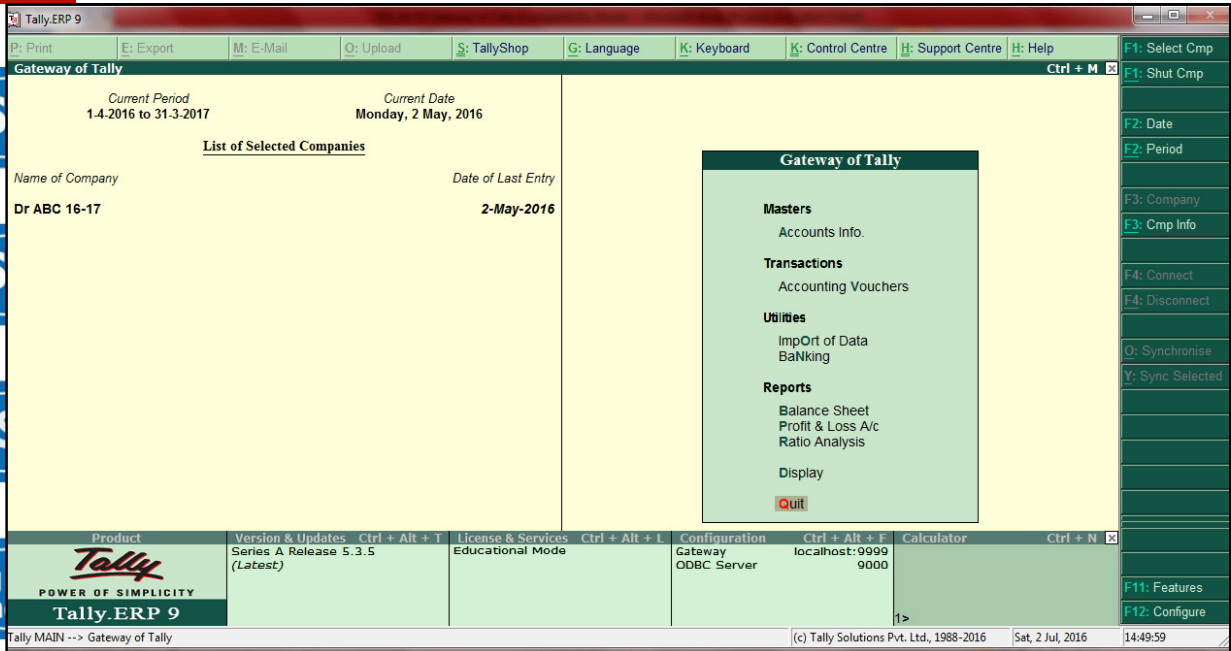


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**Gateway of Tally**



**Gateway of Tally** is the entry point of performing any task in Tally. After creation of first Company, you get Gateway of Tally to perform any task.

**Gateway of Tally**

1. Horizontal Button Bar , at the top
2. Current Status, at the left part
3. Tally Menu, at the right part
4. Product Info panel (including Calculator), below the Menu
5. Vertical Button Bar at right Part
6. Current Menu path, at bottom line (Footer)

**Horizontal Button Bar in Tally**

The Horizontal Button Bar appears at the top in all Tally screens to access / perform the relevant tasks from a broad range of tools.



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Horizontal Button Bar contains a set of Buttons, as follows

1. P ; Print : To print any Report from Display
2. E: Export : To get Tally data & tally Reports converted into specified format for use in other applications, out of Tally
3. M: E-mail : To Send any Tally report by e-mail to any recipient
4. O: Upload : To upload any Tally report (like Balance Sheet) on the web so that other persons can see it from anywhere through Internet.
5. S: Shop : To buy other Tally Add-on Products
6. G: Language : To set up Language in which you like to work with Tally.
7. K: Keyboard : To Set up keyboard for any specific language
8. K: Control Centre : To get the Control Centre to manage Tally
9. H: Support Centre : To get support from Tally Solutions. You need to login as remote Tally user to get support from Tally Solutions
10. H :Help : To get On-Line info about any Tally Topic

**Current Status of work in Tally**

At the left part of Gateway, you get the information about current working:

Gateway of Tally	
<i>Current Period</i> 1-4-2016 to 31-3-2017	<i>Current Date</i> Friday, 1 Apr, 2016
<u>List of Selected Companies</u>	
<i>Name of Company</i>	<i>Date of Last Entry</i>
<b>INFOSOFT 13-14</b>	<b>31-Mar-2014</b>
Dr ABC 16-17	2-May-2016
INFOSOFT 13-14	31-Mar-2014
InfoSoft 14-15	2-Dec-2014

**Current Status in Tally**

1. Current Period: It shows the Current Period set. Click F2: Period button (or press Alt+F2) to change the current period. At From field, enter the Starting Date of the Current Period. It must not be earlier than Books Beginning From Date. At To field, enter the Ending Date of the Current Period. It may be any date after 'Books Beginning From' Date. You can enter data or get reports for a period lying within the Current Period set. To get report or work for any date beyond the current period, click Alt+F2 and re-set the Current Period accordingly.

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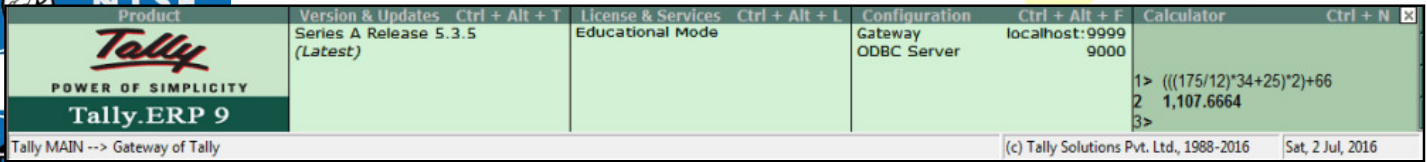
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2. Current Date: Here the Current Date (the Date you worked last) is displayed. It is carried as Voucher Date. Click F2: Date button (or press F2) to change Current Date. The next Date appears by default. Now you may alter the Date (within the Current Period), which becomes the Current Date. When you create a Voucher, the Current Date is carried by default at Voucher Date.
3. Active Company: Active Company is the Company which you are currently working with (the last selected Company). Its name is shown in Gateway, at top (in bold face) in the list of Companies.
4. Selected Companies: Names of other selected Companies appear next in the list, shown in regular font.

**Product Info Panel in Tally**



At the bottom of the screen, the Tally Product info Panel about the Tally Software is shown. It contains several components :

- Product: Shows the Tally Logo
- Versions & Updates: Information about the current Tally Product being used (Version, Release etc)
- License & Services: Type of License etc
- Configuration: Details of Proxy Server, Stat, ODBC etc
- Calculator: Here you perform Arithmetical calculations.

**Product Info panel - Display control**

<u>Other Options</u>	
Show graphs in monthly reports	? Yes
Use separate menu for final A/c statements	? No
Enable sound notification for alerts	? Yes
Always show information panel	? No

To Hide / Restore the Info panel, Click GoT>F12:Configure>General. At the option, Always Show info panel,

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**Tally Calculator for Arithmetic Calculation**

While viewing a Report or making data Entry, you may need to make some calculation mid way. You can perform any arithmetical computation (at Calculator area) without exiting from current Tally screen you are working with (you don't need to fetch your Calculator).



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**Making Arithmetic Calculation**

Invoking the Calculator: Press Ctrl+N to activate Calculator to do arithmetical calculation (the Calculator screen will appear and the Calculator panel will get activated and expand, overlapping the Product Info Area.



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Arithmetic Expressions: In Calculator area, type the arithmetic expression and press enter. You may use +, -, \* and / for addition, subtraction, multiplication, Division and properly paired parenthesis '( )'.

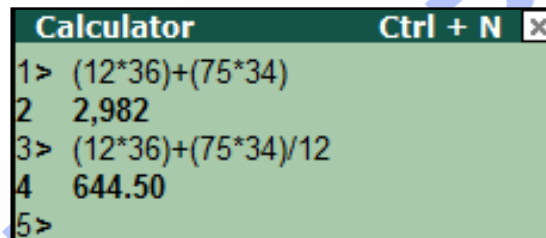


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Calculation results : The result of the arithmetic expression is shown in the next line . You may continue to make more Calculations like this and get results of each calculations.



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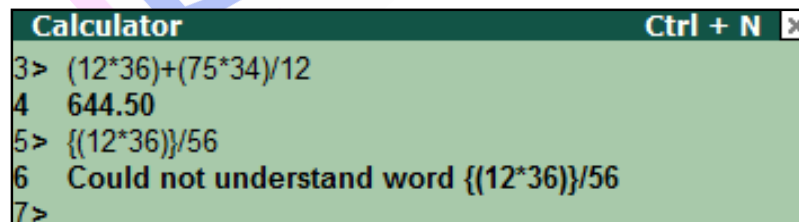
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**Tally Calculator**

If there is any mistake in typing the arithmetic expression, Tally will show Error! Message (Error!) at the result line.



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**Pasting Tally Calculator Result**

Sometimes you need to Calculate some value to be entered in any field during working. In such case, apart from performing the desired calculation, you may also paste the result in Tally input field. It is useful when you like to enter some data that requires some numeric computation (e.g in a Voucher)

- At the Numeric Input, where you like paste to enter some computed Data, press Alt+C.
- The Calculator will get invoked. Perform the Calculation as explained above.
- The result will be displayed in the numeric field where you invoked the calculator (Alt+C was pressed)

**Tally Commands Execution**

Apart from arithmetic expression, you may also type Tally commands at the Calculator Area and press <enter>. The result will appear in a window.

To exit from Calculator / Command line mode and return to work area, press Ctrl+M (or click on the Work Area bar).

```

Calculator Ctrl + N
13 > select $name from ledger
14 > select * from ledger
15 > select $startingfrom from ledger
16 >
    
```

**Tally Messages Display**

Internal Messages (of an action, error messages, etc), are auto displayed in Calculator area

```

Calculator Ctrl + N
1 Migration of Banking Voucher  
Started for the Period - 1-Apr  
-2008 | 31-Mar-2009
2 >
    
```

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**Vertical Button Bar in Tally**

At rightmost button bar panel shows several buttons (the buttons vary according to current screen in work area) with Function Key / Hotkey, to provide quick and direct access to various options & tasks. Depending on various options set, some buttons may become inactive (the inactive buttons are dimmed).

**Invoking a task through Buttons**

You may invoke a button (in Horizontal or Vertical button bar) in 3 ways :

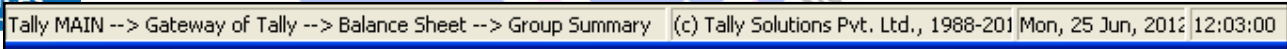
F1 to F12). Press the Function key to invoke (e.g F7). Use Alt combination key for underlined button and Ctrl combination key for double underlined button.

1. Press the Function key (e.g. F1:SelectCmp, Press F1 Function Key).
2. Press Alt Key & Character/function key with single underline (e.g H:Help, press Alt+H).
3. Press Ctrl Key & Character/function key double underline (e.g V:As Invoice, press Ctrl+V).

Selecting a Menu Item / Invoking a Task using Keyboard is much faster and easier than clicking Mouse

**Footer Line in Tally screen**

At the Footer Line in Tally screen, you get the Current Screen Location bar showing the details about the current screen being displayed.



**Tally Menu Item selection**

We can move between menus at various levels and invoke the menu tasks (i.e select menu options)

**Selecting a Menu Item**

You can select an option in Tally Menu in any of the following ways:

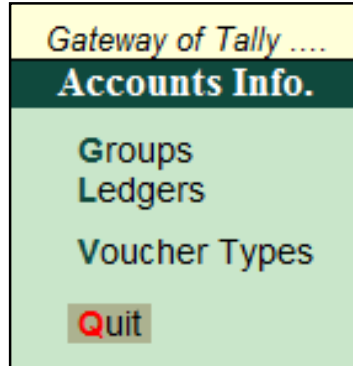
- Type the Bold letter in keyboard. For example, to select Group, type G. This is the fastest way of selection.
- Move highlight bar on the option with Up/Dn arrow key and press <enter>
- Click the option by the mouse.

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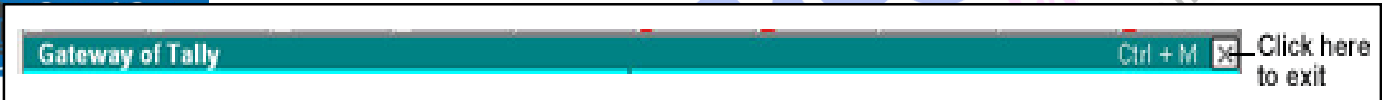
Menu Item selection in Tally



Moving to Upper Menu

Select Quit (or Press Esc key) at any Sub Menu (menus under Tally Main Menu) to return to the immediate upper level menu. Alternately, click on the rightmost Cross (X) at the current work area handle .

This way, you may reach to the Tally main Menu (the uppermost level)



Exiting from Tally

We can Exit from Tally, only after reaching the Tally Main Menu (the uppermost level).

Now, you may finally Exit from Tally in the same way (select Quit, Press Esc key or click at the rightmost x handle), as you Exit from Menu described above. A confirmation screen appears.

Tally Help

Tally is an extensive software providing wide range of features, options and functionalities. Often the user will need to know more details and working steps regarding such features, options and functionalities.

To get Help about any topic, click H:Help button at the Horizontal Button Bar , or press Alt+H to get Help selection screen. Select from the following options

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- Local Help: The Tally Reference Manual (tallyerp9ref - a compiled HTML file stored in the Tally software directory) is loaded. It is a Context-Sensitive Help System. Since the Local Help system is stored in your Computer along with Tally Software, you may load it anytime from inside Tally. Click H:Help button (or Type Alt+H, or click the tallyerp9ref file directly).
- Online Help: Through this option, get access to the Online Help available on the Knowledge Base. It provides Frequently Asked Questions, Trouble shooting articles on specific topics, Tips to quickly use Tally.ERP 9, Case Studies, Articles etc. You must be connected to Internet to get such Help.

