

A WRITE UP ON TALLY TIPS

1. How to enter data Faster in Tally

Although working in tally is quite easy but when work load increases then faster data entry is required. Faster data entry in tally may lead to incorrect entry if done in usual way. There are some inbuilt features and shortcuts which can help any user to enter the data faster. Activating these features and using the short cut key would minimize the time consumed in data entry and accurate data feeding. Here are the tricks.

Skip date : First thing is to activate skip date field during data entry in voucher configuration screen. While in any voucher type press F12 put first option of Skip date field in create mode (faster entry) to Yes. This would save you from the hassles of entering date in every voucher.

Use defaults : If entry is in same sales or purchase register where VAT rate is same then you can put Common ledger A/c for item Allocation to Yes and Use defaults for Bill allocation to Yes. This would let you select minimum ledgers in a single entry.

Use Voucher types and Voucher classes : Different types of vouchers can be made to enter payments and receipts. For example bank payments and receipts can be entered in separate voucher types like Bank payment and Bank receipt. Same way cash receipts and payments can be using separate voucher types. this would reduce the error chances during entry. This task can be further simplified by making separate voucher classes for sales and purchase related entries by making separate voucher classes for different VAT rate. For example seperate voucher class in sales can be made as sales VAT4 % and by defining ledgers commonly used in that voucher.

This would make entries faster as ledgers would be selected automatically what you have to do is just enter the figures.

Use short Cut Keys : While removing backlog or handling heavy work load we face almost similar types of entry which has to be made repetitively in different dates . Figures and accounts involved in these types of vouchers are almost same only few things are different like date. In this situation short cut keys can be of great help. Use **Alt+2** for duplicating any entry while you are in day book. If salary of 12 months has to be entered then duplicate this entry 12

times and then after wards change the date one by one. Here just change the date and use **Ctrl+A** to accept the entry. In the same manner If we have common narration in voucher then it can be entered by pressing **Alt+R** . It would rewrite the previous narration.

If there is an entry missing then that can be entered by selecting the entry after which you want to insert it. Now press **Alt+I** to insert that entry on that particular place.

Faster data entry in tally also depends on your knowledge of hot keys in tally and it also depends on time you spend on tally

2. Getting Started with Tally

Most of users who are either using tally for the first time or who are using licensed version of tally have faced common problems. They often complaint that when we were using pirated version of tally then life was easy. After getting with newer version of tally or registered version of Tally it has become more difficult while life was supposed to be easy after buying the Tally license. I would say that current Indian mindset is to be blamed here. Giving money for just a software doesn't fit into the consciences of Indian mindset. When ever we purchase computer then software is supposed to be the part of free bees. Problem gets worst when we face problem after giving the money for software. Few tips while getting started with tally can save us a lot of problems.

Some prior preparation is needed before installing tally. Tally license is activated and updated from Internet, so we need internet connection. Although it is not used as frequently but if the machine which is running tally is having permanent internet connections then license can be updated or reactivated swiftly other wise this can be a major problem for tally users. Mostly who are first time user of licensed software. The reasons of Tally getting educational has been discussed in my previous post on [why tally turns educational](#).

Second most common problem occurs when working on tally suddenly system shuts down due to power failure or any other reason. To avoid this user must take proper and regular backup of tally data. The user must make it a habit to take backup on daily basis. The proper method of taking tally backup and how to recover the data has been explained in my post on [Recover your data in Tally](#).

Third and major problem come with versions and stat files of tally. Normally when we buy tally then release 1 comes with box. Most of the users install tally from CD in the box and activate it. Real problem comes when the features which were heard are not available or cannot be used. The most widely used feature of VAT is not available in release 1 of Tally 7.2 which comes with CD. Again latest stat version is needed from latest VAT modifications and Service Tax modifications etc. You can get latest Stat info in my post on [stat release 46](#) . The solution to this problem is to get latest release of tally and stat. You can get latest **Tally 7.2** and **Tally 8.1** .

Fourth problem which come is when user gets stuck with advanced options of tally which were not there in older versions and now no help is in sight. At this juncture tally help file can be of great help. Just press help button on top right corner. This would work only when tallyref.chm file is present in your tally directory. It should also be updated for latest features. You can download the latest file from the site and copy it in tally directory for proper functioning.

3. [Recover your data in Tally - Some Tips & Tricks](#)

Data of Tally is very vital for every user or company. More serious the user is more vital data becomes. In other words we can say more and more dependence on tally needs more and more care of its data. Although tally has provided many ways to protect you data but one way or other due to some human error or system failure we loose our data. Particularly in case of tally it cripples our day today business. We have to first see why data has got corrupted the ways to recover depends on reason it got corrupted. Here are some tips and tricks which can save you the day. First of all lets see different reasons which can cause data corruption

Why data gets corrupted ?

The reason could be anyone of following :-

1. While working on tally power goes off and UPS is unable to give you backup. Next time you would open tally the company in which you were working would get corrupted.
2. The computer on which you re working is not operative and OS is not working properly. Somebody formatted it !!
3. You have taken so many backups by copying the tally folder in so many placed that you forgot which was to original one.

4. You have taken a backup and when you try to restore it your data is washed out.

Solutions

Solutions to these problems need common sense rather than tally expertise. Let's understand some features and working of tally. Tally provides a backup and restore utility which collects all files of tally company into one file named tbk500.001. This way of tally backup is easier to restore as this one file can be kept safe and easily can be restored instead of all files in that folder. If any of the file gets missing or gets corrupted tally data wouldn't work. In **first case** when data gets corrupted while working on tally and we are unable to open the company then data can simply be rewritten. Come to Company selection menu. Press "**Ctrl + Alt + R**". Now select the company for re-writing. 90% chance is that your problem would be solved.

In **second case** when OS system is not working then to recover data you need computer skills and some common sense solutions can get you out of this problem. If windows is not loading then you can try to boot the system in DOS mode. Copy all tally folders and data folders into D drive. If DOS mode is also not working then take out the HDD and connect it with other computer with OS system and try to open it. If the disk is OK and without bad sectors then you would be able to open the tally folder. If still it is not working then before formatting give it a try with some recovery software or ask your computer hardware expert to recover data folders from drive.

The **third case** happens when people are running so many versions of tally and all versions work on different directories. More over they take backup by copying folders of data directory instead of taking backup from tally itself. In that case you too can get confused which one is latest and which folder is needed to be restored. In this case just remember the No. of your company in tally. For example if your company No. is 006 then go to search utility of windows and enter 006 in search box and begin search. You would see the list of folders. Now in see the locations of each folder and see the date of last modified or accessed. Choose the latest one and copy that folder in tally's current data directory. You would probably find the right one. One more method can be that you look for folder which has largest amount of data. Just go to each folder right click on the name and select properties. Here you would find the total file size of that folder. The biggest folder would be the current folder.

The **fourth case** happens you have created somany companies and when you restore the data that current company is not in your older data. This can also happen when data backup you have taken is already corrupted. In this case there is no solutions except you find some other backup which you have taken fortunately and which is good as well. To do some once again you can use search utility and look out for files names as **tbk500.001** or what you can do is just type **tbk*.***. It would get you all the files on your computer.

Some healthy tips can also save you the day.

- Take backup on regular basis make it a habit to take backup when ever you have done enough work. The frequency of backup always depends on how much work you do one daily basis or how much work you can afford to do again!!
- Take backup on the basis of name of days or name of month. If data is high then the backup destination can be like this d:\tallybackup\Monday or d:\tallybackup\Tuesday and so on. In this way you would get seven backups and all backups cannot be corrupted. If data volume is low then backup can be taken as d:\tallybackup\June if you can afford to do one months task in a single streach.
- Try to make minimum companies. It would save you lots of hassles.
- There should be only one Tally version and one Tally folder. Too many versions and folders multiplies your work. If you are two versions then try to sum up work in latest version as soon as possible.
- There must be proper power backup while working on tally. In network environment is a must on all nodes where tally is working.

4. Why Tally Turns Educational ? - Some Solutions

It is a common problem seen in tally that it turns educational just after some time. Ever since Tally has been converted from 6.3 hardlock to softlock this problem is there. As the new process of licensing has come up it has brought new problems with it. Lets take an insight of the problem.

Why Tally Turns Educational ?

To find the answer to this question we have to first understand the process of licensing. In hardlock version Tally use to find its licensing file in the hardlock itself which was there at printer port. In softlock version these files are downloaded and stored in your computer somewhere. Now when we get our Tally activated following process happens

- Tally checks internet connectivity
- Tally generates a files which consists of information regarding your computer hardware and configuration.
- Tally uploads this file to tally server on internet and stores this file against your serial no.
- In response it gives one more file which is stored in your computer somewhere. This file is your license file.
- Every time you run tally it checks for license file info with your computer hardware and configuration.
- If it matches then your tally starts in licensing mode.

Most of the times what goes wrong is change in your computer configuration after the license file has been downloaded. Earlier for security purpose tally made it mandatory to update file after every 30 days in tally 6.3 version and early 7.2 releases. But now keeping view the practical problems associated with it you can download the license file and use it for as long as you want. Most common change which can cause problem can be

- Disabling or change of your LAN/Ethernet card.
- Change in configuration after installing new software or drivers.
- Change in windows configuration like computer name user name etc.

The Solutions

To prevent Tally from being educational you can do following:-

- You can make a system restore point while installing Tally. But before restoring the same point you should remember that you data can be lost in this process so take an external backup of your data on CD etc.
- You can go in back dates by changing system date and see if Tally is working or not (Some times it works !!).
- You can insure that your system name, lan cards etc. Doesn't change.

- If you know that a trouble is coming ahead e.g. you may need to upgrade system or format the system then best solutions is that you first surrender the tally before formatting.
- If you are in deep trouble and cannot connect internet then surrender the tally in offline mode and keep that file in a pen drive or CD along with your data backup.
- If you are in much deeper trouble and find out in the morning that your computer doesn't start windows and last option is to format it again, then try to start windows in DOS mode and recover that data files by copying whole Tally folder in to another drive. Then you can write mail to support@tallysolutions.com stating your Sr.No and contact person name to reset your licensing info. Wait for the response and then activate the Tally.