Lesson 13:   Technological Advantages of Tally.ERP 9

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Lesson Objectives

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

- TallyVault a Company
- Activate Security Control for a Company
- Create Security Levels and Assign Passwords
- Activate TallyAudit and View the TallyAudit list of Vouchers/Ledgers
- Backup and Restore Tally.ERP 9 Data
- Split Company Data
- Export and Import Data and Vouchers
- Export Reports using ODBC
- Use Web-Enabled, Print Preview and Online Help Features
- Print Reports and Cheques
- Tally.NET Features
- Control Centre Capabilities
- Advantages of Support Centre

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13.1 TallyVault

The Security of Data, is always a matter of concern for businesses since most organisations depend on the confidentiality of information. The Tally Vault feature is an enhanced security system which allows for encryption of the company data.

TallyVault ensures that the original information is under no circumstances made available to another user. This technique is similar to **encryption-decryption**, and the decrypted form of data is never stored in the system. Apart from this, it uses the **non-stored password** mechanism. This is done by using highly advanced mechanisms to validate a new user who does not have a prior

knowledge of the original password. The combination of all these facilities makes, TallyVault one of the most secure means of information storage.

13.1.1 Using TallyVault Feature

Tally.ERP 9 allows you to encrypt your company data either at the time of creation of the company or in the alteration mode. Let us first encrypt National Traders.

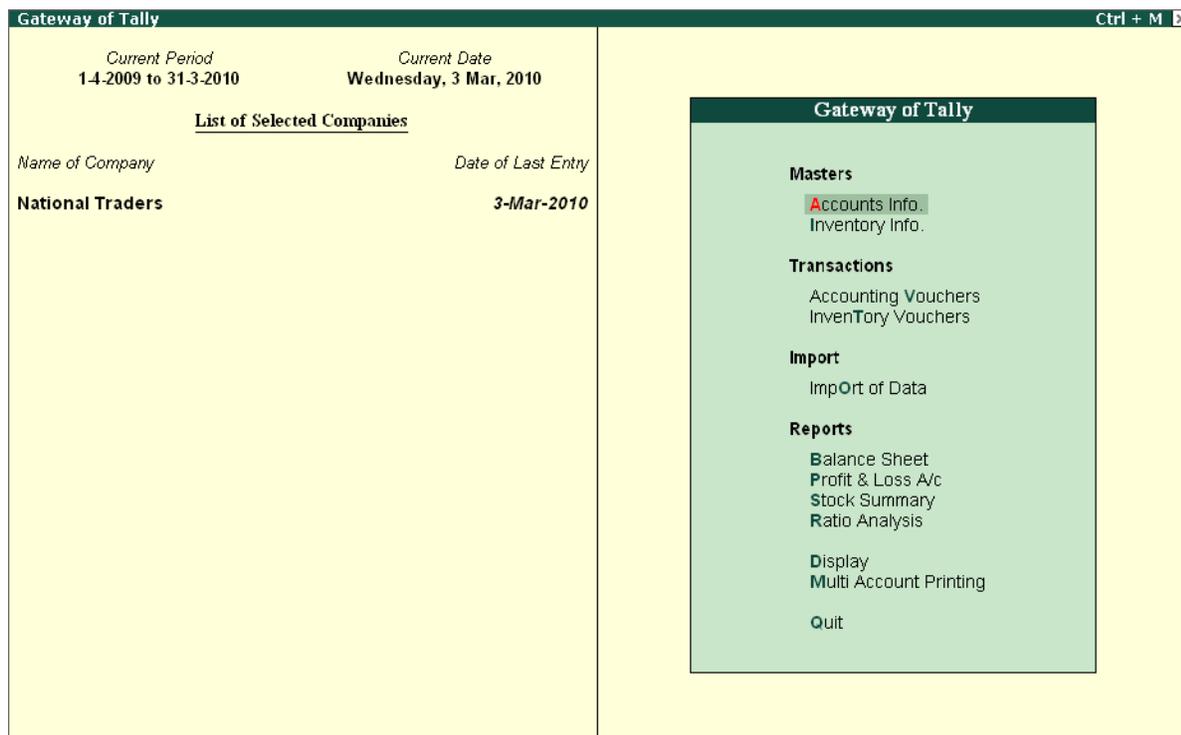❑   Ensure that you are at the Gateway of Tally screen is as shown below:

Figure 13.1 Gateway of Tally

❑   Press **Alt+F3** to view the **Company info.** menu, highlight **Change TallyVault** and press **Enter**.

Figure 13.2 Company Info. Menu

❑ The **Change TallyVault** screen appears.

  ▪ Select the company once again (this is done when you have loaded multiple compa-nies).

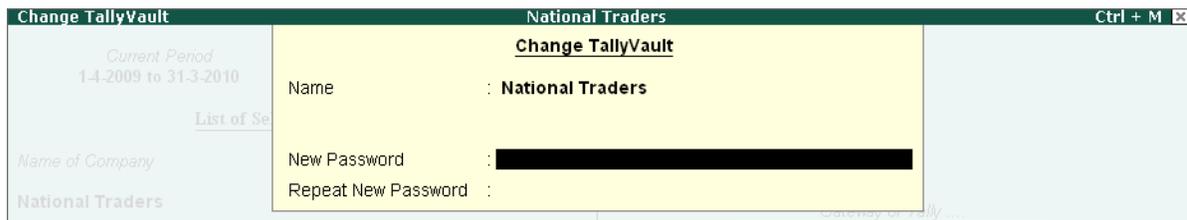 ▪ The screen appears as shown below:

Figure 13.3 Change TallyVault

❑ Enter the Password as **NTC** (all in capitals) in the **New password** field and repeat the same in the **Repeat New Password** field.

❑ Press **Enter** to accept.
  Tally.ERP 9 prompts change – **Yes** or **No**.

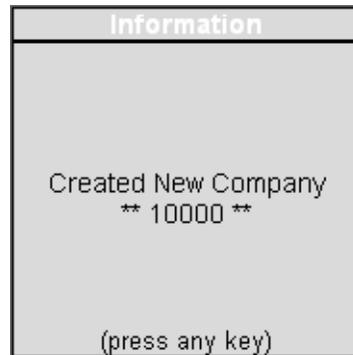❑ Press **Enter** once again and Tally.ERP 9 displays the Information screen as shown below:

Figure 13.4 Information screen

❑ After TallyVaulting a company, Tally.ERP 9 retains the original company and creates a new encrypted company to allow you to decide whether you want to retain the encrypted company or not.

❑ The number 10000 is displayed to help you identify your company. This differs based on the   number of companies already existing in the data directory.

❑ Accept by pressing any key.

❑ Tally.ERP 9 brings you back to the Company Info. menu.

❑ Use **Alt+F1** to **Shut the Company** and press **Enter** on **Select Company** and the screen appears as shown below

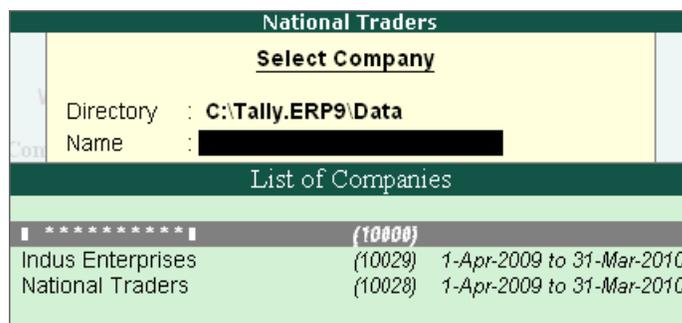

Figure 13.5 List of Companies

❑ You cannot see the name of the encrypted or TallyVaulted company. This ensures that nobody has access to your data.

❑ Press **Enter** and select the company 10000.

❑ Tally.ERP 9 prompts for the **TallyVault Password** as shown below :
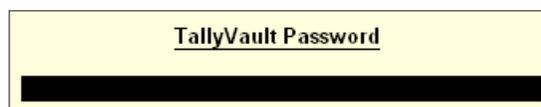

Figure 13.6 TallyVault Password

❑ Enter the password as **VCC** to open National Traders.

> *Do not forget your **TallyVault password** because the data once lost cannot be retrieved.*

13.2 Security Control

Security Control is required in an environment where many people work on accounts using the same computer at different times or the same set of accounts on a network.

Tally.ERP 9 has a variety of management reports that are flexible in nature allowing you to create, alter, display and print any information. The Security Control system of Tally.ERP 9 is used to set the authority rights of the user or user groups. This prevents other users from using the system to create, alter, display and print any data. Tally.ERP 9 has a customised security system where the authority levels are set for users at different levels. Tally.ERP 9 has two security types, one for the Owner by default and the other for Data Entry. Other security types can be created based on these predefined types.

The Owner has full access and rights to Tally.ERP 9, except for **Tally Audit**, which is reserved for the administrator alone. Data Entry has restricted rights. Security control can be activated during company creation or by company alteration. Once this is activated, Tally.ERP 9 asks you to enter the name of the user and the password.

13.2.1 Activate Security Control

Go to **Gateway of Tally** of **National Traders >** press **Alt+F3** > Select **Alter >** press **Enter** and reselect **National Traders** to view the **Company Alteration** screen.

❑ Set **Yes** to **Use Security Control**.

❑ An additional field appears asking for the name of the administrator, type **Admin**.

❑ In the **Password** field type **Admin** and repeat the password.

❑ An option **Use Tally Audit Features** appears, set this to **Yes**.

❑ An additional option **Disallow opening in Educational mode** appears, set this to **No**. Accept the screen and return to the Company Info menu.

❑ Shut the company and select **National Traders** once again (Do not select the TallyVaulted company).

❑ Tally.ERP 9 prompts the user for the user name and password as shown below:

Figure 13.7 User and Password screen

□ Give the details according to what you had entered in the Company Alteration screen and accept.

Tally.ERP 9 loads the company and displays the Gateway of Tally on entering the correct user name and password. Now that we have activated the Security Control for National Traders, let us create the Security Levels.

The password is case sensitive. Any variation in the case will not allow you to login to Tally.ERP 9.

13.2.2 Create Security Levels

Go to **Gateway of Tally >** Press **Alt+F3** and view the **Company Info.** menu.

□ Press **Enter** on **Security Control** and a sub-menu appears as shown below:

Figure 13.8 Security Control Menu

□ The menu allows you to define the security level under the field Types of Security. The user name and password for that access level is defined under the field Users and Passwords.
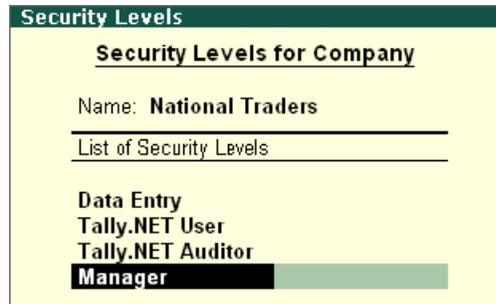
□ Press **Enter** on **Types of Security**.

Figure 13.9 Security Level Definition screen

❑ Under **List of Security Levels**, the default value is **Data Entry**, **Tally.NET User** and **Tally.NET Auditor**

❑ Press the **Down Arrow Key** to create a new security level.

❑ Enter **Manager** in the **List of Security Level** field.

❑ Press **Enter** to view the Level definition screen.

Security Level Definition Screen

The Level definition screen displays the following:

❑ ***Name of Security Level:*** *This by default displays the name created.*

❑ ***Use Basic Facilities of:*** *Select Owner from the security List. However the other option called Data Entry is also available. Press O to get the popup list or revert from the next field for it to pop up. Likewise, a Manager is created at the next level. Select the Owner.*

❑ ***Days Allowed for Back – dated vouchers****: It refers to the number of days the users at this level are allowed to alter Back-Dated Vouchers. For example, specifying 0 will indicate that back – dated vouchers are not allowed and entering 7 will allow the user at this level to insert vouchers going back 7 days. Here enter 0. This is only effective if you disallow back-dated entries in the disallow column.*

❑ ***Cut-off date for Back-dated Vouchers:*** *Specify the dates before which users of this profile or Security level may not create or alter vouchers. This is useful in cases where the Tax Assessment for a period are complete and no further changes are required in the data for that period. Here, enter 31st December 2009.*

❑ ***Allow to Connect Company:*** *If this option is set to Yes, the user classified under this security level can connect to a Company with a valid Tally.NET subscription.*

- *Use Tally.NET Authentication: If this option is set to Yes, the user classified under this security level can login remotely with Tally.NET User capabilities.*

- *Use Tally.NET Auditor Authentication: If this option is set to Yes, the auditor can access the client's data remotely and perform an audit. However, a user not having the auditor's license will not be able to perform an audit by setting this option to Yes.*

The **Security Levels Definition screen** is displayed as shown below:

Figure 13.10 Security level Definition screen with Allow and Disallow Facilities

- Once the above details are entered, the screen is divided into two broad columns having two sub – columns. The left side is to disallow access to the various options of the systems. The right side allows the security level, different facilities.

- The sub-columns are **Types of Access** and the **List of Reports** under both **Allow** and **Disallow** facilities **Enter** the type of access you wish to give and the option to be controlled. Once the entry is completed select **End of List** from the **Type of Access** field to complete the allocation.

- Press **Enter** after specifying the cut-off date as 31-Dec-2009 under **Disallow the following Features**

- Select **Full Access** (from the **Type of Access** list):

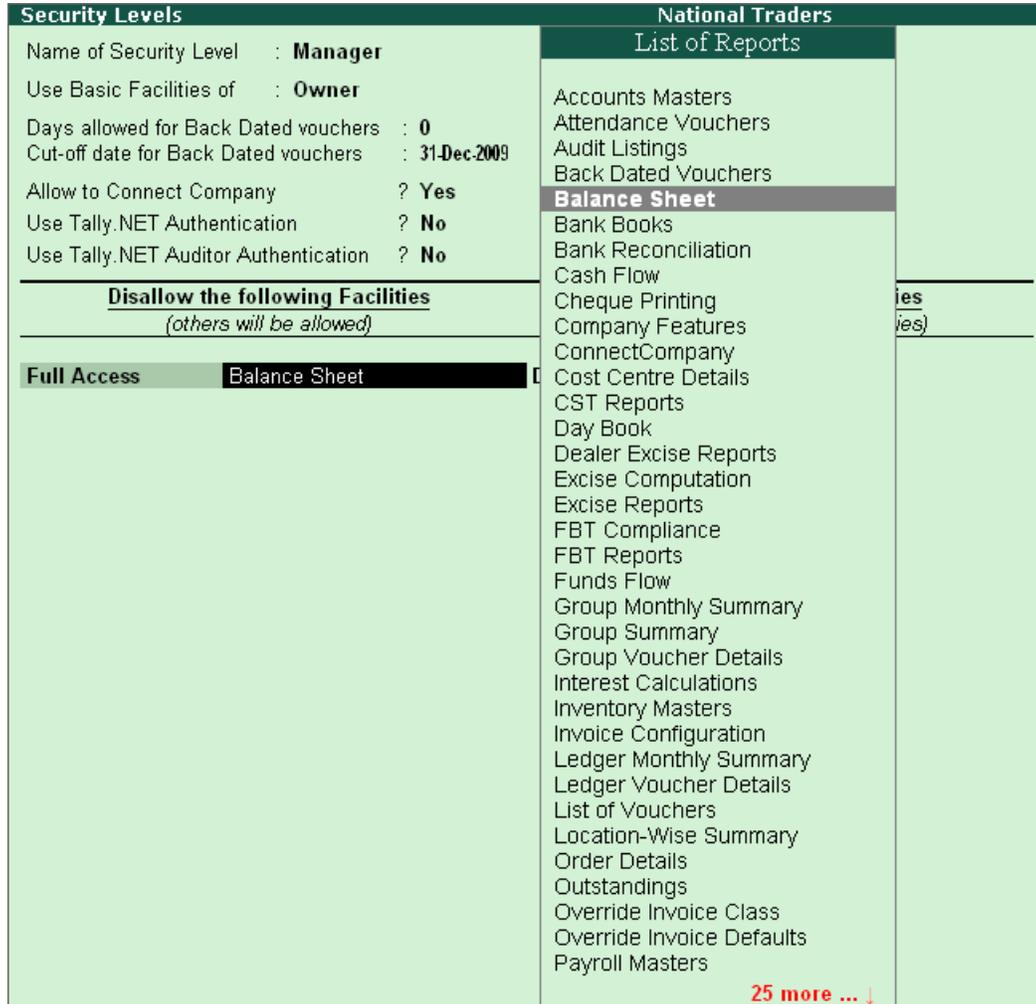- Select the **Balance Sheet** from the List of Reports as per this screen:

Security Levels	National Traders

List of Reports

Name of Security Level : **Manager**

Use Basic Facilities of : **Owner**

Days allowed for Back Dated vouchers : **0**
Cut-off date for Back Dated vouchers : **31-Dec-2009**

Allow to Connect Company ? **Yes**
Use Tally.NET Authentication ? **No**
Use Tally.NET Auditor Authentication ? **No**

Disallow the following Facilities
(others will be allowed)

Full Access   Balance Sheet

Accounts Masters
Attendance Vouchers
Audit Listings
Back Dated Vouchers
Balance Sheet
Bank Books
Bank Reconciliation
Cash Flow
Cheque Printing
Company Features
ConnectCompany
Cost Centre Details
CST Reports
Day Book
Dealer Excise Reports
Excise Computation
Excise Reports
FBT Compliance
FBT Reports
Funds Flow
Group Monthly Summary
Group Summary
Group Voucher Details
Interest Calculations
Inventory Masters
Invoice Configuration
Ledger Monthly Summary
Ledger Voucher Details
List of Vouchers
Location-Wise Summary
Order Details
Outstandings
Override Invoice Class
Override Invoice Defaults
Payroll Masters
25 more ... ↓

Figure 13.11 Security Levels Definition screen

❑ In order to make any modifications in any of the reports, select the option Back-dated Vouchers under the field **Full Access** select Create/Alter **Back Dated Vouchers**.

❑ Verify with the screen shown below:

Figure 13.12 Security Levels screen

Once you accept the above settings you are taken back to the **Security Levels for Company** screen. The cursor rests at the blank field following the recently created one. Follow the same procedure if you require to create another Security level else accept and return from this screen to the Security Control Menu.

13.2.3 Users and Passwords

A Security level called Manager uses the basic facilities of the Owner. To set up a user name and password for this level, press **Enter** on Users and Passwords in the Security Control Menu.

Create Users and Passwords

Go to **Gateway of Tally > F3: Company Info > Security Control > Select Users and Passwords**

❑ Tally.ERP 9 prompts you to select the Security Level, Select **Manager** and the screen appears as shown below:

Figure 13.13 List of Users for Company screen

❑ Enter **Manager** for both the **Name of User** and **Password**.

❑ By default **Allow Remote Access** and **Allow Local TDL** is set to **No**.

❑ Enter the user's mobile number in **Mobile Number** field

List of Users for Company

Name: **National Traders**

Security Level	Name of User	Password (if any)	Allow Remote Access	Allow Local TDL	Mobile Number
Manager	**Manager**	*******	**No**	**No**	9827159963

Accept ?

Yes or **No**

Figure 13.14 Users and Password screen

❑ **Accept** this and return to the Gateway of Tally.

You would need to create different users who belong to one or more different Security Levels or Types of security. Select the option at the Security Control menu to define users, give their passwords and their security levels.

*Only the **Administrator** can assign users and their passwords.*

13.2.4 Alter/ Display a User / Type of Security

There is no separate menu option to alter or display the security options. Use the same menu to display or alter user or security level set-up. To delete a user, simply blank out the user name by pressing Esc/ Spacebar and accept the screen. Do the same for the security level. A user defined under a security level cannot be deleted without deleting the users under it.

13.2.5 Loading a Company with a User name

Security Level

The Manager Security Level is set by using **Admin** as the user name and password. A password is assigned at this level.

Let us shut **National Traders** and re-select it with the **Manager** user name and password.
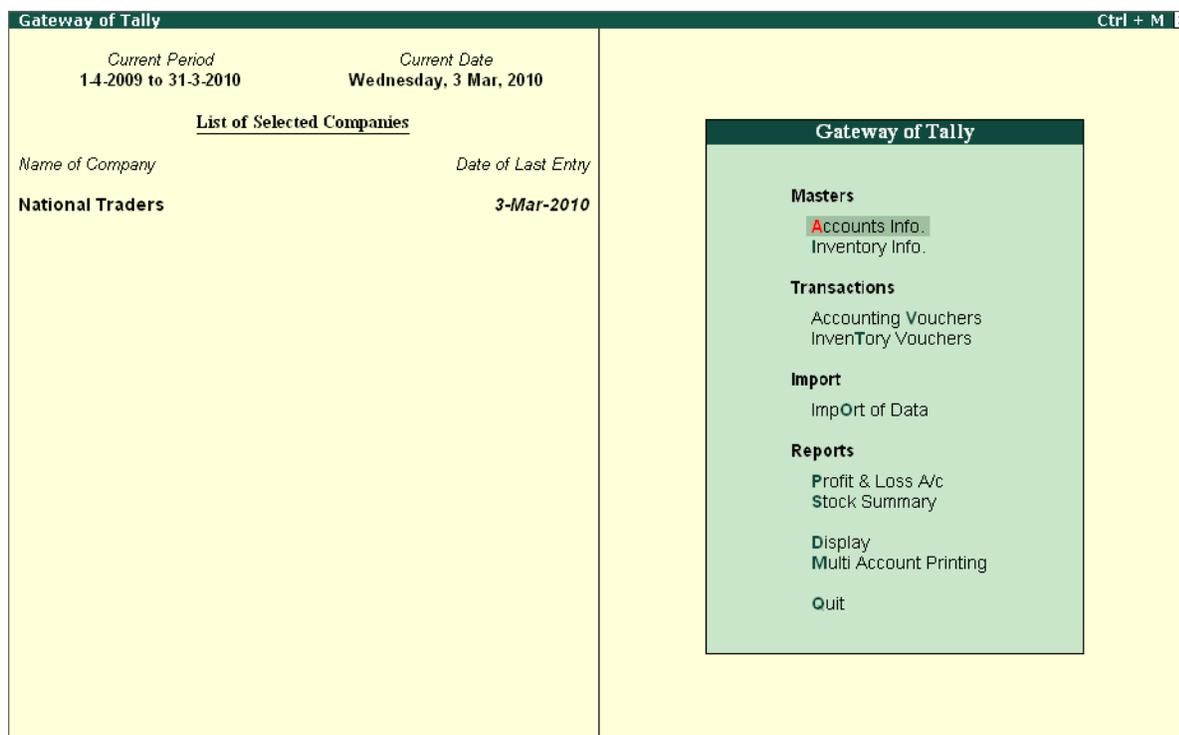

Figure 13.15 Gateway of Tally screen

Notice that the report Balance Sheet is not appearing in the menu. This is because the access was denied while defining the security level. Practice this by disallowing other reports and make your observations.

13.3 Tally Audit

Tally.ERP 9 Audit allows the Administrator/ Auditor to track changes in the accounts made subsequent to the earlier review. Changes in two areas are important i.e in the transactions or vouchers and in the ledger masters. Only changes that affect the integrity of a transaction are considered.

Tally.ERP 9 Audit feature is enabled while creating a Company. This option is activated only when the user-levels are defined. In this case, it was already enabled when the Security Control feature was activated and given a user name and password.

13.3.1 Using Tally Audit Feature

1. Ensure that you have loaded **National Traders** with Admin as the user name and password.

Now, to view the Tally.ERP 9 Audit Lists Go to **Gateway of the Tally > Display > Statements of Accounts > Tally Audit**.
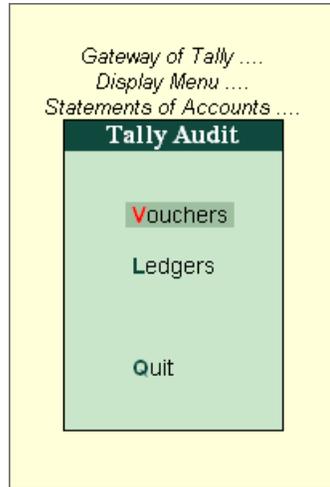
The menu is displayed as shown below:

Figure 13.16 Tally Audit Menu

❑ You can audit both ledgers and vouchers.

❑ Change the period of the report from **1-Apr-2009** to **31-Mar-2010**.

❑ Click on **F12: Configure** and enter **Yes** to **Show Entered/Altered By**.

The listing now incorporates the user's name as shown below :

Figure 13.17 Tally Audit Listing screen

Only a portion of the actual report has been displayed for your reference. Since the password feature was not activated when these entries were made, the field **Entered By** appears as **Unknown**.

  ❑ Place the cursor on the relevant voucher, click on **F7: Accept One** to accept the voucher as valid and remove it from the list.

  ❑ Click on **F7: Accept All** option, If you are satisfied that all the vouchers are valid.

  ❑ To view the **Ledger Audit list**, select **Ledger** from the **Tally Audit**.

A screen showing the Id, Ledger Names and the Opening Balance is displayed as shown below:

Figure 13.18 Tally Audit Ledgers screen

Make changes to any two Ledger Accounts these will be shown in the list of new or altered Ledger Accounts. Notice that their Id does not change. Hence it is useful to track them. The user who changed the accounts and when it was done, can be identified. Once you are satisfied with the changes made in the ledger click on **F7: Accept One** or **F7: Accept All**. This would accept the ledger as valid and it will be removed from the list.

13.4 Backup and Restore

13.4.1 Backup

Tally.ERP 9 has a flexible backup mechanism where in you can virtually take a backup of the data from one storage medium to another. The more commonly used mechanisms are floppy drive, hard disk drive, zip drive, tape drive etc. installed either locally or on a network. In the backup screen, the source and destination of the backup is entered. Tally.ERP 9 will do as required.

◻ From the **Company Info screen**, select the **Backup** option and the screen appears as shown below:

Figure 13.19 Tally.ERP 9 Company Backup screen

❑ Specify the source (where Tally.ERP 9 has to take the data from).

❑ Specify the destination (where you want Tally.ERP 9 to store the data backup).

❑ Tally.ERP 9 then displays the list of companies created – select one.

Backup Precautions

As we are already aware, data on a computer is vulnerable to data loss. It is therefore important that we do not overlook the importance of taking a regular backup of data, however strong the database may be. The maintenance of important data can be made continuous and hassle-free with a little planning and forethought.

Depending on the volume of data entry, an appropriate backup mechanism is devised. This can be done by maintaining a backup directory in the local hard disk or server. External storage media such as floppy disks and zip diskettes can also be used. We can have sub-directories for every day of the week under the main backup directory. Regularly data backups, depending on the day of the week can be taken in the following manner:

Monday –   C:\TallyBackup\Monday

Tuesday –   C:\TallyBackup\Tuesday

Wednesday– C:\TallyBackup\Wednesday and so on till Saturday

❑ *The Backup option is available only on the* **Company Information** *screen.*

❑ *In the example, we have used the C drive path, this does not mean that the Tally.ERP 9 backup facility is limited to the Hard Disk drive alone.*

The above procedure ensures that there exists a reliable data backup at any given time. The **Restore** option is used to bring back data from the data backup.

13.4.2 Restore

Restore literally means 'to bring back'. Tally.ERP 9 allows the restoration of data from one medium to another. In Tally.ERP 9's context, restore means we have a Tally.ERP 9 backup and we want to work on the data backup instead of the current data. This can be done from the Company Info screen by selecting the Restore field.

The **Select Companies to Restore** screen appears as shown below:

Figure 13.20 Tally.ERP 9 Company Restoration screen

◻ You have to specify the destination (where Tally.ERP 9 has to store the data backup).

◻ Then specify the source (where you want Tally.ERP 9 to take the data from).

◻ Tally.ERP 9 then displays the list of companies you have in the source. Select the required companies to be restored as desired.

Restore Precautions

It is preferable not to restore a backup on the original data directory primarily to ensure that no data is unintentionally overwritten.

*The **Restore** option is also available only on the **Company Information** screen.*

13.5 Split Company Data

Tally.ERP 9's flexible period-less accounting permits entry of data for any number of years. This in itself has tremendous benefits. However, presence of old data in cases where they are voluminous, causes greater overhead on the system. Splitting financial years enables you to retain most benefits while overcoming this overhead.

On splitting the data, two things happen:

◻ New companies are created for the respective split periods.

◻ The full data is retained in the original company.

Important Pre-split Activity

 - *Before you split data, ensure that:*

 - *All the unadjusted forex-gains/ losses have been fully adjusted by journal entries. Verify that the item does not appear in the Balance Sheet.*

 - *There are no pending Purchase Bills/ Sales Bills. Check the Profit & Loss Account and Inventory Statements for the pending Purchase/ Sales Bills. These bills can be accounted for in the respective party accounts or in the 'Bills Pending' Account.*

 - *Ensure that a backup of the data exists.*

To **Split Company Data**,

 - Load **National Traders** with the Admin user name and password.

 - At the **Gateway of Tally.ERP 9 > Select Alt+F3: Cmp Info**.

 - Press **Enter** on Split Company Data.

 - Tally.ERP 9 prompts you to re-select the company name, select National Traders and the screen appears as shown below:

Figure 13.21 Split Company Data screen

 - Since National Traders has data only for one year (April 1, 2009 to March 31, 2010).The split will take place from the mid-point (September 1, 2009).

 - You can change the date given in the **Split From**.

 - Press **Enter** and accept to the split. Tally.ERP 9 creates two new companies.

13.6 Export and Import of Data

We will now learn about Tally.ERP 9's export and import capabilities, which enables Tally.ERP 9 to interact globally. Statements and data from Tally.ERP 9 can be exported to other programs like spreadsheets and databases. Only data from Tally.ERP 9 can be imported and not data from other systems. Importing from other systems involves the usage of 'Tally.ERP 9's Definition Language' TDL and this is outside the scope of this training.

13.6.1 Export of Data

You might need to export information for different purposes, viz:

◻ To re-import data into another company run on Tally.ERP 9.

◻ To export data out to be used by other programs.

13.6.2 Exporting Masters

Step 1:

Go to **Gateway of Tally.ERP 9 > Display > List of Accounts >** click on **Export**.

◻ Tally.ERP 9 first asks for the export **format**. The different formats are, **ASCII, EXCEL, HTML** and **XML**. The filename extension will take the default format.
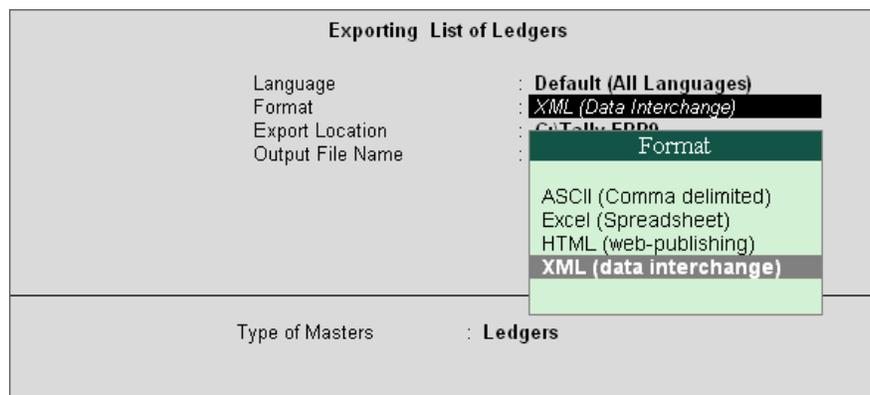

Figure 13.22 Exporting the List of Ledgers screen

◻ For example, since we have selected XML, the filename displayed will be **Master.xml**
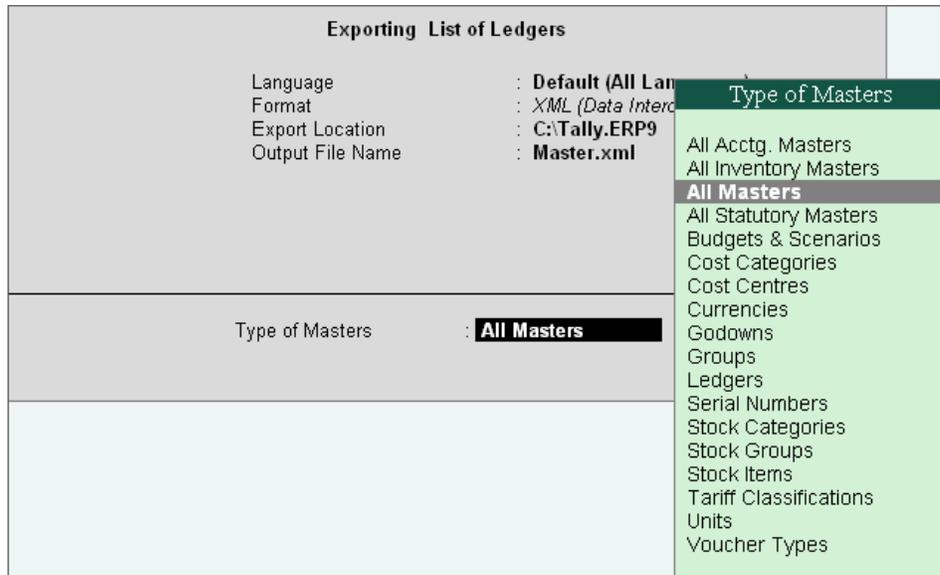
Figure 13.23 Exporting List of Ledgers

❑ **Type of Masters** – Any of the mentioned master types can be exported. Select **All Masters** and accept it to Export.

13.6.3 Exporting Data for Re-import into another Company

Step 1: Exporting Daybook

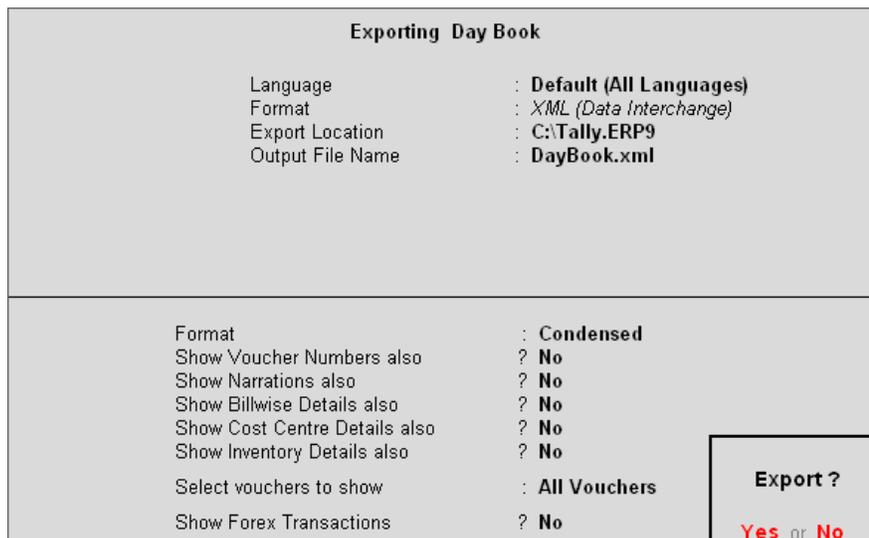Go to **Gateway of Tally > Multi Account Printing > Daybook >** click on **Export**.

Figure 13.24 Exporting Day Book

- Tally.ERP 9 first asks for the language. Select **Default (All Languages)**, then convert it into the export format. The different formats are: ASCII, EXCEL, HTML and XML. The filename extension will take the default format. For example: Selecting **ASCII**, results in the filename being displayed as **Daybook.txt**.

- Specify the other details as desired.

- **Accept** to export, Data exported from a company can be imported into another.

13.6.4 Import of Data

Step 1: Importing Masters

- Return to the **Gateway of Tally**.

- Shut National Traders and load **Indus Enterprises** (Ensure that it has the same financial year as the current company National Traders).

- Select **Import of Data > Masters**

- Type in the file name. The name and path of the source file should match. In this case the current directory is in use, hence you do not need to give the path.
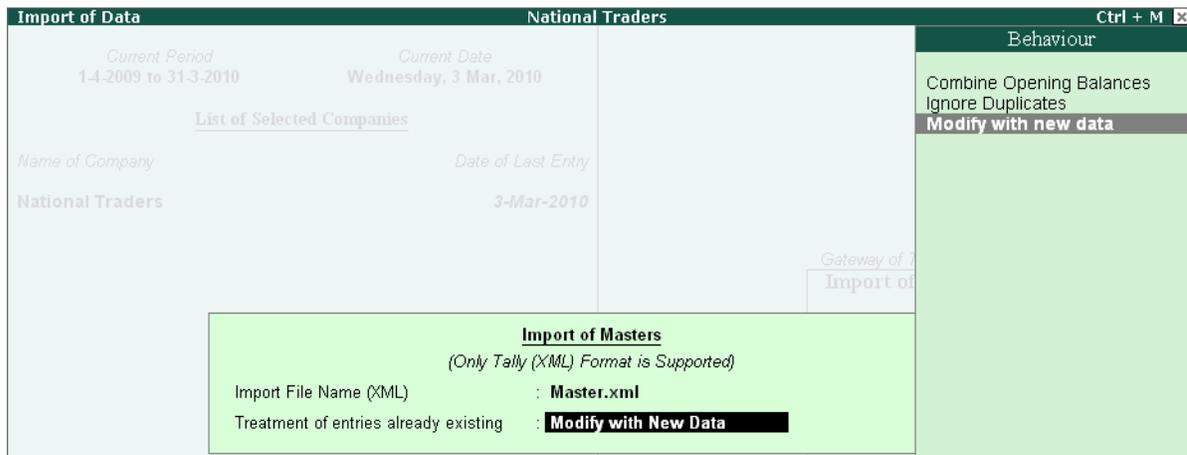

Figure 13.25   Import of Masters screen

The opening balance can be modified from the exported source file. Carefully select, **Modify with new data**.

Data can be imported from the previous version, provided the Import filename is in the XML format, since Tally.ERP 9 supports only the XML format.

- Verify that the import is completed successfully.

Step 2: Importing Vouchers

- Return to the Gateway of Tally.
- Select **Import of Data > Vouchers**.
- Give the filename **Daybook.xml**.
- Check the statistics after import.

13.6.5 Export to Excel

Tally.ERP 9 now comes with the functionality, wherein all reports can be exported to Microsoft Excel spreadsheet. This feature enables you to export any report generated by Tally.ERP 9 into Excel.

To export the Trial Balance,

Go to **Gateway of Tally > Display > Trial Balance**

- Click on **Export**.

P: Print	E: Export	M: E-Mail	O: Upload		G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help

Trial Balance   **National Traders**   Ctrl + M ☒

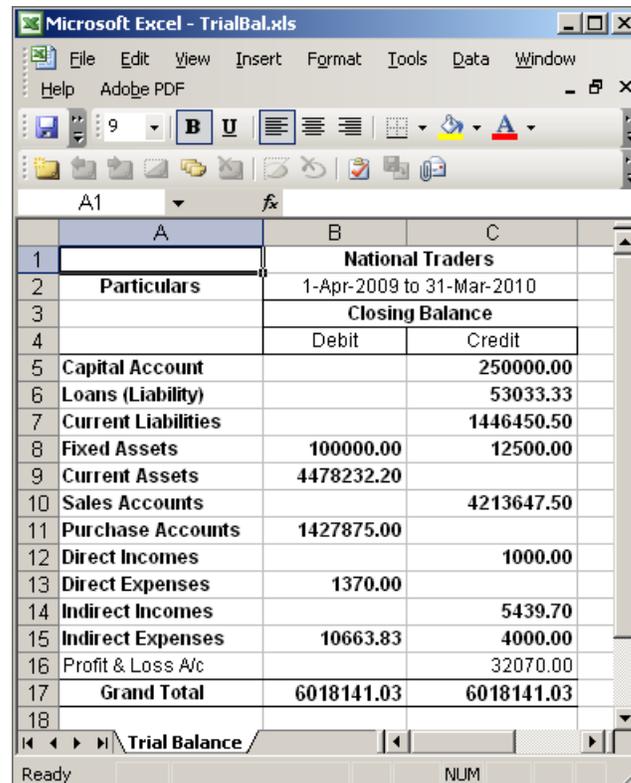| Particulars	National Traders 1-Apr-2009 to 31-Mar-2010 Closing Balance	
	Debit	Credit
Capital Account		2,50,000.00
Loans (Liability)		53,033.33
Current Liabilities		14,46,450.50
Fixed Assets	1,00,000.00	12,500.00
Current Assets	44,78,232.20	
Sales Accounts		42,13,647.50
Purchase Accounts	14,27,875.00	
Direct Incomes		1,000.00
Direct Expenses	1,370.00	
Indirect Incomes		5,439.70
Indirect Expenses	10,663.83	4,000.00
Profit & Loss A/c		32,070.00
Grand Total	**60,18,141.03**	**60,18,141.03**

Figure 13.26 Export Option in Tally.ERP 9

- Select **Restricted** (ASCII only).
- Select **Excel (Spreadsheet)** in Format.

◻ Type the name of file for **Output File Name** as required.

◻ Specify other details.

Figure 13.27 Report Generation Screen for Excel

◻ Click **Yes** for Export.

◻ By default, the exported report in **Excel format** is saved in the Tally.ERP 9 folder. **Open** this file using MS-Excel to view the report.

Figure 13.28 Report in Excel Imported from Tally.ERP 9

13.7 ODBC Connectivity

ODBC is expanded as Open database Connectivity and is used to merge the imported data with the existing data. In short, Tally.ERP 9 uses ODBC to exchange data.

Tally.ERP 9 ODBC extracts data from Tally.ERP 9 and submits the reports in MS Excel format.

A brief exercise will explain the process. We wish to send greeting cards to all our customers. The customer (local debtors) database exists in Tally.ERP 9. These names and addresses can be printed out on MS Excel.

> *Ensure that **MS-Query** is installed on the computer in which you will be installing Tally.ERP 9. This enables ODBC as soon as Tally.ERP 9 is installed.*

The **steps** to be followed are:

❑ Start Tally.ERP 9 and select **National Traders**

❑ Ensure that the words **ODBC Server** is visible in the **Information Panel** under **Configuration** section of Tally.ERP 9 screen.

❑ Ensure that Tally.ERP 9 is running and is minimized

❑ Start **MS Excel >** click on **Data > Import External Data > New Database Query** from the menu.

❑ Select **TallyODBC** (Example: TallyODBC 9000*) from the **Choose Data Source** dialog box.

❑ The screen appears as shown below:
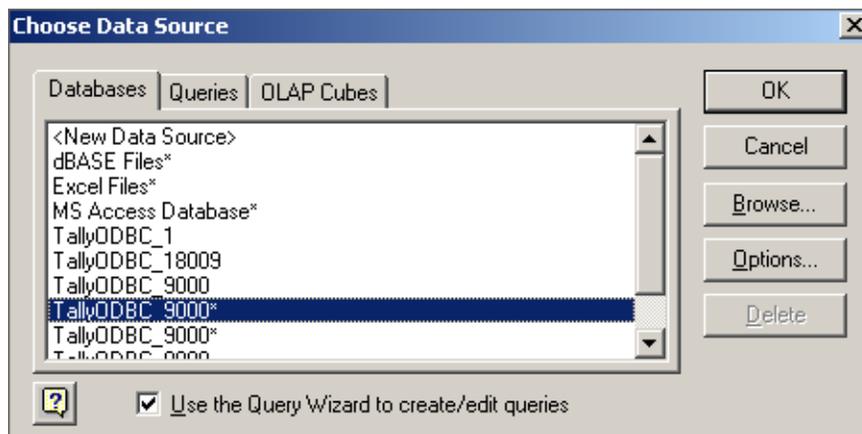
Figure 13.29 Choose Data Source screen

❑ Let the option **Use the Query Wizard to create/edit queries** remain checked.

❑ The Query Wizard displays the Tally.ERP 9 fields that are selected. You can also give filter conditions to limit the data to only those that match your criteria
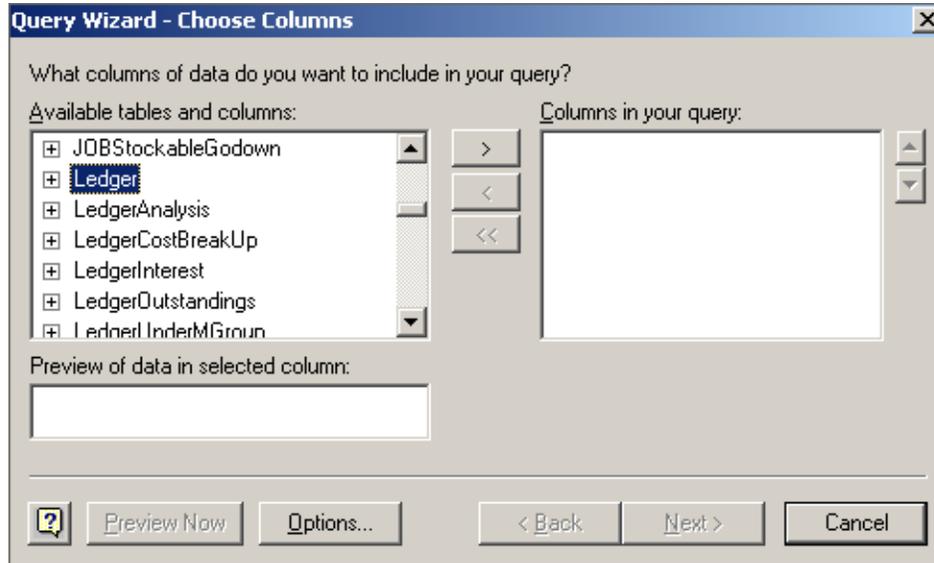
Figure 13.30 Query Wizard — Choose Columns screen

- Select the ledger and move it by clicking the **>** button to the right of the following fields:
  - $Name, $Parent, $Address (move all the other address fields as well.)
- Click on **Next**.
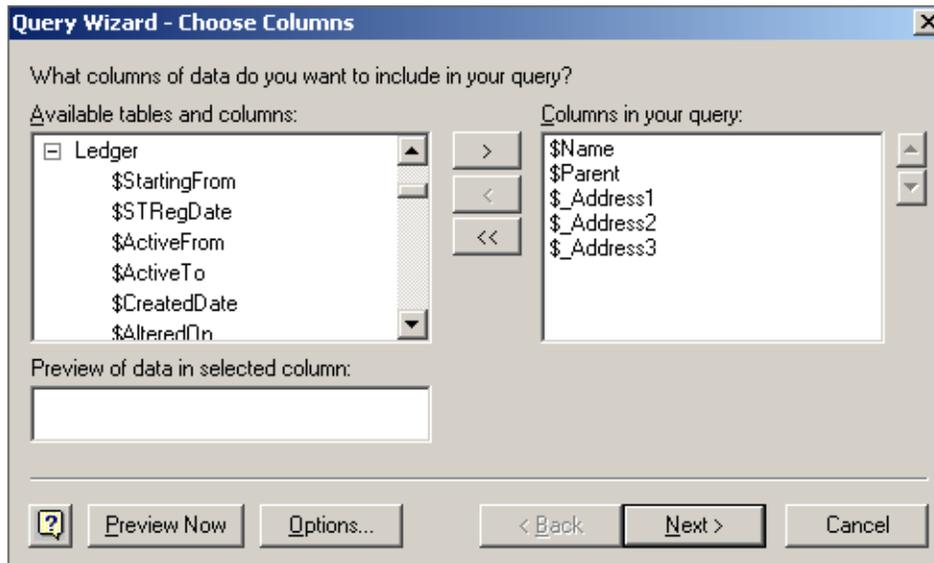
Figure 13.31 Query Wizard — Choose Columns screen

❑ Then in the next Query Wizard Screen, filter the data to limit all ledger accounts belonging to the group that contains the name **Sundry Debtors.** We want to print the List of Sundry Debtors only.
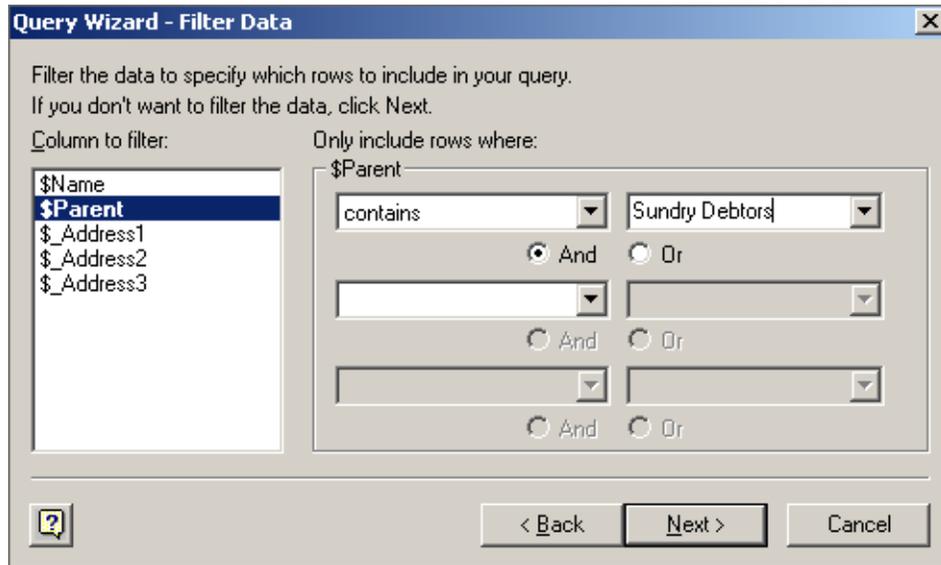
Figure 13.32 Query wizard — Filter Data

❑ Click **Next**, If any sorting is required select the sorting
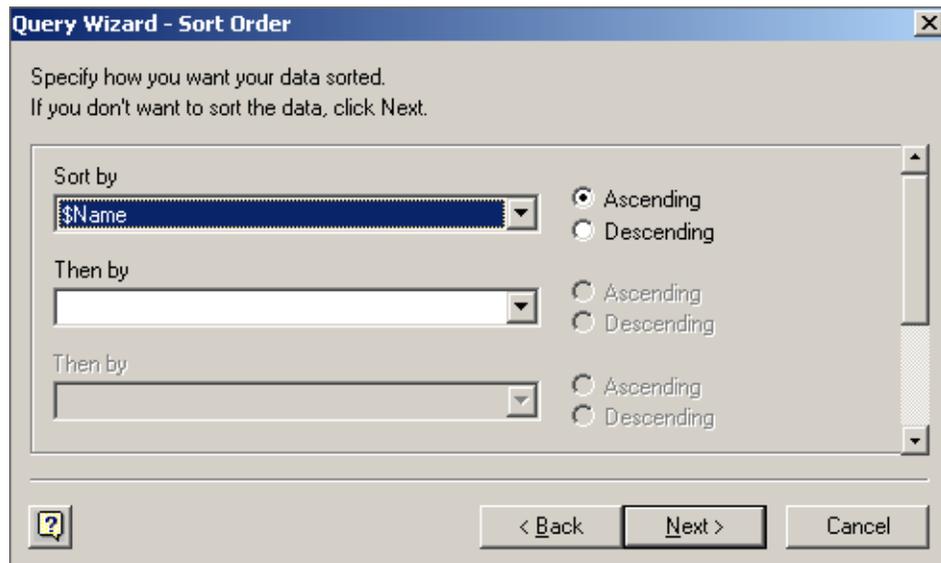
Figure 13.33 Query wizard — Sort Data

❑ Select **Return Data to Microsoft Excel** from the last window of the Query Wizard and click on **Finish**. Then the process in the domain of MS-Excel is complete.
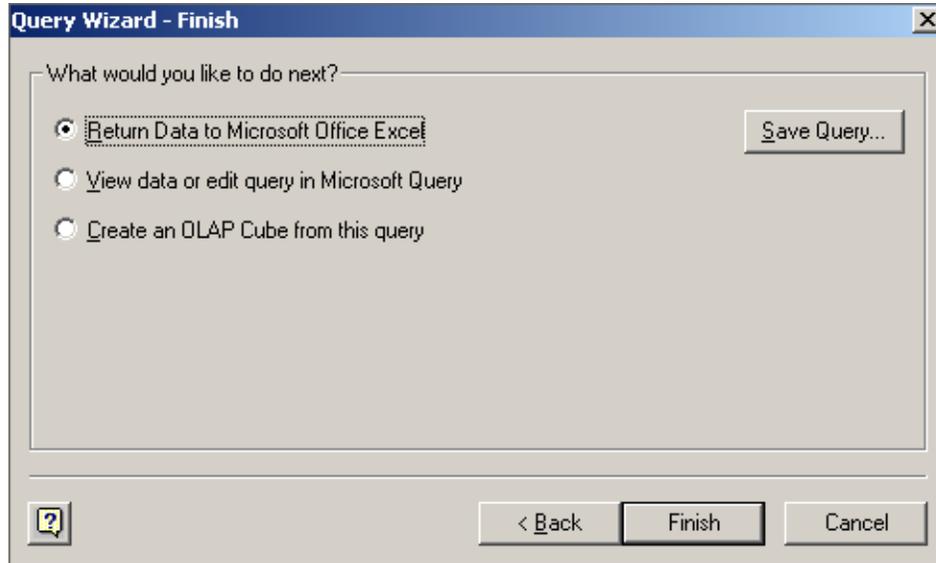
Figure 13.34 Query wizard — Finish

□   Click **OK** in the **Import Data** window to import the data to Excel
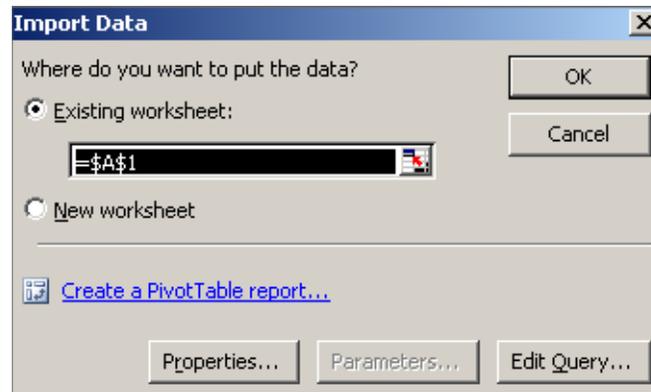
Figure 13.35 Import Data in Excel

13.8 Web Enabled, Print Preview and Online Help

Tally.ERP 9 is web enabled, has a Print Preview facility and online help.

13.8.1 Web Enabled

Email and Internet Publishing are the Web enabled features available in Tally.ERP 9. This facility of Tally.ERP 9 reduces the paper work. Reports, Reminder letters, Statement of Accounts, Invoices and Purchase Orders can be e-mailed directly from Tally.ERP 9. Thus, the user does not have to send printed invoice or purchase orders. This feature helps you to save on postage and valuable time.

E-mailing Customer's Outstanding Statement

Select a customer's Outstandings Statement from the following path:

Go to **Gateway of Tally** > **Display > Statements of Accounts > Outstandings > Ledger >** click the **E-mail button**.

The **Mailing Ledger Outstanding screen** appears as shown below :

Figure 13.36 Mailing Ledger Outstanding screen

There are various options that are automatically filled in provided the information had been supplied in the master records. Check if the details are all right. Select **Yes**, If they are, and if not select **No** to change the options. The cursor first goes to the **To E-mail address** field as it saves time by skipping standard information. However, to change the standard information, use a backspace and retype.

The fields that appear in the Mailing Outstading Ledger screen is briefed below:

- *E-mail Server: Give the name of your E-mail SMTP server, e.g. mail.btinternet.com. It should be a valid and compatible SMTP server to send your mail. Ask your Internet Service Provider or network administrator for help, if required. This information is entered only once and thereafter use it by default.*

- *From: Your Company name is picked up from the Company Information Master records.*

- *From E-Mail Address: Your own e-mail address. Tally.ERP 9 picks up the address given in the Company Information master data. Fill this option, if it does not exist.*

□ *Format*: *There are three formats available:*

■ *ASCII (Comma delimited)*: *This is plain text format where data is separated by commas. This format does not have any special formatting or fonts. This is the most common e-mail format are compatible with all mail programs. ASCII data can be easily worked upon by other programs.*

■ *HTML (Web-publishing)*: *Reports are attractive and retain their formatting and fonts. They can be read by an HTML enabled mail program. It can also be read by using a browser like the Microsoft Internet Explorer.*

■ *XML (data interchange)*: *Stands for Extensible Mark-up Language, it is an extension of HTML but the data is capable of being imported by other XML compatible systems. Using XML, Tally enables you to exchange information even with non-Tally systems. An XML output will have an XML envelope and is formatted with XML tags to enable import into other systems. Therefore, Your Tally invoice in XML format can be imported by another system without difficulty reducing data entry time and errors. This language is fast emerging as the de-facto standard for information exchange all over the world and with it Tally gives you the means to collaborate with others and share information like never before.*

Select the one required by your recipient. An explanation on each format is given below:

□ *Resolution*: *This is required only in the case of HTML formats and refers to the resolution of graphic images in terms of pixels. This is a feature that is used to format a report since it affects the quality of output. Higher resolutions are generally recommended to obtain clear prints. Tally recommends a standard pixel resolution size of 1024x768.*

□ *To E-Mail Address (Mandatory field)*: *This is for the recipient's e-mail address. A valid e-mail address is required.*

□ *CC: (if any)*: *For sending the same mail to another recipient.*

□ *Subject*: *This is pre-filled for you. This can be changed to any other subject, according to your requirements.*

□ *Additional Text*: *The text in this will appear as the first lines in the message body of the recepient's mail program. The other options are the same as in Print option and are self-explanatory.*

13.8.2 Internet Publishing

Tally.ERP 9 makes commercial use of your web space by uploading reports and documents on the website. For this purpose, it creates reports in the web-language HTML, that is directly put on the website. You can use this feature to inform customers of the latest business offers. The data used for transmission is encrypted.

13.8.3 Upload

Any report, statement or data can be published on the internet. Publishing is carried out by uploading the report to an Internet Server that has been configured to accept files in specific protocols. A Site is basically a specific directory space allotted on that server. Protocols are sets of rules and specifications on how data and files are transferred over a network. It covers all aspects of communication between computers including the content, its formatting and error control.

For example: You want to publish your **Price List** on your Website. Select the Price List from Inventory Information. Click the Upload button. The first time you upload, fill up the dialogue box with the information required. Select **No** initially, in the upload window to edit information on the screen.
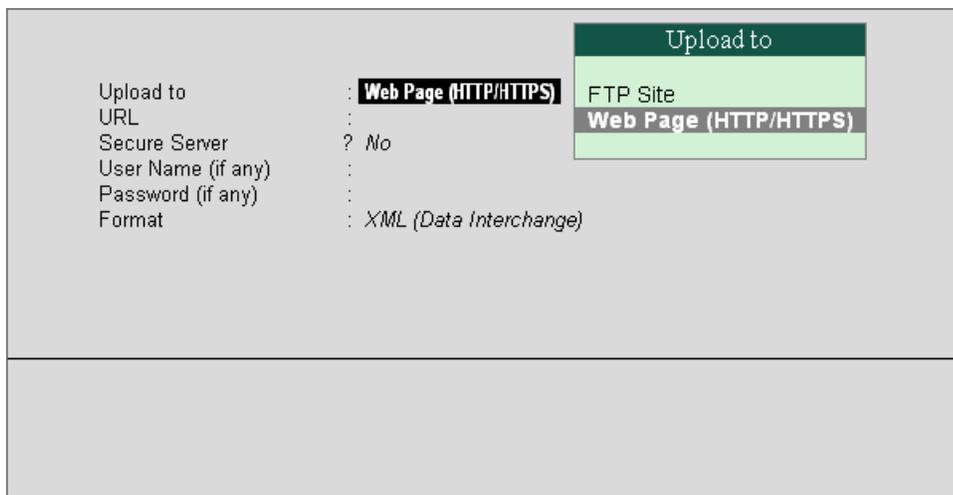
Figure 13.37 Upload screen

The fields that appear in the ***Upload screen*** *are briefed below:*

❑ ***Upload to FTP Site****: FTP or File Transfer Protocol, is the most common choice of transferring data or files of any type to an Internet site. An FTP site is a directory space in a server that accepts FTP connections called the FTP Server.If you know that your server is set up for HTTP/HTTPS, then use this option, else choose FTP.*

❑ ***Upload to Web Page*** *– HTTP/HTTPS: HTTP - short for Hyper Text Transfer Protocol is a standard for the transfer of HTML files over the internet. HTTP Servers are pre-programmed to accept HTTP connections. HTTPS sites are Servers that are configured to accept secure connections. They conform to standard security protocols (e.g. SSL and SET) to ensure that your data and files are not tampered.*

❑ *URL: Stands for Universal Resource Locator, identifies the server address where you want your report to be published. In order to use FTP you will need to know the FTP server name and directory path. The FTP server name is the domain name of the Web server to which you are publishing (for example, ftp.server.com). The directory path is the folder on the server where your web page is stored (for example, /public_html). For a web page, an URL will typically be in the form www.myweb.com/public_html.*

❑ *Secure Server: In order to upload a Web Page a secure connection is required. Select Yes, in this option if you think your data is sensitive. A secure site is one that has an 's' prefixed with http. You will know it is a secure site when you see in your browser URL like: https://www.mybank.com/myaccount/stats.htm.*

❑ *User Name and Password: The Internet server would require an Id proof before allowing you to upload data and files on site. Contact your Internet service provider if you have forgotten your user name, password or FTP location.*

❑ *File Name: A file name is given to an FTP Site to where the content is uploaded. Accept it as it is or modify it, if necessary.*

❑ *Format: There are four formats that have already been explained earlier under the e-mail section.*

13.8.4 Print Preview

Tally.ERP 9, provides you with the facility to check report formats and layouts, before the actual printing takes place. The same can also be e-mailed.

For example, to see the print preview of the Trial Balance.

Go to **Gateway of Tally > Display > Trial Balance >** Click on **Print** and click on the button **With Preview**.

The screen now appears as shown below:

National Traders
No 24, Phase 1,
Peenya Industrial Area
Bangalore

Trial Balance
1-Apr-2009 to 31-Mar-2010

Page 1

	Closing Balance	
	Debit	Credit
Capital Account		2,50,000.00
Loans (Liability)		53,033.33
Current Liabilities		14,46,450.50
Fixed Assets	1,00,000.00	12,500.00
Current Assets	44,78,232.20	
Sales Accounts		42,13,647.50
Purchase Accounts	14,27,875.00	
Direct Incomes		1,000.00
Direct Expenses	1,370.00	
Indirect Incomes		5,439.70
Indirect Expenses	10,663.83	4,000.00
Profit & Loss A/c		32,070.00
Grand Total	**60,18,141.03**	**60,18,141.03**

Figure 13.38 Print Preview of Trial Balance

*The button **With Preview** toggles with No Preview and the last saved setting is retained.*

13.8.5 Local / Online Help

This is a Local help system, which displays the help screen relevant to the topic, by just clicking on the help button provided in Tally.ERP 9.

For example: For information on Cash Flow or Funds Flows, press Alt+H.

Go the **Gateway of Tally** >select **Display** > **Cash/Funds Flow** >**Cash Flow** and click on the Help button (or use Alt + H) and the following screen appears:
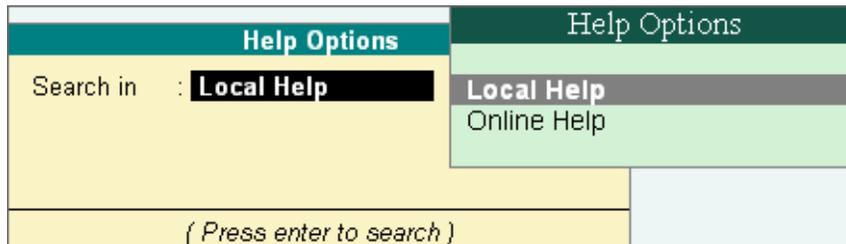
Help Options

Search in : Local Help

(Press enter to search)

Help Options

Local Help
Online Help

Figure 13.39 Help Options screen

□ Select **Local Help** to access the relevant topics in the Tally.ERP 9 Reference Manual.
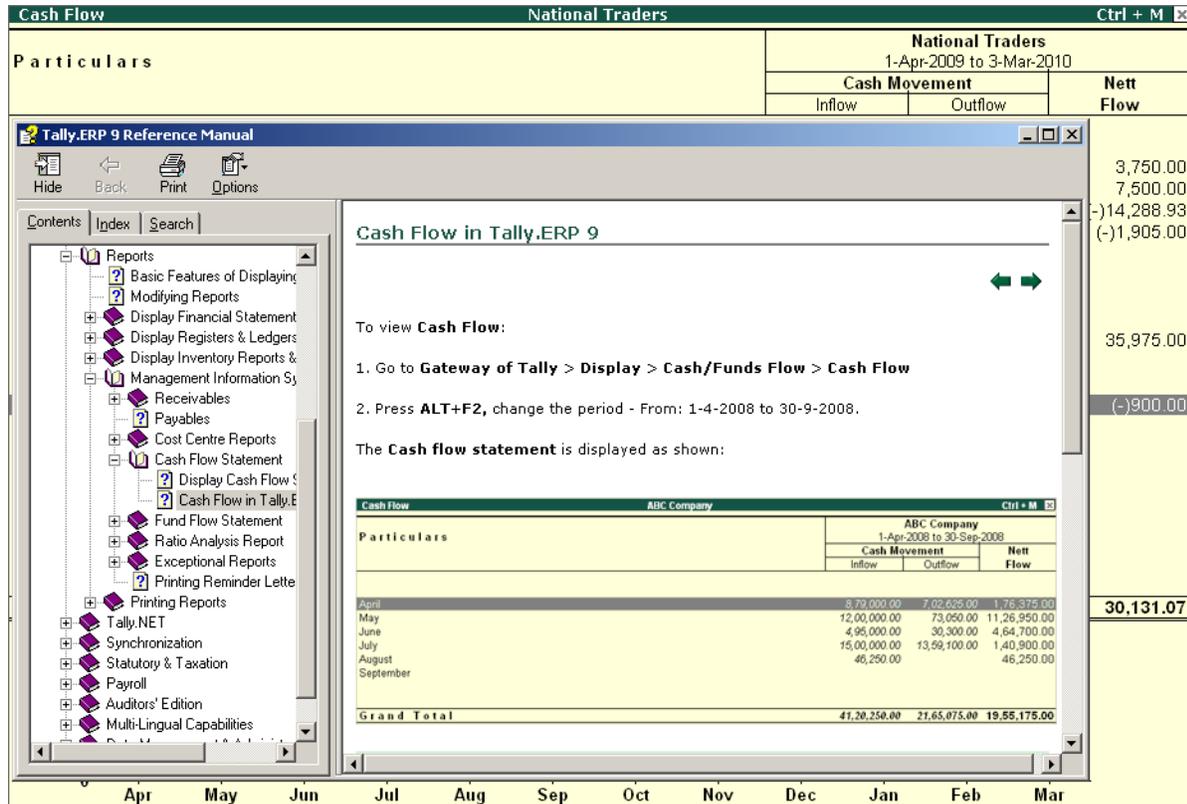
Figure 13.40 Online Help screen

The Tally.ERP 9 Reference Manual, displays the content for the particular screen. This facility is available on all screens in Tally.ERP 9.

13.9 Printing of Reports and Cheques

In this chapter, we will examine the different issues involved in printing a desired report quickly and easily.

There are two types of printing:

□ Display and Print.

□ Multi-Account Printing menu.

Both will yield the same output. The display and print method is more flexible where you can see on screen the details required. However, the Multi-Account prints without an on-screen display.

13.9.1 Display and Print

You can obtain a printed version of the screen currently being displayed by selecting **Print** from the button bar menu. This brings up the *Print Configuration* screen for the report, which asks

Print? Yes or **No**. The report will be printed using the options specified on the screen on selecting **Yes**. However, the options before printing can be changed by selecting **No**, if required.

*There are two types of print configuration options. They are **Common Printing Options** and **Dynamic– Report Specific Options.***

Common printing options

Common printing options affect the printing of all reports and are changed by selecting the appropriate button which are explained below as follows:

  ▫ ***Print Language**: Reports can be printed in the language supported by Tally.ERP 9.*

  ▫ ***With Preview**: To view the report in print preview mode before actual printing.*

  ▫ ***Titling**: To change the title of the report.*

  ▫ ***Page Nos.**: To specify the page number range.*

  ▫ ***Pre - Printed / Plain Paper**: Toggle to make the selection.*

  ▫ ***Print Format**: A pop-up list displays the printing formats available in Tally.ERP 9. The formats provided are, Dot-Matrix Format, Neat Format and Quick (Draft) Format.*

  ▫ ***With Colour**: This option is only relevant if you have a colour printer.*

  ▫ ***Copies**: To specify the number of pages to be printed.*

  ▫ ***Printer**: To change the printer. This also displays the default paper size that you have set for the printer.*

Dynamic - Report specific options

Options specific to a report, are displayed in a sub-screen when you select to print it. You are permitted to change various options before you finally print. Tally.ERP 9 supports printing of reports in various languages.

Notice the Standard Options in the button bar on the right hand side. The specific options for printing the Balance Sheet appears in the sub-screen.

Figure 13.41 Printing Balance Sheet

13.9.2 Print Format

Print Format is a button which appears on the Print screen (after pressing Alt+P or click on the Print button). By clicking on the Print Format button,

Tally.ERP 9 displays a list of Print Formats as follows:

Figure 13.42 Print Mode — Neat Mode

Neat Mode and **Quick/Draft** Mode print formats are compatible with most of the printer drivers installed on the Windows Operating System. Dot Matrix Format in Tally.ERP 9 is a special print format which allows you to print Tally.ERP 9 reports in text format using the Blazing speed of Dot Matrix printers.

In today's hi-technology software environment, most GUI-based softwares do not provide Dot Matrix printing capabilities. On the selection of a Dot- Matrix Format, the screen appears as shown below :
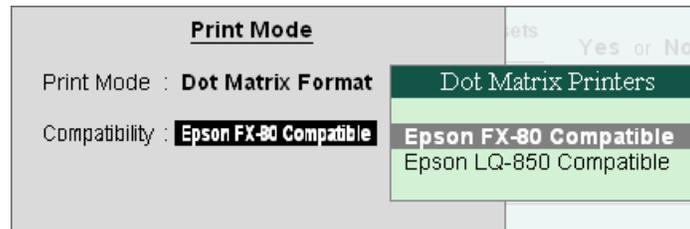

Figure 13.43 Print Mode — Epson

The Epson printer drivers have been defined by default. You may install Epson Printer drivers in Windows for any Dot Matrix printer and use this format for faster report printing.

Any Dot Matrix printer may be used, but ONLY the Epson printer drivers (LQ and FX series) should be used for the Dot Matrix Format printing of Tally.ERP 9.

13.9.3 Multi-Account Printing

Gateway of Tally > Multi-Account Printing

Principally geared towards printing all the Primary Books of Accounts, like the Cash and Bank Books, Account Ledgers, Sales and Purchase Registers etc. can be printed as: **One Account at a time**, **All Accounts**, or **All Accounts in a selected Group**. Before printing, the date range and other selections may also be set up.

The current mechanism of printing used by Tally.ERP 9, require that for large company accounts, choose each ledger account is printed on separate pages.

13.9.4 Draft Mode Printing (Quick Format)

Almost every report except for cheques can be printed in a Draft Mode. In Tally.ERP 9, the Neat print format functions by default. However, this may be altered by pressing **Alt+F** just before printing. All subsequent reports will be printed in Quick Format, until **Alt+F** is pressed again. (The button equivalent for this is marked Quick Format).

Draft mode brings in additional restrictions in the printing, which you will quickly learn by experimentation. After selecting the Draft mode or Quick Format, click on Alt+S – to select the option **Print to a File**. Specify the name of the File to output the data and select the Printer whose dimensions are to be used.

13.9.5 Cheque Printing

A Cheque is a written order to the bank to pay the stated sum of money. Cheques are usually handwritten. In order to automate the entire cheque printing process, Tally.ERP 9 allows cheques

to be printed directly. Cheques are printed only when printing a Payment Voucher. Since the cheque formats differ from bank to bank, Tally.ERP 9 facilitates cheque printing according to user defined cheque dimensions.

Let us activate the Cheque Printing capability in the **F11: Features (Accounting Feature)**.

Activating Cheque Printing

❑ Ensure that you are on the Gateway of Tally of **Indus Enterprises** (shut National Traders)

❑ Create a ledger namely **> Canara Bank** under the **Group Bank Accounts** (accept all other defaults) and return to the Gateway of Tally

❑ Click on the button **F11: Features (Accounting Features)** and set **Enable Cheque Printing** to **Yes** as shown below:

```
                         Company: Indus Enterprises

                           Accounting Features

General                                    Invoicing
Integrate Accounts and Inventory      ? Yes   Allow Invoicing                        ? Yes
Income/Expense Statement instead of P & L  ? No    Enter Purchases in Invoice Format       ? Yes
Allow Multi-Currency                  ? No    Use Debit/Credit Notes                 ? Yes
                                                 Use Invoice mode for Credit Notes      ? No
Outstandings Management                          Use Invoice mode for Debit Notes       ? No
Maintain Bill-wise Details            ? Yes
   (for Non-Trading A/cs also)        ? No    Budgets & Scenario Management
Activate Interest Calculation         ? Yes   Maintain Budgets and Controls          ? No
   (use advanced parameters)          ? Yes   Use Reversing Journals & Optional Vouchers  ? No

Cost/Profit Centres Management                Other Features
Maintain Payroll                      ? No    Enable Cheque Printing                 ? Yes
                                                 Set/Alter Cheque Printing Configuration  ? Yes
Maintain Cost Centres                 ? Yes   Allow Zero valued entries              ? No
   Use Cost Centre for Job Costing    ? No
   More than ONE Payroll / Cost Category  ? No
   Use Pre-defined Cost Centre Allocations during Entry ? Yes
   Show Opening Balance for Revenue Items in Reports ? No




                  F1: Accounts      F2: Inventory     F3: Statutory
```

Figure 13.44 F11: Accounting Features screen

❑ Press **Enter** after setting the feature **Set Alter Cheque Printing Configuration** to **Yes**.

Tally.ERP 9 displays the **Company Cheque Details** screen according to this screen:

Figure 13.45 Company Cheque Details screen

■ **Company Name on Cheque**: Many banks give cheques with the company name already printed on it. To print Tally.ERP 9 on the cheque beneath the signature, give the name e.g. **Indus Enterprises** to print the name, or leave the option blank if you don't want to utilise this option.

■ **Name of Banks**: Press the space bar and you will get a pop-up list of the bank ledger accounts created in the company. There are two ledgers viz. the **Deposit Account** and the **State Bank of India**.

❏ Select the bank for which you want to specify the user-defined cheque dimensions. Here select **State Bank of India** and press **Enter**.

You can now fill in the dimensions of the cheque in the **Cheque Printing Configuration** screen.
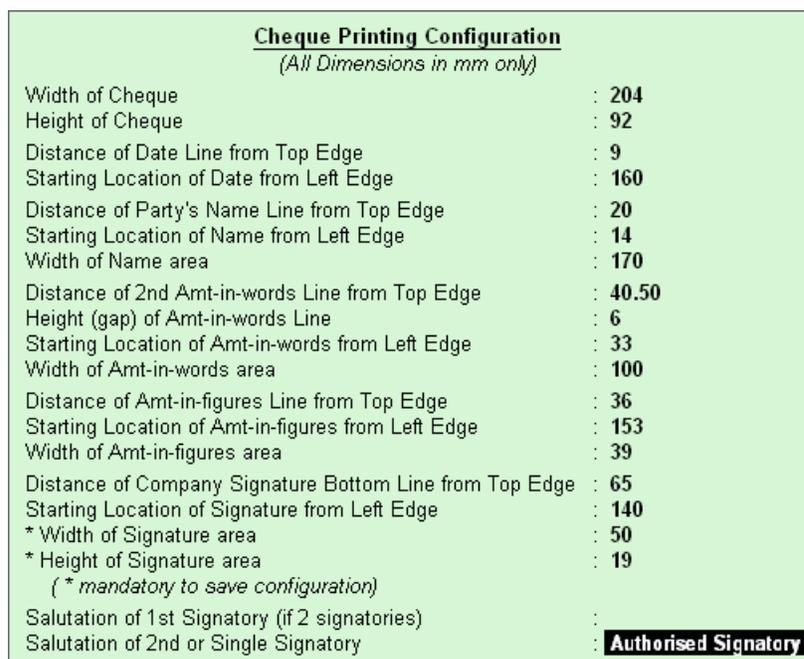

Figure 13.46 Cheque Printing Configuration screen

The cheque will be printed as shown :

For National Traders

    Authorized Signatory

In case of a cheque with two signatories, both can be specified. Both could be the same salutation or different, e.g., one could be Director, the other could be Secretary.

Give whatever you currently use. Many banks pre-print both the company name and the salutation.

> *Take the bank's cheque book and measure the dimensions of a cheque carefully in millimetres and fill the form. You may need to correct it after trying out a couple of cheques so that the positioning is accurate. The placing of the cheque in the printer also determines the printing. Trials could be made on photocopies of a cheque before using an actual cheque leaf.*
>
> *All the fields are self-explanatory. The Salutation fields, are for signatures and naturally follow the Company name (that you might have chosen to print), e.g. Director.*

13.9.6 Printing Cheques

Go to **Gateway of Tally > Accounting Vouchers > F5: Payment**

- The **Cheque printing** option is available only from the Payment Voucher when the concerned Bank account (State Bank of India) is credited. Make a payment entry as shown below :

Figure 13.47 Payment Voucher

Here, after crediting the State Bank of India account, two additional fields appear. They are: Name on Cheque and Cross Cheques explained below:

- **Name on the Cheque**: On selection of the Party Account, the Name on the cheque is filled with the Party's account name. Thus, instead of the Party Account, if any other expense head is selected, the expense head will not appear as the name on the cheque.

- **Cross Cheque using**: This is filled in by the most common words used - Account payee. However, you can change it.

After accepting the voucher, Tally.ERP 9 immediately prompts you to print the cheque! Click on the button **Print Preview** and then accept the print command to view the printed cheque.

- *Check the dimensions given in the F11: Features. Ensure that you have not left any field, other than the salutation fields, blank.*

- *Trial and error is the only way to get the printing in the right positions. Therefore do not panic if some words do not print in the correct positions. Change the set-up a couple of times to set it right. This is necessary to be able to print on the many different cheque styles used by different banks.*

Points to Remember

- Tally.ERP 9 has a customisable security control for company's data.
- Tally.ERP 9 has a flexible backup mechanism where in you can take a backup of the data and can restore the same data.
- Tally.ERP 9 Audit provides the capability to the administrator/auditor to track changes in the accounts.
- Data exported to a spreadsheet can be reorganised and used for statutory presentations.
- ODBC (Open Database Connectivity) compliance allows other programs to use data from Tally.ERP 9 directly.
- E-mail, internet publishing and web browser are the web-enabled features available in Tally.ERP 9.
- Tally.ERP 9 provides an online help system, which is context sensitive.
- TallyVault feature is an enhanced security system
- Tally.ERP 9 Print Preview facility helps you check printed report formats and layouts before actual printing takes place.
- Tally.ERP 9 allows us to print cheques directly.