

TALLY ERP 9 NOTES AND PRACTICE BOOK

1. Write down features of Tally? OR what are features of Tally?

Ans: Tally is accounting software that is used to record day to day transactions, preparing balance sheet etc. It is user friendly business software, which makes business account easy and faster. Managing single and multiple groups is very important feature of tally. Tally is an application software. It doesn't require writing any special program for calculating. Tally stores all information about each account in detail. It is very secured against data tampering. It reduces the work. In manual process, after entering daily transaction user has to create trading account, trial balance, profit & loss account, ledger, balance sheet. But in Tally, user just enters daily entry and get balance sheet.

2. List and explain basic types of accounts

Account is divided in following three types:

- Personal account
- Real account
- Nominal account

1. **Personal account:** Any individual person or any firms or any company or a bank is considered in a personal account.
2. **Real account:** Account of any physical things. The cash account or goods account are examples of real account.
3. **Nominal account:** Account of any invisible things that means that things are in terms of cash. For example: insurance account, rent account etc.

3. Explain the opening screen of the tally.

Ans. When tally is opened in Windows environment, it shows different menus.

1. The top bar contains the product message and version, system date and time.
2. Then Tally opening screen displays main three parts as follows.
 - Gateway of tally
 - Functions buttons
 - Calculator (command area)

I. Gateway of Tally:

To the left hand side of the screen this part shows different options.

All these options are used to create ledger, group or to see trial balance or for balance sheet.

To the right hand side of the screen, this part shows the list of all companies and at the top it shows name of selected company.

Ctrl + M are the shortcut keys to activate gateway of Tally.

Function button:

This part of the screen shows the list of all function keys with its uses.

By selecting the buttons, user can activate that particular function like backup, change, etc.

Calculator (command area) :

This part of the screen is actual command area.

In this area user can type command and execute them.

Ctrl + N are the shortcut keys to activate this area.

II. How to create a new company in Tally?

1. In tally, company means an organization whose accounts are to be maintained on computer.
2. For that, user have to declare list of all accounts used in that company and then start to enter daily transactions.
3. Creating company means enter detail information about the company.
4. By default, tally software shows opening green with gateway of Tally, functions button and calculator.
5. Then click on the function button F3 (Alt + F3) on the button panel to display company info menu. This show following menu:

Company info
Select company
Create company
Quit

Abhinav Easy Notes For Tally Erp 9

Tally Education pvt. Ltd



Abhinav Easy Notes For Tally Erp 9:

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Table of Contents Abhinav Easy Notes For Tally Erp 9

1. Understanding the eBook Abhinav Easy Notes For Tally Erp 9
 - The Rise of Digital Reading Abhinav Easy Notes For Tally Erp 9
 - Advantages of eBooks Over Traditional Books
2. Identifying Abhinav Easy Notes For Tally Erp 9
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Abhinav Easy Notes For Tally Erp 9
 - User-Friendly Interface
4. Exploring eBook Recommendations from Abhinav Easy Notes For Tally Erp 9
 - Personalized Recommendations
 - Abhinav Easy Notes For Tally Erp 9 User Reviews and Ratings
 - Abhinav Easy Notes For Tally Erp 9 and Bestseller Lists
5. Accessing Abhinav Easy Notes For Tally Erp 9 Free and Paid eBooks
 - Abhinav Easy Notes For Tally Erp 9 Public Domain eBooks

- Abhinav Easy Notes For Tally Erp 9 eBook Subscription Services
- Abhinav Easy Notes For Tally Erp 9 Budget-Friendly Options
- 6. Navigating Abhinav Easy Notes For Tally Erp 9 eBook Formats
 - ePub, PDF, MOBI, and More
 - Abhinav Easy Notes For Tally Erp 9 Compatibility with Devices
 - Abhinav Easy Notes For Tally Erp 9 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Abhinav Easy Notes For Tally Erp 9
 - Highlighting and Note-Taking Abhinav Easy Notes For Tally Erp 9
 - Interactive Elements Abhinav Easy Notes For Tally Erp 9
- 8. Staying Engaged with Abhinav Easy Notes For Tally Erp 9
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Abhinav Easy Notes For Tally Erp 9
- 9. Balancing eBooks and Physical Books Abhinav Easy Notes For Tally Erp 9
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Abhinav Easy Notes For Tally Erp 9
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Abhinav Easy Notes For Tally Erp 9
 - Setting Reading Goals Abhinav Easy Notes For Tally Erp 9
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Abhinav Easy Notes For Tally Erp 9
 - Fact-Checking eBook Content of Abhinav Easy Notes For Tally Erp 9
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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