



# Computerized accounting

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V SEMESTER iii YEAR



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– Tally epr9(power of simplicity)

It is a standard package

1986

Peutronic.pvt.ltd—S.S Geonika

100 countries

1986 >>>tally{4.5}>>MS.DOS

5.0>>5.4>>6.3>>7.2>>8.1>>9.0>>Tally ERP9



# HOW TO CREATE A COMPANY IN TALLY

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GO TO GATEWAY OF TALLY

– ↓

– (PRESS ALT+F3)

– ↓

– (SELECT)CREATE COMPANY

– ↓



Current Period	Current Date
<u>List of Selected Companies</u>	
Name of Company	Date of Last Entry

**Company Info.**

Select Company

Login as Remote User

**Create Company**

Backup

Restore

Quit

## Company Creation

Ctrl + M

Directory : C:\Users\Public\Tally.ERP9\Data

Name : Tutorial Kart

Primary Mailing Details

Mailing name : Tutorial Kart  
Address : Amaravathi, Vijawada

Country : India

State : Andhra Pradesh

Pincode : 522020

Contact Details

Phone no. :  
Mobile no. :  
Fax no. :  
E-mail : admin@tutorialkart.com  
Website : www.tutorialkart.com

Books and Financial Year Details

Financial year begins from : 1-4-2018

Books beginning from : 1-4-2018

Security Control

TallyVault password (if any) :  
Repeat password :  
(Warning: Forgetting TallyVault password will render your data inaccessible.)  
Use security control ? No  
(Enable security to avail TSS features)

Base Currency Information

Base currency symbol : ₹      Number of decimal places : 2  
Formal name : INR      Word representing amount after decimal :  
Suffix symbol to amount ? No      No. of decimal places for amount in wo  
Add space between amount and symbol ? Yes  
Show amount in millions ? No

Accept ?

Yes or No

# Shut a company

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You can modify, at any time , any information given whilst creating the company

At the Gateway of TALLY



[ALT]+F3



Alter



P: Print | E: Export | M: E-Mail | O: Upload | S: TallyShop | G: Language | K: Keyboard | K: Control Centre | H: Support Centre | H: Help

Gateway of Tally Ctrl + M F1: Shut Cmp

Current Period: 1.4.2018 to 31.3.2019 | Current Date: Sunday, 1 Apr, 2018

**List of Selected Companies**

Name of Company	Date of Last Entry
	No Vouchers Entered

Gateway of Tally ....  
**Company Info.**

- Select Company
- SHut Company
- Create Company
- Create Group Company
- Alter**
- Change TallyVault
- SPIit Company Data
- Backup
- Restore
- Quit

Product: Tally.ERP 9 | Version & Updates Ctrl + Alt + T | License & Services Ctrl + Alt + L | Configuration Ctrl + Alt + F | Calculator Ctrl + N

Click here To See Details | Click here To See Details | Click here To See Details

R: Rewrite Status | F11: Features | F12: Configure



# To delete a company

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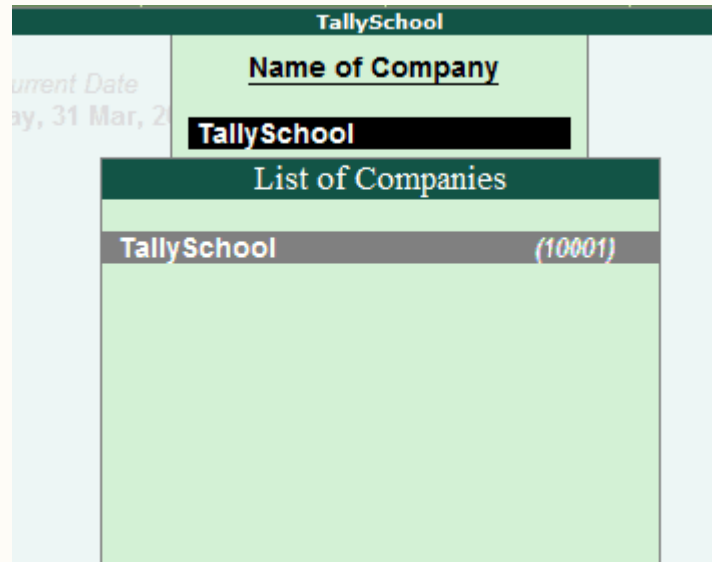
1. Select the company to be deleted.
2. Go to Gateway of Tally ≥ F3: Com Info.
3. Select Alter.
4. Press Enter.
5. Select the company to be deleted.
6. press Alt+D to deleted. A confirmation message appears as shown below:
7. Press Enter to delete the company.

# ALTER COMPANY DETAILS

- This option allows you to alter information about the existing company; you can modify any information

At any time that is set while creating a company.

- Go to Gateway of Tally
- Select F3: Cmp Info. (ALT+F3) From the button bar
- Select Alter and press Enter and the appear as shown bellow:



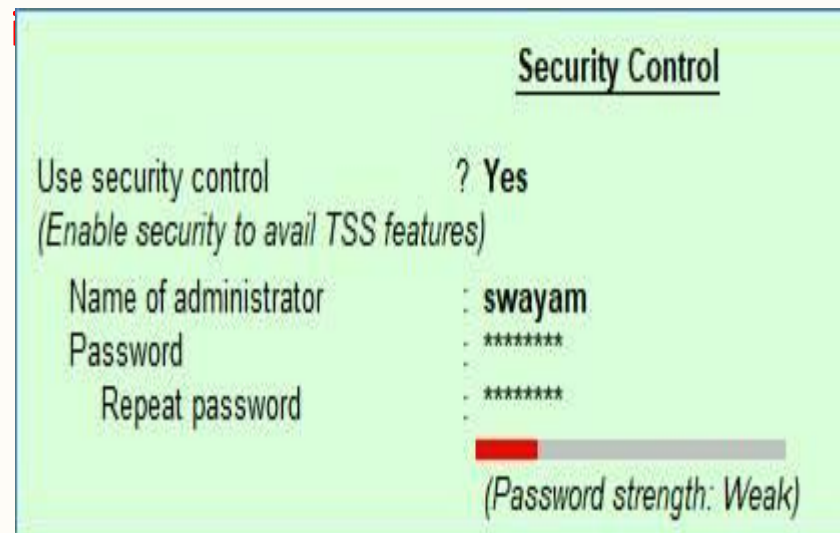
The screenshot displays the Tally software interface for altering company details. At the top, the title bar reads 'TallySchool'. Below it, the 'Name of Company' field is highlighted in green, with 'TallySchool' entered. To the left, the 'Current Date' is shown as 'ay, 31 Mar, 2'. Below the company name field, a 'List of Companies' table is visible, containing one entry: 'TallySchool' with the company code '(10001)'.

List of Companies	
TallySchool	(10001)

- Select the company from the List of Companies and press Enter to view the Company Alteration screen.
  - Make the necessary changes in the required fields and accept the screen.
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## Security control

- To change the password if Use Security Control is set to Yes:
- Enter the Name of Administration.
- Enter the new password.
- Re-enter the password



Security Control

Use security control ? Yes  
(Enable security to avail TSS features)

Name of administrator : swayam

Password : \*\*\*\*\*

Repeat password : \*\*\*\*\*

(Password strength: Weak)

# COMPANY FEATURES AND CONFIGURATION

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## ACCOUNTING FEATURES :

- Enable the various accounting features required for making transactions in your business
- Using F1: Gateway of accounting Features.
- To open the Accounting Features screen
- Go to **Gateway of Tally > F11: Features > F1 Accounting Features**

There are various settings available under Accounting/Inventory/Statutory & Taxation Features, which determine the information to be entered in transaction entries.

The screenshot shows the 'Company Operations Alteration' window in Tally.ERP 9. The window title is 'Tally.ERP 9' and the menu bar includes 'P: Print', 'E: Export', 'M: E-Mail', 'O: Upload', 'S: TallyShop', 'G: Language', 'K: Keyboard', 'K: Control Centre', 'H: Support Centre', and 'H: Help'. The main content area is titled 'Company: Demo Company' and 'Inventory Features'. It is divided into several sections: General, Storage and Classification, Order Processing, Invoicing, Purchase Management, Sales Management, and Other Features. Each section contains a list of settings with radio buttons for 'Yes' or 'No'. A yellow mouse cursor is pointing at the 'Maintain stock categories' option under 'Storage and Classification'. A 'World of Knowledge' logo is visible in the top right corner of the window. The bottom of the window has a footer with function key shortcuts: F1: Accounts, F2: Inventory, F3: Statutory, and F6: Add-Ons.

Section	Setting	Value
General	Integrate accounts and inventory	? Yes
	Enable zero-valued transactions	? No
Storage and Classification	Maintain multiple Godowns	? No
	Maintain stock categories	? No
	Maintain batch-wise details	? No
	Set expiry dates for batches	? No
Order Processing	Use separate actual and billed quantity columns	? No
	Enable purchase order processing	? No
Invoicing	Enable invoicing	? Yes
	Record purchases in invoice mode	? Yes
Purchase Management	Use debit and credit notes	? Yes
	Record credit notes in invoice mode	? No
	Record debit notes in invoice mode	? No
	Use separate discount column in invoices	? No
Sales Management	Track additional costs of purchases	? No
	Use multiple price levels	? No
Other Features	Use tracking numbers (enables delivery and receipt notes)	? No
	Use rejection inward and outward notes	? No
	Use material in and out vouchers	? No
	Use cost tracking for stock item	? No



# F2: inventory fEATURES

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- To set the Inventory Features required for the transactions.

- GO TO GATEWAY OF TALLY



F11: Features



F2: inventory

Company: ABC Company

Inventory Features

General

Integrate Accounts and Inventory

? Yes

Allow Zero valued entries

? No

Storage & Classification

Maintain Multiple Godowns

? No

Maintain Stock Categories

? No

Maintain Batch-wise Details  
(set Expiry Dates for Batches)

? No

? No

Use different Actual & Billed Qty

? No

Order Processing

Allow Purchase Order Processing

? No

Allow Sales Order Processing

? No

Allow Job Order Processing  
(Note : Enables Maintain Multiple Godowns  
and Use Material In/Out)

? No

Invoicing

Allow Invoicing

? Yes

Enter Purchases in Invoice Format

? Yes

Use Debit/Credit Notes

? Yes

Use Invoice mode for Credit Notes

? No

Use Invoice mode for Debit Notes

? No

Separate Discount column on Invoices

? No

Purchase Management

Track additional costs of Purchase

? No

Sales Management

Use Multiple Price Levels

? No

Other Features

Use Tracking Numbers (Delivery/Receipt Notes)

? No

Use Rejection Inward/Outward Notes

? No

Use Material In/Out

? No

Use Cost Tracking for Stock Item

? No



# F3: Statutory & taxation

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- To set the Statutory Features required for the transactions.

Go to Gateway of Tally



F11 : Features



F3 : statutory & Taxation



Company: **ABC Company**

**Statutory and Taxation**

Enable Goods and Services Tax (GST)	? Yes	Enable Tax Deducted at Source (TDS)	? No
Set/alter GST details	? Yes	Set/alter TDS details	? No
Enable Value Added Tax (VAT)	? No	Enable Tax Collected at Source (TCS)	? No
Set/alter VAT details	? No	Set/alter TCS details	? No
Enable excise	? No		
Set/alter excise details	? No		
Enable service tax	? No		
Set/alter service tax details	? No		

**Tax Information**

PAN/Income tax no. : BBBPP3200P

Corporate Identity No. (CIN): U33333388900123456789

Accept ?

Yes or No

F1: Accounts

F2: Inventory

F3: Statutory

F6: Add-Ons

# F4 : TSS Features

To configure TSS Features

- Go to GATEWAY OF Tally > F11 : Features > F4 : TSS Features .The TSS Features. The TSS Features screen is displayed

Company: Studycafe

TSS Features

Connection Details

Connect name	: Studycafe
Name of contact person	: Deepak
Contact number	: 8806779306

Connectivity Features

Connect for browser access	? Yes
Connect to Tally.NET Services <i>(for remote access, synchronisation, SMS)</i>	? Yes
Connect company on loading	? No

SMS Access Details

Enable SMS access	? Yes
Company name for SMS	? Studycafe

# F5 Audit Features

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