CHAPTER 13

MISCELLANEOUS

USE OF CALCULATOR

Tally has in-built Calculator to do various calculations in addition to Windows Calculator. In Tally, Calculator can be used in two ways as given below.

1. Press Ctrl+N to activate Calculator at any point of time. Ctrl+M to quit the Calculator.
2. Alternatively, Press Alt+C while the cursor is on the amount column while Voucher Posting.

OPENING COMPANY ALONG WITH TALLY

1. Company info
2. F12 configure
3. Data configuration
4. Load companies on startup = "Yes"
5. Preload companies on startup = "Company name"
6. Accept.

COPYING LEDGER MASTERS BETWEEN COMPANIES

Accounts and Inventory Masters can be copied from one Company to another Company by following the steps given:

1. Open Source and Destination Companies
2. Open Source Company
3. Gateway of Tally
4. Accounts info
5. Multiple Ledgers
6. Alter
7. All items
8. F3: Company
9. Select Destination Company
10. Press Ctrl+A

HOW TO CREATE USER NAME AND PASSWORD

1. Open Company Info
2. Alter
3. Select Company
4. Use Security Control="YES"
5. Name of Administrator="National"
6. Password="abc"
7. Repeat Password="abc"
8. Accept

HOW TO CREATE USERS AND PASSWORDS

1. Select Company
2. Open Company info
3. Security control
4. Users and Passwords
5. Security Level="Data Entry"
6. Name of User="Your Name"
7. Password="xyz"

8. Accept
9. Types of Security
10. Data Entry
11. Use Basic Facilities="Data Entry"
12. Allow the following facilities
13. Create="Vouchers"
14. Accept

ODBC

1. Open our company in Tally
2. Open Excel
3. Click "Data" Menu
4. Get External Data
5. From Other Sources
6. From Microsoft Query
7. Select Database Type TallyODBC_9000
8. Select Data Type Ledger
9. Select Column heads Name, Opening Balances, Closing balances, etc.
10. Next-> Next-> Next->Finish
11. Ok

COPYING OF LEDGER MASTERS

1. Open Source Company
2. Open List of Accounts (Gateway of Tally Display)
3. Click Export (Alt + E)
4. Format = XML; Type of Masters = All Masters Accept - Yes
5. Open Destination Company
6. Gateway of Tally Import of Data
7. Give File Name Accept - Yes

MULTI-USER

If Multi-User version of Tally is installed in the System, more than one user can use Tally and open the same Company in more Systems at a time with systems being networked.
1. Gateway of Tally
2. F12 Configuration
3. Proxy Configuration
4. Use HTTP Proxy Server = "YES"
5. URL should be given

GROUP COMPANY

Accounts of different Companies belonging to the same management or owners are normally required to be consolidated to present the financial position of the Group of Companies as a whole. A Group Company can be created only for companies that have already been loaded.
STEPS TO CREATE GROUP COMPANY

1. Select the Companies
2. Open Alt+F3 (Company Info) and select 'Create Group Company'.
3. Enter the Name of the Group Company, Address and Tax details.
4. The members of the group have to be selected from the popup list.
5. Accept.

TO DISPLAY THE GROUP COMPANY VIEW

 Open any report (Balance Sheet, Trial Balance, Profit or Loss a/c etc.,)
 Press F3 to select the Group Company

There you can see the consolidated amount of your member company.

INTEREST CALCULATION

Tally allows you to obtain reports on interest calculated by Tally based on the instructions you furnish. To activate Interest Calculation open 'F11:Features' and give 'Yes' to 'Activate Interest Calculation'.

STEPS TO ADD INTEREST CALCULATION IN LEDGERS

♦ In Gateway of Tally, select Accounts Info -> Ledger -> Alter.
♦ Give 'Yes' to 'Activate Interest Calculation'.
♦ Fill up the particulars called for as given below:

Interest rate	10%
Interest style	365-day year
On	All Balance
Applicable From	1.4.96
To	31.3.97
Rounding	Normal Rounding

□□□□□□□□□□□Accept

TO DISPLAY THE INTEREST CALCULATION

□□In Gateway of Tally, select Display -> Statement of Accounts -> Interest Calculation   -> Ledger and select the specified ledger.

SPLIT DATA

Our Company data is stored in Data folder which is in Tally folder (C:\TALLY\DATA). If the information becomes more and more, the data becomes heavier which causes heavy burden on the system and it becomes difficult to save in a Floppy. To avoid such a situation, Tally provides us a facility of splitting the data Year wise.

When our Data split into year wise, apart from the newly created Year wise data, the original consolidated data also available.

STEPS TO SPLIT COMPANY DATA

1. Create the Company named 'Split & Co.' for the financial year 1-4-2000 to 30-3-2002.
2. Now Select 'Split Company data' from 'F3:Comp info'
3. Select the Company "Split & Co" whose data is to be split.
4. Now you have to split the Company Data in to two years as 1-4-2000 to 30-03-2001 and 1-4-2001 to 30-03-2002.
5. Give '01-04-2001', etc. in the 'Split from' Column.
6. Then these companies will be created ie., First Company 'Split & Co., (from 1st Apr 2000),

7. Second Company: Split & Co., (from 1st Apr 2001)
    ☐☐Then 'Accept'.

MULTI LINGUAL SUPPORT

Maintaining accounts in many Indian Languages, in addition to English is a special feature of Tally 9. Tamil, Telugu, Kannada, Malayalam, Hindi, Marathi, Gujarati, Punjabi, Bengali and English languages can be used in Tally 9

Accounts can be maintained in English and reports can be generated in Tamil, etc.,

STEPS TO BE FOLLOWED:

1) Open any Report; for example Profit & Loss a/c.
2) Click language Button.
3) Select the Desired language; for example Tamil.

TALLY PHONETIC KEYBOARDS

Our keyboard can be used to type the other languages, in English itself. For example "kaNakku" may be typed to receive¸ கணக்கு.

COPYING TEXT FROM TALLY TO WINDOWS

Texts can be copied from Tally to other Applications and vice versa, use CTRL+ALT+C to copy and CTRL+ALT+V to paste.

BACK UP AND RESTORE

Taking one more copy of our valuable Data in some other location like Floppy, CD, Another Drive, Another Computer, etc. is called a Back up and bringing back the copy to its original location from the Back up, if original data is corrupted or damaged, is called Restore.

STEPS TO BE FOLLOWEDTO BACK UP

1.   Company Info
2.   Back Up
3.   Fix the Destination
4.   Select the Companies to be backed up
5.   Accept.

STEPS TO BE FOLLOWEDTO RESTORE

1.   Company Info
2.   Restore
3.   Fix the Source
4.   Select the Company to be restored
5.   Accept.