Tally.ERP 9

Tally

POWER OF SIMPLICITY

17

INTRODUCTION TO TALLY

As we discussed earlier how we maintain the accounts in Double Entry System. But all of us know that if there is some difference in the Trial Balance than we have to consume so much time and energy to find out that reason of difference. Tally is the solution of all those problems. In Tally as we enter the transaction, that transaction is duly posted in ledger and also enters in the trial balance. That transaction is duly recorded in Trading & Profit and Loss A/c and Balance Sheet also. If we want to see the Trial Balance or Balance Sheet after some transactions than we have to click only some keys. So we can say that Tally solve our so many problems.

Tally is a financial accounting software package designed by Tally Solutions mainly for small and medium businesses and shops. Tally Software is used by over 2 million users, in 90 countries. Tally ERP 9.0 is the latest version to date. Tally is a complete business accounting and inventory management software that provides various facilities like Govt. supported formats, multilingual operations, online functions and processing for small and medium business.

OBJECTIVES

After studying this lesson you will be able to :

* state the meaning of Tally;
* features of Tally;
* important steps for starting Tally;
* getting started with Tally;
* important steps to open Tally;
* how to create a company;
* what is company Info;
* short-cut Keys.

17.1 MEANING OF TALLY

Tally is accounting software that is designed to integrate and automate all your business transactions. Every business has various processes which can range from simple to complex. As your business grows, acquires new customers, and enters new markets, you need to maintain highly accurate and up-to-date accounting and inventory records.
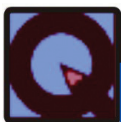
Accounting software, such as tally helps you to simplify, integrate, and streamline all your business transactions in an easy and cost-effective manner. Tally ERP 9 is the latest version of Tally, which comes in various enhancements to make handling and processing of business transactions even easier and quicker. It can handle the accounts of more than one company simultaneously. It is very simple to use and allows you to enter data in various formats. In addition, you can view information of any period, compare data across companies and financial periods, maintain account details and generate reports.

Notes

17.2 FEATURES OF TALLY

Main features of Tally are as under:-

i)   It maintains all the primary books of accounts, like Cash Book and Bank Book.

ii)   Tally maintains all registers like Purchase Register, Sales Register and Journal Registers.

iii)   Tally maintains all statement of accounts like Balance Sheet, Profit and Loss A/c and Trial Balance, Cash Flow(In cash flow statement we see the flow of cash i.e. the inflow and outflow of the cash) Stock Statement(In stock statement we maintain the proper record of all inventory) and Ratio Analysis.

iv)   A Tally can maintain 'Outstation Reports'.

v)   It may provide complete bill-wise information of amounts receivable as well as payable either party-wise or group-wise.

vi)   It can provide a report for a particular date or reports for any range of dates.

vii)   It provides the facility of Bank Reconciliation.

INTEXT QUESTIONS 17.1

State the following sentences True or False:

i.   Tally is an accounting hardware.

ii.   We can also maintain the record of inventory in Tally.

iii.   There is no provision of 'outstation Report' in Tally.

iv.   Tally provides the facility of Bank Reconciliation.

v.   Tally maintains all the primary books of accounts.

vi.   Tally provides a report for a particular date.

Notes

17.3 GETTING STARTED WITH TALLY

First of all we have to install a Tally.ERP 9 by default in which program files required to run Tally are saved. The user can specify the location of the data directory to save these files and install the program file on any drive. It does not take more than a minute to install Tally.ERP 9 on the local hard disk and uses up only about 40 MB of space.

Following is the list of basic hardware requirements to run Tally.ERP 9 on a computer system:-

Hardware Requirement	Configuration
Processer	Intel Pentium IV or Higher
Memory	256 MB RAM or more
Free Hard Disk	Space 40 MB minimum (excluding the data)
Monitor Resolution	Recommended 1024*768 pixels or higher

In order to install Tally.ERP 9 on a computer, you must have sufficient user-rights so that you can make necessary changes during the installation process. Also, ensure that the operating system you employ supports Tally.ERP 9 FOR MULTILINGUAL support.

17.4 IMPORTANT STEPS TO OPEN A TALLY

Perform the following steps to open Tally.ERP.9:

i)   Click the Start button on the **taskbar**. A Start menu appears.

ii)   Move the mouse-pointer over the All Programs option in the start menu.

iii)   Move the mouse-pointer over the Tally.ERP 9 folder and click it.

iv)   Move the mouse-pointer over the Tally.ERP 9 option and click it.

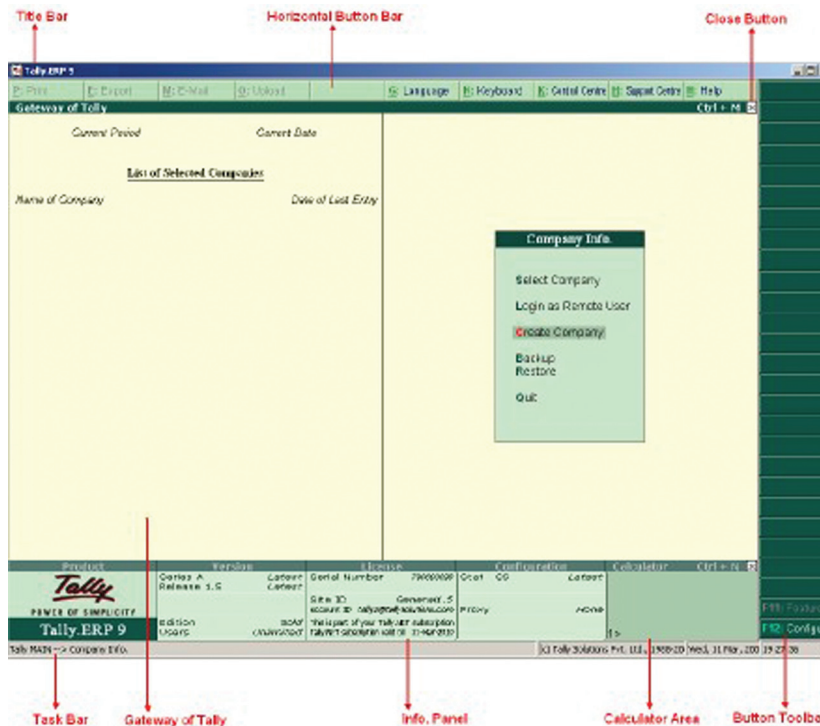The Tally.ERP 9 window opens on your screen.

17.5 CREATE COMPANY

After installing Tally, the first task you need to carry out is to create a company. In Tally, the first term company signifies an entity for which an independent set of accounts is maintained. It may be a company, a partnership firm, an industry, or even a branch office for which a set of accounts is maintained.

So, let's now learn to create a company in Tally.

On the home page of Tally screen 'Create Company' option is available under the title 'Company Info'.

When you click at 'Create Company' option, a following window will appear with various items on the screen.

Some important ones are discussed below:-

Name : Type the name of the company you want to create.

Mailing Name : The mailing name by default is the same as the name mentioned above. You can type some other mailing name of the company.

Address : Type mailing address of the company. There is no limit on the number of lines used.

Maintain : In Tally, accounts can be maintained in a two different ways:-

- Accounts Only
- Accounts with inventory.

In Accounts you can maintain Accounts only; there is no record of inventory. In second option we record all Accounts with all inventories.

Use Security Control : This option provides security control to your company accounts by offering a comprehensive password based access control

After filing all the required information press enter. A new window will appear asking for confirmation.

Accept?

'YES'/ NO

After press OK or ENTER KEY your Company will be created.

17.7 COMPANY INFO

Once you get your company created, the heading 'Company Info' has a content of some new options. These options are as follows:-

- **Select Company :** This option permits you to load any company, which was created earlier, from the list of companies listed.
- **Shut Company :** It allows you to exit, from the companies not in use, from the dialog box.
- **Create Company :** (same as done above under same heading).
- **Alter :** It allows you to change the information of an existing company, filled at the time of creation of company.
- **Change Tally Vault :** To change the password, given earlier at the time of creating the company.
- **Split Company Data :** Split the companies to form two companies out of the existing one; after the data specified by the user. In this process the closing balance of the first company will become the opening balance of the second company.
- **Backup/Restore :** This option allows the user to take a backup either on local hard disk or on any external media. The backup of one or more companies can be taken under a single directory.
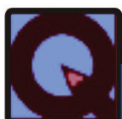
17.8 SHORT-CUT KEYS

In Tally there are so many short-cut keys. By using those keys we can save our time. Uses of some keys are as follows:-

F 1 : For Select and Shut Companies
F 2 : For Date and Period

F 3	:	For Company and Company Info
F 11	:	Features
F 12	:	Configure

After creating a company in Tally, we can start the work in our company by IST prepare the accounts. Thereafter you have to classify the nature of account. You have to create all accounts either they are personal or impersonal. In Tally we have to pass only voucher entry. The Trial Balance, Trading and P&L a/c and Balance Sheet will be automatically done. We can see the Trial Balance and Balance Sheet whenever required.

Notes

INTEXT QUESTIONS 17.2

Multiple Choice Questions

i.   If we want to change the company profile than what command
       a) Alter command   b) Edit command
       c) Change command   d) Create Company

ii.   For go on Features which short cut key will you use
       a) F 1   b) F 12   c)F 11   d)F 3

iii.   Which short cut key we will use for configure?
       a) F 3   b) F 1   c) F 11   d) F 12

iv.   What short cut key we would use for Select and Shut Company?
       a) F 1   b) F 2   c) F 3   d) F 12

v.   What short cut key we would use for Date and Period?
       a) F 1   b) F 2   c) F 3   d) F 11

WHAT YOU HAVE LEARNT

•   Tally is a financial accounting software package designed by Tally Solutions mainly for small and medium businesses and shops. Tally Software is used by over 2 million users, in 90 countries.

•   Tally maintains all statement of accounts like Balance Sheet, Profit and Loss A/c and Trial Balance, Cash Flow, Stock Statement and Ratio Analysis.

•   It can provide a report for a particular date or reports for any range of dates. First of all we have to install a Tally.ERP 9 by default in which program files required to run Tally are saved. The user can specify the location of the data directory to save these files and install the program file on any drive. After installing Tally, the first task you need to carry out is to create a company. In Tally, the first term company signifies an entity for which an independent set of accounts is maintained.

- Uses of some important keys are as follows: - F 1, F 2, F 3, F 11 and F 12.

TERMINAL EXERCISE

1. Define Tally.
2. What do you mean by Tally ERP 9?
3. Write any four features of Tally.
4. What are the basic hardware requirements configuration of Tally ERP 9?
5. Explain in detail as how the company is created in Tally.

ANSWER TO INTEXT QUESTIONS

17.1 (i) False (ii) True (iii) False (iv) True (v) True (vi) True

17.2 (i) b (ii) c (iii) d (iv) a (v) b

ACTIVITY FOR YOU

- Using a tally software create a company and pass 10 entries from previous chapters of your learning matereial and try to have practice on it to get perfection.