

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 Reference Manual

A Gutmann



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