

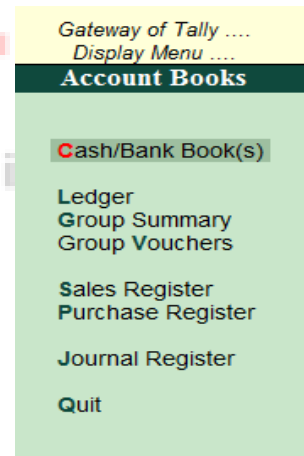
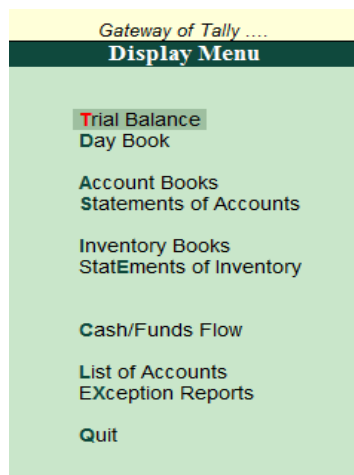
Lesson no. 10: Display Reports

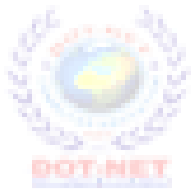
Tally prepares the books of account and financial statements based on the vouchers you have entered to date. You can then vary the appearance of reports according to your needs, for example, to make comparisons between different companies, periods of the financial year, groups and ledgers.

In each case, when you display a report, you can step-down to the next level of detail by highlighting the item and pressing **Enter**, and you can keep going until you reach an individual voucher. Similarly, you can step back to higher levels by pressing **[Esc]**. The special features available for the currently displayed report are indicated on the button bar, and can be selected with a single click of the mouse.

Accessing reports

The **Gateway of Tally** menus provide access to all the financial reports, as in the diagram opposite. For example, if you want to view the Sales Register then, in the **Gateway of Tally** menu select **Display, Account Books** and Sales Register in turn, and Tally will display the report for the currently selected period.





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