



# Getting Started With Tally

Sisoft Technologies Pvt Ltd  
SRC E7, Shipra Riviera Bazar, Gyan Khand-3, Indrapuram, Ghaziabad  
Website: [www.sisoft.in](http://www.sisoft.in) Email: [info@sisoft.in](mailto:info@sisoft.in)  
Phone: +91-9999-283-283

# Tally Software Versions

- Tally ERP9 Silver
- Tally ERP9 Gold
- Tally Server9

# Features of Tally

- Accounting Management
- Billing or Invoicing
- Banking Transaction Support
- GST Compliance
- Budget and Credit Limits
- Inventory Management
- Order Management
- Payroll
- Security Controls

# Installation of Tally

- <http://www.tallysolutions.com/download>
- Install Now or Install for later Use

# Gateway of Tally (GOT)



P: Print   E: Export   M: E-Mail   O: Upload   S: TallyShop   G: Language   K: Keyboard   K: Control Centre   H: Support Centre   H: Help

Gateway of Tally

*Current Period*

*Current Date*

## List of Selected Companies

*Name of Company*

*Date of Last Entry*

### Company Info.

Select Company

Login as Remote User

Create Company

Backup  
Restore

Quit

# Tally Configuration (F12)



**Configuration**

General  
Numeric Symbols

Accts / Inventory Info.

**Voucher Entry**  
Invoice / Orders Entry  
PaYroll Configuration  
Banking Configuration

Printing  
E-Mailing

Data Configuration  
AdvanCed Configuration

ProducT & Features

Licensing

Quit

# Tally Configuration -> Licensing



**Licensing**

**General**

- Update License
- Surrender License
- Renew TSS
- Configure Existing License
- Quit

# Tally Configuration -> Data Configuration



## Data Configuration

Location of data files : **D:\Finance-Tally**

Location of export files : C:\Users\vijay\Desktop\Tally EXPORT Data

Load companies on startup ? **Yes**

Select companies to preload on startup : **10012**

Location of language files : C:\Program Files\Tally\Tally.ERP9\Lang

Location of configuration file : C:\Program Files\Tally\Tally.ERP9

*The application has to be restart for the changes to apply.*

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Restore

Quit

# Creating a company in Tally

- Gateway of Tally -> Company Info -> Create Company
  
- Gateway of Tally -> Company Info (Alt+F3) -> Create Company

# Company Creation Screen



Tally.ERP 9:9000

P: Print   E: Export   M: E-Mail   O: Upload   S: TallyShop   G: Language   K: Keyboard   K: Control Centre   H: Support Centre   H: Help   Ctrl + M

### Company Creation

Directory : D:\Finance-Tally

Name : ██████████

Primary Mailing Details

Mailing name :  
Address :

Country : India

State : Not Applicable

Pincode :

Contact Details

Phone no. :  
Mobile no. :  
Fax no. :  
E-mail :  
Website :

Books and Financial Year Details

Financial year begins from : 1-4-2019  
Books beginning from : 1-4-2019

Security Control

TallyVault password (if any) :  
Repeat password :  
*(Warning: Forgetting TallyVault password will render your data inaccessible.)*

Use security control ? No  
*(Enable security to avail TSS features)*

Base Currency Information

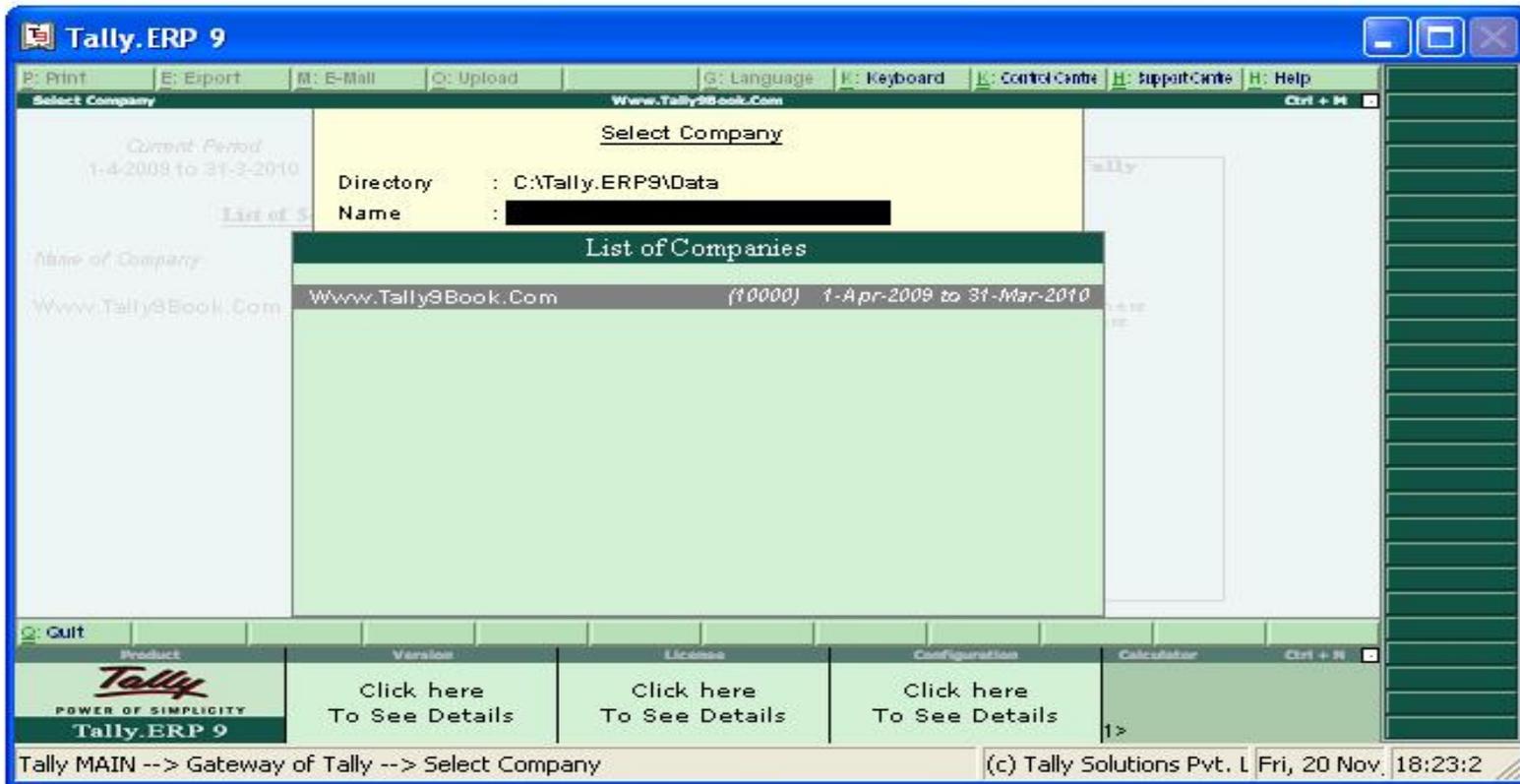
Base currency symbol : ₹      Number of decimal places : 2  
Formal name : INR      Word representing amount after decimal : paise  
Suffix symbol to amount ? No      No. of decimal places for amount in words : 2  
Add space between amount and symbol ? Yes  
Show amount in millions ? No

Q: Quit      Ctrl + N

Tally MAIN --> Gateway of Tally --> Company Info. --> Company Creation      © Tally Solutions Pvt Ltd., 1988-2019      Thu, 1 Aug, 2019

# Selecting a company

To **Select a Company** click **F1 : "Select Company"** button ( **or use F1 function key**). By default it will show the list of existing companies with their names, company number and financial period. The screen appears as shown here :



**Alternately : Gateway of Tally → Alt + F3 → Select Company** ( or press **S** hot key)

# Deleting a Company

In order to delete a company, you have to load the same first.

1. Use **Alt+F3** at the **Gateway of Tally** to proceed to the Company Information menu.



2. Press ( **Enter** ) on **Alter** and reselect the required company the Company Alternation Screen is displayed.
3. Use **Alt + D** to Delete. Tally will prompt for a confirmation on deleting the company.

# Accounting Features – F11



Company: **Sample1**

## Accounting Features

### General

- Maintain accounts only ? No
- Integrate accounts and inventory ? Yes
- Use Income and Expenses A/c instead of Profit and Loss A/c ? No
- Enable multi-currency ? **No**

### Outstanding Management

- Maintain bill-wise details ? Yes
  - For non-trading accounts also ? No
- Activate interest calculation ? No
  - Use advanced parameters ? No

### Cost/Profit Centres Management

- Maintain payroll ? No
- Maintain cost centres ? No
  - Use cost centre for job costing ? No
  - Maintain more than one payroll or cost category ? No
  - Use pre-defined cost centre allocations in transactions ? No
  - Show opening balance for revenue items in reports ? No

### Invoicing

- Enable invoicing ? Yes
  - Record purchases in invoice mode ? Yes
- Use debit and credit notes ? No
  - Record credit notes in invoice mode ? No
  - Record debit notes in invoice mode ? No

### Budgets and Scenario Management

- Maintain budgets and controls ? No
- Use reversing journals and optional vouchers ? No

### Banking Features

- Enable cheque printing ? Yes
- Set/alter transaction types ? No
- Set/alter banking features ? No
- Set/alter post-dated transaction features ? No

### Other Features

- Enable zero-valued transactions ? No
- Maintain multiple mailing details for company and ledgers ? No
  - Set/alter company mailing details ? No
- Enable company logo ? No

F1: Accounts

F2: Inventory

F3: Statutory

F6: Add-Ons

# Inventory Features – F11

Company: **Sample1**

## Inventory Features

### General

Integrate accounts and inventory  
Enable zero-valued transactions

? **Yes**  
? No

### Storage and Classification

Maintain multiple Godowns  
Maintain stock categories  
Maintain batch-wise details  
Set expiry dates for batches  
Use separate actual and billed quantity columns

? No  
? No  
? No  
? No  
? No

### Order Processing

Enable purchase order processing  
Enable sales order processing  
Enable job order processing  
(Enables the options 'Maintain multiple godowns'  
and 'Use material in and out vouchers')

? No  
? No  
? No

### Invoicing

Enable invoicing  
Record purchases in invoice mode  
Use debit and credit notes  
Record credit notes in invoice mode  
Record debit notes in invoice mode  
Use separate discount column in invoices

? Yes  
? Yes  
? No  
? No  
? No  
? No

### Purchase Management

Track additional costs of purchases

? No

### Sales Management

Use multiple price levels

? No

### Other Features

Use tracking numbers (enables delivery and receipt notes)  
Use rejection inward and outward notes  
Use material in and out vouchers  
Use cost tracking for stock item

? No  
? No  
? No  
? No



# Statutory and Taxation Features – F11

Company: **Sample1**

## Statutory and Taxation

Enable Goods and Services Tax (GST)  
Set/alter GST details

? **Yes**

Enable Tax Deducted at Source (TDS)

? No

? No

Set/alter TDS details

? No

Enable Value Added Tax (VAT)  
Set/alter VAT details

? No

Enable Tax Collected at Source (TCS)

? No

? No

Set/alter TCS details

? No

Enable excise  
Set/alter excise details

? No

? No

Enable service tax  
Set/alter service tax details

? No

? No

## Tax Information

PAN/Income tax no. :

Corporate Identity No. (CIN):

**F1:** Accounts

**F2:** Inventory

F3: Statutory

**F6:** Add-Ons

# Tally Short-cut Keys

- Enter => To move down, To move to next field
- Escape => To return up
- Tab => To move to next field
- Shift+Tab/Backspace => To move to previous field
- Alt+C => on fly create master on the field you are
- Ctrl+Enter => On fly alter master
- F2 => Change Date
- Alt+F2 => Change Period
- Single Underline mean Alt Key
- Double underline mean Control Key
- F11 => Features
- F12 => Configure