

INSTALLATION OF TALLY AND CREATION OF COMPANY

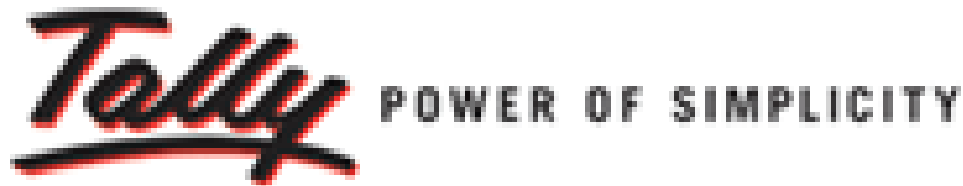


POWER OF SIMPLICITY

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TALLY

Tally.ERP 9 is an accounting software used to record the business transactions. Financial accounts as well as inventory can be managed through Tally software. It provides high level of business capability that million of users trust. It provides various facilities such as: remote login access, multi-lingual capability, internal backup/restore, displaying the financial reports, graphic analysis of data, import/export of data etc.



INSTALLATION OF TALLY

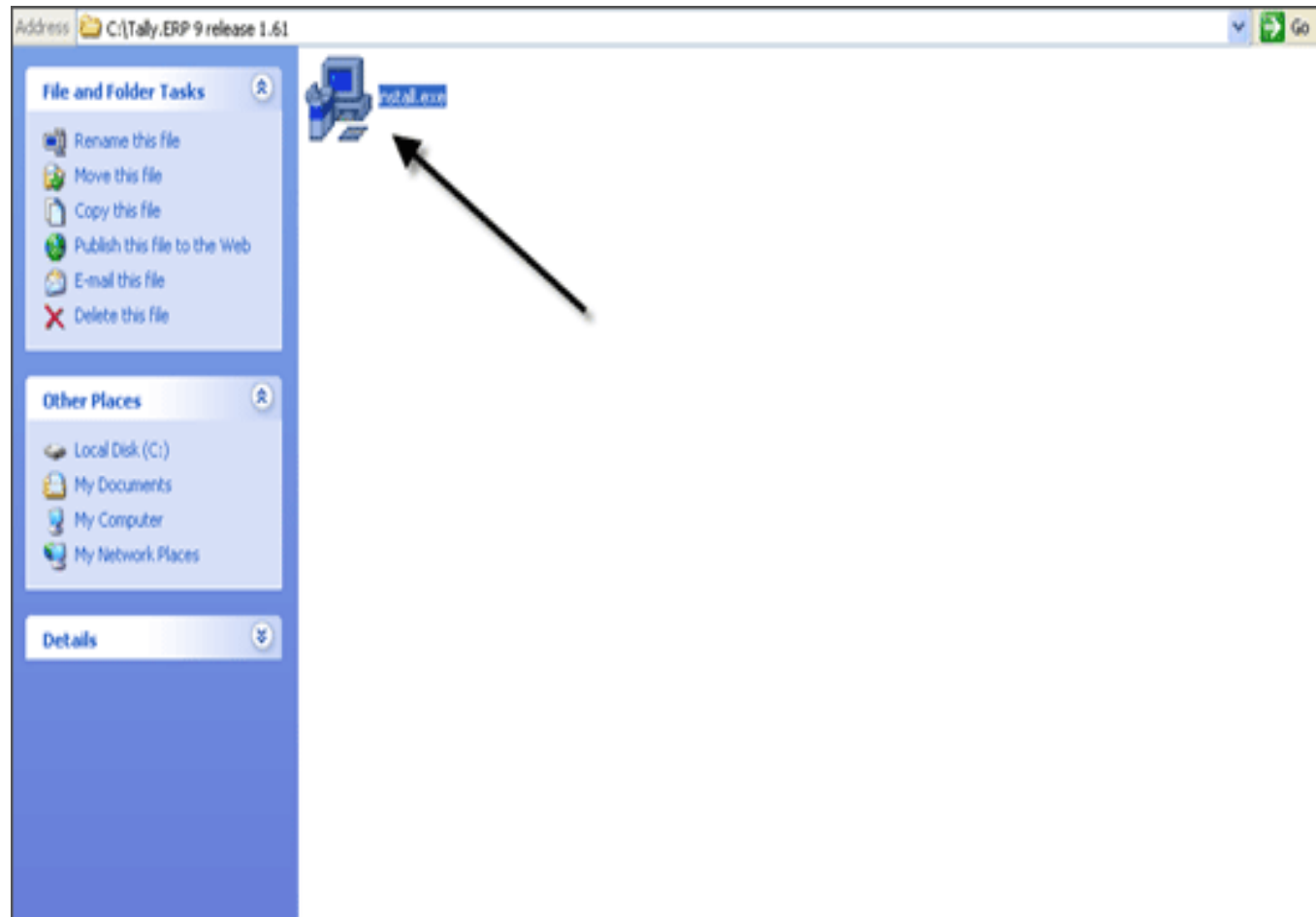
➤ Requirements:

- i. Processor: Intel Pentium IV or higher
- ii. Hard disk space: 40 MB or more
- iii. Memory: 256 MB RAM or more
- iv. Monitor Resolution: 1024 * 768 pixels or higher

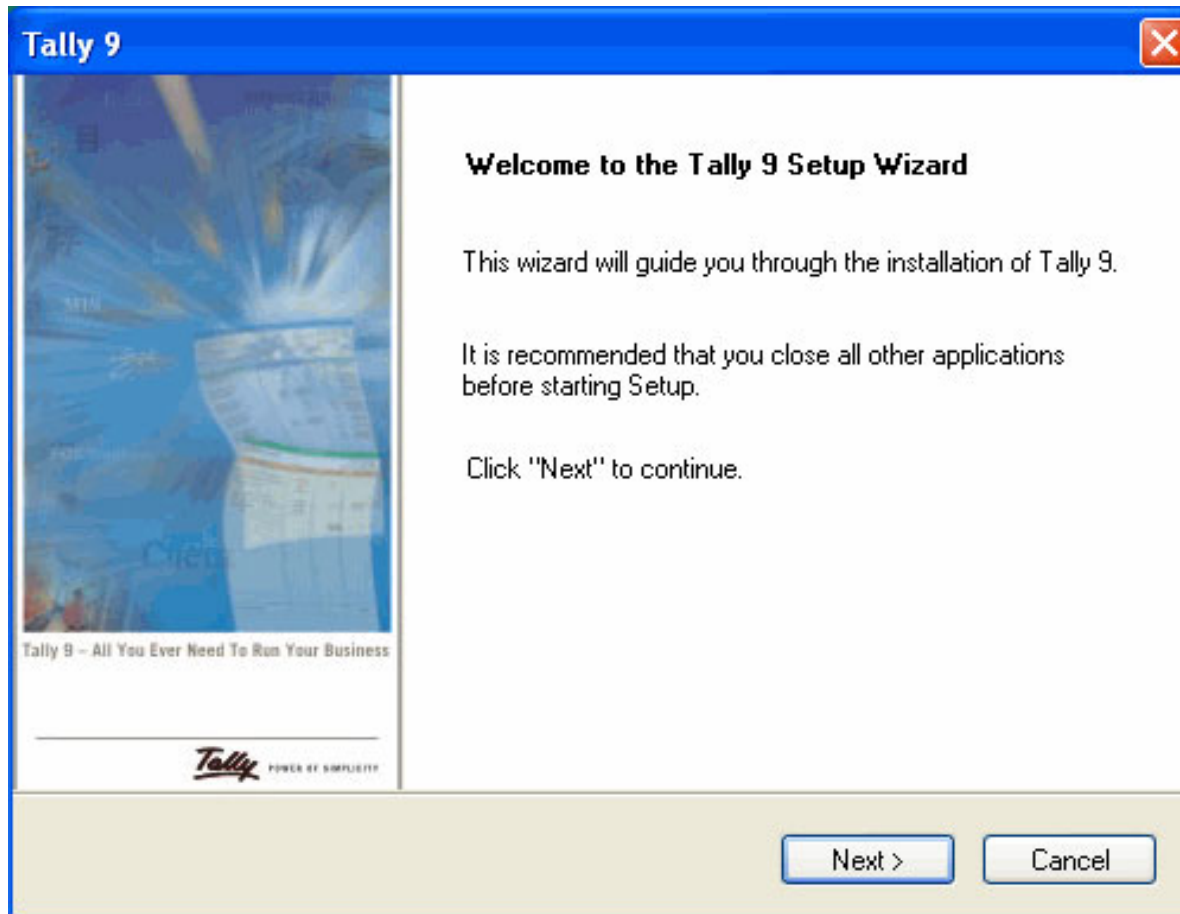
➤ Modes of installation:

- i. Available on CD
- ii. Available on the website of service provider

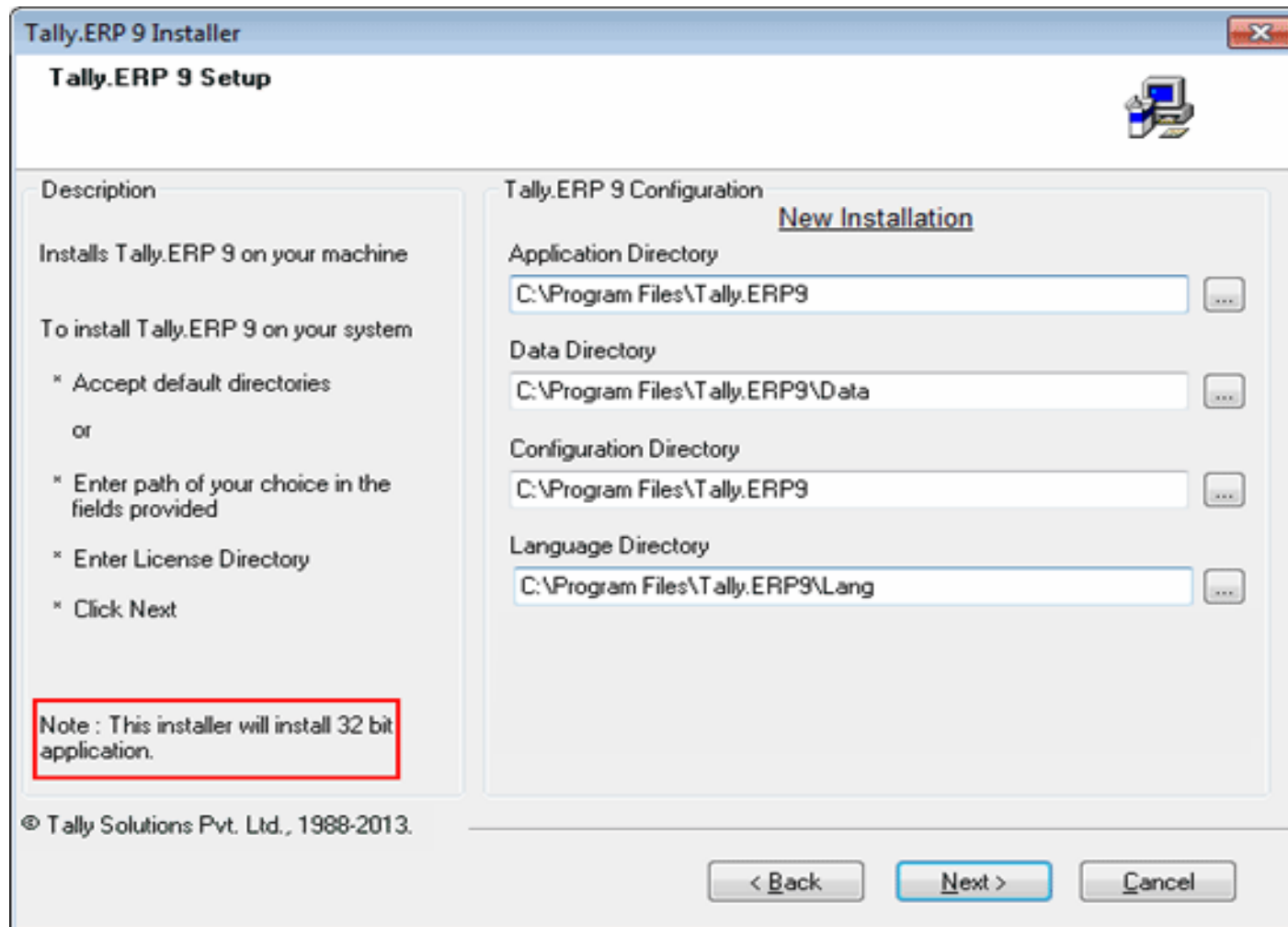
- **Step 1:** Insert the CD into CD drive. Double click on the Install.exe to execute the installer.



- Step: 2 Click the button "Next" to continue the Installation.



- Step 3: In Tally.ERP 9 Setup screen, in the field "application directory", you can specify where you would like to have Tally.ERP 9 application files. By default, Tally will select C drive; if you want to change from C drive to D, you can do so.



DIRECTORIES:

- ◉ Application directory: It has program files.
- ◉ Data directory: Here, Tally.ERP 9 data is stored.
- ◉ Configuration directory: The configuration files are stored here
- ◉ Language directory: As tally supports multi-languages, the language files are stored here.

Once you specify the Tally.ERP 9 folder path, click "Next".

- Step 4: Select the country and the language as per your requirement. Click on "Install".

The screenshot shows the 'Country/Language Selection' dialog box in Tally.ERP 9. The window title is 'Tally.ERP 9'. The dialog is divided into two main sections: 'Description' on the left and 'Tally.ERP 9 Configuration' on the right. The 'Description' section contains the text 'Installs language support for Indic and International languages' and three bullet points: 'Select country of your choice', 'Select startup language for Tally.ERP 9', and 'Click Install'. The 'Tally.ERP 9 Configuration' section has a 'Language Support' section with a checked checkbox for 'Install Operating System Language Support (Already installed)'. Below this is a 'Country Selection' dropdown menu currently set to 'India/SAARC'. Underneath is a 'Startup Language' dropdown menu currently set to 'English'. At the bottom of the dialog, there are three buttons: '< Back', 'Install' (highlighted in blue), and 'Cancel'. The copyright notice '© Tally Solutions Pvt. Ltd., 1988-2011.' is located at the bottom left of the dialog area.

Country/Language Selection

Description

Installs language support for Indic and International languages

- * Select country of your choice
- * Select startup language for Tally.ERP 9
- * Click Install

Tally.ERP 9 Configuration

Language Support

Install Operating System Language Support (Already installed)

Country Selection

India/SAARC

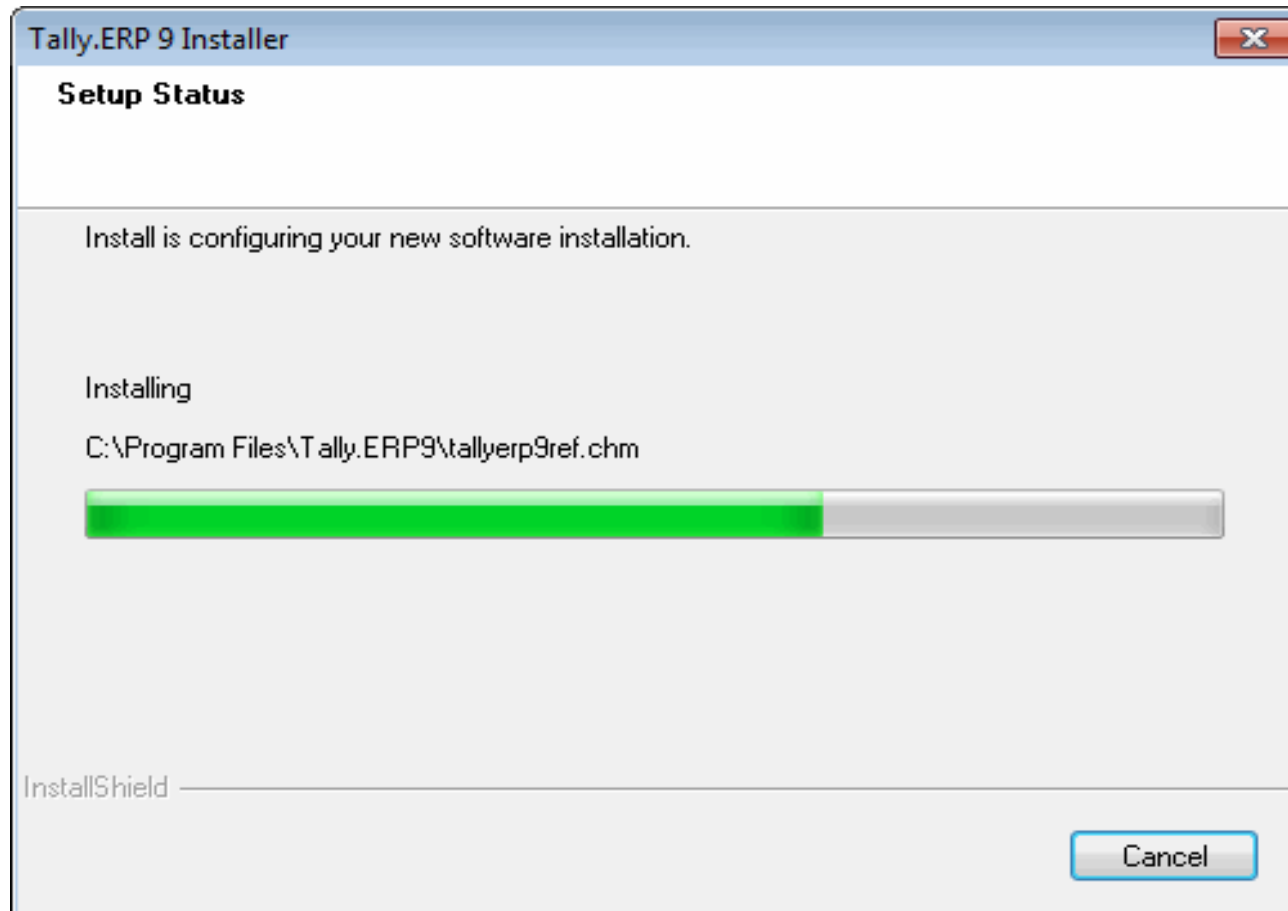
Startup Language

English

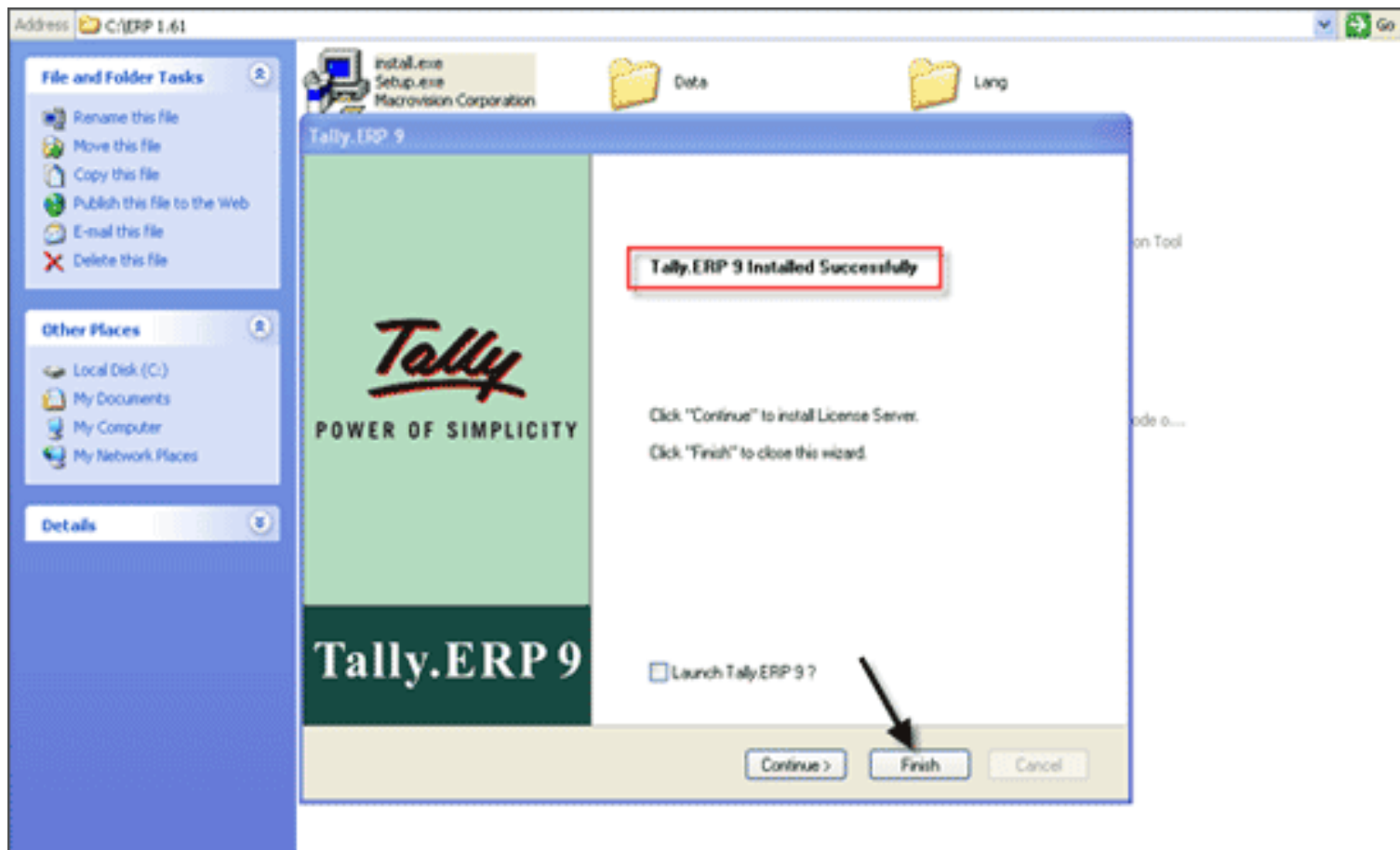
© Tally Solutions Pvt. Ltd., 1988-2011.

< Back Install Cancel

- Step 5: The setup status screen is displayed as :



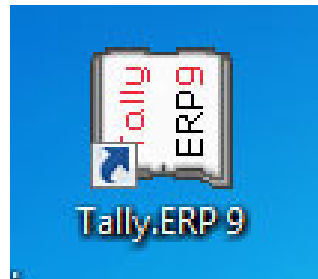
- Step 6: The message “Tally.ERP 9 Installed Successfully” will be displayed. Click on Finish to close the Wizard.



CREATION OF COMPANY

Creating a company means opening accounts for a new enterprise. Following are the steps to create a company:

- Step 1: Click on Tally.ERP 9 icon.



- Step II: Click on company info option from the vertical button bar and the click on Create Company.

The screenshot shows the Tally.ERP 9 Gateway of Tally interface. The main window displays the current period (1-4-2015 to 31-3-2016) and current date (Thursday, 2 Apr, 2015). Below this is a table titled 'List of Selected Companies' with one entry: 'Abc' with a date of last entry of '2-Apr-2015'. A context menu is open over the 'Abc' entry, showing options: 'Select Company', 'SHut Company', 'Create Company' (highlighted), 'Create Group Company', 'Alter', 'Change TallyVault', 'SPlit Company Data', 'Backup', 'Restore', and 'Quit'. The bottom status bar shows product information (Tally Series A Release 4.9), license (Educational Mode), configuration (Stat 233), and calculator status. The bottom-most bar shows the navigation path: Tally MAIN --> Gateway of Tally --> Company Info.

Name of Company	Date of Last Entry
Abc	2-Apr-2015

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 4.9 Edition Users	Latest Latest Silver ONE	Educational Mode Proxy ODBC Server on Port 9000	Stat 233 None

Tally MAIN --> Gateway of Tally --> Company Info.

Company Creation Ctrl + M

<p>Directory : C:\Users\Public\Tally.ERP9\Data</p> <p>Name : ██████████</p> <p>Mailing Name : </p> <p>Address : </p> <p>Statutory compliance for : India</p> <p>State : Not Applicable</p> <p>PIN Code : </p> <p>Telephone No. : </p> <p>Mobile No. : </p> <p>E-Mail : </p>	<p><u>Mailing & Contact Details</u></p> <p><u>Auto Backup Details</u></p> <p>Enable Auto Backup : No</p>	<p><u>Company Details</u></p> <p>Currency Symbol : ₹</p> <p>Maintain : Accounts with Inventory</p> <p>Financial Year from : 1-4-2017</p> <p>Books beginning from : 1-4-2017</p> <p><u>Security Control</u></p> <p>TallyVault Password (if any) : </p> <p>Repeat Password : </p> <p><i>(WARNING: forgetting your TallyVault password will render your data unusable!!)</i></p> <p>Use Security Control ? No</p> <p><i>(Enable Security to avail Tally.NET Features)</i></p>
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Base Currency Information

<p>Base Currency Symbol : ₹</p> <p>Formal Name : INR</p> <p>Number of Decimal Places : 2</p> <p>Is Symbol SUFFIXED to Amounts ? No</p> <p>Symbol for Decimal Portion : paise</p>	<p>Show Amounts in Millions ? No</p> <p>Put a SPACE between Amount and Symbol ? Yes</p> <p>Decimal Places for Printing Amounts in Words : 2</p>
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Product	Version	License	Configuration	Calculator
<p>POWER OF SIMPLICITY</p> <p>Tally.ERP 9</p>	Series A Release 4.9	<i>Latest</i> <i>Latest</i>	Stat 233	<i>Latest</i>
	Edition Users	<i>Silver</i> <i>ONE</i>	Proxy ODBC Server on Port 9000	<i>None</i>

In this company creation screen, you should enter all the details of the company:

- ◉ **Directory:-** Directory means the data storage location , This is the place where tally store all data you entered in tally ERP9. By default the data storage will be inside the installation folder. You can change it at your desired location by typing it manually. For example D:/Tally data
- ◉ **Name:** Type the name of the company in this field , for Example. ABC LTD.
- ◉ **Address:** This is the place where we can enter the address of the company.
- ◉ **Country :** Select the country from the list in which your business exist.
- ◉ **State :** Select the state in which your company operates.
- ◉ **Pin code:** Pin code of the location where your company office exists.
- ◉ **Telephone:** Enter telephone number
- ◉ **Mobile No:** Enter mobile number
- ◉ **Fax No :** Fax No if exists.
- ◉ **Email:** Enter official communication Email ID of the firm.
- ◉ **Website:** Enter website address if exists.

BOOKS AND FINANCIAL YEAR DETAILS:

- ◉ **Maintain:** This has two options: Accounts only and Accounts with Inventory.
- ◉ **Financial year from:** Type financial year in which you want create a company. You should enter the financial year from as 01.04.2017 or suppose your company may be starting on September 01,2017.
- ◉ **Book beginning from:** Most of the company have a book beginning date same as financial year starting date. But may differ for companies which are starting accounting with tally software in the middle of the financial year.

SECURITY CONTROL IN TALLY ERP9 AT COMPANY CREATION SCREEN:

- Tally vault password: By enabling this, Tally.ERP9 convert tally data in to encrypted format. Encryption means converting data from recognised format to unrecognised format.

For example : Your password is tally123@ system will encrypt this password something like @54gh\$%hf4&*\$\$\$#. The benefit is that, It is very difficult to read the data even if our data is stolen.

By entering Tally Vault password you can prevent unauthorized access of company data.

The screenshot shows a 'Security Control' section with two password input fields: 'TallyVault Password (if any)' and 'Repeat Password'. Both fields are filled with asterisks. Below the fields is a progress bar indicating 'Password Strength is Strong'. A warning message states: '(Warning: Forgetting TallyVault password will make your data unusable)'. At the bottom, there is a checkbox for 'Use security control' which is currently unchecked, with a question mark and the word 'No' next to it. A note below the checkbox says '(Enable security to avail TSS features)'.

BASE CURRENCY INFORMATION IN COMPANY CREATION SCREEN: This is the currency information Screen, following fields are available in this section:

- ◉ **Base Currency Symbol:** This the currency symbol of the country, such as in India Rs. symbol is used for currency Rupees.
- ◉ **Formal Name:** This is the formal name of the currency you are using. For example: Rupees is the formal name of Rs.
- ◉ **Is symbol Suffixed to amounts:** asking whether currency symbol is required after the amount or prior to the amount. For example: Rs. 500 or 500 Rs.

- ◉ **Add space between Amount and symbol:** like Rs. 45, a space in between currency symbol and amount.
- ◉ **Show Amount in millions:** If this option is set to Yes, Tally will display amount in millions.
- ◉ **Number of decimal place:** Usually 2 decimal places are using, for using Paisa in Indian currency we use 2 decimal place like Rs.49.50
- ◉ **Word used to print decimal portion of amount:** This is used in printing decimal portion of the amount.
- ◉ **Decimal place for printing amount in words:** If you set this option 1, when printing 75 Paisa it will print seventy Paisa & if you set 2 then it will print second fraction like seventy five Paisa.

**THANK
YOU**