

Click Next to continue with the installation.
The Tally 9 Setup screen is displayed as shown.



Click I Agree to accept the terms and conditions.



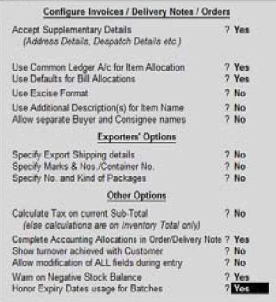
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Invoice/Orders Entry

This is another kind of configuration option under Tally configuration using that we can configure or set the options as per the need. Here we see...



Configure Invoices/Delivery Notes/Orders- This is an option using that you can set to accept supplementary details, Use common ledger A/C for item allocation, Use defaults for Bill Allocation, Use Excise format, Use Additional Description for item name and to allow separate buyer and consignee name

Exporter's Option- This option allows to specify export shipping details, specify Marks & Nos./Container No., Specify No. and kind of Packages.

Other Options-This is another option title contain several options like Calculate Tax on current sub-total, complete Accounting allocation in order/Delivery Note, Show turnover achieved with customer, allow modification of All fields during entry, Warn on Negative Stock Balance, Honor expiry dates usage for batches.

TALLY shortcuts & functions

Here we will see the shortcut keys & function keys used for a certain task used in Tally 9.0 business application...

Shortcuts Keys	Functions
ALT + 2	To Duplicate a voucher
ALT + A	To Add a voucher / To Alter the column in columnar report
ALT + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)
ALT + D	To delete a voucher To delete Accounting or Inventory master which is not used by any voucher or elsewhere in the alteration mode. To delete a column in any columnar report

Chapter 1: Basics of Accounting

Introduction

The systematic and comprehensive recording of financial transactions pertaining to a business is kindly referred as Accounting. Accounting also refers to the process of summarizing, analyzing and reporting these transactions. The financial statements that summarize a large company's operations, financial position and cash flows over a particular period are a concise summary of hundreds of thousands of financial transactions it may have entered into over this period. Accounting is one of the key functions for almost any business; it may be handled by a bookkeeper and accountant at small firms or by sizable finance departments with dozens of employees at larger companies.

वित्तीय दृष्टिकोण का निरूपण बचप तथा सम्पूर्ण रिकॉर्डिंग किसी बिजनेस के ताहत को एकाउंटिंग कहते हैं। एकाउंटिंग इन लेन-देन के रिकॉर्ड का विश्लेषण करने एवं सही मुल्यांकन करने की प्रक्रिया को भी कहा जाता है। एकाउंटिंग किसी बिजनेस का मुख्य फन्क्शन होता है। इसे किसी छोटे संस्था द्वारा एक बूक-कीपर द्वारा या एक एकाउंटिंग द्वारा व्यवस्थित किया जाता है और वहीं इस कार्य को किसी बड़ी संस्था में दर्जनों कर्मचारियों द्वारा व्यवस्थित किया जाता है।

Accounting, as an information system is the process of identifying, measuring and communicating the economic information of an organization to its users who need the information for decision making. It identifies transactions and events of a specific entity. A transaction is an exchange in which each participant receives or sacrifices value (e.g. purchase of raw material). An event (whether internal or external) is a happening of consequence to an entity (e.g. use of raw material for production). An entity means an economic unit that performs economic activities.

एकाउंटिंग एक सूचना प्रणाली है जो किसी संस्था की आर्थिक सूचना को मापने एवं उसका प्रहसन करने के लिए किया जाता है। यह किसी दृष्टिकोण (लेन-देन) और वस्तु को परिभाषित करता है। अकाउंटिंग से सम्बंधित कोई वस्तु का मतलब एक अर्थव्यवस्था ईकाई है जो अर्थव्यवस्था गतिविधियों को प्रस्तुत करता है।

Accounting helps us to have some information regarding the following...

- The nature and amnt of incomes.
- The nature and amounts of expenses.
- The nature and amounts of possible losses.
- The nature and amounts of actual losses.
- The size and volume of capital employed.
- The increase or decrease in the volume of capital employed.
- The nature and values of assets owned.
- The nature and values of liabilities outstanding.
- The specific amounts due to the business and their nature.
- The specific amounts due to the business and their nature.