

TALLY ERP 9 NOTES AND PRACTICE BOOK

1. Write down features of Tally? OR what are features of Tally?

Ans: Tally is accounting software that is used to record day to day transactions, preparing balance sheet etc. It is user friendly business software, which makes business account easy and faster. Managing single and multiple groups is very important feature of tally. Tally is an application software. It does not require writing any special program for calculating. Tally stores all information about each account in detail. It is very secured against data tampering. It reduces the work. In manual process, after entering daily transaction user has to create trading account, trial balance, profit & loss account, ledger, balance sheet. But in Tally, user just enters daily entry and get balance sheet.

2. List and explain basic types of accounts

Account is divided in following three types:

- Personal account
- Real account
- Nominal account

1. **Personal account:** Any individual person or any firms or any company or a bank is considered in a personal account.
2. **Real account:** Account of any physical things. The cash account or goods account are examples of real account.
3. **Nominal account:** Account of any invisible things that means that things are in terms of cash. For example: insurance account, rent account etc.

3. Explain the opening screen of the tally.

Ans. When tally is opened in Windows environment, it shows different menus.

1. The top bar contains the product message and version, system date and time.
2. Then Tally opening screen displays main three parts as follows.
 - Gateway of tally
 - Functions buttons
 - Calculator (command area)

I. Gateway of Tally:

To the left hand side of the screen this part shows different options.

All these options are used to create ledger, group or to see trial balance or for balance sheet.

To the right hand side of the screen, this part shows the list of all companies and at the top it shows name of selected company.

Ctrl + M are the shortcut keys to activate gateway of Tally.

Function button:

This part of the screen shows the list of all function keys with its uses.

By selecting the buttons, user can activate that particular function like backup, change, etc.

Calculator (command area) :

This part of the screen is actual command area.

In this area user can type command and execute them.

Ctrl + N are the shortcut keys to activate this area.

II. How to create a new company in Tally?

1. In tally, company means an organization whose accounts are to be maintained on computer.
2. For that, user have to declare list of all accounts used in that company and then start to enter daily transactions.
3. Creating company means enter detail information about the company.
4. By default, tally software shows opening green with gateway of Tally, functions button and calculator.
5. Then click on the function button F3 (Alt + F3) on the button panel to display company info menu. This show following menu:

Company info
Select company
Create company
Quit

Tally 9 Practice Manual

Harris Laning



Tally 9 Practice Manual:

Comdex Tally 9 Course Kit (With Cd) Namrata Agrawal,2007-11 This book aims to upgrade the accounting skills of professionals through the latest computer software Tally 9 It begins with the basics of accounting so that even students and beginners find it useful They can begin from the very basics of manual accounting and then easily go on to learn computerized accounting

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The Handbook of Intellectual Disability and Clinical Psychology Practice Alan Carr,Christine Linehan,Gary O'Reilly,Patricia Noonan Walsh,John McEvoy,2016-04-12 The Handbook of Intellectual Disability and Clinical Psychology Practice will equip clinical psychologists in training with the skills necessary to complete a clinical placement in the field of intellectual disability Building on the success of the previous edition this handbook has been extensively revised Throughout the text references and website addresses and have been updated to reflect important developments since the publication the first edition Recent research findings on the epidemiology aetiology course outcome assessment and treatment of all psychological problems considered in the book have been incorporated into the text Account has been taken of changes in the diagnosis and classification of intellectual disability and psychological problems reflected in the AAIDD 11 and the DSM 5 New chapters on the assessment of adaptive behaviour and support needs person centred active support and the assessment of dementia in people with intellectual disability have been added The book is divided into eight sections Section 1 Covers general conceptual frameworks for practice diagnosis classification epidemiology and lifespan development

Section 2 Focuses on assessment of intelligence adaptive behaviour support needs quality of life and the processes of interviewing and report writing Section 3 Covers intervention frameworks specifically active support applied behavioural analysis and cognitive behaviour therapy Section 4 Deals with supporting families of children with intellectual disability genetic syndromes and autism spectrum disorders Section 5 Covers issues associated with intellectual disability first evident or prevalent in middle childhood Section 6 Deals with adolescent concerns including life skills training relationships and sexuality Section 7 Focuses on residential vocational and family related challenges of adulthood and aging Section 8 Deals with professional issues and risk assessment Chapters cover theoretical and empirical issues on the one hand and practice issues on the other They close with summaries and suggestions for further reading for practitioners and families containing a member with an intellectual disability Where appropriate in many chapters practice exercises to aid skills development have been included The second edition of the Handbook of Intellectual Disability and Clinical Psychology Practice is one of a set of three volumes which cover the lion s share of the curriculum for clinical psychologists in training in the UK and Ireland The other two volumes are the Handbook of Child and Adolescent Clinical Psychology Third Edition by Alan Carr and the Handbook of Adult Clinical Psychology Practice Second Edition edited by Alan Carr Muireann McNulty

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basic histologic knowledge to inflammatory processes primary tumors and secondary tumor types Strategies for the diagnosis of salivary gland metastatic head and neck cancers and thyroid disease using ancillary testing is highlighted Small biopsy dilemmas in undifferentiated tumors of the sinonasal and nasopharyngeal tracts are undertaken with emphasis on differential diagnosis and ancillary techniques The tables are the foundation of the book offering a quick reference guide for salient features of various entities and differential diagnoses A comprehensive set of references after each question can be used to supplement the information provided and give the reader a foundation for further learning This book answers some of the difficult prevailing and emerging questions in head and neck pathology that arise in everyday practice While such challenges may not always be frequent they have tremendous impact on clinical practice Clinically pertinent molecular advances in treatment and diagnosis for the practicing and junior pathologist are covered

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