Tally
POWER OF SIMPLICITY

Project Report

Title : Tally.ERP 9

Submitted for the Degree of B.Com. General in Accounting & Finance under the University of Calcutta

Submitted by :

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Year of Submission :	2023

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College Name :	Bangabasi Morning College

ACKNOWLEDGEMENT

This is my proud privilege to express my deepest sense of gratitude & Indebtedness to my supervisor , **PROF. DIPIKA DAS and PROF. Debashish Biswas** head of the department of the commerce in words perhaps would fail to express the gratitude I owe to him. It would have been impossible for me to complete the project work without his constant & valuable suggestion at every stage of the project work.

I am also grateful to all other teachers of the department of commerce for their constants support.

I express my gratitude to all my friends for their help to complete the project work.

Signature

Supervisor's Certificate

This is to certify that **Jeetesh Kumar Jha** a student of B.Com. General in Accounting & Finance of **BANGABASI MORNING COLLEGE** under the University of Calcutta has worked under my supervision and guidance for his Project Work and prepared a Project Report with the title "Tally.ERP 9*".
which he is submitting, is his/her genuine and original work to the best of my knowledge.

Name :   PROF. DIPIKA DAS & PROF. DEBASHISH BISWAS

College :   Bangabasi Morning College

Place :   Kolkata

Date :

Signature

PROF. DIPIKA DAS

Signature

PROF. DEBASHISH BISWAS

Student's Declaration

I hereby declare that the Project Work of Tally.ERP 9 submitted by me for the partial fulfilment of the degree of B.Com. General in Accounting & Finance under the University of Calcutta is my original work and has not been submitted earlier to any other University /Institution for the fulfilment of the requirement for any course of study. I also declare that no chapter of this manuscript in whole or in part has been incorporated in this report from any earlier work done by others or by me. However, extracts of any literature which has been used for this report has been duly acknowledged providing details of such literature in the references

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Contents

Introduction

Tally.ERP 9 is one of the most popular accounting software used in India. It is complete enterprise software for small & medium enterprises.
It is also a perfect business management solution and GST software with an ideal combination of function, control, and in-built customizability.

Tally.ERP 9 is one acclaimed financial accounting tally
system and inventory management system.
It is one of the best accounting software that can integrated with other business applications such as sales, finance, purchase, payroll, inventory etc.
Tally software stores all the business transaction of each account in details.
Tally ERP 9 follows system and hence eliminates and rectifies possible errors.
double entry accounting

Versions Of Tally:

- **Tally 4.5** was the first version of Tally. It was released in 1990. This software is based on **MS-Dos.**
- **Tally 5.4** was the second version of Tally. It was released in 1996. **It was a graphic interface version.**
- **Tally 6.3** was the third version of Tally. It was released in 2001. **This version was window based.** It supports printing and implementing with VAT (Value Added Tax).
- **Tally 7.2** was the next version of Tally. It was released in 2005. It was added with new features of the Statutory complimentary version and VAT rules as par state wise.
- **Tally 8.1** was the next version of Tally. It was developed with a new data structure. It was added with new features of Point of Sale (POS) and Payroll.
- **Tally 9-**The next version was. It was released in 2006. This version was released due to bugs and errors. This version has maximum features such as TDS, FBT, Payroll, E-TDS filling, etc.
- **ERP 9-**The latest version of Tally is. It was released in 2009. Tally ERP 9 package is offering maximum features for small to large business industries. It also updates with new features of (Goods & Services Tax) GST.

Advantages Of Tally.ERP 9:

1. Automatic reports of **all financial.**
2. Multi-currency account.
3. Less expenses on data collection and data transaction of files.
4. Fast data files transaction.
5. To get easy and fast document accesses.

How To Create A New Company ?

Steps	Actions	Instructions to be followed
Step 1	To open Tally Software	Double click on tally icon from your desktop.
Step 2	To go to Create Company Screen	To do this Select Create company from the Company Info. Menu using up and down arrow key and press Enter Key.
Step 3	To fill up the Details in Company Creation Screen	In this company creation screen, you should enter all the details of the company that you been asked for.

1. **Name:** Enter company name in this field like, ABC Company
2. **Address:** Enter company address
3. **Country:** Select country
4. **State:** Enter State like, Telangana or Karnataka
5. **Pin Code:** Enter pin code
6. **Telephone:** Enter telephone number
7. **Mobile No:** Enter mobile number
8. **Fax No:** Enter Fax number
9. **Email:** Enter your company official communication mail id
10. **Website:** Enter your company website address
11. **Financial year begins from:** Enter financial year begins from like, 01.04.2017
12. **Books beginning from:** Most of the cases financial year begins date from and books beginning date from are same but when you have created a company in Tally.ERP9 on 01.07.2017 in this case financial year begins from 01.04.2017 and books beginning date from 01.07.2017.

Disavantages Of Tally.ERP 9:

1. Retrieving the data after forgetting the user ID and password is a bit difficult. Fewer, data security is also **one of the disadvantages.**
2. It is complex software for beginners to use. It **lacks back office support** for users who find some trouble using it.
3. **Backing up your data is also one of the issues** users face while working with Tally. You have to manually back up your data at someplace. It won't do the backing up by itself.
4. It **doesn't allow you to open the same transaction** sheet from various systems on a single operating system. It's a single window software.
5. As Tally has upgraded itself year by year, **there is no major update made to it.** It has the same features as the ability to do some extra work.

How To Open Tally Software:

After successful Installation of tally ERP9 on Windows or Mac computer you can start Tally.ERP9 by using one of the following methods:

- Double click on **Tally.ERP9 icon from computer desktop** or, Follow the path: starts >programs >Tally ERP9 the start-up screen appears with the options.
- Press **Windows + R** Button And Type Tally.exe and then hit Enter.

How To Display The List Of Companies Already Created ?

From menu choose *select company* option then you will get the list of companies, which are created using the *create company* option under the company info. Menu from the list choose any one of the companies.

How To Delete An Existing Company ?

If you no longer need the group company, you can easily delete it without affecting the data of the sister companies.

1. Gateway of **Tally > F3 (Cmp Info) > Alter** , and select the *company.*
2. In the Company Alteration screen, press Alt + D to delete the company.
3. Press Enter to confirm the deletion.

How To Create A Ledger Account:

After successful Installation of tally ERP9 on Windows or Mac computer you can start Tally.ERP9 by using one of the following methods:

- Double click on **Tally.ERP9 icon from computer desktop** or, Follow the path: starts >programs >Tally ERP9 the start-up screen appears with the options.
- Press **Windows + R** Button And Type Tally.exe and then hit Enter.

How many ways to create?	There is a total of 2 major ways to create a ledger in Tally. • One way is to create a Single Ledger • Another way is to create it with Multiple Ledgers • To create ledger from voucher screen by pressing ALT + C Explanation: When we need to create 1 or 2 ledgers, we can create it with the help of the Single Ledger option. On the other hand, when we need to create more ledgers, we can create it easily with the help of an option called Multiple Ledgers.
Method 1: Single Ledger Creation in Tally	Step 1: From Gateway of Tally, go to Accounts Info Step 2: Go to Ledger Step 3: Under single ledger, Select the option *Create* Step 4: Fill the particulars in the Ledger Creation screen displayed: *Name*: The first box is the Name of the ledger. Enter the name of the ledger, for example, Furniture A/c; Party ledger account (sales) • *Under*: Every ledger requires a group to operate in. For example, Furniture A/c will be under Fixed Assets group and party ledger account (sales) under Sundry debtors as they are receivables which the company will realise on the future point of time.

[Rule: The rule is very simple we just have to select the group that is required as per the nature of the ledger.]

- *Inventory values are affected:* This needs to be set to yes if we have stock to be maintained

- *Mailing details:* Details like Name, Address, Country and Bank Details for the ledger has to be filed [Note: It is for the ledgers such as debtors and creditors which require these kinds of details.]

- *Tax Registration Details:* Tax registration details include:

PAN/IT No.   :   _____

Registration Type   :   _____

GSTIN/UIN.   :   _____

Set/Alter GST details :   _____

[Note: Similar to mailing details, these details are also of people and not for ledgers like furniture, building etc.]

- *Opening balance:* This is the opening balance of the ledger if any. Any balance of the ledger which is being carried forward from the previous year will have to be entered as the opening balance.

Method 2: Multiple Ledger Creation in Tally	The process is almost the same as the single ledger method. Only one step is different.
	Step 1: From Gateway of Tally, go to Accounts Info.
	Step 2: Go to Ledger
	Step 3: Under Multiple ledgers, Select the option *Create*
	Step 4: Fill the particulars in the Ledger Creation Screen:

How to Enter Voucher Entries In Tally ?

1. Open Tally.ERP 9 and **select the company** you want to work with.
2. Press *F11* to go to the accounting features screen.
3. Ensure that the **"Use vouchers"** option is **set to "Yes".**
4. Press *F12* to configure voucher entry options. In this screen, you can set various options related to voucher entry such as default date, default narration, etc.
5. Press *"V"* or click on **"Accounting Vouchers"** from the gateway of Tally screen to open the voucher entry screen.
6. Select the **voucher type** you want to use. For voucher entries, you can use various voucher types such as payment, receipt, journal, etc.
7. Enter the date of the transaction in the **"Date"** field.
8. In the **"Account"** field, select the ledger account you want to **credit or debit.**
9. Enter the amount in the **"Amount"** field.
10. If needed, you can enter additional details such as **narration, reference, etc.** in the respective fields.
11. **Press enter to save the entry** and move to the next line.
12. Repeat steps **6 to 11 for all the transactions you want to enter.**
13. Once you have entered all the transactions, press *Ctrl+A* to save the voucher entries.

How to Create Groups In Tally ?

1. Open Tally.ERP 9 and **select the company** you want to work with.
2. Go to the *"Gateway of Tally"* screen and press *Alt+F3* or click on *"Company Info"* from the sidebar menu.
3. Select **"Groups"** from the list of options and click **"Create".**
4. Enter a **"Name"** for the group and select the **"Under"** group from the drop-down menu. The **"Under"** group is the main group to which this new group belongs.
5. Select the **"Type of Group"** from the list. There are several types of groups such as *primary, sub-group, and others.*
6. *Press enter to save the group* and repeat the above steps to create more groups.

What are The Different Type Of Function Keys ?

There Are Lot Of Combination Of Function Keys But I'm Explaining From F1-F12

Key	Functionality	Availability
F1	Displays the Help menu for the current screen or report.	Always available
F2	Opens the current company's "Period" screen to alter the current period or date.	Always available
F3	Displays a list of all available company features.	Always available
F5	Opens the "Inventory Vouchers" screen to create a new inventory voucher.	Available only if inventory features are enabled.
F6	Opens the "Payment" screen to create a new payment voucher.	Always available
F7	Opens the "Receipt" screen to create a new receipt voucher.	Always available
F8	Opens the "Contra" screen to create a new contra voucher.	Always available
F9	Opens the "Purchase" screen to create a new purchase voucher.	Always available
F10	Opens the "Sales" screen to create a new sales voucher.	Always available
F11	Opens the "Accounting Features" screen to view or modify accounting features.	Always available
F12	Opens the "Configuration" screen to view or modify company configuration settings.	Always available

How To Alter Group In Tally ?

1. Open Tally.ERP 9 and **select the company** you want to work with.
2. Go to the **"Gateway of Tally"** screen and press *Alt+F3* or click on **"Company Info"** from the sidebar menu.
3. Select *"Groups"* from the list of options and then select the group you want to alter.
4. *Press enter* to open the group's details screen.
5. **Make the necessary changes** to the group's Name, Under, Type of Group, or other details.
6. *Press Ctrl+A to save* the changes.

How To Delete Group In Tally ?

1. Open Tally.ERP 9 and **select the company** you want to work with.
2. Go to the *"Gateway of Tally"* screen and press *Alt+F3* or click on "Company Info" from the sidebar menu.
3. Select *"Groups"* from the list of options and then select the group you want to delete.
4. Press *Alt+D* or click on *"Delete"* from the toolbar.
5. A warning message will appear asking if you want to delete the group. Press *"Yes"* to confirm the deletion.
6. Any ledger accounts or voucher entries that were under the **deleted group will now be ungrouped.**

How To Create Multiple Ledger ?

1. Open Tally.ERP 9 and **select the company** you want to work with.
2. Go to the **"Gateway of Tally"** screen and select *"Accounts Info"* from the sidebar menu.
3. Select *"Ledgers"* from the list of options.
4. Press *Alt+C* or click on **"Create"** from the toolbar to create a new ledger.
5. In the **"Multiple Ledgers"** screen, enter the name of the first ledger in the **"Name of Ledger"** field.
6. Enter any other details for the first ledger, such as its group, opening balance, and address.
7. **Press Ctrl+A to save** the first ledger and return to the *"Multiple Ledgers"* screen.
8. Repeat steps 5-7 for each additional ledger you want to create.
9. When you have created all of the ledgers you need, **press Esc to exit** the "Multiple Ledgers" screen.

How To View Multiple Ledgers ?

1. Go to "**Gateway of Tally**" and select *"Accounts Info"* from the sidebar menu.
2. Select "**Ledgers**" and press *F12 t*o open the "**Ledger Configuration**" screen.
3. Set "*Use Single Entry mode for Pymt/Rcpt/Contra*" to *"No"* and save the changes.
4. *Press F2* to select the date range for the ledger display.
5. *Press F5* to open the "Display" screen.
6. Select "**Multiple Ledgers**" and mark the ledgers you want to display.
7. **Press Enter to view the selected ledgers for the selected date range.**

Process To Put Data In Tally

Particulars	Dr. Amount Rs.	Cr. Amount Rs.
Capital A/c (Name of Profiteer)	--	60,000
Furniture A/c	25,000	--
Kaushik A/c (Creditors)	--	20,000
Jyoti A/c (Debtors)	20,000	--
Cash-at-bank (SBI)	17,000	--
Cash-at-hand	18,000	--
Total	80,000	80,000

- Depreciation on furniture 10% p.a. (On Opening Balance)
- Closing Stock Rs.8,000

Particulars	Amount Rs.
Cash Sell	19,000
Cash Purchase	21,000
Purchase goods from Kaushik on Credit	26,000
Goods sold on Credit to Jyoti	23,000
Deposit Into Bank	6,000
Rent paid by Cash	1,500
Salary Paid by issue of Cheque	2,000
Purchase Furniture by Cheque	4,500
Cash Withdraw From Bank	1,000

Process To Put Data In Tally

Step 1 - Ledger Creation

1. Creation Of Ledger > Gateway Of Ledger > **Click Create**

```
                    ┌─────────────────┐
                    │  Click Ledger   │
                    └─────────────────┘
              ↙                           ↘
  ┌──────────────────┐          ┌──────────────────────────┐
  │ Capital Account  │          │ Group Capital Account    │
  └──────────────────┘          └──────────────────────────┘
```

1. Capital Account: Fill up name of Capital Contributory

↓

For Other Info. go on pressing Enter till comes to Opening Balance. & Fill Up Opening Balance Amount.

↓

Keep Pressing Enter ⟶ **Accept Yes/No**

2. Fill Up Sales Account In Ledger Like Above

↓

Click *Group Sales Account* (Heads Of Account)

↓

Keep Pressing Enter ⟶ **Accept Yes/No**

3. Fill Up Purchase Account In Ledger Like Above

↓

Click *Group Sales Account* (Heads Of Account)

↓

Keep Pressing Enter ⟶ **Accept Yes/No**

Process To Put Data In Tally

4. We did not need to create 'Cash Account'. It is by Default Stored

5. Fill Up Bank Name For Bank Account

Click Group & Click Bank Account

↓

Keep Pressing Enter → **Accept Yes/No**

6. Fill Kaushik Account

↓

Click Group Sundry Debtors → **Fill Up Opening Balance (If Any)**

7. Fill Up Bank Account For Group Sundry Debtors

↓

Fill Up Opening (If Any)

8. Fill Up "Rent Account"

↓

Click Group → **Indirect-Expenses** → **Accept Yes/No**

9. Fill Up Salary Account

↓

Click Group (Fixed Assets) → **Fill Up Opening Balance (If Any)**

Process To Put Data In Tally

Step 2 – Voucher Entry

1. Cash sales receipt vouchers processing *F6*.
2. Cash purchase salary payments, rent payment vouchers pressing *F5*
3. Credit sales Sales voucher *F9*
4. Depreciation Journal voucher *F7*

↓

If we create **any other ledgers or Heads** under group we press *"Alt+C"*

↓

Gateway Of Tally

↓

Click On Voucher Entry

Now we make voucher entry Narration not required Just **Press Enter To Skip**

1. Cash Sale Rs.19,000

↓

Click On Sale → **Fill Up Amount Click On Cash** → **Accept Yes/No**

2. Cash Purchase Rs.21,000

↓

Click On Payment Voucher → **Fill Up Amount Click On Purchase** → **Accept Yes/No**

3. Purchase Goods From Kaushik on Credit Rs.26,000

↓

Click On Purchase Voucher → **Fill Up Amount Click On Purchase** → **Fill Amount** → **Accept Yes/No**

Process To Put Data In Tally

4. Goods Sold On Credit to Jyoti Rs.23,000

Click On Sale Voucher → Fill Up Amount Click On Sale → Accept Yes/No

5. Cash Deposit In Bank Rs.6,000

Click On Contra Voucher → Fill Up Amount Click On Cash

Click Cash At Bank → Accept Yes/No

6. Rent Paid By Cash Rs. 1,500

Click On Payment Voucher → Fill Up Amount Click On Rent → Accept Yes/No

7. Salary Paid By Issue Of Cheque Rs. 2,000

Click On Payment Voucher → Fill Up Amount Click On Salary → Accept Yes/No

8. Purchase Furniture By Cheque Rs. 4,500

Click On Payment Voucher → Fill Up Amount Click On Furniture → Accept Yes/No

Process To Put Data In Tally
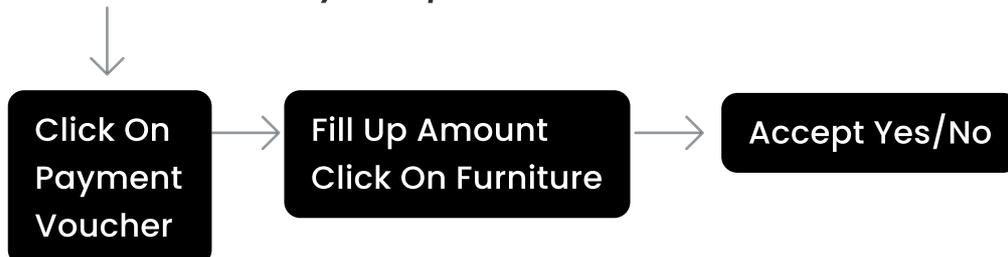
9. Cash Withdraw From Bank Rs. 1,000

```
Click On Contra     →   Fill Up Amount      →   Accept Yes/No
Voucher                 Click On Furniture
```

10. Depreciation On Furniture Rs. 1,000

```
Click On Journal    →   Click Depreciation  →   Fill Up Amount
Voucher                 Account
                                                      ↓
Accept Yes/No       ←   Fill Up Amount      ←   Click Furniture Account
```

11. Closing Stock Rs. 8,000

```
Click On Journal    →   Click Closing Stock →   Fill Up Amount
Voucher                                               ↓
                                                Accept Yes/No
```

Step 3 – Find Entries Reflected In Final Assets

```
Gateway Of Tally
      ↓
Click Profit and Loss
      ↓
Click Balance Sheet →   Click Display More Reports
```

Now We Can See Ledger Wise Balances.
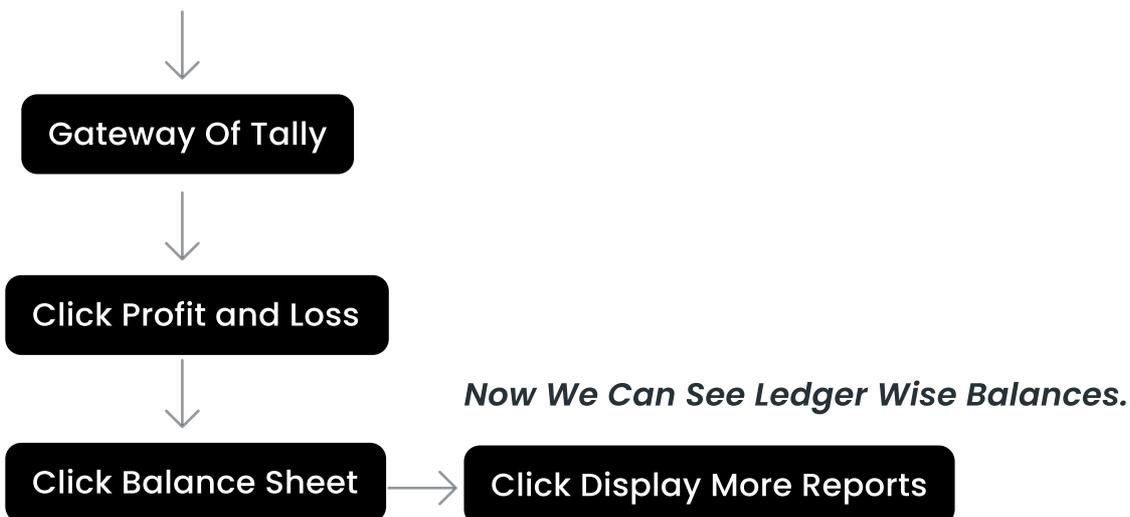
Bibliography

Here are some of the resources which helps me to develop this project:-

Books	Websites	Peoples
• Tally.ERP 9	• Google • Yahoo Search	• Prof. Debashish Biswas • Prof. Dipika Das • My Firends • My Family