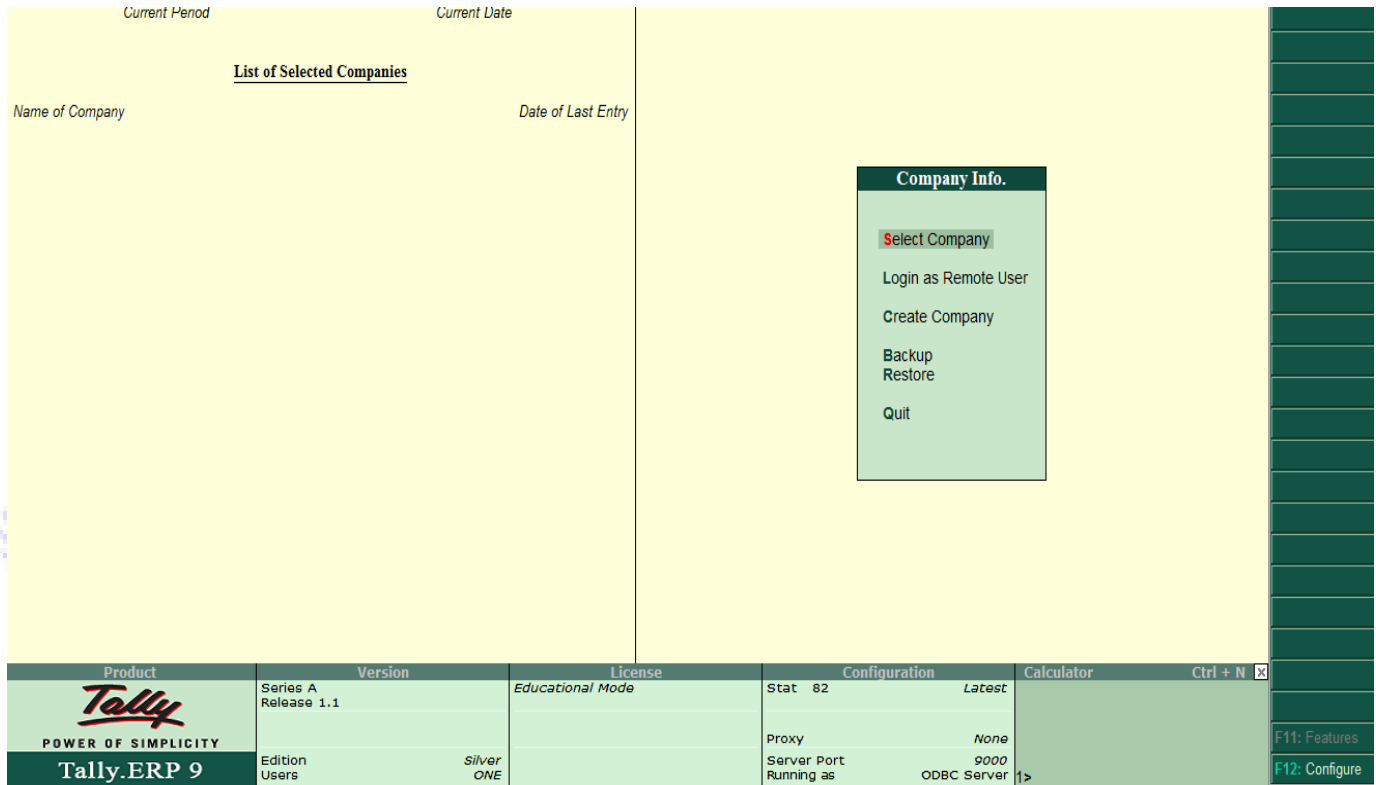


Lesson no. 4: Company Information

The very first time you start Tally, you would require to 'create' a company. 'Create Company' simply means giving basic information about the company whose books of accounts Tally is to maintain for you. Tally is smart, but it does need an introduction to your company. The initial screen would appear like this:



The **Gateway of Tally** screen is separated into four sections, -Title Area, Main Area (Ctrl+M), Calculator Area (Ctrl+N) and the Button Bar.

The screen elements of the Gateway of Tally screen is explained below:

Top Area

Top Area contains version number, Release details (every time a new release of Tally is made, it is identified with a different release name like Release 3.14) and **Current Date** (the date configure in the computer). The name of the day, date, month and year is displayed in **DD, MM, YYYY** format on the left-hand side.

Minimize Button

The Minimize button performs the standard Windows Operating Systems function (Windows 95 onwards), allowing you to minimize Tally and work on other applications. To restore Tally, click on the Tally icon on the taskbar.

Main Area (Gateway of Tally)

Main Area is separated into two areas:

1. **Left-hand side area**
2. **Right-hand side area**

The left-hand side area in Main Area provides information of **Current Period, Current Date** and **List of Selected Companies** (Name of the company and the date of last entry details).

The right-hand side area in the Main Area screen displays the **Company Information** menu (to select your instructions to Tally) > Select a Company, Create a Company, Backup a Company or Restore a Company.

Calculator Area

Press [**Ctrl + N**] to activate the calculator functionality. Calculator Area is used for calculator functions. Any type of independent calculator can be done using calculator to get quick answers.

Button Bar

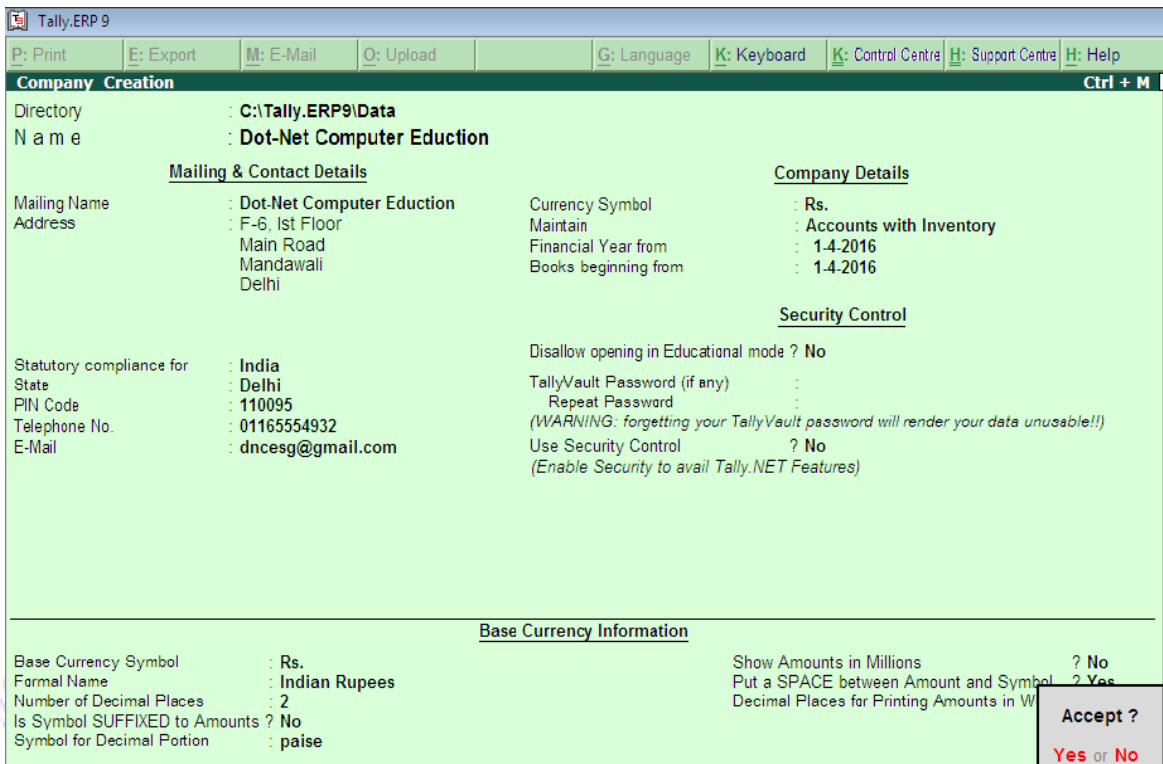
The buttons are designed to make the work easier and faster. These buttons vary from one screen to another based on the screen functionality. The buttons appear on the right hand side of the Tally screen. Only buttons relevant to the current screen will be active and the inactive buttons are greyed. These buttons are enabled with the short cut keys On this screen, Tally displays the following buttons (keys):

F1: Select Cmp – to access data from other data directories either on the local system or through the network.

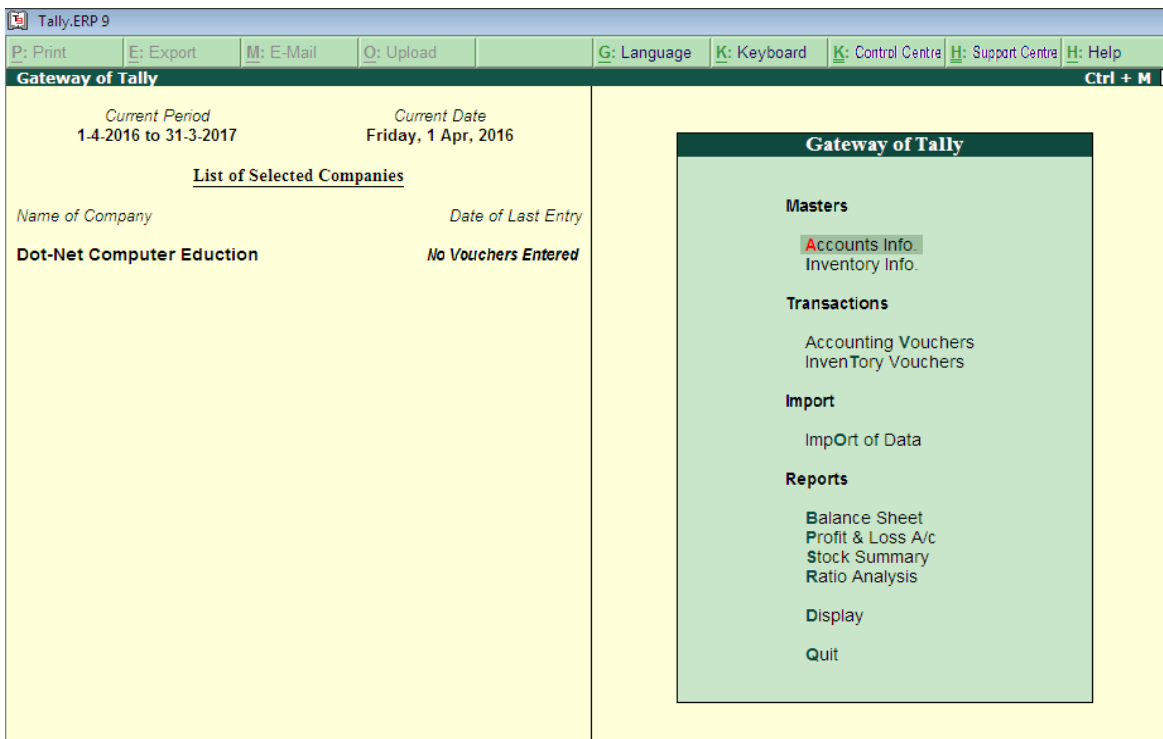
F12: Configure - to access the configuration settings to manage the information put into Tally. Here, access the General Configuration to set country specific defaults. Use it before creating a company.

4.1. Create a Company

Gateway of Tally > Company info. > Create



➤ **Now this is the First Windows of Tally.ERP 9 after creating of Company and you can see the created company name in Gateway of Tally. ERP 9 Screen.**



4.2. Alter & Delete Company

From Gateway of Tally.ERP 9

Press Alt+F3 button

Now See the Screen like as:

The screenshot shows the Tally ERP 9 interface. On the left, the 'Gateway of Tally' window has a 'Company Info.' menu with options like 'Select Company', 'CoNnect Company', 'SHut Company', 'Create Company', 'Create Group Company', 'Alter', 'Change TallyVault', 'SPlit Company Data', 'Backup', 'Restore', and 'Quit'. The 'Alter' option is highlighted. An arrow points from this menu to the 'List of Companies' window on the right, which shows a list of companies including 'Royal and Sons', 'Dot-Net Computer Education', 'Max Informaticx', 'Anav Industries', and 'Abc Ltd.'. 'Dot-Net Computer Education' is selected. Another arrow points from this window to the 'Company Alteration' window below, which displays details for 'Dot-Net Computer Education', including mailing address, company details, security control, and base currency information.

Now select your

company

Now you can Alter your company form.

Delete Company: In same windows if

you want to delete your company then press Alt+D. & press YES for Delete Company.