

Lesson no. 8: Security Control

Technological Advantages of Tally ERP 9

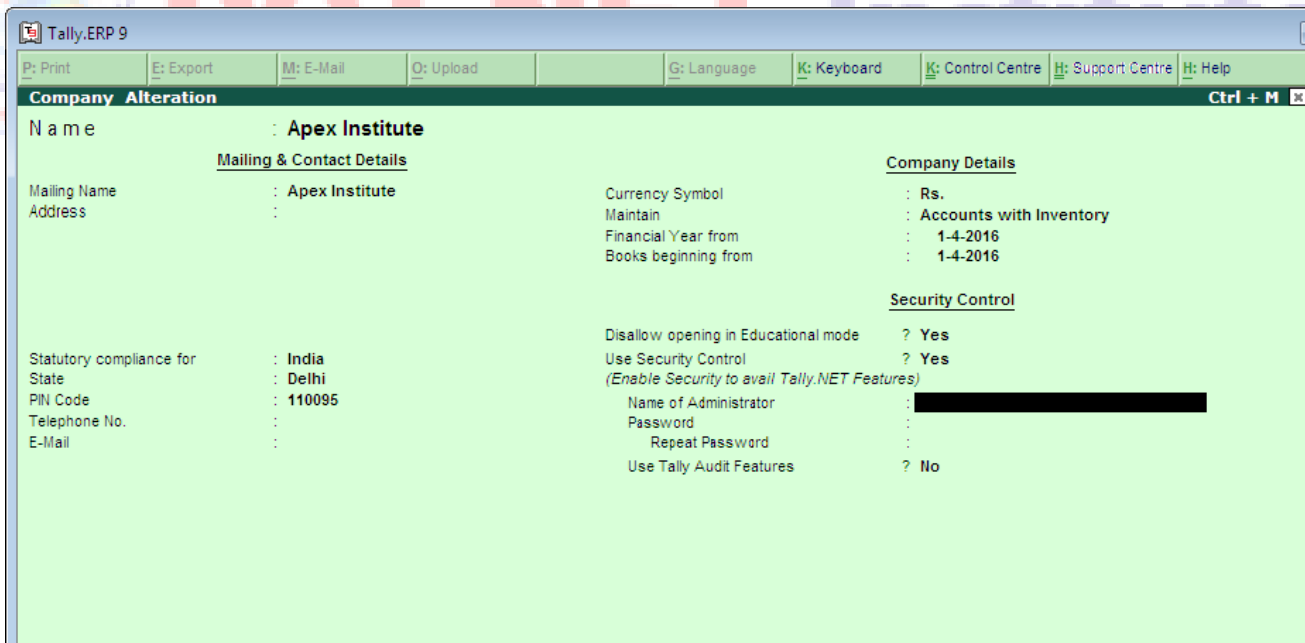
Security Control is required in an environment where many people work on accounts using the same computer at different times or the same set of accounts on a network.

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 use to set the authority rights of the user or user groups.

Activate Security Control

Go to **Gateway of Tally of National Traders** → **press Alter+F3** → **Select Alter** → **press Enter** **and reselect** Your Company 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**



The screenshot shows the 'Company Alteration' window in Tally ERP 9. The window title is 'Tally.ERP 9' and the menu bar includes 'P: Print', 'E: Export', 'M: E-Mail', 'O: Upload', 'G: Language', 'K: Keyboard', 'K: Control Centre', 'H: Support Centre', and 'H: Help'. The window content is divided into three sections: 'Mailing & Contact Details', 'Company Details', and 'Security Control'. The 'Name' field is set to 'Apex Institute'. The 'Mailing & Contact Details' section includes 'Mailing Name' (Apex Institute), 'Address', 'Statutory compliance for' (India), 'State' (Delhi), 'PIN Code' (110095), 'Telephone No.', and 'E-Mail'. The 'Company Details' section includes 'Currency Symbol' (Rs.), 'Maintain' (Accounts with Inventory), 'Financial Year from' (1-4-2016), and 'Books beginning from' (1-4-2016). The 'Security Control' section includes 'Disallow opening in Educational mode' (Yes), 'Use Security Control' (Yes), 'Name of Administrator' (redacted), 'Password' (redacted), 'Repeat Password' (redacted), and 'Use Tally Audit Features' (No). The window has a 'Ctrl + M' button in the bottom right corner.

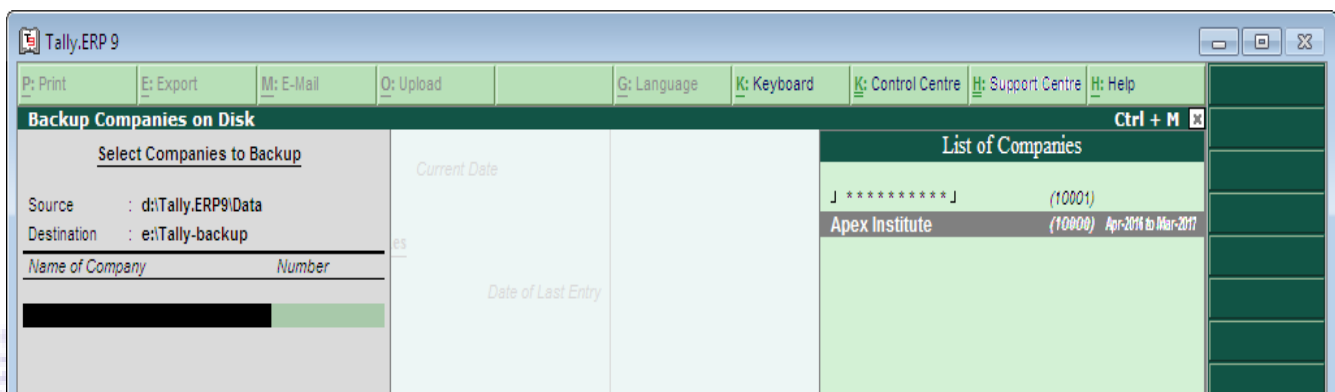
Tally ERP 9 loads the company and displays the Gateway of Tally on entering the correct user name and password. Now that we have activated the Security Control for Company Name, let us create the Security Levels.

Backup and Restore

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:

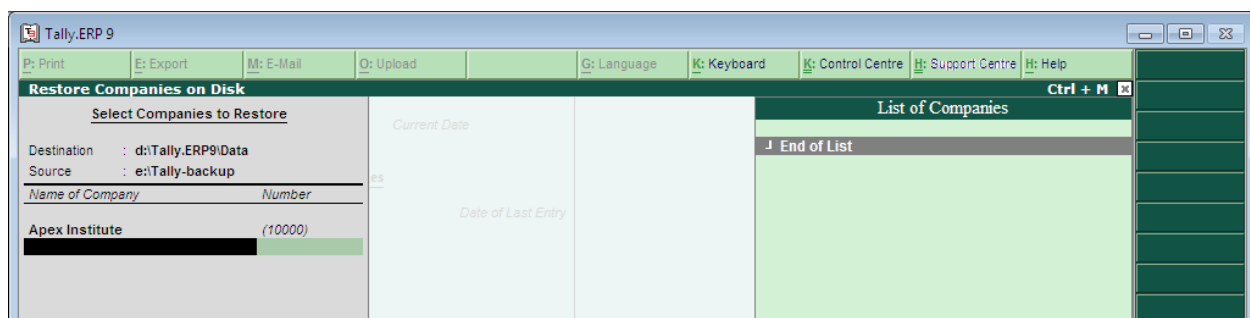


- Specify the source (where Tally ERP 9 has to take the data from).
- Specify the destination (where you want Tally ERP 9 to store the data backup).
- Tally ERP 9 then displays the list of companies created – select one.

Restore

Restore literally means 'to bring back'. Tally ERP 9 allows the restoration of data from one medium to another. In Tally ERP 9 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:



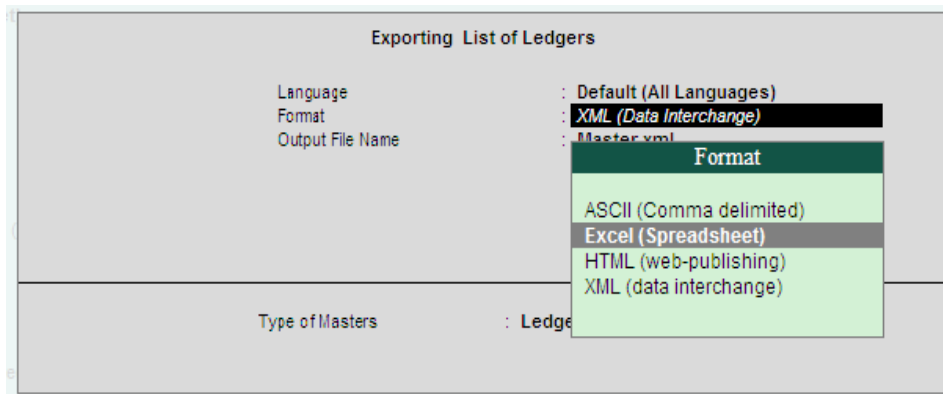
Export and Import of Data

We will now learn about Tally.ERP 9 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 system. Importing from other systems involves the usage of Tally.ERP 9 Definition Language TDL and this is outside the scope of this training.

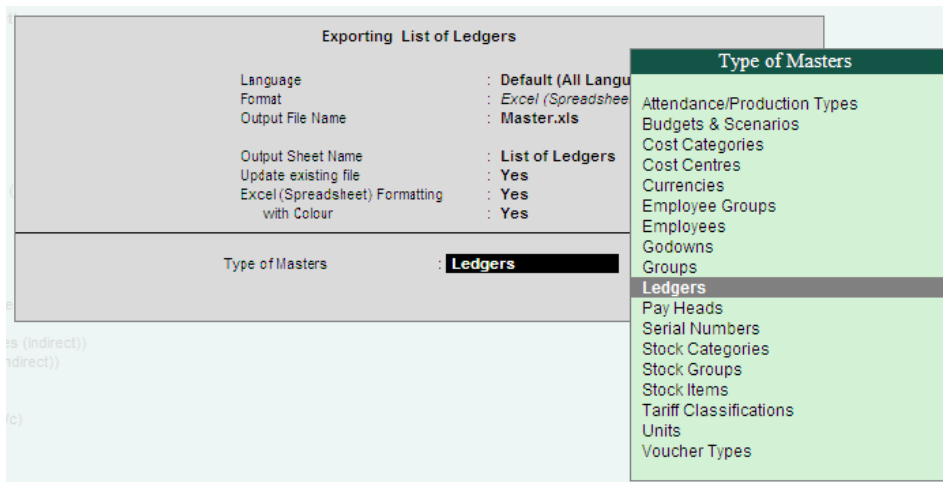
Exporting Masters

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. This filename extension will take the default format.



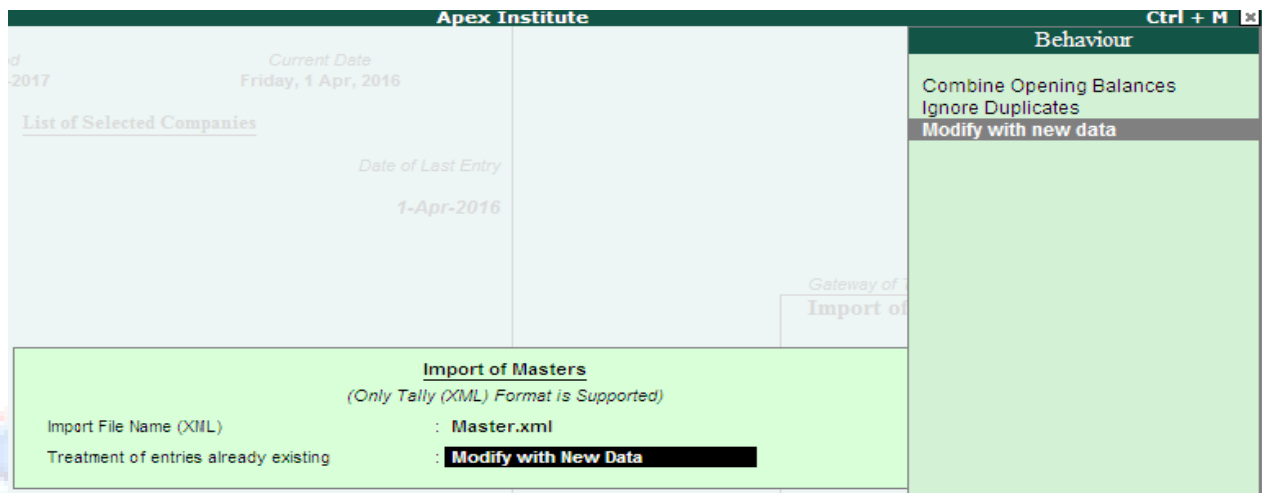
For example, since we have selected XML, the filename displayed will be Master.xlsx



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

Importing Masters

- Return to the **Gateway of Tally**.
- Shut your current company and load **new company** for import (Ensure that it has the same financial year as the current company Company)
- 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.



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

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.

Exporting Trial Balance	
Language	: Default (All Languages)
Format	: XML (Data Interchange)
Output File Name	: TrialBal.xml
Format	
	ASCII (Comma delimited)
	Excel (Spreadsheet)
	HTML (web-publishing)
	XML (data interchange)
Scale Factor for Values	: ?
Show Opening Balances	? No
Show transactions	? No
Show Closing Balances	? Yes
Show Percentages	? No
Method of information Format	: Grouped
	: Condensed
Expand all levels in Detailed Format	? No
Show ALL Accounts (incl. Empty A/cs)	? No

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 → Outstanding → Ledger → click the E-mail button.

The Mailing Ledger Outstanding Screen appears as shown below:

Mailing Bills Outstanding	
E-Mail Server : <i>(Name:Port, Default Port is 25)</i> From : From E-Mail Address : Authentication User Name : <i>(Only if required)</i> Password : Use SSL : No Format : <i>HTML (Web-Publishing)</i> Resolution : <i>800 x 600</i>	To E-Mail Address : CC To (if any) : None Subject : Bills Receivable Additional Text (if any) : Information sent : As Attachment
Include Post-Dated Transactions? No Show Opening Amount? No Show overdue using Bill Date? No Range of Bills to show: Pending Bills Format : Condensed Show Qty Info in Detailed Forms? No	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Mail ? Yes or No </div>	



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