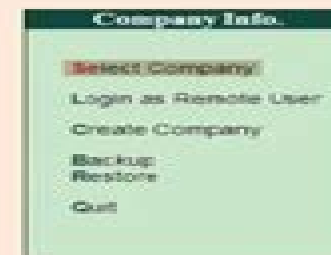


## CHAPTER 2

### TALLY ERP9

#### INTRODUCTION

Manual Accounts maintaining involves lot of labour and time and even after, the result may not be up to expectations. Working in Tally, which is an Accounting Software, provides a complete solution to the problems of our manual book-keeping and makes the job faster, perfect and elaborative. Moreover, it gives a vast and advanced information about our company. It is a fully secured and reliable Accounting Program.



Tally is one of the Top most Accounting Programs which was developed by Tally Solutions Pvt Ltd., Bangalore. Tally is a User-friendly package having various versions viz. Tally 4.5, Tally 5.4, Tally 6.3, Tally 7.2, Tally 8.1 and the latest Tally 9. Tally 5.4, Tally 6.3, Tally 7.2, Tally 8.1, Tally 9 and Tally ERP9 are working under Windows environment.

#### HOW TO START

From Desktop, click 'START', point to 'PROGRAMS' and from the Sub-menu, click Tally.ERP 9. Alternatively, double-click Tally.ERP 9 shortcut from Desktop. Tally 9 logo will be shown on the screen and we have to wait till the program loaded.

The first display we get is 'Company Info', which contains the options, 'Select Company, Create Company, Backup, Restore, Quit, etc'.

#### THREE STEPS

After opening Tally, we follow three steps:

1. Company creation.
2. Ledger (Master) Creation.
3. Voucher Posting.

# Tally Erp9 User Manual

**Mr. Rohit Manglik**



## **Tally Erp9 User Manual:**

**OFFICIAL GUIDE TO FINANCIAL ACCOUNTING USING TALLY.ERP 9** Tally Education pvt. Ltd,2018-06-02 It provides step by step instructions for Installation Creating a Company Features Configuration Ledgers Groups Inventory Voucher Entry Stock Journal Credit Debit Notes Purchase and Sales Registers Accounting Reports P L Statements Trial Balance Cheque Printing Statement of A c Deposit Slips Bank Reconciliation Salary Processing Generating Financial Reports Cost Centre Order Processing Data Backup Restore Payroll TDS E Filing Emailing Concepts Implementation of GST GST Reports Input Tax Credit GSTR 1 2 3B Return Depreciation E Way Bill File quarterly e TDS TCS EEZ sales from other territories to UT COMPOSITION SCHEME Practical Exercises and all NEW FEATURES OF 6 1 6 2 6 3 6 4 and Much More

**Official Guide to Financial Accounting using TallyPrime** Tally Education Private Limited,2021-08-12 Hands on experience using GST with TallyPrime e way Bill New Simplified Returns SAHAJ SUGAM KEY FEATURES Fundamentals of Accounting Double Entry System of Accounting Debit and Credit Golden Rules of Accounting Recording of Business Journalising Transactions Trial Balance Financial Statements Subsidiary Books Control Accounts Depreciation Introduction to TallyPrime Downloading and Installation Licenses How to Activate Reactivate New License Company Creation and Setting up Company Features Maintaining Chart of Accounts Ledgers Creation Alteration Deletion of Masters Multi Masters Creation and its Display Recording and Maintaining Accounting Transactions Banking Cheque Printing Deposit Slip Payment Advice Bank Reconciliation Generating Financial Statements and MIS Reports Final Account Reports MIS Reports Data Security Activation Creation of Security Levels User Roles Users and Passwords for Company Accessing the company using Security Levels Auto Login TallyVault Company Data Management Backup Restoring of Company Data Migration of Tally earlier version Data to TallyPrime Storage and Classification of Inventory Supply Chain Inventory Management Inventory Masters Tracking of Movements of Goods in Batches Lots Price Levels and Price Lists Accounts Receivable and Payable Management Maintenance Activation of Bill wise Entry Specifying of Credit Limit for Parties Splitting of Credit Sale Into Multiple Bills Payment Performance of Debtors Bills Payable and Receivable Reports Purchase and Sales Order Management Purchase Sales Order Processing Order Outstanding Reorder Level Tracking Additional Costs of Purchase Configuration of Additional Cost of Purchases Cost Profit Centres Management Cost Centre and Cost Categories Cost Centre Reports Budgets and Scenarios Creation of Budget Recording Transactions Display Budgets and Variances Reports for Group Budget Generating Printing Reports Inventory Reports Financial Reports Books Registers Printing of Invoice and Report Goods and Services Tax Introduction to GST e Way Bill GST in TallyPrime Hierarchy of Calculating Tax in Transactions Recording GST compliant transactions e Way Bill Report Input Tax Credit Set against Liability GST Tax Payment Generating GST Returns for Regular Dealer Filing GST Returns TallyEssential Addendum TallyPrime Annexure 2 0 Connected and Complete e Way bill System Save View of Business Reports Book is enriched with numerous screenshots solved illustration and practice scenarios to help

candidates experience the simplicity of working on TallyPrime DESCRIPTION Book from the house of Tally is a comprehensive guide on TallyPrime designed to provide learners with an in depth understanding of financial accounting and hands on experience with TallyPrime It explains you accounting using TallyPrime and shows you how simple it is to understand how to download and install TallyPrime in the system and different types of licenses WHAT YOU WILL LEARN Golden Rules of Accounting Trial Balance Financial Statements Subsidiary Books Control Accounts Depreciation Downloading and Installation of TallyPrime Company Creation and Setting up Company Chart of Accounts Ledgers Recording Accounting Vouchers Bank Reconciliation Generating Financial Statements and MIS Reports All features of GST and e invoicing WHO THIS BOOK IS FOR This book is highly recommended for candidates who aspire to build a successful career in Finance and Accounting or as entrepreneurs A useful guide for all learners who aspire to master financial accounting using TallyPrime this book serves both the students as well as the financial community to get the best out of TallyPrime TABLE OF CONTENTS 1 Fundamentals of Accounting 2 Introduction to TallyPrime 3 Maintaining Chart of Accounts 4 Recording and Maintaining Accounting Transactions 5 Banking 6 Generating Financial Statements and MIS Reports 7 Data Security 8 Company Data Management PART B 1 Storage and Classification of Inventory 2 Accounts Receivable and Payable Management 3 Purchase and Sales Order Management 4 Cost Profit Centres Management 5 Booking Additional Cost Incurred on Purchase 6 Budgets and Controls Management 7 Generating and Printing Reports 8 Goods and Services Tax 9 Tally Essential Addendum TallyPrime Annexure 2 0 *Straight To The Point - Tally.ERP 9* Dinesh Maidasani,2010

Financial and Digital Accounting for Beginners – Fundamental and Basic Dr. Udit Malaiya,2025-03-25 Accounting Software Mr. Rohit Manglik,2024-03-03 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels *GST Accounting with ally .ERP 9* Asok k Nadhani,2018-06-24 This book is aimed for readers who like to know practical aspects of implementing maintaining GST Accounts Statutory Returns filing on GST Portal various compliance under GST Acts Rules It explains steps of GSTN Portal management Returns filing with illustrations of each operational step in simple language This book specifically explains maintenance of GST Accounts with Tally ERP9 the most popular accounting software of the country Comprehensive sets of business scenario illustrated with relevant screen components and explanation of detailed operational steps are included Even first time users would be able to perform the tasks without any external help Apart from Business Executives Owners and Accountants and business Part 4 Assignments p 592 of the book containing Quiz Tests Business projects would be useful for aspiring candidates for Accounting jobs in business organisations and get prepared for competitive examinations **NEP Financial Accounting [B. Com. IInd Semester (Major)]** Dr. S. K. Singh ,Dr. Syed Zahid Perwaiz,2023-09-03 Financial Accounting 1 Nature and Scope of

Accounting 2 Accounting Principles 3 Indian and International Accounting Standards 4 Accounting Mechanism Double Entry System 5 Preparation of Journal Ledger and Trial Balance 6 Goods and Service Tax GST 7 Sub Division of Journal Subsidiary Books 8 Preparation of Final Statement 9 Capital and Revenue 10 Concept of Income and Its Measurement 11 Revenue Recognition Including AS 9 12 Valuation of Inventory Stock 13 Depreciation 14 Branch Accounting 15 Accounting of Non Trading or Not For Profit Organisation 16 Hire Purchases System 17 Instalment Payment System Computerised Accounting 1 Accounting 2 Introduction to Computer and Accounting System IAS 3 Computerised Accounting System Popular Accounting Software Tally ERP9 Creating Stock Groups and Voucher Entry I Appendix      *Computerised Accounting - According to the National Education Policy - 2020 New Syllabus of Deen Dayal Upadhyaya Gorakhpur University For B.Com Semester II* Dr. S.K. Singh, 2022-06-11 1 Nature And Scope of Accounting 2 Accounting Principles 3 Indian and International Accounting Standards 4 Accounting Mechanism Double Entry System 5 Preparation of Journal Entries Ledger and Trial Balance 6 Goods and Service Tax G S T 7 Concepts of Income and its Measurement 8 Preparation of Final Accounts 9 Royalty Accounts 10 Hire Purchase System 11 Instalment Psyment System Computerised Accounting 1 Accounting 2 Introduction to Computer and Accounting Information System IAS 3 Computerised Accounting System Appendix Multiple Choice Question with Answers      **Financial Accounting According to NEP-2020** Dr. S. K. Singh, Dr. C. L. Agarwal, 2023-06-13 Financial Accounting 1 Nature and Scope of Accounting 2 Accounting Principles 3 Indian and International Accounting Standards 4 Accounting Mechanism Double Entry System 5 Preparation of Journal Ledger and Trial Balance 6 Goods and Service Tax GST 7 Sub Division of Journal Subsidiary Books 8 Preparation of Final Statement 9 Capital and Revenue 10 Concept of Income and Its Measurement 11 Revenue Recognition Including AS 9 12 Valuation of Inventory Stock 13 Depreciation 14 Branch Accounting 15 Accounting of Non Trading or Not For Profit Organisation Computerised Accounting 1 Accounting 2 Introduction to Computer and Accounting System IAS 3 Computerised Accounting System Popular Accounting Software Tally ERP9 Creating Stock Groups and Voucher Entry I Appendix      **Financial Accounting And Computerised Accounting (According To NEP - 2020)** Dr. S.K. Singh, ,Dr. S.K. Gupta, ,Dr. Ajeet Kumar, 2022-12-20 UNIT I Financial Accounting 1 Nature and Scope of Accounting 2 Accounting Principles 3 Indian and International Accounting Standards 4 Accounting Mechanism Double Entry System 5 Preparation of Journal Entries Ledger and Trial Balance 6 Goods and Service Tax G S T 7 Sub Division of Journal Subsidiary Books i Cash Book ii Other Subsidiary Books 8 Preparation of Final Accounts 9 Capital and Revenue 10 Measurement of Business Income 11 Revenue Recognition Including AS 9 12 Valuation of Inventory Stock 13 Depreciation 14 Branch Account 15 Accounting of Non Trading or Not For Profit Organisations Institutions Computerised Accounting 1 Accounting 2 Introduction to Computer and Accounting Information System IAS 3 Computerised Accounting System Appendix Multiple Choice Question with Answers      **Comprehensive Accountancy XI** S. A. Siddiqui, A. S. Siddiqui, 2011-05      **Financial Accounting : As per the latest curriculum on the directives of NEP 2020** M C Shukla,

S C Gupta & T S Grewal, This textbook has been primarily designed to meet the needs of B Com First Semester students under the recommended National Education Policy 2020 It comprehensively covers the major paper namely Financial Accounting This book has been divided into five units comprising of 13 chapters The book acquaints the students to acquire conceptual knowledge of financial accounting and to impart skills for recording various kinds of business transactions The students will understand the accounting treatment of depreciation accounting for hire purchase and instalment purchase system along with the branch accounting Topics like Accounting Theory and Philosophy Financial Accounting Standards Business Income and Revenue Recognition Financial Statements of Non corporate Entities Financial Statements of Not for Profit Organisations NPO Hire Purchase Instalment and Lease Branch Accounting Introduction to Computerised Accounting and Introduction to Tally ERP 9 have been aptly discussed in a lucid manner **FINANCIAL DATA ANALYSIS USING TALLY & EXCEL A Practical Guide** Sajimon Abraham & Sudhakaran K.V,2018-07-14 Tally is powerful financial accounting software which is driven by a technology called concurrent multi lingual accelerated technology engine It is easy to use software and is designed to manage day to day financial activities associated in an enterprise It provides comprehensive solution around accounting principles inventory and data integrity and also has feature encompassing global business Tally software comes with easy to use interface thus making it operationally simple and provides a solution around inventory management stock management invoicing purchase order management discounting stock valuation methodology etc Tally accounting software also comes with drill down options which can track every detail of transaction that helps in maintaining simple classification of accounts general ledger accounts receivable payable and bank reconciliation etc **Accounting & Financial Management for Tourism** Mr. Rohit Manglik,2023-07-23 Financial planning budgeting and reporting for tourism and hospitality businesses **Computerized Accounting With Tally** Mr. Rohit Manglik,2024-03-12 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels *Intermediate-Level Accountant Interview Questions and Answers - English* Navneet Singh, Here are some common intermediate level accountant interview questions along with suggested answers Technical Questions What accounting software are you proficient in Answer I am proficient in several accounting software programs including QuickBooks SAP and Microsoft Dynamics I have used QuickBooks for day to day accounting tasks and SAP for more complex financial reporting and analysis Can you explain the difference between accounts payable and accounts receivable Answer Accounts payable refers to the money a company owes to its suppliers or vendors for goods or services purchased on credit Accounts receivable on the other hand represents the money that is owed to the company by its customers for goods or services sold on credit How do you ensure accuracy in your work Answer I ensure accuracy by maintaining meticulous records double checking my entries and performing regular reconciliations I also

utilize accounting software to minimize errors and employ internal controls to ensure compliance with accounting standards

Can you describe a time when you had to prepare a complex financial report

Answer In my previous role I was responsible for preparing the annual budget report This involved consolidating data from various departments analysing trends and ensuring all figures were accurate I used advanced Excel functions to streamline the process and presented the final report to senior management which was well received

What are deferred revenues and how are they accounted for

Answer Deferred revenues refer to advance payments a company receives for products or services that are to be delivered in the future These payments are recorded as liabilities on the balance sheet until the products or services are delivered at which point the revenue is recognized

Behavioural Questions Tell me about a time when you identified an error in a financial statement How did you handle it

Answer In a previous position I discovered a discrepancy in the monthly financial statement that stemmed from a data entry error I immediately investigated the source of the error corrected it and then implemented additional checks to prevent similar mistakes in the future I also communicated the error and the corrective actions taken to my supervisor

How do you prioritize your tasks when you have multiple deadlines to meet

Answer I prioritize my tasks based on their deadlines and importance I use task management software to organize my workload and break down larger projects into smaller manageable tasks I also communicate with my team to ensure we are aligned on priorities and deadlines allowing me to manage my time effectively

Describe a time when you had to explain a complex accounting concept to someone without an accounting background

Answer I had to explain the concept of accrual accounting to a colleague in the marketing department I used simple analogies and real life examples to illustrate how revenues and expenses are recognized in the period they occur regardless of when cash transactions happen This helped my colleague understand the impact of certain marketing expenses on the financial statements

Situational Questions How would you handle a situation where you disagree with a colleague about a financial reporting method

Answer I would first seek to understand my colleague s perspective and the rationale behind their approach Then I would present my own perspective backed by accounting principles and guidelines If we still couldn t reach an agreement I would suggest consulting with a senior accountant or referring to the relevant accounting standards to resolve the disagreement

What steps would you take if you suspected fraudulent activity in the accounting records

Answer If I suspected fraudulent activity I would first document my findings and gather any evidence that supports my suspicion I would then report the issue to my supervisor or the appropriate department such as internal audit or compliance following the company s protocols It s important to handle such situations discreetly and professionally to ensure a thorough investigation

Scenario Based Questions Imagine you have just started working here and discovered the previous accountant made a mistake in the financial statements How would you address this

Answer I would review the financial statements to understand the nature and extent of the mistake After confirming the error I would correct the financial statements and document the adjustments made I would also notify my supervisor and provide a detailed

explanation of the error and the corrective actions taken Additionally I would review the processes that led to the mistake to prevent it from happening again You need to prepare for an audit but you find that some documentation is missing How do you proceed Answer I would start by identifying which documents are missing and then try to locate them by checking with relevant departments or individuals If the documents cannot be found I would document the absence and communicate the issue to my supervisor I would also work on recreating the missing documentation using available data and ensure that all other documentation is thoroughly organized and accurate for the audit Preparing for these questions can help you showcase your technical knowledge problem solving abilities and communication skills which are crucial for an intermediate level accountant role

**Tally ERP 9 + GST Implementation** Akshay Rajgaria,2022-11-19 Learning the First Accounting Software Tally ERP 9 with the GST objective KEY FEATURES Learn the ins and outs of the popular Tally ERP software Build strong working familiarity with the Tally ERP 9 software Learn data entry of accounting data using solution oriented approaches with GST attributes DESCRIPTION The book Tally ERP 9 GST Implementation aims to help readers use the Tally ERP 9 accounting software to perform their bookkeeping Today it s imperative that you have the Tally in active use The Tally accounting software is used by every institution and company worldwide The book s complete Tally course will enable readers to perform accounting activities without any hassle efficiently This book includes everything necessary to learn and use Tally ERP 9 in the real world This course covers various topics common to accounting departments such as voucher entry inventory management ledger statement display and other similar tasks The book describes crucial tasks such as order processing vendor management batch wise inventories GST operations and implementing TDS in detail To help the reader replicate the examples in the book each chapter ends with a screenshot of the relevant portion of the samples Each of the instructions for using Tally ERP 9 is brief and straightforward enough so that anyone can follow along WHAT YOU WILL LEARN Integrating GST into your current bookkeeping methods Keeping track of vouchers ledgers and use of adjustment methods Solid understanding of inventory management including stock group stock category and stock godowns Learning the ins and outs of managing orders and vendors Learning payroll configuration TDS management and employee database WHO THIS BOOK IS FOR This book provides solutions for various administrative tasks including GST based accounting bank reconciliation inventory tax MIS with cost center and payroll and employee data You can get started with this book with just basic accounting knowledge TABLE OF CONTENTS 1 Up and Running with Tally 2 Recording Various Voucher Entries 3 Maintaining Inventory Allocation 4 Tracking Balance and Detailed Transaction 5 Placing Order with Order Processing 6 Managing Batch wise Inventories 7 Getting Started with GST 8 Collecting Tax with TDS 9 Managing Payroll and Wages

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Janardhan Kundlik Pawar and Dr. Manisha Balbhim Bhosale, 2025-07-25 1 1 Introduction and Historical Development of Dairy Industry in India India is the most important manufacturer of the milk in the world The milk revolution Operation Flood started via way of means of National Dairy Development Board NDDB in 1970 It converted India from being milk poor to the most important milk manufacturer surpassing USA in 1998 in the world The software became led via way of means of Dr Verghese Kurien called the Father of White Revolution in India The Indian Dairy enterprise is on the cusp of every other revolution transferring in the direction of improved contribution from diverse price brought milk merchandise India in its quest to grow to be a matured dairy enterprise is aggressively transitioning from simply undeniable vanilla loose pouch milk to price brought merchandise marketplace and from unorganized nearby to greater of a prepared and branded marketplace These structural shifts from unorganized to prepared market place and from liquid milk powder to price brought dairy merchandise will offer long time period boom visibility to the prepared dairy zone

The book delves into Tally Erp9 User Manual. Tally Erp9 User Manual is an essential topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Tally Erp9 User Manual, encompassing both the fundamentals and more intricate discussions.

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- Chapter 1: Introduction to Tally Erp9 User Manual
- Chapter 2: Essential Elements of Tally Erp9 User Manual
- Chapter 3: Tally Erp9 User Manual in Everyday Life
- Chapter 4: Tally Erp9 User Manual in Specific Contexts
- Chapter 5: Conclusion

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This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Tally Erp9 User Manual.

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