



## Institute of Human Resources Development

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Automated Accounting using Tally.ERP9

### Getting Started Guide Ver. 1.1

#### Instructions to start Accounting using Tally.ERP 9 software.

Please follow the steps below to Install and setup the Tally.ERP software in your Institution.

1. Prepare the computer with the support of trained Tally Support Personnel(TSP) in your institution. If no trained TSP is currently available in your Institution, please contact the Head of nearest IHRD Institution to spare the service of the trained TSP to assist you.

2. Download recent version of Installation program for Tally.ERP9 software ver 3.7 from download section from IHRD website→member's area→Accounts. (or from [www.tallysolutions.com](http://www.tallysolutions.com))

Run the downloaded Installer program(with *Administrative privileges*) and complete the Installation. You may have currently installed ver.3.4 of Tally for practice of software. If you have already installed an old version, choose the same folder for installation, which will upgrade to Tally ver. 3.7.(*Get the assistance of trained TSP, if required. You may need to disable anti-virus programme temporarily to complete installation.*)

3. Please send a mail from your Institution's email-id to [ihrd.tally@gmail.com](mailto:ihrd.tally@gmail.com) with name & phone no. of the contact person in your Institution after setting up Tally Installation as mentioned above. Tally Admin. will help you to activate your license as per the chronological order of email requests. Consult Technical Support personnel(*refer para 12.3 below*) for Issue of License Info. Install Tally license for your Institution as per the guidance. Your copy of "Accounting template" will be send by email as an attachment to your Institution's email-id.

On activation of Tally License, please send a confirmation mail to : [ihrd.tally@gmail.com](mailto:ihrd.tally@gmail.com) from your Institution's mail id, indicating the date of activation & serial number of your license. This confirmation mail is used as a log for license distribution. Initial activation of license is temporary and the status after activation of your license will be "pending confirmation". Temporary activation of your license is valid for one month only. **Tally accounts administrator will activate your license permanently after receiving your confirmation email.**

4. Download the template file(mentioned above) attached to the mail.(eg. 10302.rar). Unzip it to a temporary folder.(*use winrar or winzip for unzipping*). The template is available as a folder name like '10302'. (*The last 3 digit of template indicate the Institution code assigned for your Institution.*) Copy this folder to data folder under Tally Installation folder.( say, If you have installed Tally at D:\Tally.ERP9, the location of template folder after copying will be D:\Tally.ERP9\Data\10302. The Drive letter and template folder name may be different for your Institution. For windows 7, the location of Data folder is similar to D:\users\public\Tally.ERP9\Data).

Now your Tally.ERP9 software Installation contains all the approved ledger heads given in the 'Ledger head list' published in the download section. Now start Tally.ERP9, go to *Gateway of Tally*→*Select company*(*see following section for login info.*). If the template is correctly installed, you can see your Institution name as "Company" under company list.(*Otherwise consult technical support personnel for assistance*). Select your Institution as company.

5. A template for "DEMO Company" is available in the download section of IHRD Website→*member's area*→*Accounts* for trial entry and practicing. This demo template is available as a folder name as '22222'. Download and unzip the template to a temporary folder.

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Copy it to Tally data folder (say,D:\Tally.ERP9\Data\22222). This demo template has no account restrictions. So you can make trial entries and practice before you enter actual data in your Institution's company. When entering actual data, always confirm that you have selected the right company in Tally.

6. Now your Tally.ERP9 installation has 3 different user accounts pre-configured for your Institution as given below:

Login Name	Initial password	Remarks.
1. cashier	cash00	User account for cashier/clerk maintaining accounts
2. accountant	acc00	User account for Superintendent/AO for verification
3. principal	hoi00	User account for Principal with special privileges.

You are required to change 'Initial password' at the first login itself. So choose a suitable password(minimum 5 characters) for your account before you login for the first time. Keep the password of your account secure and confidential(current password will expire after 180 days). If there is no person available at present in your Institution to use the account of 'accountant', 'principal' should change initial password and keep new password in safe custody to prevent misuse of user account. Tally.ERP9 has security features enabled to log user login details with time stamps. So access of any of the above user accounts other than the person intended is illegal and can be traced if necessary.

7. Now take a print out of approved ledger head list, FAQ and other guides available in the download section of *IHRD website* → *members area* → *Accounts*. Please go through it before entering data in Tally.ERP9. You may try to enter sample entry in the '*Demo Company*' before entering actual data in the company created for your Institution.

8. Start Tally.ERP9. Select your Institution's company. Login as 'principal'. Set your Tally.ERP9 configuration exactly as shown in the Screen shots given at the end of this guide.

9. Now you have to initialize Opening Balance(OB) for relevant Ledger heads.

Login as 'principal'.

Go to *Gateway of Tally* → *Accounting Info* → *Ledgers* → *Multiple Ledgers* → *Alter*

(Note: Only 'principal' has access to 'Accounting Masters'. He can create/alter Ledger heads/Groups/OB etc.)

Now you can choose a group from a list. Choose appropriate group for entering Opening Balance.

Now you will get a list of ledger heads under the selected sub-group. Choose each ledger head and go to Opening Balance column to enter OB. Please do not change group info displayed in second column accidentally. Press enter key to move to OB column. Enter your OB for the selected ledger head as on 01-04-2012 for your Institution. Complete the entry of OB of all relevant Ledger heads correctly.

10. Now your Tally Installation is setup for entering data of your Institution.

You are required to enter data from 01-04-2012 to current date in Tally.ERP9.

Start entering Receipt/Payment/Contra vouchers of each day of transaction recorded in your cash book from 01-04-2012. Complete each day's voucher entry correctly and verify it before entering data for the subsequent day. Once date of transaction is changed in Tally and you have entered any

vouchers for the new date, you may not be able to modify the details of any vouchers entered for the previous date of transaction. So before starting to enter transaction for next day, verify that all the vouchers for the current day are entered correctly.

Enter all the voucher entries from 01-04-2012 correctly up to date. Once back data entry is complete up to date, you must enter data in Tally.ERP9 and in your books of accounts simultaneously on each date.

After completing the voucher entry for each month, Print Receipt & Payment statement, Bank reconciliation statement & Balance sheet from Tally.ERP9 and send to the Finance Officer, IHRD, duly signed by the Head of Institution. A copy of these reports shall also be emailed to [ihrd.acc@gmail.com](mailto:ihrd.acc@gmail.com) as attachment.

11. Contact Tally Help desk for any assistance. Download “Ammy Admin Ver. 3.0” from download section, *IHRD website → member’s area → accounts* to your desktop. If requested by the Tally Help desk, run “Ammy” remote access program and give details of your ID displayed on the Ammy window to Tally helpdesk for remote assistance. *(your Tally system must have active internet connection for remote assistance.)* Please note that Tally Help desk has login account in your system for remote assistance. So you need not and should not give passwords of your Institution’s accounts(cashier, accountant, principal) to the personnel at the help desk or anybody else. Once the Ammy program is closed in your system after remote assistance, nobody can access your system without your assistance/permission.

Please verify *IHRD website → member’s area → accounts* periodically for revised version of documents/Guides.

12. Important Contacts: *(Helpdesk assistance from 10 am. to 5 pm. only)*

It is recommended to refer FAQ & IHRD accounting guide before contacting Helpdesk. Your query may have already answered in those guides.

1. Tally Help desk(for enquiries related to Tally.ERP9 software): 0471-2322501(ext.31)
2. Accounting Guide/Transaction related enquiries: 0471-232 2985/232 2501(ext.31)
3. Technical Support for Tally Support Personnel(TSP)/HOI : 85470 05046/98950 37502  
(For issue of Tally.ERP9 License, accounting template & other technical assistance)  
Tally Admin.: [ihrd.tally@gmail.com](mailto:ihrd.tally@gmail.com) , IT Division : [ihrd.itd@gmail.com](mailto:ihrd.itd@gmail.com)
4. Tally.ERP9/IHRD Accounting Guide related queries/suggestions : [ihrd.tally@gmail.com](mailto:ihrd.tally@gmail.com)
5. Monthly statements(R&P, BRS, Balance sheet) prepared using Tally.ERP9 should be send to : [ihrd.acc@gmail.com](mailto:ihrd.acc@gmail.com)

Some useful links for your reference:

<http://www.scribd.com/doc/60078232/Tally-ERP-9-Tutorial>  
<http://www.hostkhiladi.com/it-tutorials/DETAILED/tally2/tally2.html>  
[http://220.227.161.86/22519ittstm\\_U8\\_cp4.pdf](http://220.227.161.86/22519ittstm_U8_cp4.pdf)

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## Configuration settings screen shots:

### 1. Tally Main→Gateway of Tally→Configuration→Data configuration

Set Enable Auto Backup Copy : Yes.  
Location of Auto Backup file : [folder name]  
Load Companies on Startup : No.

### 2. Set Receipt Configuration as follows :

Tally Main→Gateway of Tally→ Accounting Voucher Creation→  
[F6]Receipt→[F12]Configure

### 3. Set Payment Configuration as follows :

Tally Main→Gateway of Tally→ Accounting Voucher Creation→  
[F5]Payment→[F12]Configure

### 4. Set Journal Configuration as follows :

Tally Main→Gateway of Tally→ Accounting Voucher Creation→  
[F7]Journal→[F12]Configure

5. Set proxy configuration, if your Tally System is connected through a proxy server to access Internet.

Tally Main→Gateway of Tally→Configuration→  
Advanced configuration

*(In this example, settings for a Squid proxy server is shown.  
You should set the IP Address of your proxy server correctly.)*

Prepared by : IT division, IHRD, GS Guide Ver 1.0 121115.

Client/Server Configuration	
Tally is acting as	None
Enable ODBC Server	? Yes
Port	: 9000
Connection Configuration	
Connection Timeout (in seconds)	:
Connect to Tally NET Server running on Non HTTP Port	: No
Set the above option to 'Yes' in case of following problems: (1) Frequently getting disconnected from Tally.NET Server (2) Error 16004 : Invalid Nonce	
Use absolute URL for HTTP Actions ?	: No
Log Configuration	
Enable HTTP Log (tallyhttp.log)	? No
Enable Detailed Log (tally.imp)	? No
Proxy Configuration	
Use HTTP Proxy Server	? Yes
URL	: 192.168.1.1:3128
Authentication Required	? No

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