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Technical Circular

Sub: Tally.ERP9 Software - use of EXAMPLE Template – reg.

1. Introduction.

    A new accounting template called 'EXAMPLE' template is prepared to use with Tally.ERP
software.   This template contains the actual data of a College under IHRD for the period from 1-4-
2012 to 4-6-2012. It contains common transactions which can be used as a reference guide for
new users of Tally software.

2. About Example Template

    The 'EXAMPLE' template for tally.ERP9 is now available at the *ihrdwebsite→accounts* section
for download.   Please download it into a temporary folder and extract it to a temporary folder.
Please copy the extracted folder '22223' to the Tally Data folder. (Please copy it to the same folder
where the template for 'Demo Company' is located.)

    Now you can use the template by selecting the option 'Select company' in Gateway of Tally.
Login to the company with the following credentials:

    User id : demo   Password : demo

3. How to use the Example template?

    Login to the company 'Example' with the user id 'demo'.   You can see that many options in
the Gateway of tally is not enabled. This is to prevent users unnecessarily modifying its content.
This 'Example' template is being distributed for reference purpose only.   It will help you to
understand how a typical type of transaction has to be entered in Tally. Since April/May months
has no entry related to Fee collection, few entries in June is also included to accommodate
examples of entries in the Fee Collection receipt.

    You can view the entries by the following method:

    Go to   Gateway of Tally→Reports→Display→Day book

    Now you can see the daybook entries in condensed format. You can alter the view by pressing
F12 and setting the following options.

    Format   : Detailed
    Show Narrations also : Yes

    Leave other options as it is.   Now you can see the Daybook in the detailed format which
will be more helpful for you to understand the voucher entries.

    You can see individual vouchers by pressing Alt**+Enter** Key combination within the Daybook.
Use PgUp & PgDn Keys to navigate to Previous/Next vouchers. Press Esc to return to Daybook.

You can print the Day book entries if necessary by pressing **Alt+P.** Printing options are displayed at the right most panel.

4. Bank Reconciliation

Go to Gateway of Tally→Banking→ Bank reconciliation
Select 'Bank Account(SB)'. Set period(F2) of display from 1-4-2012 to 31-05-2012.
The bank transaction entries for the above period are already reconciled. By default this page will display entries which are not yet reconciled.

Press F12 to enter into display configuration. Set the options as shown below:

Select vouchers to show   : All vouchers
Show narrations also   : Yes
Show reconciled Transaction also : Yes

Leave other options as it is. Complete entries by pressing 'Enter' Key.   Now you can see the reconciled bank entries.

5.   About Narrations.

You can see the narrations given for each transactions in Day book or Bank reconciliation statement. Now you may have realized the importance of giving narrations to each entries. As per the information given in the FAQ Ver 1.0, it is mandatory to give narrations in detail for each voucher entry.   This narrations will help you to :

 i) Understand each transaction at a later date
 ii) Easily identify entry errors , if any
 iii)   Easily verify each vouchers by Principal(HOI)
 iv)   Reduce no. of audit queries

6.   Reports.

      Please view the Balance sheet and   Receipt & Expenditure statement   in the 'Reports' section.   Use F12 to configure view options. Use detailed view option also. You can print these reports also.

      You have to forward the printed version of Receipt & Expenditure statement, BRS & Balance sheet   in printed form duly signed by the Head of Institution along with the monthly statement you normally forward to the Director, from January 2013.

7.   Feedback

    Please send your feedback and remarks on documents/template prepared for your use to ihrd.tally@gmail.com .   Please suggest us the details of Examples which you like to included in the next version of Accounting Guide Ver. 1.7 to the above mail id.

    After completing entries in your Institution's template from 1-4-2012 to 30-06-2012,   please zip the data folder(using winrar) of your institution and rename it to the format '10xxxJun12.rar', where xxx is your Institution code.   Please send this file to ihrd.acc@gmail.com which will be uploaded to the *Finance Server* of IHRD.

Sd/-
Special Officer(IT)