

Lesson no. 4: Company Information

The very first time you start Tally, you would require to 'create' a company. '<u>Create Company'</u> 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:

	Current Period	61	irrent Date					
	Lis	st of Selected Companies						
	Name of Company		Date of Last Entry					·
	Name or company		Date of Last Linty					ļ
								ļ
						Company Info.		
						Select Company		
								·
						Login as Remote User		
						Create Company		ļ
						Backup Restore		
						Residie		
						Quit		·
								ļ
1								
								ļ
	Product	Version Series A	Lice Educational Mode	ense	Config Stat 82	guration Cal	culator Ctrl + N 🗙	
	Tally	Release 1.1				Latest		
	POWER OF SIMPLICITY				Proxy	None		F11: Features
		Edition	Silver ONE		Server Port	9000		<u> </u>
	Tally.ERP 9	Users	ONE		Running as	ODBC Server 1>		F12: Configure

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 active the calculator functionality. Calculator Area is used for calculator functions. Any type of independent calculator can be done using calculator to get quick answers.

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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

J Tally.ERP 9							
P: Print E: Export	<u>M</u> : E-Mail	O: Upload	<u>G</u> : Language	K: Keyboard	K: Control Centre	H: Suppart Centre	H: Help
Company Creation							Ctrl + M ×
Directory	C:\Tally.ERP9\D						
Name	: Dot-Net Comp		1				
	g & Contact Details	3		Comp	any Details		
Mailing Name Address	: Dot-Net Comput : F-6, Ist Floor	er Eduction	Currency Symbol Maintain	: Rs			
Hudi C35	Main Road		Financial Year from		counts with Inv -4-2016	entory	
	Mandawali Delhi		Books beginning from	: 1	-4-2016		
				Secu	ity Control		
			Disallow opening in Educa	tional mode ? No)		
Statutory compliance for State	: India : Delhi		TallyVault Password (if a	iny) :			
PIN Code	: 110095		Repeat Password (WARNING: forgetting y	: our TellyVeult os	neword will rende	r vour data unus	ablell)
Telephone No. E-Mail	: 01165554932 : dncesg@gmail.	com	Use Security Control	? No		r your data unust	ioleii)
			(Enable Security to avai	l Tally.NET Fea	ures)		
		E	Base Currency Information				
Base Currency Symbol	: Rs.				nts in Millions		? No
Formal Name Number of Decimal Places	: Indian Rup : 2	ees			E between Amou ces far Printing A	int and Symbol mounts in W	2 Yes
s Symbol SUFFIXED to Am	ounts ? No			2.2.2.1.1.0.1.1.10			Accept ?
Symbol for Decimal Portion	: paise					Y	es or No

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.

Tally.ERP 9				
Print E: Export M: E-Mail	O: Upload	G: Language	K: Keyboard	K: Control Centre H: Suppart Centre H: Help
ateway of Tally				Ctrl + M
Current Period 1-4-2016 to 31-3-2017	Current Date Friday, 1 Apr, 2016			
1-4-2010 10 51-3-2017	Phuay, 1 Apr, 2010		G	ateway of Tally
List of Selected Co	npanies			
ame of Company	Date of Last Entry		Mast	ers
ot-Net Computer Eduction	No Vouchers Entered			counts Info. ventory Info.
			Tran	sactions
				counting Vouchers venTory Vouchers
			Impo	rt
			Im	p O rt of Data
			Repo	orts
			Pr St	alance Sheet ofit & Loss A/c ock Summary atio Analysis
			Di	splay
			Q	uit



4.2. Alter & Delete Company

From Gateway of Tally.ERP 9

Press Alt+F3 button

Now See the Screen_like as:

