



**Dr. Sangeeta**  
**Assistant Professor**  
**Management**



# **Content**

- ❖ **Getting Functional with Tally. ERP 9,**
- ❖ **Creation / Setting up of Company in Tally. ERP 9**

# Functional features of Tally.ERP 9

## ❖ Accounting:

- Credit management, Fund & Cash flow, Multi-currency, Interest Calculation, Budget & Scenario Management, Cost Centre. Job costing, Multi Address.

## ❖ Inventory:

- Multi Godown, Stock Category, Batches, Reorder Level, Price Level, BOM, Job work, Cost Tracking, Additional Cost of Purchase, POS.

## ❖ Sales Management:

- Pro-Forma/Quotation, Sales order, Delivery Note, Invoice, Payment, Report.

## ❖ Purchase Management:

- Purchase Order, Receipt Note, Bill, Payment, Report. Pre-closure.

## ❖ Payroll Management:

- Master, Pay heads, Attendance, Pay Process, Reports, Income Tax computations.

## ❖ Audit & Compliance:

- Tax & Statutory Audit

## ❖ Banking

- Cheque printing , Bank reconciliation and ABRS , PDC

# Data exchange capabilities

- Export & Import of Data
- Data synchronization
- Tally ODBC
- Upload



# Internet based capabilities

- E-Mailing
- Support Centre
- Online access to KB
- License & User management
- Remote Access
- Tally Shop
- Live Update



## Other Business Capabilities

- Logo Printing
- Date Based Report
- Split Financial Year
- Multiple Stock Valuation
- Multi Account Printing
- Post Dated Entry
- Security Control
- Tally Vault
- Password Policy





# How to Create Company in Tally ERP9



- You can open Tally.ERP9 software by double clicking on Tally. ERP9 icon.
- You can easily create a company in Tally.ERP9 by using the below path.
- Path: Gateway of Tally → ALT+F3 → Click on Create Company

once you click on create company then the below screen will appear.

Name	: ABC Company		
<u>Primary Mailing Details</u>		<u>Books and Financial Year Details</u>	
Mailing name	: ABC Company	Financial year begins from	: 1-4-2017
Address	:	Books beginning from	: 1-4-2017
		<u>Security Control</u>	
Country	: India	Use security control	? No
State	: Telangana	(Enable security to avail TSS features)	
Pincode	: 500018		
<u>Contact Details</u>			
Phone no.	: 1234567890		
Mobile no.	: 1234567890		
Fax no.	: 12345678		
E-mail	:		
Website	:		
<hr/>			
<u>Base Currency Information</u>			
Base currency symbol	: ₹	Number of decimal places	: 2
Formal name	: INR	Word representing amount after decimal	: paise
Suffix symbol to amount	? No	No. of decimal places for amount in words	: 2
Add space between amount and symbol	? Yes		
Show amount in millions	? No		



# Security Control

## Security Control

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

Name of administrator

:- [Redacted]

Password

:- [Redacted]

Repeat password

:- [Redacted]



(Password strength: Strong)

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

Current Date  
Wednesday, 2 Aug, 2017

List of Selected Companies

Name of Company

Date of Last Entry

ABC Company

2-Aug-2017

**Gateway of Tally**

**Masters**

Accounts Info  
Inventory Info

**Transactions**

Accounting Vouchers  
Inventory Vouchers  
Order Vouchers

**Utilities**

Import Data  
Banking

**Audit**

Audit & Compliance

**Reports**

Balance Sheet  
Profit & Loss A/c  
Stock Summary  
Ratio Analysis

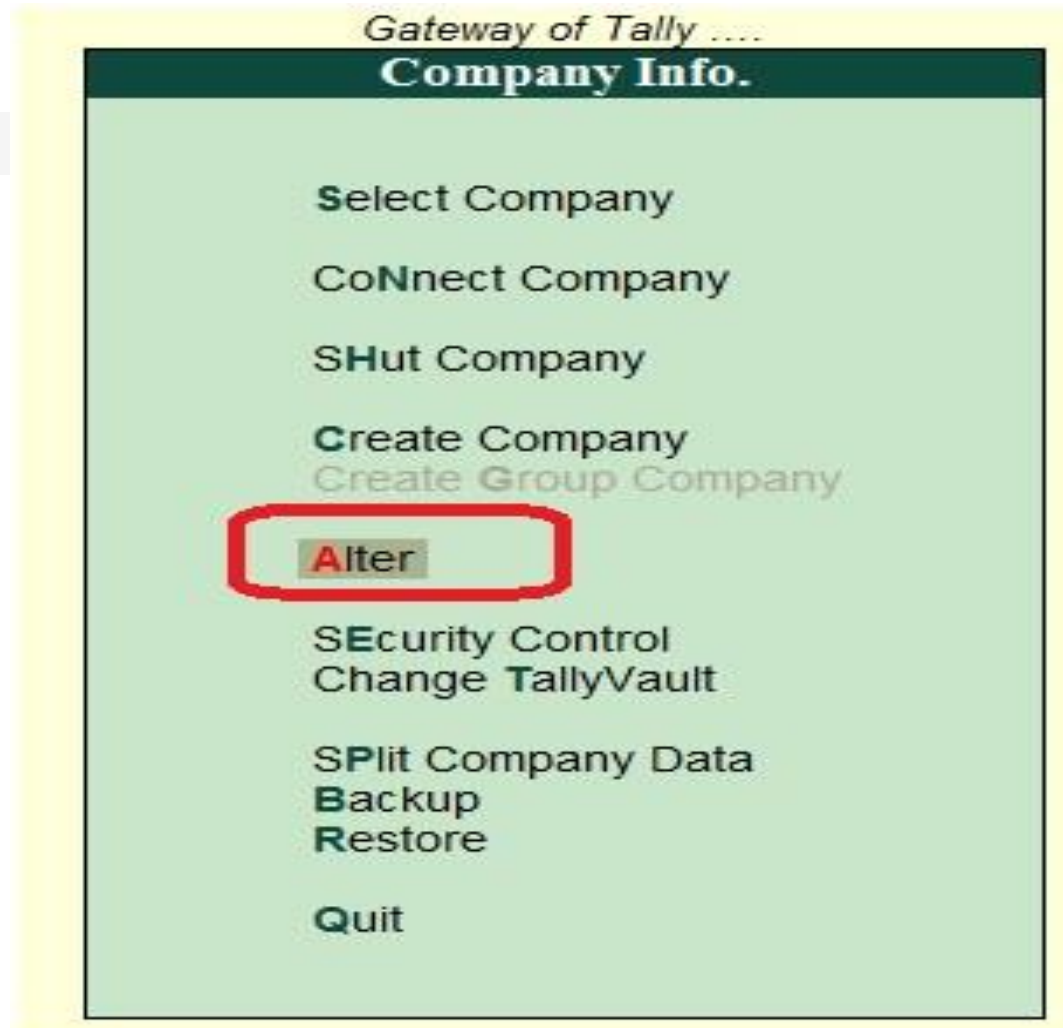
Display

Quit



## Alter Company Info

Shortcut key ALT+F3



Name	ABC Company			
	<u>Primary Mailing Details</u>		<u>Books and Financial Year Details</u>	
Mailing name	ABC Company	Financial year begins from	1-4-2017	
Address		Books beginning from	1-4-2017	
	<u>Security Control</u>			
Country	India	Use security control	? No	
State	Telangana	(Enable security to avail TSS features)		
Pincode	500018			
	<u>Contact Details</u>			
Phone no	1234567890			
Mobile no	1234567890			
Fax no	12345678			
E-mail				
Website				
<hr/>				
<u>Base Currency Information</u>				
Base currency symbol	₹	Number of decimal places	2	
Formal name	INR	Word representing amount after decimal	paise	
Suffix symbol to amount	? No	No. of decimal places for amount in words	2	
Add space between amount and symbol	? Yes			
Show amount in millions	? No			

## Voucher Date

**3-8-2017**

## Change Period

From : **1-4-2017**

To : **31-3-2018**

THANK YOU