

**ACCOUNTING PACKAGES**  
**COMPUTERIZED ACCOUNTING**

**T A L L Y**

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**T A L L Y**

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# T A L L Y

Accounting is needed every where in today's business world. Accounts are basically of 3 types.

1. **Personal Accounts:-** These accounts are related to Business Firms, Individuals, Trading Concerns etc.

**Rule:-** Debit The Receiver  
Credit The Giver.

2. **Real Accounts:-** These accounts are related to Cash, Banks, Purchases, Sales etc.

**Rule:-** Debit What Comes In.  
Credit What Goes Out.

3. **Nominal Accounts:-** These accounts are related to Incomes, Gains, Expenses and Losses occurred in transaction.

**Rule:-** Expenses and Losses Debit.  
Incomes and Gains Credit.

**Book Keeping:-** The art of writing a Transaction is called Book Keeping. Generally the Transactions are entered in either of the way. One may be in in **Single Entry** system, and the other **Double Entry** system. Generally Double Entry system is followed.

**Accounting Rule:-** For each and every debit there is successive credit for Double Entry system.

**Eg:-** By Cash a/c Dr Rs.10,000/-  
To Sales a/c Cr Rs.10,000/-

## **Steps in Manual Accounting:-**

1. Journal Entry.
2. Accounts Opening.
3. Posting of Accounts.
4. Balancing of Accounts.
5. Preparing Trial Balance.
6. Preparing Profit and Loss Account.
7. Preparing Balance Sheet.

In Manual Accounting it takes lots of time in preparing Trial Balance, Profit and Loss account, and Balance Sheet. To Over Come this **Accounting Packages** has come into existence in which "**Tally**" is one of it. We can get different types of reports as required. It is very easy, simple and portable in using Tally.

**Steps in Tally Accounting:-**

1. Company Creation.
2. Accounts Creation.
3. Passing Journal Entries.

The remaining last 4 steps of manual accounting is automatically done by the system.

**Entering in to Tally 4.5:-** C:\Windows>Cd\Tally <Enter Key>  
C:\Tally>Tally <Enter Key>

**Company Information:-** This is the menu where you can Create, Select, Alter, Modify, Backup, Restore the Company.

**Creating Accounts:-** After you **Select** the Company from Company Information, from Gate Way of Tally > Accounts Information > Ledger Accounts > Create. Here you will write the Account Name and you will be specifying the Group under Which Account is related and you can give Opening Balance of the Accounts.

**Creating Cost Centers:-** Gate Way of Tally > Accounts Information > Cost Centers > Create.

**Journal/Voucher Entry:-** To enter Journal/Voucher entry from Gate Way of Tally > Voucher Entry.

*Voucher Entries will be as follows:-*

1. F2 - To give Date of Transaction.
2. F4 - For Contra Entries.
3. F5 - For Cash and Bank Payments.
4. F6 - For Cash and Bank Receipts.
5. F7 - Journal Entries not related to Cash and Bank, but for Debit Note and Credit Note.
6. F8 - For Credit Sales.
7. F9 - For Credit Purchases.
8. F10 - For Memorandum and Reverse Journal Entries.

**1) Altering Accounts:-** Gate Way of Tally > Accounts Information > Ledger Accounts > Alter. Then Select the Ledger Account and Change it.

**2) Altering Vouchers:-** Gate Way of Tally > Display > Day Books > Press F2 for Date of Transaction (or) Press Alt+F2 for all transactions > Press Enter Key on the Account of Transaction until you get into Voucher Alteration. Then make necessary changes needed.

**3) Display Trial Balance:-** Gate Way of Tally > Display > Trial Balance. Press Alt+F1 to see in detail.

**4) Display Profit and Loss Account:-** Gate Way of Tally > Profit and Loss Account. Press Alt + F1 to see in detail.

**5) Display Balance Sheet:-** Gate Way of Tally > Balance Sheet. Press Alt+F1 to see in detail.

**6) Display Ration Analysis:-** Gate Way of Tally > Ratio Analysis. Press Enter Key on any Group to see details.

**7) Display Accounts Books:-** Gate Way of Tally > Display > Accounts Books > Select the Book Cash, Bank, Sales Register, Purchase Register, Journal Register, Ledgers etc.

**8) Display Statement of Accounts:-**

- a) Gate Way of Tally > Display > Statement of Accounts > Cash and Funds Flow > Select Cash or Funds for Cash Flows and Funds Flows.
- b) Gate Way of Tally > Display > Statement of Accounts > Statistics. It is used to see in details how many vouchers are entered for each voucher.

**Note: - The above all are common in Tally 4.5 and Advanced versions of Tally.**

**IN TALLY 4.5 VERSION**

**9) Display Compare Accounts:-** Gate Way of Tally > Display > Compare Accounts > Select the two accounts you want to compare.

**10) Display Daily Balances:-** Gate Way of Tally > Display > Daily Balance > Select appropriate Accounts (Ledger, Closing Balances, Ledger Transactions, Group Transactions, Group Closing Balances, Cost Transactions)

**11) Display Day Books:-** Gate Way of Tally > Display > Day Books > Press F2 for Date of Transaction.

**12) Display Memo and Reverse Journals:-** Gate Way of Tally > Display > Memos and Reverse Journals.

**13) Display List of Accounts:-** Gate Way of Tally > Display > List of Accounts > Select the Accounts (Ledger Accounts, Group Accounts, Cost Centers etc.).

**14) To Print / Export Data:-** Gate Way of Tally > Printing / Export > Select the Account and Press Ctrl + P.

**15) To Change Financial Year:-** Gate Way of Tally > F2 (Change Date) and give Starting and Ending of Financial Year to Change to Next or Previous Financial Year.

**16) To Set Bill Wise Details:-** Gate Way of Tally > F3 Control Centre > Operations > Set "y" to Bill Wise Details.

**17) To Set Budgets and Payments Limits:-** Gate Way of Tally > F3 Control Centre > Operation > Set "y" to Budget and Payment Limits.

Then from Gate Way of Tally > Accounts Information > Ledger Accounts > Budgets. Select the Account Name and give Maximum Payment Limit for the month and Total Payment Limit for Whole Year and then allot the total payment limit according to your desired payment limit for whole the year (Monthly Wise).

**18) Other Types of Display from Trial Balance:-**

- a) **Group Wise and All Accounts Display:-** Gate Way of Tally > Display > Trial Balance > **Alt + F1** for group wise or all accounts display.
- b) **Sorting of Accounts:-** Gate Way of Tally > Display > Trial Balance > **Alt + F3** > Select Ascending or Descending Order.
- c) **Type of Balances:-** Gate Way of Tally > Display > Trial Balance > **Ctrl + F1** > Select All Items, Dr Balances Only, Credit Balances Only, Items With Balances).
- d) **Opening and Closing Balances:-** Gate Way of Tally > Display > Trial Balance > **Ctrl + F2** > Select Opening or Closing Balances. It is effective only when you have **Previous Year Balance Sheet**.
- e) **Range of Values:-** Gate Way of Tally > Display > Trial Balance > **Ctrl + F3** > Then give the Range of Values by setting the Conditions Like, And, or Only.
- f) **Display Cost Center Division:-**  
Gate Way of Tally > Display > Trial Balance > **F4**.

19) **To Display Compare Accounts in Graph:-** Gate Way of Tally > Display > Compare Accounts > Select the Account you want to compare > **Alt + G**.

20) **On Line Creation of Accounts:-** Gate Way of Tally > Voucher Entry > **Alt + C** in the Account Field.

21) **On Line Calculator in Voucher Entry:-** Gate Way of Tally > Voucher Entry > **Alt + C** in the Amount Field.

22) **Deletion of Voucher:-** Gate Way of Tally > Display > Day Books > Press **F2** (Give the Date of Transaction) > Press Entry key on the Voucher until you come into Voucher Entry Mode > Press **Alt + D**.

23) **Deletion of Account / Ledger:-** First Delete all the Vouchers related to the Ledger from Gate Way of Tally > Display > Accounts Books > Ledgers > Select the Ledger > Press Enter Key on the Voucher and Press **Alt + D**.

Gate Way of Tally > Accounts Information > Ledger Accounts > Alter > Select the Account > Press **Alt + D**.

**20,21,22,23 Can also be done in Tally Higher Versions Following above Steps.**

24) **Consolidation of Company:-** Consolidation is done for the purpose of getting Final Results rather than getting all the vouchers. For this purpose you have to create a **Duplicate Company** with the financial year you want to consolidate. Select the Company you want to take the Final Results, and then do the following steps.

- a) **Exporting Groups Accounts:-** Gate Way of Tally > Printing and Export > Ledger Accounts > Groups > F7 Output Method (Export to a File) > F8 File Name (Give File Name).
- b) **Exporting Ledger Accounts-** Gate Way of Tally > Printing and Export > Ledger Accounts > Ledger > F7 Output Method (Export to a File) > F8 File Name (Give File Name).
- c) **Exporting Day Books and List of Vouchers:-** Gate Way of Tally > Printing and Export > Ledger Accounts > Day Books and List of Vouchers > Select the Voucher > Give the Financial Year > F7 Output Method (Export to a File) > F8 File Name (Give File Name).

**Select the Duplicate Company you want to get the Consolidate Values.**

- d) **Consolidating Groups:-** Gate Way of Tally > F4 (Advance Usage) > Import > Select the Type & Item (Groups) and give File Name.
  - e) **Consolidating Ledger:-** Gate Way of Tally > F4 (Advance Usage) > Import > Select the Type & Item (Ledger) and give File Name.
  - f) **Consolidating Vouchers:-** Gate Way of Tally > F4 (Advance Usage) > Import > Select the Type & Item (All Accounts) and give File Name.
- 25) **Back Up Company:-** Select the Company then from Gate Way of Tally > F4 (Advance Usage) > Back Up Company > Insert the Floppy Disk and Press Enter Key.
- 26) **Restore Company:-** After you Insert the Floppy From Companies Information > F4 (Advance Usage) > Restore Company > Select the Company and Press Enter Key.

**Other Options In Tally Advance Versions After Selecting A Company**

- 1) **To Select another Company:-** Gate Way of Tally > **F1** > Select the Company and Press Enter Key.
- 2) **To Shut Company:-** Gate Way of Tally > **Alt + F1** > Select the Company and Press Enter Key.
- 3) **To Change Financial Year:-** Gate Way of Tally > **Alt + F2** > Give Starting and Ending Financial Year for the Next Year or for Previous Year.
- 4) **To Alter Company:-** Gate Way of Tally > **Alt + F3** > **Alter** .
- 5) **To Backup Company:-** Gate Way of Tally > **F4** > Insert the Floppy in Floppy Drive > Select the Company and Press Enter Key. It will save the Company Details in Floppy Disk.
- 6) **To Restor Company:-** Gate Way of Tally > **F4** > Insert the Floppy in Floppy Drive > Select the Company and Press Enter Key. It gets the Company Details from Floppy Disk.
- 7) **To Set Bill Wise Details:-** Gate Way of Tally > **F11** > Set Bill Wise Details 'Y' > Accept to Yes.
- 8) **To Set Debit Note & Credit Note:-** Gate Way of Tally > **F11** > Set Debit Note and Credit Note 'Y' > Accept to Yes.
- 9) **To Display Auto Columnar Details:-** These are the Details of Reports where we can see them Daily, Quarterly, Half yearly, Weekly etc.  
  
Get into Display of any Reports of Final Results > Press **Alt + N** > Select the Column Details.
- 10) **To Display Alter Columnar Details:-** To Display the Details of any Report for the Range of Date Given.  
  
Get into Display of any Reports of Final Results > Press **Alt + A** > Then Give Starting and Ending Date.
- 11) **To Get Accounts Reports:-** Get into **Display** of any Financial Results > **F10** > Select the Account Name.
- 12) **To Get Range of Values:-** Get into **Display** of any Financial Results > **Alt+F12** > Select Group or Ledger > Give the Details Having (**Closing Balance, Opening Balance, Total Debit Transactions, Total Credit Transactions**) > Give the Range of Amount (**Credit Amount, Debit Amount, Non Zero, As Zero, Greater Than, Less Than. Not Equal To**) > and also give Conditions (**AND, OR**) if needed.
- 13) **To Get Value Calculation in Reports (Vouchers):-** Get into **Display** of any Financial Results > **Alt+F12** > Give the Details Having (**Actual Qty, Bill Name, Billed Qty,**

**Batch Name, Cost Category, Cost Centre, Ledger Amount Etc.)** > Give the Range of Amount (**Credit Amount, Debit Amount, Non Zero, As Zero, Greater Than, Less Than. Not Equal To** ) > and also give Conditions (**AND, OR**) if needed.

**14) Inventory Information** :- It is Dealt With Creation of Stock Items for the Transactions done with Stock Items Like Thumps up, Rice, Sugar Cane and all Types of Finished Goods and Raw Material Goods etc. There are 3 stages in Creating Stock Item.

**a) Creating Stock Group**:- Gate Way of Tally > Inventory Information > Stock Groups > Create > Give the Name of Group (Finished Goods, Raw Materials) > Under (Primary) > Can Quantities of Items to be ADDED (Yes).

**b) Creating Units of Measurement**:- Gate Way of Tally > Inventory Information > Units of Measure > Create > Type (Simple) > Symbol (Cs, Kgs, Lit) > Formal Name (Cases, Kilo Grams, Liters) > Number of Decimal Places (0 Or 2).

**c) Creating Stock Item**:- Gate Way of Tally > Inventory Information > Stock Items > Create > Give Name (Thumps up, Sprite, Rice, Ginger Oil) > Under (Finished Goods, Raw Material) > Units (Cs, Kgs, Lit) > Then Give Opening Balance of Quantity and Rate and Accept it.

**Note**:- (To Get Stock Summary)

Gate Way of Tally > Stock Summary > Press Enter Key to Get into Details of Stock Items.

**15) Display Balance Sheet / Profit and Loss A/c / Ratio Analysis**:- Gate Way of Tally > Select Balance Sheet, Profit and Loss A/c, Ratio Analysis.

### **Lets Solve a Sample Problem**

- 1) Satya Invested Capital Rs.1,00,000/-
- 2) Purchased Goods for Cash Rs.5,000/-
- 3) Sold Goods for Cash Rs.10,000/-
- 4) Purchased Goods from Rahul Traders Rs.10,000/-
- 5) Sold Goods to Raju Traders Rs.12,000/-
- 6) Returned Goods to Rahul Traders Rs.2,000/--
- 7) Returns from Raju Traders Rs.2,000/-
- 8) Deposited into S.B.I Bank Rs.40,000/-
- 9) Satya With Drew Cash for Personal Use Rs.2,000/-
- 10) Drawings for Office Use Rs.2,000/-
- 11) Paid Salaries Rs.10,000/-
- 12) Interest Received Rs.1,000/-
- 13) Settled Raju Traders.
- 14) Settled Rahul Traders.
- 15) Wages Paid Rs.3,000/-





# Satya Graphics

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**We Have another Animated Clear Tutor for TALLY Latest Version... with Audio & Video CD's....**

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