

## Lesson 12: Multilingual Capabilities

### Lesson Objectives

On completion of this lesson, you will be able to understand

- ❑ The Multilingual capabilities of Tally.ERP 9
- ❑ How to change the Interface for different languages
- ❑ Generating reports and invoices in different languages

The multilingual functionality of Tally.ERP 9, allows you to interact with the software in the language of your choice. It offers you tremendous freedom in communication. You can maintain your accounts in an Indian language, view them in another and print them in yet another Indian language.

All Indic languages are unicode. They are presently supported only on Windows ME/ Windows NT/ Windows 2000 and Windows XP operating systems. You can enable Indic languages support at the operating system level or at the time of installing Tally.ERP 9.

### Salient features of Multilingual Tally.ERP 9

Tally.ERP 9 has the following salient features which makes it the most popular accounting software:

- ❑ Is user-friendly.
- ❑ Is fast and reliable.
- ❑ Offers concurrent multilingual support.
- ❑ Allows a dynamic selection of scripts.
- ❑ Supports flexible data input in the language of the user's choice.
- ❑ Has easy to use keyboards layouts – inscript as well as phonetic.
- ❑ Captures language specific aliases for all masters.

- Supports user interface in about 10 languages.
- Provides the facility to switch to the multilingual user interface quickly.
- Allows effortless transliteration from one Indian language to another within the Indic family of languages.
- Supports the translation of masters based on predefined aliases.
- Inbuilt dictionaries provide appropriate language conversion during runtime.
- Supports Discrete and Combinatorial type uni-directional scripts.
- Enables comprehensive localised accounting and financial reporting.
- Allows you to display and print bills, vouchers, invoices, receipts, reports and ledgers in the language of your choice.
- Generates MIS reports such as confirmation letters, reminder letters in multiple languages.
- Allows you to cut or copy multilingual text from other applications such as Microsoft Word, WordPad, Instant Messenger, Outlook Express. Press **Ctrl+C** to copy and **Ctrl+Alt+V** to paste in Tally.ERP 9.

## 12.1 Configuring Tally.ERP 9 for Multilingual Capabilities

Tally.ERP 9 provides you with the facility to maintain your books of accounts in any Indian language while the data is accepted, sorted, maintained, displayed and printed in another Indian language.

Follow the steps given below to experience the multilingual capabilities of Tally.ERP 9.

### 12.1.1 Creating a Company

Let us consider **Allgrains Traders**, which is engaged in trading of Groceries for understanding Tally.ERP 9's multilingual capabilities. Create a new company as **Allgrains Traders**

The completed **Company Creation** screen appears as shown below:

Company Creation		Ctrl + M	
Directory	: C:\Tally.ERP9\Data		
Name	: Allgrains Traders		
<b>Mailing &amp; Contact Details</b>		<b>Company Details</b>	
Mailing Name	: Allgrains Traders	Currency Symbol	: Rs.
Address	: No 15, 2nd Cross Koramangala Bangalore	Maintain	: Accounts with Inventory
		Financial Year from	: 1-4-2009
		Books beginning from	: 1-4-2009
<b>Statutory compliance for</b>		<b>Security Control</b>	
State	: India	TallyVault Password (if any)	:
PIN Code	: Karnataka	Repeat Password	:
Telephone No.	: 560028	<i>(WARNING: forgetting your TallyVault password will render your data unusable!!)</i>	
Mobile No.	: 080-55258974	Use Security Control	? No
E-Mail	: 9865342441	<i>(Enable Security to avail Tally.NET Features)</i>	
	: sales@allgrains.com		
<b>Base Currency Information</b>			
Base Currency Symbol	: Rs.	Show Amounts in Millions	? No
Formal Name	: Indian Rupees	Put a SPACE between Amount and Symbol	? Yes
Number of Decimal Places	: 2	Decimal Places for Printing Amounts in V	
Is Symbol SUFFIXED to Amounts	? No		
Symbol for Decimal Portion	: paise		

Figure 12.1 Completed Company Creation screen

- Press **Y** or **Enter** to accept the company creation screen.

### 12.1.2 Defining User Interface Language

The user interface language is by default the same as the initial start-up language selected during Tally.ERP 9 installation. However, Tally.ERP 9 allows you to configure the user interface language before or after the creation of a company. Presently, Tally.ERP 9 supports nine Indian languages and Hinglish (colloquial Hindi).

- Hindi
- Marathi
- Gujarati
- Bengali
- Kannada
- Tamil
- Telugu
- Malayalam
- Punjabi

- To define user Interface language,  
 Go to **Gateway of Tally >** press **Alt+G** (Language).  
 □ Select **Hindi** from the list of languages.

The **Language Configuration** screen appears as shown below:

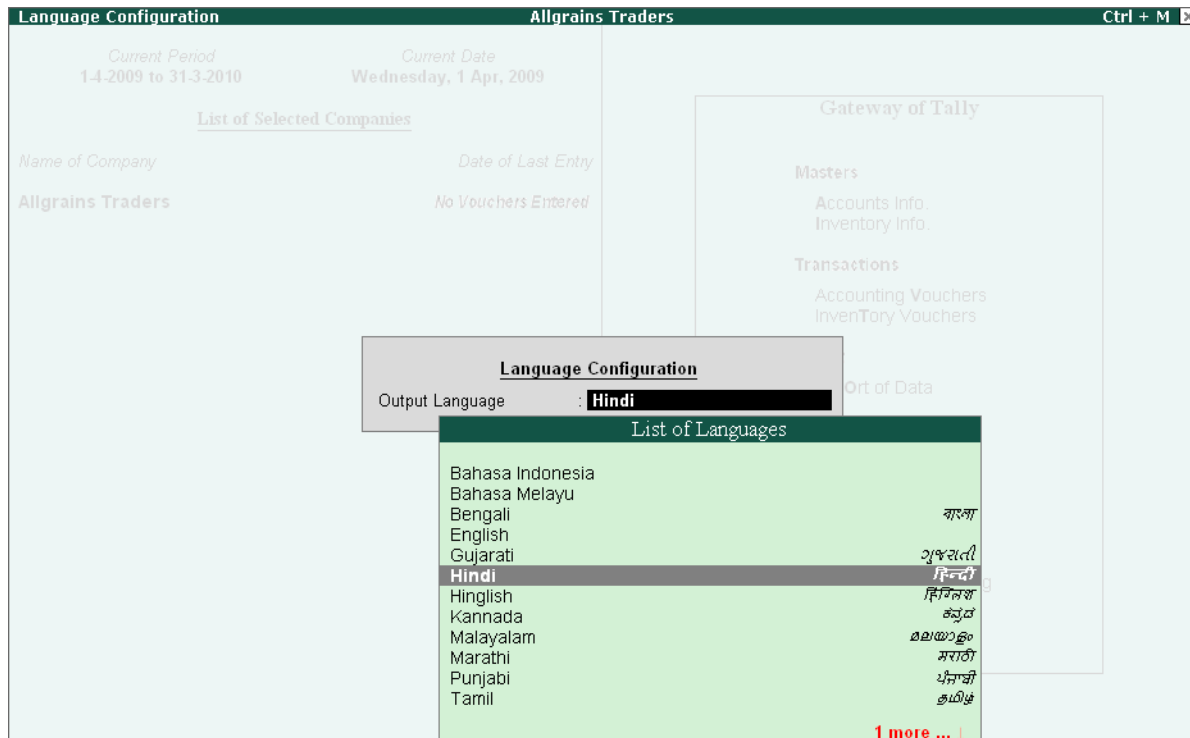


Figure 12.2 Language Configuration

Tally.ERP 9 automatically loads the relevant dictionary for the configured language and the interface (menus and prompts) is accordingly translated into the selected language.

The **Gateway of Tally** screen in Hindi appears as shown below:

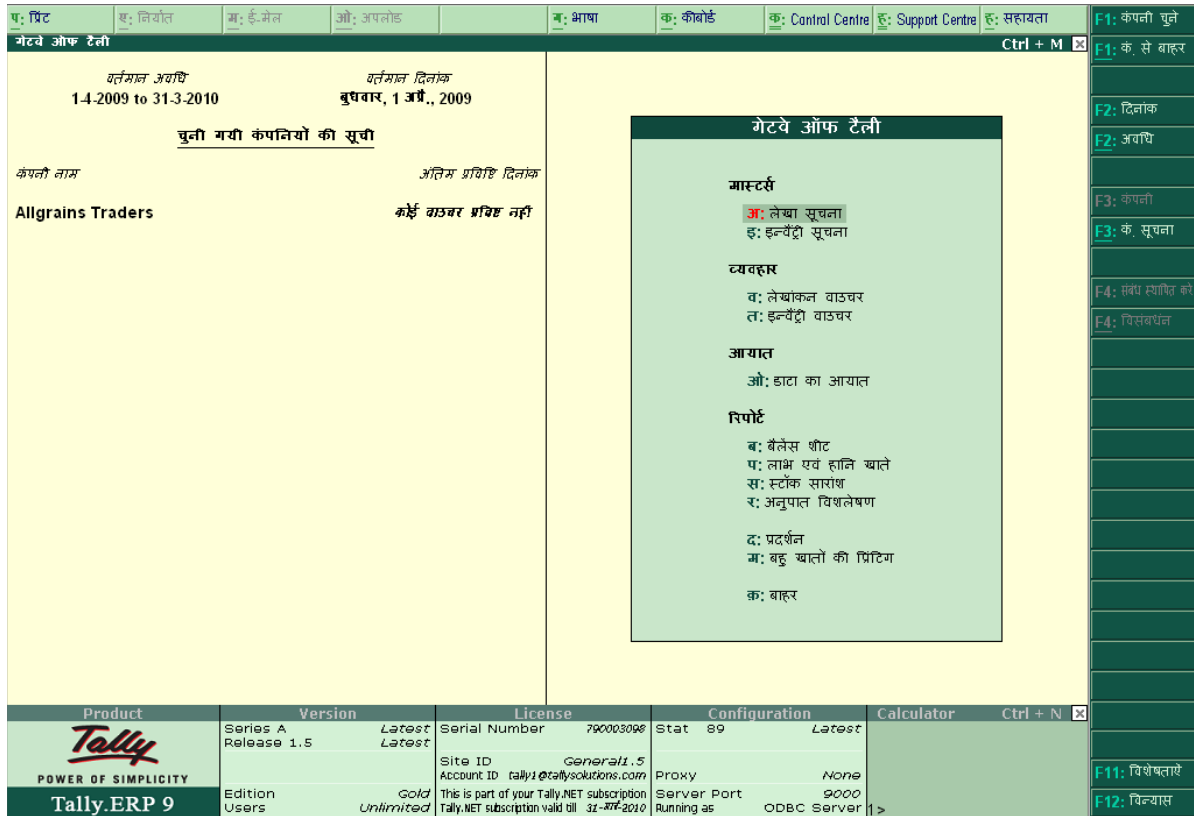


Figure 12.3 Gateway of Tally – Hindi



*The Name of the company, the Unit of Measure and the Currency are neither translated nor transliterated, but are displayed in the language in which they were created.*

- Press **Alt+G** (Language) and select **English**.

### 12.1.3 Enabling Multilingual Support

Go to **Gateway of Tally**

- Press **F12: Configure**
- Select **General** and press **Enter**
- Set **Show tables with Masters only in Current Language** to **Yes**

<u>Country Details</u>	
Use Accounting terminology of	: India / SAARC <i>(SAARC countries include India, Pakistan, Sri Lanka, Bangladesh, Nepal, Bhutan and Maldives.)</i>
<u>Style of Names</u>	
Default appearance of Names in Reports	: Name Only
Default appearance of Stock Item Names in Reports	: Name Only
<u>Style of Dates</u>	
Style of Short Date	: dd-mm-yy
Separator used in Short Date	: -
<u>Configuration of Numbers</u>	
Decimal Character to use	: .
Thousands Separator to use	: ,
Put Sign before Currency/Unit Symbols	? No
Show numbers in Millions (and not Lakhs)	? No
<u>Other Options</u>	
Show Monthly reports with Graphs	? Yes
Use separate Menu for Final A/c Statements	? No
Ignore errors & continue during data import <i>(Applicable for importing vouchers in XML format)</i>	? No
Export Base Currency Symbol along with Amount	? No
Show tables with Masters only in Current Language	? <b>Yes</b>
Tally alert using beeps	? Yes

Figure 12.4 F12: Configuration – General

**Show tables with Masters only in Current Language** when set to **Yes**, displays the pre-defined and user-defined masters only in the language selected. Otherwise, the pre-defined and user-defined masters are displayed in English or in the selected language along with defined aliases of other languages, if any.



*When **Show tables with Masters only in Current Language** is set to **Yes**, displays the pre-defined and user-defined masters only in the language selected. Otherwise, the pre-defined and user-defined masters are displayed in English or in the selected language along with defined aliases of other languages, if any.*

## 12.2 Creating Masters

Tally.ERP 9 gives you the flexibility to create ledgers/ stock items using phonetic as well as inscript (Operating System) keyboard.

### 12.2.1 Using Phonetic Keyboard Layouts

Generally, a phonetic keyboard is useful for those who speak the language, but cannot type in it. All Indian languages share a common phonetic base which allows a direct comparison of scripts. In a phonetic keyboard, the alphabets are assigned keys on the Standard English keyboard,

based on their nearest phonetic equivalents. Spell the word in English for Tally.ERP 9 to display it in the selected language.

By using Tally.ERP 9, you can now enter data in any Indian language using a phonetic keyboard to generate bills, vouchers, invoices, receipts, reports and ledgers, confirmation letters, reminder letters and so on. These reports are displayed in the language selected after transliteration.

Examples:

English Word	Keys to be used for phonetic representation in Indic languages
Purchase	Parachej
Sales	Sels
Item	AiiTam
Inventory	invenTrii
Conveyance	Kanveyans
Salary	Selarii
Postage & Telegram	posTej end Teligram
Commission	Kamiishan
Discount	DiskaunT
Debtors	DeTars
Creditors	kreDiiTars
Capital	KaipiTal
Ledger	lejar
Ramjilal	rAmajiilAl
Cash	Kaish
Shyamlal	ShyAmalAl
Godown	GoDAun
Branch	Branch
Loan	lon
Customer	kasTamar
Supplier	SaplAyar

Company	Kampanii
Accounts	ekaaumTs

Go to **Gateway of Tally > F12: Configure > Accts/Inventory Info.**

- Set **Allow Language ALIASES along with Names** to **Yes**.

<u>Master Configuration</u>			
Allow ALIASES along with Names		? Yes	
Allow Language ALIASES along with Names		? <b>Yes</b>	
<u>Accounts</u>		<u>Inventory</u>	
Allow ADVANCED entries in Masters	? <b>Yes</b>	Allow ADVANCED entries in Masters	? <b>No</b>
Use ADDRESSES for Ledger Accounts	? <b>Yes</b>	Use PART NUMBERS for Stock Items	? <b>No</b>
Use CONTACT DETAILS for Ledger Accounts	? <b>No</b>	Use Description for Stock Items	? <b>No</b>
Add NOTES for Ledger Accounts	? <b>No</b>	Use REMARKS for Stock Items	? <b>No</b>
		Use ALTERNATE UNITS for Stock Items	? <b>No</b>
		Allow Std. Rates for Stock Items	? <b>No</b>
		Specify Default Ledger Allocation for Invoicing	? <b>No</b>
		Allow Component list details (Bill of Materials)	? <b>No</b>
		Use ADDRESSES for Godowns	? <b>No</b>

Figure 12.5 F12: Configuration

This allows you to create ledger masters and stock items with their respective aliases in Indic languages.

### 12.2.2 Creating Stock Item

Create a stock item **Rice** in Hindi and provide **aliases** for it in different languages.

- Press **Alt+G** (Language) and Select **Hindi**.

Go to **Gateway of Tally > Inventory Info. > Stock Item > Create.**

1. **Name of the Item:** Type as **chaaval** and press **Enter** (Tally.ERP 9 automatically interprets the name in Hindi).



स्टॉक मद रचना		Allgrains Traders	
हिन्दी	:		
नाम	:	चावल	
(उर्फ)	:	[REDACTED]	
अधीन	:	[ प्राथमिक	
इकाईयां	:	[ नामू नहीं	
		<u>कर सूचना</u>	
		शुल्क वर्गीकरण	: [ नामू नहीं
		शुल्क की दर (उदाहरण 5)	:
		<b>मात्रा</b>	<b>दर प्रति</b>
आरंभिक शेष	:		<b>मूल्य</b>

Figure 12.6 Stock Item Name in Hindi– Rice

2. Select **Kannada** as the second language and press **Enter**
3. Type the **Name of the Item** as **akki** and press **Enter**.

स्टॉक मद रचना		Allgrains Traders	
हिन्दी	:		
नाम	:	चावल	
कन्नड	:		
नाम	:	ಅಕ್ಕಿ	
(उर्फ)	:	[REDACTED]	
1 और ... ↓			
अधील	:	[ प्राथमिक	कर सूचना
इकाईयां	:	[ नामू नहीं	
		शुल्क वर्गीकरण	: [ नामू नहीं
		शुल्क की दर (उदाहरण 5)	:
		मात्रा	दर प्रति मूल्य
आरंभिक शेष	:		

Figure 12.7 Stock Item Name in Kannada – Rice

4. Select **English** as the third language and press **Enter**
5. Type the **Name of the Item** as **Rice** and press **Enter**
6. Select **End of list** and press **Enter**

The User Interface when configured in any Indian language, results in the phonetic keyboard to automatically use that language. However, you can define the phonetic keyboard by pressing **Alt+K** and selecting the phonetic keyboard as shown below:

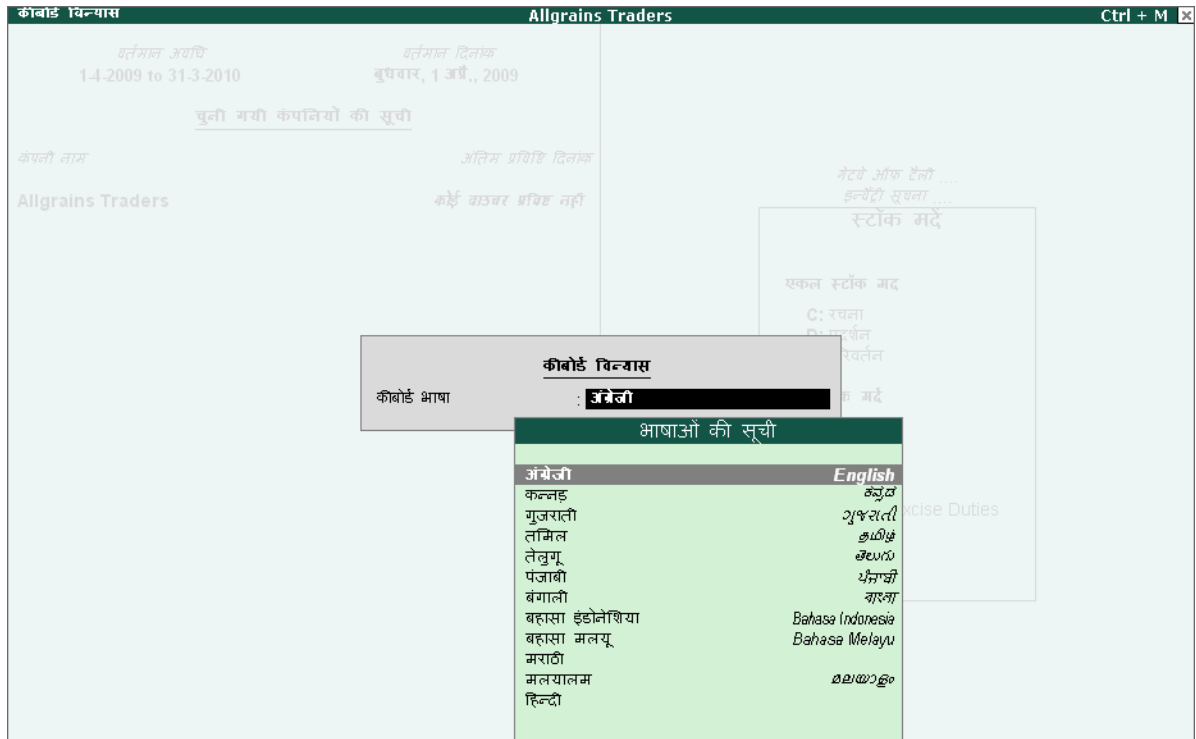


Figure 12.8 Phonetic Key Board

7. Press **Alt+C** in the **Unit of Measurement** field
8. Create the **Units of Measure – sMkhyA** and press **Enter**.

The completed **Unit of Measurement** screen appears as shown below:

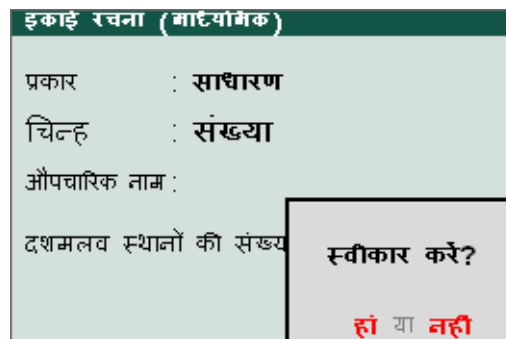


Figure 12.9 Units of Measure

9. Press **Enter** to accept the screen.

The completed **Stock Item Creation** screen appears as shown below:

स्टॉक मद रचना		Allgrains Traders	
हिन्दी	:		
नाम	:	चावल	
कन्नड	:		
नाम	:	ಠೃ	
अंग्रेजी	:		
नाम	:	Rice	
अर्थल	:	[ प्राथमिक	कर सूचना
इकाईयां	:	संख्या	शुल्क वर्गीकरण : [ नामू नहीं
			शुल्क की दर (उदाहरण 5) : 0
आरंभिक शेष	:	मात्रा	दर प्रति
			स्वीकार करें?
			हां या नहीं

Figure 12.10 Completed Stock Item Creation – Rice

10. Press **Enter** to accept the screen.

Similarly, create the stock item **Soap**:

1. Hindi - **saabun**
2. Kannada - **sOpu**
3. English - **Soap**

The completed **Stock Item – Soap** screen is displayed as shown:

स्टॉक मद रचना		Allgrains Traders	
हिन्दी नाम :	साबुन		
कन्नड नाम :	ಸಬೂನ್		
अंग्रेजी नाम :	Soap		
अधीन :	[ प्राथमिक	<b>कर सूचना</b>	
इकाईयां :	संख्या	शुल्क वर्गीकरण :	[ नामू नहीं
		शुल्क की दर (उदाहरण 5 ) :	0
आरंभिक शेष :	मात्रा	दर प्रति	स्वीकार करें?
			हां या नहीं

Figure 12.11 Completed Stock Item Creation – Soap

4. Press **Enter** to accept the screen.

### 12.2.3 Creating Ledgers

Create the following ledgers using their regional language aliases, with the help of the phonetic keyboard.

Ledger Name	Under Group	Inventory Values are affected
Suma Traders	Sundry Creditors	No
Arun Traders	Sundry Debtors	No
Sales	Sales Accounts	Yes
Purchases	Purchase Accounts	Yes

#### Creating Party Ledgers

##### i. Suma Traders Ledger

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

1. In the **Ledger Creation** screen,

- Type **Sumaa TreDrs** as the **Ledger Name**.

- Select **Kannada** as the second language and type **Suma TrEDrs** as **Ledger Name**.
- Select **English** as the third language and type **Suma Traders** as **Ledger Name**.
- Select **End of list** and press **Enter**.

## 2. Under: Sundry Creditors.

The completed **Suma Traders Ledger** is displayed as shown below :

संजर रचना		Allgrains Traders		Ctrl
हिन्दी	:	नाम	: सुमा ट्रेडर्स	कुल आरंभिक शेष
कन्नड़	:	नाम	: ಸುಮಾ ಟ್ರೇಡರ್ಸ್	
अंग्रेज़ी	:	नाम	: Suma Traders	
	:			
अधीन	:	विविध लेनदार (वर्तमान देयताएँ)	पत्राचार का विवरण	
शेष बिल-प्रति-बिल रखना है	? हाँ		नाम	: सुमा ट्रेडर्स
डिफॉल्ट उधार अवधि	:		पता	:
क्या इन्वेंट्री का मूल्य प्रभावित होगा	? नहीं		प्रदेश	: [ नामू नहीं
			पिन कोड	:
			कर सूचना	
			पैन / आई.टी. नं.	:
			बिक्री कर नं.	:
आरंभिक शेष (1-अप्रै.-2009 को) :				स्वीकार करें?
				हाँ या नहीं

Figure 12.12 Completed Ledger Creation–Suma Traders

3. Press **Enter** to accept.

## ii. Arun Traders Ledger

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

1. In the **Ledger creation** screen:

- Type **AruN TreDrs** ← in the **Ledger Name**.
- Select **Kannada** as the second language and type **aruN TrEDrs** as **Ledger Name**.
- Select **English** as the third Language and type **Arun Traders** as **Ledger Name**.
- Select **End of list** and press **Enter**.

## 2. Under: Sundry Debtors.

The completed **Arun Traders** ledger appears as shown below:

लंजर रचना		Allgrains Traders		Ctrl
हिन्दी	:			कुल आरंभिक शेष
नाम	:	अरुण ट्रेडर्स		
कन्नड	:			
नाम	:	ಅರಣ ಶ್ರೀಶ,.		
अंग्रेजी	:			
नाम	:	Arun Traders		
अधीन	:	विविध देनदार (वर्तमान संपत्तियां)	पत्राचार का विवरण	
	:		नाम	: अरुण ट्रेडर्स
	:		पता	:
शेष बिल-प्रति-बिल रखना है	?	हां	प्रदेश	: [ नाम नहीं
डिफॉल्ट उधार अवधि	:		पिन कोड	:
क्या इन्वेंट्री का मूल्य प्रभावित होगा	?	नहीं		
			कर सूचना	
			पैन / आइ.टी. नं.	:
			विक्री कर नं.	:
आरंभिक शेष (1.अप्रै.,2009 को) :				स्वीकार करें?
				हां या नहीं

Figure 12.13 Ledger Creation – Arun Traders

3. Press **Enter** to accept the screen.

## Creating Purchases & Sales Ledgers

### i. Sales Account

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

1. In Name Field: Type **Sels** for **Hindi**
2. In **Kannada** type **maaraaTa**
3. In **English** type **Sales**

The completed **Sales Account** appears as shown below:

संजर रचना		Allgrains Traders		Ctrl
हिन्दी	:			कुल आरंभिक शेष
नाम	:	सेल्स		
कन्नड	:	ಕೆಲಸ		
अंग्रेजी	:	Sales		
अधीन	:	बिक्री खाते		
क्या इन्वेंट्री का मूल्य प्रभावित होगा	?	हां		
			पत्राचार का विवरण	
			नाम	:
			पता	:
			प्रदेश	:
			पिन कोड	:
			कर सूचना	
			पैन / आर्.टी. नं.	:
			बिक्री कर नं.	:
आरंभिक शेष (1-अप्रै.-2009 को) :				स्वीकार करें?
				हां या नहीं

Figure 12.14 Ledger Creation – Sales Account

4. Press **Enter** to accept the screen.

## ii. Purchase Account

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

1. In the Name Field: Type **Parachej** for **Hindi**
2. Type **kray** for **kannada**
3. Type **Purchase** for **English**

The completed **Purchase Account** appears as shown below:



लंजर रचना		Allgrains Traders		Ctrl
हिन्दी	:	कुल आरंभिक शेष		
नाम	:	परचेज		
कन्ड	:	नाम		
नाम	:	अरेजी		
अरेजी	:	नाम		
नाम	:	Purchase		
अधीन	:	क्रय खाते		
क्या इन्वेंट्री का मूल्य प्रभावित होगा	:	? हाँ		
		पत्राचार का विवरण		
		नाम		
		पता		
		प्रदेश		
		पिन कोड		
		कर सूचना		
		पैन / आर.टी. नं.		
		विक्री कर नं.		
आरंभिक शेष (1.अप्रै.,2009 को) :			स्वीकार करें?	
			हाँ या नहीं	

Figure 12.15 Ledger Creation — Purchase Account

4. Press **Enter** to accept the screen.

### 12.3 Entering Transactions in Multiple Languages

Tally.ERP 9 presently supports 11 uni-directional scripts. Using Tally.ERP 9, you can maintain your accounts in Hindi; send invoices in Marathi to your customers in Bombay; and place purchase orders with suppliers in Tamil Nadu and Kolkatta in Tamil and Bengali, respectively.

#### 12.3.1 Creating Purchase Invoice

*On April 1, 2009, Allgrains Traders purchased the following goods from Suma Traders :*

Item Description	Qty	Rate
Rice	25	425
Soap	500	20

**Create Purchase Voucher :**

Go to **Gateway of Tally > Accounting Vouchers > F9: purchase**

1. Press **F2** and change the **Date** to **1-4-09**
2. Select **Suma Traders** in **Party's Name** field and press **Enter**

3. Select **Purchases** ledger
4. Select **Rice** as the first Stock Item, and specify the **Quantity** and **Rate** and press **Enter**
5. Select **Soap** as the second item, and specify the **Quantity** and **Rate** and press **Enter**

The completed **Purchase Voucher** appears as shown below :

नं. वाउचर रचना		Allgrains Traders		Ctrl + M
क्र. नं. 1	दिनांक :			1.अप्रै.,2009 बुधवार
सप्लायर इनवॉइस नं. :				
ग्राहक के खाते का नाम: सुभा ट्रेडर्स				
वर्तमान श्रेण:				
क्रय लेजर : पुरचैन				
मद का नाम	मात्रा	दर प्रति	राशि	
चावल	25 संख्या	425.00 संख्या	10,625.00	
साबुन	500 संख्या	20.00 संख्या	10,000.00	
			<hr/>	
			20,625.00	
[ सूची का अंत				
वर्णन:				
			525 संख्या	स्वीकार करें?
				हां या नहीं

Figure 12.16 Purchase Invoice

6. Press **Enter** to accept.



- All the numbers entered in Tally.ERP 9 will appear in English only (i.e., 1, 2, 3...).

### 12.3.2 Creating Sales Invoice

On April 15, 2009, Allgrains Traders sells the following goods to Arun Traders :

Item Description	Quantity	Rate
Rice	15	600
Soap	200	30

**Create Sales Invoice :**

Go to **Gateway of Tally > Accounting Vouchers > F8: Sales**

1. Press **F2** and change the **Date** to **15-4-09**
2. Select **Arun Traders** in the **Party's Name** field and press **Enter**
3. Select **Sales** ledger
4. Select **Chaavaal** as the first stock item, specify **Quantity** and **Rate** and press **Enter**
5. Select **Saabun** as the second item, specify **Quantity** and **Rate** and press **Enter**

The completed **Sales Voucher** appears as shown below:

नंसांकन वाउचर रचना		Allgrains Traders		Ctrl + M
<b>विक्री</b>	नं. 1			15-अप्रै.-2009 बुधवार
Ref. :				
ग्राहक के खाते का नाम:	अरुण ट्रेडर्स			
वर्तमान शेष :				
विक्री लेजर :	सेल्स			
मद का नाम	मात्रा	दर प्रति	राशि	
चावल	15 संख्या	600.00 संख्या	9,000.00	
साबुन	200 संख्या	30.00 संख्या	6,000.00	
			<u>15,000.00</u>	
[ सूची का अंत				
वर्णन:		215 संख्या		स्वीकार करें? हां या नहीं

Figure 12.17 Sales Invoice

6. Press **Enter** to accept the screen.

**12.3.3 Printing Sales Invoice**

- Press **Page Up** from the above screen
- Press **Alt+P** to print

वाउचर प्रिंटिंग			
प्रिंटर	: RnD Printer (Ne01:)	कागज का प्रकार :	A4
प्रतिलिपियों की संख्या	: 1		
प्रिंट भाषा	: Hindi		(प्रिंटिंग के लिए आसाम)
पद्धति	: नीट मोड	कागज का आकार :	(8.27" x 11.69") or (210 mm x 297 mm)
पृष्ठ क्रमबद्धीकरण	: All	प्रिंटिंग क्षेत्र :	(7.95" x 11.34") or (202 mm x 288 mm)
रिपोर्ट शीर्षक			
उत्पाद शुल्क इनवॉइस			
(प्रिंट प्रेव्यू के साथ)			
			<b>प्रिंट ?</b> <b>हां या नहीं</b>

Figure 12.18 Print Configuration

- Press **Enter** to **print** the Sales Invoice.

The Print Preview of the **Sales Invoice** in Hindi is displayed as shown below:

**उत्पाद शुल्क इनवॉइस**

<b>Allgrains Traders</b> No. 15, 2nd Cross Koramangala Bangalore ई.मेल : sales@allgrains.com	इनवॉइस नं.	दिनांकित
	1	15 अगस्त, 2009
क्रमा <b>अरुण ट्रेडर्स</b>	सुपुर्दगी नोट	भुगतान के तरीके/शर्त
	सप्लायर का संदर्भ	अन्य संदर्भ
	खरीददार का ओर्डर नं.	दिनांकित
	पेयण दस्तावेज नं.	दिनांकित
	द्वारा प्रेषित किया गया	गन्तव्य
सुपुर्दगी की शर्त		

क्रम नं.	माल का विवरण	मात्रा	दर	प्रति	राशि
1	चावल	15 संख्या	600.00	संख्या	9,000.00
2	साबुन	200 संख्या	30.00	संख्या	6,000.00
कुल(योग)		215 संख्या			15,000.00

प्रकार राशि (शब्दों में) E & O.E  
**Rs. पंद्रह हजार मात्र**

दिनांक एवं समय : \_\_\_\_\_

प्रोषणा **Allgrains Traders के निधि**  
 हम घोषणा करते हैं कि यह इनवॉइस वर्णित माल के वास्तविक मूल्य को दर्शाता है और सभी विवरण सत्य एवं सही हैं अधिकृत हस्ताक्षरकर्ता

BANGALORE के अधिकार क्षेत्र के अन्तर्गत  
 This is a Computer Generated Invoice

Figure 12.19 Print Preview of Sales Invoice

To Print the invoice in any other language,

- ❑ Press **Alt+L** from the **Printing Configuration** screen
- ❑ Select the required language for printing

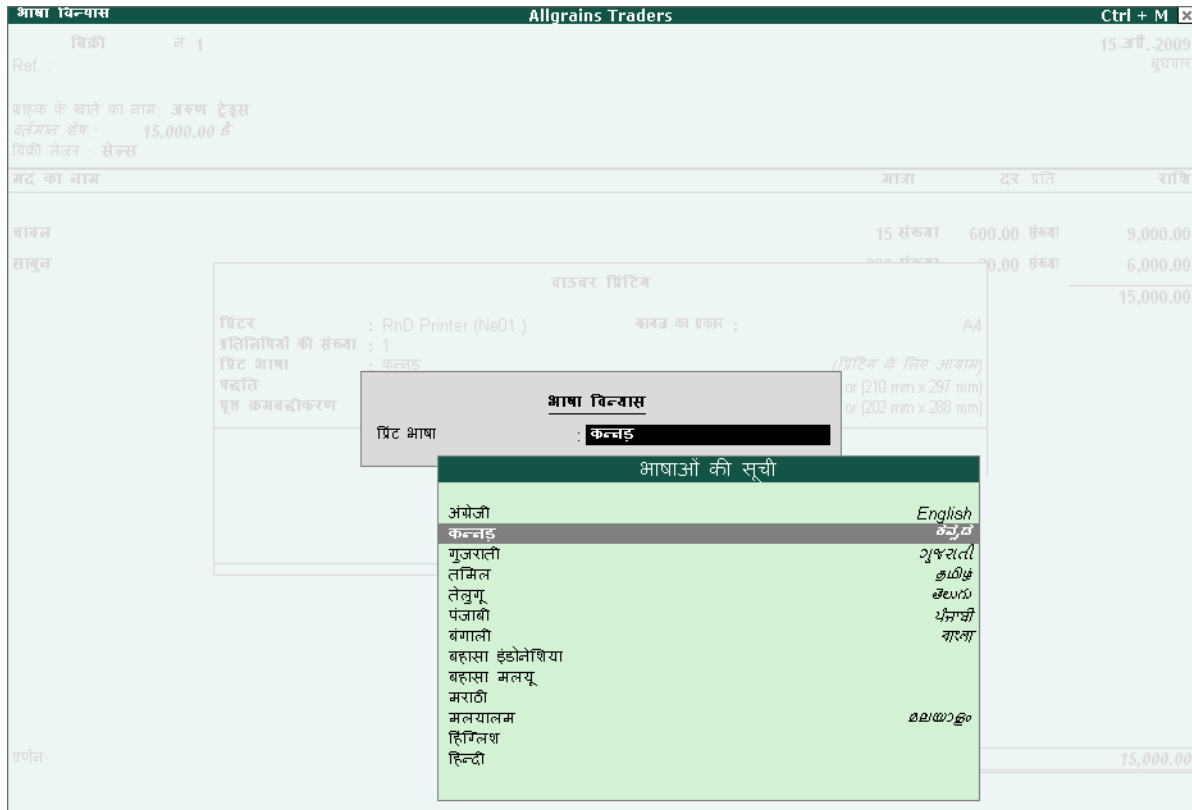


Figure 12.20 Printing Configuration — Selection of Print Language

- ❑ Select **Kannada** as the language for printing
- ❑ Press **Enter** to view the **Print Preview** of the **Sales Invoice** in **Kannada**

The Print Preview of the **Sales Invoice** in **Kannada** is displayed as shown below :

ಅಬ್ಬರಾರಿ ಇನ್ವಾಯ್ಟ್					
<b>Allgrains Traders</b> No. 15, 2nd Cross Koramangala Bangalore ಇ-ಮೇಲ್: sales@allgrains.com		ಇನ್ವಾಯ್ಟ್ ಸಂಖ್ಯೆ	ನಿಗೂಂಟೆ		
		ನಿಲೇವಾರಿ ಖೇಟೆ	ಪಾಟೆರಿ ನಿಲಾಸೆ/ಪರತುಲೆಲು		
ಪರಿಶೀಲನೆ <b>ಅರುಣ ಚೇಡೆ,</b>		ಸರಬರಾಜುದಾರರ ಉಲ್ಲೇಖ	ಇತರೆ ಉಲ್ಲೇಖ (ಕೆಲಸ)		
		ಪರಿಶೀಲಿಸಿದಾರರ ಆಜೆರ್ಟ್ ಸಂಖ್ಯೆ	ನಿಗೂಂಟೆ		
		ರಿಯಾನ್ ಇಂಟರ್ ಸಂಖ್ಯೆ	ನಿಗೂಂಟೆ		
		(ಡಿ) ಕೂಂಟೆ ರೆವಾನಿಸಿನ್	ಕೆನ್ಯುನ್ಯಾಲ್		
		ನಿಲೇವಾರಿಯ ಪರತುಲೆಲು			
ಕ್ರಮ ಸಂಖ್ಯೆ	ಸರಬರಾಜು ನಿಲವನೆ	ಪ್ರಮಾಣ	ಬೆಲೆ	ಪ್ರತಿ	ಮೊತ್ತ
1	ಅಕ್ಕಿ	15 ಸಂಖ್ಯಾ	600.00	ಸಂಖ್ಯಾ	9,000.00
2	ಮೇಲೆ	200 ಸಂಖ್ಯಾ	30.00	ಸಂಖ್ಯಾ	6,000.00
		ಒಟ್ಟು	215 ಸಂಖ್ಯಾ		15,000.00
		ಇ. ಎಸ್. ಎ. ಎ.			
ಪೋರ್ಟ್ ಈ ಇನ್ವಾಯ್ಟ್ ಸರಬರಾಜು ನಿಲವನೆ ಪರಿಶೀಲಿಸಿ, ಪರಿಶೀಲಿಸಿದಾರನು ಮತ್ತು ಎಲ್ಲಾ ಮಾಹಿತಿಗಳೂ ಸತ್ಯ ಮತ್ತು ಸರಿಯಾಗಿವೆಯೆಂದು ಪ್ರಮಾಣೀಕರಿಸುತ್ತಾನೆ.		ನಿಗೂಂಟೆ ಮತ್ತು ಸರಿಯು : _____ <b>Allgrains Traders</b>		ಅರಿವುಣಿ ಕೆಟಿ	
BANGALORE ಅರಿವಾರಿ ವ್ಯಾಪ್ತಿಗೆ ಒಲವುತ್ತೇನೆ This is a Computer Generated Invoice					

Figure 12.21 Print Preview of Sales Invoice – Kannada



- The Name of the company, the Unit of Measure and the Currency are neither translated nor transliterated, but appear in the language in which they were created.

## 12.4 Transliteration

In Tally.ERP 9, the masters created with aliases in more than one Indic language can be dynamically converted or transliterated. Transliteration is based on the phonetic behaviour of Indian languages. Tally.ERP 9 permits the transliteration of strings across all Indian scripts. However, such transliteration is possible because of the in-built **Language Precedence** feature in Tally.ERP 9.

The order of Language Precedence in Tally.ERP 9 is as follows:

1. English
2. Hindi
3. Gurumukhi (Punjabi)
4. Gujarati
5. Tamil
6. Kannada
7. Malayalam
8. Marathi

For instance, if a master is created in Hindi, with aliases in Kannada, the resultant report displayed will be in the language selected. However, if you want to view the report in another Indic language, then the transliteration of the Name of the Master is in the script selected. The pronunciation is Hindi-based since Hindi precedes Kannada in the language precedence order.

Go to **Gateway of Tally > Display > Day Book**



दिनांक	विवरण	वस्तु के प्रकार	वाउचर नं.	डेबिट राशि इनवाउटस् मात्रा	क्रेडिट राशि आउटवाउट मात्रा
15-4-2009	अरुण टेक्स सेल्स		बिक्री 1	15,000.00	

Figure 12.22 Day Book — Hindi

- Press **Alt+G** from display **Day Book** and select **Tamil** as the language.

The **Day Book** ledger is displayed in **Tamil** as shown below:

பு: அச்சு		ஏ: ஏற்றுமதி		ம: மின்னஞ்சல்		ஓ: பதிவேற்றம்		க: மொழி		க: விசையலகை		க: Control Centre		ஹ: Support Centre		ஹ: உதவி	
நான் புத்தகம் Allgrains Traders Ctrl + M																	
நான் புத்தகம் 15-ஏப்-2009 க்காக																	
தேதி		விவரங்கள்		முடிந்த மசா		முடிந்த மசா		பற்று தொகை		வரவு தொகை		உள் வந்த அளவு		வெளிச் செல்லும் அளவு		F1: சுருக்கியது	
15-4-2009		அருண் டீரேட்டர்ஸ்		விநியோகம்		1		15,000.00								F2: தேதி	
செலவை		15,000.00		வரவு												F3: காலம்	
																F4: கம்பெனி	
																F5: பதிவு	
																F6: சாராயம்	
																F7: இலாப கட்டு	
																F8: பற்றாக்குறை	
																F9: நுகர்வோர் குறை	
																F10: கணக்காளிகள்	
																F11: காலக் கட்டிகள்	
																F12: குறைமட்டும்	
																F12: தேர்ச்சி	
க: வெளிப்படுத்து		க: மாற்று		க: Delete		ஃ: Cancel		2: நகல்		அ: Add Vch		இ: Insert Vch		ர: Remove Line		உ: Restore Line	
																ஸ: Select	
																ஸ: Select All	

Figure 12.23 Day Book – Tamil

In the report, the ledger names in **Hindi** are transliterated into **Tamil** because **Hindi** comes before **Kannada** in the language precedence order.

## 12.5 Generating Reports

You can send outstanding reports, statements and other documents to your suppliers, customers and business associates in their language, while maintaining your accounts in the language of your choice.

### 12.5.1 Display Stock Summary

Go to **Gateway of Tally > Stock Summary**

स्टॉक सारांश Allgrains Traders Ctrl + M			
विवरण	Allgrains Traders 1-अप्रै.-2009 से 15-अप्रै.-2009		
	मात्रा	अंतिम दर	मूल्य
चावल	10 संख्या	425.00	4,250.00
साबुन	300 संख्या	20.00	6,000.00
<b>कुल योग</b>	<b>310 संख्या</b>		<b>10,250.00</b>

Figure 12.24 Stock Summary — Hindi

You can view the **Stock Summary** displayed above in the language of your choice, by pressing **Alt+G** and selecting the required language from the list of languages.

- Select **Kannada**

The **Stock Summary** report in **Kannada** appears as shown below :

Allgrains Traders		Ctrl + M	
ವಿವರಣೆ	Allgrains Traders		
	1.ವಿವಿ.2009 ರಿಂದ 15.ವಿವಿ.2009 ವರೆಗೆ		
	ಅವಶ್ಯಕ ಕೆಲಸ		
	ಪ್ರಮಾಣ	ದರ	ಮೊತ್ತ
ಅಕ್ಕಿ	10 ಸಂಖ್ಯೆ	425.00	4,250.00
ಸೋಂಬೆ	300 ಸಂಖ್ಯೆ	20.00	6,000.00
<b>ಒಟ್ಟು ಮೊತ್ತ</b>		<b>310 ಸಂಖ್ಯೆ</b>	<b>10,250.00</b>

Figure 12.25 Stock Summary – Kannada

**Masters** and **Ledgers** (i.e., the Stock Item names) are automatically translated into **Kannada** based on the predefined language alias in the masters.

### 12.5.2 Display Profit & Loss Account

Go to **Gateway of Tally > Profit & Loss Account**

Allgrains Traders		Allgrains Traders	
1-अप्रै.-2009 से 15-अप्रै.-2009		1-अप्रै.-2009 से 15-अप्रै.-2009	
<b>विवरण</b>		<b>विक्री खाते</b>	
<b>Opening Stock</b>		संलग्न	15,000.00
घात		<b>Closing Stock</b>	
संलग्न		घात	4,250.00
<b>क्रय खाते</b>	20,625.00	संलग्न	6,000.00
परचेज	20,625.00		
<b>सकल लाभ आने ले जाये नये</b>	4,625.00		
	25,250.00		25,250.00
<b>शुद्ध लाभ</b>	4,625.00	<b>सकल लाभ आने जाये नये</b>	4,625.00
<b>कुल(योग)</b>	4,625.00	<b>कुल(योग)</b>	4,625.00

Figure 12.26 Profit & Loss Account

### 12.5.3 Printing Confirmation Letters in Multiple Languages

Tally.ERP 9 allows you to print **Confirmation Letters** and **Reminder Letters** in the language of your choice.

Go to **Gateway of Tally > Display > Account Books > Ledger > Select Arun Traders ledger**

- ❑ Press **Alt+P** to print.
- ❑ Press **Backspace**
- ❑ Select the **Confirmation Letter** in the **Type of Report**.

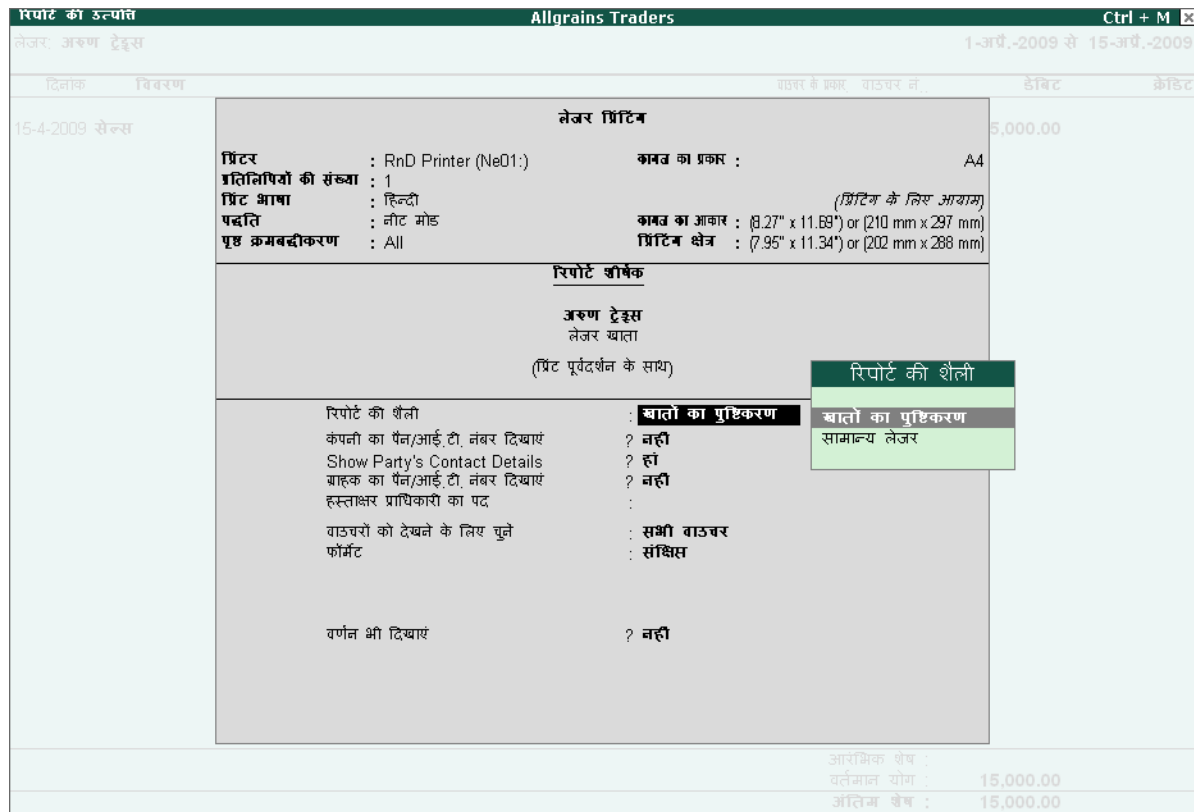


Figure 12.27 Confirmation Letter Configuration

- Press **Enter** to print the **Confirmation Letter**

The **Printed Confirmation Letter** of **Allgrains Traders** appears as shown below:

<p>जमा : <b>जरुण ट्रेडर्स</b></p>	<p>From: <b>Allgrains Traders</b> No. 15, 2nd Cross Koramangala Bangalore</p>				
<p>प्रिय महोदय/महोदया</p>	<p>दिनांकित: <b>16 अप्रै, 2009</b></p>				
<p><b>Sub: Confirmation of Accounts</b> 1-अप्रै.-2009 से 15-अप्रै.-2009</p>					
<p>मेरे/हमारे बहीखाते में आपके खाते के लिए उपरोक्त अवधि तक का विवरण नीचे दिया गया है।</p> <p>कृपया अपने आई. टी. पैन् नं. वर्णित 3 प्रतियां हस्ताक्षर व मोहर के साथ लौटाएं। कृपा ध्यान दें कि यदि दो हफ्ते में आपसे कोई जवाब नहीं आया तो यह मान लिया जायेगा कि आपने नीचे वर्णित शेष राशि को स्वीकार कर लिया है।</p>					
दिनांक	विवरण	डेबिट राशि	दिनांक	विवरण	क्रेडिट राशि
15-अप्रै.-2009	बिक्री - 1	15,000.00			
		15,000.00		अंतिम शेष	15,000.00
		15,000.00			15,000.00
<p>मैं/हम ऊपर लिखा प्रमाणित करते हैं</p>			<p>भवदीय,</p>		

Figure 12.28 Print Preview of Confirmation Letter

You can print the above **Confirmation Letter** in the language of your choice, by defining the print language at the time of printing.

### Points to Remember

- ❑ You can maintain your accounts in any one of the Indian languages that Tally.ERP 9 supports, view them in another and print the same data in yet another Indian language.
- ❑ Tally.ERP 9 permits the transliteration of strings across all Indian scripts.