

# TALLY ERP-9



## Company (Create / Alter / Select / Shut / Delete)

### Create a Company

1. Go to **Gateway of Tally > Press Alt + F3 > Create Company**
2. Enter the Basic Information, i.e., **Name, Mailing Name and Address of The Company, Currency Symbol Etc.**
3. In the **Financial Year Begins From**, The First Day of The Current Financial Year for E.G., 1-4-2021 Will Be Displayed by Default, Which Can Be Changed as Per Requirement.



The screenshot displays the 'Company Creation' window in Tally ERP 9. The window is divided into several sections:

- Directory:** C:\Users\Public\TallyPrime\Data
- Name:** [Redacted]
- Primary Mailing Details:**
  - Mailing name: [Redacted]
  - Address: [Redacted]
- Country:** India
- State:** Not Applicable
- Pincode:** [Redacted]
- Contact Details:**
  - Phone no.:
  - Mobile no.:
  - Fax no.:
  - E-mail:
  - Website:
- Books and Financial Year Details:**
  - Financial year begins from: 1-4-2021
  - Books beginning from: 1-4-2021
- Security Control:**
  - TallyVault password (if any):
  - Repeat password:
  - Use security control: ? No
- Base Currency Information:**
  - Base currency symbol: ₹
  - Formal name: INR
  - Suffix symbol to amount: ? No
  - Add space between amount and symbol: ? Yes
  - Show amount in millions: ? No
  - Number of decimal places: 2
  - Word representing amount after decimal: paise
  - No. of decimal places for amount in words: 2

### Books and Financial Year Details

#### The Financial Year Begins From

- In This Field, When You Create a Company, Type the Current Financial Year. Suppose You May Be Starting a Company On **1st December 2021**, You Should Enter the Financial Year From **01.04.2021**.

#### Book Beginning From

Tally ERP 9 Presumes That You Wish to Maintain Books from The Beginning of The Financial Year. Hence, Tally ERP 9 Displays the Date Given in Financial Year from Field Automatically.

The Date for Books Beginning from Can Be Changed, In Case of Companies, Which Are Incorporated in The Middle of The Year. If Your Company Is New, You Can opt to Start the Books of Accounts from The Date of Actual Establishment of The Company (Date of Incorporation) But Close Books According to The Financial Year as Specified by You.

**For Example**, If Your Company Is Established on **August 19, 2021**, The Opening Balances for All the Accounts Can Be Given as On August **19, 2021** Even Though the Financial Year Given Is **April 1, 2021** (April to March Financial Year). The Company's Books Will Begin on **August 19, 2021** And Close on **March 31, 2022**, Which Ensures Smooth Transition to The Next Year.

## Security Control

4. Enter the Tally Vault Password If Required.
  - This Is Very Useful Option in Tally by Activating This Option You Can Avoid Unauthorized Access of Company Data.
  - Use Security Control: **Yes**
  - Type Name of Administrator, **Type Password & Repeat Password**

**Security Control**

Use security control ? Yes  
 (Enable security to avail TSS features)

Name of administrator : \_\_\_\_\_

Password : \*\*\*\*\*

Repeat password : \*\*\*\*\*

(Password strength: Strong)

5. Press Y or **Enter** to Accept and **Save**.

## Base Currency Information

### Base Currency Symbol

- In This Data Field, The Currency Symbol of The Country Is Auto-Selected Based on The Country of Origin Fed by You in The Previous Data Field. There Is No Need to Change This Data Field If You Are Using the Same Currency for Accounting.

### Formal Name

- This Is the Formal Name of The Currency Selected in The Previous Field.

### Suffix Symbol to Amount

- This Data Field Will Ask You Whether A Currency Symbol Is Required for Example: Prior To An Amount Like Rs. 4,500 ₹

### Add Space Between Amount and Symbol

- This Data Field Is Like Rs. 4,500 ₹ Space In Between Currency Symbol and Amount.

### Show Amount in Millions

- If We Set This Data Field to **Yes**, Tally Will Display the Amount in Millions That Are in The Balance Sheet or Other Reports. The Amount for Example 100,00,000 Will Be Shown As 10 Million. [One Million Equals 10,00,000].

### Number of Decimal Places

It Is A General Practice to Use 2 Decimal Places, For Example:100.50

- For Using Paise in Indian Currency, We Use 2 Decimal Places.
- For Using Cents in American Dollar Currency, We Use 2 Decimal Places

### Word Representing the Amount After Decimal

- This Data Field Is Used in Printing, In Indian Currency Decimal Portion Is Said to Be Paise. Set This Field as Per Your Formal Name of The Decimal Value in Your Currency. For USD It Is Cents. Hundred Cents Make One Dollar.

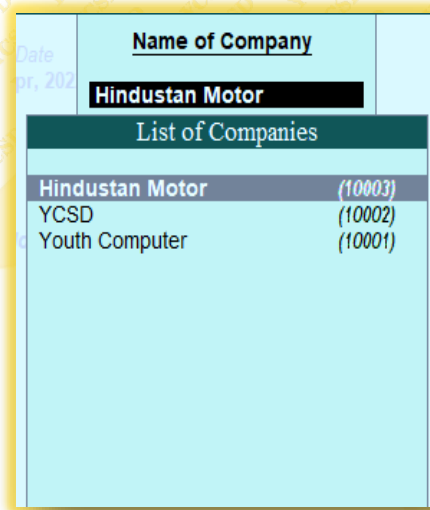
### Number of Decimal Places for The Amount in Words

- If We Set This Data Field To 1 Decimal Places in Indian Currency, Then While Printing 75 Paise. Will Print as Seventy Paise, If We Set This To 2 Decimal Places, Then It Will Print the Second Fraction Like Seventy-Five Paise.

### Alter Company

After the Company Creation in Tally, The Given Information of The Company Can **Alter/ Modify/ Change** as Per Requirement.

- Go to **Gateway of Tally** > Press **Alt + F3** > **Alter** > Select the Company and Press **Enter** to Open (Which Company Data You Want to Change or Modify)



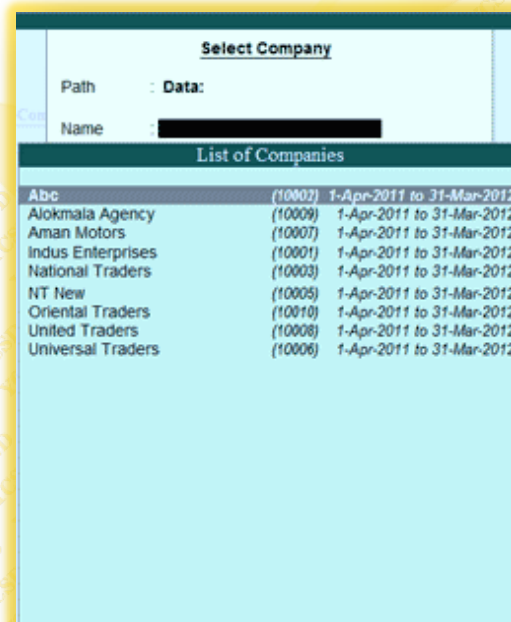
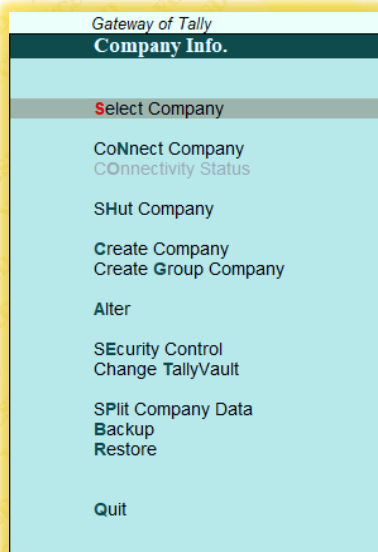
### Select Company

Select Company Option Allows You to Load Another Company from The List of Companies Listed Which You May Have Created Earlier.

Go to **Gateway of Tally** > Press **Alt + F3** > **Select Company**

Or

Go to **Gateway of Tally** > Press **F1**

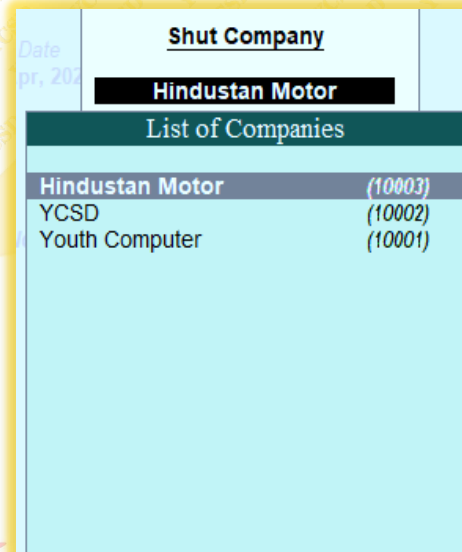
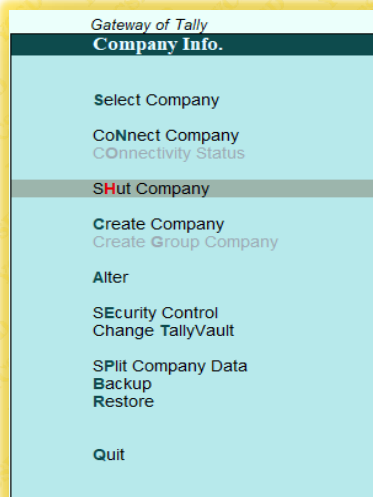


### Shut Company

Shut a Company in Tally Does Not Mean That Delete a Company, It Means Close. After You Work with Company, Press **Alt + F1** If You Choose More Than One Company or Choose Quit Button to Close the Present Company.

Or

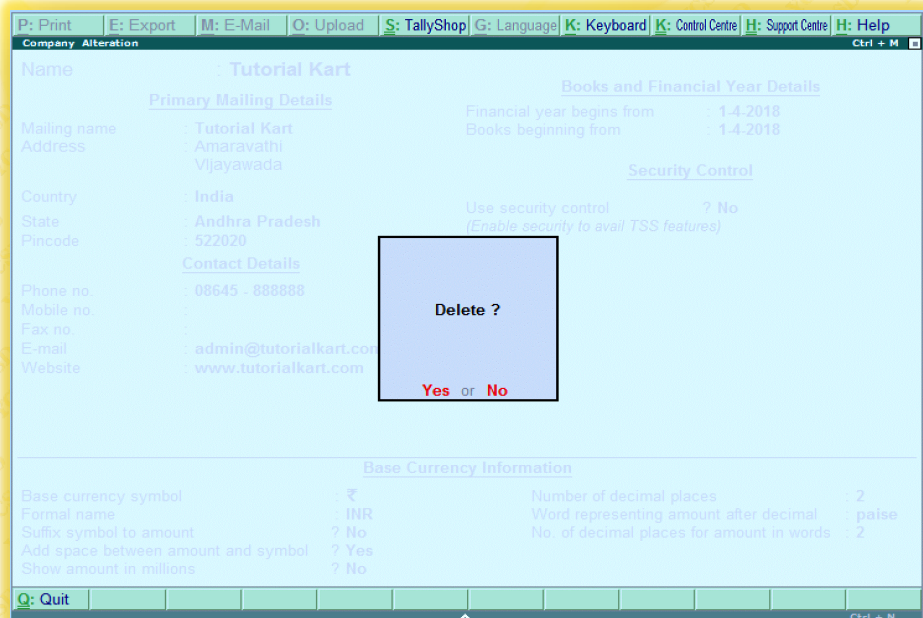
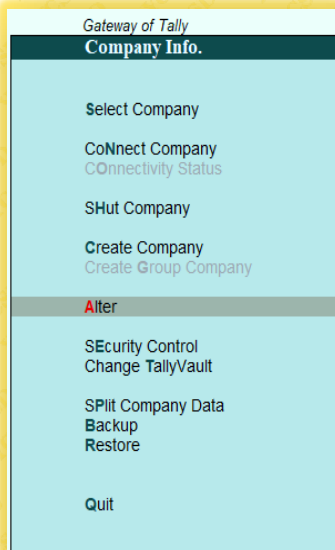
Go to **Gateway of Tally > Press Alt+F3 > Shut Company > Select the Company from List, Which Company You Want to Shut > Press Enter**



### Delete Company

In Tally, If We Delete the Company, It Can Remove the Company's Complete Information from Hard Disk. All the Directories and Files That Are Associated with The Company Will Be Permanently Deleted. This Information Cannot Be Reserved.

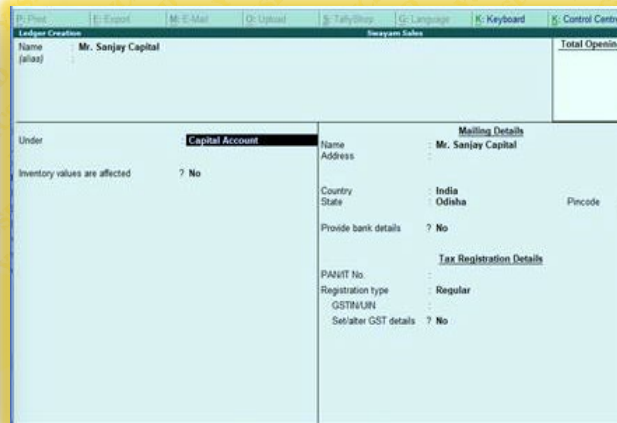
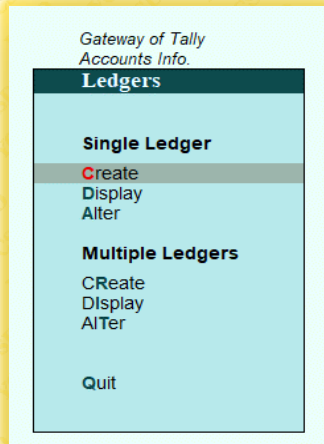
Go to **Gateway of Tally > Press Alt + F3 > Alter > Select the Company > Alt + D** and Press **Enter**.



Ledger (Create / Alter / Delete)

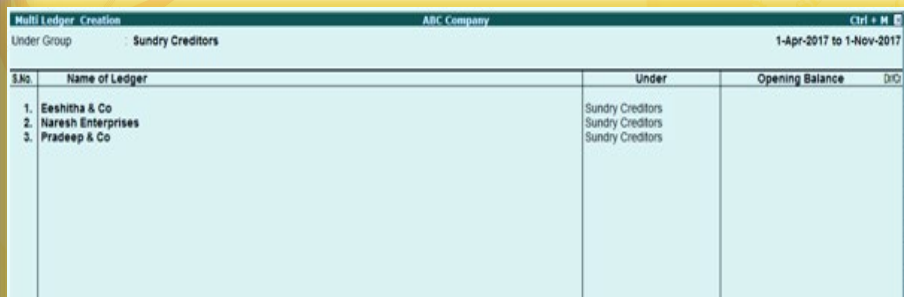
Single Ledger Creation

Go to Gateway of Tally > Accounts Info > Ledgers > Create



Multiple Ledgers Creation

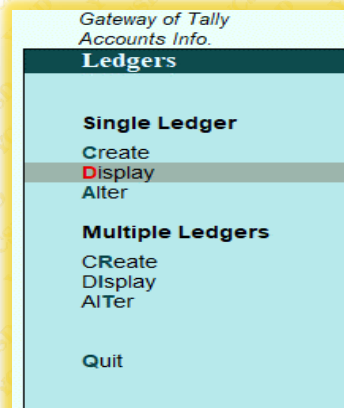
Go to Gateway of Tally > Accounts Info > Ledgers > Create



Display / Alter a Ledger

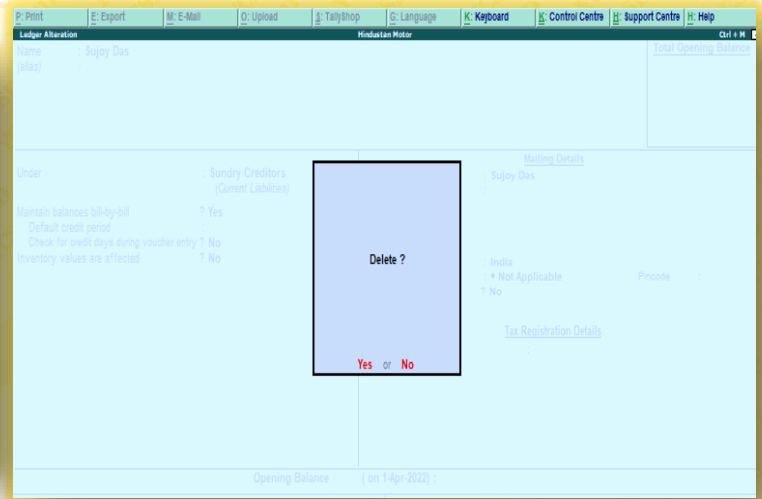
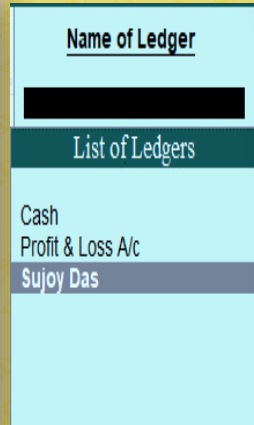
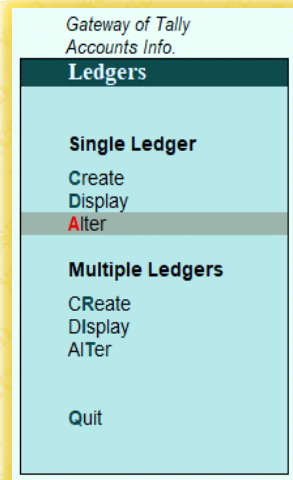
Go to Gateway of Tally > Accounts Info > Ledgers > Display or Alter (Single / Multiple) > Enter

- Modification of Account Ledgers Is Possible for Single Ledgers as Well As Multiple Ledgers. However, For Multiple Ledgers, All the Fields Are Not Available for Alteration.



### Delete a Ledger

Go to **Gateway of Tally > Accounts Info > Ledgers > Alter (Single / Multiple) > Select the Ledger**, Which You Want to Delete > Press **Alt + D > Enter**.



### Groups

The Group Is A Collection of Leaders of The Same Natures. Tally Software Automatically Creates **28** Groups That Are Used in The Account Chart. Out Of **28** Predefined Groups in Tally, Primary Groups Are **15**, And the Sub-Groups Are **13**. The Different Types of Groups Are as Follows:

- Primary Groups
- Sub Groups

#### Primary Groups

1. Branch/Division	6. Current Assets	11. Indirect Income
2. Capital Accounts	7. Fixed Assets	12. Misc. Expenses
3. Loans	8. Investments	13. Purchase Accounts
4. Suspense Account	9. Sales Accounts	14. Direct Income
5. Current Liabilities	10. Indirect Expenses	15. Direct Expenses

#### Sub Groups

1. Sundry Creditors	6. Secured Loans	11. Bank Accounts
2. Stock in Hand	7. Deposits	12. Cash in Hand
3. Duties & Taxes	8. Banks OD Accounts	13. Loan & Advances (Assets)
4. Unsecured Loans	9. Provisions	
5. Reserves & Surplus	10. Sundry Debtors	

**Units of Measure**

**Units of Measure Creation**

Go to Gateway of Tally > Inventory Info > Units of Measure > Create

**Simple Units of Measure**

The screenshot shows two windows from Tally ERP 9. On the left is the 'Gateway of Tally' window with 'Inventory Info.' selected. On the right is the 'Unit Creation (Secondary)' window. In this window, 'Type' is set to 'Simple', 'Symbol' to 'Nos.', and 'Unit Quantity Code (UQC)' to 'NOS-NUMBERS'. A list of UQCs is shown on the right, with 'NOS-NUMBERS' highlighted. Other UQCs include 'Not Applicable', 'BAG-BAGS', 'BAL-BALE', 'BDL-BUNDLES', 'BKL-BUCKLES', 'BOU-BILLION OF UNITS', 'BOX-BOX', 'BTL-BOTTLES', 'MIR-ME IERS', 'MTS-METRIC TON', 'OTH-OTHERS', 'PAC-PACKS', and 'PRS-PAIRS'. There are 14 more UQCs listed below.

**Compound Unit of Measure**

A Compound Unit Is a Relation Between Two Simple Unit. Hence, Before You Create a Compound Unit, Ensure That You Have Already Created Two Simple Units (Example **Doz & Nos**)

The screenshot shows the 'Unit Creation' window for a compound unit. 'Type' is set to 'Compound'. Below it, it says 'Units with Multiplier Factors (example: Kgs of 1000 gms)'. A table shows the relationship between units: 'First unit' is 'Doz', 'Conversion' is 'of 12', and 'Second unit' is 'nos'. The 'Current Date' is 'Saturday, 2 May, 2015'. The window title is 'ABC Compa'.

**Alter / Delete Units of Measure**

Go to Gateway of Tally > Inventory Info. > Units of Measure > Alter > Select the Unit > Press **Alt + D** and **Enter**

\*\*\* However, A Unit of Measure That Is Part of a Compound Measure Cannot Be Deleted Without Deleting the Compound Measure First.

**Display Units of Measure**

Go to Gateway of Tally > Inventory Info. > Units of Measure > Display > Select the Unit.

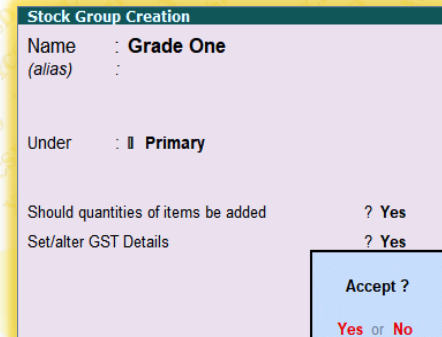
The screenshot shows the 'Units' window in Tally ERP 9. It has a table with two columns: 'Name of Unit' and 'Units'. The first row shows 'kg' with '(Kilo Gram)' in parentheses. The second row shows 'NO.' with '(NUMBER)' in parentheses. The window title is 'Current Wednesday'.



**Stock Group**

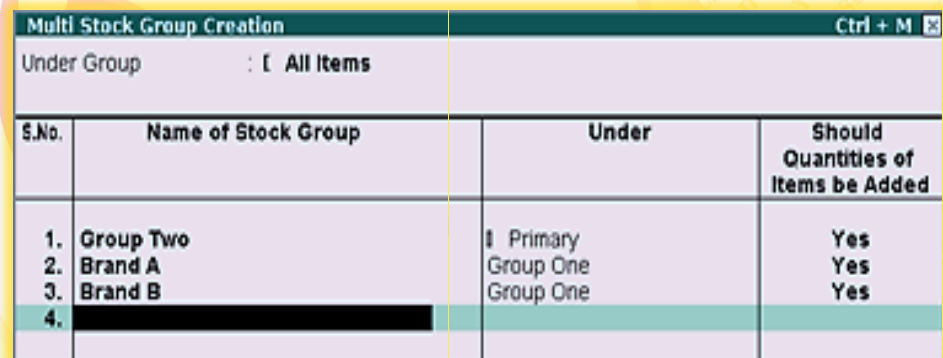
**Create Single Stock Groups**

Go to Gateway of Tally > Inventory Info. > Stock Groups > Create (Under Single Stock Group)



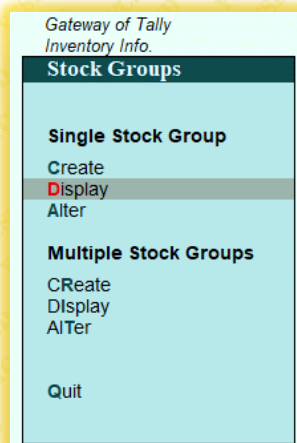
**Create Multiple Stock Groups**

Go to Gateway of Tally > Inventory Info. > Stock Groups > Create (Under Multiple Stock Groups)



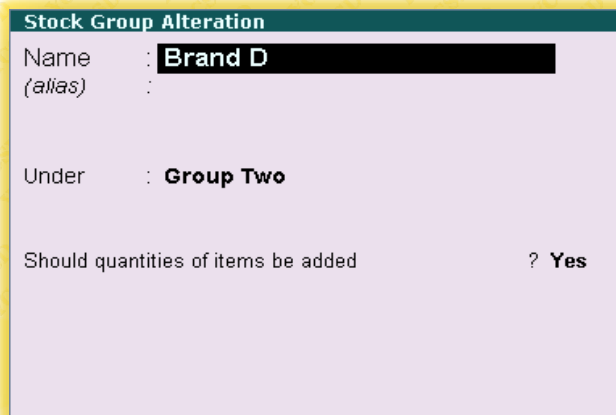
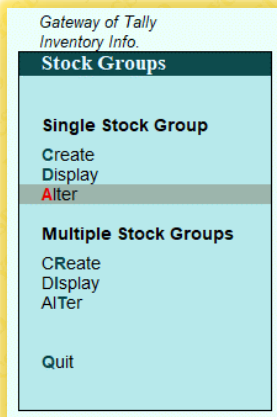
**Display Stock Group**

Go to Gateway of Tally > Inventory Info. > Stock Groups > Display. (Under Single / Multiple) > Select the Stock Group from The List of Groups.



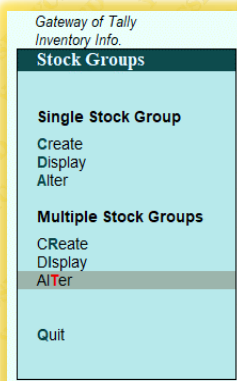
### Altering Single Stock Group

Go to **Gateway of Tally > Inventory Info. > Stock Groups > Alter** (Under Single Stock Group) > **Select the Stock Group** from The List of Groups.



### Altering Multiple Stock Groups

Go to **Gateway of Tally > Inventory Info. > Stock Groups > Alter** (Under Multiple Stock Groups) > **Select the Stock Group** from The List of Groups.



Multi Stock Group Alteration			
ABC Company			
Under Group : All Items			
S.No.	Name of Stock Group	Under	Should Quantities of Items be Added
1.	Group One	Primary	Yes
2.	Group Two	Primary	Yes
3.	Brand A	Group One	Yes
4.	Brand B	Group One	Yes
5.	Brand C	Group Two	Yes
6.	Brand D	Group Two	Yes

## Stock Categories

### Stock Categories

1. Stock Category Offers A Parallel Classification of Stock Items.
2. For Enabling Stock Category Option in The **Inventory Info** Menu, Press **F11 > F2: Inventory Features > Set Yes** for Maintain Stock Categories



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