

Financial Accounting with Tally

Unit-V

Printing Cheques in Tally.ERP 9

To print the cheque,

Go to **Gateway of Tally > Voucher Entry > F5: Payment**

- **Debit the Party Ledger**, enter the amount and give the bill reference details, if any.
- **Credit the Bank Account** for which the cheque printing is enabled, enter the amount and press **Enter**.
- **Bank Allocation** screen appears.
- **Instrument No.:** Type the **cheque number** in the field provided.
- **Instrument Date:** The voucher **date** is displayed by default. Enter the required date, if any.
- **Cross Instrument Using:** This is filled by the most common word used - **A/c Payee**, which is displayed by default. It can be changed as per requirement.

The filled **Bank Allocation** screen appears as shown:

Bank Allocations		ABC Company		Ctrl + M E	
Payment	No. 15			30-May-2012 Wednesday	
Particulars				Debit	Credit
Dr ACC Corp				25,000.00	
Cur Bal: 0.00 Dr					
Agst Bal ACC019 30 May 2012 25,000.00 Dr					
Cr ICICI Bank					25,000.00
Cur Bal: 21,310.00 Dr					
<p>Bank Allocations for : ICICI Bank</p> <p>For: 25,000.00</p>					
Favouring Name		Transaction Type		Amount	
ACC Corp		Cheque		25,000.00	
<p>Cheque Range: 002110-002124 Instrument No.: 002112 Instrument Date: 30 May 2012 Cross Instrument Using: A/c Payee</p>					
				25,000.00	25,000.00

- Provide the narration and **Accept** the Voucher.

- The **Cheque Printing** screen appears displaying the cheque details as shown:

Cheque Printing	
Printer : Microsoft XPS Document Writer (Ne03:)	Paper Type : A4
No. of Copies : 1	
Print Language : English	(Printing Dimensions)
Method : Neat Mode	Paper Size : (8.27" x 11.69") or (210 mm x 297 mm)
Page Range : All	Print Area : (8.27" x 11.69") or (210 mm x 297 mm)
	Orientation : Vertical - Left
Cheque Details	
Favouring Name: ACC Corp Pvt. Ltd. Inst. No.: 002112 Inst. Date: 30-5-2012 Amount: 25,000.00	
(with Print Preview)	
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Print ? Yes or No </div>	

- Accept** to print the cheque.

Printer Selection

Press **S**: **Select Printer** button to select the printer and the paper size. Select the paper size as **A4**.

For information on setting the orientation and dimensions for overall adjustment click [here](#).

The Cheque Print preview appears as shown:

<u>A/c Payee</u>	3 0 0 5 2 0 1 2
ACC Corp Pvt. Ltd.	
Twenty Five Thousand Only	
**₹ 25,000.00	
for ABC Company	
Signatory One Signatory Two	

Note: Cheque Printing feature is available only from the **Payment** and **Contra** vouchers.

General Printing Configuration

The printing configuration available in Tally.ERP 9 helps you customise your reports. You can enable or disable options in the **General Printing Configuration** screen, as required. The configurations set here are applicable to all reports and vouchers in Tally.ERP 9.

- Go to **Gateway of Tally** > click **F12: Configure** > **Printing** > **General** . The **General Printing Configuration** screen appears as shown below:

<u>Configuration</u>	
Print date and time of report	? No
Print date and time of voucher printing	? No
Print country, state and Pincode with address	? No
Stop printing vertical lines/borders (for faster printing on dot matrix printers)	? No
Page margin on top (in inches)	: 0.50
Print using Greyscale on Black & White printers (for neat format only)	? No
<u>Settings for Quick/Dot Matrix Format</u>	
Split long names into multiple lines	? No
Split long amounts/numbers into multiple lines	? No
Print party name and address from left margin in invoice (for quick/draft format only)	? No

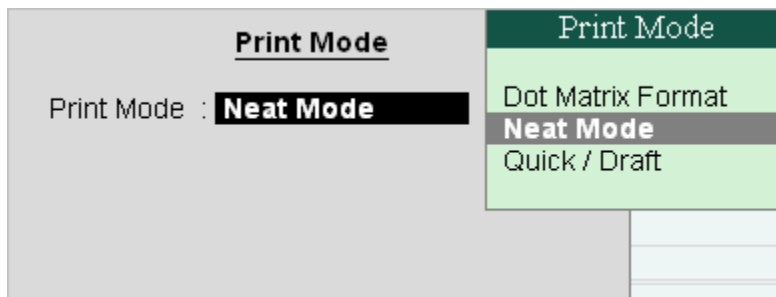
2. Enable the option **Print date and time of report?** to print the date and time in the reports.
3. Enable the option **Print date and time of voucher printing?** to print the date and time in the vouchers.
4. Enable the option **Print country, state and Pincode with address?** , if required.
5. Disable the option **Stop printing vertical lines and borders?** to print vertical lines and borders in the reports and vouchers.
6. Enter the required margin space in the print report in the field **Page margin on top (in inches)** .
7. Enable the option **Print using Greyscale on Black & White printers?** , if required.
8. Enable the option **Split long names into multiple lines?** for better readability.
9. Enable the option **Split long amounts/numbers into multiple lines?** for better readability.
10. Enable the option **Print party name and address from left margin in invoice?** , if required.
11. Press **Ctrl+A** to save the configuration.

Print Format

The user can specify print format settings as required. The print formats available in Tally.ERP 9 are **Dot matrix format**, **Neat mode** and **Quick/Draft** .

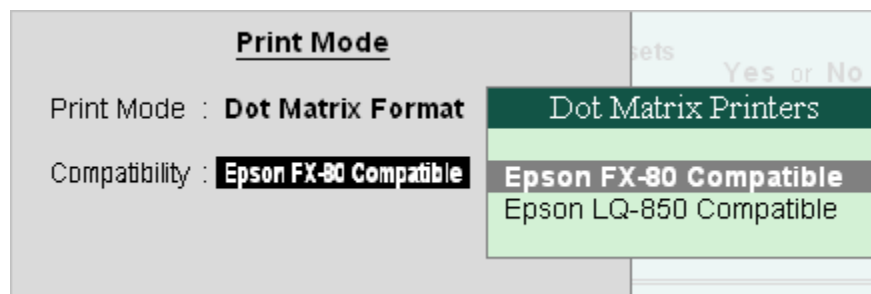
The **Print Format** button appears on the Print screen (after you press **Alt+P** or on clicking the **Print** button).

Click the **Print Format** button to display the available Print formats as shown below:



Dot Matrix Format allows you to print Tally.ERP 9 reports in text format using the dot matrix printers. As Tally.ERP 9 is a Windows-based software it uses a print format compatible with dot matrix printers. Usually, Epson printer drivers are defined by default. Any dot matrix printer may be used, but only the Epson printer drivers (LQ and FX series) should be used for dot matrix format of Tally.ERP 9.

- Select **Dot Matrix Format** . The screen is displayed as shown below:



The **Neat** mode and **Quick/ Draft** modes are compatible with most of the printer drivers installed on the Windows Operating System. The default behavior of Tally.ERP 9 is to print in neat mode. This can be altered by pressing **Alt+F** just before printing. All subsequent reports will be printed in quick/draft format until **Alt+F** is pressed again. All the reports can be printed in Quick/Draft mode except for cheques.

Multi Account Printing

This option enables the printing of the primary Books of Accounts, like the Cash and Bank Books, Account Ledgers, Sales and Purchase Registers and so on, without having to select the accounts one at a time and printing them.

To access multi account printing

- Go to **Gateway of Tally > Multi Account Printing** .

Note: Multi Account Printing will not appear if you are working on Educational Mode. Ensure your Tally.ERP 9 license is active to use this option.

Choose between the options – **Account Books, Inventory Books, Day Book, Multi Voucher Printing, Multi-Form 27D Printing, Multi-Form 16A Printing and Multi Payslip Printing.**

You can select the date and other selections before printing the reports. Drill-down to **Accounts Books, Outstanding Statements and Inventory Books** and select the appropriate reports to **print** .

Change the common printing options by selecting the appropriate buttons on the right side of the screen. Tally.ERP 9 allows you to change and alter the following settings in the print configuration screen

- **Printer** : Click **Alt+S** (Select Printer) to change printer settings. This also displays the default paper size set for the printer.
- **No. of Copies** : Click **Alt+C** (Copies) to specify the number of copies to be printed.
- **Print Language** : Click **Alt+L** (Print Language) to print in the language of your choice.
- **Method** : Click **Alt+F** (Print Format) to select the print format.

Printing All Accounts

1. Go to **Gateway of Tally > Multi Account Printing > Outstanding Statements > Ledger > All Accounts** .

Printing Ledger Outstanding			
Printer	: Microsoft Print to PDF (PORTPROMPT:)	Paper type:	A4
Number of copies:	1		
Print language	: English	Paper size:	(Printing dimensions) (83 cols x 70 lines)
Print format	: Quick / Draft	Print area:	(83 cols x 70 lines)
Range of pages to print:	All		
Report Titles			
Bill-wise Details			
<i>Without company address, Without company CIN, Without company website, Without page numbers</i>			
From (blank for beginning) : 1-4-2010 To (blank for end) : Include Post-Dated Transactions ? No			
Show Group Name : No Show Opening Amount ? No Show Due On ? Yes Show Overdue days/Age of Bill in days ? Yes Show overdue using Bill Date ? No Show Contact Details ? No Range of Bills to show : Pending Bills Format : Condensed Show Order Number in Detailed Format ? No Show Qty Info in Detailed Format ? No Show narrations ? No Show bills of following type : All Bills Show Bills in Foreign Exchange ? No Start fresh page for each Account ? Yes			

When Printing the Ledger Outstanding screen, if **Show Contact Details** is set to **Yes** , and **Start Fresh Page for each Account** is set to **No** , the contact person's name, telephone number and/or mobile number are displayed below each **Ledger Account** on the same page.

ABC Company No. 225, 9th Cross, AMC Road <u>Bangalore</u>					
Bill-wise Details					
1-Apr-2009 to 31-Mar-2010					
Page 1					
Date	Ref. No.	Opening Amount	Pending Amount	Due on	Overdue by days
Bangalore Customer					
Contact Person : Mr. Ajay , Tel. No. : 9980155689					
1-Sep-2008	5	6,500.00 Dr	6,500.00 Dr	1-Sep-2008	576
		6,500.00 Dr	6,500.00 Dr		
Customer A					
Contact Person : Mr. A , Tel. No. : 9741432201					
5-Apr-2008	FORX/2201	2,57,250.00 Dr	2,46,750.00 Dr	5-Apr-2008	725
30-Jun-2008	6	32,960.00 Cr	2,47,160.00 Cr	30-Jun-2008	639
	Sub Total	2,24,290.00 Dr	410.00 Cr		
31-Mar-2010	On Account	2,38,460.00 Cr	2,38,460.00 Cr		
		14,170.00 Cr	2,38,870.00 Cr		
Customer B					
Contact Person : Mr. B , Tel. No. : 9826851872					
3-Apr-2008	G1001	4,16,000.00 Dr	4,16,000.00 Dr	3-Apr-2008	727
continued ...					

If **Show Contact Details** is set to **Yes** , and **Start Fresh Page for each Account** is also set to **Yes** , each Ledger Account is displayed in a **fresh page** , with the address appearing below the Ledger Name.

ABC Company

No. 225, 9th Cross,
AMC Road
Bangalore

Customer B

Bill-wise Details
(Sundry Debtors)
301 Regency Buildings
2134 Colaba Seaface
Mumbai

1-Apr-2009 to 31-Mar-2010

Page 7

Date	Ref. No.	Opening Amount	Pending Amount	Due on	Ovendue by days
3-Apr-2008	GI001	4,16,000.00 Dr	4,16,000.00 Dr	3-Apr-2008	727
4-Apr-2008	GI002	88,400.00 Dr	88,400.00 Dr	4-Apr-2008	726
17-Apr-2008	1	55,936.00 Cr	55,936.00 Cr	17-Apr-2008	713
24-Apr-2008	1524	6,30,000.00 Dr	6,30,000.00 Dr	24-Apr-2008	706
30-Apr-2008	2	520.00 Dr	5,200.00 Dr	30-Apr-2008	700
Sub Total		10,78,984.00 Dr	10,83,664.00 Dr		
31-Mar-2010	On Account	65,000.00 Dr	65,000.00 Dr		
		11,43,984.00 Dr	11,48,664.00 Dr		

Note: For the Contact Person, Tel. No. and the address to be displayed, they should be entered in the Ledger Masters.

If **Show Group Name** option is set to **Yes** , Group name of the ledger is appearing below the Ledger Name.

ABC Company

No. 225, 9th Cross,
AMC Road
Bangalore

Customer A

Bill-wise Details
(Sundry Debtors)
482, Ali Asker Road
Hyderabad

1-Apr-2009 to 1-Sep-2009

Page 1

Date	Ref. No.	Opening Amount	Pending Amount	Due on	Ovendue by days
5-Apr-2008	FORX/2201	2,57,250.00 Dr	2,46,750.00 Dr	5-Apr-2008	514
30-Jun-2008	6	32,960.00 Cr	2,47,160.00 Cr	30-Jun-2008	428
Sub Total		2,24,290.00 Dr	410.00 Cr		
1-Sep-2009	On Account	2,38,460.00 Cr	2,38,460.00 Cr		
		14,170.00 Cr	2,38,870.00 Cr		

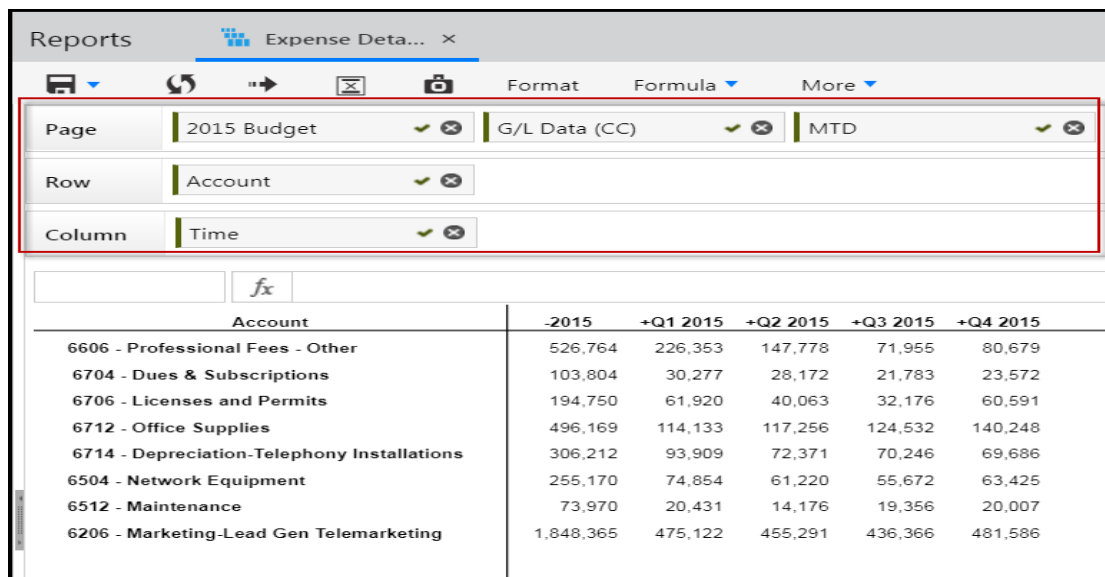
Intro to Dynamic Reports

Overview

Dynamic Reports is a reporting tool which provides easy-to-use, ad hoc query capabilities, as well as structured financial reports which utilize reusable report sets. Dynamic Reports use dimensional data and may use report sets and attributes to produce a specific output.

Composition of a Dynamic Report

Dynamic Reports have three components: page, row, and column.



Account	-2015	+Q1 2015	+Q2 2015	+Q3 2015	+Q4 2015
6606 - Professional Fees - Other	526,764	226,353	147,778	71,955	80,679
6704 - Dues & Subscriptions	103,804	30,277	28,172	21,783	23,572
6706 - Licenses and Permits	194,750	61,920	40,063	32,176	60,591
6712 - Office Supplies	496,169	114,133	117,256	124,532	140,248
6714 - Depreciation-Telephony Installations	306,212	93,909	72,371	70,246	69,686
6504 - Network Equipment	255,170	74,854	61,220	55,672	63,425
6512 - Maintenance	73,970	20,431	14,176	19,356	20,007
6206 - Marketing-Lead Gen Telemarketing	1,848,365	475,122	455,291	436,366	481,586

Group Company in Tally.ERP 9

If your business consists of branches, subsidiaries, or sister companies, it can become difficult to monitor the health of your business group. You might have questions like how your business is doing overall, or how your different branches are performing.

Create Group Company

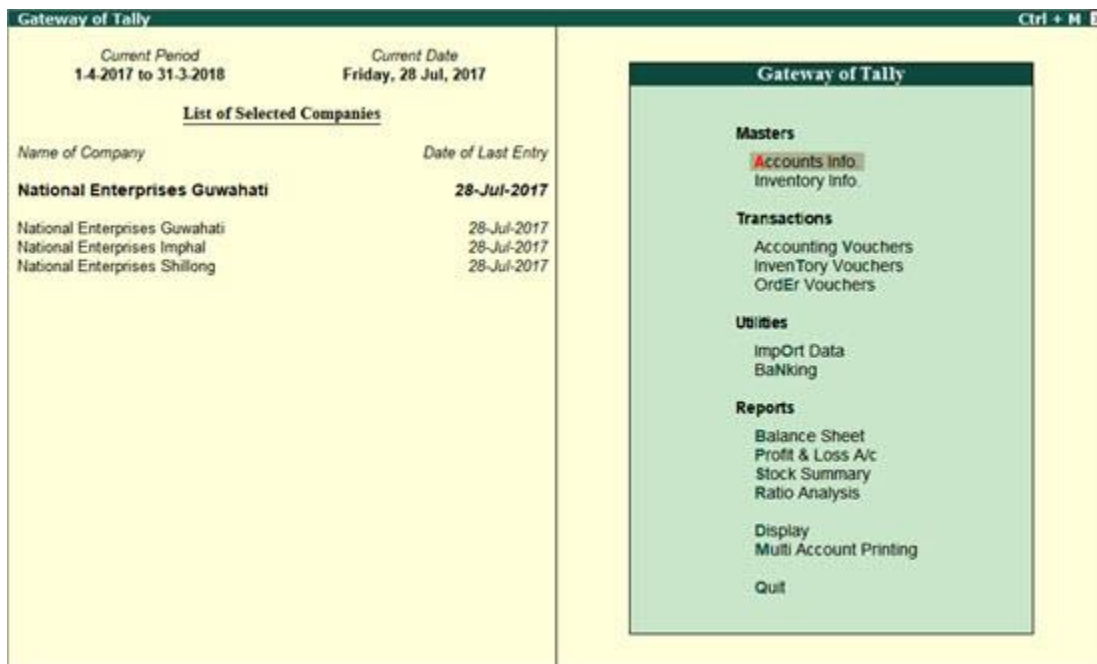
Let us assume that you own a textile business in Guwahati (Assam) called National Enterprises, which consists of sister concerns in the neighbouring north-eastern cities of Shillong (Meghalaya) and Imphal (Manipur). The unit in Guwahati deals in fabrics, while the sister concerns in Shillong and Imphal deal in ready-made Western and ethnic clothing, respectively. You can create a group company in Tally.ERP 9 by adding your sister concerns.

However, before creating a group company, ensure that:

- The sister companies have the same **Base currency symbol** and **Formal name** . You can verify this in the **Company Creation/Alteration** screen.
- The sister companies have uniform books/charts of accounts. In other words, the corresponding masters/ledgers should have the same names across companies. This will help in proper consolidation of accounts and accuracy of MIS reports. For example, if the sales ledger are named as Sales in one company and Sale in another company, it might lead to confusion and improper consolidation in the group company.

Now you can proceed to create your group company.

1. **Gateway of Tally > F1 (Select Cmp)**, and load the required sister companies.



2. **Gateway of Tally > F3 (Cmp Info) > Create Group Company** .

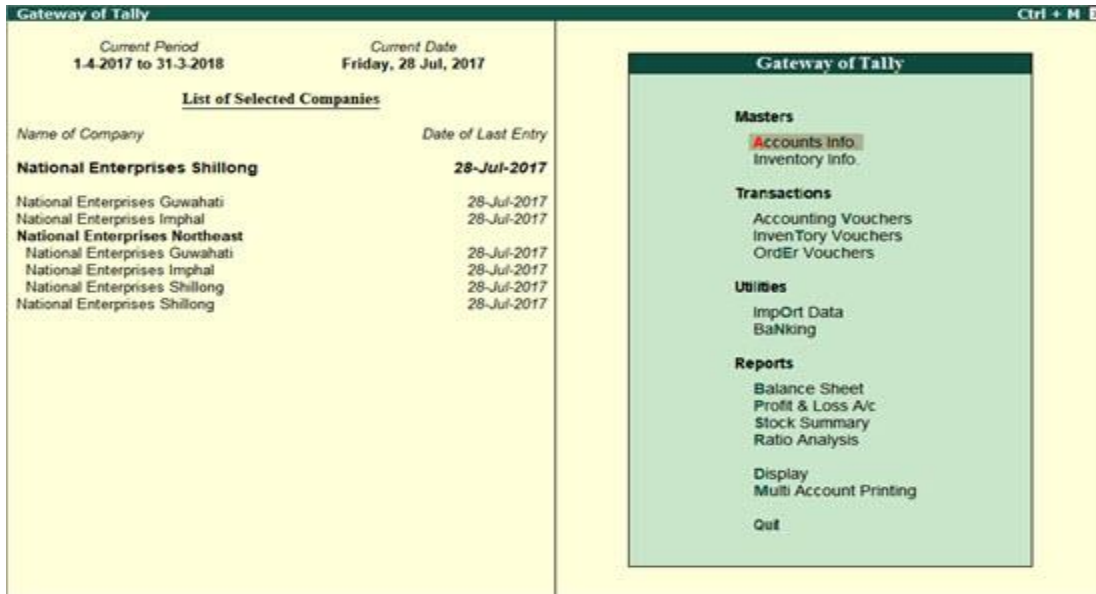
3. In the **Group Company Creation** screen:

- Enter the **Name** of the group company along with the required details. For the purpose of correspondence, you can enter the address that is relevant for your group company.
- In the **Member companies** field, select the sister companies from the **List of Companies** .



o Accept the screen. As always, you can press **Ctrl + A** to save.

In the **Gateway of Tally**, you can see the group company (in bold) along with the sister companies. You can shut the other companies by pressing **Alt + F1**, and proceed to use the group company.



Next time you open a company in Tally.ERP 9, the group company will now appear in the **List of Companies**.



Alter Group Company

In Tally.ERP 9, you can easily add or remove a sister company, or update the contact details of your group company. You can also delete the group company if it is no longer required.

Add sister company

Let us assume that you are expanding your textile business by adding a new hosiery unit in Kohima (Nagaland). You can easily alter the group company to accommodate the new sister concern. Here's how:

1. **Gateway of Tally > F1** (Select Cmp), and load the new sister company.
2. **Gateway of Tally > F3** (Cmp Info) > **Alter**, and select the group company.

3. In the **Member companies** field, select the new sister company from the **List of Companies** .

Group Company Alteration Ctrl + M

Current Period : 1-4-2017 to 31-3-2018

national enterprises Northeast

Name : National Enterprises Northeast

Mailing name : National Enterprises Northeast

Address : 214, Talukdar Path, Lankeswar, Guwahati

Country : India

State : Assam

Members companies : National Enterprises Guwahati
National Enterprises Imphal
National Enterprises Shillong
National Enterprises Kohima

(Changes will be effective only when you reload the group company)

Accept ?
Yes or No

4. Accept the screen. As always, you can press **Ctrl + A** to save.

The changes will be effective only after you reload the group company.

Remove sister company

Let us assume that you are selling off your business in Imphal, and you no longer need the Imphal unit in the group company. You can easily alter the group company to remove this sister concern. Here's how:

1. **Gateway of Tally > F3 (Cmp Info) > Alter** , and select the group company.
2. In the **Member companies** field, select the sister company that you want to remove, and press backspace.
3. In the empty field, select the remaining companies from the **List of Companies** , until you select **End of List** .

Note: If you have only two sister companies in the Group Company, you cannot remove any of the companies. To form a group company, you require a minimum of two companies.

Group Company Alteration Ctrl + M

Current Period : 1-4-2017 to 31-3-2018

National Enterprises Northeast

Name : National Enterprises Northeast

Mailing name : National Enterprises Northeast

Address : 214, Talukdar Path, Lankeswar, Guwahati

Country : India

State : Assam

Members companies : National Enterprises Guwahati
National Enterprises Shillong
National Enterprises Kohima

(Changes will be effective only when you reload the group company)

Accept ?
Yes or No

4. Accept the screen. As always, you can press **Ctrl + A** to save.

The changes will be effective only after you reload the group company.

Delete Group Company

If you no longer need the group company, you can easily delete it without affecting the data of the sister companies.

1. **Gateway of Tally > F3 (Cmp Info) > Alter** , and select the group company.
2. In the **Group Company Alteration** screen, press **Alt + D** to delete the company.
3. Press **Enter** to confirm the deletion.

After you delete the group company, you can continue to use the sister companies without any hiccups.

Use of tally vault in tally erp 9

Tally Vault comes in use for protection for the business data. Encryption implies transforming ordinarily obtainable Tally knowledge into vague message, which can be reconverted by a sanctioned character.

Tally Vault ensures that the original information is under no circumstances made available to another user. Apart from this, it uses the non-stored password mechanism.

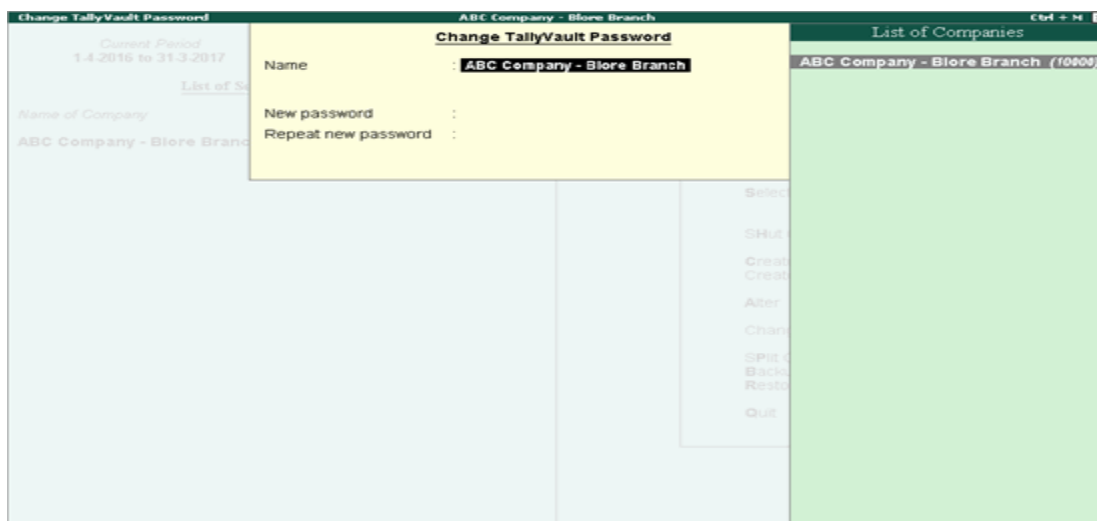
Enabling Tally Vault

Data Security has been a matter of concern to the Business Owner as most businesses depend on the confidentiality of the information. Tally Vault is a feature in Tally.ERP 9 that will help the business to maintain confidentiality of information by encrypting the data.

The user can enter the Tally Vault password while creating the company or execute the following steps to provide the Tally Vault password for existing companies.

To enable Tally Vault

1. Load the Company that has to be secured using Tally Vault.
2. Go to **Gateway of Tally press F3 : Company Info > Change Tally Vault**



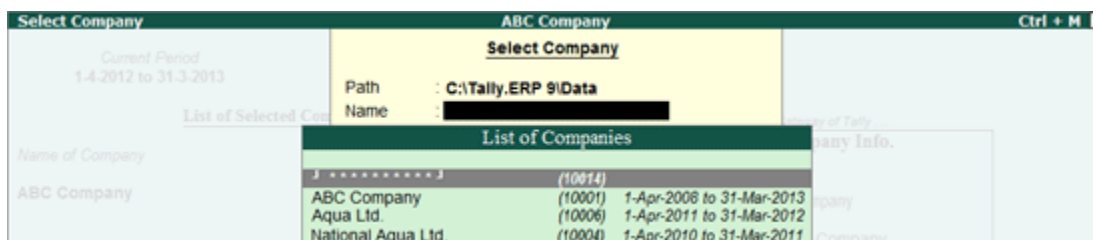
3. In the **Change Tally Vault** screen select the required company from the List of Companies.
4. Enter the Password in the **New Password** field. Tally.ERP 9 displays the strength of the password entered depending on the combination - Alphabets, Numbers and Special Characters.

Note: To understand the conditions that determine a Password's strength, click [Password Strength Indicator](#).

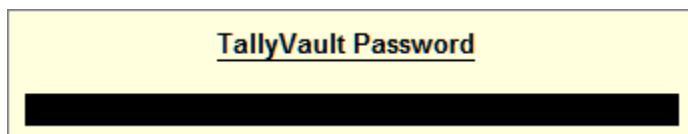
5. Re-enter the password to confirm in the **Repeat New Password** field.
6. Accept to Change the Tally Vault password.
7. Tally.ERP 9 displays a message **Created New Company** followed by the new Company Number; press any key to return to **Company Info.** Menu.

Once the company data is encrypted the Name of the Company and Financial Year will not be visible in the Select Company screen.

1. In the **Company Info**, press **Select**.
2. The **Select Company** screen with the encrypted company is displayed as shown.



3. Select the encrypted company, Tally.ERP 9 will prompt the user to provide the TallyVault password.



4. Provide the required password and the company data is available for use in a readable format.

The above procedure will ensure that the data/information is available only to authorised users.

To enable Tally Vault while creating a new company, you must provide the TallyVault password and repeat the password, the new company created will be secured using Tally Vault.

Altering Tally Vault for a Company

You can change the current Tally Vault password for a company.

To alter the Tally Vault for an existing company

1. Go to **Gateway of Tally > Press F3: Company Info > Change TallyVault**
2. Repeat the entire process as described in [Enabling Tally Vault in Existing Company](#). The **Change Tally Vault** screen has an additional field **Current Password** ; enter the present password in this field. Enter the new password in the **New Password** field and repeat the same password in the **Repeat New Password** field.
3. Accept to Change the Tally Vault password.
4. Tally.ERP 9 prompts the user with a message Created New Company

What is the use of audit?

The purpose of an audit is to form a view on whether the information presented in the financial report, taken as a whole, reflects the financial position of the organisation at a given date, for example: Are details of what is owned and what the organisation owes properly recorded in the balance sheet?

Taking a Backup of Your Data

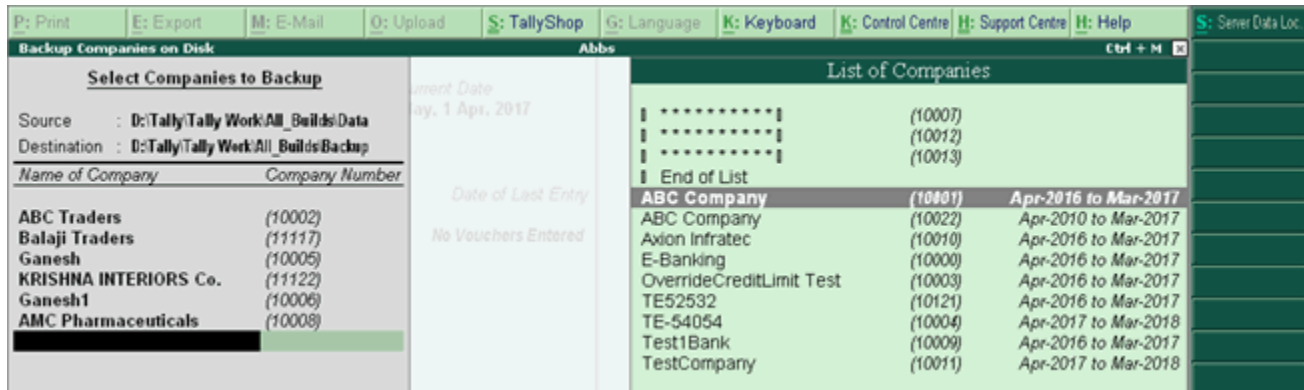
Taking a backup of your data at regular intervals helps retrieve your backed up data when your existing data is lost. Using Tally.ERP 9, you can easily take a backup of your company data any time and restore it when you need.

To take a backup of your data

1. Go to **Gateway of Tally > F3: Cmp Info > Backup** to view the **Backup Companies on Disk** screen.
2. **Source** - The folder path where your company data is stored. By default, the folder path of your existing company data is displayed here.

Note:

- ◆ *If your company uses Tally.Server 9 to maintain data, backup has to be taken from the server data location. Click **S: Server Data Loc** in the **Backup Companies on Disk** screen, and select the server location as **Source**.*
 - ◆ *If the administrator has enabled **Security Control**, provide authorised Tally.NET credentials to access the **List of Tally.Server Data Locations**.*
3. **Destination** - The folder path where the data backup has to be stored. You can store the backup locally on your computer, on any external storage device, or on a storage space on the network.
 4. Select the required company from the **List of Companies**. Select **All items** to back up data of all the companies.



- Press **Ctrl+A** to initiate the backup process.

The backup file is stored in the destination folder as **TBK900_10000.001**. Data backup taken using versions prior to Release 6.0 used to store the data in **TBK900.001** format.

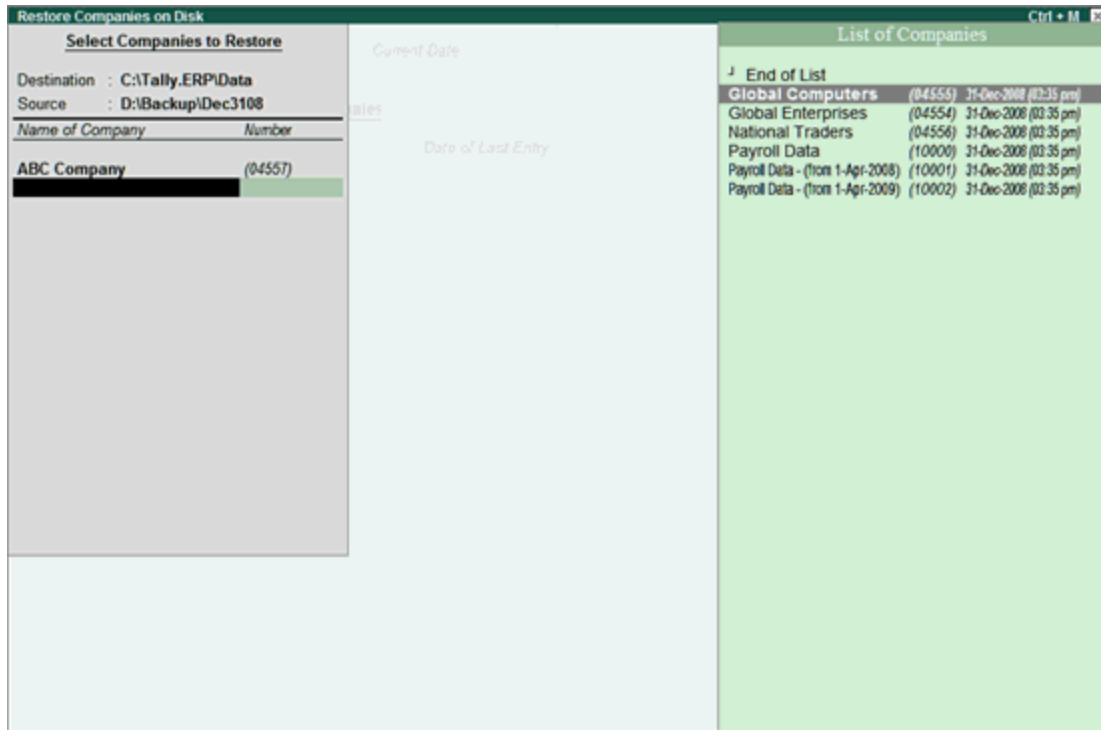
Note: If you are using Tally.ERP 9 Release 5.x or earlier to restore the backup file (for example, **TBK900_10000.001**), first rename this file to **TBK900.001** and then restore.

Restoring Your Data Backup

You can restore the data of companies for which you haven taken a backup. When your current company data is lost or corrupted, you can restore your last backed up data using the **Restore** option in Tally.ERP 9.

To restore the data backup

- Go to **Gateway of Tally > F3: Cmp Info > Restore** to view the **Restore Companies** screen.
- Destination** - The folder path where your company data is to be restored. Do not restore backup data in the folder where your company data exists, since it may overwrite the existing data.
- Source** - The folder path where the backup file is stored. You can restore data stored locally on your computer, on any external storage device, or on a storage space on the network.
- Select the required companies from the **List of Companies**. Select **All items** to restore data of all companies.



Note: Data backup taken using versions prior to Release 6.0 used to store the data in **TBK900.001** format. Therefore, if you are using Tally.ERP 9 Release 5.x or earlier to restore the backup file (for example, **TBK900_04557.001**), first rename the backup file in the destination folder to **TBK900.001** and then restore.

5. Press **Ctrl+A** to restore the data backup.

Rewriting Company Data

Some of the commonly asked questions about rewriting company data are answered here.

1. [Rewriting Company Data](#)

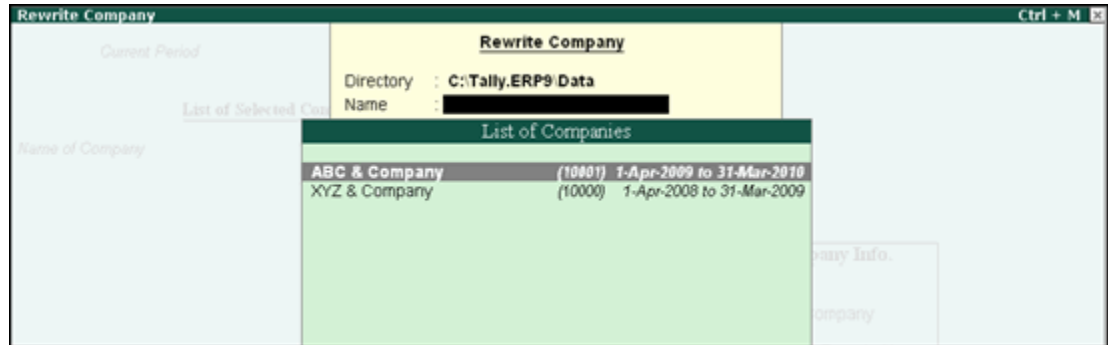
If your Tally.ERP 9 data is corrupted, then rewriting your data will help in restoring the original information.

When your company data is corrupted, then one of the following error messages might appear:

- Error Tranmgr.900 or Linkmgr.900 or Manager.900
- Error: File/Size/Position/Chars/Error Code
- Memory Access Violation
- Debug location error
- Data files damaged. Need to rewrite
- File damaged

To rewrite your company data

1. Go to the **Gateway of Tally** or the **Company Info.** menu.
2. Press **Ctrl+Alt+R** . The **List of Companies** appears in the **Rewrite Company** screen, as shown below:



3. Select the company for which you want to rewrite data.
4. Press **Enter** to rewrite the data.

Once the rewriting procedure is complete, you will be able to access your restored data.