

# Introduction

## A Path Breaking Technology

**Tally.ERP 9 - It's Fast, Powerful, Scalable... And very Reliable!**

**Tally.ERP 9** is the world's fastest and most powerful concurrent Multi-lingual business Accounting and Inventory Management software. Tally.ERP 9, designed exclusively to meet the needs of small and medium businesses, is a fully integrated, affordable and highly reliable software. Built on the proprietary technology of Tally Solutions - **C:MuLATE** (Concurrent Multi-lingual Accelerated Technology Engine) - Tally.ERP 9 is a perfect fusion between the path-breaking Concurrent Multi-lingual Platform and an Object Oriented Database Engine. Technology on which someday all business accounting solutions will be built.

Tally.ERP 9 is easy to buy, quick to install, and easy to learn and use. Tally.ERP 9 is designed to automate and integrate all your business operations, such as sales, finance, purchasing, inventory, and manufacturing. With Tally.ERP 9, accurate, up-to-date business information is literally at your fingertips anywhere. The powerful new features and blazing speed and power of Tally.ERP 9 combine with enhanced MIS, Multi-lingual, Data Synchronization and Remote capabilities help you simplify all your business processes easily and cost-effectively.

### Simply the Best

The Tally.ERP 9 encompasses the following salient features :

- **Simplicity** : Tally.ERP 9 is simple, easy to setup and use. It also allows easy Keyboard operations. It requires basic knowledge of Accounts and English to use it.
  
- **Speed** : Tally.ERP 9 provides the capability to generate instant and accurate reports, which assists the management to take timely and correct decisions for the overall productivity and growth of the company.

- **Power** : Tally.ERP 9 allows the user to maintain multiple companies and with unlimited levels of classification & grouping capabilities. It also allows drill down facility from report level to transaction level.
- **Flexibility** : Tally.ERP 9 provides flexibility to generate instant reports for any given period (month/year) or at any point of time besides providing the facility to toggle between Accounting & Inventory reports of the same company or between companies.
- **Scalability** : Tally.ERP 9 suits to any style of business needs and eliminates the necessity for a business to change its style of operation, in order to adapt to the application.
- **Concurrent multi-lingual capability** : Tally.ERP 9 offers you the exclusive capability of maintaining your accounts in any Indian language, viewing them in another language and printing them in yet another Indian language.
- **Real time processing** : Immediate posting & updation of books of accounts as soon as the transactions are entered, thereby facilitating instant statements & Reports. It also facilitates real-time multi-user environment.
- **Accounting without Codes** : Tally.ERP 9 allows accounting with the regular names (the way you spell them or use in normal parlance) without any account codes.
- **Technical support** : Timely support is available from our experts at the Tally Service Partners (TSPs)
- **Online Help** : The Tally.ERP 9 Online Help (Alt+H) provides instant assistance on basic and advanced features or any other relevant topics of Tally.ERP 9.
- **Tally.NET** : is an enabling framework which establishes a connection through which the remote user can access the Client's data without copying / transferring the data.
- **Remote Access** : Tally.ERP 9 provides remote capabilities to access the data from anywhere and anytime.
- **Control Centre** : works as an interface between the user and Tally.ERP 9 installed at different sites and enables the user to centrally configure and administer Site/User belonging to an account.

□ **Support Centre** : allows a user can directly post his support queries on the functional and technical aspects of the Product.

□ **Auditor's Edition** : Tally.ERP 9 offers a special Auditors' Edition of Tally.ERP 9, which provides auditing and compliance capabilities exclusively for Chartered Accountants.

# Complete Book-keeping

Tally.ERP 9 maintains all books of accounts starting from record of vouchers to ledgers etc. You can use different types of vouchers like payment, receipt, sales, purchases, receipt notes, delivery notes and adjustment entry vouchers like journals, debit & credit notes.

Tally.ERP 9 inherits the principle of double entry system of book keeping and thus reduces possibilities of errors during voucher entry.

## 1.1 Simple & Easy Voucher Entry

Tally.ERP 9 provides flexibility to use predefined voucher types, comprising of accounting and inventory voucher types to record various business transactions. It also allows you to use Keyboard shortcut Keys as well as mouse operations during voucher entry.

### 1.1.1 User-defined Voucher Types

Tally.ERP 9 provides predefined vouchers and also allows you to create different types of vouchers and record, classify & segregate vouchers as per your requirements. For e.g. you can further classify payment vouchers, by creating voucher types with the names **Bank Payment** and **Cash Payment**.

To create a new Voucher Type,

Go to **Gateway of Tally > Accounts Info. > Voucher Type > Create**

- Enter the Voucher name
- Specify the **Type of voucher**
- Specify the **Method of numbering**
- Activate or deactivate the other functions as required

General		Printing	Name of Class
Name	: Bank Payment	Print after saving Voucher	? No
(alias)	:		
Type of Voucher	: Payment		
Abbr.	: Pymt		
Method of Voucher Numbering	? Automatic		
Use Advance Configuration	? No		
Use EFFECTIVE Dates for Vouchers	? No		
Make 'Optional' as default	? No		
Use Common Narration	? Yes		
Narrations for each entry	? No		

Accept ?  
Yes or No

Figure 1.1 Voucher Type Creation

### 1.1.2 Flexible Voucher Numbering

Tally.ERP 9 also allows you to set the voucher numbering as per your needs, which is either automatic or manual or none. Further, you can also assign a Prefix / Suffix or both along with the Voucher number and define the periodicity of restarting Voucher numbers during entry i.e., either from the beginning of every day, month, week, year or never.

From the above **Voucher Type Creation / Alteration** screen,

- Specify the **Method of Voucher Numbering**

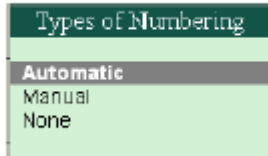


Figure 1.2 Types of Numbering

- Specify the **Advance Configurations** for Voucher Numbering, as required

Voucher Type Alteration (Secondary)		Universal Enterprises						Ctrl + M	
Name (alias)	Base	Starting Number		Width of Numerical Part		Prefill with ZERO			
		1		3		Yes			
		Restart Numbering			Prefix Details		Suffix Details		
Type of Voucher		Applicable From	Starting Number	Particulars	Applicable From	Particulars	Applicable From	Particulars	Use of Class
Abbr.		1-Apr-2008		1 Yearly	1-Apr-2008				
Method of Voucher									
Use Advance Co									
Use EFFECTIVE D									
Make 'Optional' as									
Use Common Narr									
Narrations for each									
* (c) Connected to									

### **1.1.3 Flexible classification of Account Heads / Chart of Accounts**

In Tally.ERP 9, there are 28 predefined groups which are widely used in Chart of Accounts of many trading organizations. Out of these, 15 groups are **Primary Groups** and the remaining 13 are **Sub-Groups**. Among the 15 predefined groups, 9 Groups are **Balance Sheet** items and the remaining 6 groups are **Profit & Loss A/c** items. However, you may also alter the nomenclature of these predefined 28 Groups.

Tally.ERP 9 allows you to define Account heads and groups as per your requirements, thereby facilitating multiple structural grouping. The flexibility & ease of creating user-defined Account Heads and groups (Chart of Accounts) as per nature of business or business practice makes Tally.ERP 9 to suit businesses across industries, verticals and geographies without changing the way they do their business.

**For Eg.**, You can have debtor's based on geographies viz., North Debtors, South Debtors, East Debtors & West Debtors and further subgroups based on states i.e., Karnataka Debtors, Maharashtra Debtors, Tamil Nadu Debtors. The states can also be classified into cities and so on.

## 1.2 Books & Registers

Tally.ERP 9 provides you capability to generate various books and registers for any specific period viz., month, date, and year and as on date. In Tally.ERP 9, once voucher entry is made, the transactions are automatically & immediately in the Day Book and other Books of Accounts without any additional effort. Tally.ERP 9 allows you to maintain and generate all primary books of accounts and registers like

- Cash Book
- Bank Book
- Purchase Register
- Sales Register
- Journal Register
- Debit Note Register
- Credit Note Register
- General Ledger

### 1.2.1 Cash Book

To generate **Cash Book**,

Go to **Gateway of Tally > Display > Account Books > Cash / Bank Book(s)**

- Select the required **Cash** Ledger Account
- Press **Enter** on the required month to view Cash transactions for a month

Ledger Vouchers		Universal Enterprises		Ctrl + M	
Ledger: Cash		1-Feb-2009 to 28-Feb-2009			
Date	Particulars	Vch Type	Vch No.	Debit	Credit
2-2-2009	Step-in Computers	Receipt	102	15,000.00	
5-2-2009	Travelling & Conveyance	Payment	312		2,103.00
6-2-2009	Staff Welfare Expenses	Payment	314		620.00
15-2-2009	Repairs & Maintenance - Guest Accomd.	Payment	320		300.00
21-2-2009	Janata Timbers	Receipt	105	30,000.00	
23-2-2009	Repairs & Maintenance - Guest Accomd.	Payment	325		3,110.00
26-2-2009	Subscriptions	Payment	329		420.00
27-2-2009	Canara Bank	Contra	26	1,00,000.00	
28-2-2009	Postage & Telegraph	Payment	330		350.00
				Opening Balance :	11,33,544.25
				Current Total :	1,45,000.00
				<b>Closing Balance :</b>	<b>12,71,641.25</b>

Cash Book

### 1.2.2 Bank Book

To generate **Bank Book**,

Go to **Gateway of Tally > Display > Account Books > Cash / Bank Book(s)**

- Select the required **Bank Account**
- Press **Enter** on the required month to view Bank transactions for a month

Ledger Vouchers		Universal Enterprises		Ctrl + M	
Ledger: <b>HDFC Bank</b>		1-Jul-2008 to 31-Jul-2008			
Date	Particulars	Vch Type	Vch No.	Debit	Credit
2-7-2008	<b>Challenger Systems</b>	Payment	83		1,00,000.00
6-7-2008	<b>HDFC Silver Credit Card</b>	Payment	86		10,770.00
8-7-2008	<b>Jet Roadways (P) Ltd.,</b>	Payment	89		5,000.00
12-7-2008	<b>Jain Realtors</b>	Payment	91		2,00,000.00
15-7-2008	<b>Worldwide Computers</b>	Receipt	30	1,00,000.00	
17-7-2008	<b>Computer Point</b>	Payment	95		90,460.00
17-7-2008	<b>Soft Stop</b>	Receipt	32	50,000.00	
18-7-2008	<b>Investments</b>	Payment	97		5,00,000.00
23-7-2008	<b>Arvind Kumar</b>	Receipt	33	3,920.00	
25-7-2008	(as per details)	Payment	101		19,603.66
	Chaitanya Auto Finance Co., 17,621.27 Dr				
	Interest on Car Loan A/c 1,982.39 Dr				
27-7-2008	<b>Canara Bank</b>	Contra	8		3,00,000.00
27-7-2008	<b>Fast Couriers</b>	Payment	102		1,179.78
28-7-2008	<b>Infinite Infosolutions</b>	Payment	103		1,10,000.00
28-7-2008	<b>Modern Advertisers</b>	Receipt	35	7,865.20	
29-7-2008	<b>Canara Bank</b>	Contra	9		1,80,000.00
30-7-2008	<b>TVS Electronics (I) Ltd.,</b>	Payment	106		2,00,000.00
30-7-2008	<b>Step-in Computers</b>	Receipt	36	25,000.00	
30-7-2008	<b>Telephone Link Ltd.,</b>	Payment	107		1,460.68
31-7-2008	<b>NextGen Systems</b>	Payment	108		25,500.00
31-7-2008	<b>Sai Infotech (P) Ltd.,</b>	Payment	109		50,000.00
31-7-2008	<b>Assembling Charges</b>	Payment	111		1,520.00
31-7-2008	<b>Bank Charges</b>	Payment	112		310.00
31-7-2008	<b>Silverplus Computers</b>	Receipt	37	10,00,000.00	
31-7-2008	(as per details)	Payment	114		1,377.00
	ESI Payable 1,005.00 Dr				
					9 more ...
Opening Balance :				26,11,264.33	
Current Total :				11,86,785.20	19,17,040.22
Closing Balance :				18,81,009.31	



Bank Book

### 1.2.3 Purchase Register

To generate **Purchase Register**,

Go to **Gateway of Tally > Display > Account Books > Purchase Register**

- Press **Enter** on the required month to view Purchase Transactions for a month

Voucher Register		Universal Enterprises		Ctrl + M	
List of All Purchase Vouchers				1-Apr-2008 to 30-Apr-2008	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
2-4-2008	NextGen Systems	Purchase	1		98,800.00
2-4-2008	Simco Machinery Co.,	Purchase	2	10,40,000.00	
2-4-2008	Cash	Purchase	3	832.00	
3-4-2008	Cash	Purchase	4	12,480.00	
3-4-2008	HP India Ltd.,	Purchase	5	1,03,500.00	
5-4-2008	NextGen Systems	Purchase	6	72,800.00	
6-4-2008	Chandra Timbers	Purchase	7	12,10,781.00	
7-4-2008	Vinayaga Trading Corporation	Purchase	8	2,05,795.00	
10-4-2008	New Era Computers	Purchase	9	10,920.00	
12-4-2008	NextGen Systems	Purchase	10	4,680.00	
16-4-2008	Fast Couriers	Purchase	11	1,683.60	
17-4-2008	New Buzz Traders	Purchase	12	9,360.00	
17-4-2008	Magnum Breweries	Purchase	13	2,40,000.00	
20-4-2008	TVS Electronics (I) Ltd.,	Purchase	14	7,87,500.00	
21-4-2008	Top Computers	Purchase	15	3,80,474.00	
24-4-2008	N.C.Jain	Purchase	16	468.00	
24-4-2008	Navin Traders	Purchase	17	2,153.00	
25-4-2008	Telephone Link Ltd.,	Purchase	18	1,346.88	
25-4-2008	New Era Computers	Purchase	19	4,680.00	
<b>Total:</b>				<b>41,88,243.48</b>	

Purchase Register

### 1.2.4 Sales Register

To generate **Sales Register**,

Go to **Gateway of Tally > Display > Account Books > Sales Register**

- Press **Enter** on the required month to view Sales Transactions for a month

Voucher Register		Universal Enterprises		Ctrl + M	
List of All Sales Vouchers				1-Nov-2008 to 30-Nov-2008	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
5-11-2008	Manjunath Systems	Sales	72	28,080.00	
5-11-2008	Nirmaan Timbers	Sales	73	11,58,298.88	
10-11-2008	Worldwide Computers	Sales	74	3,45,700.00	
12-11-2008	AVT Computers	Sales	75	4,888.00	
16-11-2008	Bright Traders	Sales	76	3,47,640.00	
22-11-2008	AVT Computers	Sales	77	1,03,500.00	
25-11-2008	Hindustan Timbers	Sales	78	5,66,865.00	
26-11-2008	Global Traders	Sales	79	1,56,000.00	
26-11-2008	Silverplus Computers	Sales	80	5,22,500.00	
27-11-2008	Futura Systems	Sales	81	67,500.00	
30-11-2008	Modern Advertisers	Sales	82	7,303.40	
<b>Total:</b>				<b>33,08,275.28</b>	

Sales Register

### 1.2.5 Journal Register

To generate **Journal Register**,

Go to **Gateway of Tally > Display > Account Books > Journal Register > Journal Register**

- Press **Enter** on the required month to view Journal Entries for a month.

Vaucher Register		Universal Enterprises		Ctrl + M	
List of All Journal Vouchers				1-Feb-2009 to 28-Feb-2009	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
12-2-2009	Vehicle Repairs & Maintenance	Journal	71	6,545.00	
15-2-2009	Commission Paid	Journal	72	15,000.00	
18-2-2009	Fuzitsy Systems	Journal	73		1,283.75
18-2-2009	Training & Orientation Expenses	Journal	74	9,300.00	
25-2-2009	Miscellaneous Expenses	Journal	75	2,580.00	
28-2-2009	Petrol Expenses	Journal	76	2,670.00	
28-2-2009	Carriage Inwards	Journal	77	1,250.00	
28-2-2009	Transportation & Packaging	Journal	78	5,000.00	
28-2-2009	Output VAT @ 12.5%	Journal	79	2,44,227.25	
28-2-2009	PF Admin Expense	Journal	80	331.90	
28-2-2009	VAT Adjustment A/c	Journal	81	72,071.25	

Journal Register

### 1.2.6 Debit Note Register

To generate **Debit Note Register**,

Go to **Gateway of Tally > Display > Account Books > Journal Register > Debit Note Register**

- Press **Enter** on the required month to view Debit Notes for a month.

Voucher Register		Universal Enterprises		Ctrl + M	
List of All Debit Note Vouchers				1-Jan-2009 to 31-Jan-2009	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
12-1-2009	New Buzz Traders	Debit Note	3	260.00	
14-1-2009	Top Computers	Debit Note	4	364.00	

Debit Note Register

### 1.2.7 Credit Note Register

To generate **Credit Note Register**,

Go to **Gateway of Tally > Display > Account Books > Journal Register > Credit Note Register**

- Press **Enter** on the required month to view Credit Notes for a month or press **F2** and specify the period

Voucher Register		Universal Enterprises		Ctrl + M	
List of All Credit Note Vouchers				1-Apr-2008 to 31-Mar-2009	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
30-4-2008	Global Traders	Credit Note	1		624.00
3-5-2008	Computer Junction	Credit Note	2		24,960.00
1-8-2008	Computer Junction	Credit Note	3		520.00

Credit Note Register

### 1.2.8 Day Book

To generate **Day Book**,

Go to **Gateway of Tally > Display > Day Book**

Specify the required period to view transactions entered for that particular day, week and year or for any specified period.

Day Book		Universal Enterprises		Ctrl + M	
Day Book		1-Apr-2008 to 31-Mar-2009			
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
				Inwards Qty	Outwards Qty
2-4-2008	HDFC Bank	Contra	1		20,000.00
2-4-2008	Computer Junction	Receipt	1		50,440.00
2-4-2008	Mohan's Share Capital A/c	Receipt	2		15,00,000.00
2-4-2008	Computer Junction	Sales	1	51,420.00	
2-4-2008	InfoSoft Solutions	Sales	2	32,937.60	
2-4-2008	NextGen Systems	Purchase	1		98,800.00
2-4-2008	Simco Machinery Co.,	Purchase	2		10,40,000.00
2-4-2008	Cash	Purchase	3		832.00
3-4-2008	Computer Junction	Receipt	3		49,920.00
3-4-2008	Cash	Purchase	4		12,480.00
3-4-2008	HP India Ltd.,	Purchase	5		1,03,500.00
5-4-2008	HDFC Bank	Contra	2		50,000.00
5-4-2008	InfoSoft Solutions	Receipt	4		32,937.60
5-4-2008	Computer Junction	Sales	3	14,560.00	
5-4-2008	NextGen Systems	Purchase	6		72,800.00
5-4-2008	Vinayaga Trading Corporation	purchase order	1		1,97,870.00
6-4-2008	Travelling & Conveyance	Payment	1	1,500.00	
6-4-2008	Chandra Timbers	Purchase	7		12,10,781.00
7-4-2008	Vinayaga Trading Corporation	Purchase	8		2,05,785.00
7-4-2008	Wireless Mouse	Receipt Note	1		10 Nos
8-4-2008	Janata Timbers	Sales	4	4,90,437.00	
9-4-2008	NextGen Systems	Payment	2	28,000.00	
9-4-2008	Arvind Kumar	Receipt	5		15,000.00
9-4-2008	Arvind Kumar	Sales	5	26,000.00	
9-4-2008	Assembled PIV	Delivery Note	5		10 Nos
9-4-2008	Assembled PIV	Mfg Journal	1		10 Nos
10-4-2008	New Era Computers	Payment	3	2,920.00	
10-4-2008	Universal Systems	Sales	8	2,31,300.00	
10-4-2008	New Era Computers	Purchase	9		10,920.00
12-4-2008	Arvind Kumar	Receipt	6		10,000.00

971 more ... 1

### **1.2.9 General Ledger**

#### **Day Book**

As discussed earlier, you can define the Chart of Accounts i.e. - maintain groups, ledger masters etc., as required by your business and maintain detailed ledger system, for both Personal and Nominal Accounts.

### **1.3 Statements of Accounts**

Tally.ERP 9 provides you capability to generate, print, mail or upload various Financial Statements and reports viz., Balance Sheet, Profit & Loss A/c, Trial Balance, Cash Flow, Fund Flow, Receivables, Payables & Stock Statements and so on.

#### **1.3.1 Receivables and Payables Management**

Accounts Receivables are the amounts that you are to receive from the sundry debtors while Accounts Payables are the amounts you have to pay to sundry creditors. Tally.ERP 9 provides complete bill wise information of amounts receivable as well as payable, either on party wise, group wise or Billwise. This feature tracks bills, payments/receipts including advances on one-to-one basis.

To view **Outstandings**:

- Set **Maintain Bill-wise Details** to **Yes** in **F11: Accounting Features**
- Create a **Party** (Ledger A/c) under **Sundry Debtors / Sundry Creditors** group
- Set **Maintain balances bill by bill** to **Yes** for the parties during ledger creation
- Go to **Gateway of Tally > Accounting Vouchers > Sales (F8) or Purchase (F9)** accordingly and enter the transaction by specifying a **Bill reference No.** along with due dates for the amount to be received or paid in the **Bill Allocations** for screen (you can also break up the amount into multiple reference numbers with different due dates)

To view **Receivables / Payables Reports**

Go to **Gateway of Tally > Display > Statement of Accounts > Outstandings > Receivables**

(to view due to the company).

The report displays bill-by-bill outstanding for all the parties with the pending amount along with the due date.

Bills Outstanding		Universal Enterprises		Ctrl + M	
Bills Receivable			1-Apr-2008 to 31-Mar-2009		
Date	Ref. No.	Partys' Name	Pending Amount	Due on	Overdue by days
5-Apr-2008	2	Computer Junction	14,560.00	4-Jun-2008	300
24-Apr-2008	071	Global Traders	1,50,356.00	1-May-2008	334
25-Apr-2008	8	Amar Computer Peripherals	15,000.00	25-Apr-2008	340
30-Apr-2008	9	Supreme Computers Peripherals	12,656.25	15-May-2008	320
1-May-2008	8	Horizon Systems	42,736.00	31-May-2008	304
5-May-2008	1254	Advview Consultants	12,000.00	5-May-2008	330
5-May-2008	10	Arvind Kumar	14,852.00	4-Jun-2008	300
5-May-2008	9	Computer Junction	52,000.00	4-Jun-2008	300
25-May-2008	20	Hindustan Timbers	5,97,724.88	25-May-2008	370
5-Jun-2008	23	Janata Timbers	5,76,061.00	5-Jun-2008	299
28-Jun-2008	32	S.V.S Computers	89,437.50	28-Jun-2008	276
2-Jul-2008	24	Computer Junction	79,040.00	1-Aug-2008	242
7-Jul-2008	22	Prism Softlinks	16,875.00	6-Aug-2008	237
15-Jul-2008	28	Venkateshwara Softwares	59,725.00	15-Jul-2008	255
28-Jul-2008	26	Step-in Computers	32,500.00	26-Jul-2008	248
27-Aug-2008	27	Sterling Business Solutions	14,062.50	27-Aug-2008	276
3-Sep-2008	29	Futura Systems	90.00	3-Sep-2008	200
5-Sep-2008	NEC/INV/0043	New Era Computers	707.00	5-Oct-2008	777
15-Sep-2008	30	Amar Computer Peripherals	4,680.00	15-Sep-2008	797
21-Sep-2008	31	Office Automation Systems	79,750.00	21-Sep-2008	797
8-Oct-2008	33	Gaitonde Traders	53,125.00	8-Oct-2008	774
18-Oct-2008	1387	Advview Consultants	3,000.00	18-Oct-2008	764
25-Oct-2008	35	Prism Softlinks	9,659.50	25-Oct-2008	757
25-Oct-2008	51	Universal Systems	2,600.00	9-Dec-2008	772
6-Nov-2008	70	Nirmaan Timbers	11,58,298.88	6-Nov-2008	745
22-Nov-2008	52	AVT Computers	58,388.00	22-Nov-2008	729
25-Nov-2008	74	Hindustan Timbers	5,66,865.00	25-Nov-2008	726
27-Nov-2008	98	Futura Systems	67,500.00	27-Nov-2008	724
				19 more ...	
			83,18,106.02		

Bills Outstanding Report - Bills Receivables

To view amounts payable by your company, select **Payables** in the **Out-standings** menu. You can also toggle between **Payables** or **Receivables** reports, by clicking **F4**.

To view **individual Party wise outstanding**,

- Select **Ledger** in the **Outstandings** menu,

Ledger Outstandings		Universal Enterprises		Ctrl + M	
Ledger: Zen Enterprises		1-Apr-2008 to 31-Mar-2009			
Date	Ref. No.	Opening Amount	Pending Amount	Due on	Overdue by days
12-Jun-2009	ZE/3571b	5,200.00 Cr	4,144.00 Cr	27-Jul-2008	247
21-Jun-2008	ZE/542	3,640.00 Cr	3,640.00 Cr	8-Aug-2008	238
21-Jan-2009	13	3,744.00 Dr	3,744.00 Dr	7-Mar-2009	24
		5,096.00 Cr	4,040.00 Cr		

#### Ledger Outstandings Report

You will get a report displaying bill-by-bill details of all outstandings for the concerned party along with the total outstanding amount. You can also view details of cleared bills, by using the options in the button bars.



To View **Group Outstanding Reports:**

- Select **Group** in the **Outstandings** menu and then select the specific **group** or **sub group**.

Group Outstandings		Universal Enterprises		Ctrl + M
		South Debtors		
		Universal Enterprises		
		1-Apr-2008 to 31-Mar-2009		
		Pending Bills		
		Debit	Credit	
All India Computer Institute		25,320.00		
Amar Computer Peripherals		19,680.00		
Anind Kumar		40,852.00	41,360.00	
AVT Computers		53,368.00		
Computer Junction		1,45,600.00	51,940.00	
Fortune Computer Services		34,240.00		
Futura Systems		87,590.00		
Gaitonde Traders		53,125.00		
Global Traders		3,17,918.00		
Horizon Systems		42,736.00		
Office Automation Systems		79,750.00		
Prism Softlinks		25,534.50		
Silverplus Computers		12,86,800.00		
Step-in Computers		32,500.00		
Sterling Business Solutions		14,062.50		
Supreme Computers Peripherals		12,666.25		
S.V.S Computers		89,437.50	93,015.00	
Venkateshwara Softwares		59,725.00		
		24,06,914.75	1,86,315.00	

Group Outstandings Report

You can also view **Ageing Analysis** of Oustandings, by defining various ranges of periods and view outstanding across the specified time slabs. **For eg.**, you can specify 0 to 30 days, 30 to 45 days and 45 to 75 days and so on.

To View **Ageing Analysis Report**

Go to **Gateway of Tally > Display >Outstandings >Receivables or Payables**

- Select **F6 (Age wise)**

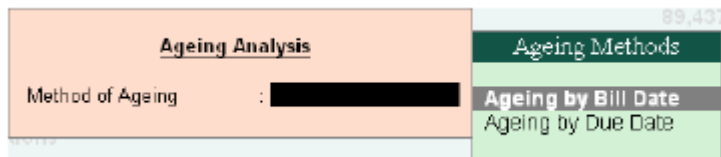


Figure 1.15 Ageing Methods

- Specify **Ageing Methods** and the **Periods**

Bills Outstanding		Universal Enterprises		Ctrl + M	
Bills Receivable			1-Apr-2008 to 31-Mar-2009		
Date	Ref. No.	Party's Name	Pending (< 60 days) 60 to 90 days 90 to 120 days > 120 days		
			Amount		
5-Apr-2008	2	Computer Junction	14,560.00		14,560.00
24-Apr-2008	071	Global Traders	1,50,356.00		1,50,356.00
25-Apr-2008	8	Anar Computer Peripherals	15,000.00		15,000.00
30-Apr-2008	9	Supreme Computer Peripherals	12,656.25		12,656.25
1-May-2008	8	Horizon Systems	42,736.00		42,736.00
5-May-2008	1254	Adview Consultants	12,000.00		12,000.00
5-May-2008	10	Arvind Kumar	14,852.00		14,852.00
5-May-2008	9	Computer Junction	52,000.00		52,000.00
25-May-2008	20	Hindustan Timbers	5,97,724.88		5,97,724.88
5-Jun-2008	23	Janata Timbers	5,76,061.00		5,76,061.00
28-Jun-2008	32	S.V.S Computers	89,437.50		89,437.50
2-Jul-2008	24	Computer Junction	79,040.00		79,040.00
7-Jul-2008	22	Prism Softlinks	16,875.00		16,875.00
19-Jul-2008	23	Venkateshwara Softwares	59,725.00		59,725.00
26-Jul-2008	25	Step-in Computers	32,500.00		32,500.00
27-Aug-2008	27	Scaling Business Solutions	14,062.50		14,062.50
3-Sep-2008	29	Futura Systems	90.00		90.00
5-Sep-2008	NEC/IN/0043	New Era Computers	707.00		707.00
15-Sep-2008	30	Anar Computer Peripherals	4,680.00		4,680.00
21-Sep-2008	31	Office Automation Systems	79,750.00		79,750.00
8-Oct-2008	33	Gaitonde Traders	53,125.00		53,125.00
18-Oct-2008	1387	Adview Consultants	3,000.00		3,000.00
25-Oct-2008	35	Prism Softlinks	9,659.50		9,659.50
25-Oct-2008	51	Universal Systems	2,600.00		2,600.00
6-Nov-2008	70	Nirmaan Timbers	11,58,298.88		11,58,298.88
22-Nov-2008	52	AVT Computers	58,388.00		58,388.00
25-Nov-2008	74	Hindustan Timbers	5,66,865.00		5,66,865.00
27-Nov-2008	33	Futura Systems	67,500.00		67,500.00
			<b>19 more ...  </b>		
			93,18,196.02	39,84,118.13	6,41,870.38
			9,07,868.00	37,84,249.51	

Ageing Analysis Report

You may also view the **Ageing Analysis** report by **due date** or by **bill date**.

### 1.3.2 Group Summaries

The group summary statement shows the closing balances of the accounts of a selected group for a specified period up to the current date. The default view is that of sub-groups within a group.

To view **Group Summary**,

Go to **Gateway of Tally > Display > Account Books > Group Summary**

□ Select a **Group** (Sundry Debtors / Sundry Creditors or any other group or you may select

**Primary** to display summary for all the groups)

□ Press **Alt+F1** for detailed view

Group Summary		Universal Enterprises		Ctrl + M
Particulars	Sundry Debtors			
	Universal Enterprises			
	1-Apr-2008 to 31-Mar-2009			
	Closing Balance			
	Debit	Credit		
<b>East Debtors</b>	<b>2,33,900.00</b>			
Universal Systems	2,33,900.00			
<b>North Debtors</b>	<b>30,800.00</b>			
Computer World	30,800.00			
<b>South Debtors</b>	<b>22,24,685.25</b>	<b>4,085.50</b>		
All India Computer Institute	25,320.00			
Amer Computer Peripherals	19,660.00			
Anind Kumar			508.00	
AVT Computers	58,388.00			
Computer Junction	93,660.00			
Fortune Computer Services	34,240.00			
Futura Systems	67,590.00			
Galtonde Traders	53,125.00			
Global Traders	3,17,918.00			
Horizon Systems	42,736.00			
Office Automation Systems	79,750.00			
Priam Softlinka	26,534.60			
Silverplus Computers	12,86,800.00			
Step-in Computers	32,500.00			
Sterling Business Solutions	14,062.50			
Supreme Computers Peripherals	12,656.25			
S.V.S Computers			3,577.50	
Venkateshwara Softwares	69,725.00			
<b>Sundry Debtors - Overseas</b>	<b>14,949.80</b>			
Fuzitsy Systems	14,949.80			
				5 more ...
<b>Grand Total</b>	<b>61,45,422.18</b>	<b>4,085.50</b>		

Group Summary

### 1.3.3 Columnar Reports

Tally.ERP 9 provides columnar reports for transactions of Sales, Purchase and Journal as well as specific Ledgers and Cash / Bank Books.

To view **Columnar Reports**,

Go to **Gateway of Tally > Display > Account Books**

- Select a register (**Sales/Purchase/Journal**).
- Drill down to the **List of Vouchers**
- Press **F5** to view columnar reports as shown in the figure below (This is an option to choose the ledger accounts or configure the columns to contain the required information)

Voucher Register										
Universal Enterprises										
List of All Sales Vouchers										
1-Apr-2008 to 31-Mar-2009										
Date	Particulars	Voucher Type	Vch No.	Quantity	Rate	Gross Total	Interstate Sales @ 4%	Transportation & Packaging	CST Tax @ 4%	Sales AMC for Computers
										14 more ... →
3-Apr-2008	Computer Junction	Sales	1	2 Nos	24,000.00/Nos	51,420.00	48,000.00	1,500.00	1,920.00	
2-Apr-2008	InfoSoft Solutions	Sales	2			32,937.60				30,000.00
5-Apr-2008	Computer Junction	Sales	3	1,610 Nos	8.70/Nos	14,560.00				
8-Apr-2008	Janata Timbers	Sales	4	50 MT	8,500.00/M7	4,90,437.00				
9-Apr-2008	Arvind Kumar	Sales	5	1 Nos	25,000.00/Nos	26,000.00				
10-Apr-2008	Universal Systems	Sales	6	10 Nos	22,000.00/Nos	2,31,300.00	2,20,000.00	2,500.00	8,800.00	
13-Apr-2008	Hindustan Timbers	Sales	7	30 MT	9,000.00/M7	3,11,572.13				
24-Apr-2008	Global Traders	Sales	8	35.0 Box	200.00/Box	7,280.00				
25-Apr-2008	Global Traders	Sales	9	5 Nos	2,000.00/Nos	10,400.00				
25-Apr-2008	Amar Computer Peripherals	Sales	10	10 Nos	12,000.00/Nos	1,33,125.00				
25-Apr-2008	Silverplus Computers	Sales	11	20 Nos	22,000.00/Nos	4,61,100.00				
30-Apr-2008	Supreme Computer Peripherals	Sales	12	15 Nos	11,000.00/Nos	1,85,625.00				
30-Apr-2008	Modern Advertisers	Sales	13			5,612.00				
1-May-2008	Horizon Systems	Sales	14	298 Nos	363.78/Nos	1,12,736.00				
3-May-2008	Office Automation Systems	Sales	15	15 Nos	7,400.00/Nos	1,24,875.00				
5-May-2008	Computer Junction	Sales	16	6 Nos	25,000.00/Nos	1,59,500.00	1,50,000.00	3,500.00	6,000.00	
5-May-2008	Arvind Kumar	Sales	17	113 Nos	695.13/Nos	81,692.00				
10-May-2008	Computer World	Sales	18	15 Nos	24,000.00/Nos	3,76,900.00		2,500.00	14,400.00	
15-May-2008	Nirmaan Timbers	Sales	19	60 MT	8,500.00/M7	5,98,510.13				
25-May-2008	Worldwide Computers	Sales	20	25 Nos	25,000.00/Nos	6,52,500.00	6,25,000.00	2,500.00	25,000.00	
25-May-2008	Hindustan Timbers	Sales	21	60 MT	8,500.00/M7	5,97,724.88				
30-May-2008	Modern Advertisers	Sales	22			7,640.48				
5-Jun-2008	AVT Computers	Sales	23	6 Nos	12,000.00/Nos	81,000.00				
5-Jun-2008	Janata Timbers	Sales	24	900 MT	600.00/M7	5,76,061.00				
										93 more ... ↓
	Grand Total					3,45,16,595.42	60,54,625.00	65,000.00	2,56,585.00	65,000.00

Columnar Sales Register

Different type of reports can be generated for each of the primary statement/ report generated in Tally.ERP 9. It is to be noted that Tally.ERP 9 provides the columnar comparison of data for different periods and budgets only for the Group Summary.

### 1.4 Credit Limits

Tally.ERP 9 provides you with the feature to set threshold limits for the trading transactions with your Sundry Debtors. On setting the Credit Limits, transactions beyond the specified limit are restricted. This feature is very significant in reducing potential bad debts.

To activate **Credit limits**,

- Set **Maintain Budgets & Controls** to **Yes** in **F11: Accounting Features**

To set **Credit limits**,

Go to **Gateway of Tally > Accounts Info. > Ledgers >Credit Limits**,

- Select the required **Group**.
- Specify the **Credit limit** for each ledger account and the applicable credit period

Multi Ledger Limit Alteration		Universal Enterprises		Ctrl + M
Under Group : Sundry Debtors		1-Apr-2008 to 31-Mar-2009		
S.No.	Name of Ledger	Credit Limit	Credit Period	
1	more			
5.	Batiwala & Co.	7,00,000.00 Dr	30 Days	
6.	Best Systems Pvt Ltd	7,50,000.00 Dr	45 Days	
7.	Bright Traders	4,00,000.00 Dr		
8.	Computer Junction	5,00,000.00 Dr	60 Days	
9.	Computer World	32,00,000.00 Dr	45 Days	
10.	Fortune Computer Services	12,00,000.00 Dr	30 Days	
11.	Futura Systems	5,00,000.00 Dr	45 Days	
12.	Fuzitsy Systems	10,00,000.00 Dr		
13.	Gaitonde Traders	3,00,000.00 Dr	60 Days	
14.	Global Traders	5,00,000.00 Dr	30 Days	
15.	Hindustan Timbers	45,00,000.00 Dr	45 Days	
16.	Horizon Systems	7,50,000.00 Dr	30 Days	
17.	InfoSoft Solutions	8,00,000.00 Dr	60 Days	
18.	Janata Timbers	12,00,000.00 Dr	30 Days	
19.	K.P.Bhutia	5,00,000.00 Dr	30 Days	
20.	Manjunath Systems	8,00,000.00 Dr	45 Days	
21.	M.M.Lal	5,00,000.00 Dr	30 Days	
22.	Modern Advertisers	12,00,000.00 Dr	45 Days	
23.	Nirmaan Timbers	3,00,000.00 Dr	30 Days	
24.	Office Automation Systems	10,00,000.00 Dr	45 Days	
25.	Prism Softlinks	9,00,000.00 Dr	60 Days	
26.	Silverplus Computers	54,00,000.00 Cr	45 Days	
27.	Soft Stop	15,00,000.00 Dr	30 Days	
28.	Step-In Computers	30,00,000.00 Dr	45 Days	
29.	Sterling Business Solutions	9,00,000.00 Dr	30 Days	
30.	Supreme Computers Peripherals	2,50,000.00 Dr	15 Days	
31.	S.V.S Computers	3,00,000.00 Dr	30 Days	
32.	Universal Computers	4,50,000.00 Dr	60 Days	
33.	Universal Systems			
34.	Venkateshwara Softwares			
35.	Worldwide Computers			

Accept ?  
 Yes or No

Credit Limits for Ledger Accounts

You can also define the **Credit Limits** for individual ledger accounts at the time of **creation /Alteration**, in the **Ledger Master screen**.

## **1.5 Bank Reconciliation**

Tally.ERP 9 provides you the facility to reconcile the transactions of your Bank Book with the Bank Statement and instantly displays the Balance at Bank and as per the Bank Book, this facility significantly helps in planning your payouts. The reconciliation of bank transaction using the reconcile feature is very simple and easy to use, by simply entering the date of debit / credit of a particular transaction in the Bank.

To view **Bank Reconciliation Statement**:

Go to **Gateway of Tally > Display > Account Books > Cash/Bank Book**

- Select the required **Bank Account** and press **Enter** on the required month (or **F2** and specify the required period from which you want to reconcile your bank accounts)
- Press **F5: Reconcile**
- **Enter the date of clearing** (date on which the transaction is being debited / credited) from the Bank Statement.

Bank Reconciliation		Universal Enterprises		Ctrl + M	
Ledger: HDFC Bank		(Reconciliation - All Vouchers)		1-Jun-2008 to 30-Jun-2008	
Date	Particulars	Vch Type	Bank Date	Debit	Credit
↑ ... 22 more					
2-4-2008	Cash	Contra	2-4-2009		20,000.00
2-4-2008	Capital	Receipt	2-4-2009	55,00,000.00	
5-4-2008	Cash	Contra	2-4-2009		50,000.00
2-4-2008	Computer Junction	Receipt	5-4-2009	50,440.00	
9-4-2008	NextGen Systems	Payment	15-4-2009		28,000.00
13-4-2008	NextGen Systems	Payment	17-4-2009		4,680.00
18-4-2008	New Buzz Traders	Payment	22-4-2009		4,500.00
26-4-2008	Hyundai Motors (I) Pvt. Ltd.,	Payment	30-4-2009		2,00,000.00
30-4-2008	Travelling & Conveyance	Payment	3-5-2009		21,650.00
30-4-2008	Assembling Charges	Payment	3-5-2009		1,520.00
3-5-2008	Canara Bank	Contra	3-5-2009		2,00,000.00
8-5-2008	Jet Roadways (P) Ltd.,	Payment	12-5-2009		8,000.00
17-5-2008	Canara Bank	Contra	17-5-2009		3,00,000.00
15-5-2008	Office Automation Systems	Receipt	20-5-2009	1,00,000.00	
25-5-2008	Cholamandalam Auto Finance Coy.,	Payment	30-5-2009		19,603.66
30-5-2008	Cash	Contra	30-5-2009		1,00,000.00
29-5-2008	D R D O, Bangalore	Receipt	3-5-2009	1,00,000.00	
31-5-2008	Assembling Charges	Payment	4-5-2009		1,520.00
31-5-2008	D R D O, Bangalore	Receipt	4-5-2009	2,31,300.00	
6-5-2008	Jain Realtors	Payment	12-6-2009		4,00,000.00
8-5-2008	Jet Roadways (P) Ltd.,	Payment	15-6-2009		8,500.00
18-6-2008	Top Computers	Payment	22-6-2009		3,65,840.00
22-6-2008	TVS Electronics (I) Ltd.,	Payment	26-6-2009		2,00,000.00
29-6-2008	Cash	Contra	29-6-2009		1,00,000.00
25-6-2008	Cholamandalam Auto Finance Coy.,	Payment	30-6-2009		19,603.66
30-6-2008	Assembling Charges	Payment	3-7-2009		1,520.00
30-6-2008	D R D O, Bangalore	Receipt	4-7-2009	5,00,000.00	
30-6-2008	D R D O, Bangalore	Receipt	4-7-2009	2,00,000.00	
Balance as per Company Books :				26,11,264.33	
Amounts not reflected in Bank :				66,94,992.48	37,83,728.15
<b>Balance as per Bank :</b>					<b>3,00,000.00</b>

Bank Reconciliation Report

After reconciliation, you may also toggle to other reports, by pressing the relevant buttons from the Button Bar.

You may also specify the **effective date of reconciliation** in the **Bank Ledger Master** to predefine the date of reconciliation for transaction starting from where you want to reconcile.

## 1.6 Flexible Reporting

Tally.ERP 9 can be used to generate financial reports, accounting reports, inventory reports, statutory reports and management control reports.

### 1.6.1 Bird's eye View/ Drill Down Display:

Tally.ERP 9's unique features provide you with the required information at a glance. For example- Ratio Analysis and Statistics provide you with wealth of information for decision making in a single screen.

Ratio Analysis		Universal Enterprises		Ctrl + M
Principal Groups	Universal Enterprises 1-Apr-2008 to 31-Mar-2009	Principal Ratios	Universal Enterprises 1-Apr-2008 to 31-Mar-2009	
<b>Working Capital</b>	82,39,721.82 Dr	<b>Current Ratio</b>	2.51 : 1	
<i>(Current Assets - Current Liabilities)</i>		<i>(Current Assets : Current Liabilities)</i>		
<b>Cash-in-hand</b>	10,19,901.25 Dr	<b>Quick Ratio</b>	2.26 : 1	
<b>Bank Accounts</b>	29,35,492.67 Dr	<i>(Current Assets - Stock-in-hand : Current Liabilities)</i>		
<b>Bank OD A/c</b>		<b>Debt/Equity Ratio</b>	0.04 : 1	
<b>Sundry Debtors</b>	65,16,336.88 Dr	<i>(Loans (Liability) : Capital Account + Nett Profit)</i>		
<i>(due till today)</i>	<b>73,00,627.27 Dr</b>	<b>Gross Profit %</b>	27.55 %	
<b>Sundry Creditors</b>	50,76,720.00 Cr	<b>Nett Profit %</b>	19.76 %	
<i>(due till today)</i>	<b>48,62,156.00 Cr</b>	<b>Operating Cost %</b>	80.24 %	
<b>Sales Accounts</b>	3,15,70,847.80 Cr	<i>(as percentage of Sales Accounts)</i>		
<b>Purchase Accounts</b>	2,41,98,897.80 Dr	<b>Recv. Turnover in days</b>	69.20 days	
<b>Stock-in-hand</b>	13,58,831.73 Dr	<i>(payment performance of Debtors)</i>		
<b>Nett Profit</b>	62,38,991.92 Cr	<b>Return on Investment %</b>	63.15 %	
<b>Wkg. Capital Turnover</b>	3.83	<i>(Nett Profit / Capital Account + Nett Profit )</i>		
<i>(Sales Accounts / Working Capital)</i>		<b>Return on Wkg. Capital %</b>	75.72 %	
<b>Inventory Turnover</b>	23.23	<i>(Nett Profit / Working Capital) %</i>		
<i>(Sales Accounts / Closing Stock)</i>				

Ratio Analysis



The **Statistics** showing list of masters and vouchers will appear as shown :

Statistics		Universal Enterprises		Ctrl + M
Types of Vouchers	Universal Enterprises 1-Apr-2008 to 31-Mar -2009	Types of Accounts	Universal Enterprises 1-Apr-2008 to 31-Mar -2009	
Attendance	23	Groups	59	
Bank Payment	0	Ledgers	250	
Commercial Invoice	0	Cost Categories	4	
Contra	30	Cost Centres	5	
Credit Note	3	Stock Groups	9	
Debit Note	4	Stock Categories	11	
Delivery Note	26	Stock Items	33	
Excise - Purchase	0	Godowns	6	
Excise - Sales	0	Voucher Types	25	
Journal	91	Units	12	
Memorandum	2	Currencies	2	
Mfg Journal	23	Budgets & Scenarios	7	
Payment	378	Attendance/Production Types	3	
Payroll	37	Employee Groups	3	
Physical Stock	0	Employees	6	
Purchase	96			
Purchase Order	24			
Receipt	117			
Receipt Note	23			
Rejections In	1			
Rejections Out	2			
Reversing Journal	1			
Sales	117			
Sales Order	1			
Stock Journal	3			
<b>Total</b>	<b>1,001</b>			

Statistics

### 1.6.2 Drill Down Display

Tally.ERP 9 allows you to drill down from any report to its various lower levels till the voucher level. For e.g. you can view a Balance Sheet report and select a required group from it and drill down to the voucher level. Any changes made by you in the voucher (i.e. if allowed by current security levels), are reflected real time at all levels.

### 1.6.3 Date based Reporting

In Tally.ERP 9, you can generate reports by selecting a particular date or a date range. You can also compare reports of two selected periods, months or financial years. Reports in Tally.ERP 9 are generated based on the transaction date and not on the date of actual entry thereby ensuring accurate representation of information. Tally.ERP 9's unique and simple approach to reconcile bank statements is based on date of transaction and realisation.

### 1.6.4 Voucher and Cheque Printing

Tally.ERP 9 provides you with a facility to print all types of vouchers. You can print a voucher on save or you can print it later. It is also possible to print formal receipts and cheques. The real benefit for a user is that you issue cheques to parties only after accounting the payment transactions

To activate **Cheque printing**,

Go to **Gateway of Tally > F11: Features > F1: Accounting Features**

- Set **Enable Cheque Printing** to **Yes**
- Enable **Set/Alter Cheque Printing Configuration** to **Yes**
- **Enter the Company Name on the Cheque** (if cheque is not preprinted with Company Name)
- **Enter the Bank Name** (as created in the Ledgers)

<u>Company Cheque Details</u>	
Company Name on Cheque :	<b>Universal Enterprises</b>
Names of Banks :	<b>HDFC Bank</b>

Bank Accounts	
<input type="checkbox"/>	End of List
<input type="checkbox"/>	Canara Bank
<input type="checkbox"/>	Citi Bank Credit Card
<input checked="" type="checkbox"/>	<b>HDFC Bank</b>

Company Cheque Details Screen

- **Enter the Cheque Dimensions**

<u>Cheque Printing Configuration</u>	
<i>(All Dimensions in mm only)</i>	
Width of Cheque	: <b>204</b>
Height of Cheque	: <b>92</b>
Distance of Date Line from Top Edge	: <b>9</b>
Starting Location of Date from Left Edge	: <b>160</b>
Distance of Party's Name Line from Top Edge	: <b>20</b>
Starting Location of Name from Left Edge	: <b>14</b>
Width of Name area	: <b>170</b>
Distance of 2nd Amt-in-words Line from Top Edge	: <b>40.50</b>
Height (gap) of Amt-in-words Line	: <b>6</b>
Starting Location of Amt-in-words from Left Edge	: <b>33</b>
Width of Amt-in-words area	: <b>100</b>
Distance of Amt-in-figures Line from Top Edge	: <b>36</b>
Starting Location of Amt-in-figures from Left Edge	: <b>153</b>
Width of Amt-in-figures area	: <b>39</b>
Distance of Company Signature Bottom Line from Top Edge	: <b>65</b>
Starting Location of Signature from Left Edge	: <b>140</b>
* Width of Signature area	: <b>50</b>
* Height of Signature area	: <b>19</b>
<i>[ * mandatory to save configuration]</i>	
Salutation of 1st Signatory (if 2 signatories)	: <b>Secretary</b>
Salutation of 2nd or Single Signatory	: <b>Managing Director</b>

#### Cheque Printing Configuration Screen

Tally.ERP 9 allows you the flexibility to specify the payee's name other than the ledger account under which the payment is accounted. Once the voucher is saved, Tally.ERP 9 prompts you to print the cheque.