

Tally Software Details-

Software Version- Silver/ Gold

Serial Number-

Serial Key-

Registered Email id-

Date Of License Activation-

IMPORTANT CONTACT DETAILS-

For Sales/Demo- 8860736513, 0214-4071688

Email id- foryou@expertadvisorz.com

For Support- 9999498435, 9717115412,

Email id-support@expertadvisorz.com

Dear Customer,

Greetings from **Expert Advisorz Management Pvt Ltd.!**

We are more than excited to welcome & serve you as an esteem client of **Expert Advisorz.**

We are honored for being your **“Technology Partner”** and happy to serve you for our specialized software suggestions, Implementation, Training and support.

As your **“Technology Partner”**, we help you to choose and implement the best suited software solution for your company’s requirements. Our experienced and friendly team is always there to guide you and your team. Requesting to please suggest and share some references, we will be grateful.

Further, we offer a wide range of professional services carried out by competent fulltime professionals and experts. At the basic level, there is the statutory & other audits and preparation of annual income tax statements. This is complemented by financial and management advisory services, tax and corporate counseling, business process outsourcing and various other services.

We value our clients and look forward to have a long-term mutual relationship.

Thanks & Regards,

Team Expert Advisorz



Need to add voucher

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Tally EPP 9

Tally ERP 9 is an accounting program that enables you to manage all your accounting stuff on a single command. Tally ERP 9 is the most trusted software in India with largest customer base which lets you manage your accounts, payroll, inventory and compliances smoothly.

We Expert Advisorz are committed to our customer satisfaction and will be happy to enable you more with our product and services.

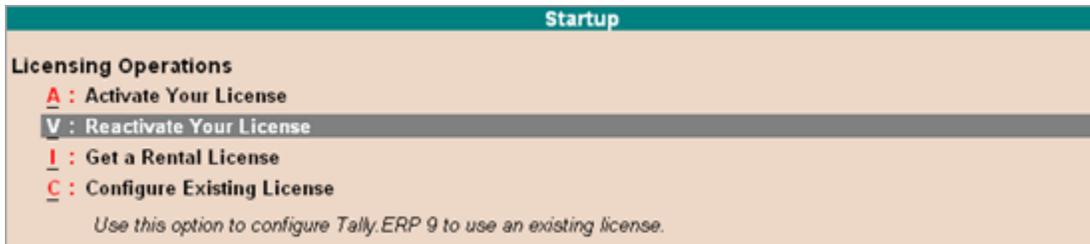
Based on our experience with the product, here are few frequently asked questions and their possible resolutions. You can follow these resolutions or alternatively you can call our customer support no. 0124-4071688.

Issues related to Activation/ Re-Activation/ Surrender and Renewal of License.

- **Re- Activate tally license-** When your tally is operating in Education Mode.
- **Surrender Tally License-** If you want to change your Operating System, your current system on which tally is activated or upgrade your Tally from Single to Multi user, you need to Surrender your Tally License and re-activate it again.
- **Renew Tally License-** You need to renew Tally license (TSS) on its expiry, to continue to avail all product updates and features.
- **Update Tally License-** You need to update your Tally ERP 9 license in case of following situations:
 - ✓ The latest version of Tally ERP 9 does not appear in the information panel.
 - ✓ TDL or other configurations linked to your account have to be used.
 - ✓ Add-ons purchased from Tally Shop have to be used.
 - ✓ Tally Software Services (TSS) subscription is renewed.
 - ✓ Your Tally ERP 9 has switched to Education Mode as it is unable to access the license in your computer.

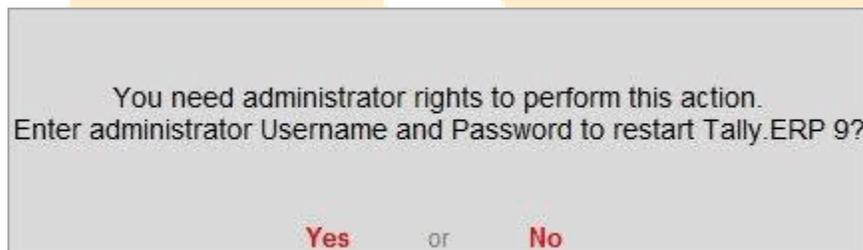
To reactivate your Tally. ERP 9 license

1. Start Tally. ERP 9.
2. Click **V: Reactivate** Your License in the Startup screen, as shown below:



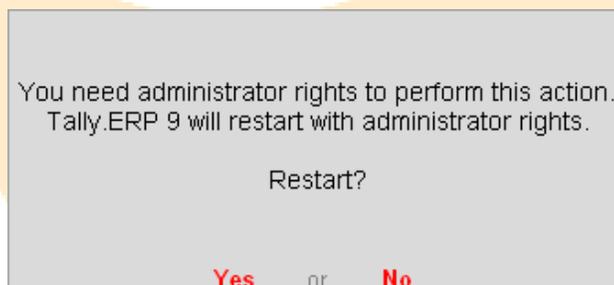
Note: You can alternatively, click **F12: Configure > Licensing > Reactivate License**.

- If you are a Microsoft Windows standard user, and do not have the required rights, a message appears as shown below:



Click **Yes**, and enter your computer administrator username and password to restart Tally. ERP 9 with administrator rights.

- If you have Microsoft Windows administrator rights, a message appears as shown below:



Click **Yes**, for Tally ERP 9 to restart with administrator rights.

3. Enter the **Administrator e-mail ID and Tally.NET password** in the **License Reactivation** screen, as shown below:



If you are the administrator of more than one site, the **License Reactivation** screen displays a **List of Sites** that can be reactivated, as shown below:

License Reactivation		List of Sites			
Select license to reactivate		Serial Number	Site ID	Account ID	Status
To surrender an active license, login to Control Centre and surrender the license.		762804027	bangalore site	user@tally.com	Surrendered
		790004547	Primary	user@tally.com	Active

Select the license that you want to reactivate.

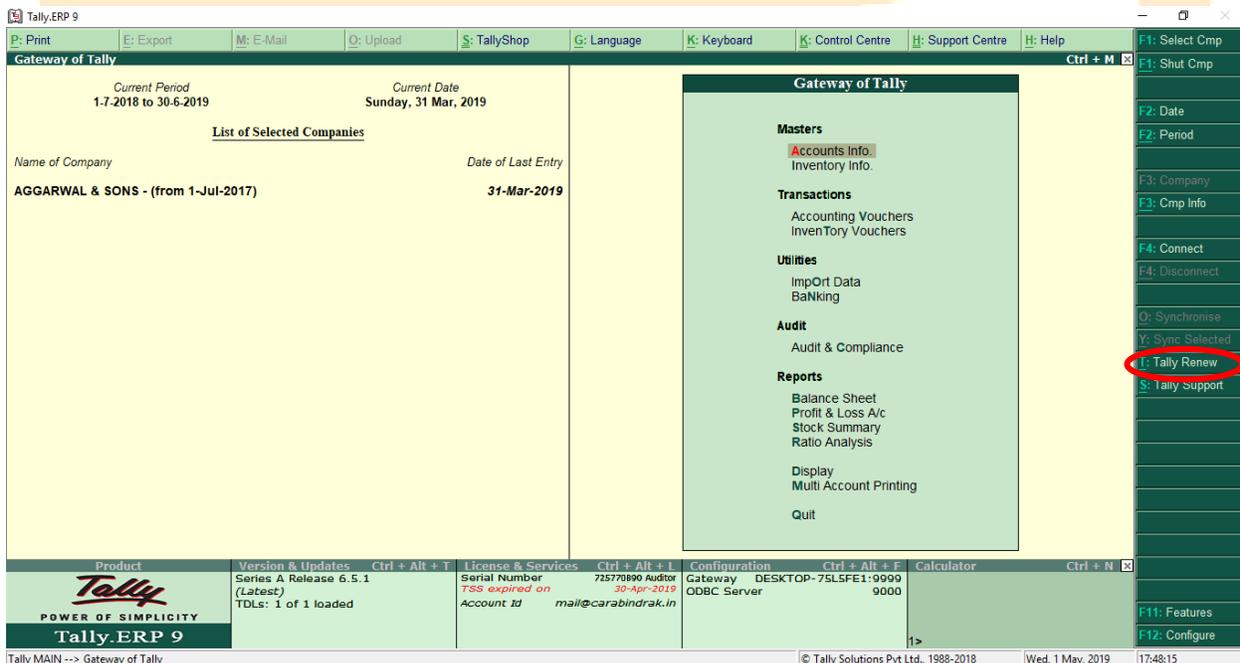
4. Press **Enter** to reactivate. A confirmation message appears on reactivation of your license.

To renew Tally License

You need to renew Tally license (TSS) on its expiry, to continue to avail all product updates and features. TSS details are displayed in the **License & Services** block of the **Information Panel**. These details appear in red, fifteen days prior to the expiry of TSS.

You can get product updates, statutory updates, banking services, remote access to data, data synchronization, and remote user creation and maintenance services with a valid TSS.

You can renew TSS by clicking on “TSS Renew” button which will take you to our website www.expertadvisorz.com or alternatively you can contact customer support on 8860736513 / 0124-4071688.



The screenshot shows the Tally ERP 9 Gateway of Tally interface. The main window displays the 'Gateway of Tally' menu with various options like Masters, Transactions, Utilities, Audit, and Reports. The 'License & Services' section is visible at the bottom, showing details for the current license, including the serial number, expiration date, and account ID. The 'TSS expired on' date is highlighted in red, and the 'TSS Renew' button is also highlighted in red.

Product	Version & Updates	License & Services	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 6.5.1 (Latest) TDLs: 1 of 1 loaded	Serial Number: 725770890 Auditor TSS expired on: 30-Apr-2019 Account ID: mail@carabindrak.in	Gateway: DESKTOP-75L5FE1:9900 ODBC Server: 9000	

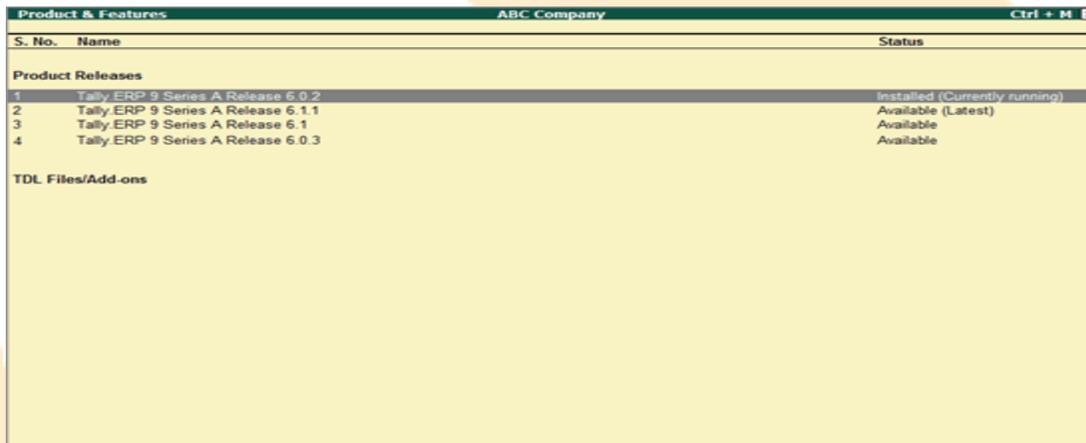
To uninstall Tally ERP 9

1. Go to Tally ERP 9 installation folder in your computer.
2. Double-click the **Setup.exe** icon.
3. Click Uninstall.

To update to the latest Tally ERP 9 release

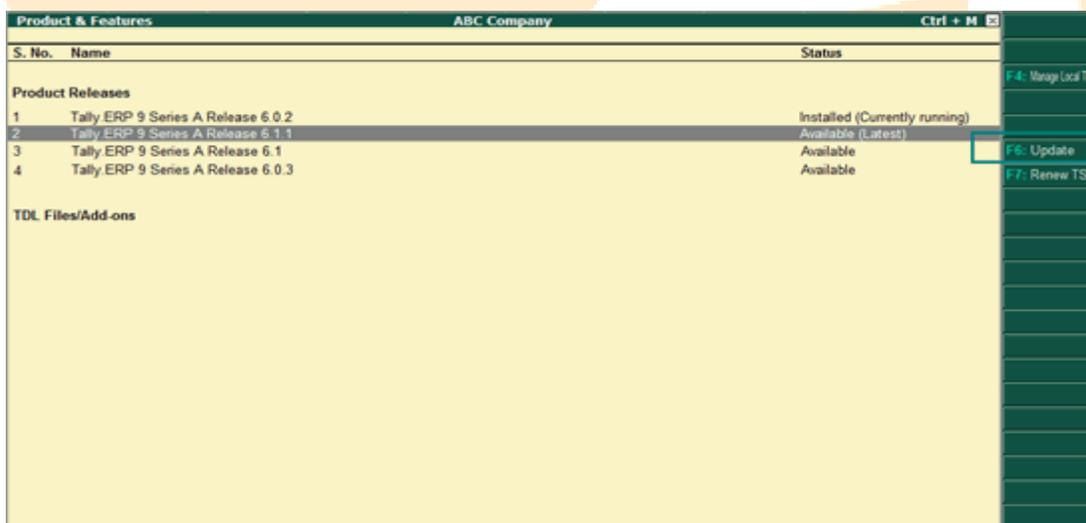
1. Go to Gateway of Tally > Select 'Ctrl+ Alt+ T'

The product and features screen will appear as shown below:



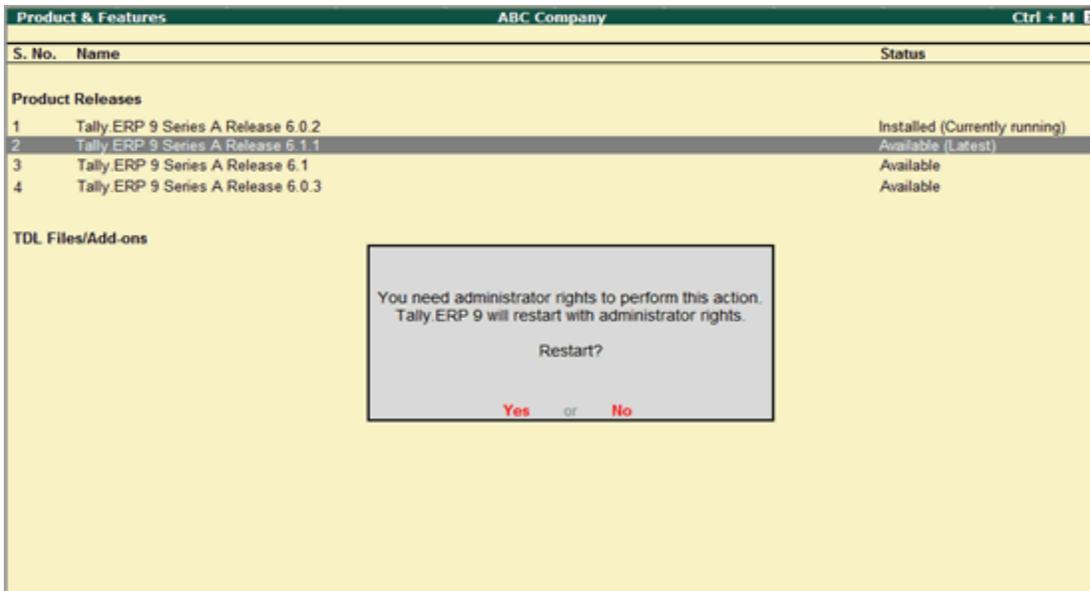
S. No.	Name	Status
Product Releases		
1	Tally ERP 9 Series A Release 6.0.2	Installed (Currently running)
2	Tally ERP 9 Series A Release 6.1.1	Available (Latest)
3	Tally ERP 9 Series A Release 6.1	Available
4	Tally ERP 9 Series A Release 6.0.3	Available
TDL Files/Add-ons		

2. Set **Show all releases?** to yes. This will ensure that all the available releases are listed.
3. Select the latest release.
4. Click **F6: Update** as shown below



S. No.	Name	Status
Product Releases		
1	Tally ERP 9 Series A Release 6.0.2	Installed (Currently running)
2	Tally ERP 9 Series A Release 6.1.1	Available (Latest)
3	Tally ERP 9 Series A Release 6.1	Available
4	Tally ERP 9 Series A Release 6.0.3	Available
TDL Files/Add-ons		

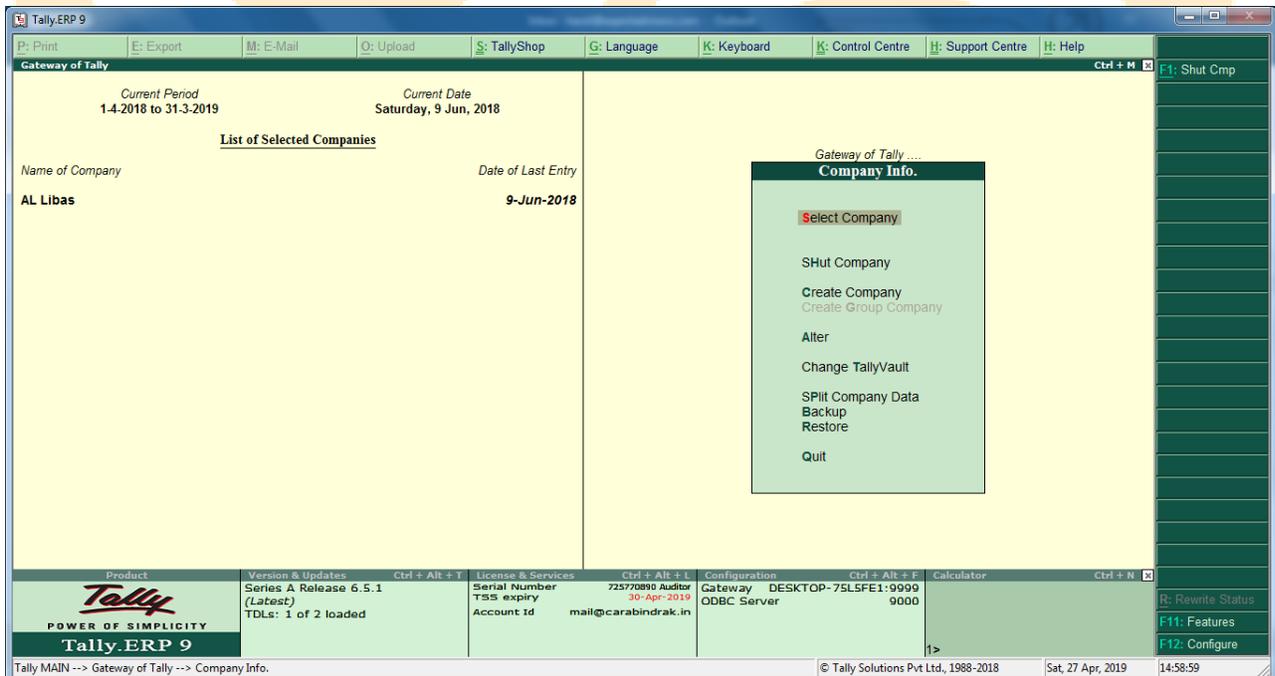
5. Tally ERP 9 will need to restart in administrator mode to update the product. Tally ERP 9 will automatically restart in administrator mode if you **click yes** in the screen below.



Your Tally ERP 9 is updated with the latest release.

Company Info. Menu of Tally. ERP 9

Press **ALT+ F3**

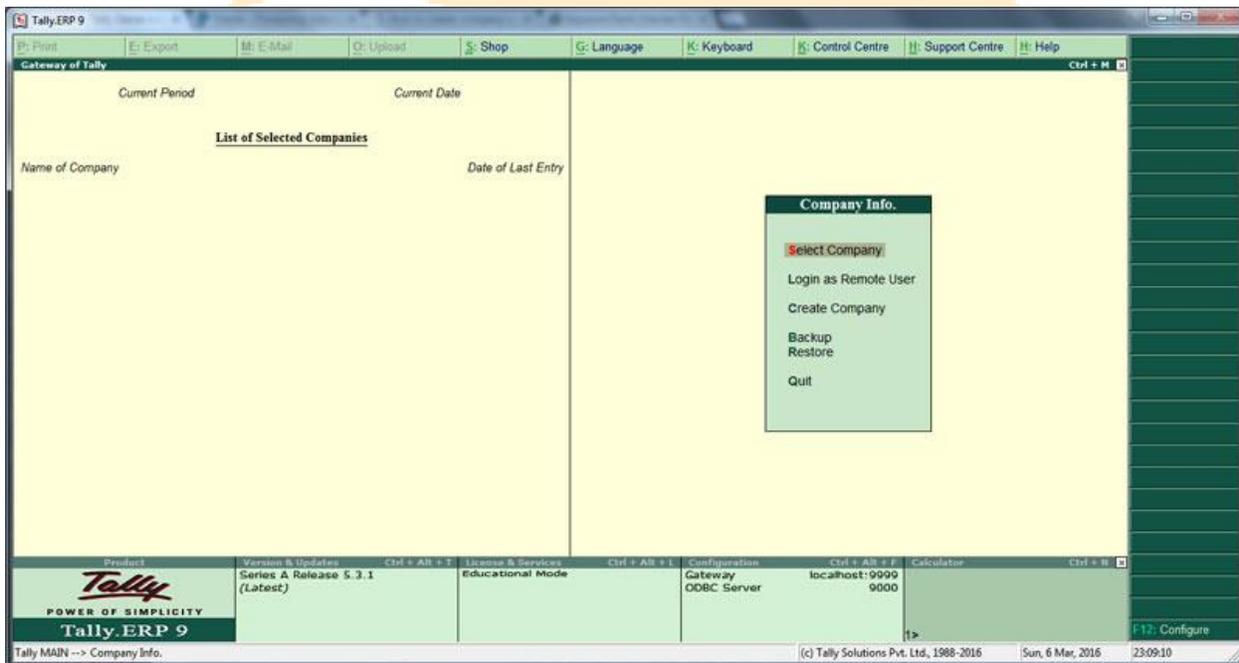


To Create a Company in tally

1. Double click on tally icon from your desktop.



If you are using Tally first time after installation, you will have a screen like below. This is the initial screen of the company. The right-hand side you will find a menu box namely Company info.



2. You are in company info **menu**. Now, how to create company in Tally ERP 9? To do this Select Create company from the menu using up and **down arrow key** and **Hit Enter Key**.



Company Creation screen will be displayed.

To Alter the Company details

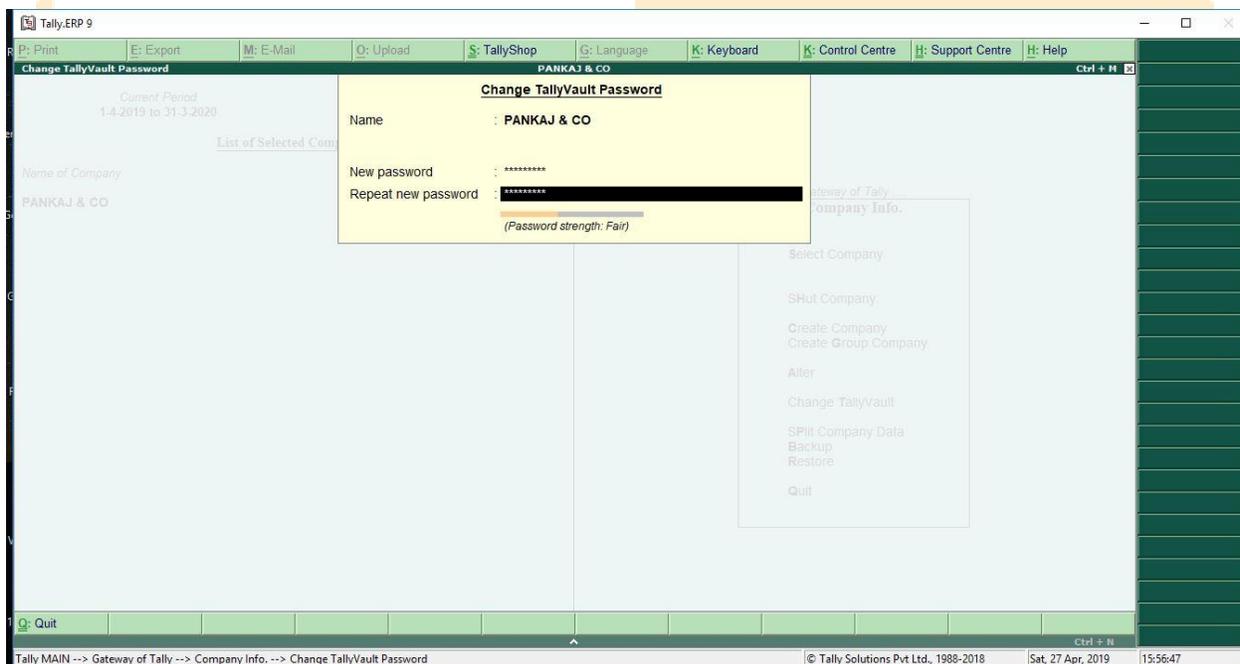
Allow you to edit the company details.

- Go to Company which you want to alter the details.
- Press ALT+F3
- Press A in Company Info
- Company creation Screen is opened to edit the company details

To Change or Remove Tally Vault Password in Tally

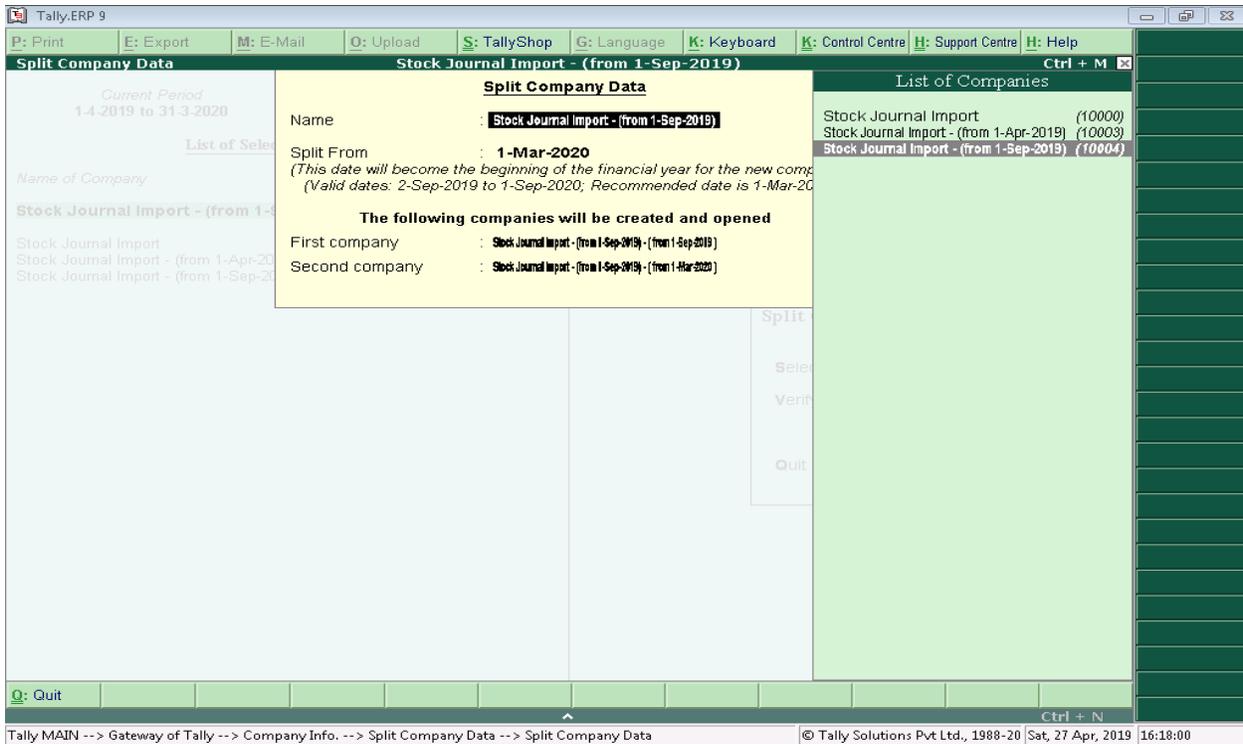
Allow you to change/remove tally vault password.

- Press on Tally Vault
- Set “New Password”
- Repeat the password for confirmation.
- Your “New Password” is set.



To Spilt Company Data in Tally

- Verify the data you want to spilt.
- Click on the spilt company.
- Select the period, you want to spilt.



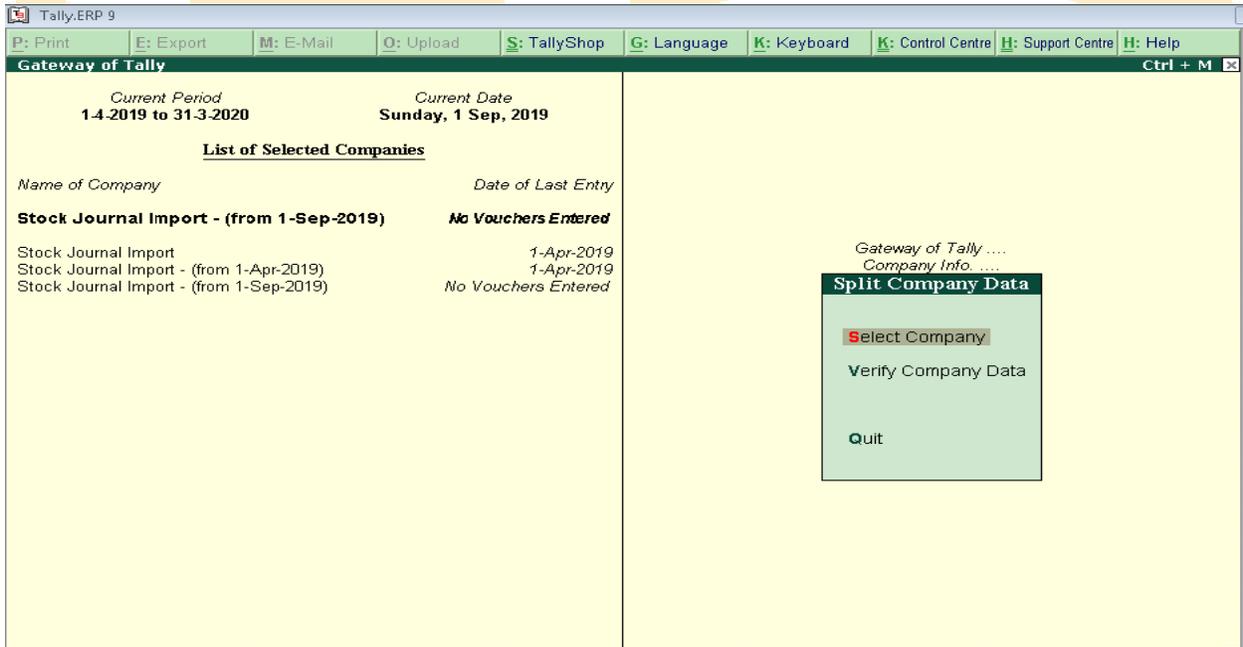
Split Company Data
 Current Period: 1-4-2019 to 31-3-2020
 Current Date: Sunday, 1 Sep, 2019

Split Company Data
 Name: **Stock Journal Import - (from 1-Sep-2019)**
 Split From: **1-Mar-2020**
 (This date will become the beginning of the financial year for the new company)
 (Valid dates: 2-Sep-2019 to 1-Sep-2020; Recommended date is 1-Mar-2020)

The following companies will be created and opened
 First company: **Stock Journal Import - (from 1-Sep-2019) - (from 1-Sep-2019)**
 Second company: **Stock Journal Import - (from 1-Sep-2019) - (from 1-Mar-2020)**

Name	Amount
Stock Journal Import	(10000)
Stock Journal Import - (from 1-Apr-2019)	(10003)
Stock Journal Import - (from 1-Sep-2019)	(10004)

➤ Select the company you want to spilt



Gateway of Tally
 Current Period: 1-4-2019 to 31-3-2020
 Current Date: Sunday, 1 Sep, 2019

List of Selected Companies

Name of Company	Date of Last Entry
Stock Journal Import - (from 1-Sep-2019)	No Vouchers Entered
Stock Journal Import	1-Apr-2019
Stock Journal Import - (from 1-Apr-2019)	1-Apr-2019
Stock Journal Import - (from 1-Sep-2019)	No Vouchers Entered

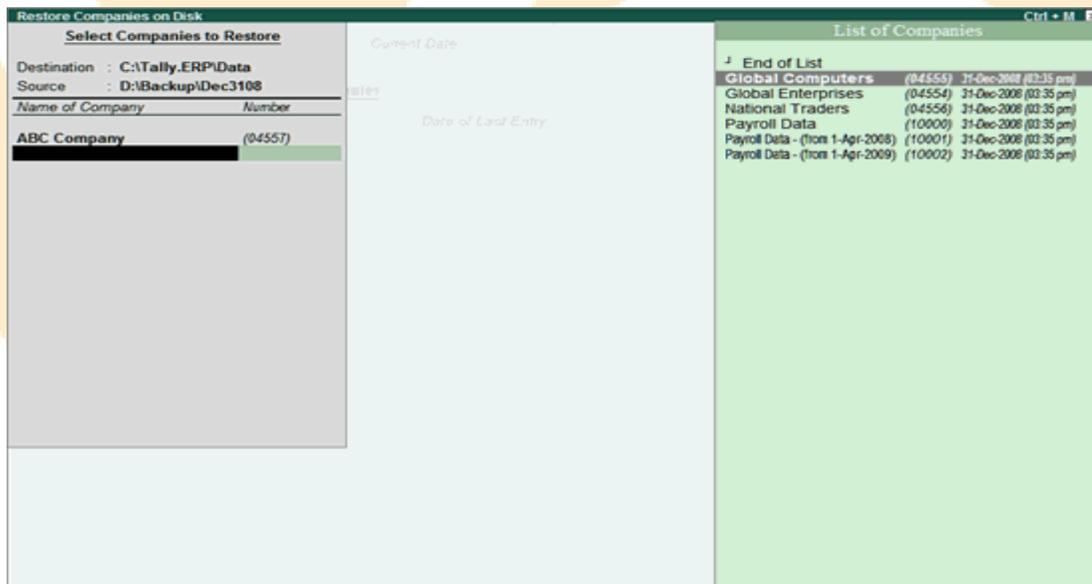
Split Company Data
 Select Company
 Verify Company Data
 Quit

Data Backup in Tally

- Go to the tally data folder->Locate the company number and zip the file.
- Press Alt+F3--> Select Back Up option--> Mention the Destination for Back Up File.
- Select the Company for Back Up.
- Gateway of tally>backup>enter source and destination for backup.
- Select company to backup.
- Press Enter.

To Restore the data backup

- Go to Gateway of Tally > F3: Cmp Info > Restore to view the Restore Companies screen.
- Destination - The folder path where your company data is to be restored. Do not restore backup data in the folder where your company data exists, since it may overwrite the existing data.
- Source - The folder path where the backup file is stored. You can restore data stored locally on your computer, on any external storage device, or on a storage space on the network.
- Select the required companies from the List of Companies. Select All items to restore data of all companies.



- Press **Ctrl+ A** to restore the data backup.

To enable the Accounting Features

1. Go to **Gateway of Tally > F11: Features > F1: Accounts**. The Company Operations Alteration screen appears as shown below:

Company: <u>ABC Company</u>			
<u>Accounting Features</u>			
General			
Maintain accounts only	? No	Invoicing	? Yes
Integrate accounts and inventory	? Yes	Enable invoicing	? Yes
Use Income and Expenses A/c instead of Profit and Loss A/c	? No	Record purchases in invoice mode	? Yes
Enable multi-currency	? No	Use debit and credit notes	? No
		Record credit notes in invoice mode	? No
		Record debit notes in invoice mode	? No
Outstanding Management			
Maintain bill-wise details	? Yes	Budgets and Scenario Management	
For non-trading accounts also	? No	Maintain budgets and controls	? No
Activate interest calculation	? No	Use reversing journals and optional vouchers	? No
Use advanced parameters	? No	Banking Features	
Cost/Profit Centres Management			
Maintain payroll	? No	Enable cheque printing	? Yes
Maintain cost centres	? No	(Use banking configuration in bank ledger master for cheque printing configuration)	
Use cost centre for job costing	? No	Edit banking features	? No
Maintain more than one payroll or cost category	? No	Set/alter post-dated transaction features	? No
Use pre-defined cost centre allocations in transactions	? No	Other Features	
Show opening balance for revenue items in reports	? No	Enable zero-valued transactions	? No
		Maintain multiple mailing details for company and ledgers	? No
		Set/alter company mailing details	? No
		Enable company logo	? n

F1: Accounts F2: Inventory F3: Statutory F6: Add-Ons

2. Enable the required options.
3. Press **Ctrl+ A** to accept.

If inventory vouchers and features are not appearing for your company, set the option **Maintain accounts** only to **No**, to use the Inventory features.

General

1. Integrate Accounts and Inventory

This option has a significant effect on the Balance Sheet and Profit & Loss Account. If set to Yes, it extracts the stock/inventory balance figures from the inventory records and provides a drill down to the Stock registers from the Balance Sheet.

If set to No, it ignores the inventory books figures and picks up manually entered closing stock balances from the ledger account created. This facilitates the maintaining of accounts and inventory separately.

Stock records often contain compensating errors caused by wrong allocation to items. This feature enables finalization of financial books without waiting for the reconciliation of stocks.

2. Income/Expense Statement Instead of P & L

By Default, this option is set to No.

If set to Yes – Tally ERP 9 displays Income & Expenses A/c instead of Profit & Loss A/c in the Gateway of Tally ERP 9 Menu. Income and Expenditure statement generally used for Non-Trading accounts and Profit & Loss a/c are used for trading accounts.

3. Allow Multi-Currency

By Default, this option is No.

Set this option to Yes, if you want to create multiple currencies and the Menu Currencies is displayed in Gateway of Tally > Accounts Info. menu.

Outstanding Management

4. Maintain Bill wise Details

The Bill-wise facility is made functional by setting this option to Yes. By activating the Bill wise feature, the ledger masters under Sundry Debtors and Sundry Creditors automatically displays an additional option called Maintain balances bill-by-bill. On setting this option to Yes, an additional option Default Credit Period is displayed.

When you enter details of sales and purchases with the Bill-wise option activated, Tally ERP 9 prompts you to identify the invoice with an appropriate reference number. The reference can then be used to allocate payments to the correct invoice to maintain an accurate account of outstanding.

(For Non-Trading A/cs also)

If you want to maintain bill wise details for Non-Trading Accounts also, set this option to Yes. Bill wise Details for Non-Trading Accounts is useful in those cases where one needs to track either an installment to be paid or a loan amount to be received over a certain period of time.

5. Activate Interest calculation

Set this option to Yes to enable Tally ERP 9 to calculate interest automatically based on the interest rate and style of calculation specified. Enabling this option allows interest calculation on outstanding balances for any ledger account or on each invoice for the period it is outstanding completely or partly.

6. Use advanced parameters

The advanced parameters are useful when interest rates change from time to time. Set this option to Yes to enable this function.

Cost/Profit Centers Management

7. Maintain Payroll

Set this option to Yes if you want to maintain Payroll information on Tally ERP 9 for the selected company.

8. Maintain Cost Centers

A Cost Centre can be defined as a unit of an organization to which transactions can be posted. When only costs or expenses are allocated to these units, they are referred to as Cost Centers. The Cost Centre feature is activated by setting this option to Yes.

9. Use Cost Center for Job Costing

Set this option to Yes to track all income and expenses for a Job/Project.

10. More than ONE Payroll/Cost category

Set this option to Yes to create more than one Payroll or Cost Category.

11. Use Pre-defined Cost Centre Allocations during Entry

Set this option to Yes to define Cost Centre Allocations. Refer Cost Centers and Cost Categories for details.

12. Show Opening Balance for Revenue Items in Reports

Set this option to Yes to display the opening balance in Cost Centre Report for the cost centers which are allocated to the Ledgers, grouped under Income and Expenses Group.

Invoicing

13. Allow Invoicing

Set this option to Yes, to create Sales and Purchase vouchers in the invoice format. The advantage of using the invoice format for sales invoice entry is that it enables automatic calculations of Duties and Taxes accounts.

14. Enter Purchases in Invoice Format

Set this option to Yes, to enable voucher class option in purchase voucher type.

15. Use Debit/Credit Notes

The Debit Note and Credit Note voucher types are made available only if this feature is set to Yes.

16. Use Invoice Mode for Credit Notes

Set this option to Yes to create Credit Notes in Invoice Mode.

17. Use Invoice Mode for Debit Notes

Set this option to Yes to create Debit Notes in Invoice Mode.

Budgets & Scenario Management

18. Maintain Budgets and Controls

Set this option to Yes, to create multiple budgets. The Budgets menu option is displayed in Gateway of Tally > Masters Info. > Accounts Info. menu.

19. Use Reversing Journals & Optional Vouchers

Setting this option to Yes displays the Scenario option in Accounts Info menu. You will now be able to create and alter Scenarios. You can enter the Reversing Journal and make it Optional, so that the entries do not to affect the books.

Banking Features

20. Enable Cheque Printing

Set this option to Yes, to enable Cheque Printing. Refer Cheque Printing for details.

Alter Banking Features

Set this option to Yes to alter features with respect to Banking. Refer Banking Features for details.

Other Features

21. Allow Zero Valued Entries in Vouchers

Set this option to Yes, to allow Zero valued entries in vouchers.

22. Maintain Multiple Mailing Details for Company & Ledgers

Set this option to Yes, to maintain multiple mailing details for your company and ledgers. Refer Multi Address for details.

23. Set/Alter Company Mailing Details

If this option is set to Yes, Tally ERP 9 will allow you to alter the Create/Alter Address Types.

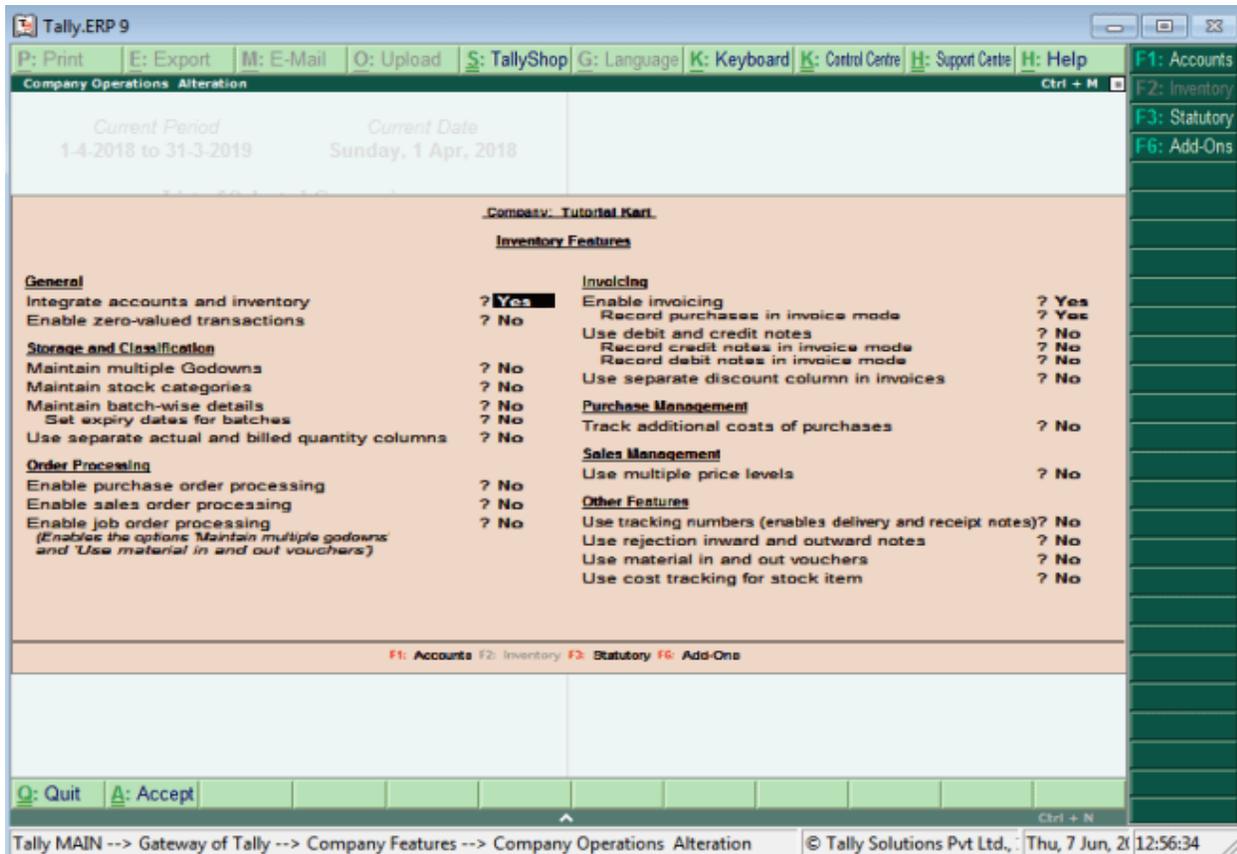
24. Enable Company Logo

This option allows to print the company's logo on the selected vouchers, reports and invoices.

Set this option to Yes, the Company Logo screen appears. Specify the path of the logo image file under Location of Logo (E.g. C:\Tally.ERP9\CompLogo.bmp). The Company's logo is printed on the top left of the respective voucher, report or an invoice.

To enable the Inventory Features

Path: Tally Main → Gateway of Tally → F11: Features → Company Features → Inventory Features or click on F2: Inventory.



General

- Integrate accounts and inventory: Choose this option as Yes to include stock or inventory balances in inventory records.
- Enable zero value transactions: Choose this option as Yes to allow the zero value transactions.

1. Storage and classification

- Maintain multiple godowns: Enable this option if you have more than one storage location and godowns for storing the materials.
- Maintain stock categories: Enable this to define or maintain stock categories.
- Maintain batch wise details: Enable this option to maintain batch wise details for stock items.

- Set expiry dates for batches: Enable this option for maintaining expire dates for batches
- Use separate actual and billed quantity columns

2. Order Processing

- Enable purchase order processing: Enable this option to define purchase orders
- Enable sales order processing: Enable this option to define sales orders
- Enable job order processing: Enable this option to define job orders.

3. Invoicing

- Enable Invoicing.
- Record purchases in invoice mode.
- Use debit and credit notes.
- Record credit notes in invoice mode.
- Record debit notes in invoice mode.

4. Purchase Management

- Track additional costs of purchases

5. Sales management

- Use multiple price levels.

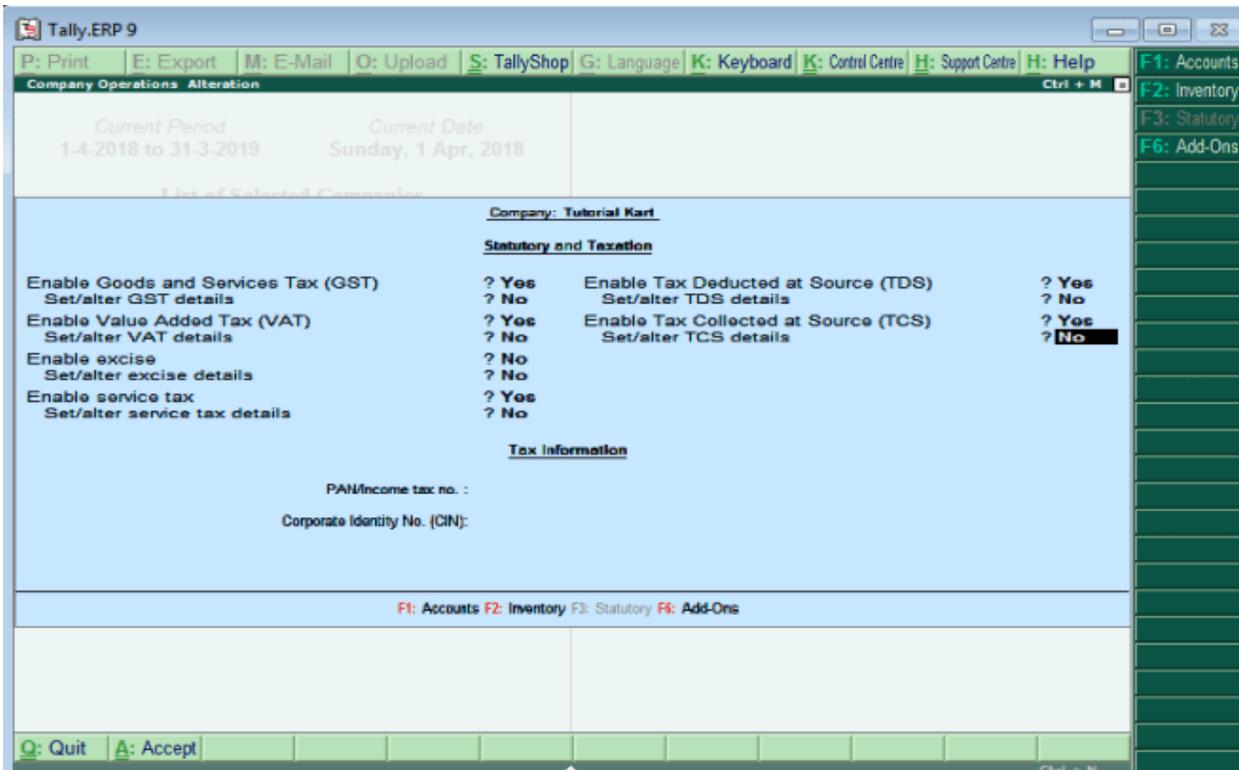
6. Other Features

- Use tracking numbers. (enables delivery and receipt notes)
- Use rejection inward and outward notes.
- Use material in and out vouchers.
- Use cost tracking for stock item.

NOTE-After enabled or disabled the features, choose A: Accept or press **ctrl+ A** to save the details.

To enable the Statutory & Taxation Features

Gateway of Tally → F11: Features → Company Features → Statutory Taxation or press function key F3.



1. **Enable Goods and Services Tax (GST):** Enable GST option to use GST tax for company
 - **Set/alter GST details:** Enable this option to change the GST details.
2. **Enable Value Added Tax (Vat):** Country India is now following GST tax, so disable this option as company is following GST tax.
 - **Set/Alter VAT details:** Choose this option as No
3. **Enable Excise:** Enable this option to use the Excise
 - **Set/alter excise details:** Enable this option to change the excise details
4. **Enable Service Tax:** Enable this option to use the service tax by company
 - **Set/alter service tax details:** Enable this option only to alter the service tax details
5. **Enable Tax deduction at Source:** Enable this option to use TDS
 - **Set/alter TDS details**
6. **Enable Tax collected at Source:** Enable this option to use TCS
 - **Set/alter TCS details**

7. Tax Information:

8. PAN/Income Tax No: Update the company permanent account number (PAN) / Income tax number in this field.

9. Corporate Identify No: Update the company CIN number in this field.

NOTE-After updating all the required details for statutory and taxation, choose A: Accept to save the details.

To Remote Access in Tally.ERP9

Requirements- To make use of the Remote Access feature in Tally. ERP 9-

- Tally.NET subscription
- System with Tally. ERP 9 (License or Educational Version in remote location)
- Internet connection

To Enable or Configure Remote Access feature in Tally. ERP 9:

1. Go to 'Gateway of Tally > F11: Company Info > Select Alter> Company'
2. Enter 'User id' and 'Password'
3. Go to 'Security ctrl' > Type of Security > Tally.net user.

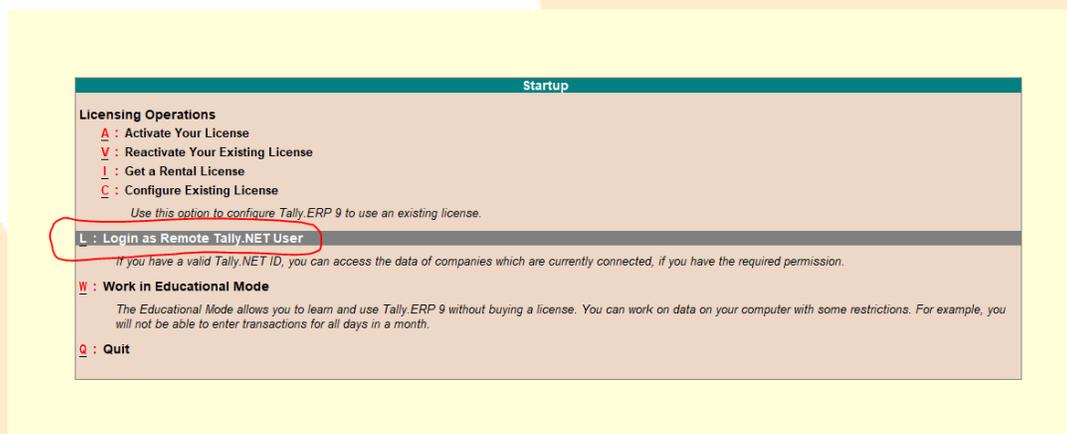
Security Levels		AGGARWAL & SONS - (fror
Name of security level	: Tally.NET User	
Use Basic Facilities of	: Tally.NET User	
Days allowed for Back Dated vouchers	: 0	
Cut-off date for Back Dated vouchers	:	
Set/Alter rules for Print Before Save	? No	
<i>(also applicable for Export/E-Mail/Upload)</i>		
Allow to override tax details	? Yes	
Allow company to connect	? Yes	
Use Tally.NET Authentication	? Yes	
Disallow the following Facilities		Allow the following Facilities
<i>(others will be allowed)</i>		<i>(to re-enable disallowed facilities)</i>
End of List		End of List

4. Go to 'Type of Security'> Enter 'User id' and 'Password'>.
5. Select 'Tally.net user'> Select 'User name'> Enter your 'mail id'.

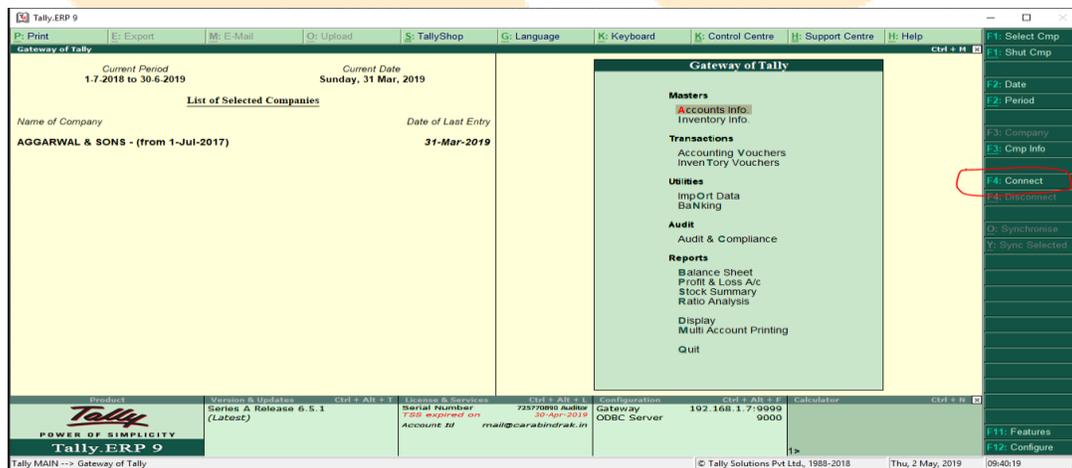
List of Selected Companies					
List of Users for Company					
Name: AGGARWAL & SONS - (from 1-Jul-2017)					
Security Level	Username	Password (if any)	Allow Remote Access	Allow Local TDL Files	Allow SMS Access
Tally.NET User	koshilkumar9557@gmail.com		No	No	No

To use Tally on Remote Access

- Run Tally in Educational Mode.
- Go to 'Tally Start up' and login in tally as 'Tally.net user'.



- Press 'Enter' > and Enter your Registered 'mail id' and 'password'.
- Press F4 to connect the company you want to access on Remote user.



NOTE- Speed of Tally ERP9 access on remote is slow, so we develop customized module to increase the speed. Tally ERP9 on cloud in which you are able to access tally anywhere and anytime. For more info contact us @ 8860736513, foryou@expertadvisorz.com

Tally. ERP 9 shortcut keys

The major Categories being:

Short cut Type	Explanation
F1: - Shut Company -	Functions with single underline With single line means ALT is the additional key used with the key displayed. e.g. ALT + F1 is the shortcut for shutting the Company.
F8: - Credit Note -	Function with double underline With double line means CTRL is the additional key used with the key displayed in the screen. e.g. CTRL+ F8 is the shortcut key for selecting Credit Note Voucher.
F2: - Date -	Function with no underline. With no line means only the displayed key is the shortcut key of that function. e.g. F2 is the key for date.

Shortcut Key	What is the function	Where to find
F1: -	To select the company or to open the company.	On Gateway of Tally
CTRL + F1: -	To select payroll voucher from Inventory Voucher/Accounting Screen	On Gateway of Tally > Inventory Voucher/Accounting Voucher > Payroll Voucher
CTRL + F2: -	To select Sales Order Voucher from Accounting Voucher/ Inventory Voucher Screen	On Gateway of Tally > Accounting Voucher/ Inventory Voucher > Sales Voucher
CTRL + F4: -	To select Purchase Order Voucher from Accounting Voucher Screen	On Gateway of Tally > Accounting Voucher / Inventory Voucher > Purchase Order Voucher
CTRL + F10: -	To select memorandum voucher	On Gateway of Tally > Accounting Voucher / Inventory Voucher > Memorandum Voucher
CTRL + F9: -	To select Debit Note Voucher	On Gateway of Tally > Accounting Voucher > Debit Note

CTRL + F8: -	To select Credit Note Voucher	On Gateway of Tally > Accounting Voucher > Credit Note
F8: -	To Select Sales Voucher	On Gateway of Tally > Accounting Voucher > Sales Voucher
F9: -	To select Purchase Voucher	On Gateway of Tally > Accounting Voucher > Purchase Voucher
F7: -	To select Journal Voucher	On Gateway of Tally > Accounting Voucher > Journal Voucher
F6: -	To select Receipts Voucher	On Gateway of Tally > Accounting Voucher > Receipts Voucher
F5: -	To select Payments Voucher	On Gateway of Tally > Accounting Voucher > Payments Voucher
F4: -	To Select Contra Voucher	On Gateway of Tally > Accounting Voucher > Contra Voucher
ALT + J: -	To select Job work out order voucher	On Gateway of Tally > Accounting Voucher / Inventory Voucher > Job Work Out Order
ALT + W: -	To select Job work in order Voucher	On Gateway of Tally > Accounting Voucher > Job work in order Voucher.

Shortcut Keys you can use while passing a Voucher Entry in Tally. ERP 9

Shortcut Key	Shortcut key function	Where to use
ESC: -	To remove what has been typed into the data field while preparing a voucher.	At all data entry or typing field
ALT + D: -	To delete a voucher/ To delete a master	All the reports screen which can be viewed in columnar format
ALT + C: -	To create a master	At Voucher entry screen
ALT + X: -	To cancel a voucher	From day book or list of vouchers
CTRL + A: -	To accept a form.	Wherever you use this key combination, that screen or report gets accepted as it is. This is a quick save option.
CTRL + V: -	To toggle between invoice and voucher mode	At creation of Sales/ Purchase Voucher screen
ALT + I: -	Insert a Voucher	When you want to toggle between Item and Accounting Invoice

ALT + 2: -	To duplicate a voucher	At sales ledger/ day book/ Ledgers > Place the cursor on the entry and press this short cut key to duplicate a Voucher.
CTRL + N: -	To switch to calculator	During all data entry

Shortcuts to use while Generating Reports in Tally. ERP 9

Shortcut key	Key function	Where to use
ALT + N: -	To view the reports in automatic columns	Multiple columns at all reports, Trail balance, Cash / bank books, group summary and journal register.
ALT + R: -	To remove / hide the line in a report	At all reports screen
ALT + P: -	To print the report	At all reports screen
ALT + E: -	To export the report in ASCII, Excel, HTML, PDF, XML format	At all reports screen
ALT + F1: -	To view detailed report	At all reports screen

Shortcut keys related to GST in Tally. ERP 9

Shortcut key	Usage	Where to use
Alt + J: -	To get statutory adjustment voucher	In journal voucher, In all GSTR Reports
Alt + S: -	To get statutory payment voucher	In payment voucher
CTRL + O: -	To open GST portal	In all GSTR Report
CTRL + E: -	To export return	In all GSTR Report
CTRL + A: -	To view accepted as it is	In all GSTR Report

TALLY Customized Modules available with us

Every business has unique requirements which need to be incorporated in standard tally. You can achieve this by customize the tally according to your needs.

We Expert Advisorz a 5 Star Partner of tally will be happy to introduce you with the new world of tally with our Customization and Support team.

Our Special attentions are:

Customized Invoice	Invoice customization according to your business requirements.
Uploaders (Upload Excel file to Tally)	With uploaders you can instantly import data from Excel to Tally.
Remote access of Tally	Access tally even if you are not in the same network.

Tally on Cloud	Easy, economical, efficient and secured way to use tally from anywhere, anytime.
Barcode Integration	Use tally to generate barcode and extract data by scanning barcode.
Multi-GST	Manage multi-GST tally of a Company in a single data with reporting for all GST registration separately.
Digital Signature	Use digital signature to sign your invoice and other documents.
Auto Back up	Take automated back-up of your data.
SMS/ Email Module	Send information to your customers/ suppliers and other stake holders via SMS/ Email.
Tracking of Duplicate Invoice Number	Track duplicate invoice number to avoid error in invoicing.
Godown Control	Control your godown entries.
Access Control	Control users through Access Control Customization.
Purchase Module with Indent	Facility to raise Indent for items to be purchased.
Reports with Image	Use images on your inventory.
School Management	Manage all processes of school on Tally.
Sales Man Module	Manage your Sales Man activities through Tally.