

CHAPTER-4

FUNCTIONS OF TALLY

COMPANY INFO-OPTIONS

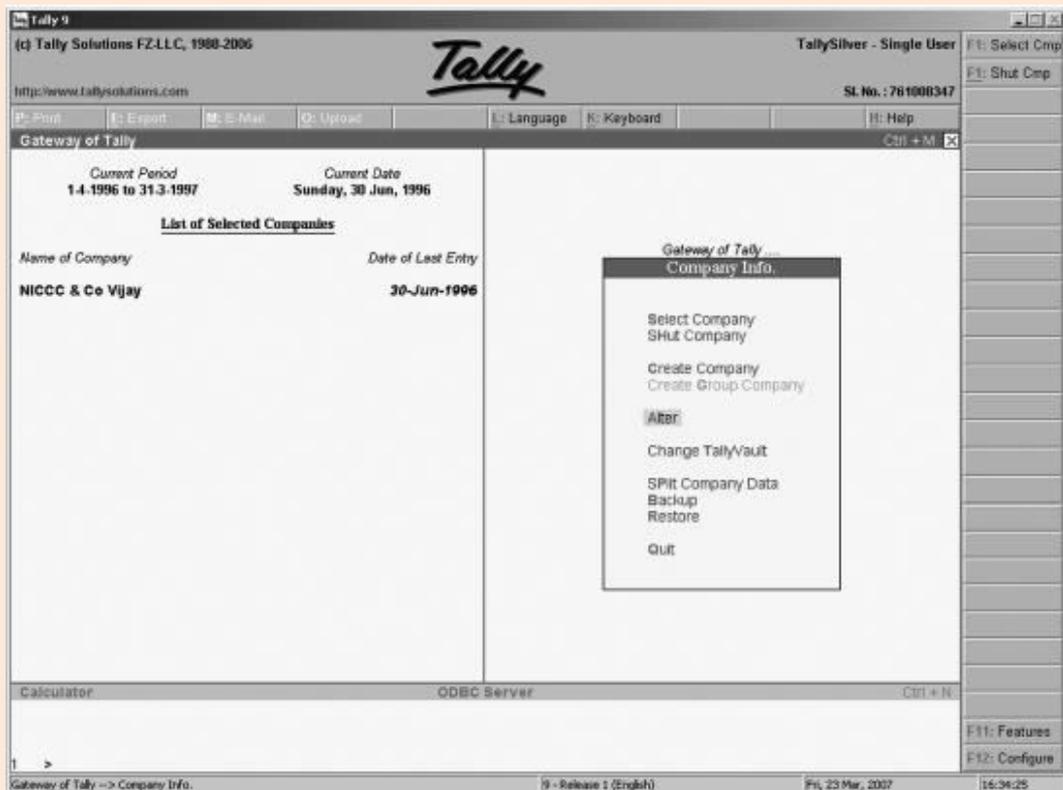
When we Start Tally Through the path, Start -> Programs ->Tally.ERP 9, we get 'Company Info' as the first display. Under this we use the following options:

1. Select Company

Bring the Cursor to 'Select Company' and press <Enter>; or press 'S' the highlighted letter. Tally will display a list of existing companies. We can select our Company from the list.

2. Create Company

Press 'C' to activate this option. A new display will be opened where we create our Company.



3. Shut a Company

Active Company can be closed without closing Tally, by clicking the button 'F1:ShutCmp' or by pressing [Alt] + F1.

4. Alter a Company

- Gateway of Tally
- Click CMP INFO (F3)
- Alter

5. Delete a company

A Company may be deleted by selecting it, through Gateway of Tally-->F3: Company Info or (Alt+F3) Alter Select the Company-->Press Alt+D. The selected Company will be deleted. Once a company was deleted, we should remember, it cannot be reversed and the company would be permanently deleted.

6. Backup

Though a Computer is fast and perfect in its workings, it is not reliable in securing the data. So, we should always be extra cautious in taking suitable Back-ups. Tally provides us the facility to take a backup of our Company data through this option.

7. Restore

This option is useful in restoring our data from the Back up Storage, if the current data is corrupted, etc.

GATEWAY OF TALLY-OPTIONS

The First display, we get after entering into our Company is "Gateway of Tally". Here, we get the following options:

1. Accounts Info

Master creations like Groups, Ledgers, Scenarios, and Voucher Types are created under 'Accounts Info'.

2. Inventory Info

Creations of Stock Groups, Stock Items, Godowns, Voucher Types, Units of Measure, etc. can be made with 'Inventory Info'.

3. Import Masters

Import of Masters from the old Tally versions are done here.

4. Reports

Final Reports like Trial Balance, Stock Summary, and Final Accounts are seen under Reports. Trial Accounts, Balance Sheet, Profit and Loss A/c, Cash Flow, Fund Flow Analysis, etc are displayed under this option. Click 'F12:Configure' Button, to customize Final A/c Menu. Through Multi-Account Printing, we can take multiple print outs of Account Books, Inventory Books, Day Book, etc.

5. Display

It is one of the important options in 'Gateway of Tally'. Activate 'Display' by pressing 'D' letter. 'Display Menu' will be displayed now.

DISPLAY MENU-OPTIONS

TRIAL BALANCE

Trial Balance is a permanent menu under Display Menu showing 'all assets and expenses and losses' on the debit side and 'all liabilities and incomes' on the credit side. Durations can be fixed by pressing 'F2: Period' to Trial Balance or to any other report or ledger.

Particulars	Closing Balance	
	Debit	Credit
Capital Account		1,23,230.00
Current Liabilities	22,000.00	79,964.00
Fixed Assets	56,720.00	
Current Assets	1,55,920.00	
Sales Accounts		20,000.00
Purchase Accounts	7,000.00	
Direct Expenses		1,500.00
Indirect Expenses	300.00	680.00
Profit & Loss A/c		15,645.00
Grand Total	2,41,940.00	2,41,940.00

ACCOUNT BOOKS-OPTIONS

1. Cash / Bank Book(s)

Cash Transactions and Bank Transactions may be viewed by using Cash/Bank Book(s) option

2. Ledgers

All Ledgers are opened for display including Cash and Bank Ledgers under this option. Ledger is an important option under 'Account Books'.

3. Group Summary

All Groups are summarised under this option. Under 'Group' all ledgers are listed.

4. Group Vouchers

Vouchers under a Group are displayed under Group Voucher.

5. Sales Register

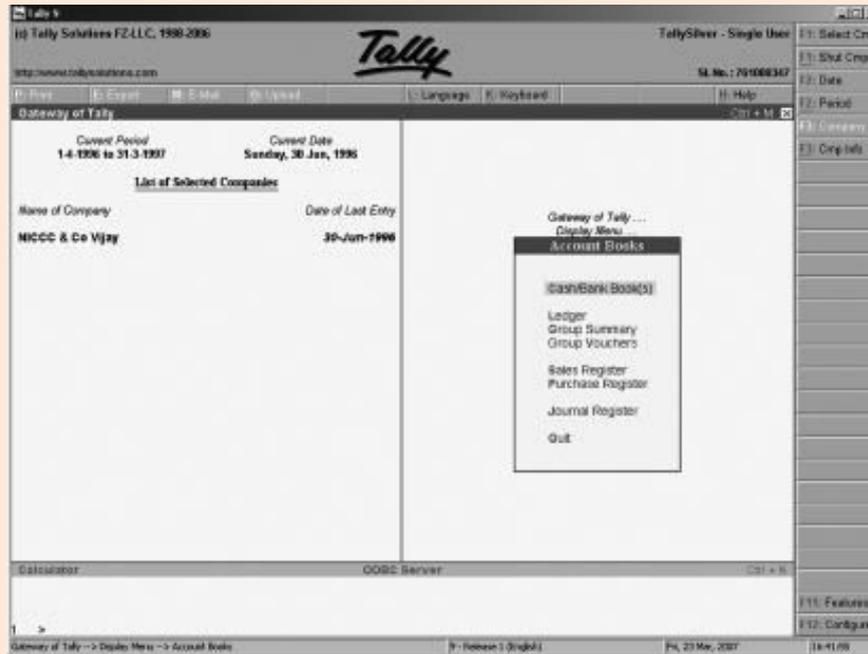
All Credit Sales particulars are shown here. Cash sales are not shown. In other words, the details of Debtors are available in Sales Register.

6. Purchase Register

Similarly, all credit purchases or creditors details are displayed.

7. Journal Register

Under Journal Register, particulars related to Journals, Debit Notes, Credit Notes, etc. are available.



STATEMENTS OF ACCOUNTS- OPTIONS

1. Cost Centres

We get the particulars relating to different Cost Centres like Category Summary, Cost Centre Break-up, Ledger Break-up, Group Break-up etc.,

2. Outstandings

Details of Bills outstandings under different heads such as Receivables, Payables, Ledger wise and Group wise are available under outstandings.

3. Statistics

Statistics relating to different 'Types of Voucher' and 'Types of Accounts' are shown under 'Statistics' option.

INVENTORY BOOKS-OPTIONS

1. Stock Item

The particulars of a stock item like Inwards, Outwards and Closing Balance are shown here.

2. Group Summary

Summary of items under a Group is available under Group summary.

3. Movement Analysis

Under Movement analysis, we view the Inward/Outward movement of Groups, Categories and Items; and also Purchases and Sales under a Group, Ledger, etc.

4. Ageing Analysis

Stocks should not be generally kept in the Godown for a long period. It is better to dispose off them quickly. To know the duration of the stock, to know the age of the stock, Ageing Analysis is useful.

Apart from the above, Stock Journals, Physical Stock showing Register, Sales Orders Book showing Sales Orders received, Purchase Order Book showing Purchase Orders received also available.



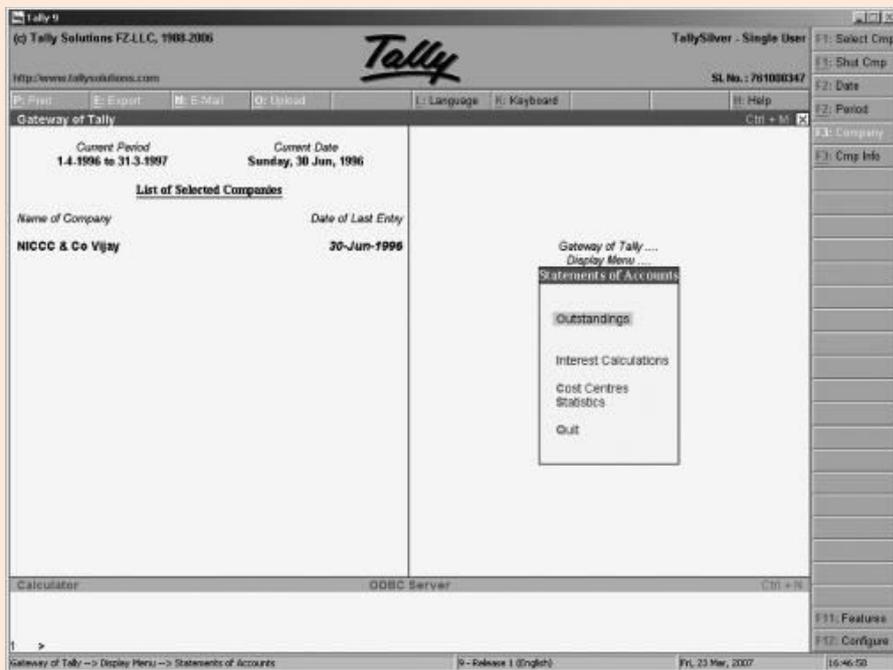
STATEMENT OF INVENTORY-OPTIONS

1. Godowns

Godown wise details of Quantity, Rate, Total Value, Inwards, Outwards, Closing Balance of an item are available here.

2. Categories

Similarly, Category wise details like Quantity, Rate, Value, Inwards, Outwards, Closing Balance are shown here.



3. Stock Query

It is useful to get all types of particulars of an item in one display.

Other than these, the options like Sales Order Summary, Purchase Order Summary, Purchase Bills pending, Sales Bills pending, etc., are also available to explore the Inventory Statements.

DAY BOOK

Day book is the place where all posted Vouchers can be seen. By default, the vouchers related to current date, are shown. By pressing F2, we can change the duration and view the transactions. By pressing Enter, we can further open the Voucher format. For checking the Vouchers posted or for altering them, Day Book is useful.

TO DELETE A LEDGER/VOUCHER

1. Enter into GATEWAY OF TALLY.
2. Select ACCOUNTS INFO --> LEDGER A/CS
3. Select ALTER.
4. Select your LEDGER.
5. Press Alt+D and give yes.
6. Similarly, display the voucher to be deleted and press Alt+D.

CANCELLING A VOUCHER

1. Enter Day Book
2. Select the voucher to be cancelled by using arrow keys.
3. Press Alt+X; Say 'Yes'.

DUPLICATION OF VOUCHER

1. Enter Day Book
2. Select the voucher to be duplicated.
3. Press Alt+2.
4. Change the date, if necessary.
5. Accept.

INSERTING AND ADDING A VOUCHER

1. Bring the cursor to the voucher before/after which the new voucher is to be included.
2. Press Alt+I (to insert the voucher before the chosen voucher).
3. Press Alt+A (to insert the voucher after the chosen voucher).

CREATING/ALTERING VOUCHER TYPE

Existing Voucher Types may be altered or new Voucher type be created to suit our requirements using Gate way of TALLY -->ACCOUNTS INFO -->VOUCHER TYPES --> Create/Alter.

COMMON NARRATION/INDIVIDUAL NARRATION

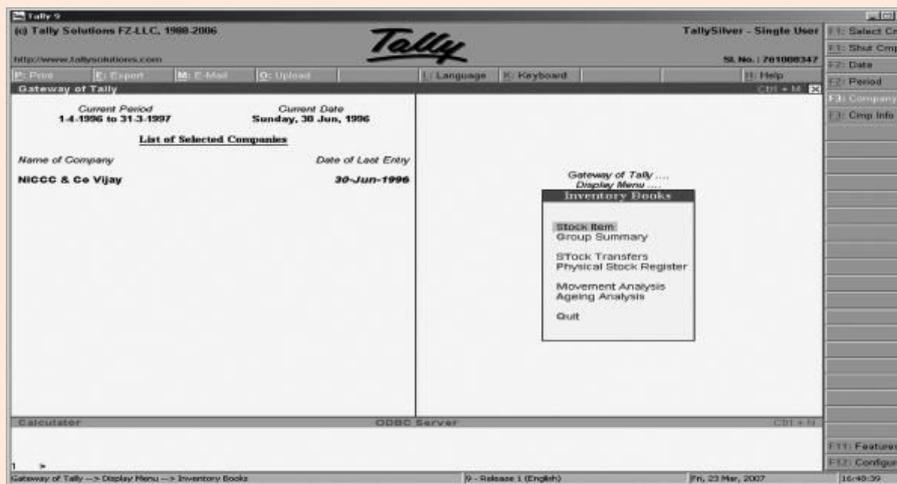
Common Narration is for the whole entry and individual narration for each debit/credit aspects.
(Use Voucher type alteration)

EFFECTIVE DATE

If the 'transaction date' and the 'voucher posting date' are different, we can give the transaction date under 'Effective date'. (Gate way of Tally --> Accounts Info → Voucher Types --> Alter --> Give 'yes' to Effective Date)

LIST OF ACCOUNTS

List of Accounts' shows the Groups, Sub-Groups, Ledger Names which are available in our Company in an orderly manner. Any particular Group or Ledger may be selected and altered in this option. In the Button Panel, new buttons like Groups, Ledgers, Cost Category,



Cost Centres, Budgets & Scenarios, Godowns, Stock Groups, Stock Items, Stock Categories, Currencies, Units, Voucher Types etc., are shown. Click the particular button and view the related details.

EXCEPTION REPORTS-OPTIONS

Under the head 'Negative Stock', it shows the negative stock position in our Company. Negative Ledgers show the Negative nature of the Ledgers. For example, a Ledger having natural Debit Balance, showing Credit Balance. Pending bills from our Debtors appear under Overdue Receivables and pending bills to our Creditors are coming under Overdue Payables. Memorandum Vouchers, Reversing Journals, Optional Vouchers and Post-Dated Vouchers are viewed in the respective menus.

FEATURES (F11)

Click 'F11: Features' button or press F11 to display Features screen containing several Modules which can be activated whenever necessary. Type 'Yes' for activating the features and 'No' for deactivating them.

Both accounting and Inventory Features

Several important features are available like 'Integrate Accounts and Inventory', 'Allow Multi-Currency', 'Allow invoicing', 'Maintain Budgets and Controls', 'Allow Purchase Order Processing', 'Allow Sales Order Processing', etc., under General Features.

Day Book
NICCC & Co Vijay
1-Apr-1993 to 31-Mar-2004

Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
5-1-1995	Purchase	Payment	1	1,000.00	
8-1-1995	Sales	Receipt	1		10,000.00
20-1-1995	Discount	Receipt	2		300.00
2-2-1995	Rent & Taxes	Payment	2	500.00	
2-2-1995	Office Salaries	Payment	3	600.00	
15-2-1995	Ram & Co	Purchase	1		15,000.00
28-2-1995	Advertisement	Payment	4	100.00	
28-2-1995	Commission	Payment	5	105.00	
1-3-1995	Sales	Receipt	3		18,000.00
12-3-1995	Discount	Payment	6	75.00	
30-3-1995	Cash	Contra	1		5,000.00
2-4-1995	Rent & Taxes	Payment	1	500.00	
2-4-1995	Office Salaries	Payment	2	600.00	
7-4-1995	Sanjay	Purchase	1		12,000.00
12-4-1995	Office Expenses	Payment	3	80.00	
17-4-1995	Capital	Receipt	1		30,000.00
22-4-1995	Drawing	Payment	4	2,000.00	
10-6-1995	Gomathi	Purchase	2		11,000.00
15-6-1995	Carriage on Purchases	Payment	5	200.00	
20-6-1995	Gomathi	Debit Note	1	1,000.00	
25-6-1995	Sales	Receipt	2		20,000.00
1-8-1995	Rent & Taxes	Payment	6	500.00	
1-8-1995	Office Salaries	Payment	7	600.00	
6-8-1995	Gomathi	Payment	8	200.00	
11-8-1995	Ragu Loan	Receipt	3		10,000.00

Accounting Features

Pure Accounting Features are here viz., 'Maintain Bill wise details', 'Maintain Cost Centres', 'Use Debit/Credit notes', 'Activate Interest Calculations', etc

Gateway of Tally

Current Period: 1-4-1995 to 31-3-1997
Current Date: Sunday, 30 Jun, 1996

List of Selected Companies

Name of Company	Date of Last Entry
NICCC & Co Vijay	30-Jun-1996

Statements of Inventory

- DOWN
- Categories
- STOCK Query
- COst Estimation
- SALES Order Summary
- Purchase Order Summary
- Reorder Status
- Statistics
- Quit

Inventory Features

Features affecting only the Inventory Management are listed here viz. 'Maintain Stock Categories', 'Maintain Multiple Godowns', etc.,

CONFIGURATION

Configuration can be activated by clicking 'F12: Configure' button or by pressing F12 key. Configuration determines how our books and Reports should appear.

We can configure the display to our taste and requirement. We can customise the details either by selecting from different options or by saying Yes or No.

GENERAL

Under General, the options available are 'Country Details', 'Style of names', 'Style of Dates', 'Configuration of Numbers' and 'Other Options'.

Country Details: Select the country as 'India / Asia'.

Style of Dates: Select the date-style as 'DD-MM-YY'.

Separator used in short Date: '-' or '.' may be selected here

Put sign before Currency / Unit Symbols? : Select the choice 'Yes' or 'No'.

Show numbers in Million (and not Lakhs)? : Insert 'No' to view the numbers in lakhs.

Show Monthly reports with Graphs? : Select 'Yes' to activate 'Graphical show' for the ledgers.

Use Separate Menu for Final A/c Stmts: If it is set to 'YES', 'Final Accounts' menu will appear under Gateway of Tally. If it is 'NO', Profit and Loss a/c and Balance Sheet are directly displayed on Gateway of Tally.

<u>Payment Printing Setup</u>	
Height of Voucher (inches)	: 7
Width of Voucher (inches)	: 5
Space to leave on top (default 0.25)	: 0.25
Space to leave on left (default 0.75)	: 0.75
Payment Mode on Top of Voucher	: No
Print Bill-wise Details	: Yes
Print Cost Centre Details	: No
Space for Checked/Verified initials	? No
Print Foreign Currency Symbol	? No

NUMERIC SYMBOLS

Numeric Symbols can be configured by changing the signs. Underscore is used to denote a space.

ACCTS/INV INFO

Master Configuration can be made using 'Accts / Inv info'. When ledgers are created, what fields should appear can be configured by typing 'Yes or No' against the items. Give 'Yes' against 'Allow ALIASES along with Names', if 'Alias' field should appear when the Ledger is created. To

enter addresses of the parties, set 'Yes' against 'Use ADDRESSES for Ledger Accounts?'. Similarly configure for 'Inventory Masters' also.

VOUCHER ENTRY

Voucher Entry displays can be configured here.

<u>Accounting Vouchers</u>	
Skip Date field in Create Mode (faster entry!)	? No
Use Single Entry mode for Pymt/Rcpt/Contra	? No
Show Cost Centre / Employee Details	? Yes
Show Inventory Details	? No
Show Table of Bill Details for Selection	? No
Show Bill-wise Details	? Yes
Expand into multiple lines	? Yes
Show Ledger Current Balances	? Yes
Show Balances as on Voucher Date	? No
Show Forex Gain/Loss as on Voucher Date	? No
Use Payment/Receipt as Contra	? No
Allow Cash Accounts in Journals	? No
Use Cr/Dr instead of To/By during entry	? No
Warn on Negative Cash Balance	? No
Pre-Allocate Bills for Payment/Receipt	? No
Allow Expenses/Fixed Assets in Purchase Vouchers	? No
Allow Income Accounts in Sales Vouchers	? No
Allow Cost Centre Allocation in Payroll Vouchers	? Yes
<u>Inventory Vouchers</u>	
Use Ref. Number in Stock Journal	? No
Warn on Negative Stock Balance	? Yes
Honor Expiry Dates usage for Batches	? Yes
Show Balances as on Voucher Date	? No

Skip Date field in Create mode (faster entry!)?

If this mode is set to 'Yes' cursor will move to the next field by skipping the Date Field. If there are too many entries to be posted on a particular day, this mode may be set to 'Yes' and we will not be prompted to type the date every time, thereby we can save time.

Set this mode to 'No', when we enter transactions for different dates. Cursor will be on date field so as to enable us to type the date.

Use single entry mode for Pymt/ Rcpt/Contra?

Set 'Yes' to make Single Entry Voucher mode. To post lot of Receipt/Payment Vouchers on a date, this mode is time saving. If it is set to 'No' both Debit and Credit aspect should be entered for all entries.

Show Ledger Current balances?

When entries are posted, to see the final balances of Ledger Accounts, set this line to 'Yes'.

Use Payment / Receipt as Contra?

Cash deposits into Bank and Cash withdrawals from Bank are posted normally under 'Contra' Voucher type. If we set 'Yes' to this option 'Payment / Receipt' Voucher Types may also be used.

Use Cr/Dr instead of To/By during entry?

While voucher posting, some may desire to have Cr and Dr as prefix to ledger names, some others may like To/By. Set this as 'Yes' or 'No' accordingly.

Warn on Negative Stock Balance?

Type 'Yes' to show warning message when stock position is negative.

Invoice / Orders Entry

To configure 'Invoice/orders Entry', activate it and make necessary settings under 'Configure Invoices / Delivery Notes / Orders', 'Exporters' options and 'other options'.

Printing

Various Printing configurations can be made under 'Printing' option.

Purchase Printing Configuration			
Title of Document	:	INVOICE	
(for Optional Voucher)	:	PROFOMA INVOICE	
Sub Title (if any)	:		
Height of Normal Invoice (inches)	:	10	Simple/Voucher : 10
Width of Normal Invoice (inches)	:	7.50	Simple/Voucher : 7.50
Space to leave on top (default 0.25)	:	0.25	Simple/Voucher : 0.25
Space to leave on left (default 0.5)	:	0.50	Simple/Voucher : 0.50
Number of Copies to Print	:	1	Print Quantity Column ? Yes
Print in Simple Format	?	No	Print Actual Quantity Column ? No
Print in Voucher Format	?	No	Print Rate Column ? Yes
Print Cost Allocations in Voucher Format	?	No	Print Batch Details ? Yes
Print Voucher Reference	?	Yes	Print Rate of Duty with Items ? No
Print Order Details	?	No	Print Sub-Totals after each line ? No
Print Company's Tax Regn. Numbers	?	Yes	Print Narration ? No
Print Supplier's Tax Regn. Numbers	?	Yes	
Method to use for Stock Item Name	:	Name Only	
Jurisdiction	:		

General

Set 'Yes' under 'Print Date & Time of Report' to show the current date and time in all Reports when printed.

If we type 'Yes' under 'Stop printing Vertical Lines/Borders?' faster printings can be made in Dot-Matrix printers.

Set the Top Margin as 0.25 inches, 0.50 inches etc., as you like under 'Standard Space on Top of Pages (inches)?'.

To make the printing faster set 'Yes' under the heading 'Settings for Quick Format'.

Payment/Receipts/Journal Voucher/Credit note and Debit Note

Heights of the Voucher, Width of the Voucher and space to be left on top of the vouchers are set here in inches. Select 'Yes' or 'No' to the other Particulars. Thus, configure the Receipt Voucher, Journal/Contra, and Debit/Credit Notes.

Sales Transaction

Under 'Sales transactions' configurations can be made for Sales Invoice, Delivery Note, Sales Order/Quotation, Rejection Inwards.

Purchase Transaction

Purchase Voucher/Invoice, Receipt Note, Purchase Order, Rejection Outwards are configured under 'Purchase Transaction'.

Reminder Letters

Reminder Letters may be sent to the defaulters by using this standard Format. Set the top margin and compose the first and second paragraphs with the new text for taking printing of Reminder Letters.

Confirmation Statements

Statements can be sent to the customers showing their balances in our Books and confirmations sought from them, with this format.

ACCESSING AND ANALYSING LEDGERS/REPORTS

Accessing and analysing various Ledgers and Reports is an important activity after posting of Vouchers.

Ledgers

Ledgers are containing all the vouchers and showing all the required particulars. By opening a Ledger one can find the transaction and the final balance available.

To Open a Ledger

- Gateway of Tally
- Select 'Display'
- Account Books
- Ledger
- Select the Ledger name to be opened
- Press <Enter> to open.

Now, the Month wise Summary will be displayed. To view the particular months display, select the month and press <Enter>. Next to Month wise Summary, it opens 'Date wise Summary'; By pressing 'F2' give the 'Duration' to view the Date wise Summary. Select/Enter transaction to display the 'Alteration of vouchers'.

To Open Final Reports

Follow the Steps given below to open Final Reports like Trial Balance, Trading and Profit & Loss Account, Balance Sheet, etc.

- Gateway of Tally
- Trial Balance/Profit and Loss Account/ Balance Sheet

Just like the case of Ledger Analysis, Month wise Summary, Date wise Summary and Alteration of Vouchers be displayed.

