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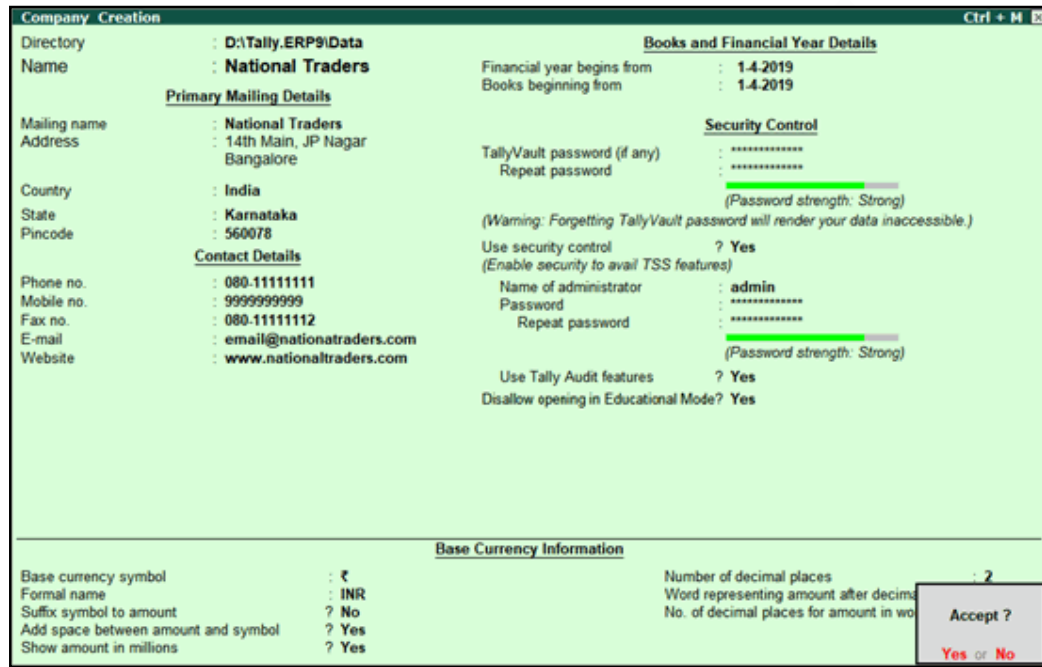
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**Company Creation, Alteration and Deletion in Tally**

Creating a Company involves providing basic information about the company whose books of accounts are to be maintained in Tally.ERP 9.

Go to Gateway of Tally > (Alt+F3) Company Info. > Create Company

The Company Creation screen appears as shown:



**How to create a company in Tally ERP9?**

In the Tally program, you need to use these easy steps to create a company in Tally and go to the Tally ERP9 Create Company Screen section.

- From the drop-down list, click on the 'Create' company and then the 'Company Info' section using the arrow up and down arrow keys and then pressing the Enter Key.
- Under the 'Details' in Company Creation Screen, you will need to enter your company's details under the various sections as asked for. The first section has the company name and contact details.

The details that need to be filled in the section for company creation in Tally are as follows:

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**Directory:** This is where the company information and details will be stored. The directory is the area of or location of storage of the data used to create a company in Tally. In Tally ERP9, the Tally directory stores the data in several directories found in the installation folder.

**Name:** This field is meant to fill in the name of your company. Here, type in your Company's name, for example - XYZ Enterprises / ABC LLP.

**Primary mailing details:** This field contains the mailing address of your company. It contains details like

- **Mailing name** where you need to enter the name of your company. For example, type in XYZ Enterprises / ABC LLP.
- **Company Address:** Here, you must enter the address data field with the company address details. For example, type in 543. Gandhi Chowk, Lane 12, Bahadur Market, Haryana.
- **Country:** Tally ERP9 is a global company. Hence in this data field, you will have to enter the country name. You can select your country 'India' from the drop-down list if the business you operate is located in India.
- **State:** In this data field, you need to select the state from the drop-down list. This is a mandatory selection and complies with the SGST or State GST.
- **Pincode:** This field is for the post office's pin code of your company's location.

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- **Contact details:** Under this section are the company's contact details like phone/contact mobile number, the Facsimile or Fax number, website details and email details.
- **Phone no:** In this field, type in the contact number of the company. This telephone number will be displayed on your Invoices, for example, 091 20248567.
- **Mobile no:** Normally, a company will have a person who manages the company or is in charge of product delivery, invoicing, product complaints etc. In this data field, you should enter the phone number for this person—for example, type in 0911 34659877.
- **Fax No:** Some companies have a dedicated number to which their fax machine is connected to receive such facsimile messages 24/7 automatically. In this data field, you must enter your phone number fitted with fax facilities—for example, type in 0911 34659877. If you do not have a Fax number, you can leave it blank.
- **E-mail:** This field is the main email address of your company. Please enter the company's email address for communications and product inquiries. This information will also be displayed on your invoices.
- **Website:** You are required to enter the company's web address here. If you do not have a web address, you can leave it blank.

**How to create a company in Tally: For accounting books**

Financial year and Books details:

- **Starting date of the Financial year or FY begins from date:** In this data field, you must enter the starting date of the financial year to which your creation of the company corresponds. For example, you may have started your company on November 01 2017. Then your financial year corresponds to the starting date you enter as 01/04/2017 or April 1st 2017, even though you commenced operations only from November 1st 2017.
- **Starting date for account books or Book beginning from date:** Using the same example mentioned above, in this data field, you will need to type in the date corresponding to the financial year of the company's commencement. Hence, you need to enter 01/04/2017 as the commencement date of accounting books, even though the actual commencement of account keeping starts from November 1st 2017.

**Creation of a company in Tally: Security**

Security controls settings, setting the tally password and using security control features are critical aspects of a company creation in Tally ERP 9.

**Security control:**



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- We can set the Tally Vault administrator password to access company creation in Tally ERP9 that contains the data fields related to security purposes.
- When enabled, encryption facilities in Tally convert the password data from an easily recognised format to an unreadable and unrecognised format.
- In these fields, you will need to enter an alphanumeric password to enter the Tally Vault.
- Thus, you can prevent other unauthorised users from accessing your company data.
- If the indicator shows red, your password is weak and can be easily guessed
- The yellow colour means the strength of your password is fair, while green indicates that your password is strong.
- Always set a strong password. Never use your date of birth and name as passwords, as this is very easy to guess. Use special characters like #, @, \$ etc., with alphabets and numbers to make a strong password.

**Benefits of enabling security control:**

Enabling the security control data field and administrator password allows you to control the Tally Vault and the data used in creating a new company in Tally ERP9. It is accessible only for specific purposes and to particular people on the password entry for user authentication.

For example, you can allow access to Tally ERP 9 to:

- The voucher entry screens for data entry operators tasked with this job.
- You can ensure only the billing clerks can access the invoice voucher for Sales.
- Financial managers can be assigned to use and access financial reports and data through controlled access designated through administrator control.

**How to save the details entered in the company creation screen?**

- Once you have entered all details about your company, it is always best to verify the details once for errors.
- These details will appear as screens during verification to scrutinise the details entered, change the mistakes, etc.
- Pressing enter accepts the screen details, and pressing enter again will save the details as verified details.
- Note that if your Tally Vault Security is enabled, then details can only be entered, verified and saved through authentication using your Tally user ID and password.



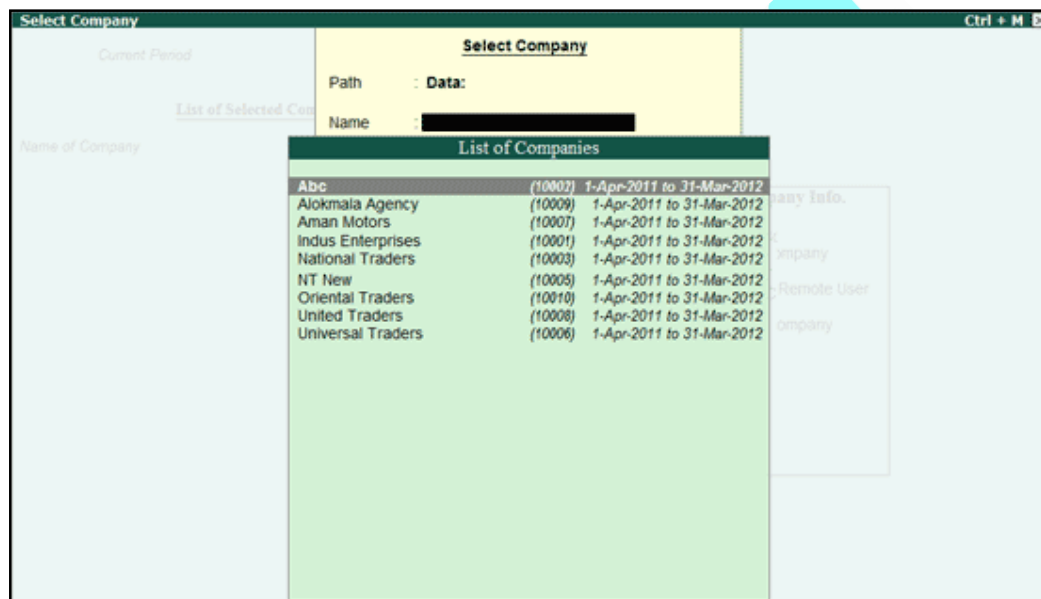
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• Only then you will be directed to the Tally Gateway. When all details are verified and saved, you have successfully entered your company details in the Tally ERP9 company creation.

**Selecting a Company**

Selecting a Company is the process of choosing a specific company from a list of companies available in Tally ERP 9. This step involves identifying which company's data you want to work with, but it doesn't mean the company's data is fully loaded and ready for transaction processing.



**Steps Involved:**

1. Open Tally ERP 9: Start Tally ERP 9 from your desktop or start menu.
2. Company Info Menu: Go to the "Select Company" option from the Gateway of Tally screen or press Alt+F3.
3. List of Companies: A list of all companies available in the Tally data directory is displayed.
4. Choose a Company: Highlight the company you want to work with and select it.

**Loading a Company**

Loading a Company involves the actual process of accessing and opening the company's data so that it can be used for transaction processing, report generation, and other accounting tasks. This step is essential for ensuring the company's data is active and ready for use.

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Steps Involved:

1. Select the Company: Follow the steps for selecting a company as described above.
2. Enter Credentials (if required):
3. If the company is password-protected, you will need to enter the username and password to access it.
4. Load Data: Once the correct credentials are entered, Tally ERP 9 loads the company's data into memory, making it ready for accounting tasks.

**Key Differences between Selecting and Loading a Company**

**Purpose:**

- Selecting a Company: Identifies which company you want to work with from a list.
- Loading a Company: Fully accesses and opens the company's data for use.

**Process:**

- Selecting a Company: Involves choosing the company from a list.
- Loading a Company: Involves entering any required credentials and accessing the company's data.

**State of Data:**

- Selecting a Company: The company's data is identified but not fully accessible.
- Loading a Company: The company's data is fully loaded and ready for transactions and reporting.

**Shut a Company**

Shut a Company is to unload it. It does not mean that you have deleted it. Simply select it again to load and work on it again.

You can shut a company in two ways - either using the button F1: Shut Cmp (Alt + F1) or pressing Enter on Shut Company menu option on the Company Info. Menu.

The screen appears as shown below:



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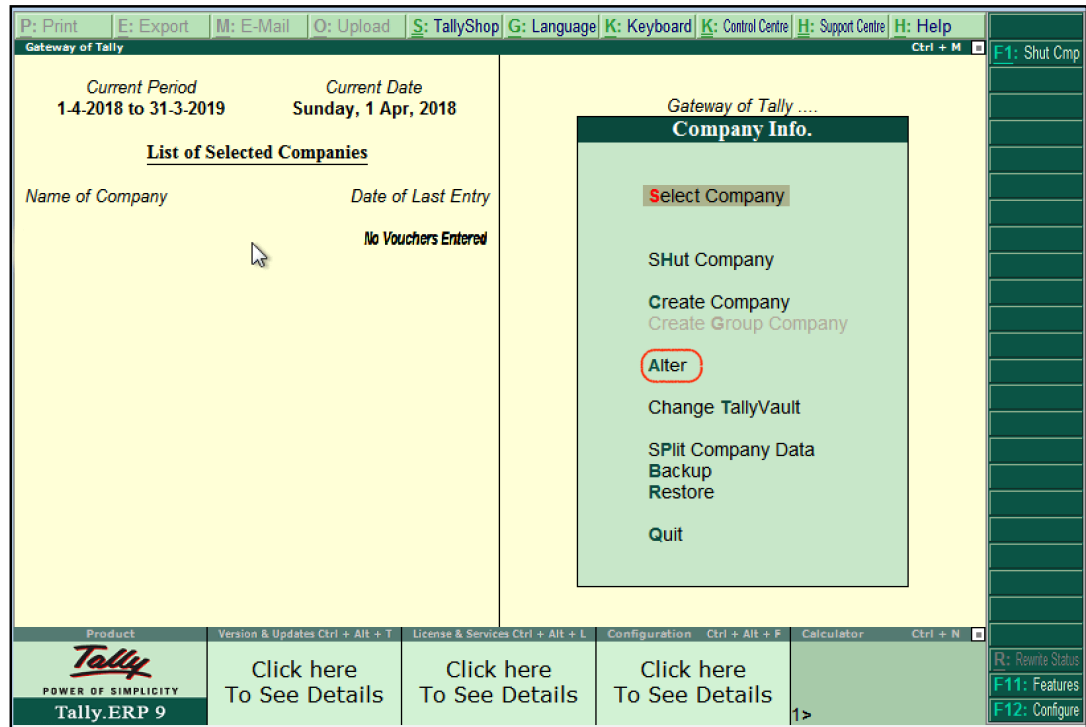
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**Alter a Company**

After the company creation in Tally, the given information of the company can alter/ modify/ change as per requirement. Use the following steps to alter company in Tally:

**Step 1:** Gateway of Tally → Press Alt+F3 → Alter

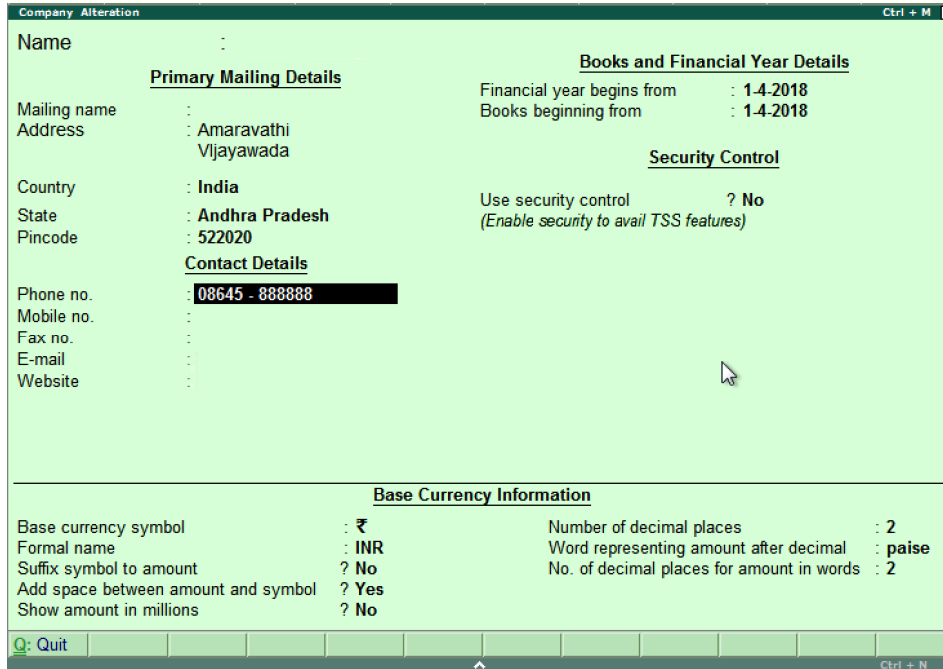


**Step 2:** Under "List of Selected Company", select the company name and click on the name of company to alter as shown below:

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The screenshot shows the 'Company Alteration' window in Tally ERP 9. It is divided into several sections:

- Primary Mailing Details:** Mailing name, Address (Amaravathi Vjayawada), Country (India), State (Andhra Pradesh), Pincode (522020).
- Books and Financial Year Details:** Financial year begins from (1-4-2018), Books beginning from (1-4-2018).
- Security Control:** Use security control (No).
- Contact Details:** Phone no. (08645 - 888888), Mobile no., Fax no., E-mail, Website.
- Base Currency Information:** Base currency symbol (₹), Formal name (INR), Suffix symbol to amount (No), Add space between amount and symbol (Yes), Show amount in millions (No), Number of decimal places (2), Word representing amount after decimal (paise), No. of decimal places for amount in words (2).

**Step 3:** On the screen of company alteration, add and modify the required details. To save the details, use the Ctrl+A option.

**Delete a Company**

In Tally, if we delete the company, it can remove the company's complete information from Hard disk. All the directories and files that are associated with the company will be permanently deleted. This information cannot be reserved.

In Tally ERP 9, use the following path to delete the company:

**Gateway of Tally → Alt+F3 → Alter → Alt+D**

**To delete a company, you have to load the company first.**

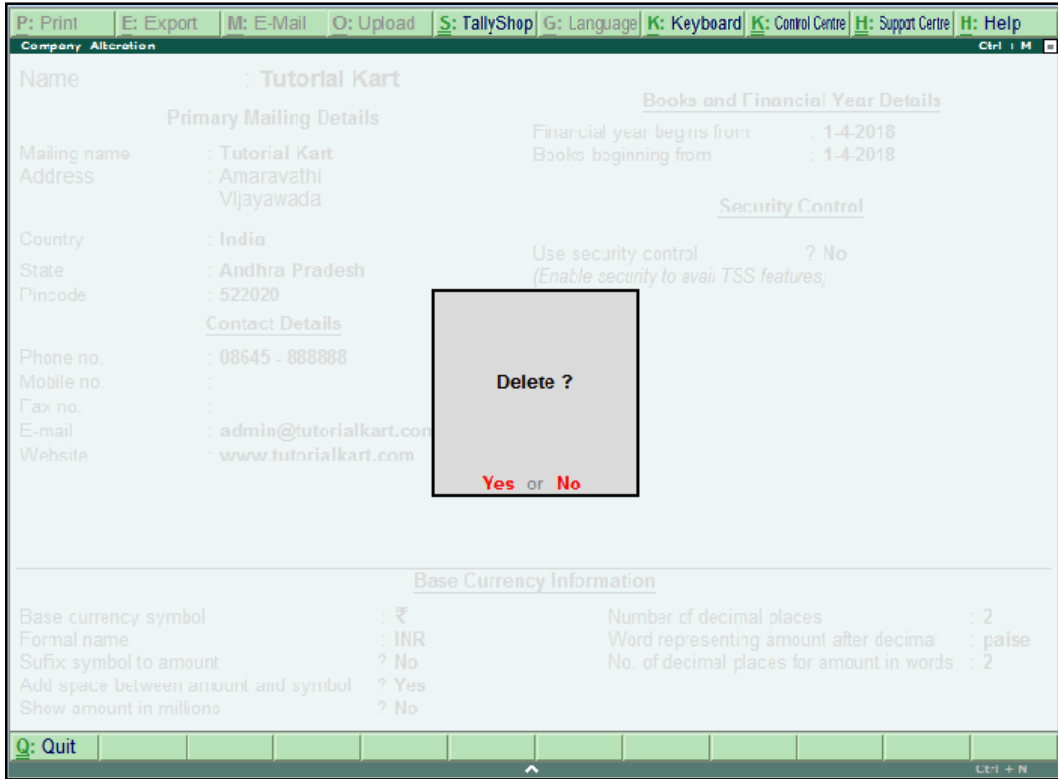
1. Select F3: Cmp Info. (ALT+F3) from the Gateway of Tally to proceed to the Company Information menu.
2. Select Alter and press Enter.
3. Select the company to be deleted. The Company Alteration screen is displayed.
4. Use Alt + D to delete. Tally.ERP 9 will prompt for a confirmation on deleting the company.
5. Press Enter to delete the company.

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The screenshot shows the Tally ERP 9 interface for a company named 'Tutorial Kart'. A modal dialog box with the text 'Delete ?' and 'Yes or No' options is centered on the screen. The background shows the company's primary mailing details, financial year details (1-4-2018), security control settings, contact details, and base currency information (INR).

