Tally Authorised Sales & Support Centre :

software@work™
Software At Work (India) Pvt. Ltd.

Tel : 022-226674488
Email : tally@sawindia.com

TALLY 9

FEATURES AT A GLANCE

Note : This document is based on Tally 9 Release 1.0. Since Tally is regularly updated with new features, please contact tally@sawindia.com for updates.

Some new features expected to be released shortly include :

- ***Export to Excel***
- ***Auditors Edition of Tally (with Tax Audit related audit capability)***
- ***Excise for Manufacturers***
- ***Remote Access to Tally data***
- ***Updates to eTDS,VAT,Service Tax & FBT***

Practicing CA's can ensure compliance, save time on audit,avoid duplication of data entry for generating statutory returns and offer additional compliance services to their clients using Tally. For special offers on Tally Licenses and Services for practicing CA's please email tally@sawindia.com or call 98200 82559

TALLY 9 FEATURES

Tally 9 – incorporated with path breaking technology

The performance of a system depends on all its sub-systems delivering the required performance. The engineering and design of the architecture ensures that aspects that are in our control can be easily managed to deliver the performance you need. An aspect like network performance is factored into the design by minimizing network traffic and distributing computing. The Roll Forward transaction commit ensures that write performance is extremely fast. The versioning database design ensures that multiple users can write and multiple users can execute reports, while each user individually enjoys system performance, as if only he or she were connected to the database. The synchronization function between remote offices and multiple offices at the same time is drastically enhanced by incorporating the Bulk receive Q manager which supports queuing to improve data synchronization.

Tally 9 – Simply the best

- **Simplicity:** Tally is a very simple, easy to use complete business solution. Anybody who has a basic knowledge of accounts or an average knowledge of English can use Tally. It is easy to learn, configure and use Tally. Tally is not a computerized accounting package but is Accounts on computers.

- **Speed:** Report generation is instantaneous for any date or period and the user can toggle between reports, either accounting or inventory or even between different companies instantaneously. The user can also shift across dates in any report without any time loss (i.e.: If one is viewing a daybook for 1st April he can select the date as 31st March of the next year and will be able to see the daybook instantaneously for that date).

- **Power:** Tally has the power to generate management information, which would help the management in taking quick and correct decisions and in turn enable a faster growth of the business. The power of on-line information made available by Tally helps one in having complete control of the business in real-time.

- **Versatility:** Tally 9 is available in two versions; a single user version and a multiple user version, which can be used for unlimited users on a single LAN.

- **Flexibility:** Tally can adapt to any business need rather than the user trying to change the way his business is run to adapt to the application.

- **Scalability:** Scalability is defined as the inherent capability to meet smaller and larger needs. Tally 9 has been architected as a set of capability layers. Each of these layers can be installed on the same, separate or multiple computer systems.

- **Concurrent multi-lingual capability:** With Tally 9, you can maintain your accounts in any Indian language, view them in another language and print them in a third language. All this can be done with greater speed and power than ever before. This ensures that you are able to transact business across India and other countries in any language without any barriers.

- **Real time processing:** All books, ledgers and reports are updated as soon as a transaction is completed and accepted. This means that all your statements and reports are ready with the last saved transaction.

- **Affordability:** Tally 9 is very attractively priced to satisfy every discerning customer. It's architecture and functioning does not require very large investments in hardware and networking.

- **Local support:** Comprehensive service support is available from our experts at the Tally Authorised Service Centres (TASC).

- **Online help:** Tally offers free web chat. Any person interested in getting information about the product or any information related to the product can access Tally web site and chat online with a Tally representative.

  Tally users, across the globe having any clarification on the product or requiring any support on the product can e-mail their queries to Tally support and their queries will be addressed in a very short time.

Tally 9 – Ideal for simple accounting

- **Complete book-keeping:** Tally 9 follows the double entry system of accounting and maintains all Books of accounts starting from records of vouchers, ledgers etc. You can record your transactions, using a unique voucher entry system which is easy and flexible to configure for diverse transactions. Different types of vouchers like Payment, receipt, adjustment entries like Journals, Debit notes, Credit notes, Sales, Purchases, Receipt notes, Delivery notes are also easily processed.

- **Books, registers and statements of accounts:**
  a) Books: Tally maintains all the Primary books of accounts like Cashbook, Bank Book.

  b) Registers: Tally maintains all registers like Purchase Register, Sales Register and Journal Registers.

  c) Statement of Accounts: Tally maintains all statement of accounts like Balance sheet, Profit and Loss and Trial Balance, Cash Flow, Fund Flow & Stock Statement.

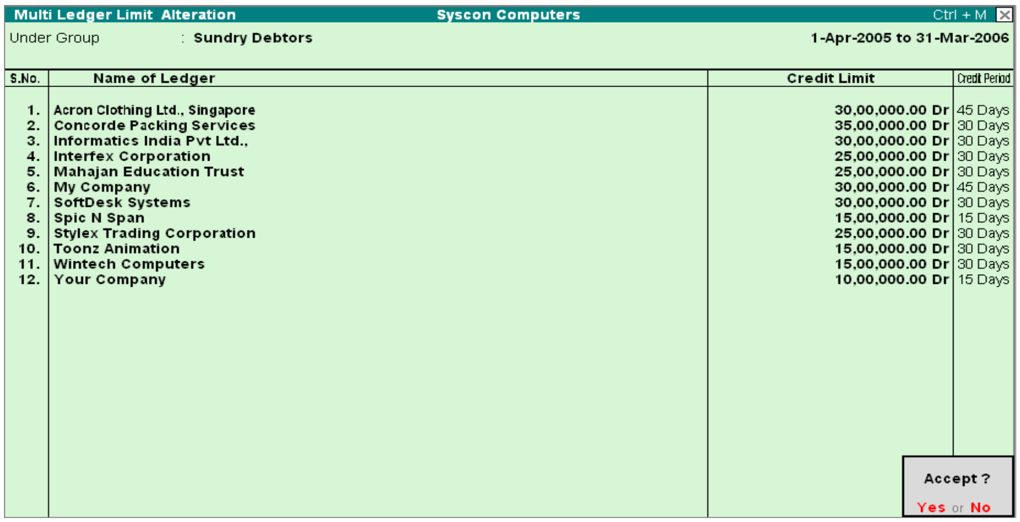
- **General ledger:** Tally maintains details of all ledgers that are defined by the user. You can define your chart of accounts i.e. - maintain groups, ledger etc. Ledger reports can be used for scrutiny of accounts. Most accounting systems across the globe follow the concept of separate Personal and Nominal accounts. Tally follows the concept of single ledger systems, which includes both Personal and Nominal accounts.

- **Receivables and Payables management:** You can dynamically allocate payments against invoices, with reference to due dates. Reports are classified, grouped and aged according to your definitions. You can have customisable reminders for overdue, as well as measure payment performance, segregating your good and bad customers. Tally provides complete bill wise information of amounts receivable as well as payable either Party wise or Group wise. This helps in tracking bills, payments/receipts including advances on a one-to-one basis.

- **Credit limits:** A Tally user can maintain 'Outstanding Reports' along with Age Wise analysis. Credit Limits can be defined 'amount wise' as well as 'period wise'. Once Credit limits are set for a Party, the user cannot bill the particular Party beyond the specified limit. This helps in monitoring as well as controlling potential slow collections and warns about the potential bad debts.

  An example of this simple process of how to set Credit Limits is shown below:

  From Gateway of Tally: Select Accounts Info. ➔ Ledgers ➔ Credit Limits. Select the required Group. Define the limit for each ledger either by Value or Period or Both. (See Fig. 1)



Multi Ledger Limit Alteration — Syscon Computers — Ctrl + M

Under Group : Sundry Debtors — 1-Apr-2005 to 31-Mar-2006

S.No.	Name of Ledger	Credit Limit	Credit Period
1.	Acron Clothing Ltd., Singapore	30,00,000.00 Dr	45 Days
2.	Concorde Packing Services	35,00,000.00 Dr	30 Days
3.	Informatics India Pvt Ltd.,	30,00,000.00 Dr	30 Days
4.	Interfex Corporation	25,00,000.00 Dr	30 Days
5.	Mahajan Education Trust	25,00,000.00 Dr	30 Days
6.	My Company	30,00,000.00 Dr	45 Days
7.	SoftDesk Systems	30,00,000.00 Dr	30 Days
8.	Spic N Span	15,00,000.00 Dr	15 Days
9.	Stylex Trading Corporation	25,00,000.00 Dr	30 Days
10.	Toonz Animation	15,00,000.00 Dr	30 Days
11.	Wintech Computers	15,00,000.00 Dr	30 Days
12.	Your Company	10,00,000.00 Dr	15 Days

Accept ?

Yes or No

Fig. 1

Note: To Activate Budgets and controls press F11. Select Accounting Features. Type "Yes" against Maintain Budgets & Controls.

- **Accounts receivables & Accounts Payable:** Accounts Receivables is the amount to be received from Sundry Debtors and Accounts Payable is the amount to be paid to Sundry Creditors. Tally provides complete bill wise information of amounts receivable as well as amounts payable either Party wise or Group wise. This feature tracks bills, payments/receipts including advances on a one-to-one basis. A screen showing the above mentioned details is shown below as an example. (Fig.2)

  How to use this facility?
  Activate 'BillWise' details by pressing F11 (Features). Now Create a Party (Ledger A/c) under the group 'Sundry Debtors' as well as one under group 'Sundry Creditors', and also activate 'Maintain balances bill by bill' for all the

  Parties while you are in Ledger creation mode. Next, select the option 'Voucher Entry' in 'Gateway of Tally' -> Select Sales or Purchase Voucher. Now, while entering the transaction, the user can specify a Ref. no with due date for the amount or break it up by giving multiple ref no with different due dates.

  To view the reports follow the procedure given below.
  From Gateway of Tally,select 'Display' → Statement of Accounts → 'Outstandings → Receivables (in case you want to see amount due to the company) -> Select any particular group. The report displays bill by bill outstanding for all parties along with the pending amount as well as the due date. In case user wants to see the amount payable by the company then select the option 'Payable' under the menu 'Outstandings'.

Once the user has selected either Payables or Receivables, he can then toggle between the two reports by clicking the F4 function key.

For individual Party wise outstanding: Select 'Ledger' option under 'Outstandings'. This report gives a bill-by-bill display of all outstandings for the concerned party along with the total outstanding amount.

Bills Outstanding — **Syscon Computers** — Ctrl + M

Bills Receivable — **For 1-Apr-2006**

Date	Ref. No.	Partys' Name			Pending Amount	Due on	Overdue by days
28-Nov-2005	1	Ultra Tech Computers			5,28,800.00	28-Nov-2005	124
	28-Nov-2005	Payment	9	5,28,800.00 Dr			
7-Jan-2006	SNS-01	Spic N Span			5,03,360.00	17-Jan-2006	74
	7-Jan-2006	Purchase	4	2,51,680.00 Dr			
	10 nos	Mouse	200.00/nos				
	25 nos	Processor (Athlon)	3,800.00/nos				
	25 nos	Processor (P4)	5,800.00/nos				
	14-Jan-2006	Payment	18	2,51,680.00 Dr			
4-Mar-2006	STC-01	Stylex Trading Corporation			2,00,000.00	4-Mar-2006	28
	4-Mar-2006	Sales	8	3,60,360.00 Dr			
	5 nos	Computer P4	28,500.00/nos				
	8 nos	Computer Athlon	25,500.00/nos				
	8-Mar-2006	Receipt	9	1,60,360.00 Cr			
25-Mar-2006	10	Your Company			2,64,160.00	25-Mar-2006	7
	25-Mar-2006	Sales	10	2,79,760.00 Dr			
	50 nos	Motorola C115	1,500.00/nos				
	100 nos	Nokia 6610	1,900.00/nos				
	200 nos	Phone Covers	20.00/nos				
	31-Mar-2006	Credit Note	2	15,600.00 Cr			
	10 nos	Motorola C115	1,500.00/nos				
					14,96,320.00		

Fig. 2

In case the user desires to view a report on group outstanding, the user can select Groups under the menu "Outstanding" and then select any group or sub group. The user can also select Ledgers to view the outstanding amount of a particular ledger.

Tally can generate Age wise Analysis Reports. The user can define the Ageing periods as per his requirements. For e.g. 0 to 30 days, 30 to 45 days, 45 to 60. The aging analysis gives flexibility to do ageing by due date or bill date. The procedure for displaying the report is given below.

Select 'Ouststandings' from the Display menu → select 'Receivables ' or 'Payables' press F5 (age wise) → select method of ageing → specify the periods.

Group Outstandings — **Syscon Computers** — Ctrl + M

Particulars	Sundry Debtors Syscon Computers For 1-Apr-2006 Pending Bills		Sundry Debtors Syscon Computers For 1-Apr-2006 (< 30 days)		Sundry Debtors Syscon Computers For 1-Apr-2006 30 to 45 days		Sundry Debtors Syscon Computers For 1-Apr-2006 45 to 75 days	
	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
								2 more ... →
Concorde Packing Services		0.33				0.33		
Spic N Span	5,03,360.00	5,03,360.00					5,03,360.00	
Stylex Trading Corporation	2,00,000.00	26,520.00	2,00,000.00	26,520.00				
Your Company	2,64,160.00		2,64,160.00					
Grand Total	9,67,520.00	5,29,880.33	4,64,160.00	26,520.00		0.33	5,03,360.00	

- **Flexible voucher numbering:** Tally provides predefined vouchers and also allows the user to define different types of vouchers as per requirements. For example: the user can classify Payment Vouchers by creating vouchers by the name Bank Payment and Cash Payment Vouchers. The user can also set the voucher numbering to either automatic numbering or manual numbering or have no numbering at all. In addition to the above, the user can also assign Prefix and Suffix for voucher numbers and numbering can restart either from the beginning of the year or the beginning of the month.

  How to create a new Voucher Type?
  Select Accounts Info → Voucher Type → Create. Now enter the Voucher name, specify the type of voucher, specify the method of numbering, activate or deactivate the other functions as per needs.

- **Flexible classification of account heads:** Tally allows the user to define account heads as per his requirements. Tally offers 28 predefined widely used Groups. Of these 28 predefined groups 15 groups are Primary groups and the remaining 13 are sub groups. Among the 15 predefined groups 9 Groups are Balance Sheet items and the remaining 6 groups are Profit and Loss items. The user is allowed to alter the nomenclature of any of these 28 Groups. Further the user is allowed to create any number of Groups as per his/her requirements, which can either be a Primary or a Sub-Group. Tally also allows the user to have a multiple tree like structure groupings. This flexibility and ease of configuration allows Tally to be used across industries and geography.

  For example: the user can have Continent wise Debtors groupings (i.e. Asia, America, Europe, Africa, Australia) under the Group 'Sundry Debtors'. The continents can also be further bifurcated into countries and states and so on.

- **Bird's eye view to Drill down display:** All reports are dynamic and allow further interrogation from the summary to the actual transaction voucher. For example: the user can view a Balance sheet and then select the required group in the Balance Sheet and drill down till the vouchers.

- **Data based reporting:** Tally allows users to select any report for a particular date or for any range of dates. Once you have selected a Report, you can specify the date range. You can also do simultaneous comparison of any two selected periods including across financial years. All reports from Tally are generated based on the transaction date rather than the date of actual entry and hence Tally ensures that information is always represented accurately. This unique approach to bank reconciliation allows review of past date status for auditing purposes.

- **Voucher & cheque printing:** Tally facilitates the printing of any voucher that has been entered and processed. The user can print the voucher as soon as he has entered the voucher or even later. Tally also provides a cheque printing facility. The cheque can be printed immediately after printing the voucher or can be printed later.

  To activate Cheque printing option press F11 -> activate 'Set modify company features' -> enable Cheque printing -> specify bank name (as created in Ledgers) -> Specify dimensions of Cheque. Now while entering Payment Voucher mention the name to be printed on the cheque. Once the voucher is saved Tally prompts the user to print cheque.

❖ **Columnar reports:** Tally provides columnar reports in Sales register, Purchase Register and Journal registers as well as Ledgers and Cash / Bank Books.

For Columnar Reports, from Gateway of Tally, select Display ➔ Account Books ➔ select any register ➔ Press F5 to view columnar reports. (See Fig 3)

Voucher Register — **Syscon Computers** — Ctrl + M

List of All Sales Vouchers — **1-Nov-2005 to 31-Mar-2006**

Date	Particulars	Voucher Type	Vch No.	Voucher Ref.	Quantity	Rate	Gross Total	Sales @ 4%	OutPut Vat@4%	Sales CST
										5 more ... →
24-Nov-2005	**Interfex Corporation**	Sales	1		**10 nos**	*24,500.00/nos*	**2,54,800.00**	2,45,000.00	9,800.00	
13-Dec-2005	**Toonz Animation**	Sales	2		**10 nos**	*23,500.00/nos*	**2,44,400.00**			2,35,000.00
29-Dec-2005	**Informatics India Pvt Ltd.,**	Sales	3	IIP-01	**8 nos**	*22,000.00/nos*	**1,83,040.00**	1,76,000.00	7,040.00	
10-Jan-2006	**Acron Clothing Ltd., Singapore**	Sales	4		**15 nos**	*$500/nos*	**3,37,500.00**			
20-Jan-2006	**Concorde Packing Services**	Sales	5		**20 nos**	*26,500.00/nos*	**5,51,200.00**		21,200.00	
28-Jan-2006	*(DELETED - Audited Voucher)*	Sales	6							
29-Jan-2006	**Cash**	Sales	6		**5 nos**	*22,950.00/nos*	**1,19,340.00**		4,590.00	
24-Feb-2006	**SoftDesk Systems**	Sales	7		**22 nos**	*22,834.09/nos*	**5,22,444.00**	2,60,100.00	20,094.00	
4-Mar-2006	**Stylex Trading Corporation**	Sales	8		**13 nos**	*26,653.85/nos*	**3,60,360.00**			3,46,500.00
20-Mar-2006	**Wintech Computers**	Sales	9				**11,020.00**			
25-Mar-2006	**Your Company**	Sales	10	101	**350 nos**	*768.57/nos*	**2,79,760.00**	2,69,000.00	10,760.00	
	Grand Total				**453 nos**		**28,63,864.00**	9,50,100.00	73,484.00	5,81,500.00

Fig. 3

❖ **Bank reconciliation:** Tally provides the user a facility to reconcile bank accounts with his bank statement and hence provide the user with information regarding transactions, which haven't been cleared by the bank as yet. Tally once again shows the simplicity of viewing detailed reports.

Firstly, while creating "Bank Account" Ledger, specify 'Effective date of reconciliation' (ie the date from which the user wants to reconcile his bank accounts). Then, From Gateway of Tally, Select Display ➔ Account Books ➔Bank Book ➔Select the particular Bank ➔ Select month ➔ Press F5 (Reconcile). Enter the date, on which a particular transaction has been cleared by the bank. Tally now provides information of balances as per company Books as well as per Bank. (Fig. 4)

Bank Reconciliation — **Syscon Computers** — Ctrl + M

Ledger: **HDFC Bank** — **1-Dec-2005 to 31-Dec-2005**

(Reconciliation)

Date	Particulars	Vch Type	Bank Date	Debit	Credit
4-12-2005	**Petty Cash**	**Contra**	*7-12-2005*		**42,000.00**
4-12-2005	**Wages**	**Payment**	*10-12-2005*		**33,000.00**
8-12-2005	**Interfex Corporation**	**Receipt**	*15-12-2005*	**2,54,800.00**	
15-12-2005	**Advance Income Tax**	**Payment**	*17-12-2005*		**5,000.00**
19-12-2005	**Wages**	**Payment**	*23-12-2005*		**37,500.00**
25-12-2005	**Toonz Animation**	**Receipt**	*28-12-2005*	**2,44,400.00**	
29-12-2005	**Informatics India Pvt Ltd.,**	**Receipt**		**1,83,040.00**	
			Balance as per Company Books :	**20,04,940.00**	
			Amounts not reflected in Bank :	**1,83,040.00**	
			Balance as per Bank :	**18,21,900.00**	

Fig. 4

Basic financial management

- **Fund flow:** Fund Flow is a statement, which reflects the movement in working capital as well as, Flow due to operations, movement of capital and acquisition and sale of fixed assets. Tally automatically tracks all the transactions entered and readily provides a Funds Flow Statement.

- **Receivables turnover (payment performance of debtors):** Tally tracks the payment performance of all debtors and generates a report where-in the user can get information of average time taken by the debtors to pay back their debts. The payment performance of debtors is calculated in two ways.

  1. Using Receivables formula: Tally calculates the payment performance of debtors using the formula which is mentioned below:

  Payment performance by formula: (closing balance / total sales) * no. of days

  2. Using actual bill clearance dates: Tally calculates the performance of the debtors using the actual bill cleared date.

  Procedure: Select Ratio Analysis from 'Gateway of Tally' screen.
  Select 'Receivable Turnover in days'.

- **Branch accounting:** Tally provides a convenient method of handling Branch accounts. Each branch can handle their individual accounts. If there is any transaction or transfers between branches or offices then the user enters a transaction by debiting the other branch account and at the other branch a reverse entry is made (ie first branch is credited). When these branches are grouped together then there is no net effect on the books is nil. In case there is a difference it can be easily used for branch reconciliation.

  For e.g.: Create two branch companies, Branch A and Branch B. Now if funds are transferred from Branch A to Branch B.

  In the account books of Branch A accounts books, Branch B is debited and in the account books of Branch B, Branch A is credited. When the two branches are consolidated there is no net effect on the combined books.

- **Flexible financial periods:** Tally is one of the most flexible accounting packages available and this can be illustrated by the fact that Tally can handle multiple periods in a single company. Once a company is created the user can specify any range of dates and obtain reports for that range. These date range can also be across multiple financial years. i.e. the user can get a report for 18 months, 24 months etc. Different countries have different financial periods. Hence if a particular company has its parent company in another country, which has a different financial year, the user can generate a report as per financial periods of the parent company.

  Procedure: Select any Report (e.g. Profit and Loss) → select Period (F2)→ specify date range and save.

- **Consolidation of companies:** Another outstanding feature of Tally is its ability to handle Group companies. Tally allows the user to create multiple companies which could be either branch companies or sister concerns. These companies could be grouped together to get consolidated reports so as to enable the management to analyse the performance of the group company. Any changes done in any one of the branch companies, is automatically updated in the group company. At any point of time a new company could be included in the list of companies of a particular group. Tally also allows the user to create multiple levels of group companies.

Procedure: -> Create multiple companies and load those companies, which have to be grouped together -> select Company Info (Alt + F3) -> select 'Create Group Company' ---> specify name of the Group Company and other information's -> select companies that are to be grouped together and save the screen. A group company is automatically created.

- **Budgeting and Control:** Tally provides a wonderful tool to the user to have a control over his business through the feature of budgets. The user can hence compare the actual performance of the company with the budgeted figures and also get a Variance report. The user can define multiple budgets (e.g. Optimistic Budget, Realistic Budget) or even create budgets for different periods. The budget values can be defined for each Group as well as all Ledgers.

  Procedure: -> select Features (F11) and activate 'Budgets and Controls' -> now select Accounts Info -> select Budgets -> select Create -> specify name for the budget -> specify the date range for the budget -> activate Groups -> select groups A/c -> assign budget value and save -> activate ledger -> select ledgers and assign budget values and save the screen.

  To view Budget Reports: select any report (B/S, P/L, T/B etc) -> select new column (Alt + C) -> select period -> select type of Budget -> activate Variance and save screen.

- **Cost Centre & Profit Centre with multiple cost categories:** Tally facilitates the creation of Cost / Profit Centers which is a very important management tool. It allows the user to allocate transactions (especially revenue) to a particular Cost Centre.

  Tally also allows the user to compare one Cost Centre with another. Hence Cost centers will provide the management with information regarding the performance of each Cost Centre / Profit Centre

  Procedure: -> Select F11 (Features) -> activate Cost Centres -> select Accounts Info -> select Cost Centres -> select Create -> furnish information for the Cost Centre and save.

  How to view reports? -> select Display -> select Statement of Accounts -> select Cost Centre -> select Cost Center Break up -> select Cost Centre.

  This in turn helps the user to extract reports for that particular Cost Centre (Profit Centre). Cost Centers could generally be a Unit / Division / Department in an organization or even Sales Executives, to which transactions (generally revenue transactions) are allocated. Tally also allows the user to compare the performance of Cost Centers.

  This is a very simple process consisting of the following steps: (Fig. 5)

  At the Gateway of Tally select Display ➔ Statements of Accounts ➔ Cost Centers ➔ Cost Centre Break-up ➔

Breakup of Cost Centre	Syscon Computers		Ctrl + M
Particulars	Cost Centre: Administration Location Indirect Expenses **Syscon Computers** 1-Apr-2005 to 31-Mar-2006		
	Transactions		**Closing Balance**
	Debit	Credit	
Electricity Expenses (Branch)	*1,200.00*		1,200.00 Dr
Interest on Loan	*1,875.00*		1,875.00 Dr
Rent Expenses	*36,000.00*		36,000.00 Dr
Grand Total	***39,075.00***		**39,075.00 Dr**

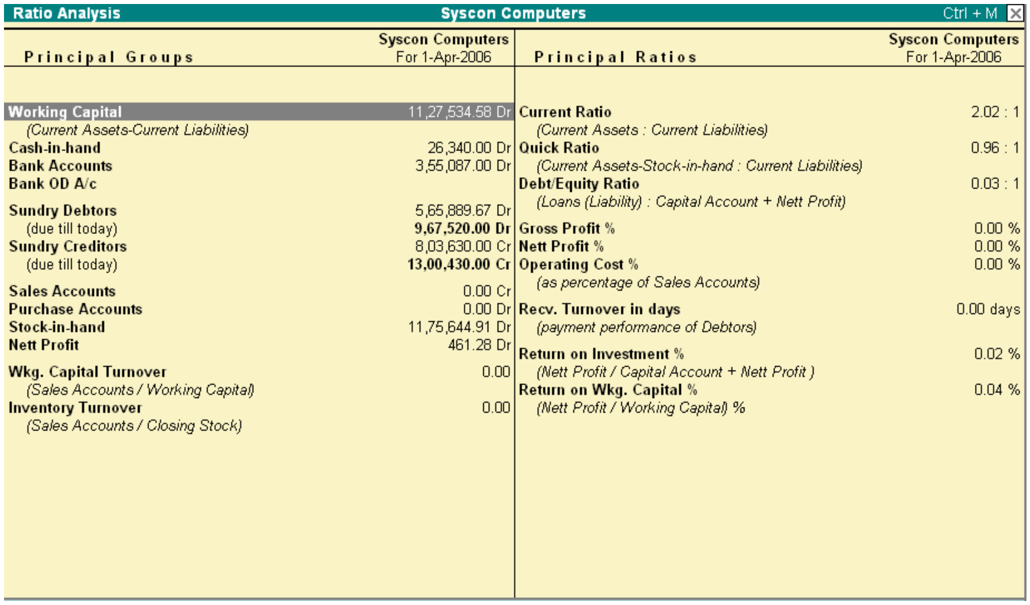
Fig. 5

- **Variance Analysis:** Tally provides complete variance analysis reports. This report provides information of variance of actual figures from the budgeted figures. The user can get a variance analysis report once he has activated Budgeting and Control options. This option hence will help the management in taking critical management related decisions. This will help giving exception reports to management. The drill down feature can be used to go to the voucher level details to understand the problem better.

  Procedure: -> select Trial Balance / Group statements -> select Budget Variance (Alt + B) -> select type of Budget -> accept the screen.

- **Ratio Analysis:** Ratio Analysis provides management with reporting tools that can give you the pulse of the corporate health. They convey more useful information than absolute numbers. Tally helps the user in analyzing ratios and performance of the company. The Ratio Analysis report provides information on all major Ratio's and also information's like Operating Cost figures, Return on Working Capitals etc which will help the management in taking critical decisions. This report helps the company provide useful information not only to internal management use but also external agencies such as banks etc. (Fig. 6).

  Procedure: -> select Ratio Analysis from 'Gateway of Tally'



Ratio Analysis | Syscon Computers | Ctrl + M

Principal Groups	Syscon Computers For 1-Apr-2006	Principal Ratios	Syscon Computers For 1-Apr-2006
Working Capital	11,27,534.58 Dr	Current Ratio	2.02 : 1
(Current Assets-Current Liabilities)		*(Current Assets : Current Liabilities)*	
Cash-in-hand	26,340.00 Dr	Quick Ratio	0.96 : 1
Bank Accounts	3,55,087.00 Dr	*(Current Assets-Stock-in-hand : Current Liabilities)*	
Bank OD A/c		Debt/Equity Ratio	0.03 : 1
Sundry Debtors	5,65,889.67 Dr	*(Loans (Liability) : Capital Account + Nett Profit)*	
(due till today)	**9,67,520.00 Dr**	Gross Profit %	0.00 %
Sundry Creditors	8,03,630.00 Cr	Nett Profit %	0.00 %
(due till today)	**13,00,430.00 Cr**	Operating Cost %	0.00 %
Sales Accounts	0.00 Cr	*(as percentage of Sales Accounts)*	
Purchase Accounts	0.00 Dr	Recv. Turnover in days	0.00 days
Stock-in-hand	11,75,644.91 Dr	*(payment performance of Debtors)*	
Nett Profit	461.28 Dr	Return on Investment %	0.02 %
Wkg. Capital Turnover	0.00	*(Nett Profit / Capital Account + Nett Profit)*	
(Sales Accounts / Working Capital)		Return on Wkg. Capital %	0.04 %
Inventory Turnover	0.00	*(Nett Profit / Working Capital) %*	
(Sales Accounts / Closing Stock)			

Fig. 6

❖ **Scenario Management including Reversing Journals & Optional Vouchers:** Scenario Management is the latest management tool provided in Tally by which the user can create multiple scenarios for the purpose of forecasting or to view provisional reports. This can be done by selectively including certain types of vouchers, which will in no way affect the regular books. Three types of entries are used in Scenario management:

1. ***Optional Voucher***
2. ***Memorandum Voucher***
3. ***Reversing Journal***

Procedure: -> select F11 (Feature) -> activate 'Use Rev. journals and Optional Vouchers -> accept screen -> select Accounts Info -> select Scenarios -> select Create -> specify 'Name' of the scenario -> activate or deactivate 'actuals' as per requirements -> specify the type of vouchers to be included (use Exclude options only when you need to exclude voucher types which have been included previously) -> accept the screen.

To view Scenario -> select any report like B/S, P/L, Cost Centre, Ledgers etc -> select New Column -> Select Scenario -> accept screen.

Reversing Journals and Optional vouchers are both non-accounting vouchers and hence will not affect the books of accounts in any manner. The reversing Journal is a separate Voucher Type. This voucher is effective only when called for in reports as a part of the Scenario management. In case of Rev. Journal the user can specify the date till which it is applicable.

Procedure: -> Select Voucher Entry -> select F10 -> select Rev. Journal -> complete the transaction and specify the date till which it is applicable. For Optional Vouchers select any Voucher and select 'Optional (Ctrl + L)'.

This Voucher is used when the user has to enter a transaction but has incomplete information or the transaction is not yet completed. This Voucher can be regularized at any time by going into voucher alteration mode and clicking on regular option in the voucher.

Advanced Financial Management

- **Multiple Companies:** Tally provides its users the facility for creating and maintaining any number of companies. Hence the user can maintain all his companies / Branch companies as well as his own Personal accounts in Tally. The Tally user can also handle companies concurrently i.e. the user can load more than one company and simultaneously work on all or any of the companies loaded by shuffling between companies as and when required. Tally also allows users to group companies and hence provides a consolidated report for the companies grouped.

  How to create multiple companies? To create a Company -> select 'Create' option (in company info menu) -> now, Specify Company Name and other related details. Once one company is created, to create a new company -> Press F3 (Comp Info).

  To create another company, the user has to follow the steps mentioned above. Once the user has completed the process of creating several companies, he can load and work on any of the companies that were created.

- **Multi-currency:** Tally maintains books of accounts in the base currency. Tally also allows users to enter transactions in multiple currencies and view reports in any of the currencies that have been created. The user can thus invoice his foreign customers in their currency and receive payments in their currency. If there is any foreign exchange gain / loss, it is reflected immediately in the ledger account of the concerned parties. The gain or loss hence derived can be transferred to a foreign exchange account by using a Journal (use voucher class). The user can also view and print ledger accounts in the currency of the transaction that has been entered. It is also possible to view & print all reports in any currency.

  Procedure: Press Alt+C → select currency → specify 'Rate of Exchange'.

  Procedure to use Multi Currency: → Click on features (F11) → activate Multi Currency → select 'Accounts Info' → Currencies → Create → specify Currency symbol and other details required. Then, select 'Rate of Exchange' → specify rate (selling and buying rate) for a particular date. Now a transaction can be entered in any currency.

  This can be illustrated with the following example:
  Lets assume a sale is made to a Party in U.S. on 1st of April for U$ 100 @ S$2 / US$ (selling rate S$ 2 / US$). The receipt for the same sales is rec'd on 2nd of April @ S$2.5 / US$ (selling rate S$ 2.5 / US$ on 2nd April). Now Tally shows a gain of S$ 50 (base currency), which is displayed in the Party ledger. The gain now can be transferred to a foreign exchange Gain / Loss A/c using a journal (voucher class in journal).

- **Multiple Financial years:** Tally allows the user to have any number of financial years in one company itself. This is done during the creation of the company. There after the user is free to maintain accounts for any number of financial periods. Once the user has information for multiple years in a single company he can easily shift between different financial periods or can view reports for a period which could span multiple financial years. For example: the user can view a report which could consist of transactions for the second half of the previous financial year and first half the current financial year.

❖ **Data comparison using Multi-columnar reporting:** Tally facilitates comparison of information / reports by using the multi-columnar reporting facility. The user can view / compare information for multiple periods (year, month, qtr or user defined period), currencies etc. for the same company as well a compare information for two or more companies on the same screen instead of toggling between different periods / companies. This facility of easy comparison of information will help the management in carrying out meaningful analysis and highlight any exceptions very easily.

For example: From Gateway of Tally select any report. (Balance sheet)➔Press Alt+N to get a list of options. Select one of them (monthly, quarterly, fortnightly, etc) and press enter.

The screen will display the balance sheet as per the option selected. (see Fig. 7)

Balance Sheet — Syscon Computers — Ctrl + M

	Syscon Computers as at 15-Apr-2005	Syscon Computers as at 30-Apr-2005	Syscon Computers as at 15-May-2005	Syscon Computers as at 31-May-2005
				20 more ... →
Sources of Funds :				
Capital Account	25,00,000.00	25,00,000.00	25,00,000.00	25,00,000.00
Loans (Liability)				
Current Liabilities				
Branch / Divisions				
Profit & Loss A/c				
Opening Balance				
Current Period				
Less: Transferred				
Total	25,00,000.00	25,00,000.00	25,00,000.00	25,00,000.00
Application of Funds :				
Fixed Assets				
Investments				
Current Assets	25,00,000.00	25,00,000.00	25,00,000.00	25,00,000.00
Misc. Expenses (ASSET)				
Total	25,00,000.00	25,00,000.00	25,00,000.00	25,00,000.00

Fig. 7

Option 2: -> Select any report (e.g. Balance Sheet) -> select any range of period -> select 'new column' (Alt + C) ->select company to be compared with (if the user wishes to compare bet'n companies -> specify period.

❖ **Memo Vouchers:** This is a non-accounting voucher and the entries made using this function do not affect the accounts. In other words Tally does not post these entries to ledgers but stores them in a separate register. You can alter and convert a Memo voucher into a regular voucher when you decide to bring the entry into your books. Memo vouchers are used when the user has to make Suspense Payments or he has to make a transaction for which the user does not have complete information. Memo vouchers can be effectively used for *Scenarios*. Entries made using Memo vouchers can be made part of a Scenario management and scenario reports can be viewed by including these memo vouchers.

To view a report of all Memo Vouchers -> Select Display ->Exception Reports -> Memorandum Vouchers -> select any month (to view memo vouchers for different periods, click on Date (F2) and specify the date range).

❖ **Post-dated Vouchers:** Tally users can use this facility for entering vouchers in advance for future transactions that are definite in nature. The voucher marked as post dated does not affect the books of accounts till the date specified in the voucher. This facility is very useful when the user has issued or received post-dated cheques.

How to enter a Post dated Voucher?
From Gateway of Tally Select 'Voucher Entry' → select any voucher (e.g. Payment F5)→ press Ctrl + T (Post dated Vouchers) complete the transaction and save.

How to view Post dated vouchers?
From Gateway of Tally Select Display → select Exception Reports → select Post dated Vouchers.

- **User defined Voucher types:** Tally provides 18 predefined vouchers and also allows the user to define (create) new accounting/inventory vouchers types as per requirements. For example: the user can further classify Payment Vouchers by creating vouchers by the name Bank Payment and Cash Payment Vouchers. The user can also set the voucher numbering to automatic or manual or have no numbering at all. Further the user can also assign Prefix and Suffix for voucher numbers and numbering can restart either from beginning of the year or month.

  How to create a new Voucher Type?
  From Gateway of Tally select 'Accounts Info' → Voucher Type → select 'create' option. Now enter the Voucher name, specify the type of voucher, specify the method of numbering, activate or deactivate the other functions as per requirements.

- **Sales & Purchase Extracts:** Tally has the facility to get an extract report of the Sales and Purchase register. The extract report gives the user a consolidated figure of all groups and ledgers for both debits as well as credits. This report shows the complete Sales Turnover figures for any period as well as complete and consolidated tax return figures which help him in filing his Tax returns.

  Procedure: From Gateway of Tally select Display → Accounts Books→ Sales Register → Select particular month → press F6 (Extracts).

- **Cash Flows:** Tally provides with a cash flow statement using which the user can track the movement of cash flow ie cash inflow as well as cash out flow (both cash & bank included) in his business. The report also displays the net flow for any period. The user can also get a daily cash flow statement, activate average details and hence get average cash inflow / out flow for any period. This can be done by following a few simple steps. For example:

  From Gateway of Tally select Display ➔ Cash/Funds Flow ➔ Cash Flow ➔ Select the month & press enter ➔ Cash flow summary ➔ Press F4 to view cash flow on a daily basis.

Cash Flow Summary — Syscon Computers — Ctrl + M

Particulars	Syscon Computers 1-Feb-2006 to 28-Feb-2006 Cash Movement		Nett
	Inflow	Outflow	Flow
1-Feb		37,180.00	(-)37,180.00
2-Feb			
3-Feb			
4-Feb		52,000.00	(-)52,000.00
5-Feb			
6-Feb			
7-Feb			
8-Feb			
9-Feb			
10-Feb		60,000.00	(-)60,000.00
11-Feb			
12-Feb	3,45,000.00	2,300.00	3,42,700.00
13-Feb			
14-Feb			
14 more ...			
Grand Total	14,21,574.00	18,75,077.00	(-)4,53,503.00

Fig. 8

Note: In the Configuration setting, the **P**eriodicity of **U**se should be selected as **Daily**.

- **Funds Flow:** Funds Flow is a statement, which reflects the movement in working capital as well as, Flow due to operations, movement of capital and acquisition and sale of fixed assets. Tally automatically tracks all the transactions entered and readily provides Funds Flow Statement. (See Fig. 9). This is a very simple five step process as shown below:

  From Gateway of Tally select Display → Cash/Funds Flow → Funds Flow → Select the month.

Funds Flow Summary — Syscon Computers — Ctrl + M

Sources	Syscon Computers 1-Mar-2006 to 31-Mar-2006	Applications	Syscon Computers 1-Mar-2006 to 31-Mar-2006
Capital Account	3,39,961.00	Nett Profit	3,64,021.14
Fixed Assets	60,225.00		
Branch / Divisions	28,500.00		
Misc. Expenses (ASSET)	20,000.00		
	1 more ...		1 more ...
Total	4,48,686.00	Total	3,64,021.14

Particulars	Opening Balance	Closing Balance	Wkg Cap Increase
Current Assets	18,23,836.00 Dr	22,28,110.86 Dr	4,04,274.86
Current Liabilities	7,80,505.00 Cr	11,00,115.00 Cr	(-)3,19,610.00
Working Capital	10,43,331.00 Dr	11,27,995.86 Dr	84,664.86

Fig. 9

- **Daily Balance & Transaction Values:** Tally provides a facility of viewing certain reports (cash books / bank books) and ledgers on a daily breakup basis. The user can thus have information for total transaction value for all days as well as closing balances for all days. In the same report the user can also get daily average details as well as high and low details for the month.

  Procedure:
  From Gateway of Tally select Display → Cash/Bank Books or Ledger → select particular month → click F6 (Daily Break Up). Click F12 (Configuration) → Activate 'Show Average Details' and show 'High / Low Details'

  Tally will display a screen showing the Average details for the month as well as High and Low details for the month. From this point, the user can also drill down to voucher level.

- **Interest Calculations:** This is one of the most powerful features available in Tally. Tally automatically calculates interest based on the information furnished by the user at the time of creation of ledgers. The user can now view the impact of interest accumulated against each ledger and in turn against each transaction. Although Tally provides exhaustive information on interest implications, the interest amounts are not brought into books.

The user now has the option to book the interest calculated as per his requirements. Interest is calculated on simple and compound basis and can be entered into books by passing debit notes for interest receivables and credit notes for interest payable.

Procedure:
Firstly activate interest calculation (including advanced parameters) for the company by pressing F11 (features). Then, activate the interest calculations option for each specific ledger for which interest has to be calculated. Also specify the % of interest along with the interest style. The user can specify different %'s for different periods.

From Gateway of Tally, select Accounts Info → Ledger → Alter → Select any ledger for which interest calculation has to be activated. Set interest calculation to 'YES'. Now provide the information regarding 'rate of interest (%)' and style as per requirements. Click on "Accept".

Tally automatically calculates interest for the ledger for which the option of interest calculations has been activated.

To view a report:
From Gateway of Tally, select Display → Statement of Accounts → Interest Calculations → Receivables / Payables or ledger wise.

In case the user opts to specify or change the Rate of interest at the time of entering the transaction, then he do so by activating the option 'Override interest parameters' in Ledger creation mode.

❖ **Percentage Based Reporting:** Tally provides percentage based reporting of all financial statements like Balance Sheet, Profit & Loss, Cash Flow, Sales register etc. For example: If the user opts to view Profit and Loss report by activating %'s, then all groups are shown as a percentage of Sales. (Fig. 10)

Profit & Loss A/c | **Syscon Computers** | Ctrl + M

Particulars	Syscon Computers 1-Apr-2005 to 31-Mar-2006		Particulars	Syscon Computers 1-Apr-2005 to 31-Mar-2006	
Opening Stock			Sales Accounts	28,53,850.00	100 %
Purchase Accounts	26,55,730.00	93.06 %	Closing Stock	11,76,106.19	41.21 %
Direct Expenses	1,90,500.00	6.68 %			
Gross Profit c/o	*11,83,726.19*	*41.48 %*			
	40,29,956.19			40,29,956.19	
Indirect Expenses	3,49,885.00	12.26 %	*Gross Profit b/f*	*11,83,726.19*	*41.48 %*
Nett Profit	*8,51,270.86*	*29.83 %*	Indirect Incomes	17,429.67	0.61 %
Total	12,01,155.86		**Total**	12,01,155.86	

Fig. 10

Simple Inventory / Stock Management

- **Flexible Invoicing:** Tally provides Flexible Invoicing options. The user can configure the invoice as per requirements. Tally also allows the user to specify the dimensions of the invoices. Hence the dimensions can be specified so as to print the invoice in full size paper or in half size paper or even in smaller sizes. The user can also opt to print the invoices in simple format as well as normal format. The Tally user can also customize the invoice completely as per requirements.

  To enter an invoice:
  From Gateway of Tally, select Accounting Vouchers → press F8 for Sales→ press F12 (Configuration), activate or deactivate the features as per requirements and press enter to save the settings. Select Alt+P (print) and then press F12 (configuration) to make the necessary changes to the print settings and press enter to save the settings for printing. Now the user keys in all relevant information and saves the voucher. Before saving the invoice the user can print the invoice by selecting Print (Alt+P) option.

- **Purchase Invoices:** Tally allows the user to enter purchases in an invoice format. The item selected during purchase entry is automatically updated in stock summary. Any additional expenses, like taxes, freight etc. can be apportioned to Stock items and hence will affect stock item valuations.

  Procedure: From Gateway of Tally, select F11 (Features)→activate purchase invoice → Voucher entry → Press F9 (Purchases) and select 'supplier'. Select items along with the qty and rate. Tally automatically calculates Value -> Once all Stock item details are entered, select accounting entries like taxes and freight other expenses. -> Complete the transaction and save the screen.

- **Discount Column in Invoicing:** Tally allows the user to enter discount for each and every item. Hence each item can have different percent of discounts and Tally automatically calculates and displays the discounted value in the invoice.

  To activate discount column in Invoicing -> select F11 (Features) -> activate Separate discount columns for Invoices and save the screen.

- **Flexible units of measure including compound units:** Different items can have different Units of Measure. Tally allows the users to define any number of units as per requirements. It is also possible that each item could be transacted in one or more than one unit, for e.g. an item like sugar, could be purchased in kilograms and sold in packets. Tally allows the user to create stock items with alternate units. Hence Stock items can be maintained in both Main Units as well as Alternate Units. Tally also has a concept called Compound units. Compound unit is a relation between two simple Units; for example; the user could create a unit called 'Box of 12 Nos'.

  Procedure:
  From Gateway of Tally, select Inventory Info → Units of Measure → Create → specify Unit name and save screen.

  To activate Alternate Units; From Gateway of Tally, select Inventory Info → Stock Item → Create → Press F12 for Configuration → select Alternate Units. Press enter to save the settings.

  To create Compound Units ensure that 2 simple units are created previously. -> Now again select Units of Measure -> select type as Compound -> select first unit, specify conversion -> then select second unit.

❖ **Grouping & Categorization of stock items:** Stock items could be classified together to reflect their commonality. In other words, all items belonging to a particular brand could be grouped together. For example; all video products could be classified under Sony, Panasonic, Samsung etc. Grouping enables easy reporting of stock items. You can also create multiple levels of grouping, which will help in deeper analysis. Stock reports can be generated within a few simple steps:

Procedure: From Gateway of Tally, select Inventory Info → Stock Groups → Create → specify Group Name (for sub groups, specify the group under which the current group has to be grouped).

From Gateway of Tally select Display → Inventory Books → Stock Group; select any group to view the report. (Fig. 11)

Stock Summary | Syscon Computers | Ctrl + M

Particulars	Syscon Computers 1-Apr-2005 to 31-Mar-2006 Closing Balance		
	Quantity	Rate	Value
Finished Goods			**3,62,209.18**
Computer Athlon	*10 nos*	14,658.22	*1,46,582.18*
Computer P4	*10 nos*	16,715.00	*1,67,150.00*
Processor (Athlon)	*13 nos*	3,729.00	*48,477.00*
Raw Material			**8,13,897.01**
Hard Disk	*73 nos*	2,290.90	*1,67,235.62*
Keyboard	*83 nos*	201.47	*16,722.34*
Monitor	*83 nos*	3,514.76	*2,91,725.19*
Mother Board	*83 nos*	3,187.94	*2,64,598.64*
Mouse	*141 nos*	148.93	*20,999.55*
Processor (P4)	*10 nos*	5,261.57	*52,615.67*
Motorola C115	(-)40 nos		
Stores	*(-)40 nos*		
Nokia 6610	(-)100 nos		
Stores	*(-)100 nos*		
Phone Covers	(-)200 nos		
Stores	*(-)200 nos*		
Grand Total	**(-)340 nos**		**11,76,106.19**

Fig. 11

Tally also facilitates the creation of multiple levels of Categories.

How to create Stock Categories: At Gateway of Tally → press F11 (Features) → activate Stock Categories and save the settings. Select Inventory Info → Stock Category → Create → specify name of Category → specify under which Parent category and save the settings.

To View Reports: From Gateway of Tally, select Display → Statement of Inventory → Stock Category → select any particular category.

Tally will display all items under the selected Category.

❖ **Voucher classes with pre-defined rules & information:** Tally provides a facility called Voucher classes, which helps in automating accounting allocations while entering a transaction (Vouchers \ Invoice). Most of the Vouchers (Payment, Receipt, Sales etc) in Tally provide Voucher classes. The user can thus automate some of his routine accounting entries, thereby easing his job of voucher entry. Yet another advantage of using voucher classes is that the decision making part of the data entry operator can be restricted.

Procedure for creating Voucher Classes:

For Bank Payments: ***Once, Voucher class for Bank payments are created, the user, has to enter only the debit side particulars, where as the credit entry is allocated automatically by Tally to the ledger specified in the class.***

Procedure:
From Gateway of Tally, select Accounts Info → Voucher Types → alter→ Payment Voucher → scroll down to 'Name of class' → specify name 'Bank Pay'. Now use the option Exclude Groups to restrict particular groups for which this class can be used. Specify the ledger for which the class is created (Cash / Bank) and save the settings. Now to enter a transaction, select Voucher entry → Payments → select Class and complete the transaction.

The procedure for creating voucher classes for Bank Receipts is the same as that for Bank Payments. But during transactions, only the credit side particulars are to be entered.

- **Physical Stock Verification:** It is usual in business that at the time of physical stock verification, the actual physical Stock could vary from Stocks as per the Inventory books. Tally provides a facility for entering actual stock figures as on a particular date and from that entry, any transactions made will either increase or decrease stock from the figure mentioned in the Physical stock voucher. The user can later verify the reasons for the difference in stock figures and then pass appropriate transactions.

  How to enter Physical Stock Voucher?
  From Gateway of Tally, select Voucher Entry → Press Alt + F10, This will display the physical stock voucher entry screen. Specify the name of the item and the physical quantity of the item, which is available, and other details, and press enter to save the settings.

  Tally will automatically reconcile the inventory books to the physical stock.

- **Separate columns for actual & billed quantities:** In business, there are situations when the user has to invoice the customer for a particular quantity but actually supplies a quantity, which varies from the billed quantity. Such scenarios can be handled easily in Tally by using the feature 'Use different Actual and Billed Quantity in Invoices'. The actual quantity updates stock and the billed quantity affects only accounts. In other words, this option would be useful when the seller has to supply free item(s) for purchase of a fixed number of goods or if the seller has to supply free samples to the buyer.

  Procedure for creating 'Actual and Billed Quantity in Invoices':
  At the Gateway of Tally, press F11 to display the Company Features. Press F11 to display the Company Features Screen. Activate the feature 'Use Different Actual and Billed Quantity' and save the settings.

  Select Voucher Entry → Sales in Invoice mode. The Invoice will display two different columns for quantity; The Actual Quantity and The Billed Quantity. Complete the transaction. Actual quantity will affect only stocks while billed quantity will affect only accounts.

❖ **Consumption Report:** Consumption basically means, the quantity / value of materials used (consumed) for the purpose of manufacturing or for the purpose of selling. Tally automatically tracks the movement of materials consumed from the warehouses. The Tally user can view consumption report along with gross profits for every item. (see fig. 12)

How to view Consumption Report? From Gateway of Tally, select Stock Summary → press F7 to Show Profits.

Tally will display only Consumption Report along with gross profits.

Stock Summary — **Syscon Computers** — Ctrl + M

Particulars	Syscon Computers 1-Apr-2005 to 31-Mar-2006								
	Outwards						Closing Balance		
	Quantity	Rate	Value	Consumption	Gross Profit	Perc %	Quantity	Rate	Value
Finished Goods			**35,59,254.75**		**35,59,254.75**	**100.00 %**			**3,62,209.18**
Computer Athlon	*72 nos*	20,937.33	*15,07,487.75*	*10,55,447.57*	*4,52,040.18*	*29.99 %*	*10 nos*	14,658.22	*1,46,582.18*
Computer P4	*65 nos*	23,724.15	*15,42,070.00*	*10,83,865.00*	*4,58,205.00*	*29.71 %*	*10 nos*	16,715.00	*1,67,150.00*
Processor (Athlon)	*137 nos*	3,720.42	*5,09,697.00*	*5,15,066.00*	*(-)5,369.00*	*(-)1.05 %*	*13 nos*	3,729.00	*48,477.00*
Raw Material			**33,91,165.00**		**33,91,165.00**	**100.00 %**			**8,13,897.01**
Hard Disk	*277 nos*	2,285.04	*6,32,957.00*	*6,25,449.38*	*7,507.62*	*1.19 %*	*73 nos*	2,290.90	*1,67,235.62*
Keyboard	*277 nos*	201.59	*55,840.00*	*56,549.66*	*(-)709.66*	*(-)1.27 %*	*83 nos*	201.47	*16,722.34*
Monitor	*277 nos*	3,515.73	*9,73,857.00*	*9,80,916.81*	*(-)7,059.81*	*(-)0.72 %*	*83 nos*	3,514.76	*2,91,725.19*
Mother Board	*277 nos*	3,187.04	*8,82,811.00*	*8,75,614.36*	*7,196.64*	*0.82 %*	*83 nos*	3,187.94	*2,64,598.64*
Mouse	*592 nos*	69.88	*41,370.00*	*31,795.45*	*9,574.55*	*23.14 %*	*141 nos*	148.93	*20,999.55*
Processor (P4)	*140 nos*	5,745.21	*8,04,330.00*	*8,13,689.33*	*(-)9,359.33*	*(-)1.16 %*	*10 nos*	5,261.57	*52,615.67*
Motorola C115	40 nos	*1,500.00*	60,000.00		60,000.00	100.00 %	(-)40 nos		
Stores	*40 nos*	1,500.00	*60,000.00*		*60,000.00*	*100.00 %*	*(-)40 nos*		
Nokia 6610	100 nos	*1,900.00*	1,90,000.00		1,90,000.00	100.00 %	(-)100 nos		
Stores	*100 nos*	1,900.00	*1,90,000.00*		*1,90,000.00*	*100.00 %*	*(-)100 nos*		
Phone Covers	200 nos	*20.00*	4,000.00		4,000.00	100.00 %	(-)200 nos		
Stores	*200 nos*	20.00	*4,000.00*		*4,000.00*	*100.00 %*	*(-)200 nos*		
Grand Total	**340 nos**		**72,04,419.75**		**72,04,419.75**	**100.00 %**	**(-)340 nos**		**11,76,106.19**

Fig. 12

❖ **Use names and/or part numbers:** Stock items can be created in Tally by specifying their actual names. But Tally also allows users to specify Part Numbers. This is very convenient for many users because in certain industries (like Automobile industries) items are generally identified by their Part Numbers. The user can also view reports for all stock items with their actual names or by part numbers or both.

How to use a part number for a stock item?
From Gateway of Tally, select Inventory Info → Stock item → Create (select Alter in case item is already created and select the particular stock item). Press F12 (Configuration) → activate Part nos. and save settings. A new field 'Part Nos.' is displayed in the Stock Item creation screen. While creating an item the user can also specify the part number as well as the actual name for the stock item.

How to view stock reports with 'Part Numbers'?
From Gateway of Tally, select Stock Summary (or any other Inventory reports). Press F12 (Configuration) → select Part No. for the option 'Appearance of Names' and save the settings. Now all Stock items will be displayed as Part nos. instead of names.

Basic Inventory/Stock Management

- **Stock Categories:** In many business situations, the user would want to classify Stock items, which perform a similar function or are similar in nature, but are grouped under different Stock Groups (e.g. Groups based on brand). Tally provides a feature called Stock Categories.

  Stock Categories can be defined as parallel classification of stock items. If you take the example given under Stock Groups, all brands (Sony, Panasonic, Samsung etc) could have 29", 25", 21" TV's. The user could create 29" as a Stock Category. Hence all 29" TV's (across Brands) could come under the classification '29" TV Category'. Now the user can view reports, which displays 29" TV's only and can also provide his customers with options for other 29" TV brands.

  If the user wants to query on a particular item he can select Stock Query report for that item and in case of non availability of that item Tally will also display all other items of that category and hence provide his customer with a better choice in terms of product as well as price. Tally also allows users to create multiple levels of Categories.

  How to create Stock Categories? At the Gateway of Tally, press F11 for Features → activate Stock Categories and save the settings. Select Inventory Info → Stock Category → Create → specify name of Category → specify under which Parent category and save the settings.

  To View a Stock Category Report, From Gateway of Tally, select Display → Statements of Inventory → Categories; select the required category. The following screen is displayed. (see Fig. 13)

Stock Category Summary — **Syscon Computers** — Ctrl + M

Particulars	Syscon Computers 1-Apr-2005 to 31-Mar-2006 Closing Balance		
	Quantity	*Rate*	Value
Processor	**10 nos**	*5,261.57*	**52,615.67**
P4	10 nos	5,261.57	52,615.67
Computer Athlon	10 nos	*14,658.22*	1,46,582.18
Branch Godown	*5 nos*	14,656.89	*73,284.44*
Finished Goods Godown	*5 nos*	14,659.55	*73,297.74*
Computer P4	10 nos	*16,715.00*	1,67,150.00
Batch 03 *Finished Goods Godown*	*5 nos*	16,715.00	*83,575.00*
Batch - 04 *Finished Goods Godown*	*5 nos*	16,715.00	*83,575.00*
Hard Disk	73 nos	*2,290.90*	1,67,235.62
Assembling Godowns	*88 nos*	2,284.00	*2,00,992.00*
Raw Material Godown	*(-)15 nos*	2,250.43	*(-)33,756.38*
Keyboard	83 nos	*201.47*	16,722.34
Assembling Godowns	*88 nos*	201.67	*17,746.67*
Raw Material Godown	*(-)5 nos*	204.87	*(-)1,024.33*
Monitor	83 nos	*3,514.76*	2,91,725.19
Assembling Godowns	*88 nos*	3,516.67	*3,09,466.67*
Raw Material Godown	*(-)5 nos*	3,548.30	*(-)17,741.48*
Mother Board	83 nos	*3,187.94*	2,64,598.64
Assembling Godowns	*88 nos*	3,186.00	*2,80,368.00*
Raw Material Godown	*(-)5 nos*	3,153.87	*(-)15,769.36*
			11 more ... ↓
Grand Total	**166 nos**		**11,76,106.19**

Fig. 13

- **Stock query by stock group or stock category:** The Stock Query provides all necessary and relevant information for any Stock Item in a single screen. The stock query report for an item provides information on closing balance, cost price, std price, last sale price, last purchase cost etc. It also provides information on the list of locations (warehouses) were the particular item is stored. The stock query report provides important information of other stock item available in stock for the same category.

Hence if a particular item is not available in stock the Tally user can offer his customers other similar products belonging to the same category and hence will be able to serve his customer better. Stock Query report also provides information of other stock items belonging to the same group (activate in F12, configurations). Hence, if a customer wants different types of products (i.e. audio, video, refrigerators etc), which are under the same group (for e.g. under the brand 'Sony'), then the user can list all products under that particular group.

How to view Sock Query Report? From Gateway of Tally, select Display→ Statement of Inventory → select Stock Query -> select the req'd stock item. Tally displays information for the selected stock item. Select F4 (Item) to change to another item.

From Gateway of Tally select Display ➔ Statement of Inventory ➔ Stock Query.

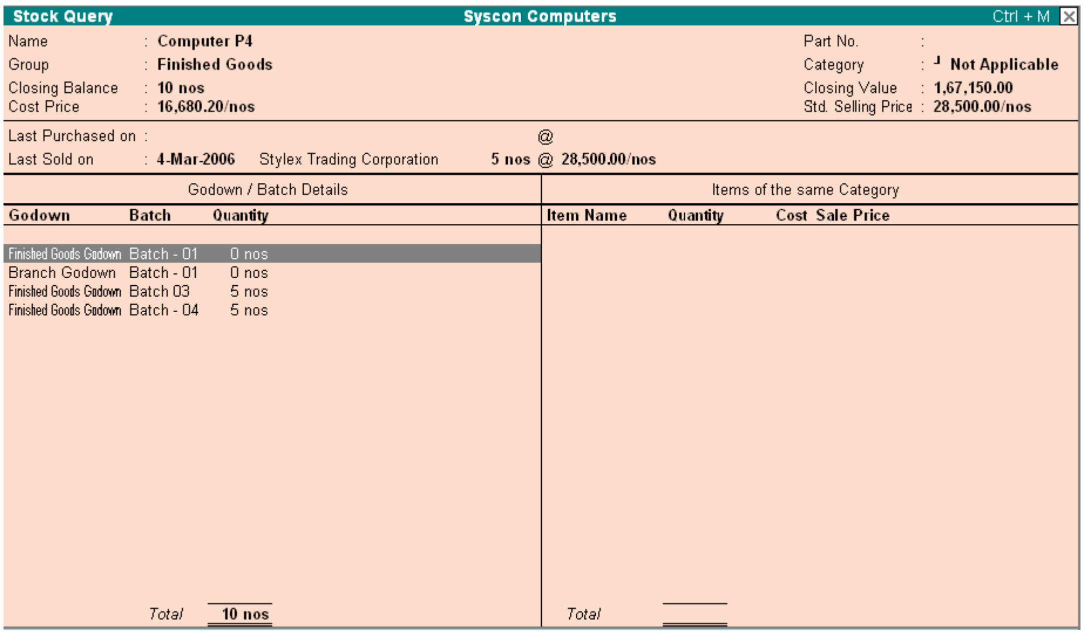


Fig. 14

❖ **Multiple godowns:** A godown is a storage place where materials are stored. Hence godown could be a locations or even Storage racks. Most companies would maintain godowns and hence would require Stock statements for individual warehouses. Tally offers its users a feature called Locations (godowns). Tally allows its users to create multiple Locations (godowns) and hence at the time of entering an inventory transaction (sales, purchase, stock Journal etc), Tally allows the user to specify Locations, where stock items are to be stored or dispatched from, For e.g. if the user is entering a purchase transaction, the user will have to specify the Location in which the item will be stored and the same way while entering a sales transaction the user will have to specify the location from which the goods will be issued. (Fig. 14)

Godown Summary	Syscon Computers					Ctrl + M
Particulars	Primary Syscon Computers 1-Apr-2005 to 31-Mar-2006			Branch Godown Syscon Computers 1-Apr-2005 to 31-Mar-2006		
	Closing Balance			Closing Balance		
	Quantity	Rate	Value	Quantity	Rate	Value
Assembling Godowns	528 nos	2,463.24	13,00,591.67			
Finished Goods	13 nos	3,729.00	48,477.00	13 nos	3,729.00	48,477.00
Raw Material	515 nos	2,431.29	12,52,114.67	515 nos	2,431.29	12,52,114.67
Branch Godown	5 nos	14,656.89	73,284.44			
Finished Goods	5 nos	14,656.89	73,284.44	5 nos	14,656.89	73,284.44
Finished Goods Godown	15 nos	16,029.85	2,40,447.74			
Finished Goods	15 nos	16,029.85	2,40,447.74	15 nos	16,029.85	2,40,447.74
Raw Material Godown	(-)42 nos	10,433.75	(-)4,38,217.66			
Raw Material	(-)42 nos	10,433.75	(-)4,38,217.66	(-)42 nos	10,433.75	(-)4,38,217.66
Stores	(-)340 nos					
Motorola C115	(-)40 nos			(-)40 nos		
Nokia 6610	(-)100 nos			(-)100 nos		
Phone Covers	(-)200 nos			(-)200 nos		
Finished Goods				5 nos	14,656.89	73,284.44
Computer Athlon				5 nos	14,656.89	73,284.44
Grand Total	166 nos		11,76,106.19	5 nos		73,284.44

Fig. 14

How to create a Location?

At the Gateway of Tally press F11 (features). Activate Multiple locations. Then select Inventory Info → Locations → Create → specify Location name and other details and save the settings..

How to view a report? -> Select Display -> select Statement of Inventory -> select Locations -> select any Location. Tally displays stock statement for that Location.

To compare: Tally allows comparisons of multiple locations -> once the user has selected Location report -> select New Column (Alt + C). Tally now displays locations in columnar format. Alternately the user could select Auto Column (Alt + N)-> select locations -> activate Total Column and save screen. Tally displays all locations in columnar format and also displays total column.

Sub Locations: Users can also create Sub-Locations (multiple levels of Locations). While creating sub-location the user has specify location name and the parent Location under which the sub-location has to be created. Tally also allows creation of Virtual Locations. Virtual locations will not allow storage of materials. This is useful when a city has more than one location e.g. a city like Singapore can have locations at Jurong and Tampines. The user would require stock statement for both these locations as well Singapore. In this case Singapore warehouse can be made as virtual location, since Singapore as a warehouse does not exist, but the user can get a stock statement report. This can be done in Tally by creating a warehouse and de-activating the feature 'Use storage of materials'.

Tally also allows users to transfer materials from one location to another. The user can view stock reports for one Location or can compare one location with another Location and can also get a consolidated stock report. The user can also create locations to keep track of job works and Sub-contract i.e. the item issued to and rec'd from Job works. Each Job Work / Sub-Contract can be equated to a location.

- **Stock transfers to godowns/branch:** Tally allows transfer of materials from one warehouse to another. Transfer of materials can be done using Stock Journals. Tally also provides facility of voucher classes, which will help in simplifying transfer of materials.

Procedure: Select Voucher Entry → Stock journal → In the source column select stock item and the locations from where they are to be transferred → Again select Stock Item and specify location where it is to be transferred.

How to Transfer by using Voucher Classes?
First create a voucher class: From Gateway of Tally, select Accounts Info or Inventory Info → Voucher Type → Alter → Voucher Stk Journal → scroll down to class and specify class name (e.g. Location Transfer). Activate ' Use Class for Inter Location Transfers' and save the settings. Then from Gateway of Tally, select Voucher Entry → Stk Journal → Class → Specify destination location and select stock items along with source locations and complete the entry.

- **Multiple stock valuation methods:** Tally handles multiple valuations methods for stock items (E.g. Average Cost, Average price, Last Purchase cost, Last Sales price, FIFO etc). Default valuation methods can be specified at the time of creation of stock items and Tally will automatically displays Stock reports using default Valuations methods. Tally also allows user to view stock reports with different valuation methods.
  Procedure: Let's assume Stock items are already created. From Gateway of Tally, select Inventory Info → Stock Items → Alter → Select any item → Press F12 (configuration) → Activate Advanced entries in masters and save the settings. Specify costing method and press enter to save the settings.

  How to view report in different valuation methods: From Gateway of Tally, select Stock Summary. Tally will display stock summary based on default valuation methods. Select New Column (Alt+C) → specify date range → specify 'Methods of Valuation' as per requirements. Tally will display the stock report based on the valuation option selected.

- **Batch-wise/Lot-wise including expiry date handling:** Tally provides Batch wise facilities for stock items. This feature is extremely useful and is used mostly in Pharmaceutical, Chemical, Food Industries and other industries dealing with perishable items.

  Procedure: At the Gateway of Tally, press F11 (features). Activate 'Maintain Batch wise details'. The user can also activate 'Set expiry dates for Batches' (if required) and save the settings. Select Inventory Info → Stock Item → Create → specify Stock item name and other details → activate 'Maintain Batches' → activate Mfg date and expiry dates if needed → specify opening balance with batch details and save screen.

  Entering Transactions: While entering purchase entry, select the item and specify batch details along with mfg date and expiry date.

  How to view reports on Batch details?
  From Gateway of Tally, select Stock Summary → press F12 (Configure)→ activate 'Expand all levels in detailed format' and save settings. Press Alt + F1 for detailed report. Tally will display all stock items along with their batch details.

- **Alternate Units of measure and tail units:** Different items could have different Units of Measure. Tally allows the users to define any number of units as per his requirements. It is also possible that each item could be transacted in one or more than one units, for e.g. an item (for e.g. Sugar) could be purchased in kgs and sold in packets. Tally allows user to create stock items with alternate units (activate Alternate units in configuration screen of Stock items). Hence Stock items can be maintained in both Main Units as well as Alternate Units.

  Tally also has a concept called Compound units. Compound unit is a relation between of two simple Units. for e.g. the user could create a unit called 'Box of 12 Nos'. Tally displays summary of all items in base unit (default). The user can also view Stock Summary report with 'Tail Units' i.e. if we consider the e.g. above (Box of 12 Nos), here tail unit is nos.

  Procedure:

  How to use Alternate Units?

  From Gateway of Tally, select Inventory Info → Stock items → Alter → select any item for which 'Alternate Unit' is to be activated. Then press F12 (Configure) → Activate Alternate Units. Then scroll down to Alternate Units and specify alternate units. Specify the relation between the two units (e.g. base unit is Nos. alternate unit is kgs, Specify a relationship → 1 nos = 0.5 kgs)

  How to view reports?

  From Gateway of Tally, select Stock Summary → pressF12 (Configure) → activate 'Show using Alternate units' and save screen.

  Tail Units: Press F12 (Configure) in Stock Summary → activate 'Tail units of compound Units' and save screen. Tally will display compound units of stock items in 'Tail

- **Sales & Purchase Order Processing:** Tally permits users to handle Purchase orders and Sales orders. Based on the information provided Tally generates reports for Purchase order outstanding and Sales order outstanding reports. Purchase orders can be e-mailed or printed and sent to suppliers.

  Procedure:

  At Gateway of Tally, press F11 (Features). Activate Purchase orders and Sales Orders and save the settings. Then select Voucher Entry → press F9 → select P.O. → select supplier name and related details → enter Order No. → select item and enter other details and save Voucher. Likewise, Sales orders received are entered in the Sales Order Voucher screen.

  How to view reports?

  From Gateway of Tally, select Display → Statement of Inventory → Purchase order summary or Sales order summary. Tally will display the Group wise summary. Drill down till you see the P.O. details. If the user wishes to view orders, which are over due then he can press F7 (Due only) and Tally will display orders, which are already overdue for that item. The user can also shift to another item by clicking on F4 (Item).

- **Tracking through receipt notes/delivery notes/rejections inwards/rejections outwards:** Generally, in any business, invoices are sent along with the goods. But there are cases when goods are dispatched first and invoices are sent later or vice versa. In such cases stocks should not be updated along with accounts. Tally handles such situations with the help of Tracking nos. You can receive / dispatch goods first and receive or send invoices later. You could also receive invoices followed by the material. Receipt notes and delivery notes are Inventory vouchers and hence will not affect accounts. Although these vouchers do not affect accounts they will be displayed in Profit and Loss Statement as a part of Purchases and Sales as Purchase bills to make and Sales bills to make.

  Procedure:
  At Gateway of Tally, press F11 (Features) → activate Tracking nos. → Inventory Info → Press F9 → Receipt Notes → enter Party details → Item → Specify tracking nos. Complete the voucher by specifying all other details. In case of delivery notes, press F8 to select Delivery Notes after selecting voucher entry. Then follow the same procedure as above. While raising invoices, recall the tracking number specified during the entry of inventory vouchers (Receipt note and Delivery notes).

  How to view a report?

  From Gateway of Tally, select Display → Statement of Inventory → Purchase bills Pending. Here the report will display information on 'Goods received, but purchase bill not rec'd as well as 'Purchase bill rec'd but goods not rec'd'.

- **Additional costs incurred on purchase:** When a purchase is made there are additional expenses like freight, handling charges, taxes etc incurred. These additional charges need to be added to the value of the product. Tally allows the user to add additional cost incurred, to the value of the product during the time of voucher entry or at a later stage.

  Procedure: There are two methods of adding additional cost on Purchases.

  Method 1: At Gateway of Tally, press F11 (Features). Activate 'Track additional cost of purchase' and save screen. Then select Voucher entry → press F9 (Purchases) → enter accounting details. When the user selects purchases, Tally will display a list of inventory items. Select item, specify qty, rate, value. Tally will display another screen, where the user has to specify the additional cost along with the percentage or the user can specify actual cost. The additional cost is added to the value of the product.

  Method 2: In some instances, the user would have completed the purchases and would want to add additional cost on purchases at a later stage. In this case, follow the procedure below:
  First create a ledger account. The from Gateway of Tally, select Accounts info → Ledger → Create → create new ledger. Activate 'Inventory values are affected' and save the settings. Select Voucher Entry → Payments → select the Ledger account (e.g. Customs Duty, Taxes, freight etc), the cost of which will have to be added to the value of stock item purchased. Tally will display a list of stock items. Select stock item and without specifying qty, specify value. Select other stock items and complete the transaction. This entry will automatically update the value of the specified stock item.

How To a view report?:
If the user wishes to view additional cost for stock items for any purchase, from Gateway of Tally, select Display → Inventory Book → Movement analysis → Stock item analysis. Tally will display all parties from whom the item has been purchased with their effective rate. Drill down further and the user will be able to get information on all purchases with their basic rate, additional cost, total value and effective rate.

- **Movement Analysis party-wise/item-wise/stock group-wise:** Tally offers another important inventory management tool called Movement Analysis. With this report, the user can analyse the movement pattern of materials either Party wise, Group wise, item wise etc. Using this report the user can analyse the price at which each party has supplied a particular item.

  Movement analysis for Party shows, inward and outward movements of all stocks with effective rate and value for the selected party. Select an item and drill down further and Tally displays transaction wise details along with a separate column for additional cost.

  Movement analysis of Stock items shows party wise inward and outward movements of stock items with basic rate and effective rate. Select any Party and Drill down further for more analysis. Movement analysis of a stock group shows the total inward and outward movement of stock items with their effective rates for that particular group of items.

  Procedure:
  From Gateway of Tally, select Display → Inventory Books → Movement analysis → Select any option as per requirements. The user can drill down further to get more analysis.

- **Profitability analysis – stock group wise/stock item wise/invoice wise/location wise:** Tally automatically calculates gross profit for each and every item based on sale price and consumption cost. Gross profit is the difference in value between sale price and consumption value. Consumption value is calculated based on purchase price. Tally Calculates gross profits for each invoice, stock item, stock group as well as items location wise.

  To view a report of stock group wise: From Gateway of Tally → select Display → Inventory Books → Stock Group → press F7. A screen as shown in Fig. 15 is displayed.

Stock Summary | **Syscon Computers** | Ctrl + M

Particulars	Finished Goods **Syscon Computers** 1-Apr-2005 to 31-Mar-2006								
	Outwards						**Closing Balance**		
	Quantity	*Rate*	Value	Consumption	Gross Profit	Perc %	Quantity	*Rate*	Value
Computer Athlon	72 nos	*20,937.33*	15,07,487.75	10,55,447.57	4,52,040.18	29.99 %	10 nos	*14,658.22*	1,46,582.18
Computer P4	65 nos	*23,724.15*	15,42,070.00	10,83,865.00	4,58,205.00	29.71 %	10 nos	*16,715.00*	1,67,150.00
Processor (Athlon)	137 nos	*3,720.42*	5,09,697.00	5,15,066.00	(-)5,369.00	(-)1.05 %	13 nos	*3,729.00*	48,477.00
Grand Total	**274 nos**		**35,59,254.75**	**26,54,378.57**	**9,04,876.18**	**25.42 %**	**33 nos**		**3,62,209.18**

Fig. 15

Stock item wise:
From Gateway of Tally, select Display → Inventory Books → Stock item → Press F7 (Show Profits). The user can drilldown further to get a report on transaction wise profitability (Only for outward entries).

The user can view the same report Invoice wise (Fig. 16). For this the user has to follow these simple steps: Fro the Gateway of Tally; select Display ➔ Inventory Books ➔ ➔ Sales Register ➔ select any month.

Voucher Register — **Syscon Computers** — Ctrl + M

List of All Sales Vouchers — 1-Mar-2006 to 31-Mar-2006

Date	Particulars		Vch Type	Vch No.	Transaction Value	Gross Revenue	Cost	Gross Profit	%-age
4-3-2006	Stylex Trading Corporation		Sales	8	3,60,360.00	3,46,500.00	2,00,671.88	1,45,828.12	42.09 %
	Sales CST	3,46,500.00 Cr							
	Output CST @ 4%	13,860.00 Cr							
20-3-2006	Wintech Computers		Sales	9	11,020.00	10,000.00		10,000.00	100.00 %
	Sales - Maintenance Service	10,000.00 Cr							
	Output Service Tax on Maintenance	1,020.00 Cr							
25-3-2006	Your Company		Sales	10	2,79,760.00	2,69,000.00		2,69,000.00	100.00 %
	Sales @ 4%	2,69,000.00 Cr							
	OutPut Vat@4%	10,760.00 Cr							
				Total :	6,51,140.00	6,25,500.00	2,00,671.88	4,24,828.12	67.92 %

Fig. 16

Location wise:
From Gateway of Tally, select Display → Statement of Inventory → Locations (Warehouses) → select any location → Press F7 (Show profits)

❖ **Price list with multi-price levels:** Tally allows its users to predefine multiple levels of price list. For e.g. the user can define price list for Distributors, Dealers, Retailers etc. While entering the price lists Tally displays the cost price as well as last price (historical data) for that stock item.
This simplifies and also eliminates the chances of mistakes during the time of invoice entry. The user can also predefine price levels for party's at the time of creation of ledger accounts. Hence, when the user opts for a particular party during voucher entry, he has to select only stock items and specify the qty. The price is selected automatically based on the levels defined. The user can also upload the price list on his company web site.

How to define Price levels? At Gateway of Tally, press F11 (features) → activate ' Set / modify other company features' → activate ' Use multiple price levels for Invoicing' specify names of different levels that are to be created and save screen.

How to enter price level details?
From Gateway of Tally, select Inventory Info → Price list → Select any Group or All → Specify rate for all items of the group. The user can specify different rates for different quantities of the same item as well as specify different rates of discount → Press enter to save the settings.

Advanced Inventory/Stock Management

- **Stock items classification as raw materials, work in progress, finished goods:** Tally is flexible and can be used in any business organization. The user can classify stock items as per his requirements. In manufacturing concerns the user will primarily have three broad classifications (Stock Groups) i.e. Raw Materials, Work in Progress, Finished Goods. All items that that are procured to manufacture a particular item is called Raw Material & is grouped under the group 'Raw Materials', where as, a product whose shape has changed, but has not reached its finished stage is called Semi-finished item. These items will be grouped under the Group 'Work-in-Progress' and any item that is changed its shape / nature completely and reached the final form is called finished Goods and is grouped under 'Finished goods' group.

  The user can also create ledgers with the name Raw Materials, Work-in-Progress and Finished goods under the group Stock-in-Hand. Once the user has de-activated the option 'Integrate Accounts with Inventory', based on the Closing balances entered by the user, Tally automatically displays the total of closing balances of all the ledgers grouped under the group Stock-in-Hand.

- **Bill of material with auto adjustment of stocks:** In many industries, especially assembly units there are number of components involved in the manufacture of finished items. It is extremely difficult to issue stock items each time a product is manufactured. Such situations can be handled in Tally by using Bill of Material. To create a bill of material, create a new item (finished or intermediate product) and specify the components that go in to manufacturing of that finished / intermediate product. Now, using manufacturing journal, specify the quantity of items to be manufactured. Tally immediately selects all items that go in to manufacturing of the finished product and automatically adjusts (decreases) the stock. Any additional manufacturing cost like wages, power, water charges etc, can be added to the value of the manufactured product.
  How to create Bill of Material ?
  From Gateway of Tally, select Inventory Info → Stock Item → Create → In items creation screen. Press F12 and activate Bill of Material. Specify item name, Unit of Measure and other details and activate Bill of Material for Item. Specify all the items that go in to manufacturing / assembly of the finished product along with quantity. Save the settings.

  How to create Manufacturing Journal ?
  From Gateway of Tally, select Inventory Info → Voucher Types → Create → Specify name of the Journal (Mfg Journal) and other details. Activate the option 'Use as a Manufacturing Journal' and save the settings.

  How to enter a manufacturing Journal ?
  From Gateway of Tally, select Accounting Vouchers → Press Alt+F7 (Stock Journal) → Select Mfg Journal → select the finished product which is to be manufactured / assembled → specify Qty. Tally automatically picks up all stock items which constitute the finished product and also displays the total cost of components. The user can now add additional cost like Power charges, water charges etc. Tally will display total additional cost, total effective cost and effective rate for each finished product.

- **Job working including sub-contracting:** A Job-worker is one who procures materials from your company, changes its shape and form, converts it into a semi-finished state and returns the material back to you. Tally user can handle Job-Working / Sub-Contract concepts with the help of Locations (warehouses). Each job-worker or each sub-contractor can be equated to a location. The user can use Stock Journals to transfer material from the company warehouse to a Job worker / sub-contractor and back. Hence the user can keep him self informed of the qty of material issued as well as qty of stock items lying with the Job worker. Materials can also be transferred from one Job worker to another, to process the material further before the material comes back to the company warehouse.

  How to handle Job-working concepts in Tally ?
  Create each Job worker / Sub-contractor as a Location.
  At Gateway of Tally, press F11 (Features) to activate 'Maintain multiple locations'. Select Inventory Info → select Locations (Warehouses) → Create → specify the name of the Job-worker / Sub-contractor and save screen. Create any number of job-workers.

  How does Tally handle Job work process ?
  Select Voucher Entry -> select Stk Journal (Alt +F7) -> In Source column (left side), select items to be dispatched from company warehouse (Main location) along with the Qty and in the destination column specify same items and mention Job worker (location). Again using Stock Journal shows the movement of materials back after any particular process for e.g., the company can issue raw silk (raw material) to a Job-Worker (Location). The Job-Worker will process the raw silk, convert it to yarn and send Yarn back to the company.

- **Additional cost of manufacturing with notional value and percentage:** When a product is manufactured, other than the component cost, there are manufacturing cost like water charges, wages, electricity etc, which will have to be added to the cost of the product.

  Procedure:
  At Gateway of Tally, press F11 (features) → activate 'Track additional cost to purchases'.
  Then while entering Stock Journals, select the manufactured item in the destination column (right side of the Stk Journal) and specify quantity and value. Tally will display another screen where the user can enter additional cost by specifying % or providing notional value. Tally also allows the user to add additional cost by using Manufacturing Journal.

  In Tally, the additional cost can be added to the product while entering stock Journals or at the time of entering a manufacturing Journal (use B.O.M). The user can specify additional cost as a % of the component cost or even specify a notional value.

- **Re-order levels:** It is imperative that Companies maintain sufficient inventory stocks to run their business. Hence many companies would like to maintain reorder levels. Tally offers a facility to maintain reorder levels. The user can define reorder levels as well as Min order quantities for all items. The user can define Reorder levels as well Min order quantities as per his requirements or it can be defined based on the consumption pattern for a given period (i.e. Days, Months, Weeks, Years). Tally provides information on all inventory items that have gone below reorder levels.

Procedure:
At Gateway of Tally, press F11 (features) → activate Purchase Orders and save the settings. Then select Inventory Info → Reorder level → select All items (or particular groups) → specify Reorder level and Min order level for each item (levels can also be maintained based on the consumption pattern of the item over a particular period) and save screen.

How to view a report?
From Gateway of Tally, select Display → Statement of Inventory → Reorder Status → select any group or all. Tally will display complete details along with closing balance, Purchase orders pending, Sales order due, Reorder levels Shortfall and also orders to be placed.

To view only those items which have gone below reorder levels, select Reorder Only (Alt + L). The user can drill down to lower levels of reports from reorder status report, for e.g. the user can drill down to 'Specify Reorder Level' screen from the Reorder level column in Reorder Status Report.

- **Stock ageing analysis:** This is another important report, which is useful for the management to know how fast inventory of various stock items are moving. This allows the management to decide the production schedule. This report shows ageing period for each and every stock item. The report by default shows ageing by date of Purchase. But the user can select the style of ageing by selecting the option ' Ageing Style' (i.e. By date of Purchase, By Mfg date, By Expiry Date, To be expired). The user can also change the period of ageing by selecting F6 option. It can also be used with the combination of expiry date for perishable goods and Pharmaceutical industry. (Fig. 17)

Procedure:
From Gateway of Tally, select Display → select Inventory Books → Ageing Analysis.
Select F6 option for changing period,
Select Alt + S for changing ageing style
Select Alt + B for Expired Batches only

Stock Ageing Analysis — **Syscon Computers** — Ctrl + M

Items Under : **Raw Material** — **as at 31-Mar-2006**
Valued based on Actual Purchase

Particulars	Total	45 to 90 days		90 to 180 days		(> 180 days)	
	Quantity	Quantity	Value	Quantity	Value	Quantity	Value
							1 more ... →
Hard Disk	**73 nos**	**50 nos**	**1,12,500.00**	**50 nos**	**87,438.00**	**88 nos**	
Assembling Godowns	*88 nos*	*50 nos*	*1,12,500.00*	*50 nos*	*87,438.00*	*88 nos*	
Raw Material Godown	*(-)15 nos*						
Keyboard	**83 nos**	**50 nos**	**10,250.00**	**50 nos**	**7,600.00**	**88 nos**	
Assembling Godowns	*88 nos*	*50 nos*	*10,250.00*	*50 nos*	*7,600.00*	*88 nos*	
Raw Material Godown	*(-)5 nos*						
Monitor	**83 nos**	**50 nos**	**1,77,400.00**	**50 nos**	**1,33,038.00**	**88 nos**	
Assembling Godowns	*88 nos*	*50 nos*	*1,77,400.00*	*50 nos*	*1,33,038.00*	*88 nos*	
Raw Material Godown	*(-)5 nos*						
Mother Board	**83 nos**	**50 nos**	**1,57,600.00**	**50 nos**	**1,21,714.00**	**88 nos**	
Assembling Godowns	*88 nos*	*50 nos*	*1,57,600.00*	*50 nos*	*1,21,714.00*	*88 nos*	
Raw Material Godown	*(-)5 nos*						
Mouse	**141 nos**	**155 nos**	**15,420.00**	**50 nos**	**5,700.00**	**141 nos**	
Assembling Godowns	*88 nos*	*50 nos*	*7,400.00*	*50 nos*	*5,700.00*	*88 nos*	
Raw Material Godown	*53 nos*	*105 nos*	*8,020.00*			*53 nos*	
Processor (P4)	**10 nos**	**25 nos**	**1,45,300.00**	**50 nos**	**2,85,100.00**	**75 nos**	
Assembling Godowns	*75 nos*	*25 nos*	*1,45,300.00*	*50 nos*	*2,85,100.00*	*75 nos*	
Raw Material Godown	*(-)65 nos*						
Grand Total	**473 nos**	**380 nos**	**6,18,470.00**	**300 nos**	**6,40,590.00**	**568 nos**	

Fig. 17

- **Batch related stock reports:** Tally provides for batch wise reporting. If the customer looks at the ageing analysis he can view all items with their batches along with their date of Mfg and Expiry date. The user can also get a report of items that have already expired or likely to expire so that he can move them fast by offering discounts etc. The user can also view ageing reports for all batches.

  Procedure:
  From Gateway of Tally, select Display → Inventory Books → Ageing analysis → select any groups or all. Tally will display all stock items with their batch details, Mfg date and expiry date. Select Expired batches (Alt+B). Tally will display only those items for which the Expiry date has passed.

- **Customisable Sales Invoices:** Sales invoices are produced directly from Tally. You can print, export, e-mail or publish them. Tally has a comprehensive invoicing system which allows flexible handling of charges and taxes. Invoices are available in different formats. You could adopt the existing invoice formats or design a new layout for your invoice.

Technology Advantage

- **Data Reliability:** Tally offers extremely high reliability data. Tally uses a flexi-field, flexi-length, self indexed weighted file structure for a extremely compact and fast database. Tally is robust and will not be affected even if there is a power failure or if the machine is shut down while the system is still functioning and hence there will be no data loss. Tally uses signaling quality data integrity checks at a regular levels to ensure complete reliability of data.

- **Data Security:** Tally use of data integrity checks ensures that no external change to the data can pass through Tally. It also uses a binary encoding format of storage to prevent devious grouping of information. It also offers access to the database thru an ODBC layer, which is fully activated.

- **TallyAudit:** Tally audit feature provides the user with administrator rights, a capability to audit for the correctness of the entries made by authorized users and alter them if needed. Once entries are audited, if there are any alterations made to those entries then Tally will display all the altered entries along with the name of the user who has altered the entry and date and time of alteration.

  How to activate Tally Audit?
  Tally Audit feature can be activated during creation of Company. If the company is already created, then he can select the particular company and then select the option 'Comp Info' (Alt+F3) and then select 'Alter' option.
  Activate 'Use Security control' -> specify Administrator Name & Password -> activate 'Use Tally Audit Features' and save screen.

  How to audit Transactions / masters?
  From Gateway of Tally, select Display → Statement of Accounts → Tally Audit → Masters or Vouchers. Tally will display all the vouchers which have not been audited. Press F7 (Accept one) and audit any entry. Or press Alt+F7 (accept all) to audit all entries.

  How to audit entries that have been altered?
  If any of the entries are that is audited is altered by any one of the users, then Tally will reflect the same in Tally Audit report. Once the users vouchers option under Tally Audit, he can select F12 (Configurations) and activate the feature 'Show entered / altered by'.
  Tally now displays all the entries that are altered along with the name of the person who has entered it, name of the person who has altered the same and

the date of alteration. The administrator can once again audit the entries that have been altered after verifying the same.

- **TallyVault:** Tally offers a data encryption option called Tally Vault. The Tally vault password given cannot be broken by any means. Tally follows D E S (Data Encryption Standard) encryption method.

  How to activate Tally Vault option?
  The Tally Vault can be activated at the time of creating a new company or by altering the existing company. If it is a new company, then,

  From the Company Info screen, → select Create → specify Company Name and other company related details → specify Tally Vault Password and repeat the same and save screen.

  If it is an existing company, then,

  Load the particular the company → Press Alt+F3 (Company Info) → select Change Tally Vault → specify New Password and save the settings.

- **User defined security levels:** Tally offers high levels of security. The user can define multiple levels of security as per his requirements and every authorized user in the company can have individual passwords with rights to use specific features only. The user with administrator level password will have full access and can set controls to other users.

  How to activate Administrator level Password?
  Admin level password can be activated while creating a company.
  Select Create in Company Info screen → specify Company Name, Company address and other company related details. Activate security control → specify administrator name → specify password and repeat password and save screen.

  If the company is already created, then,
  Load Company → Press Alt+F3 (Company Info) → Alter → scroll down to security control and activate the feature 'Use security control'.

  How to create multiple levels of passwords?
  Load company → Press Alt+F3 (Company Info) → select Security control → Types of security → specify name of security level and press enter → select basic facilities of 'Owner' → specify 'Days allowed for backdated Vouchers' i.e. the no. of days the user is allowed to go back to enter vouchers from the current . Specify 'Cut-off date for back dated vouchers' i.e. the last day till which the user can go back to enter transactions → go to column 'Disallow the following facilities' → specify the type of access (i.e. Full access, Create, Create/alter, Display, Print etc) → select the features to be disallowed and save screen. -> Tally allows the user to create any number of levels.

  Now, select 'Users and Passwords' under the option Security Control → specify Name of the user, Password and level of password and save screen.

- **Simple and quick installation:** Tally has a simple menu driven installation procedure. At the time of installation the user can opt to install the program files on any drive (i.e. if the hard disk has partitions) as well as specify the directory names where the program files are to be installed. The user can also specify the location of the data directory. It does not take more than 60 seconds to install Tally on the local hard disk and takes only about 8 MB space in the local drive.
  How to install Tally?

Insert Tally Installation CD in the CD drive → select My Computers on the desktop → select CD drive → Run Install.exe → specify Path (for Program files and data directory) → click on Install → After Installation a message 'Installation Successful' is displayed → Click on Ok and Tally is installed. The Tally icon is created on desktop.

- **Unlimited multi-user support on a single LAN:** A Multi-user Version (Gold) of Tally can be installed on a network having any number of machines (computers) working with different operating systems like NT, Win 95, 98, Win 2000. Tally works on any kind of network (i.e. NT, Novell, Peer-Peer N/W etc). The protocol needed to detect the lock is TCP/IP.

- **Internal backup & restore:** Tally has an in built user friendly Backup and Restore option. The user can take a backup in the local hard disk or in any external media. Tally provides the user with capability to take backups of one or more companies or all companies in a single directory.
  How to take a backup?
  In Company Information screen -> select Backup -> select Source directory and path -> select Destination (specify path) -> select the companies for which the back up has to be taken. And save screen

  How to restore data?
  In Company Information screen → select Restore → specify destination (specify path) → select source (specify path) → select the companies for which have to be restored And save screen.

- **Splitting of data into separate companies:** Tally allows users to maintain a company for any number of financial years. Once the books of accounts are completed for previous financial years and if the user wishes, he could split the company data into multiple companies as per financial periods required. Tally offers a feature of splitting company data. The user can specify the date from which the company has to be split and Tally will split the company to form two companies as per periods specified. Once the data has been split, the closing balance of the first period (first company) becomes opening balance for the next period (second company).

  How to split Data?
  Load the company that is to be split. → Press Alt+F3 (Select Company Info)→ select Split Company Data → select Company → specify the date from which the company as to be split and save screen. Tally splits company data as per the periods specified.

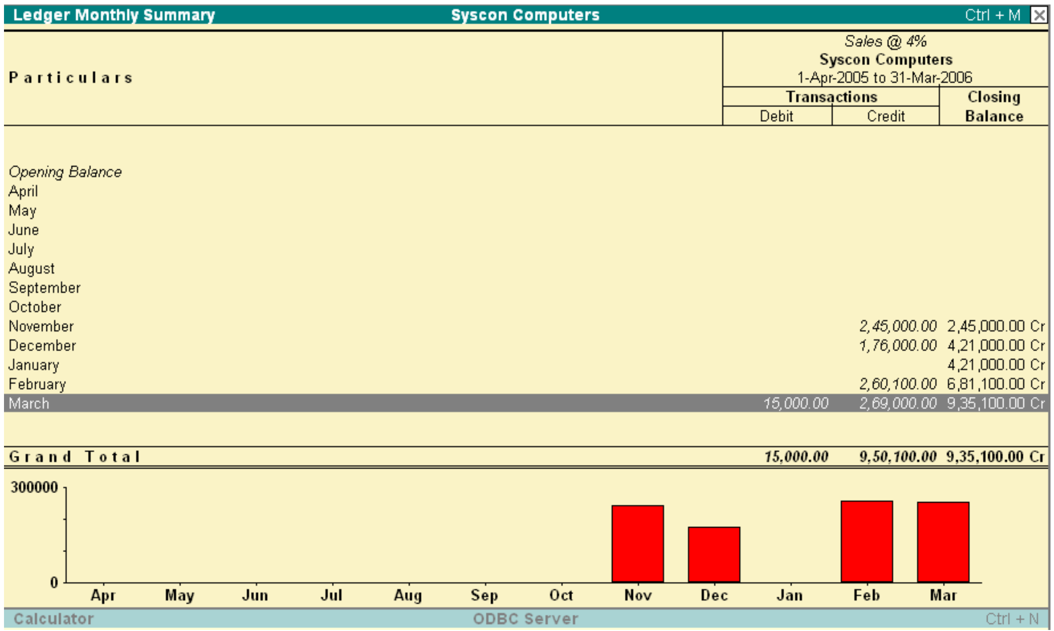
- **Multi-directory for company management:** The user can create multiple directories where he can store data. The data stored in these directories can be accessed directly by Tally after specifying the path.

  How to create companies in different directories?
  From Company Info screen → select 'Create' → specify Directory Path → specify company name and other related details and save screen.

  How to Load Companies from different directories?
  From Company Info screen → select 'Select' option → specify path and select Company If you want to select another company from a different directory, then, press Alt+F3 (Company Info) → Select → specify Path → select company. If the user opts, the two companies can be merged and the consolidated report can be viewed.

❖ **Data import & export:** Tally allows users to Import data from other software's as well as Export data from Tally to other software's. Tally allows users to Import and Export in ASCII, SDF and XML formats. XML is now the most widely used format of exporting data in the world. Any transactions can be exported from Tally and imported in other software after suitably altering the current structures to accept Tally data structure. The reverse is also possible by writing a small TDL program to accept the data from other software's. The data that is to be imported into Tally can be in either XML or DBF format.

❖ **Graphical analysis of data:** Sometimes, pictures can say better than figures. Tally also provides graphical (Bar graph) analysis of data. The user can do a graphical analysis reports like Sales register, Purchase register, Ledgers, Funds flow, Cash flow, Item registers etc. (Fig. 18)



Particulars	Transactions Debit	Transactions Credit	Closing Balance
Opening Balance			
April			
May			
June			
July			
August			
September			
October			
November		2,45,000.00	2,45,000.00 Cr
December		1,76,000.00	4,21,000.00 Cr
January			4,21,000.00 Cr
February		2,60,100.00	6,81,100.00 Cr
March	15,000.00	2,69,000.00	9,35,100.00 Cr
Grand Total	**15,000.00**	**9,50,100.00**	**9,35,100.00 Cr**

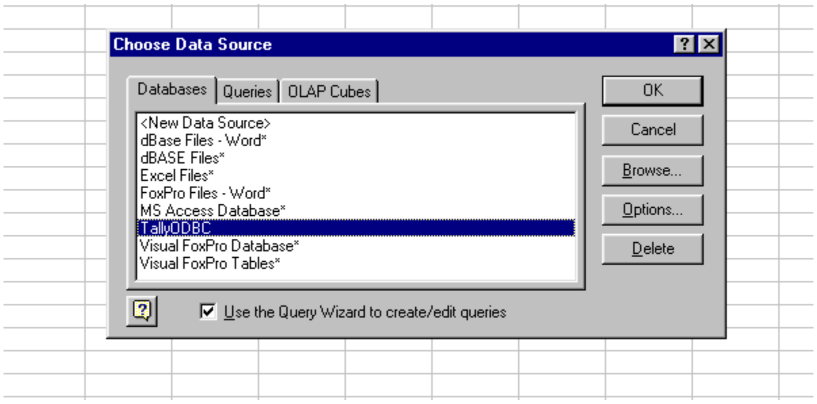
Fig. 18

This helps the user in deeper analysis of data. In Tally, a graphical analysis can also show month wise graphs for the year in comparison with any other period. This will help the management in quickly locating the highs and lean periods in a financial year and hence be better prepared for difficult times.

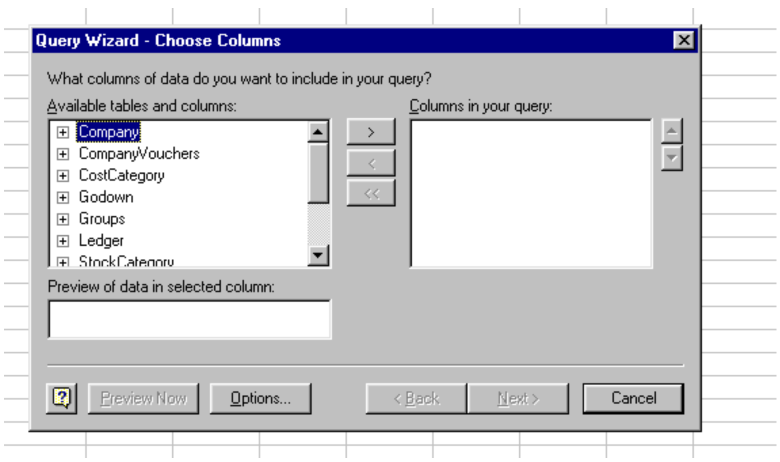
❖ **ODBC compliance:** Tally is now ODBC compliant. Hence, any program like MS-Excel, Oracle etc that is ODBC compliant can use data from Tally. Here, data connectivity is dynamic i.e. any new updation in Tally is reflected in other ODBC Compliant Software immediately. Now, with ODBC facility the user can extract data out of Tally and design his own report formats in other ODBC compliant software's.

Procedure:

Load Company → specify period → minimize Tally → Open a new Excel file → select data → select 'Get External Data' → select New database query → choose Data Source.



Tally connects to data source and displays Tally Wizard query screen -> select the columns you would want to include in the query.



Once all the columns are selected, the user returns to excel and excel displays all the columns selected.

	Name Box	B	C	D	E
1					
2	**Ledger.`$Name`**	**Ledger.`$OpeningBalance`**	**Ledger.`$_ClosingBalance`**		
3	Advance	-5000	-5000		
4	Bank	1500	1500		
5	Capital	10000	10000		
6	Cash	-2000	-2000		
7	F G	-15000	-15000		
8	Forex	-5200	-5200		
9	Loan	20000	20000		
10	Party A	-315600	-316000		
11	Party Abc	-600000	-1600000		
12	Power Charges				
13	Profit & Loss A/c	887146	2257146		
14	Pur				
15	Rai	-10000	-10000		
16	R M	-15000	-15000		
17	Sales		1370000		
18	SDS				
19	Supplier A	24354	24354		
20	Tax				
21	Wages				
22	Water Ch				
23	Water Charges				

Now, select the second worksheet and design reports as per requirements.

- **Web enabled:** Tally is Web enabled. This will help the user in reducing his paper work further. Now, report in Tally can be e-mailed directly from Tally. It is not just reports, but even invoices and purchase orders can also be e-mailed directly from Tally. Hence, the user does not have to send printed invoice or purchase orders from Tally.

  Procedure:
  Select any report (e.g. Balance sheet) → press Alt+M (E-mail) → specify all details as required by Tally.

- **Publishing of reports and documents on the internet:** Tally allows users to upload reports on the web site directly from Tally. So companies that would want to publish reports on the web site can do so directly from Tally. Many companies would also like to publish their price list on their websites along with the product they deal with.

  Procedure:
  Select any report (Profit and Loss A/C) → Press Alt + O (Upload) → specify all details as required by Tally.

- **Direct internet access:** Tally now offers direct Internet access. A Tally user while working on Tally can directly log on to tally website get details of all the facilities offered by Tally. The user can also download the latest releases of Tally 6.3 as and when available. Tally website also offers a facility of Tally Chat. Any user can now chat with a Tally representative and get any information regarding Tally.

  Procedure:
  Start Tally → From any screen press Alt+W to select Web Browser. Tally now takes you to the Tally Web site.

- **Print preview:** Any user would ideally like to view format of reports / Invoices / Vouchers before printing the same. Tally now offers a facility of print preview. Now any report can be viewed before printing or before it is mailed. Once Tally shows the preview the user can either opt to print or mail the same.

- **Protocol Support:** Tally now supports HTTP, HTTPS, FTP, SMTP, ODBC, and RAW sockets with data interchange formats like XML, HTMNL, HTML with XML Islands, SOAP, SDF and related formats. Formats, here means the standard for Information to be generated from Tally or from other applications that can exchange data with Tally. Transport refers to a mechanism by which information (data) can be pushed into Tally or from Tally.

- **Server client module – data synchronization across multiple offices:** Synchronization in Tally helps you to transfer data between two or more locations. For instance, when a branch office and the head office of a company reside in two different locations, synchronization can be done, both ways. You can either transfer the data from the branch office to the head office, or vice-versa.

Concurrent multi-lingual capability

- With Tally 9, you can maintain your accounts in any Indian language, view them in another language, and print them in a third language, with greater speed and power than ever before! Tally 9 ensures that you are able to transact business across the length and breadth of India and many other countries, in any language without any barriers.

Payroll

Payroll refers to a series of accounting transactions involved in the process of paying employees for the services rendered after taking into account all statutory and non-statutory deductions in conformance with terms of employment, company policy and law of the land i.e., payment of payroll taxes, insurance premiums, employee benefits and other deductions. An efficient payroll system facilitates error-free, accurate and timely employee payments while ensuring that the employment is well within the valid work permit.

- Payroll in Tally is easy to use and can handle all the functional, accounting and statutory requirements of the payroll department. It is fully integrated with accounts to give you the benefits of simplified Payroll processing and accounting.

- In Tally, the Payroll function has the flexibility for the user to define earning & deduction heads; define criteria for simple or complex calculations; define classifications & sub-classifications for comprehensive reporting and unlimited grouping of employees.

- Payroll in Tally supports the computation and deduction of ESI, EPF, Gratuity, etc. You can also track employee loan details. The payroll processing period is flexible and can be defined by the user.

- It supports user defined production units like attendance; production; time based remuneration, and other methods of calculating payroll. Comprehensive reports based on cost centers and employee wise cost can be generated.

POS Invoicing

Point of Sale could be a retail shop, a check-out counter in a shop or any other location where a sales transaction takes place. The different kinds of POS equipment used in retail outlets are Cash Registers; Card Readers and Bar code Scanners. It is the computerized cash register that adds the sales total, computes the sales tax or VAT, calculates the difference between the bill amount and the cash tendered and automatically updates the store's inventory by debiting the inventory sold.

- The POS function in Tally 9 ensures the management of gift coupons, vouchers, discount coupons, etc.

- You can easily execute Cash and Credit/Debit card transactions and also carry out multiple mode of payment for a single invoice.

- POS in Tally 9 facilitates the bar code scanning of Stock Keeping Units (SKUs) or items and facilitates the quantified tracking of sales and promotions.

- An additional feature is the identification of consumer-purchasing patterns.

- You can also generate standard and customized reports such as Cash Registers; POS Registers; Inventory Reports, etc.

- POS in Tally 9 is fully integrated with accounts and inventory.

Unlimited companies & Consolidation of companies

- In Tally, you can handle the accounts of more than one company (simultaneously, if desired). You can compare data across companies and financial periods; view information for any period and consolidate companies with a single keystroke. Any changes or modifications done in a branch company are automatically updated in the grouped companies. You can also maintain multiple levels of group companies and view consolidated reports for al the companies. (See Fig. 19)

Profit & Loss A/c Ctrl + M

Particulars	GSU Group Inc. 1-Apr-2005 to 31-Mar -2006	Syscon Computers 1-Apr-2005 to 31-Mar -2006	UPS Manufacturing Ltd For 1-Apr-2005	Ganesh Enterprises 1-Apr-2005 to 31-Mar -2006
Trading Account :				
Sales Accounts	28,53,850.00	28,53,850.00		
Cost of Sales :	5,68,689.50	16,70,123.81		
Opening Stock	5,68,689.50		1,42,889.50	4,25,800.00
Add: Purchase Accounts	26,55,730.00	26,55,730.00		
Less: Closing Stock	5,68,689.50	11,76,106.19	1,42,889.50	4,25,800.00
		14,79,623.81		
Direct Expenses	1,90,500.00	1,90,500.00		
Gross Profit :	(-)16,70,123.81	11,83,726.19		
Income Statement :				
Indirect Incomes	17,429.67	17,429.67		
	16,52,694.14	12,01,155.86		
Indirect Expenses	3,49,885.00	3,49,885.00		
Nett Profit :		8,51,270.86		

Fig. 19

Statutory compliance capabilities

- **VAT:** Under VAT, businesses will need to generate compliant Tax Invoice and file Statutory Returns periodically along with comprehensive forms and documents. Tally 9 simplifies these aspects with absolute ease, accuracy and speed. It is integrated completely with Accounting, Inventory and Reporting. It also complies with statutory requirements as per State VAT Acts and enables Tax Deduction at Source as per Income Tax.

- **Service Tax:** Tally tracks bill-wise (bill-by-bill) detail and automatically calculates service tax payable and input credit on each bill and also allows you the flexibility to make adjustments later. Information on service tax is maintained and produced category-wise in the statutory masters, which is mandatory to file service tax returns. Tally allows you to adjust input credit towards service tax payable; account for abatements and expenses and make provision for exemption notification details. It's unique built-in Assessable Value feature assists in calculating Service Tax. You can generate and print reports in formats as per as per government guidelines in TR6 Challans and ST-3 Challans.

- **TDS:** Tax Deducted at Source is one of the modes of collecting Income Tax from taxpayers. This tax deducted from the income of the receiver is deemed as the payment of Income Tax by the receiver at the time of his assessment. Income from several sources is subjected to TDS. Tally 9 is structured to handle all TDS related information easily and with complete flexibility. It allows the user to configure the TDS ledgers by specifying the nature of payment and type of assessee along with the TDS rates. You can generate challans and form16A certificates; generate and file quarterly and annual returns; generate e-tds and file in NSDL compatible formats.

- **Excise for traders:** Tally 9 is integrated with features to generate excise invoices for traders; track purchase invoices during sales and pass on the Cenvat Credit; generate quarterly returns as per Form 2and maintain the excise stock register as guidelines of RG23D. Apart from the aforementioned, Tally 9 also provides support for FBT, TCS and CST.

Software At Work India Pvt. Ltd - a Tally Authorised Service Centre and Tally Partner since the past 14 years, have helped over 8,000 companies to exploit the power of Tally.

Our services include :

- Offering prompt **On-Call & On-Site Service Support** for Tally
- Getting you acquainted with usage of Tally through **On-Site Training**
- **Implemention** of Tally – We help you implement and use various modules, products and value-adds such as VAT, eTDS, Service Tax, Payroll etc. You will be able to add and benefit from extra Tally modules and products as and when required.
- Easy and efficient **Data Migration** – We can help you in importing data from other software and also from older versions of Tally to the latest version thus removing your worry of having data on legacy systems.
- **Synchronisation of data** between your head office and branch offices
- **Customising your Tally package** - customised reports, documents, data entry screens or make Tally work with other business applications.
- Providing ongoing support through **Annual Service Contracts** – An Annual Service Contract provides you with the flexibility of having regular technical support through phone, email or personal visits, round the year as required

For more information please contact :

software@work™

Software At Work (India) Pvt. Ltd.

#3, Magnum Opus,Shantinagar,Vakola,Santacruz (E), Mumbai - 55
Tel : 02226674488, 02232909070 Fax : +912266936506 Email : tally@sawindia.com