

TALLY Solutions Pvt. Ltd.: Building the Platform

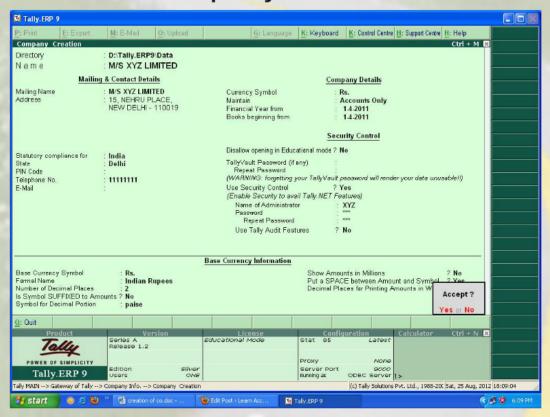
Points to cover

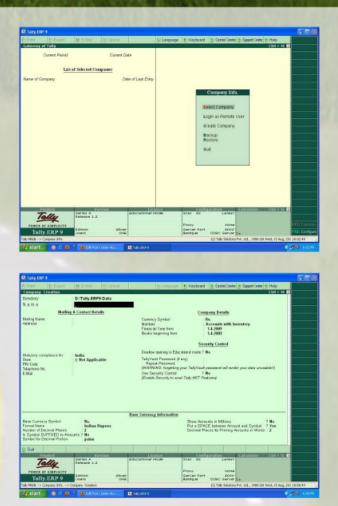
- CREATION OF COMPANY
- CREATION & CHECKING OF ACCOUNTS HEADS
- ALTERATION OF ACCOUNT HEADS
- CREATION, ALTERATION & CHECKING OF GROUPS
- HOW TO ENTER PAYMENT VOUCHER
- HOW TO ENTER RECEIPT VOUCHER
- HOW TO ENTER SALES VOUCHER
- HOW TO ENTER PURCHASE VOUCHER
- HOW TO ENTER CONTRA VOUCHER
- HOW TO CHECK 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

Creation of Company

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





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