

TALLY 9



**Welcome to
INTRODUCTION CLASS**

TALLY

- Is an Accounting Software developed by TALLY SOLUTIONS PVT LTD., Bangalore in the year 1989.



THREE TOP ACCOUNTING SOFTWARES



- Tally
- Wings
- Tata EX

TALLY

VERSIONS



- Tally 4.5
- Tally 5.4
- Tally 6.3
- Tally 7.2
- Tally 8.1
- Tally 9

THREE BASIC STEPS

To maintain accounts in Tally, follow the 3 basic steps:

- Company Creation
- Ledger Master Creation
- Voucher Posting



COMPANY CREATION

Important Particulars



- Company Name
- Maintain Accounts only, etc.
- Currency Symbol
- Financial Year from
- Books beginning from
- Formal Name, etc.

LEDGER MASTER CREATION

When Ledger Master is created, it should be placed under a suitable Group.



STEPS:

- Gateway of Tally
- Accounts Info
- Ledger
- Create

DEFAULT LEDGERS

All Ledger Master should be created except the following:

- Cash a/c
- Profit and Loss a/c



VOUCHER POSTING

STEPS:

- **Change the date**
- **Select the Voucher Type**
- **Post the Dr\Cr\Narration, etc.**
- **Note the Voucher number**
- **Accept**



DIFFERENT VOUCHER TYPES

- Receipt (F6)
- Payment (F5)
- Journal (F7)
- Contra (F4)
- Sales (F8)
- Purchases (F9)



ACCOUNTING ORDER

- Transactions
- Journal Entry
- Ledger
- Trial Balance
- Final Accounts

Trading a/c

Profit and Loss a/c

Balance Sheet



HOW TO OPEN TALLY



- Double click Tally icon on the Desktop
- Click Start → Programs → Tally 9

TO CLOSE TALLY



- **Esc → Esc → Yes**
- **No = Esc**
- **Yes = Enter**

The End

Begin with your Practical Classes!



25/10/2015

