

## Tally

Tally is accounting software which helps us to do accounting work in an easy way.

### 1) How can create a Company in Tally?

Go to Gateway of Tally

V

Company Info. (Alt+F3)

V

Create Company (C)

V

Fulfill all details of Company

Eg. Create a Company Vipin Pvt. Ltd.

Directory	C:/Users/Public/Tally.Erp9/Data	<u>Books and Financial Year Details</u>	
Name	Vipin Pvt. Ltd.	Financial year begins from	01-04-2019
	<u>Primary Mailing Details</u>	Book Beginning from	01-04-2019
Mailing Name	Vipin Pvt. Ltd.		
Address	330, Krishna Apartment, Ashok Nagar, Kankarbagh Patna	<u>Security Control</u>	
Country	India	Tally Vault Password (if any)	
State	Bihar	Repeat Password	
Pin Code	800020	Use Security Control	? No
	<u>Contact Details</u>		
Phone No.	0612254232		
Mobile No.	8742905819		
Fax No.			
Email	<a href="mailto:vipin4ca@gmail.com">vipin4ca@gmail.com</a>		
Website			

### For Currency Information

Press Enter button until message show **Accept** Yes or No?

Press **Y** to save Details.

### 2) How can change in details of Company?

Go to Gateway of Tally > Company Info. (Alt +F3) > Alter

Select your Company Press Enter

Change details as per requirement.

If you want to Delete Company

Press here Alt +D Press Yes Yes.

### 3) How Can Create Ledger in Tally?

Note: - Already two ledgers available in Tally-

- i) Cash
- ii) Profit & Loss A/c

In Tally.Erp9, Ledger can be created in two ways;

- i) **Single Ledger Creation:** - Involves creation of a single Ledger at a time.
- ii) **Multiple Ledger Creation:** - Involves creation of multiple ledgers at a time.

#### **3.1 Single Ledger Creation**

Go to Gateway of Tally > Accounts Info. (A) > Ledgers (L) > Create (C)

Eg. Create Capital Account

Enter Name: Capital Account

Under: Select Capital Account from the list of Groups.

<b>Ledger Creation</b>	
Name	Capital Account
(alias)	
Under	Capital Account
Inventory Values are affected	? No
<u>Mailing Details</u>	
Name	Capital Account
Address	
Country	India
State	Bihar
Pincode	
Opening Balance (On 1-Apr-2019)	
Accept?	
Yes or No	

Accept the Screen Ctrl + A

Eg. Create Ledgers

Name Of Ledgers

- 1. Furniture A/C
- 2. Purchase A/c
- 3. Sales A/c
- 4. SBI Bank

Under

- 1. Fixed Assets
- 2. Purchase
- 3. Sales
- 4. Bank Accounts

5. Carriage Inward	5. Direct Expenses
6. Carriage Outward	6. Indirect Expenses
7. Rent	7. Indirect Expenses
8. Debtor	8. Sundry Debtors
9. Outstanding Expenses	9. Current Liability
10. Stock	10. Stock-in-hand
11. Bad Debts	11 Indirect Expense
12. Discount Received	12 Indirect Income
13. Discount Allowed	13 Indirect Expense
14. Depreciation	14 Indirect Expense
15. Wages	15 Direct Expense

### 3.2 Multiple Ledgers creation

Gateway of Tally > Accounts Info (A) > Ledger (L) > Create (R)

Multi Ledger Creation			For 01-04-2019
Under Group	All Items		
S. No.	Name of Ledger	Under	Opening Balance Dr/Cr
1.	Repairing & Maintenance	Indirect Expense	
2.	Machinery	Fixed Assets	
3.	Bank Interest	Indirect Incomes	
			Accept? Yes or No?

#### 4) How can see Ledgers?

Gateway of Tally > Accounts Info. (A) > Ledger (L) > Display (D)

#### 5) How can change in details of Ledger?

Gateway of Tally > Accounts Info. (A) > Ledger (L) > Alter (A)

#### 6) How can delete a ledger?

Gateway of Tally > Accounts Info. (A) > Ledger (L) > Alter (A) > select Ledger Enter  
Press Alt + D (For Delete)



iv) Journal Entry (F7)

Eg. ....A/c Dr.

To .....A/c

(Except purchase, sale, cash, bank)

Eg. Salary due but not paid Rs. 20,000/-

Salary A/c Dr. 20,000

To Outstanding Salary 20,000

(Being salary due but not paid)

Eg. Depreciation charged on furniture Rs. 5,000/-

Depreciation A/c Dr. 5,000

To Furniture A/c 5,000

(Being depreciation charged on furniture)

v) Sales Entry (F8)

Eg. Cash/Bank/Debtor A/c Dr.

To Sales A/c

Eg. Goods sold to Raman Enterprises of Rs. 60,000/- on credit.

Raman Enterprises A/c Dr. 60,000

To Sale A/c 60,000

(Being goods sold to Raman Enterprises on credit)

vi) Purchase Entry (F9)

Eg. Purchase A/c Dr.

To Cash/Bank/Creditors A/c

Eg. Goods purchased from Bright Pvt. Ltd. on credit Rs. 1,50,000/-

Purchase A/c Dr. 1,50,000

To Bright Pvt. Ltd. 1,50,000

(Being goods purchased from Bright Pvt. Ltd. on credit)

vii) Credit Note ( Ctrl + F8)  
For Sales Return

viii) Debit Note (Ctrl + F9)  
For Purchase return

8) How can change Date?  
For Date press F2

9) How can change period?  
For period press Alt + F2

10) How can see Ledger (Balance)?  
Go to Gateway of Tally > **D**isplay > **A**ccount Books (A) > **L**edger (L)

11) How can see Trial Balance?  
Go to Gateway of Tally > **D**isplay (D) > **T**rial Balance (T)  
For details view press Alt + F1

12) How can see Trading and Profit & Loss A/c  
Go to Gateway of Tally > **P**rofit & Loss A/c (P)  
For details view press Alt + F1

13) How can see Balance Sheet?  
Go to Gateway of Tally > **B**alance Sheet (B)

14) How can change entry single mode to double entry mode?  
Press – F12  
Use single entry mode for payment/receipt/contra voucher – No  
Ctrl + A (All accept)

15) How can see Income and Expenses A/c instead of Profit and Loss A/c  
Press F11 > Accounting Features (F1)

Use Income and Expenses A/c instead of Profit and Loss A/c – Yes  
Ctrl + A (for All accept)  
Now, we can see Income & Expenses A/c on Gateway of Tally.

**16) Print**

For Print Press Alt + P  
For Print Preview press Alt + I  
For Zoom press Alt + Z  
For No. of Copies press - Alt + C  
For select range – Ctrl + G

**17) Export**

For Export data in Tally Press Alt + E  
Press backspace button  
Select format as per requirement ASCII, PDF, Excel, Jpeg, Xml etc.

## Inventory

Maintain accounting with inventory in Tally: -

Go to Gateway of Tally

V

Inventory Info. (I)

Here we maintain Group, Category, Items and Units of measure.

I

Create (C)

Display (D)

Alter (A)

If Category option is not showing in Inventory Info., Press F11

And Press F2 (Inventory Features)

Maintain Category Details – Yes

Ctrl + A

Now in Inventory Info Category option is enabling.

Eg. Company - Vision Pvt. Ltd.

Group: - Mobile, LED, Computer etc.

Category: - Samsung, Sony, Dell

Items: - Samsung S7, Samsung LED 30", Samsung LED 32", Sony Xperia,  
Sony LED 30", Sony LED 32", Sony Viva, Dell Vostro, Dell Inspiron etc.

Units of measure: - Pieces, Symbol – Pcs.

### ➤ How can see stock details

Gateway of Tally

V

Stock Summary (S)

After this Closing stock will be show only.

If want to see Opening Balance, Purchase, Sales and Closing Balance also

Press here F 12

And press yes on following options

Show Opening Balance – Yes



Show goods Inward – Yes  
Show goods Outward – Yes  
Ctrl + A

➤ **How can enable GST in Tally?**

Gateway of Tally

V

Press F11

V

Statutory & Taxation Features (F3)

Enable GST – Yes

Set/Alter GST Details – Yes

Fulfill Details of Company's Statutory Details.

Press – Ctrl + A

➤ **How can see GSTR details in Tally?**

Go to Gateway of Tally

V

Display (D)

V

Statutory Reports (O)

V

GST (G)

GSTR 1 (1)

GSTR 2 (2)

GSTR 3 (3)