you to maintain both financial accounts and inventory. You may choose not to use one or the other until the need arises. You can always modify the company information to change these settings to allow or to discontinue accounts or inventory.

**For example**

**Maintain** : Accounts Only [Or] Accounts with Inventory

#### 4.4.5 FINANCIAL AND BOOK BEGIN YEAR

In most countries, the books of accounts of a company are maintained for a stipulated period like 12 months. This stipulated period is referred to as the Financial Year. Tally automatically considers 12 months from the date you give here as the Financial Year. For example, if 1<sup>st</sup> April 2007 is given as the date, the Financial Year will be April to March in this case, ending with 31<sup>st</sup> March 2008

Tally allows you to maintain data for multiple years by changing the period (**Alt+F2**) at the **Gateway of Tally**. In addition, you can also specify the date of actual establishment of the company this is possible in **Books beginning from**. Tally presumes that you wish to maintain books from the beginning of the financial year. Tally displays the date given in Financial Year From automatically. However, you can change the date if required. The date for Books beginning from can be changed – in case of companies, which are started in the middle of the year (not many people wait for the 1<sup>st</sup> day of the Financial Year (FY) to start companies!). If your company is a new company, you would like to start the books of accounts from the date of actual establishment of the company (date of incorporation) but close books according to the Financial Year specified by you. This is because - you do not want reports including the period when your company was not even in existence. Tally provides the required flexibility in such a case by allowing you to give the date when the books of accounts actually began. Tally will open books from this date and close on the last day of the FY.

For example, your company is established on 19<sup>th</sup> August 2007. The opening balances for all the accounts can be given as on 19<sup>th</sup> August 2007 even though the Financial Year given is 1<sup>st</sup> April 2007 (April to March financial year). The company's books will begin on 19<sup>th</sup> August 2007 and close on 31<sup>st</sup> March 2008. It ensures smooth transition to the next year.

Financial year From : 1-4-2007  
Books Beginning From : 1-4-2007

This concept can be applied even when you are migrate to Tally from any other system or a manual accounting system on any day during the Financial year. Simply close books in that other system on the previous day and start books on Tally from this day. You are allowed to give opening balances of all ledger accounts including revenue accounts.

#### **4.4.6 SECURITY CONTROL**

Tally Vault is an enhanced security system, which allows for encryption of the company data. Encryption means converting normally accessible Tally information into unrecognisable information, which can only be reconverted by authorized persons. Give a password here and repeat the same. This basically results in the creation of an encrypted company whose information is not accessible to users other than the password holder.

If you obtained for security control, Tally offers a comprehensive password based access control to different parts of the system based on authority lists created by the Administrator. (The section on Security Control under Administer Tally contains details on authority lists) Give the name of the administrator (most probably yourself) and your password. You repeat the password by way of verification. The password is not displayed to protect it.

#### **For example**

Tally Vault Password : \*\*\*\* (ROSE) four letters are appeared with astrick.

#### **4.4.7 BASE CURRENCY INFORMATION**

The lower portion of the **Company Information** screen is reserved for Base Currency Information. Tally is multi-currency enabled. You can record transactions in foreign currency, raise invoices in US Dollars (or any other currency), maintain bank accounts or ledgers in foreign exchange .Base Currency is the currency in which your accounts would be maintained. Financial statements would be prepared in the base currency by default and these would normally be required for local statutory authorities. The Base Currency information has to be compulsorily provided in Tally, during creation of a company. Base Currency is the common currency in which your accounts would be maintained. It is usually your home (local) currency, assuming that most transactions are in this currency. Moreover, financial statements would be prepared in the base currency by default. For example, if the accounts belong to a company in India, the base currency would be Indian Rupees (Rs.)

#### **4.5 SELECTING PARTICULAR COMPANY**

In the button bar area you have the option F1 : Select Cmp button. You press the function key F1 means tally displayed the following screen,

Select Company	
Directory :	D:\Data
Name :	
List of Companies	
<input type="checkbox"/> ***** <input type="checkbox"/>	(0017)
Aa	(0030) 1-Apr-2005 to 31-Mar-2006
Amulraj	(0032) 1-Apr-2005 to 31-Mar-2006
Anbu	(0012) 1-Apr-2005 to 31-Mar-2006
Arulraj	(0021) 1-Apr-2005 to 31-Mar-2006
Arulraj	(0028) 1-Apr-2005 to 31-Mar-2006
Arulraj	(0031) 1-Apr-2005 to 31-Mar-2006
Cocola Company	(0014) 1-Apr-2005 to 31-Mar-2006
Country	(0029) 1-Apr-2005 to 31-Mar-2006
Dam	(0038) 1-Apr-2005 to 31-Mar-2006
Danial	(0039) 1-Apr-2005 to 31-Mar-2006
Doss	(0016) 1-Apr-2005 to 31-Mar-2006
Herohonda	(0025) 1-Apr-2005 to 31-Mar-2006
Indian	(0009) 1-Apr-2005 to 31-Mar-2006
Indian	(0013) 1-Apr-2005 to 31-Mar-2006
Interest	(0019) 1-Apr-2005 to 31-Mar-2006
INTEREST	(0034) 1-Apr-2005 to 31-Mar-2006
22 more ... <input type="checkbox"/>	

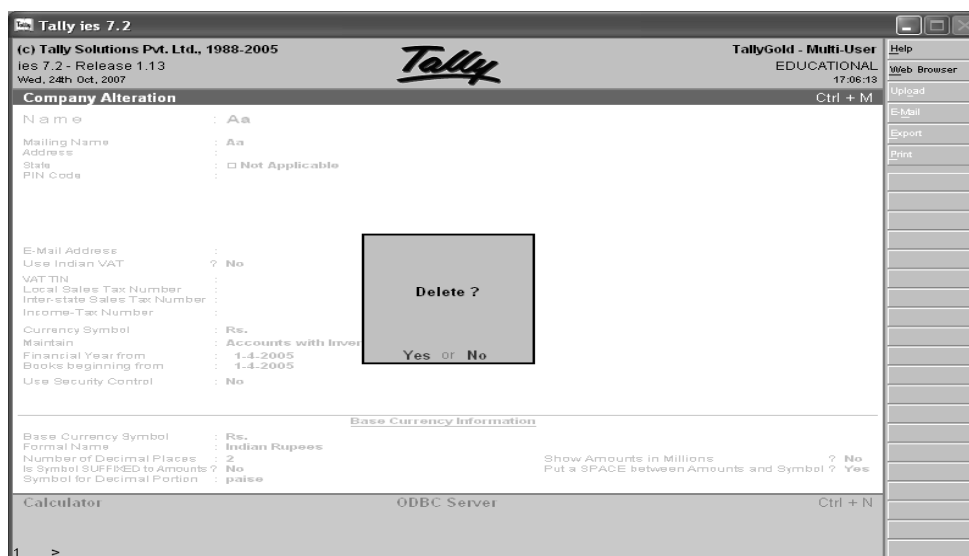
Choose which company you want to work Tally important fields are:

1. **Company Name** : All the companies created are displayed
2. **System-generated code** : Automatic code for each company displayed.
3. **The Financial Year**  
**Information** : Relating to the number of years data present in the company  
(for example, 1-Apr-2005 to 31-Mar-2006)

#### 4.6 DELETE A PARTICULAR COMPANY

To delete a company, press <Alt> + <D> in Alteration Mode (Company info → Alter), a confirmation would be sought (Delete? Yes or No) to delete a company, click yes or press 'Y' again a confirmation would be sought (Are you sure? Yes or No) respond Yes to delete the company's data files permanently from disk. As there is no Undo process to revive the data, you must take multiple backup and be doubly sure before deleting a company.





#### 4.7 SHUT A PARTICULAR COMPANY

Shut company is the reverse process of Select company. That means unloads the company from memory using F1 : Shut Cmp

For example, you have selected two companies namely SS industries and VNS Soft systems. Now you wish to work with SS industries only, as such wish to unload VNS Soft systems Click the button F1 : Shut cmp in button bar area. Now VNS Soft systems is removed from the company list pop up menu.

#### 4.8 LET US SUM UP

In this unit, we have briefly touched upon the following points.

- The term company is a generic term and not confined to an organization registered under company Act . This term in context of Tally stands for any entity for whom a separate set of books of accounts is maintained. It may be a company
- Using the button **F3** : Cmp info (<Alt> + <F3> ) to get the company information menu
- To create a company, select Create company option from company info menu that brings company creation
- The data path where you want the company to get created can be specified in the Directory field
- Tally allows you to maintain data for multiple years by changing the period (**Alt+F2**) at the **Gateway of Tally**

#### 4.9 POINTS FOR DISCUSSION

The following questions are making to induce the user work perfection through their business.

- Justify Gateway of tally menu and company creation menu
- Substantiate “Tally vault and Security control need the company creation”
- Establish “ Base currency information”

#### **4.10 CHECK YOUR PROCESS**

- A. Write the step to change the Data Directory
  - B. List down different type of tax number available in Tally
- (Write your answer in the space given below)

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#### **4.11 LESSON END ACTIVITIES**

1. Define the term company in the context of Tally.
2. Explain the various fields of company creation.
3. Explain the selection of new company.
4. What is meant by shut a particular company.

## LESSON – 5: COMPANY MODIFICATION

### CONTENTS

- 5.0 Aim and objective
- 5.1 Introduction
- 5.2 Company Information Hotkey combinations
- 5.3 Company Creation Model
- 5.4 ABC Software Private Limited company creation
- 5.5 Save company information
- 5.6 Alteration of Company
- 5.7 Change Data Directory
- 5.8 Auto Selection of company
- 5.9 Let us sum up
- 5.10 Check your progress
- 5.11 Lesson-end activities

### 5.0 AIMS AND OBJECTIVES

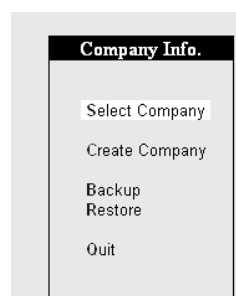
In this **Unit** we will discuss the new company creation and auto selection of the company. After going through this unit, you will be able to,

- i. Describe the new company location
- ii. List down the various Tax applicable to the company
- iii. Distinguish Inventory and Accounts with Inventory mode
- iv. Discuss auto select company in a sequence

### 5.1 INTRODUCTION

Computer now play a major role in any commercial organization for a number of function initially performed. A number of accounting package are available which are being extensively used for the purposes of maintaining accounts. With the help of computers, a business concern will have a better control over its operation. Tally software organize the information than only it is easy to interpret. It makes the user's job simple. All activities of an organization are to be recorded and documented. Company creation is the base information of the accounting software. Each company has different set of information about their concern. Each and every company creation has unique data number for further manipulation. Here we discuss the communication and taxation information about the particular concern.

### 5.2 COMPANY INFORMATION HOTKEY COMBINATION



Start -> Programs -> Tally ies7.2 -> Tally 7.2 . This is the way to properly open the Tally application. Now you have tally splash screen. This is the first time to open the Tally application after the Installation means you have the following menu in work area. Otherwise press <Alt> + <F3> to open the basic company information menu.

<b>Red color Button used to open the New Window</b>	<b>Meaning</b>
<b>S</b>	Select the existing company information
<b>C</b>	Create the new company user information
<b>B</b>	Store the information in external storage device
<b>R</b>	Copy the external storage device information to hard disk
<b>Q</b>	Exit the Tally environment

### 5.3 COMPANY CREATION MODEL

ABC Software Private Limited deals in both Software and Hardware products. It is a corporate office is located at 21, Lenin street, Banasangari, Bangalore 700 013, PAN : A32456L456, Local Sales tax number : ST/cal/5654. They are not registered under Central Sales tax. They operate with in the country. This is the original information of the company ABC Software. Manually how you do categorized the following fields,

1. Name of the company
2. Communication address
3. State Name
4. Pin code
5. Pan
6. Local sales tax number

This same type of classification will be made in the new company creation screen using the following systematic approaches.

### 5.4 ABC SOFTWARE PRIVATE LIMITED

Directory	C:\Tally\Data
Name	ABC Software Private Limited
Mailing Name	ABC Software Private Limited
Address	21, Lenin street, Banasangari, Bangalore
State	Karnataka
Pin Code	700 013
E-mail Address	ABCSoft@yahoo.co.in
Use Indian VAT	No
VAT IN	-

Local Sales Tax Number	ST/cal/5654
Inter State Sales Tax Number	-
Income Tax Number	A32456L456
Currency Symbol	Rs.
Maintain	Accounts with Inventory
Financial Year From	1-4-2007
Books Begin From	1-4-2007
Tally Vault Password	-
Use Security control	-
Name of Administrator	-
Use Tally Audit Features	-
Base Currency Information	As it is (Same currency information)

After feeding the data the company creation screen will have the following look.

**Tally ies 7.2**

(c) Tally Solutions Pvt. Ltd., 1988-2005  
ies 7.2 - Release 1.13  
Thu, 25th Oct, 2007

**Tally**

TallyGold - Multi-User  
EDUCATIONAL  
14:48:47

**Company Creation** Ctrl + M

Directory : D:\Data  
Name : ABC Software Private Limited  
Mailing Name : ABC Software Private Limited  
Address : 21, Lenin Street  
Banasangari  
Bangalore  
State : Karnataka  
PIN Code : 700 013  
E-Mail Address : ABCSoft@yahoo.co.in  
Use Indian VAT : No  
VAT TIN :  
Local Sales Tax Number : ST/Cal/5654  
Inter-state Sales Tax Number :  
Income-Tax Number : A32456L456  
Currency Symbol : Rs.  
Maintain : Accounts with Inventory  
Financial Year from : 1-4-2007  
Books beginning from : 1-4-2007  
TallyVault Password (if any) :  
(WARNING: forgetting your TallyVault password will render your data unusable!)  
Use Security Control : No

**Base Currency Information**

Base Currency Symbol : Rs.  
Formal Name : Indian Rupees  
Number of Decimal Places : 2  
Is Symbol SUFFIXED to amounts? : No  
Symbol for Decimal Portion : paise  
Show Amounts in Millions : No  
Put a SPACE between Amounts and Symbol? : Yes

Calculator ODBC Server Ctrl + N

1 >

## 5.5 SAVE COMPANY INFORMATION

On completing the information, Tally seeks your confirmation to save the company profile by asking Accept? Yes or No. If you find everything in order click yes or press Y that would save the information and create necessary folders and data files for the company and enables to work with the company in a moment. In case you wish to alter any information in the screen. Click No or press N that would move cursor to the Name field you can press <Enter> or <Tab>

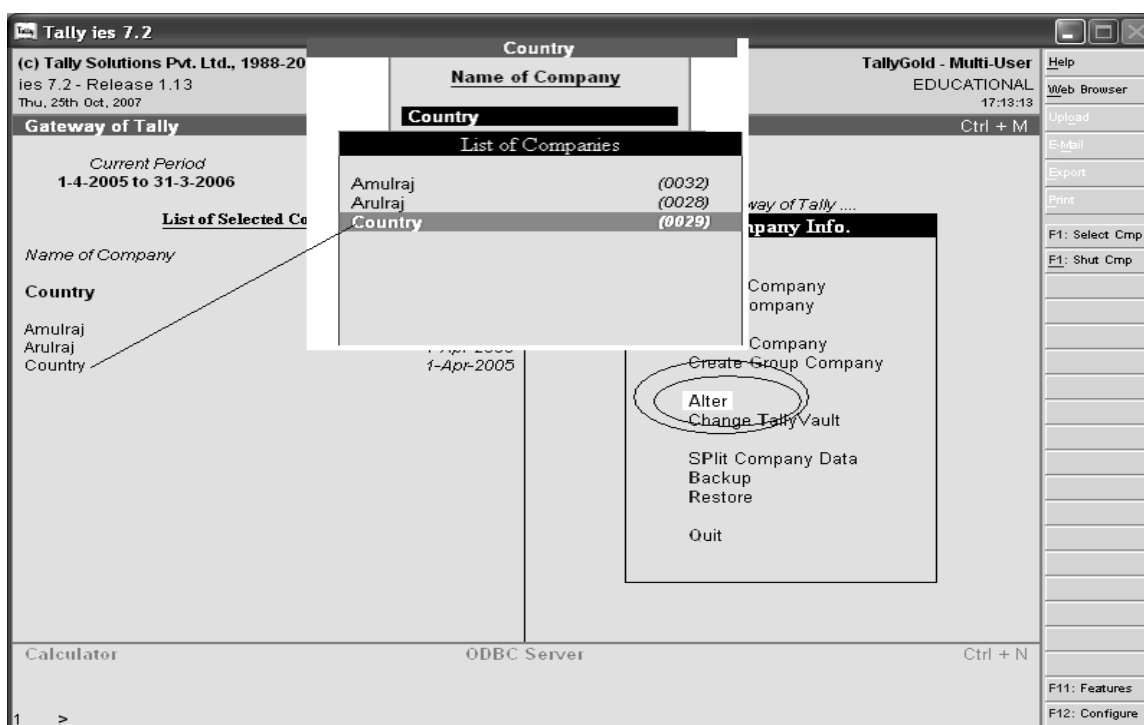
to move to the desired field. Alternately click the data field you wish to modify. After the modification press Ctrl + A to save the information of alters company.

## 5.6 ALTERATION OF COMPANY

After save the company information or any other transaction you are entered into the tally application we will be able to modify, at any time, any information given whilst creating the company.

At the Gateway of Tally > [ALT]+F3 > Alter

Press [Enter] on **Alter** and the screen appears as:

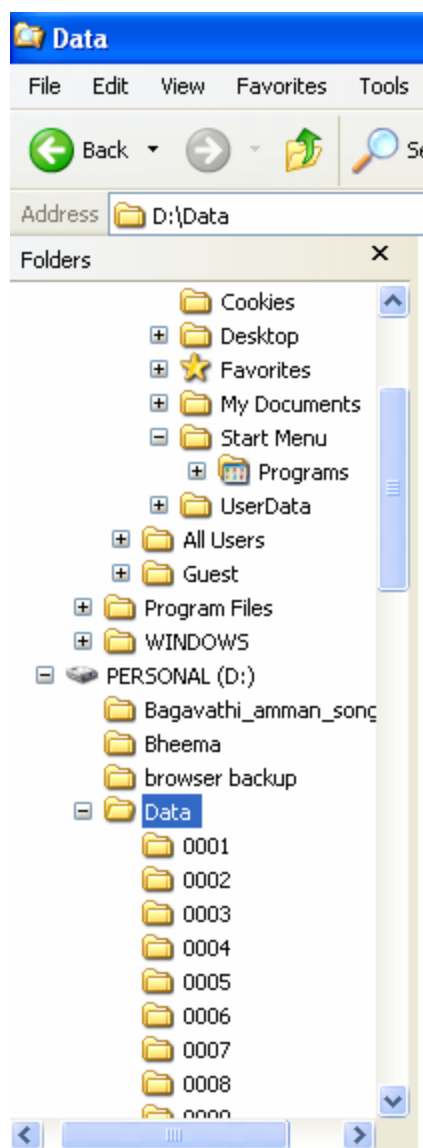


## 5.7 CHANCE DATA DIRECTORY

As you create a new company, Tally assigns a 4 digit numeric number for the company (starting from 0001) and creates a folder by same name under which data from files for the company is created. As you would create another company, Tally would assign the next number. Tally assign incremental number within the data folder and it is possible that two companies have same number

For example, we have so far created 9 companies. Data files for 8 companies are stored at D:\data and one company at C:\accounts. Tally has assigned company Numbers as 0001 to 0008 for data files of companies stored at when you create a new company, if you obtain to store data at D:\data folder. It would be assigned an increment number. That is 0009, if you select in C:\accounts as directory. It would be assigned 0002, if you specify a new location. Tally would

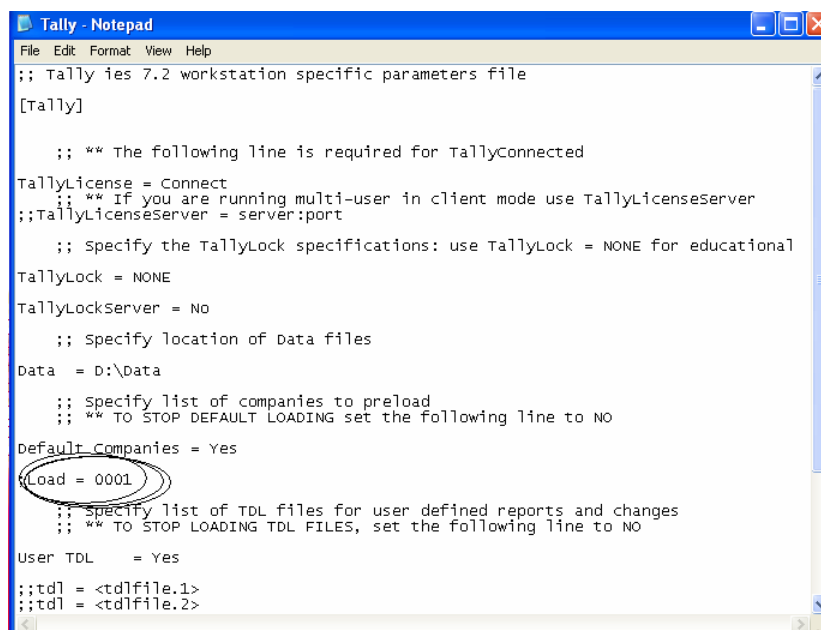
assign 0001. D:\data and again 0001 for the file of company stored at C:\accounts as seen in the following tree view structure.



## 5.8 AUTO SELECTION OF A COMPANY

Instead of selecting company each time upon loading Tally, you may automate selection of companies by entering company numbers to be pre-loaded at Tally.ini file . This file will be stored in Tally program folder, which can be edited with any text editor.





If you are working with tally all the company data files would be in same folder and by default the same would appear as data path specified next to specified location of data files.

Ensure that response to the default companies' statement is yes

[Default companies = Yes]

Next enter the company four digit numbers you wish to pre-load against the load statement. For Example,

Load =0007

You can specify multiples companies to pre-load by entering each company number in separate lines as shown below.

Load =0001  
Load =0002  
Load =0003  
Load =0004

Next time when you would launch tally, company numbers 0001, 0002, 0003 and 0004 would be preloaded. Later if you wish to stop preloading any of them, you can place a semi-colon prior to the statement. A statement preceded by semicolon is skipped. Say to prevent company 0002

Load =0001  
;Load =0002  
Load =0003  
Load =0004

You can preloaded as many companies in this fashion but all from one data folder.

### Tips for working Tally Beginners,

On loading the tally splash screen, it covers up your entire screen (Desktop) area and do not show the taskbar. Windows users feel uncomfortable as everything you wish to launch any other

application. , you are required to minimize Tally in order to get the Desktop including Taskbar. Other wise, Position the cursor on the Title Bar of Tally screen and drag it a little in either way, now minimize the screen and again maximize. Now, you will notice the Taskbar is appearing at bottom allowing you to launch any other application simultaneously.

The F12 key is context-sensitive. We get different options on pressing this key at different screens. In each case , configuration options relevant to the specific screen would appear . The setting which we specify through F12 are global and got company specific. Any change made becomes effective for all companies in Tally.

In your leisure time you want to read the Tally software manual means, directly you go to the run prompt and choose the Tallyref.chm in tally directly and get the tutor for your future reference.

## 5.9 LETUS SUM UP

In this unit, we have briefly touched upon the following points.

1. In the company information menu red colour button are indicated to quickly access the window separately
2. On completing the information, Tally seeks your confirmation to Save the company profile by asking Accept? Yes or No. Depends upon the user it will be stored in data file
3. All the information are stored in the tally application is easy to alter using the Alter screen environment. At the Gateway of Tally, press <Alt> +<F3> to do the modification work.
4. As you create a new company, Tally assigns a 4 digit numeric number for the company(starting from 0001) and creates a folder by same name
5. Selecting company each time upon loading Tally, you may automate selection of companies by entering company numbers to be pre-loaded at Tally.ini file

## 5.10 CHECK YOUR PROGRESS

- A. Write the step to change auto selection of the company
- B. List down different type Alteration method available in Tally application  
(Write your answer in the space given below)

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## 5.10 LESSON END ACTIVITIES

1. Explain the company creation model with an example.
2. What are tips for working Tally beginners?
3. Write short notes on
  - a) Save company information
  - b) Alteration of company.
  - c) Change Data Directory
  - d) Auto selection of company.

## UNIT - III

### Lesson – 6: PREDEFINED GROUPS IN TALLY

#### CONTENTS

- 6.0 Aim and Objective
- 6.1 Introduction
- 6.2 Understanding of groups
- 6.3 Predefined groups of Accounts
- 6.4 Primary group nature
- 6.5 Sub group nature
- 6.6 Grouping Environment
  - 6.6.1 Creation of Group
  - 6.6.2 Alteration of Group
  - 6.6.3 Deletion of Group
  - 6.6.4 Creation, Display, Alteration of Multiple Groups
- 6.7 Example for Group Structure
- 6.8 Group creation in advanced mode
- 6.9 Let us Sum up
- 6.10 Check your progress
- 6.11 Lesson-end activities

#### 6.0 AIM AND OBJECTIVE

In this **Unit** we will discuss the classification of Groups, selecting, deleting and altering Group environment. After going through this unit, you will be able to,

- i) Describe the Predefined Groups Nature
- ii) Distinguish Primary groups and Sub groups
- iii) List down the Multi groups functions
- iv) Discuss the advanced mode grouping method

#### 6.1 INTRODUCTION

Tally provides with appropriate accounts groups to classify ledger information which are compliant with relevant laws and meaningful for reporting. In order to classify and organize your accounts, you must have groups. Classify accounts to determine whether a ledger goes to profit & Loss account or Balance Sheet. After creation of company, the next step is the creation of masters for account and inventory. Now we shall discuss Creation, Alteration of Accounts Masters (Groups). All masters other than the pre-defined reserved account groups should be created. This process of creation and alteration of accounting masters can be accessed through accounts information at Gateway of Tally. Tally provides the option to work with either Single Master Option or Many Masters with Multiple Master Option.

## 6.2 UNDERSTANDING OF GROUPS

To carry on a business we will incur certain expenditure like, telephone expenses, electricity charges, conveyance, etc. We create these as ledgers and pass the entries. Because all voucher entries are made using ledgers. But, what should we do if we want to know the total of such expenses for a week or a month? Simple, we have to GROUP them under expenses.

That is why mentioned the ledger name along with details of which group the ledger should come under. This is so that we can get a report telling us the total expenditure for a particular period. We can generate similar reports for other groups also.

## 6.3 PREDEFINED GROUPS OF ACCOUNTS

Groups are a collection of Ledgers of the same nature of transaction. Tally provides a list of 28 pre-defined Groups. Of these 15 are primary Groups and 13 are sub-Groups. Tally has pre-defined ledgers for Cash (under Cash-in hand group) and for the Profit & Loss A/c (Under primary group). Out of the 15 pre-defined primary groups, given below are 9 pre-defined Primary Groups that appear in the Balance Sheet. These 9 primary groups are Capital in nature and hence appear in the Balance Sheet. **Note:** [Items in square brackets] are aliases for the Group Names.

Primary Group S.No	Primary Group Name	Sub Group S.No	Sub Group Name	Alias Name
1	Capital Account	1	Reserves & surplus	Retained Earnings
2	Current Assets	2	Bank Accounts	
		3	Cash-in-hand	
		4	Deposits	Asset
		5	Loan and advances	Asset
		6	Stock-in-hand	
		7	Sundry Debtors	
3	Current Liabilities	8	Duties and taxes	
		9	Provisions	
		10	Sundry creditors	
4	Fixed Assets			
5	Investments			
6	Loans	11	Bank OD A/c	Liability
		12	Secured Loans	
		13	Unsecured Loans	
7	Suspense A/c			
8	Miscellaneous Expenses			
9	Branch / Divisions			
10	Sales Accounts			
11	Purchase Accounts			
12	Direct Income			Income (Direct)
13	Indirect Income			Income (Indirect)
14	Direct Expenses			Expense(Direct)
15	Indirect Expenses			Expense(Indirect)

## **6.4 PRIMARY GROUP NATURES**

In Tally have 15 primary groups for all the transaction.

### **1. Capital Account**

This group consists of Capital and Reserves and Surplus of the Company. For example Share Capital, Partner's Capital, retained earnings.

### **2. Current Assets**

Current assets are those assets which are to be converted into cash with a period of one year or during the normal operating cycle of the business

### **3. Current Liabilities**

Current Liabilities are those liabilities which require the use of Current Assets for settlement. In other words, liabilities payable within a year or during the operating cycle of the business, whichever is longer, out of the existing current asset or by creation of other current liabilities come under this category. It also includes amount set apart or provided for any unknown liability like Provision for Tax, Pension etc.

Long-term loans are treated as Current Liabilities in cases where they are due for settlement within the year of Balance Sheet. But it does not include installments of long term loans.

### **4. Fixed Assets**

It refers to those assets which are held by way of investment and not for the purpose of resale. They are of a permanent nature. These are acquired for the purpose of creating production and income earning capacity or for increasing the production and income earning capacity. For example purchase of Machinery, Building etc. Fixed assets are further classified into (i) Tangible Assets, (ii) Intangible Assets.

**Tangible Assets:** It refers to those assets which can be seen, felt and touched with physical existence such as machinery, land and building, furniture etc.,

**Intangible Assets:** These assets do not have any physical existence. Goodwill, patents, trademarks and copyrights are examples of Intangible assets.

### **5. Investment**

This is a convenient head to view all the company's total investments. Investment accounts such as Investment in Shares, Bonds, Government Securities, Long-term Bank deposit accounts, etc., shall be classified under this group

### **6. Loans (Liability)**

This is a convenient head to view all the bank transaction. Company have the Secured money transferring method for loans. All long term loans taken by the company will come under this Group. For example, debentures Loans from financial institution

### **7. Suspense account**

Theoretically speaking, this group should not exist. However, in modern accounting, many large corporations use a Suspense Ledger to track money paid or recovered, the nature of which was not yet known then. The most common example is money paid as Advance for Traveling

expenses whose details would be known only upon submission of the TA bill on the completion of a tour. Some companies may prefer to open similar accounts under Loans and Advances (Asset) group. Suspense Account is a Balance Sheet item.

### **8. Miscellaneous Expenses (asset)**

The first item under this head is Preliminary Expense which is also known as formation expenses. Expenses associated with the issue of shares and debentures can also be classified under this head. The other items that can come under this head are Share and Debenture Discount, Deferred Revenue Expenses like expenditure on Advertisement, Research & Development (R&D) etc. These are normally written off against profits over a period of time. Until it is fully written off, the amount not written off appears under this head.

### **9. Branches and Divisions**

This is a group of sheer convenience. If a company has many branches, then the company can make use of this group. If you wish to maintain books of the branches / divisions on your computer, you must open a separate company (Tally allows maintenance of multiple company accounts).

### **10. Sales**

Selling of goods in the normal course of business is termed as Sales. If the sale is for immediate cash payment, it is cash sales. If payment for Sales is deferred, it becomes Credit Sales. All sorts of sales should constitute this group. The classification depends upon the type of information for the importance is given. Sales Returns come under this Group.

### **11. Purchases**

Buying of goods for the purpose of resale is termed as purchases. If cash is immediately paid for the purchases, then it becomes cash purchases. If payment is deferred, it is credit purchases. Purchase Returns will also come under this group. Purchase bills sometimes include various other charges such as Freight, Delivery Charges, Sales Tax, Excise Duty, etc., which are finally accounted for as Purchases. Therefore, they should not be treated as separate expenses. These accounts heads are merely needed to show the amount spent separately in Purchase Register, but in fact they are of purchases account.

### **12. Direct Incomes [Income (Direct)]**

In the case of professional or servicing companies, which do not have sales income but have income and professional fees and services, you can place the ledger accounts under Direct Income.

### **13. Indirect Incomes [Income (Indirect)]**

Incomes such as Interest received, Discount received, Commission earned shall be classified under this Group.

### **14. Direct Expenses [Expenses (Direct)]**

This is a Group for all direct expenses like Wages, Freight, Coolie, Import Duty, etc. In General, all purchase and manufacturing expenses should be classified under this group.

## 15. Indirect Expenses [Expense (Indirect)]

All Office, Administration, Selling Expenses and Financial Expenses should be classified under this head. In other words, those expenses which are not considered for computation of Gross Profit should be placed in this group.

### 6.5 SUB GROUP NATURES

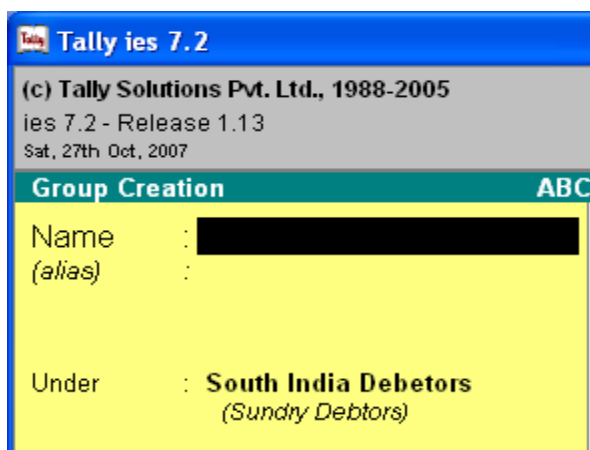
<b>1. Reserves and Surplus</b>	Open ledgers like Capital Reserve, General Reserve, Reserve for Depreciation, etc.
<b>2. Bank Accounts</b>	For Current savings, short term deposit accounts, etc.
<b>3. Cash-in hand</b>	Tally automatically opens one Cash A/c under this group.
<b>4. Deposits</b>	In essence, a place for Fixed Deposits, Security Deposits, or any deposit made by the company
<b>5. Loans &amp; Advances</b>	For all loans given by the company and advances of a non-trading nature, e.g., advance against salary.
<b>6. Stock-in-hand</b>	This is a special sub group. You may wish to open accounts like Raw Materials, Work-in-Progress and Finished Goods.
<b>7. Sundry Debtors</b>	For your customer accounts.
<b>8. Duties and Taxes</b>	For all tax accounts like VAT, Sales and other trade taxes. A convenient place to find the total liability
<b>9. Provisions</b>	For provision accounts like Provision for Taxation, Depreciation, etc.
<b>10. Sundry Creditors</b>	For trade creditors of the company.
<b>11. Bank OD Accounts</b>	Tally gives two distinct types of Bank Accounts, The Bank OCC A/c is meant to record the company's overdraft accounts with banks. e.g., Bill Discounted
<b>12. Secured Loans</b>	For term loans and other long/medium term loans that have been obtained against security of some asset.
<b>13. Unsecured Loans</b>	For loans obtained without any security .e.g., Loans from Directors/partners or outside parties.

### 6.6 GROUPING ENVIRONMENT

#### 6.6.1 CREATION OF GROUP

Groups can be created in two Modes, namely (1) Normal mode (single group). (2) Advanced Mode (multiple groups).

**Accounts Into    —    Groups    —    Create**



### 1. Name

Here, you can enter the name of new group.

### 2. Under

Select the parent group from the list of reserved groups already existing in Tally under which the new group would be placed. The behaviour of the new group and the parent group will be the same. If you want to save the Master accept 'Yes' otherwise 'No'.

### 3. Group behaves like a Sub-Ledger

In order to get net group balance instead of ledger-wise balances in statements respond 'Yes' to this option. For example, generally Sundry Debtors contain numerous party ledger accounts and you may not want to include that long list of debtors in the final accounts.

### 4. Used for calculation (e.g. Taxes, Discounts)

If ledgers have percentages for discounts or taxes give 'Yes' to this option.

### 5. Method to allocate when used in Purchase Invoice

Under this menu, you will be given three options for allocation. (i) Appropriate by Quantity (ii) Appropriate by Value and (iii) No Appropriate. If you do not want any of these Options, select 'Not Applicable'.

### 6. Net Debit /Credit balances for reporting

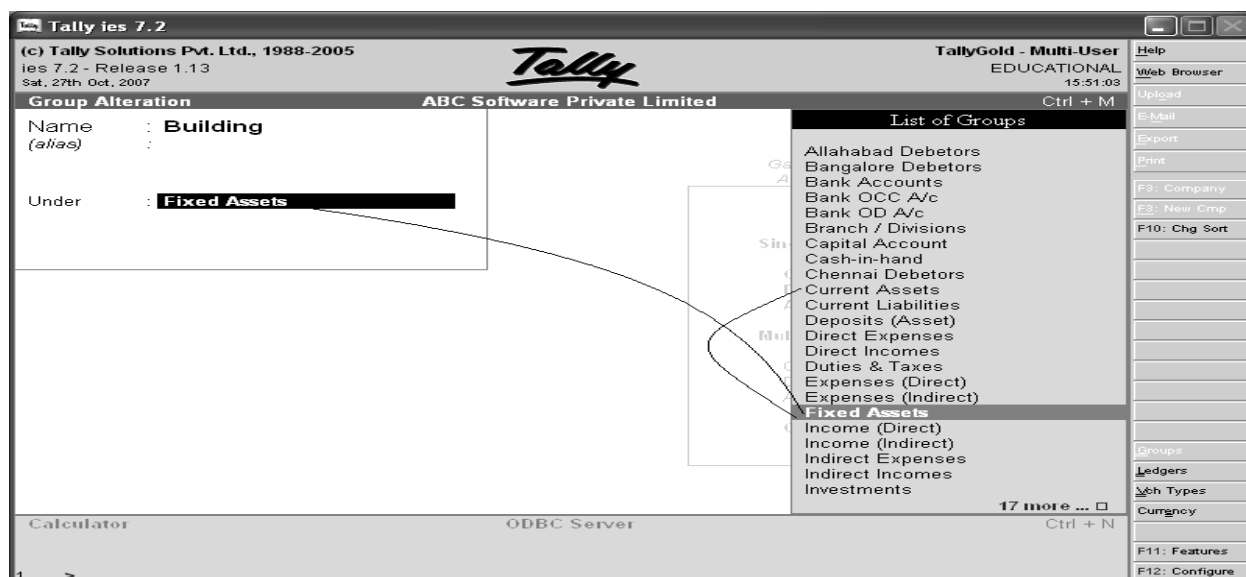
This groups where you prefer to get net effect, set this option to 'Yes' and if you wish to Alter. On choosing a group, details of the selected group are displayed in Groups Alteration screen.

## 6.6.2 ALTERATION OF GROUP

On selecting this option, a List of Groups is displayed to select an existing group you wish to Alter. On choosing a group, details of the selected group are displayed in Groups Alteration screen.

Accounts Info ——— Groups ——— Alter or simply press "A"





In this above example window, we are easily change under into fixed assets to current asset

### 6.6.3 DELETION OF GROUP

We can Delete a Group by pressing <Alt> + <D> in the Group Alteration screen. Your confirmation would be sought. Click yes to delete the group.

**Accounts Info — Group — Single — Alter — Alt +D**

**Deletion is not permitted in the following Cases:**

1. System Generated Reserved Groups cannot be deleted
2. User Created Groups **cannot** be deleted if any Child Groups and Ledger have been placed under the Group.

### 6.6.4 CREATION/DISPLAY/ ALTERATION OF MULTIPLE GROUPS

This option is to be chosen when there is a need to create, alter or display the names of many groups.

- 1) Gateway of Tally— Accounts Info — Groups — Multiple  
Create = Creation of Multiple Group screen
- 2) Gateway of Tally— Accounts Info — Groups — Multiple  
Display = Display Multiple Groups heading
- 3) Gateway of Tally— Accounts Info — Groups — Multiple  
Alter = Alter Multiple Group content.

Here is the example for multiple group alteration window.

**Tally ies 7.2**

(c) Tally Solutions Pvt. Ltd., 1988-2005  
ies 7.2 - Release 1.13  
Sat, 27th Oct, 2007

**Tally**

**TallyGold - Multi-User**  
EDUCATIONAL  
14:42:13

**Multi Group Alteration** **ABC Software Private Limited** **Ctrl + M**

Under Group : ☐ All Items

S.No.	Name of Group	Under
1.	<b>Capital Account</b>	<input type="checkbox"/> Primary
2.	<b>Loans (Liability)</b>	<input type="checkbox"/> Primary
3.	<b>Current Liabilities</b>	<input type="checkbox"/> Primary
4.	<b>Fixed Assets</b>	<input type="checkbox"/> Primary
5.	<b>Investments</b>	<input type="checkbox"/> Primary
6.	<b>Current Assets</b>	<input type="checkbox"/> Primary
7.	<b>Branch / Divisions</b>	<input type="checkbox"/> Primary
8.	<b>Misc. Expenses (ASSET)</b>	<input type="checkbox"/> Primary
9.	<b>Suspense A/c</b>	<input type="checkbox"/> Primary
10.	<b>Sales Accounts</b>	<input type="checkbox"/> Primary
11.	<b>Purchase Accounts</b>	<input type="checkbox"/> Primary
12.	<b>Direct Incomes</b>	<input type="checkbox"/> Primary
13.	<b>Direct Expenses</b>	<input type="checkbox"/> Primary
14.	<b>Indirect Incomes</b>	<input type="checkbox"/> Primary
15.	<b>Indirect Expenses</b>	<input type="checkbox"/> Primary
16.	<b>Building</b>	Fixed Assets
17.	<b>Reserves &amp; Surplus</b>	Capital Account
18.	<b>Bank OD A/c</b>	Loans (Liability)
19.	<b>Secured Loans</b>	Loans (Liability)
20.	<b>Unsecured Loans</b>	Loans (Liability)

9 more ... ☐

Calculator ODBC Server Ctrl + N

1 >

Help  
Web Browser  
Upload  
E-Mail  
Export  
Print  
F3: Company  
F3: New Cmp  
F4: Parent  
F4: New Parent  
F6: Skip Names  
F7: Skip Parent  
F10: Chg Sort  
Groups  
Ledgers  
F11: Features

## 6.7 EXAMPLE FOR GROUP STRUCTURE

### Sundry Debtors (Predefined group)

#### 1. North India Debtors (Sub-group)

- a. New Delhi Debtors (Sub-group)
- b. Allahabad Debtors (Sub-group)

#### 2. South India Debtors (Sub-group)

- a. Bangalore Debtors (Sub-group)
- b. Chennai Debtors (Sub-group)

We have learnt to create ledgers in single and multiple modes under Tally's default predefined groups and our own sub-groups under Tally's predefined groups. We have also learnt how to create groups in single mode. After feeding the groups and sub groups methods you have the following window in multi group display.

Tally ies 7.2		
(c) Tally Solutions Pvt. Ltd., 1988-2005 ies 7.2 - Release 1.13 Sat, 27th Oct, 2007		TallyGold - Multi-User EDUCATIONAL 15:06:37
Multi Group Display		ABC Software Private Limited Ctrl + M
Under Group : South India Debetors		
S.No.	Name of Group	Under
1.	Bangalore Debetors	South India Debetors
2.	Chennai Debetors	South India Debetors

Tally ies 7.2		
(c) Tally Solutions Pvt. Ltd., 1988-2005 ies 7.2 - Release 1.13 Sat, 27th Oct, 2007		TallyGold - Multi-User EDUCATIONAL 14:54:22
Multi Group Display		ABC Software Private Limited Ctrl + M
Under Group : North India Debetors		
S.No.	Name of Group	Under
1.	Allahabad Debetors	North India Debetors
2.	New Delhi Debetors	North India Debetors

## 6.8 GROUP CREATION IN ADVANCED MODE

Normal group creation modes have only Name with alias and under sub heading only. Suppose you open the Group in Gateway of Tally --> Account info--> configuration menu F12 means you have the following menu highlighted for processing. This Group have the sub ledger option, used for calculation, method to allocate purchase invoice and Net Debit/Credit Balance for Reporting to yes or no.

Master Configuration	
Allow ALIASES along with Names	? Yes
Accounts Masters	
Allow ADVANCED entries in Masters	? <b>Yes</b>
Add NOTES for Ledger Accounts	? No
Use ADDRESSES for Ledger Accounts	? No
Use CONTACT DETAILS for Ledger Accounts	? No

Tally ies 7.2	
(c) Tally Solutions Pvt. Ltd., 1988-2005 ies 7.2 - Release 1.13 Fri, 26th Oct, 2007	
Group Creation	
Name	:
(alias)	:
Under	: Capital Account
Group behaves like a Sub-Ledger	? No
Used for Calculation (eg. Taxes, Discounts)	? No (for Sales Invoice Entry)
Method to Allocate when used in Purchase Invoice	? <input type="checkbox"/> Not Applicable
Nett Debit/Credit Balances for Reporting	?

## 6.9 LETUS SUM UP

In this unit, we have briefly touched upon the following points.

- i. Groups are a collection of Ledgers of the same nature of transaction. Tally provides a list of 28 pre-defined Groups. Of these 15 are primary Groups and 13 are sub-Groups.
- ii. Groups can be created in two Modes, namely Normal mode (single group) and Advanced Mode (multiple groups).
- iii. In Group menu, we have different Letter interaction function. Namely C for Create, D for Display and A for Alter the Group in Single group or Multiple group

## 6.10 CHECK YOUR PROGRESS

- A. List down any 5 primary groups name
- B. Mention any 2 subgroup nature
- C. Give one difference between single group and multiple group  
(Write your answer in the space given below)

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## 6.11 LESSON END ACTIVITIES

1. What is meant by groups of expenditure and accounts?
2. Explain the creation of groups.
3. Explain the group creation in advanced mode.
4. Write short notes on
  - a) Alteration of Group
  - b) Deletion of Group
  - c) Creation/Display/Alteration of Multiple Groups.

## LESSON – 7: TALLY LEDGER MODIFICATION

### CONTENTS

- 7.0 Aim and Objective
- 7.1 Introduction
- 7.2 Creation of Ledger
  - 7.2.1 Ledger Configuration
  - 7.2.2 Process of Ledger
- 7.3 Display Individual Ledger
- 7.4 Alteration of Ledger
- 7.5 Deletion of Individual Ledger
- 7.6 Creation of Multiple Ledgers
- 7.7 Alteration of Multiple Ledgers
- 7.8 Multiple Ledger Buttons
  - 7.8.1 Company
  - 7.8.2 Parent
  - 7.8.3 New Parent
  - 7.8.4 Zero Opening Balance
  - 7.8.5 Skip Name
  - 7.8.6 Skip Parents
  - 7.8.7 Skip details
  - 7.8.8 Change Sort
- 7.9 Let us sum up
- 7.10 Check your progress
- 7.11 Lesson-end activities

### 7.0 AIM AND OBJECTIVE

In this **Unit** we will discuss ledger creation, Display, delete and alter Ledger environment. After going through this unit, you will be able to,

- i. Describe the Ledger creation environment
- ii. Distinguish Single Ledger and Multiple Ledger
- iii. List down the Multi Ledger Buttons functions

### 7.1 INTRODUCTION

After the creation of necessary masters, you should proceed with the ledger creation. Ledger account heads are the actual account heads to which we identify the transactions, that is passing of all vouchers using ledger. Hence, a thorough understanding of account classification is important for working with ledgers. Tally creates the following two ledgers on its own and the other ledgers should be created by you. (i) Cash under Cash-in-hand group, (ii) Profit & Loss Account under Primary Ledger. When you create a new company where Books beginning from and Financial Year From date are the same, you should create all the ledgers appearing in the Balance Sheet as at the previous date with opening balance. Also create ledgers appearing in Profit & Loss Account but with zero (0) opening balances unless Books Beginning From date is different than Financial Year Form.

## 7.2 CREATION OF LEDGER

### 7.2.1 LEDGER CONFIGURATION

Gate way of Tally -> Account info --> Ledger -> Create -> Press F12. You have the configuration menu looking like the below window,

**ABC Software Private Limited**

**Master Configuration**

Allow ALIASES along with Names ? **Yes**

**Accounts Masters**

Allow ADVANCED entries in Masters ? **Yes**

Add NOTES for Ledger Accounts ? **Yes**

Use ADDRESSES for Ledger Accounts ? **Yes**

Use CONTACT DETAILS for Ledger Accounts ? **Yes**

### 7.2.2 PROCESS OF CREATING LEDGER

To Create Account Ledgers Individually select Create form *single Ledger* under Accounts Info — Ledgers — Create and also press F11 to configure Maintain Bill wise details to Yes and for Non-trading Accounts also to set Yes. The result will be as follows:

**Tally ies 7.2**

(c) Tally Solutions Pvt. Ltd., 1988-2005  
ies 7.2 - Release 1.13  
Mon, 29th Oct, 2007

**Tally**

TallyGold - Multi-User  
EDUCATIONAL  
10:05:54

**Ledger Creation** ABC Software Private Limited Ctrl + M

Name : XXXXXXXXXX **Total Op. Bal.**

(alias) :

**5,600.00 Dr**

Under : **Sundry Debtors**  
(Sundry Debtors)

Difference  
5,600.00 Dr

Currency of Ledger : **Rs.**

Maintain balances bill-by-bill ? **Yes** Default Credit Period :

Inventory values are affected ? **No**

Opening Balance (on 1-Apr-2007) :

**Mailing & Related Details**

Name : Contact Person : Income Tax No. :  
Address : Telephone : Sales Tax No. :  
Fax :  
E-Mail :

State :  
PIN Code :  
Notes :

Help  
Web Browser  
Upload  
E-Mail  
Export  
Print  
F3: Company  
F2: New Cmp  
Groups  
Ledgers

### **1. Name**

Here, enter the name of the ledger. Tally will not accept same names. We also create the alias name for the ledger, to conveniently retrieved later.

### **2. Under**

Under this option, you should select the group from the list of groups that will be displayed along with the ledger creation screen.

### **3. Inventory values are affected**

This option should be given 'Yes' for those ledgers which will affect the inventory position of the company. For example, Purchase, Purchase Returns, Sales, Sales Returns, etc.

### **4. Maintain balances Bill-by-Bill**

To get this option give 'Yes' to Maintain Bill-wise details in Company Features-F11. This option is useful only for Sundry Debtors and Creditors. It can also be used where some tracking is needed like Project-wise Expenses or income, installments due, installment-wise outstanding details. Enter due date of the bill or credit days under the option default credit period.

### **5. Opening Balance**

Enter the opening balance of the respective your bank account as on the date of Books beginning from option in Company Creation Screen.

### **6. Mailing and Related Details**

Tally by default carries the ledger name here. You can also enter any other mailing name as you wish. This name is printed in all external documents i.e. other than internal reports, books of accounts, etc. The Address Details, Income Tax Number, Sales Tax Number, the person to whom you should contact should be given in the respective menus. This option is available only for parties' accounts (Capital, Sundry Debtors and Creditors). Further, you can also give the Telephone number, Details regarding Fax and the E- mail address. We can also add Notes for ledger account. This option is available for all ledgers. This is useful to add remarks or notes about the ledger like the credit worthiness of the party. In this context we create in the single ledger option to bring up the Single Ledger screen. We setup "Conveyance" ledger under the "Indirect Expenses" group.

**Tally ies 7.2**  
 (c) Tally Solutions Pvt. Ltd., 1988-2005  
 ies 7.2 - Release 1.13  
 Mon, 29th Oct, 2007

**Ledger Display** ABC Software Private Limited

Name : **Conveyance**

Under : **Indirect Expenses**

Currency of Ledger : **RS.**

Maintain balances bill-by-bill ? **No**  
 Inventory values are affected ? **No**

Opening Balance (on 1-Apr-2007) : **7,500.00 Dr**

### 7.3 DISPLAY OF INDIVIDUAL LEDGER

**Tally**  
 ABC Software Private Limited

**Name of Ledger**

**Conveyance**

**List of Ledgers**

Capital  
**Conveyance**  
 Profit & Loss A/c

Accounts Info — Ledgers — Display

Select this option to view Account Ledgers individually. List of Ledgers would be displayed to select the ledger you wish to view. On selection of a ledger, it would be displayed which you can view but not alter the information.

### 7.4 ALTERATION OF INDIVIDUAL LEDGER

**Tally ies 7.2**  
 (c) Tally Solutions Pvt. Ltd., 1988-2005  
 ies 7.2 - Release 1.13  
 Mon, 29th Oct, 2007

**Ledger Alteration**

Name : **Traveling Allowance**  
 (alias) :

Under : **Indirect Expenses**

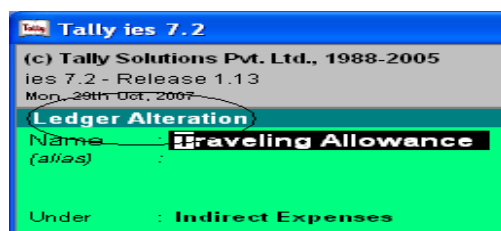
Accounts Info — Ledgers — Alter

Select the option 'Alter from Single Ledger' to get list of Ledgers from which you may select the ledger to carry out desired modification and save by pressing <Ctrl>+<A>.

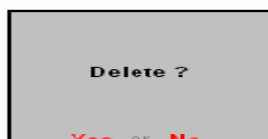
In this context we already create in the single ledger option "Conveyance" ledger under the "Indirect Expenses" group. We change the Ledger option instead of "Conveyance" into "Traveling Allowance" under the group "Indirect Expenses".



## 7.5 DELETION OF INDIVIDUAL LEDGER



**To Delete**, select the ledger in Alteration mode, press <Alt> + <D> and respond with Yes to confirm deletion. However, if the ledger is transacted in any voucher, the message would not appear and you cannot delete the ledger.



## 7.6 CREATION OF MULTIPLE LEDGERS

**Accounts Info      Ledgers      cReate**

Select **cReate** under Multiple Ledgers for creation of multiple ledgers screen. You can also create many ledger accounts on a particular group at a single time. This option would be useful when you create many accounts under one group like different expenses (Rent, Salary, Interest, Commission etc.) under the group Indirect Expenses. You may find this option more convenient when you have to create many ledgers continuously. On selection of this option, a screen appears as shown in below.

Tally ies 7.2				
(c) Tally Solutions Pvt. Ltd., 1988-2005 ies 7.2 - Release 1.13 Mon, 29th Oct, 2007			TallyGold - Multi-User EDUCATIONAL 11:06:45	
Multi Ledger Creation		ABC Software Private Limited		Ctrl + M
Under Group : Indirect Expenses			For 1-Apr-2007	
S.No.	Name of Ledger	Under	Opening Balance	Dr/Cr
1.	Rent	Indirect Expenses	1,250.00	Dr
2.	Salary	Indirect Expenses	1,750.00	Dr
3.	Interest	Indirect Expenses	750.00	Dr
4.	Commision	Indirect Expenses	950.	

In top part select the parent group and at bottom create the ledgers in the columnar table.

### Under group

Here you have to select the parent group under which you wish to create ledgers. In the list of Groups pop-up, besides groups you get an additional option all items are shown. If all the ledgers you wish to create are to be placed under a single group, select the group from List of group's pop-up – that would ensure faster master creation as you need not to select the parent group for each ledger. However, if parent group varies from ledger, you should select All Items to enable to select parent group for each ledger in columnar table.

Field Name	Particulars
S.No	Serial Number of the entry is displayed for reference, however cursor does not move here.
Name of Ledger Under	Enter Name of the Ledger you are creating. If you select any group at the first field of the screen, i.e., Under Group, the selected group name is displayed here and cursor does not move to this field. However if you select All Items, you have to select the parent Group for each ledger at this field from the List of Groups.
Opening Balance	Enter here opening balance for the ledger, if any. At Dr/Cr field, enter D or C. if you have opted to maintain bill wise balance for the company, Bill wise allocation screen would appear on entering opening balance for any ledger. On entering allocation entry, cursor would return to the main screen prompting to enter next ledger.

Thus you can create multiple ledgers in one single entry screen. To terminate further entry, press <Enter> on blank line and respond Yes to the query Accept? Yes or No.

## 7.7 ALTERATION OF MULTIPLE LEDGERS

### Accounts Info — Ledgers — ALTER

To alter multiple ledgers in a single screen, select this option. On selecting this option, List of Groups would be displayed to select from which you wish to alter ledgers. To alter ledgers under a specific group, select it, to alter ledgers under multiple parent groups, select All Items. On selecting group, ledgers would be displayed as shown

Tally ies 7.2

(c) Tally Solutions Pvt. Ltd., 1988-2005

ies 7.2 - Release 1.13

Mon, 29th-Oct-2007

Multi Ledger Alteration

Under Group : Indirect Expenses

Tally

ABC Software Private Limited

TallyGold - Multi-User

EDUCATIONAL

11:13:53

Ctrl + M

For 1-Apr-2007

S.No.	Name of Ledger	Under	Opening Balance	Dr/Cr
1.	Electricity Bill	Indirect Expenses	950.00	Dr
2.	Interest	Indirect Expenses	750.00	Dr
3.	Rent	Indirect Expenses	1,250.00	Dr
4.	Salary	Indirect Expenses	1,750.00	Dr
5.	Traveling Allowance	Indirect Expenses	7,500.00	Dr

## 7.8 BUTTONS IN MULTIPLE LEDGER CREATION

Multi ledger alteration screen have the following button for user transaction.



### 7.8.1 COMPANY

This button becomes active when more than one company is selected to enable you to select another company. You can copy the same ledgers (from source company) into the selected company (target company) by accepting the screen (or pressing <Ctrl> + <A>) at the target company.

### 7.8.2 PARENT

Clicking this button (or pressing F4) moves cursor to Under Group field at top part directly. Useful when you have enter few ledgers in the columnar list and wish to change parent group. In normal course you had to press <shift + Tab> or <Backspace> at each field to move to Under Group field. This button lets you to move cursor instantly.

### 7.8.3 NEW PARENT

Upon altering ledgers under a group, if you wish to select ledgers under another group, click this button (or press Ctrl + F4) that would bring List of Groups to select from. Although both buttons F4: Parent and F4: new parent relates to parent, both have different functions. Clicking F4: Parent would change the parent group for the ledgers you are altering in the current screen while clicking F4: New Parent button would bring list of groups to select a group which would in turn would display ledgers under the group of alteration.

### 7.8.4 ZERO OPENING BALANCE

If you wish to initialize the opening balance for all ledgers, click this button. This button is particularly useful when you copy masters from one company with balance. With a single action you can wipe out the opening balance.

### 7.8.5 SKIP NAMES

In case you need not to modify ledger name, click this button which would skip the Ledger Name field for faster alteration.

### 7.8.6 SKIP PARENTS

In case you need not to modify Group name, click this button which would skip the Group field for faster alteration.

### 7.8.7 SKIP DETAILS

On clicking this button, cursor would skip the opening balance field. In case you need not to modify opening balance, click this button that would skip opening balance and allied fields for faster alteration. This button toggles between Skip Details and Edit Details.

### 7.8.8 CHANGE SORT

To alter sorting position index values, click this button that would display the Sorting Position Index in a new Column. BY default all ledgers are assigned 1000, you may assign new values. If you do not wish to alter sorting position, click this button again to remove sorting position column. This button toggles between Chg Sort and Skip sort

## 7.9 LETS SUM UP

In this unit, we have briefly touched upon the following points.

- 1) Ledger account heads are the actual account heads to which we identify the transactions, that is passing of all vouchers using ledger
- 2) Tally creates the following two ledgers (i) Cash under Cash-in-hand group, (ii) Profit & Loss Account under Primary Ledger.
- 3) Single Ledger creation short cut is Gate way of Tally -> Account info --> Ledgers -> Create
- 4) Single ledger Display short cut is Gate way of Tally -> Account info --> Ledgers -> Display
- 5) Single ledger Alteration short cut is Gate way of Tally -> Account info --> Ledgers -> Alter
- 6) In Gate way of Tally -> Account info --> Ledgers -> Multiple Ledgers , after that choose the key 'R' for Create new Multiple Ledger, 'I' for Display the existing multiple ledger data and 'T' for Alter the multiple ledger data.
- 7) Multiple ledger alteration window , activate the company, parent, new parent, zero opening balance, skip name, skip parents, skip details and column change sort for further transaction.

## 7.10 CHECK YOUR PROGRESS

- A. List down changes needed in Ledger configuration menu.
- B. Mention the create, alter and display key board shortcut for single ledger creation
- C. Discuss any one of the Multi ledger creation feature.  
(Write your answer in the space given below)

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## 6.11 LESSON END ACTIVITIES

- 1) Explain process of creation of ledger.
- 2) What is meant by Display of Individual Ledger.
- 3) Explain the creation & alteration of multiple ledger.
- 4) What are the buttons available in multiple ledger creation?

## UNIT – IV

### LESSON – 8: MEANING OF TALLY VOUCHERS

#### CONTENTS

- 8.0 Aim And Objectives
- 8.1 Introduction
- 8.2 Predefined Vouchers
  - 8.2.1 Contra Voucher
  - 8.2.2 Payment Voucher
  - 8.2.3 Receipt Voucher
  - 8.2.4 Journal Voucher
  - 8.2.5 Sales Voucher / Invoice
  - 8.2.6 Credit Note Voucher
  - 8.2.7 Purchase Voucher
  - 8.2.8 Debit Note Voucher
  - 8.2.9 Memo Voucher
- 8.3 Gateway of Voucher Transaction
- 8.4 Payment Voucher Entry Rule
- 8.5 Receipt Voucher Entry Rule
- 8.6 Gateway of Payment Vouchers
- 8.7 Gateway of Receipt Vouchers
- 8.8 Voucher Entry special key
- 8.9 Let Us Sum Up
- 8.10 Check Your Progress
- 8.11 Lesson-end activities

#### 8.0 AIM AND OBJECTIVES

In this Unit we will discuss the need of Vouchers and also the Payment voucher and Receipts voucher transaction. After going through this unit, you will be able to,

- i) List down feature of Predefined vouchers
- ii) Discuss the Entry rule of the vouchers
- iii) Describe special key combination involved in vouchers
- iv) Distinguish single entry and double entry mode

#### 8.1 INTRODUCTION

A voucher is a written document in support of a transaction. It is a proof that a particular transaction has taken place for the value stated in the voucher. Voucher is necessary to audit the accounts.

In manual accounting, the transactions are recorded through journal entries whereas in Tally they are done through voucher entry. Tally provides 21 predefined vouchers that can be used for recording various transactions. The vouchers are relating to both accounting and inventory. In

some cases, a voucher can be used for different purposes. For example, purchase vouchers can be used as invoices, or vouchers can be made optional etc., which can be decided at the time of voucher entry by selecting the appropriate key. You can also alter these vouchers according to your company and also create a new voucher.

They are two types of vouchers namely

- \* Accounting voucher
- \* Inventory voucher

## 8.2 PREDEFINED VOUCHERS



Tally provides following pre defined types of Vouchers to record Accounting transactions, which we split into 3 sets for convenience of understanding.

	<b>Set 1</b> [To record non-cash transactions (normally entered in Journals)]	<b>Set 2</b> [To record Cash (and Bank) transactions]	<b>Set 3</b> [Special Vouchers having exclusive applications]
<b>Voucher Types</b>	Sales Purchase Debit Note Credit Note	Receipt Payment Contra	Memo Reverse Journal

### 8.2.1 Contra voucher

Contra Voucher is for entering Fund Transfer transaction where net Inflow and Outflow are equal, i.e., net effect is Zero. Here you can enter transaction between Cash and Bank Accounts. Press <F4> at the Voucher Entry screen to enter Contra Voucher

**For example:**

-  Cash withdrawn from Bank: Outflow from bank account, equal cash Inflow.
-  Cash deposited into Bank: Cash Outflow, equal Inflow at Bank Account.

### 8.2.2 Payment voucher

All transactions related to payment are recorded in Payment Voucher. Such payments can be towards purchase, expenses, loans and advances given by you or repayment of loans/advances taken by you earlier etc. Press <F5> at the voucher entry screen to make a Payment Voucher.

**For example:**

Purchase a new computer from ABCs InfoTech Private Limited.

### 8.2.3 Receipt voucher

All inflow of money is recorded through Receipt Voucher. Such receipts may be towards any income or from debtors or Loans/Advances taken or Refund of Loans/Advances given earlier etc. The voucher is similar to payment voucher except that you debit cash or bank A/c's and credit the Ledger from which you receive. Press <F6> at the voucher entry screen to make a Receipt Voucher.

### 8.2.4 Journal voucher

Journal Voucher is an Adjustment Voucher, used for non-cash transactions like adjustment between ledger accounts, Provision for Liabilities, Income Receivables, Depreciation & all other provisions are common examples of Journal Voucher. Pass a journal voucher when you want to adjust amount between two or more ledger accounts, without affecting Cash or Bank Accounts. Press <F7> at the voucher entry screen to make a Journal Voucher.

### **8.2.5 Sales voucher / invoice**

All Sale transactions (goods or services) are entered in Sales Voucher. In case of Cash Sales, you receive payment immediately by Cash or by Cheque or Credit Card and since you do not require tracking Outstanding (as payment has already been received, so there is no need to create a separate ledger for the buyer who has paid immediately). Instead of making one Sales Voucher debiting the party and another Receipt Voucher crediting the party, you can create a composite Sales Voucher. In the first entry, instead of Party Ledger, you can select Cash or Bank Account (with whom you deposit the cheque) or Credit Card organisation. The entry would appear in Sales Register as well in Cash (or Bank) Book. Press<F8> at the voucher Entry screen to enter Sales voucher.

### **8.2.6 Credit note voucher**

By default Credit Note voucher would not be available. If you activate the option Use Debit/ Credit Notes for the company under Features, you can select this voucher upon clicking either F7: Journal or F8: Sales buttons. A Credit Note is generally issued when a buyer returns some goods that you sold him (Sales Returns) or if you grant him credit due to rate difference or discount (rebate or due to some reason now you like to square off a debit balance).

### **8.2.7 Purchase voucher**

Any purchase transactions are entered in Purchase Voucher.

In case of Cash Purchase, you make payment immediately by Cash or by Cheque and you do not require tracking Outstanding. Instead of making one Purchase Voucher crediting the party and another Payment Voucher debiting the party, you can create a composite Purchase Voucher. In the first entry, instead of Party Ledger, you can select Cash or Bank Account. The entry would appear in Purchase Register as well in Cash (or Bank) Book. Press <F9> at Voucher Entry screen to enter a Purchase Voucher.

### **8.2.8 Debit note voucher**

By default Debit Note voucher would not be available. If you activate the option Use Debit/ Credit Notes for the company under Features, you can select this voucher upon clicking either F7: Journal and F9: Purchase buttons. Normally a Debit Note is entered when you make purchase Return or have short-billed a customer or your suppliers have granted Credit to you on account of rate difference, discount etc.

### **8.2.9 Memo voucher**

Memo voucher is another provisional voucher and the entries made using this voucher would not affect your accounts. That is, Tally does not post these entries to ledgers but stores them in a separate Memo Register. In Tally 6.3 version you can convert a Memo voucher into a

regular voucher later when you decide to bring the entry into your books. Apart from the option to include in Scenarios, Memorandum vouchers can also be used, for applications like

- Making suspense payments
- Vouchers not verified at time of entry
- Items given on approval

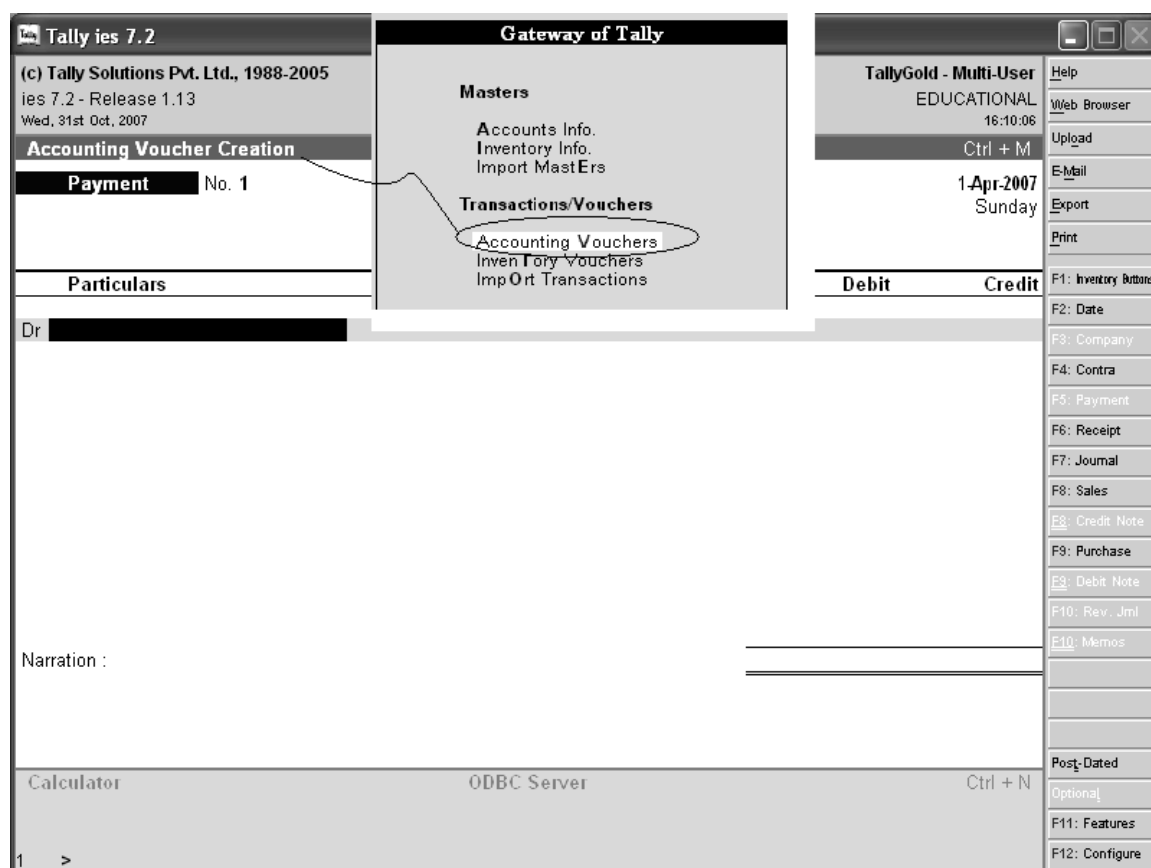
### 8.3 GATEWAY OF VOUCHER TRANSACTION

Gateway of Tally and Press F12 configuration menu. You have the sub menu Voucher Entry and configure it depends upon your transaction. This Screen looking like,

ABC Software Private Limited	
<u>Accounting Vouchers</u>	
Skip Date field in Create Mode (faster entry)?	<b>Yes</b>
Use Single Entry mode for Pymt/Rcpt/Contra?	<b>No</b>
Show Cost Centre Details	? <b>Yes</b>
Show Inventory Details	? <b>Yes</b>
Show Table of Bill Details for Selection?	<b>Yes</b>
Show Bill-wise Details	? <b>Yes</b>
Expand Into multiple lines	? <b>Yes</b>
Show Ledger Current Balances	? <b>Yes</b>
Show Balances as on Voucher Date	? <b>No</b>
Show Forex Gain/Loss as on Voucher Date?	<b>Yes</b>
Use Payment/Receipt as Contra	? <b>No</b>
Allow Cash Accounts In Journals	? <b>No</b>
Use Cr/Dr Instead of To/By during entry?	<b>Yes</b>
Warn on Negative Cash Balance	? <b>Yes</b>
Pre-Allocate Bills for Payment/Receipt?	<b>Yes</b>
Allow Expenses/Fixed Assets In Purch. Vouchers?	<b>No</b>
Allow Income Accounts In Sales Vouchers?	<b>No</b>

Gateway of Tally > Accounting Vouchers (This will open the Accounting Voucher Creation screen)





## 8.4 PAYMENT VOUCHER ENTRY RULE

Payment Voucher rules stated below:

	Particulars	Debit	Credit
Dr	Ledger Accounts Paid to	(Amount)	
Cr	Cash/ Bank Account		(Amount)

### Entry Rules:

The first entry is always Debit and Second entry onwards you may select Debit or Credit. In a Payment Voucher at least one ledger account placed under the Cash in Hand, Bank Accounts or Bank OCC Group must be credited, otherwise the voucher will not be accepted and you would get an error message. You can enter many entries in a single payment Voucher.

## 8.5 RECEIPTS VOUCHER ENTRY RULE

Receipt Voucher rules stated below:

	Particulars	Debit	Credit
Cr	Ledger Account Received from		(Amount)
Dr	Cash/Bank Account	(Amount)	

The first entry is always Credit and second entry onwards you may specify Debit or Credit. At least one ledger Account placed under the Cash in Hand, Bank Accounts or Bank OCC group must be debited, and otherwise the voucher will not be accepted.

## 8.6 GATEWAY OF PAYMENT VOUCHERS

For example the company settles a creditor's bill by cheques

Particulars	Amount	Amount
Bangalore Cyber division	7500	
Bank Account		7500

In Gateway of Tally > Accounting Vouchers > Press F5 to enter the Payment voucher. For this movement to create a new Ledger information means press <Alt>+<C> and create the Bangalore Cyber division under Sundry Creditors and Bank Account under Bank Accounts means you have the following payment voucher screen.

**Tally 7.2**  
(c) Tally Solutions Pvt. Ltd., 1988-2005  
ies 7.2 - Release 1.13  
Wed, 31st Oct, 2007

**Accounting Voucher Creation** ABC Software Private Limited Ctrl + M

**Payment** No. 1 1-Apr-2007 Sunday

Particulars	Debit	Credit
Dr Bangalore Cyber Division Cur Bal: 7,500.00 Dr On Account	7,500.00	
Cr Bank Account Cur Bal: 7,500.00 Cr		7,500.00
	7,500.00	7,500.00

**Ledger Creation (Secondary)**  
Name : Bangalore Cyber Division  
(alias) :  
Under : Sundry Creditors  
(Current Liabilities)  
Currency of Ledger : Rs.

**Tally 7.2**  
(c) Tally Solutions Pvt. Ltd., 1988-2005  
ies 7.2 - Release 1.13  
Wed, 31st Oct, 2007

Narration :

Right Panel:  
F1: Inventory Buttons  
F2: Date  
F3: Company  
F4: Contra  
F5: Payment  
F6: Receipt  
F7: Journal  
F8: Sales  
F9: Purchase  
F10: Rev. Jml  
F11: Memos

## 8.7 GATEWAY OF RECEIPTS VOUCHERS

For example the company receives notice that interest has been credited to its deposit account.

Particulars	Amount	Amount
Bank Interest	1750	
Deposit account		1750

In Gateway of Tally > Accounting Vouchers > Press F6 to enter the Receipts voucher. For this movement to create a new Ledger information means press <Alt>+<C> and create the

Bank Interest under Indirect incomes and Deposit account under Bank Account means you have the following receipts voucher screen.

The screenshot shows the Tally 7.2 Accounting Voucher Creation screen. The title bar reads 'Tally ies 7.2'. The menu bar includes 'TallyGold - Multi-User', 'EDUCATIONAL', '17:44:08', 'Help', 'Web Browser', 'Upload', 'E-Mail', 'Export', 'Print', 'F1: Inventory Outflow', 'F2: Date', 'F3: Company', 'F4: Contra', 'F5: Payment', 'F6: Receipt', 'F7: Journal', 'F8: Sales', 'F9: Credit Note', 'F10: Debit Note', 'F11: Rev. Jnl', 'F12: Memo', and 'Post-Dated'. The main window displays 'Accounting Voucher Creation' for 'ABC Software Private Limited' on '1-Apr-2007 Sunday'. The voucher type is 'Receipt' No. 1. The table shows a credit entry for 'Bank Interest' (Cur Bal: 1,750.00 Cr) and a debit entry for 'Bank Account' (Cur Bal: 1,750.00 Dr). The total is 1,750.00. The bottom pane shows 'Accept ?' with 'Yes' or 'No' options.

Particulars	Debit	Credit
Cr Bank Interest Cur Bal : 1,750.00 Cr		1,750.00
Dr Bank Account Cur Bal : 1,750.00 Dr	1,750.00	
	1,750.00	1,750.00

Narration :  
Ch. No. :

Accept ?  
Yes or No

## 8.8 VOUCHER ENTRY SPECIAL KEY

Following are the list of key combinations for some special tasks during voucher entry.

<Alt> + <C>	<p><u>Ledger Creation</u> : Pressing these keys together at particulars column (where you select Account Ledger from pop-up window) will bring Ledger Creation screen to create New ledger during voucher Entry (as described in ledger creation screen pressing &lt;Alt&gt;+&gt;C&gt; at Group pad will bring Group Creation screen). Upon creation of New Ledger, cursor will return to the same location of Voucher picking the newly created ledger (by default) in the Account amount paid to continue Voucher entry.</p> <p><u>Calculator</u> : Pressing &lt;Alt&gt; + &lt;C&gt; at amount field activates the Calculator (the bottom pane) to Auto Value Calculator where you can perform all sort of calculations, pressing &lt;Enter&gt; pastes computed values to the numeric pad. Press &lt;Ctrl&gt; + &lt;M&gt; to return to Voucher screen.</p> <p>In any screen, by pressing &lt;Ctrl&gt; + &lt;N&gt;, you can switch to the Calculator.</p>
<Ctrl> + <A>	<p>Pressing these keys together during Voucher Entry will save the Voucher without prompting [Accept? Yes or No] to quicken voucher Entry. This is particularly useful when you alter just one or two data and all other data in the voucher remains the same, in such event, instead of pressing &lt;Enter&gt; at every field to reach to the confirmation [Accept? Yes or No], you may press &lt;Ctrl&gt; + &lt;A&gt;.</p>

<Ctrl> + <R>	Repeats data entered in the field, during previous entry. For example, you wish to enter same narration in the current voucher as was entered in the previous voucher (or wish to make a slight alteration), press <Ctrl> + <R> at narration box, narration entered in previous voucher will re-appear here (you can carry out necessary alteration thereto)
<Alt> + <R>	Instead of repeating the narration entered in earlier voucher relating to the first ledger account, i.e., it repeats ledger-context narration.

## 8.9 LET US SUM UP

In this unit, we have briefly touched upon the following points.

- 1) A voucher is a written document in support of a transaction. It is a proof that a Particular transaction has taken place for the value stated in the voucher.
- 2) They are two types of vouchers used in Tally software namely Accounting voucher Inventory voucher
- 3) To record non cash transaction means Sales, Purchase, Debit Note and Credit Note voucher are used
- 4) To record cash and bank transaction means Receipt, Payment and Contra vouchers are used
- 5) Memo and Reverse Journal are special voucher category
- 6) Press <F5> at the voucher entry screen to make a Payment Voucher.
- 7) Press <F6> at the voucher entry screen to make a Receipt Voucher.

## 8.10 CHECK YOUR PROGRESS

- A. List down any 2 feature of payment voucher
- B. Write down the steps to activate voucher configuration  
(Write your answer in the space given below)

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## 8.11 LESSON END ACTIVITIES

1. Write the meaning of Tally vouchers.
2. Explain the predefined vouchers and give it components.
3. Write short notes on
  - a) Payment voucher entry rule.
  - b) Receipts voucher entry rule.
  - c) Gateway of payment vouchers.
  - d) Gateway of receipts vouchers.

## LESSON 9: POSTING TALLY VOUCHERS

### CONTENTS

- 9.0 Aim and Objectives
- 9.1 Introduction
- 9.2 Voucher Creation
  - 9.2.1. Voucher Header
  - 9.2.2. Voucher Body Part
  - 9.2.3. Voucher Amount
  - 9.2.4. Narration
- 9.3 Saving Voucher
- 9.4 Deletion of Voucher
- 9.5 Cancellation of Voucher
- 9.6 Voucher Printing
- 9.7 Cursor Movement within the Voucher Screen
- 9.8 Post Dated Voucher
- 9.9 Let Us Sum Up
- 9.10 Check Your Progress
- 9.11 Lesson-end activities

### 9.0 AIM AND OBJECTIVES

In this unit we will discuss the need of voucher environment and also key components of delete, cancel and printing a voucher. After going through this unit, you will be able to ,

- i) List down the voucher entry field properties
- ii) Discuss the Entering and exiting method of voucher
- iii) Distinguish delete and cancel a voucher
- iv) Describe the cursor movement in voucher screen

### 9.1 INTRODUCTION

In a voucher, a transaction is recorded. Some examples of a transaction that needs a voucher is given below:

1. Payment for wages to employees
2. Withdrawal of cash from bank account.
3. Provision of Depreciation for Fixed Assets
4. Appropriation of Profit to Partner's Capital Accounts

In the first example, Payment for wages to employees is undoubtedly a genuine fiscal transaction, as money is paid out. Obviously, it must be recorded through a voucher. In the second event, withdrawal of cash from bank, though no real transaction is made (as neither money is paid out, nor received), in accounting terms, it is still a valid transaction needing a voucher to record the entry, as bank & cash balances get affected. In the third example, though no monetary transaction takes place, the recording of accounting adjustments to reflect the true profit and the value of assets, a voucher is needed. The fourth example also reflects the effect of Profit that needs a voucher.

## 9.2 VOUCHER CREATION

All the records of transaction entered through a Voucher Entry Screen. To enter the Voucher, Gateway of Tally > Account Vouchers you have the following screen.

### 9.2.1 VOUCHER HEADER

**Left Side** : Displays Voucher Type, Voucher Number

**Type of Voucher** : Selected Vouchers Type is shown at the top left corner.

**Voucher Number** : To identify a voucher uniquely, normally every voucher is given a unique number. The number may be allotted by the user, or can be automatically generated by Tally, according to options set in Voucher Types under Accounts Info. Tally provides 3 options for Voucher Numbering: (1) Automatic (2) Manual (3) none.

If Automatic is opted for the selected Voucher Type, Tally allots incremental number and cursor would not move here, this you can not change voucher number.

If Manual is specified for the selected voucher type, cursor would blink at the Voucher Number field to input from keyboard. You can modify the Voucher Number,

If none is opted for the selected Voucher type, Voucher number field would not appear.

### 9.2.2 VOUCHER BODY PART

Transaction data is entered in the Body Part of Voucher. **To/By (or Dr/Cr)** is pre-decided for first entry in each type of voucher and cursor does not move here. From second entry

onwards, cursor moves to the first column where you have to select **Dr** or **Cr** (or By/To), according to selection in the first column, cursor moves to the Debit or Credit Amount Column upon selection of Ledger. However, in Sales, Purchase, Debit Note and Credit Note Vouchers, second entry is also pre-decided, from 3<sup>rd</sup> column onwards cursor moves to this column. We have explained Entry rules for each voucher later. To select by, press B, T to select To, if you type any other character, an error message would be displayed. You can set *Dr* and *Cr* instead of *To* and *By*, by responding *Yes* to the query Use Cr/Dr instead of To/By during entry at voucher configuration screen. In such case press D to select Dr and C to select Cr.

### 9.2.3 VOUCHER AMOUNT

Depending on your selection at the first column (Dr or Cr, To or By), Cursor would move to the appropriate Amount column. Type here the transaction amount. In case you need to calculate, press <Alt>+<C>, cursor would move to the Calculator and activates it as Auto Value Calculator where you can type your values and operators. On pressing<Enter>, cursor would return to the amount field of Voucher, pasting the computed value automatically moving cursor to the next field.

You can enter many debit and many credit entries in a single voucher. When the total of Debit and Credit would be equal, transaction entry part would be treated as complete and cursor would move to Narration field.

### 9.2.4 NARRATION

Here describe details of transactions entered in the Voucher. You can write long text, the letters would get crumpled to fit into the limited space. The text becomes illegible as you type more (so you may not be able to see what you are typing and your typing mistakes). In printing, the size of the font would be reduced as required (our recommendation, keep the narration brief). If you set the option Narrations with each entry to Yes for the Voucher type, you would be prompted to enter Narration immediately after each entry (debit or credit) of the voucher. If you set Yes to Use Common Narration, you will get Narration field upon completing all the entries where you enter narration that is common for all the entries. You can set both Narration options or either or can turn off both.

To edit Narration, press <Home> to reach beginning of the narration, pressing <End> takes to end, arrow keys moves one character each time in the direction, to jump one word at a time press <Ctrl> + <Arrow keys>. You can toggle between insert and overwrite mode by pressing <Insert> key-in insert mode the cursor is a blinking line, in Overwrite mode it is a blinking block.

**Example :**

The company settles Rs.12, 500 to creditor's bill by Cheque. This entry looking like,

Tally ies 7.2		
(c) Tally Solutions Pvt. Ltd., 1988-2005 ies 7.2 - Release 1.13 Thu, 1st Nov, 2007		TallyGold - Multi-User EDUCATIONAL 12:31:15
Accounting Voucher Creation		ABC Software Private Limited
Payment No. 3		1-Apr-2007 Sunday
Particulars	Debit	Credit
Dr Asian Software Private Limited Cur Bal: 12,500.00 Dr On Account	12,500.00	
Cr Bank Account Cur Bal: 22,750.00 Cr		12,500.00
	12,500.00	12,500.00

Narration :  
Ch. No. :234567 paid to M/s Asian Software Private Limited  
against the purchase bill No. 67889 dated 12/10/2007

Accept ?  
Yes or No

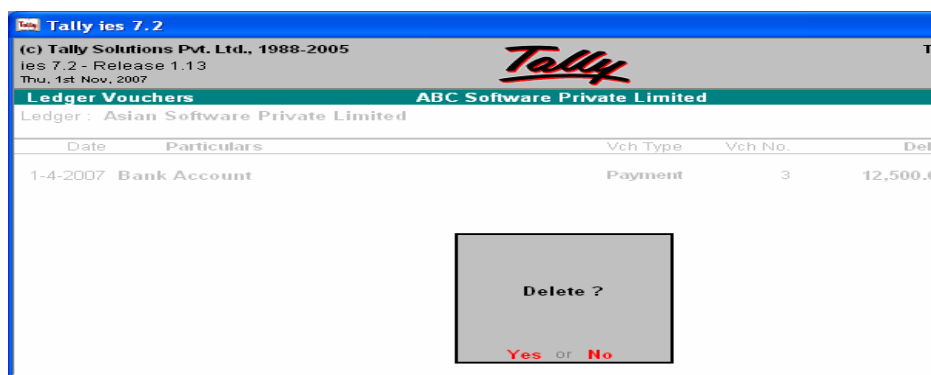
**9.3 SAVING VOUCHER**

Upon entering Narration, press <Enter> that would prompt a confirmation for saving (Accept? Yes or No). Responding No would take back cursor to the first entry to carry out any modification. Respond Yes to Save. Upon Saving the voucher, a blank voucher entry screen would appear to continue voucher entry. To terminate voucher entry press <Esc> you would get the query Quit ? yes or No. Respond Yes to quit. To save a Voucher quickly, instead of pressing <Enter>, press <Ctrl>+<A>, the Voucher will be saved without seeking your confirmation. This facility speeds up saving a Voucher, particularly helpful in Alteration mode where you may change very few information and which to retain all others intact. This facility is available for all Master, Vouchers, Feature, Configuration screens of Tally.

**9.4 DELETION OF VOUCHER**

In the Gateway of menu > Display > Account Books > Ledgers > Choose the ledger Asian software private limited and press <Alt> + <D> means you have the following screen.





Like Alteration of master, you may delete a voucher in Alteration Mode, Press <Alt>+<D> to delete the voucher. A confirmation will be sought. Click Yes (or press Y) to delete the voucher.

## 9.5 CANCELLATION OF VOUCHER

Cancellation of voucher means deleting the voucher without physically moved. For example, you have opted auto numbering for Sales Voucher. A voucher was subsequently cancelled. By canceling the voucher you ensure that the voucher number would not be assigned to subsequent voucher. You can cancel a voucher by pressing <Alt>+<X> in voucher alteration mode. Like deletion, a confirmation would be sought, Cancel Yes or No? To cancel the voucher, click yes (or press Y). The cancelled voucher would appear in list of voucher or registers (but with no amount).

### Points to remember to Delete or Cancel a voucher

Although no thumb rule can be defined when to delete a voucher and when to cancel a voucher, we elaborate side-effects of both so that you should determine what suits in your situation. **Footprint:** When you delete a voucher, it leaves no footprint while cancellation does so. If you wish to track the vouchers cancelled, you may prefer canceling a voucher over deletion. However if you are worried of tracks, deletion is the only option. **Renumbering:** if you have obtained for automatic numbering for the selected voucher type and selected to re-number over long period, on deleting a voucher, subsequent vouchers for the period would be re-numbered automatically, without seeking your confirmation.

## 9.6 VOUCHER PRINTING

You can print any Voucher by clicking Print button (or by pressing <Alt>+<P>) before saving the Voucher. If you have responded Yes to the query Print after saving Voucher under Voucher Types, each Voucher will be printed upon completion of entry.

L/E

Voucher Printing		
Printer : (LPT1:)	Paper Type :	Letter
No. of Copies : 1		<i>(Printing Dimensions)</i>
Method : Neat Mode	Paper Size :	(8.50" x 10.98") or (216 mm x 279 mm)
Page Range : All	Print Area :	(8.27" x 10.71") or (210 mm x 272 mm)
<u>Report Titles</u>  Payment Voucher		
		<div style="border: 1px solid black; display: inline-block; padding: 5px;"> <b>Print ?</b>            Yes or No         </div>

**Printing Voucher Option :** You can print Payment Voucher on-line. To print the Voucher, before saving the voucher (i.e., when you have finished entering Narration), press <Alt>+<P> (or click Print button) that brings the printing screen asking Print? Yes or No. Respond Y (to indicate Yes) the Voucher will be printed. To change the print configuration, press *F12*: Configure, print configuration screen would appear where you can specify the height & width of paper, space to *leave* on top, whether you want to print Bill wise and Cost Centre wise details also, space to be left for. If you want to print in Quick Format, i.e., in simple ASCII format (without any print enhancement like Bold, compression etc), click the Quick Format button, to print multiple copies, click the Copies button, enter number of copies to be printed. This printing option screen looking like,

**Tally 7.2**  
(c) Tally Solutions Pvt. Ltd., 1988-2005  
ies 7.2 - Release 1.13  
Thu, 1st Nov, 2007

**TallyGold - Multi-User**  
EDUCATIONAL  
14:19:01

**Set Print Mode**      **ABC Software Private Limited**      **Ctrl + M**

Payment      No. 3      1-Apr-2007  
Sunday

Particulars	Debit	Credit
Dr Asian Software Cur Bal: 7,500. On Account		
Cr Bank Account Cur Bal: 17,750		
		7,500.00

**Voucher Printing**  
Printer : (LPT1)  
No. of Copies : 1  
Paper Type : Letter  
Method : Neat Mode  
Page Range : All  
Paper Size : (8.50" x 10.98") or (216 mm x 279 mm)  
Print Area : (8.27" x 10.71") or (210 mm x 272 mm)

**Report Titles**  
Payment Voucher

**Print Mode**  
Print Mode : **Neat Mode**

**Print Preview option**  
Print ?  
F12: Configure  
With Preview  
Titling  
Page Nos.  
Pre-Printed  
Print Format  
Copies  
Select Printer

**Calculator**      **ODBC Server**      **Ctrl + N**

## 9.7 CURSOR MOVEMENT WITHIN THE VOUCHER SCREEN

If you need to alter any information in the voucher screen, you can move cursor to previous field, by pressing <Shift> +<Tab> or <Backspace>, and to move to the next field press <Enter> or <Tab>. **Quit:** To quit at any point, press <Esc>, your confirmation will be sought, Quit? Yes or No. Respond Yes to Quit. If you do not get this confirmation, press <Esc> again (when you press <Esc> at any field, first it erases the contents of the field, on pressing second time you get the query). To Quit without any confirmation, instead press <Ctrl>+<Q> (this saves 1 to 2 keystrokes).

## Buttons

In you voucher entry screen , you have the following buttons  
(at right panel i.e., Button Bar).

Buttons	Function
F2: Chg Date	To change Date of Voucher of Effective Date.
F3: Company	To Change the Company you are working.
F4: Contra	To Create Contra Voucher.
F5: Payment	To Create Payment Voucher.
F6: Receipt	To Create Receipt Voucher To create Receipt Voucher.
F7: Journal	To create Journal, Debit/Credit Note Voucher.
F8: Sales	To create Sales Voucher/Credit Note Voucher.
F9: Purchase	To create Purchase Voucher / Debit Not Voucher.
F10: Memos	To create Memorandum or Reverse Journal Voucher.
Post Dated	To create Post Dated Voucher.
Optional	To create Optional Voucher.
F11: Features	To change Company Features.
F12: Configure	To change configuration of Voucher for all Companies.

## 9.8 POST DATED VOUCHER

While entering vouchers, you can post- date them, and Tally will ignore them until the date in question. This is most useful for entering transactions that take place on a regular basis. For example, if you pay something by installments, you setup the payments in advance, and Tally will only enter them in the ledger as they fall due. You mark a voucher as Post-dated while creating alternating it.

By pressing in voucher screen(Ctrl + T). You have the following screen environment.

The screenshot displays the Tally 7.2 Accounting Voucher Alteration screen. The title bar indicates 'Tally ies 7.2'. The main window shows the 'Payment' voucher for 'Asian Software Private Limited' with a debit of 7,500.00 and a credit of 7,500.00 to 'Bank Account'. The date is 'Sunday'. A 'Post-Dated' button is highlighted with a callout that says 'Press Ctrl + T to activate Post Dated.' The right panel shows a list of buttons: F1: Inventory Items, F2: Date, F3: Company, F4: Contra, F5: Payment, F6: Receipt, F7: Journal, F8: Sales, F9: Credit Note, F10: Purchase, F11: Debit Note, F12: Rev. Jnl, F13: Memos, F14: Post dated, F15: Optional, F16: Features, F17: Configure.

## 9.9 LET US SUM UP

In this unit, we have briefly touched upon the following points.

- 1) All the records of transaction entered through a Voucher Entry Screen.
- 2) Tally provides 3 options for Voucher Numbering: (1) Automatic (2) Manual (3) none.
- 3) Transaction data is entered in the Body Part of Voucher. To/By or Dr/Cr is pre-decided for first entry in each type of voucher
- 4) In case you need to calculate, press <Alt>+<C>, cursor would move to the Calculator and activates it as Auto Value Calculator where you can type your values and operators.
- 5) To edit Narration, press <Home> to reach beginning of the narration, pressing <End> takes to end, arrow keys moves one character each time in the direction, to jump one word at a time press <Ctrl> + <Arrow keys>.
- 6) To cancel a voucher by pressing <Alt>+<X> in voucher alteration mode.
- 7) To move cursor in the voucher screen , by pressing <Shift> +<Tab> or <Backspace>, and to move to the next field press <Enter> or <Tab>.

## 9.10 CHECK YOUR PROGRESS

A. List down any five voucher screen buttons name

B. Mention any two points to remember the Delete or Cancel a voucher

(Write your answer in the space given below)

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## 9.11 LESSON END ACTIVITIES

- 1) How to create the voucher?
- 2) What is saving of vouchers?
- 3) Differentiate deletion and cancellation of vouchers.
- 4) What is meant by voucher printing?

## UNIT – V

### LESSON 10: USE OF SECURITY CONTROL

#### CONTENTS

- 10.0 Aim and Objectives
- 10.1 Introduction
- 10.2 Need of Security Control
- 10.3 Activate security control feature
- 10.4 Create security level
- 10.5 Create security level definition
  - 10.5.1 Name of security level
  - 10.5.2 Use of basic facilities
  - 10.5.3 Days allowed for back dated vouchers
  - 10.5.4 Cut-off date for back dated vouchers
- 10.6 User name and password environment
- 10.7 Security menu Display and Alteration
- 10.8 Load a company with security level
- 10.9 Let us sum up
- 10.10 Check your progress
- 10.11 Lesson-end activities

#### 10.0 AIM AND OBJECTIVES

In this **Unit** we will discuss the need of security control and also the user name and administrator password environment. After going through this unit, you will be able to,

- i) Describe active security control feature
- ii) List down the security level features
- iii) Discuss the administrator security provisions
- iv) Define binary encoding format

#### 10.1 INTRODUCTION

Tally offers extremely high reliability data. Tally uses a flexi-field, flexi-length, self indexed weighted file structure for an extremely compact and fast database. Tally is robust and will not be affected even if there is a power failure or if the machine is shut down while the system is still functioning and hence there will be no data loss. Tally uses signaling quality data integrity checks at regular levels to ensure complete reliability of data. Tally use of data integrity checks ensures that no external change to the data can pass thru Tally. It also uses a binary encoding format of storage to prevent designing grouping of information. It also offers access to the database thru an ODBC layer, which is fully activated.

#### 10.2 NEED OF SECURITY CONTROL

Security is one of the major concerns for computer system. All your valuable data is kept in electronic form which may consist of many trade secrets. To ensure that the data does no fall into

prying eyes nor is it manipulated by unauthorized persons. Password protection is a common method of computer security. An authorized person assigns a secret word called password. This word is then specified computer operation. Any person, who does not know the password, they are not able to enter the system. So your system remains protected.

Security Control is required in an environment where many people work on the accounts on the same computer or the same set of accounts on a network. In a typical business environment, different levels of staff will have different responsibilities and consequently different authorities. Tally has a variety of management reports that are sensitive in nature as also the flexibility to create, alter, display and print any information. Security Control system of Tally is used to set the authority rights of groups of people to prevent or allow them to do any or more of the following in the different areas of Tally: create, alter and display. Security Control may even be used to prevent other people from using the system. Tally has a very customizable security system. You can set up authority levels and users who are placed at these levels. The authority levels or Types of Security decide the right of the users. Tally has a very customizable security system.

### **10.3 ACTIVATE SECURITY CONTROL FEATURE**

1. From the Gateway of Tally of ABC Software private Ltd
  - Press Alt +F3 to bring up the Company Information menu.
2. Select Alter
  - Press [Enter] and reselect ABC Software Ltd
  - you will get the Company Alteration Screen.
3. Press [Enter] till you reach the line “ Use Security Control”
  - set it to YES.
  - (remember , we had set this option No while creating the company)
4. An additional line appears asking for the name of the administrator
  - type “Master and for password — type “Master” repeats the password. You have the following window.

5. Shut the company and select ABC Software Ltd once again (don't select the Tally Vaulted Company).
6. Tally prompts for the user name and password as per this screen

7. Give the details as per what you entered in the Company Alteration screen and accept it. Remember, this is the highest security level that can access all the data of the particular company.
8. If you give the correct user name and password – Tally loads the company and displays the Gateway of Tally.

## 10.4 CREATE SECURITY LEVEL

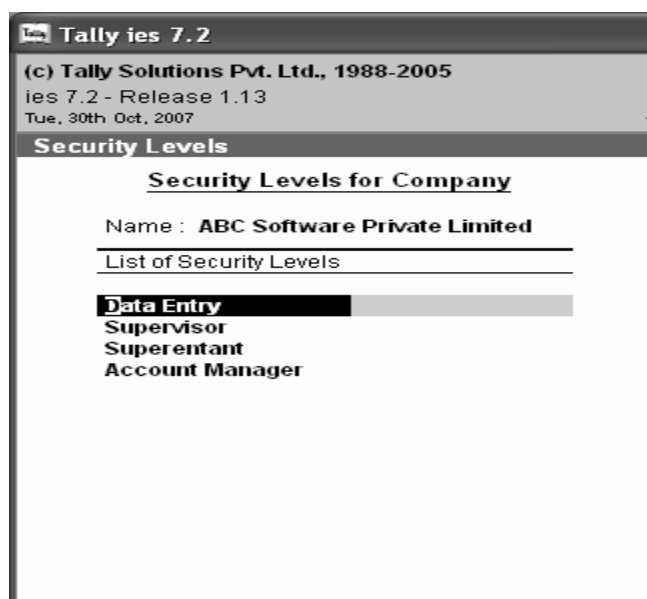
1. From the Gateway of Tally of ABC software private Ltd use, Alt+ F3 and view the Company Info menu.
2. Press [Enter] On Security Control and a sub-menu appears as:





The menu allows you to define the security access under Types of Security and the user name and password for that access level under Users and Passwords. **Company info menu > SEcurity control >Types of Security > Data Entry > [Down Arrow]**(Press the down arrow key at the option data entry.)This is one of the few places in Tally where you create a new entry in this fashion.

1. **Type the new security level, e.g. Data Entry, supervisor, supernatant, clerk and Account Manager**



2. Each and every security levels entries; we have the certain list of security level definition. Depend on the rights given by the administrator. For example in our office we have to maintain the tally data with the four operators like data entry person, supervisor, and supernatant and account manager.

## 10.5 CREATE SECURITY LEVEL DEFINITION

1. Under the List of Security Levels — by default you will get Data entry.
2. Use the down cursor key and bring the highlight to the next line and Type “Account Manager”.
3. Press [Enter] which brings up the Level definition Screen.

**Tally ies 7.2**

(c) Tally Solutions Pvt. Ltd., 1988-2005  
ies 7.2 - Release 1.13  
Mon, 29th Oct, 2007

**Level Definition** **ABC Software Private Limited**

Name of Security Level : **Account Manger**  
Use Basic Facilities of : **Owner**  
Days allowed for Back Dated vouchers : **0**  
Cut-off date for Back Dated vouchers :

<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
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

### 10.5.1 NAME OF SECURITY LEVEL

This defaults of the name you had created

### 10.5.2 USE OF BASIC FACILITIES

The default is the owner. However the other option is also available Data entry. The popup list does not appear when you are at the field. Press O to beginning and type the word. Going back from the next field will also be showed. The new level account manger will, likewise be available when you create a next level to select the owner.

### 10.5.3 DAYS ALLOWED FOR BACK DATED VOUCHERS

This is the number of days the users of this level are allowed to alter Back-dated vouchers. Specifying 0 will indicate that back dated voucher are not allowed and 14 will allow the user at this level to insert vouchers going back 14 days . here, enter 0, This is only effective if you disallow back dated entries in disallow column.

### 10.5.4 CUT-OFF DATE FOR BACK DATED VOUCHERS

Specify the dates before which users of this profile or security level may not create or alter vouchers. This is additional control over and above previous 'Days allowed'. This is useful in cases where you have completed you tax assessment for a period and no changes and desired in the data for that period Level. We give the appropriate level of definition. The remaining screen is divided into two sub columns. The left side is to disallow access to the various options of the systems. The right side allows the security level different facilities. The sub-columns are types of access and list of reports under both allow and disallow facilities enter the type of access you wish to give and the option sought to be controlled. Once the entry is completed select end of list from type of access fields to complete the allocation.

**Tally 7.2**  
 (c) Tally Solutions Pvt. Ltd., 1988-2005  
 ies 7.2 - Release 1.13  
 Tue, 30th Oct, 2007

**Level Definition** **ABC Software Private Limited**

Name of Security Level : **Account Manager**  
 Use Basic Facilities of : **Owner**  
 Days allowed for Back Dated vouchers : **0**  
 Cut-off date for Back Dated vouchers : **31-Dec-2005**

<u>Disallow the following Facilities</u> (others will be allowed)		<u>Allow the following Facilities</u> (to re-enable disallowed facilities)	
<b>Full Access</b>	Balance Sheet	<b>Full Access</b>	Back Dated Vouchers
<b>Full Access</b>	Back Dated Vouchers		

### 10.6 USER AND PASSWORDS ENVIRONMENT

Tally has a very customizable security system. You can set up authority levels and users who are placed at these levels. The authority levels or Types of Security decide the rights of the users – what they can or cannot do when using Tally. Tally has two security types already set up. One is Owner and the other Data Entry. Owner has full access and rights to all parts of Tally, except Tally Audit & Company Alteration screen which are reserved for the Administrator alone.

Data Entry has restricted rights. You are allowed to create other security types based on these predefined types and allow more or less rights as required. Suppose different users work with the Tally software, to assign separate password for each of them. Select this option at security control menu which brings the following screen.

**List of Users for Company**

Name : ABC Software Private Limited

Name of User	Password (if any)	Security Level
[Redacted]		

**Name of the user** : Enter Name of the user in this column is Account Manager  
**Password** : Enter Password for the user is "A\_Manager"  
**Security Level** : Select the security level from the pop-up to which the user belongs. Upon completion of user, cursor moves to next line to create another user. This way goes on creating of many users, press<ctrl> + <A> to save the information.

**List of Users for Company**

Name : ABC Software Private Limited

Name of User	Password (if any)	Security Level
Account Manager		Account Manager

## 10.7 SECURITY MENU DISPLAY AND ALTERATION

There is no separate menu option to alter or display security option. Use the same menu to display or alter user or security set-up. To delete a user, simply blank out the user name and accept the screen. Do the same for security level. If you have defined a user under security level then the security level cannot be deleted before deleting the users under it.

## 10.8 LOAD A COMPANY WITH SECURITY LEVEL

1. First of all you must be select the existing company ABC Software Private Limited.  
(Open the company info menu or Press <Alt>+<F3> in Gateway of Tally)
2. You have the following Select Company Screen

**Select Company**

Directory : D:\Data

Name :

---

**List of Companies**

□ ***** □		(0017)
Aa		(0030) 1-Apr-2005 to 31-Mar-2006
ABC Software Private Limited		(0040) 1-Apr-2007 to 31-Mar-2008
Amulraj		(0032) 1-Apr-2005 to 31-Mar-2006
Anbu		(0012) 1-Apr-2005 to 31-Mar-2006
Arulraj		(0021) 1-Apr-2005 to 31-Mar-2006

**Select the company**

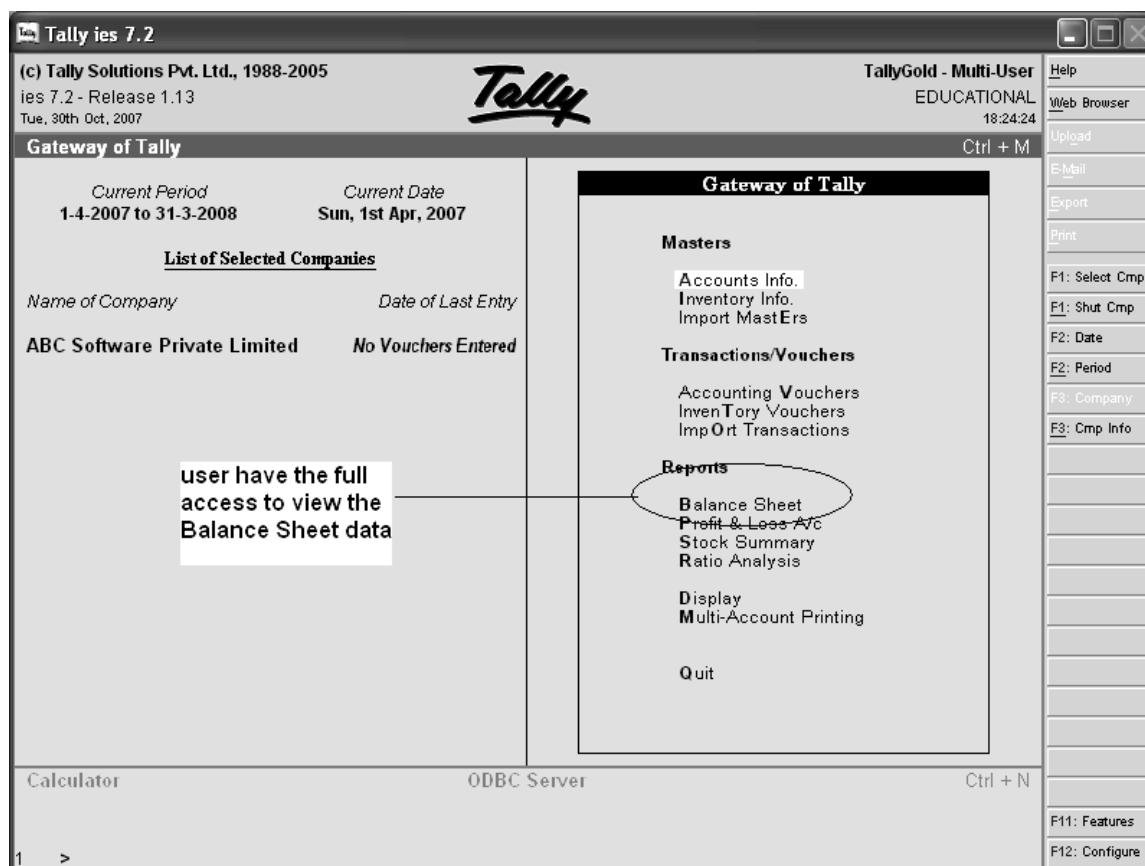
3. Choose the ABC Software Private Limited
4. Small window will be appeared and asked to enter the user name and password to Work in their level. (This window looking like)

**Company : ABC Software Private Limited**

Name of User : **Master**

Password (if any) :

5. Using the window  
 Type Name of the User: Master  
 Password (if any) : Master  
 We have setup a password to that level. The Gateway of tally screen appears as,



This window shows, the “Master” user have full rights to view the balance sheet.

6. Now you shut the company ABC Software Private Limited

(In Gateway of Tally -> press Alt + F3 and choose the shut company menu)

7. Once again select the ABC Software Private limited and open the company with the following user name and password.

Type Name of the User: Account Manger

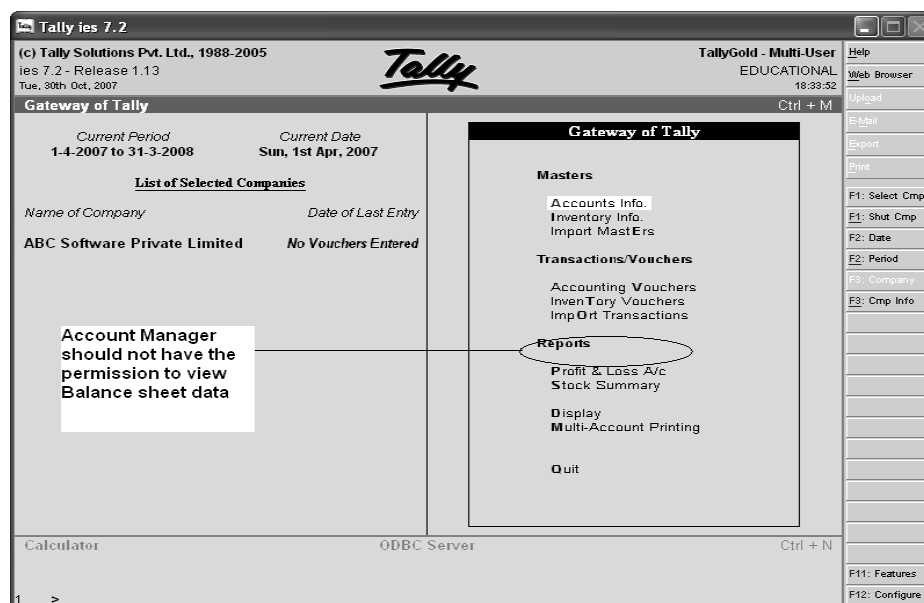
Password (if any) : A\_Manager

**Company : ABC Software Private Limited**

Name of User : **Account Manager**

Password (if any) : XXXXXXXXXX

We have setup the user name and password to “Account Manager” level. The Gateway of tally screen appears as,



This window shows, the “Account Manager” user have no rights to view the balance sheet.

## 10.9 LETUS SUM UP

In this unit, we have briefly touched upon the following points.

- 1). Tally uses a flexi-field, flexi-length, self indexed weighted file structure for an extremely compact and fast database.
- 2) Security is one of the major concerns for computer system. All your valuable data is kept in electronic form which may consist of many trade secrets.
- 3) The menu allows you to define the security access under Types of Security and the user name and password for that access level under Users and Passwords. Company info menu > Security control > Types of Security

## 10.10 CHECK YOUR PROGRESS

- A. List down 2 feature of security control system
- B. Write down the steps to activate security control  
(Write your answer in the space given below)

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## 10.11 LESSON END ACTIVITIES

- 1) Explain the importance of security control techniques.
- 2) How to activate security control features.
- 3) Explain the creation of security level.
- 4) Give the meaning of USER and PASSWORDS environments.

## LESSON - 11: TALLY AUDIT FEATURES

### CONTENTS

- 11.0 Aim and Objectives
- 11.1 Introduction
- 11.2 Security Mode Options
  - 11.2.1 User Defined Security Level
  - 11.2.2 Tally Audit
  - 11.2.3 Tally Vault
- 11.3 Activate Tally Audit
- 11.4 Display Voucher Audit List
  - 11.4.1 Accept One
  - 11.4.2 Accept All
  - 11.4.3 Configure
- 11.5 Display Ledger Audit List
  - 11.5.1 Accept Buttons
  - 11.5.2 All Accounts/Audit List
- 11.6 Features of Tally Audit
- 11.7 Safety and Confidentiality of Data
- 11.8 Safety Data Web Tijori
- 11.9 Let Us Sum Up
- 11.10 Check Your Progress
- 11.11 Lesson-end Activities

### 11.0 AIM AND OBJECTIVES

In this **Unit** we will discuss the need of Tally audit features and also the administrative changes using Tally audit environment. After going through this unit, you will be able to,

- i. Describe activity of Tally audit
- ii. List down the benefits of Voucher audit list
- iii. Discuss Ledger audit list environment
- iv. Define audit list buttons

### 11.1 INTRODUCTION

Tally Audit provides the capability to the administrator or auditor to track changes in the accounts following his previous review. Changes of two areas are important. The change in transactions of vouchers and changes in ledger masters. Only material changes are considered, i.e., a change in the narration does not affect the integrity of a transaction, hence it would not be considered as changed. Any other change in a voucher is material and would be logged.

### 11.2 SECURITY MODE OPTIONS

Security is one of the major concerns for computer system. Your valuable data is kept in electronic form which may consist of many trade secrets. You may prefer to ensure that the data does not fall into prying eyes nor it is manipulated by unauthorized persons.



### **11.2.1 USER DEFINED SECURITY LEVEL**

Tally offers high levels of security. The user can define multiple levels of security as per his requirements and every authorized user in the company can have individual passwords with rights to use specific features only. The user with administrator level password will have full access and can set controls to other users.

### **11.2.2 TALLY AUDIT**

Tally audit feature provides the user with administrator rights; capabilities to audit for the correctness of the entries made by authorized users and alter them if needed. Once entries are audited, if there are any alterations made to those entries then Tally will display all the altered entries along with the name of the user who has altered the entry and date and time of alteration.

### **11.2.3 TALLY VAULT**

Give a password here if you want the company data to be maintained in an encrypted form. This is known as Tally Vault. It is an enhanced security feature. With the Tally Vault password given, the data will be maintained permanently in an encrypted form without retaining information of the password used. Without the Tally Vault password – the company cannot be opened. Remember to keep this password private and known only to those who need to know. If the password is lost, your data cannot be recovered.

## **11.3 ACTIVATE TALLY AUDIT**

Tally Audit feature can be activated during creation of Company. If the company is already created, then he can select the particular company and then select the option 'Comp Info' (Alt+F3) and then select 'Alter' option.

Activate 'Use Security control' -> specify Administrator Name & Password -> activate 'Use Tally Audit Features = yes' and you have the following screen.

**Tally 7.2**  
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ies 7.2 - Release 1.13  
Thu, 1st Nov, 2007

**TallyGold - Multi-User**  
EDUCATIONAL  
17:03:10

**Company Alteration** Ctrl + M

Name : ABC Software Private Limited  
Mailing Name : ABC Software Private Limited  
Address : 21, Lenin Street  
Banasangari  
Bangalore  
State : Karnataka  
PIN Code : 700 013

E-Mail Address : ABCSoft@yahoo.co.in  
Use Indian VAT ? No  
VAT TIN :  
Local Sales Tax Number : ST/Cal/5654  
Inter-state Sales Tax Number :  
Income-Tax Number : A32456L456  
Currency Symbol : Rs.  
Maintain : Accounts with Inventory  
Financial Year from : 1.4.2007  
Books beginning from : 1.4.2007  
Use Security Control : Yes  
Name of Administrator : Master Password : Repeat :  
Use Tally Audit Features ? **Yes**

**Base Currency Information**

Base Currency Symbol : Rs.  
Formal Name : Indian Rupees  
Number of Decimal Places : 2  
Is Symbol SUFFixed to Amounts ? No  
Symbol for Decimal Portion : paise  
Show Amounts in Millions ? No  
Put a SPACE between Amounts and Symbol ? Yes

Calculator ODBC Server Ctrl + N

## Tally audit activated Menu

Gateway of Tally .... Step 1  
Display Menu .... Step 2  
**Account Statements** Step 3  
Outstandings  
**Tally Audit** Activated  
Statistics  
Quit

In the Gateway of tally > Display > Statement of Accounts after that you have the screen components.

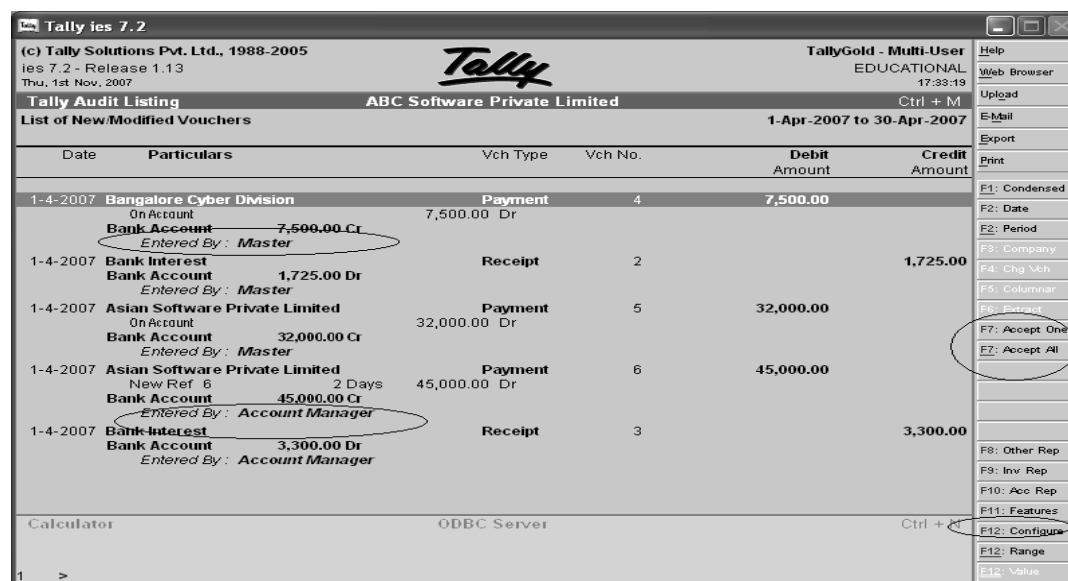
## Tally Audit Menu

Gateway of Tally ....  
Display Menu ....  
Account Statements ....  
**Tally Audit**  
Vouchers  
Ledgers  
Quit

## 11.4 DISPLAY VOUCHERS AUDIT LIST

It is recommended that the very first time you use Tally audit, go through the list and accept all the vouchers. Do a disciplined verification of the list so that it is periodically cleared and only vouchers that are of concern remain.

Display — Statements of Accounts — Tally Audit — Vouchers



Now print the list for records. Assess each or all the entries for authenticity and accept. **F7:Accept** One can be pressed after placing the cursor bar on the relevant voucher. This would accept the voucher as valid and remove from this exception list. If you are satisfies that all the vouchers are valid then press. **F7: Accept** All to accept them all together. Once you accept an entry it is not available for listing. Hence it is recommended that you take a print before acceptance.

### Voucher audit Button functions

#### 11.4.1 ACCEPT ONE (F7)

It helps to accept the Voucher on which cursor rests.

#### 11.4.2 ACCEPT ALL (ALT + F7)

To accept all Vouchers together

Print/View the list of records , vouch individually and press F7 to accept the particular Voucher or (<Alt> + <F7>) to accept all listed vouchers.It is recommended that for first time you accept them all. To get full benefit of this feature, you must routinely verify at periodical interval, accept those which are not offending and keep a short list of those concerns you.

#### 11.4.3 CONFIGURE

On pressing F12: Configure, a screen appears to configure the options as

Configuration		Format
Format	: <b>Detailed</b>	Condensed
Show Narrations also ?	No	Detailed
Show Billwise Details also ?	Yes	
Show Cost Centre Details also ?	Yes	
Show Inventory Details also ?	Yes	
Show Entered/Altered By ?	Yes	
Appearance of Names	: Name (Alias)	

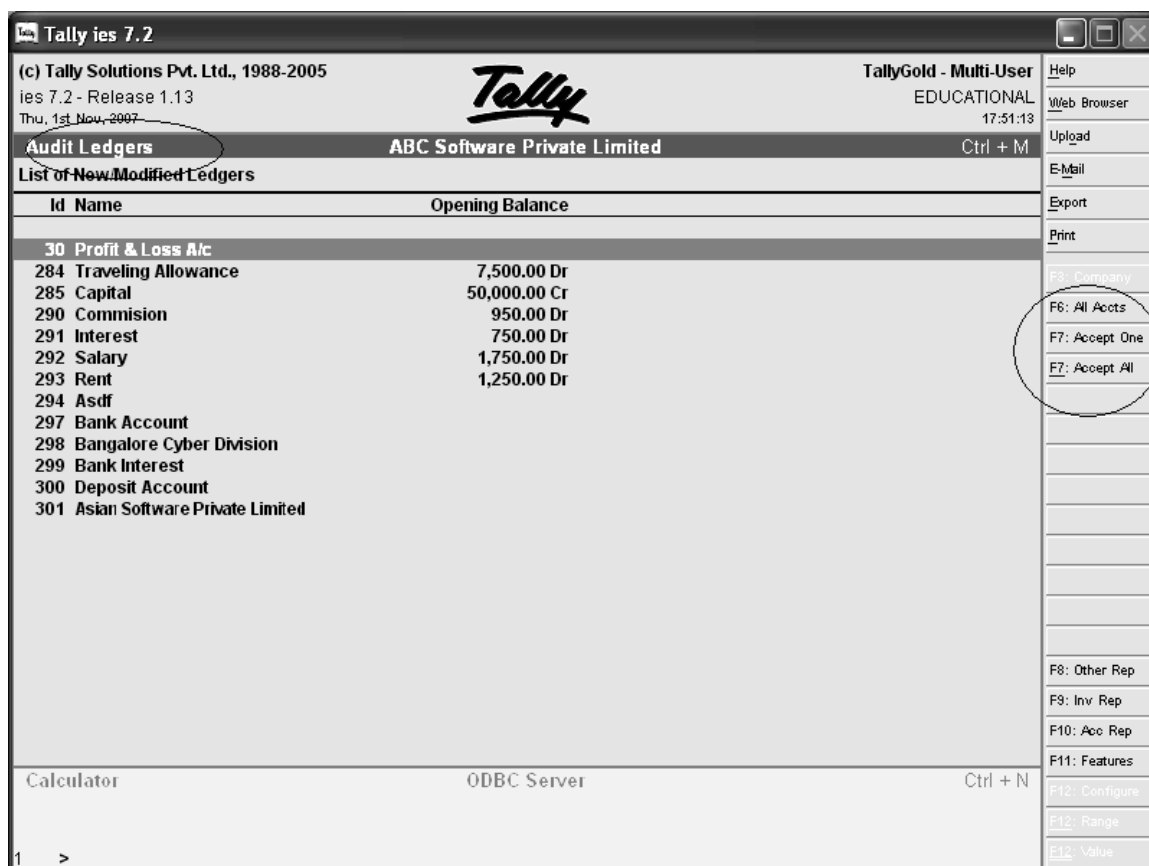
**Format:** You get 2 options, namely Condensed and Detailed. In Condensed format each voucher is listed in one line and details of the other ledgers involved in the transactions are not displayed. To get name of all ledgers transacted in the voucher, select Detailed.

To get Narration, Bill wise, Cost Center wise or Inventory wise Details, respond Yes to respective Query. Show Entered /Altered By? If you want the information that Entered /Altered the voucher to be displayed, respond Yes. This would display name of the user in last line of every voucher against prompt Entered By.

### 11.5 DISPLAY LEDGER AUDIT LIST

To display the changes to ledger masters, follow the same steps as for vouchers. The listing here differs from the vouchers in two ways namely:

Display — Statements of Accounts — Tally Audit — Ledgers



### 11.5.1 ACCEPT BUTTONS

#### Accept One (F7)

It helps to accept the Voucher on which cursor rests.

#### Accept all (Alt + F7)

To accept all Vouchers together

**F12** Does not exist at this screen.

### 11.5.2 ALL ACCOUNTS/AUDIT LIST

**F6:** This is a toggle button to switch between display of Audit List (ledgers created or altered after last verification) and all accounts (complete list of ledger accounts). By default, the screen appears in Audit list mode. If no ledgers have been created or modified since last review, you may get a screen with no entries. If any ledger has been created or modified since last review, only those ledgers will be displayed along with name of User and date. Press F6: All accounts, you will be presented with complete list of accounts. (Including created or altered after last review with name and date of user) presented in columnar format with column heading: ID, Name, Opening Balance, and Altered By (No heading for this column).

In a ledger, modification could be either in name or in the opening balance. If any Name has been changed /interchanged you need to identify the fraudulent transfer of accounts. This is possible through ID assigned to each Ledger account. It is recommended that you take a print of

all the Ledgers accounts with their original ID and subsequently match with Audit Lists periodically to identify any change.

## 11.6 FEATURES OF TALLY AUDIT

To take full advantage of this option, you should take following steps:

- a) Upon setting up Ledger Accounts, view and print the list for future reference.
- b) Accept the list (by pressing F7: Accept All), to clear the exceptions.
- c) Plan for review at periodical interval, decide the interval and mark in Dairy.
  - i. Tally Audit feature should be enabled while creating the company and authority list.
  - ii. Only a user designated as an auditor or the administrator can view the audit list and act upon it.
  - iii. Tally tracks all changes made to vouchers that are more than 30 days old. Hence, changes to vouchers that are less than 30 days old are not reported. This is to allow adequate time to correct mistakes.
  - iv. A change includes insertion of new transactions or accounts. You are not required to make any additional input of data.
  - v. The authorized user simply needs to display Tally Audit list and may print out the lists.
  - vi. Authenticity of the changes accepts either selectively or all of them (by clicking on the relevant button). Once the changes are accepted, they are removed from the audit list and would not be available again. If, however, a change is repeated, it is reflected in the audit list.

## 11.7 SAFETY AND CONFIDENTIALITY OF DATA

### TALLY LOCKER

Tally Locker is a mini vault like solid state device to be plugged at USB port, where you may store data directly. In the Company creation screen enter the Tally Locker Drive at the Directory field to create the Company data files directly at Tally Locker. You may take the Tally Locker and plug it at USB port and work at any other place where Tally is loaded. Besides Tally data, any other computer file can also be stored at Tally Locker or Backup can be taken in it.

#### Advantages of Tally Locker

- You can store all your information and slip it into your pocket. This means that the data is stored at and read from the Tally Locker, and not in the hard disk of the system.
- To work with the data at different place and plug out from the system.
- Keep the files you wish to carry with you onto the device, where needed, plug and work directly onto it. No need to copy that on floppy disk or CD and again copy to the original system/computer.
- Most suitable for data backup. You can take back up of all your works onto the drive you can also write directly accounts with tally in the devices for complete security.
- Small in size but can hold 16 Mb
- You can keep personal accounts truly personal
- Keep data away from prying eyes.

## 11.8 SAFETY DATA WEB TIJORI

It is a specially configured web server protected by password, where user can upload accounts data for ultimate safety and confidentiality. User can in fact upload accounts data or any other confidential file onto the web server and be safe. Incase, you have a website, you can use it as Web Tijori also, thus you can get twin benefit of having your website as well store data safely from a single web server.

## 11.9 LET US SUM UP

In this unit, we have briefly touched upon the following points.

- i. Tally Audit provides the capability to the administrator or auditor to track changes in the accounts
- ii. Security is one of the major concerns for computer system. Your valuable data is kept in electronic form which may consist of many trade secrets
- iii. User defined security level offers high levels of security. The user can define multiple levels of security as per his requirements and every authorized user in the company.
- iv. Tally audit feature provides the user with administrator rights, a capability to audit for the correctness of the entries made by authorized users
- v. Tally Vault password will be maintained permanently in an encrypted form without retaining information of the password used

## 11.10 CHECK YOUR PROCESS

A. Mention the name of the three security mode

B. Write one feature of Voucher audit list

(Write your answer in the space given below)

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## 11.11 LESSON END ACTIVITIES

1. Explain the meaning of Tally audit.
2. What are the advantages of voucher audit list.
3. Explain the voucher audit button functions.
4. What is meant by display ledger audit list?
5. Explain the features of Tally audit.