



Tasks to cover

| Task | Priority | Due Date |
|--|----------|------------|
| 1. Review the current financial statements | High | 2023-12-31 |
| 2. Analyze the budget vs actual performance | Medium | 2024-01-15 |
| 3. Identify areas for cost reduction | Low | 2024-02-28 |
| 4. Develop a strategic plan for the next year | High | 2024-03-31 |
| 5. Review the company's risk management strategy | Medium | 2024-04-30 |
| 6. Conduct a SWOT analysis | Low | 2024-05-31 |
| 7. Review the company's HR policies | Medium | 2024-06-30 |
| 8. Evaluate the company's IT infrastructure | Low | 2024-07-31 |
| 9. Review the company's legal and compliance status | High | 2024-08-31 |
| 10. Conduct a customer satisfaction survey | Medium | 2024-09-30 |
| 11. Review the company's marketing strategy | Low | 2024-10-31 |
| 12. Evaluate the company's supply chain management | Medium | 2024-11-30 |
| 13. Review the company's environmental and social governance (ESG) report | Low | 2024-12-31 |
| 14. Conduct a financial audit | High | 2025-01-31 |
| 15. Review the company's overall performance and set goals for the next year | High | 2025-02-28 |

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TALLY Solutions Pvt. Ltd.:
Building the Platform

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Points to cover

- CREATION OF COMPANY
- CREATION & CHECKING OF ACCOUNTS HEADS
- ALTERATION OF ACCOUNT HEADS
- CREATION, ALTERATION & CHECKING OF GROUPS
- HOW TO ENTER PAYMENT VOUCHER
- HOW TO ENTER RECEIPT VOUCHER
- HOW TO ENTER SALES VOUCHER
- HOW TO ENTER PURCHASE VOUCHER
- HOW TO ENTER CONTRA VOUCHER
- HOW TO CHECK THE VOUCHERS IN TALLY
- HOW TO ENTER JOURNAL VOUCHER IN TALLY
- HOW TO ALTER THE VOUCHERS IN TALLY
- HOW TO SEE TRIAL BALANCE IN TALLY
- HOW TO SEE CASH BOOK IN TALLY
- HOW TO SEE BANK BOOK IN TALLY
- HOW TO SEE LEDGERS IN TALLY
- HOW TO VIEW PROFIT AND LOSS ACCOUNT IN TALLY
- HOW TO VIEW BALANCE SHEET IN TALLY
- BANK RECONCILIATION IN TALLY
- HOW TO USE AUDIT FEATURE IN TALLY

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Creation of Company

Double click on Tally ERP.9 icon >>
>> Create Company >>

Tally.ERP 9
Company Creation

Directory : D:\Tally.ERP9\Data
Name : M/S XYZ LIMITED

Mailing & Contact Details
Mailing Name : M/S XYZ LIMITED
Address : 15, NEHRU PLACE, NEW DELHI - 110019

Company Details
Currency Symbol : Rs.
Maintain : Accounts Only
Financial Year from : 1-4-2011
Books beginning from : 1-4-2011

Security Control
Disallow opening in Educational mode ? No
TallyVault Password (if any) :
Repeat Password :
(WARNING: forgetting your TallyVault password will render your data unusable!)
Use Security Control ? Yes
(Enable Security to avail Tally.NET Features)
Name of Administrator : XYZ
Password : ***
Repeat Password : ***
Use Tally Audit Features ? No

Base Currency Information
Base Currency Symbol : Rs.
Fornal Name : Indian Rupees
Number of Decimal Places : 2
Is Symbol SUFFIXED to Amounts ? No
Symbol for Decimal Portion : paise

Show Amounts in Millions ? No
Put a SPACE between Amount and Symbol ? Yes
Decimal Places for Printing Amounts in Words : 2

Accept ?
Yes or No

Product: Tally ERP 9, Version: Series A Release 1.2, License: Educational Mode, Configuration: Stat 95, Latest, Proxy: NONE, Server Port: 9000, Running at: ODBC Server

Tally.ERP 9
Gateway of Tally

Company Info

- Select Company
- Login as Remote User
- Create Company
- Backup
- Restore
- Quit

Tally.ERP 9
Company Creation

Company Info

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Creation, Checking & Altering of account head

After you are done with creating of company >>
You are on "**gateway of tally**">>**Accounts info**>>**Ledgers**>> **Create**(to create Ledger), **Display**(to check the ledger), **Alter**(Alteration of Ledger)

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You can create accounts heads as you wish. Both methods are simple. But it depends how many account heads you have to create. If the number of account heads is very small then Single Ledger can be selected and if there are so many ledger accounts heads then you can select 'Multiple Ledgers'

Creation, Checking & Altering of Groups

After you are done with creating of company >>
You are on "**gateway of tally**">>**Accounts
info**>>**GROUPS**>> **Create**(to create group), **Display**(to
check the group), **Alter**(Alteration of group)

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You can create groups as you wish. Both methods are simple. But it depends how many groups you have to create. If the number of groups is very small then Single group can be selected and if there are many groups then you can select 'Multiple groups'

How to Enter a Payment Voucher

After you are done with creating of company >>
You are on "**gateway of tally**">>**Accounting
Vouchers>> F5**

You will now see accounting voucher screen, right
hand side there are multiple option

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The background of the image shows a road with a yellow curb on the left side, curving towards the right. The road surface is light gray. To the right of the road, there is a green field or grassy area. The overall image is slightly blurred.

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