



INTRODUCTION TO TALLY.ERP 9

Getting Started with Tally.ERP 9



1.1 Introduction to Tally.ERP 9 Accounting Software

Tally.ERP 9 is one of the most widely used financial software. Tally.ERP 9 reports can help a business owner make informed decisions to increase efficiency, reduce costs, and organize business operations.

With Tally.ERP 9, accurate, up-to-date business information is available at your fingertips anytime. It provides a Comprehensive solution for the accounting and inventory needs of a business.

It provides the capability to generate fully accurate tax returns in a matter of minutes and is also capable of extracting, interpreting and presenting financial data.

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. 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 combined with enhanced MIS, Multilingual, Data Synchronization and Remote capabilities help you simplify all your business processes easily and cost-effectively.

1.1.1 Salient Features of Tally.ERP 9

- ❑ **A leading accounting package:** The first version of Tally was released in 1988 and, through continuous development, is now recognised as one of the leading accounting packages across the world, with over a quarter million customers. Tally's market share is more than 90%.
 - ❑ **No accounting codes:** Unlike other computerised accounting packages which require numeric codes, Tally.ERP 9 pioneered the 'no accounting codes' concept. Tally.ERP 9 users have the freedom to allocate meaningful names in plain English to their data items in the system.
 - ❑ **Complete business solution:** Tally.ERP 9 provides a comprehensive solution to the accounting and inventory needs of a business. The package comprises financial accounting, book-keeping and inventory accounting. It also has various tools to extract, interpret and present data.
 - ❑ **Integrated/Non-integrated accounting and inventory:** With Tally.ERP 9, the user is able to choose to maintain accounts only. If accounting with inventory is opted for, the user can choose whether it should be integrated or not.
 - ❑ **Flexible and easy to use:** Tally.ERP 9 is very flexible. It mimics the human thought process, which means that Tally.ERP 9 can adapt itself to any business need. Tally.ERP 9 users need not change the way their business is run to adapt themselves to the package.
 - ❑ **Speed:** Tally.ERP 9 provides the capability to generate instant and accurate reports, which assist 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.
 - ❑ **Concurrent multilingual 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 a real-time multi-user environment.
 - ❑ **Versatility:** Tally.ERP 9 is suitable for a range of organisations, from small grocery stores to large corporations with international locations and operations.
 - ❑ **Multi-platform availability:** Tally.ERP 9 is available on multiple versions of windows. It runs on a single PC or on a network. On a network, it supports access via any combination of platforms.
- 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 to 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.

1.1.2 Functional Features of Tally.ERP 9

Basic Accounting	Basic Inventory
Complete book-keeping	Stock categories
Books, registers and statements of accounts	Stock query by stock group, or stock category
General ledgers	Multiple godowns
Accounts receivable and accounts payable	Stock transfers to godowns and branches
Flexible voucher numbering	Multiple stock valuation methods
Flexible classification of account heads	Batch-wise/Lot-wise, including expiry date handling
Panoramic view	Alternate units of measure and tail units
Drill-down display	Tracking through receipt notes/delivery notes/rejections inwards/rejections outwards
Database reporting	Additional costs incurred on purchase
Voucher and cheque printing	Movement/Profitability analysis Party-wise/Item-wise/Stock Group-wise
Columnar reports	Customisable sales invoices using price lists with multiple prices
Bank reconciliation	Sales and purchase order processing
Cash flow statement	

Advanced Accounting	Advanced Inventory
Multiple companies	Stock items classified as raw materials, work-in-process, finished goods
Multi-currency	Bill of Material with auto-adjustment of stocks
Multiple financial years	Job-working concepts, including sub-contracting
Comparison of data using multi-columnar reporting	Additional cost of manufacturing with notional value and percentage
Memo vouchers	CENVAT support
Post-dated vouchers	Reorder levels
User-defined voucher types	Stock ageing analysis

Advanced Accounting	Advanced Inventory
Sales and purchase extracts	Batch related stock reports
	Point of Sale (POS)
Daily balances and transaction values/ Interest calculations	Excise/ VAT/ Central Sales Tax (CST)/ Tax Collected at Source (TCS) related Inventory transactions and reports
Percentage-based reporting	
Ratio analysis	
Value Added Tax (VAT)/ Central Sales Tax (CST)	
Service Tax (ST)	
Tax Deducted at Source (TDS)	
Tax Collected at Source (TCS)	
Excise	
Payroll	

1.1.3 Technology Advantages

Simple and rapid installation: Tally.ERP 9 has a simple, menu-driven installation procedure. The user can install the program files on any drive if the hard disk has partitions. The user can also specify the name and directory location of the program files. Tally.ERP 9 uses minimum hard disk space in the local drive. Its installation on the local disk takes just a few seconds.

Unlimited multi-user support: A multi-user version of Tally.ERP 9 can be installed on a network, having any number of computers with different operating systems such as Win 98, NT, 2000, XP etc.

Internal backup/restore: Tally.ERP 9 has an in-built, user-friendly 'backup and restore' option. It helps the user to take a backup of one or more companies or all companies, in a single directory, in the local hard disk, or in any external media.

Data reliability: Tally.ERP 9 offers reliable data. It uses a flexi-field, flexi-length, self-indexed, weighted file structure for an extremely compact and fast database. Tally.ERP 9 is robust. Tally.ERP 9 uses signalling quality data integrity checks, at regular levels, to ensure the complete reliability of data.

User-defined security levels: Tally.ERP 9 offers high levels of security. Users can define multiple levels of security according to their requirements. Every authorised user in the company can have an individual password, with rights to use specific features only. The user with the administrator level password will have full access and can set controls for other users.

Data security: Tally.ERP 9's data integrity checks ensure that there are no external changes to the data. Tally.ERP 9 also uses a binary encoding format of storage to prevent devious grouping of information.

Tally audit: The Tally.ERP 9 audit feature provides the user with administrator rights and the capability to check the entries made by the authorised users and alter these entries, if necessary. Once the entries are audited, Tally.ERP 9 displays the altered entries, if any, along with the name of the user, who has altered the entry, and the date and time of the alteration.

TallyVault: Tally.ERP 9 offers a data encryption option called TallyVault. Without the valid TallyVault password, the data cannot be accessed. Tally.ERP 9 follows the DES (Data Encryption Standard) encryption method to safeguard the data.

Removal of data into a separate company: Tally.ERP 9 allows users to maintain a company for any number of financial years. Once the books of accounts have been completed for the earlier financial years, the user can split the company data into multiple companies as per financial periods required. The user can specify the date from which the company has to be split and Tally.ERP 9 will split the company to form two companies as per periods specified. Once the data has been split, the closing balance of the first period (first company) becomes the opening balance for the next period (second company).

Multi-directory for company management: The user can create multiple directories to store data. The data stored in these directories can be accessed directly in Tally.ERP 9, by specifying the path.

Import/Export of data: Any transaction can be exported and imported to other software after suitably altering the current structures to accept the Tally.ERP 9 data structure. Data can also be imported to Tally.ERP 9 by writing a TDL program. The data which is to be exported from Tally.ERP 9 can be in XML, HTML or ASCII format.

Data Synchronization: Synchronization is the process of exchanging Tally.ERP 9 data between two or more locations. This process enables a branch office to send its data to the head office, over the Internet or a private network.

Graphical analysis of data: Tally.ERP 9 provides graphical analysis of data which helps the user to perform deeper analysis. The user can generate graphical analysis reports such as Sales register, Purchase register, Ledgers, Funds flow, Cash flow, Stock Item registers and so on. This helps the management to quickly judge performance and be better prepared for difficult times.

ODBC (Open Database Connectivity) compliance: It allows other programs to use data from Tally.ERP 9, directly.

Thus, any program such as MS-Excel or Oracle, which is ODBC compliant, can use data from Tally.ERP 9. Data connectivity is dynamic, which means that any update in Tally.ERP 9 is reflected in real time in other ODBC compliant software. The user can also extract data from Tally.ERP 9 and design his/her own report formats in other ODBC compliant software.

Protocol support: Tally.ERP 9 provides protocol support for HTTP, HTTPS, FTP, SMTP, ODBC and raw sockets with data interchange formats such as XML, HTML with XML islands, SOAP and related formats. Protocol refers to a mechanism by which information (data) can be put into or taken from Tally.ERP 9. Formats refer to the standard for information to be generated from Tally.ERP 9 or from other applications which can exchange data with Tally.ERP 9.

Direct web browser access: While working on Tally.ERP 9, the user can directly log on to the Tally website, provided he/she has access to the Internet. The website lists details of all the facilities offered by Tally.ERP 9. The user can also download the latest release of Tally.ERP 9 as and when it is available. The Tally website also offers Tally Chat, by which a user can communicate with a Tally representative and get required information.

Ability to preview and publish reports and documents on the Internet: Companies which want to publish reports and price lists on their website can do so directly from Tally.ERP 9.

E-mail Facility: Tally.ERP 9 facilitates the mailing of any Tally.ERP 9 report or document.

Multilingual capability: Tally is the world's first accounting and inventory software with multilingual capability. Currently, Tally.ERP 9's multilingual capability extends to 12 languages which include nine Indian languages (Hindi, Gujarati, Punjabi, Tamil, Telugu, Marathi, Kannada, Malayalam and Bengali), Arabic, Bahasa Melayu and Bahasa Indonesia. Tally.ERP 9 enables you to enter data in one language and have it transliterated into different languages. You can generate invoices, purchase orders or delivery notes in the language of your choice after entering data for the same in any of the nine specified languages. Also, the phonetic keyboard allows you to spell the term phonetically based on how it sounds and Tally.ERP 9 displays the data in the language selected after transliteration.

Point of Sale (POS): POS is an acronym for Point of Sale. Point of Sale can be a retail outlet, a check out counter in a shop, or any other location where a sales transaction takes place. It is a computerised cash register which adds up the sales totals, calculates the balance to be returned to buyer and automatically adjusts the inventory level to reflect the quantity sold. The equipment required for POS to work effectively are cash registers, card readers, barcode scanners and so on.

Getting Started with Tally.ERP 9

1.2 Creating a Company in Tally.ERP 9

The first step towards working with Tally.ERP 9 is to create a 'company'. A 'company' in Tally.ERP 9 is a central repository where you can maintain all the financial records of your business, and from where you can extract the required financial reports and statements.

The procedure to create a company is explained below. To facilitate easier understanding, we have illustrated the creation of a company named Vridhi Traders:

1.2.1 Go to Gateway of Tally > Company Info. > Create Company

The **Company Creation** screen appears as per Figure 1.1

Company Creation		Books and Financial Year Details	
Directory	Company Info. > Create Company	Financial year begins from	1.4.2016
Name	[REDACTED]	Books beginning from	1.4.2016
Primary Mailing Details		Security Control	
Mailing name	:	TallyVault password (if any)	:
Address	:	Repeat password	:
Country	India	<i>(Warning: Forgetting TallyVault password will render your data inaccessible.)</i>	
State	Not Applicable	Use security control	No
Pincode	:	<i>(Enable security to avail TSS features)</i>	
Contact Details			
Phone no.	:		
Mobile no.	:		
Fax no.	:		
E-mail	:		
Website	:		
Base Currency Information			
Base currency symbol	₹	Number of decimal places	2
Formal name	INR	Word representing amount after decimal	paise
Suffix symbol to amount	No	No. of decimal places for amount in words	2
Add space between amount and symbol	Yes		
Show amount in millions	No		

Figure 1.1 Company Creation Screen

The fields in the **company creation** screen and the information to be filled in each of them are explained below. To navigate between the fields, use the **Enter/Tab/Arrow Keys**, or **Mouse clicks**.

- **Directory:** The path to the location of Tally.ERP 9 data is displayed here. By default, the path provided while installing Tally.ERP 9 will be displayed. However, you can press backspace and specify the location in which you want the data to be stored.
- **Name:** Provide a name for the company that is being created. In this example, we are creating a company named Vridhi Traders.
- **Primary Mailing details:** The mailing name and address details are picked from here for any report such as balance sheet and statements of accounts.
 - **Mailing Name:** The name provided for the company in the name field is automatically displayed here. However, you can change it as per requirements. The name specified here will be used for mailing purposes. In this example, Vridhi Traders is retained.
 - Fill in the company's address.
 - **Country:** Select the country in which the company is located. This will allow users to choose the statutory capabilities available for that country. In this example, the country selected is India.
 - Fill in the relevant numbers in the **Telephone No.** and **Mobile No. fields**.
 - **E-Mail:** Fill in the company's official e-mail ID here. This will be used while e-mailing reports and statements from Tally.ERP 9.

1.2.1.1 Books and Financial Year Details:

- **Financial Year from:** This refers to the twelve-month accounting period of the company. For Vridhi Traders, the financial year begins on 1-7-2016.
- **Books beginning from:** The date provided in the aforesaid field will be automatically displayed here. In the example, the date is retained. However, if you have started with maintaining your books of accounts with Tally.ERP 9 mid-year, the required date can be set accordingly. Tally will not allow you to record the transactions for dates preceding the date entered in the books beginning from field.

1.2.1.2 Security Control:

- **TallyVault Password (if any):** Once you enter a password here, you will need it to open your company each time. The name of a company that is locked using TallyVault will be hidden with the asterisk "*" symbol. You need to provide the TallyVault password to open and access the company.
- **Repeat Password:** Here, enter the password entered in the TallyVault field, as a confirmation.
- **Use Security Control?:** Setting this option to **Yes** will allow you to define the access rights for each user who will access your company. This feature is explained in forthcoming chapters.

1.2.1.3 Base Currency Information:

- **Base Currency Symbol:** The base currency symbol will be filled as per the country selected.
- **Formal Name:** The currency's formal name will be filled here. In this example, it is INR (Indian Rupees).
- **Suffix Symbol to Amount:** For some countries, the currency symbol is specified after the amount. This option can be enabled for such countries, so that the currency symbol may be printed after the amount. However, Vridhi Traders is an Indian company and hence this option is set to **No**.
- **Add Space between Amount and Symbol?:** Tally.ERP 9 will provide a single space between the amount and the currency symbol, if this option is set to **Yes**. For e.g.: KSh 5,000. Notice the space between symbol and the amount.
- **Show amounts in Millions?:** If the company's financial statements need to have their values expressed in terms of millions, set this option to **Yes**.

- **Number of Decimal Places:** By default, the number of decimal places for the base currency is set to 2. However, you can have up to 4 decimal places. The Indian currency has 2 decimal places whereas certain other countries require 3 decimal places and so on.
- **Word representing amount after decimal:** The symbol for amounts expressed in decimals will be set by default. For India, it is Paise.
- **Decimal Places for printing amounts in Words:** You can specify the number of decimal places for printing the amount in words. This number should be equal to or lesser than the number specified in number of decimal Places field. For example, if the currency has up to 3 decimal places, the value to be printed in words can be restricted to 2 decimal places.



Note

Base currency information is set to the default based on the country selected.

The Completed **Company Creation** screen appears as per Figure 1.2

Company Creation		Books and Financial Year Details	
Directory	: Vridhi Traders	Financial year begins from	: 1-4-2016
Name	: Vridhi Traders	Books beginning from	: 1-4-2016
Primary Mailing Details			
Mailing name	: Vridhi Traders	Security Control	
Address	: No.92, Bhairava Building 3rd Floor, Gavipuram Extension Bengaluru	TallyVault password (if any)	:
Country	: India	Repeat password	:
State	: Karnataka	<i>(Warning: Forgetting TallyVault password will render your data inaccessible.)</i>	
Pincode	: 560091	Use security control	? No
<i>(Enable security to avail TSS features)</i>			
Contact Details			
Phone no.	: 080-23456789		
Mobile no.	: 9876546789		
Fax no.	:		
E-mail	: Vridhi@yahoo.co.in		
Website	: www.vridhisales.com		
Base Currency Information			
Base currency symbol	: ₹	Number of decimal places	: 2
Formal name	: INR	Word representing amount after decimal	: paise
Suffix symbol to amount	? No	No. of decimal places for amount in words	
Add space between amount and symbol	? Yes	Accept ?	
Show amount in millions	? No	Yes or No	

Figure 1.2 Company Creation screen of Vridhi Traders

The message **Accept? Yes or No** will be displayed.

Press **Y** or **Enter** to save the details.

Notice that **Indus Enterprises** is highlighted. This indicates that it is the currently selected company from the list of open companies. You can click on the name of another company to make it as the currently open company.

1.2.2 Select a Company

By 'selecting' a company, you are essentially opening the company it in Tally.ERP 9.

1. **Go to** Gateway of Tally > F3: Company Info. (Alt+F3)
2. Click **Select Company**, or press **S**. Tally.ERP 9 displays the **Select Company** screen, with a **List of Companies** that are available in the location specified. You can also press **F1** to get to the Select Company screen.

1.2.3 Shut a Company

By 'shutting' a company, you are essentially closing a company.

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

1. Click **Shut Company**. Tally.ERP 9 displays the **Close Company** screen, with the **List of Companies** that are open. You can also use **Alt+F1** from the Gateway of Tally to get to this screen.

1.2.4 Alter Company Details

By 'altering' a company, you are modifying the details which you have provided in the Company Creation screen.

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

1. Click **Alter** or press **A**. Tally.ERP 9 displays the Select Item screen, with a List of Companies that are available in the location specified. Select the company which you need to alter and press Enter to view the Company Alteration screen. Alter the company details as required and accept the screen.

Introduction to Tally.ERP9 Features and Configurations

1.3

Introduction

The 'Features' in Tally.ERP 9 are a set of capabilities, provided as options, that enable you to maintain financial records as per your business needs. The company features menu can be found by clicking **F11: Features** on the vertical button bar. The effect of these options will be reflected only in the company for which they are enabled.

The 'Configurations' in Tally.ERP 9 are options that help you modify the way a feature works. The configuration menu can be found by clicking **F12: Configure** on the vertical button bar. The options when enabled, will have an effect on all the companies in the data directory.

Once you have created a company in Tally.ERP 9, the next step would be to setup Tally.ERP 9's 'Features' and 'Configurations'.

There are sets of options that help you optimise your usage of Tally.ERP 9.

1.3.1 Features

The Company Features section in Tally.ERP 9 is divided into the following major categories:

- Accounting Features
- Inventory Features
- Statutory & Taxation
- TSS Features
- Add-On Features

You can press **F11: Features** from any screen of Tally.ERP 9 or you may also click the **F11: Features** button available in the vertical button bar, to enable the required features. The features are specific only to the company currently in use (for which the said feature is enabled), thereby allowing flexibility of independently enabling different features for each of the companies.

Load the company by name Vridhi Traders and go to **Gateway of Tally > press F11: Company Features**

The **Company Features Screen** appears as per Figure 1.3

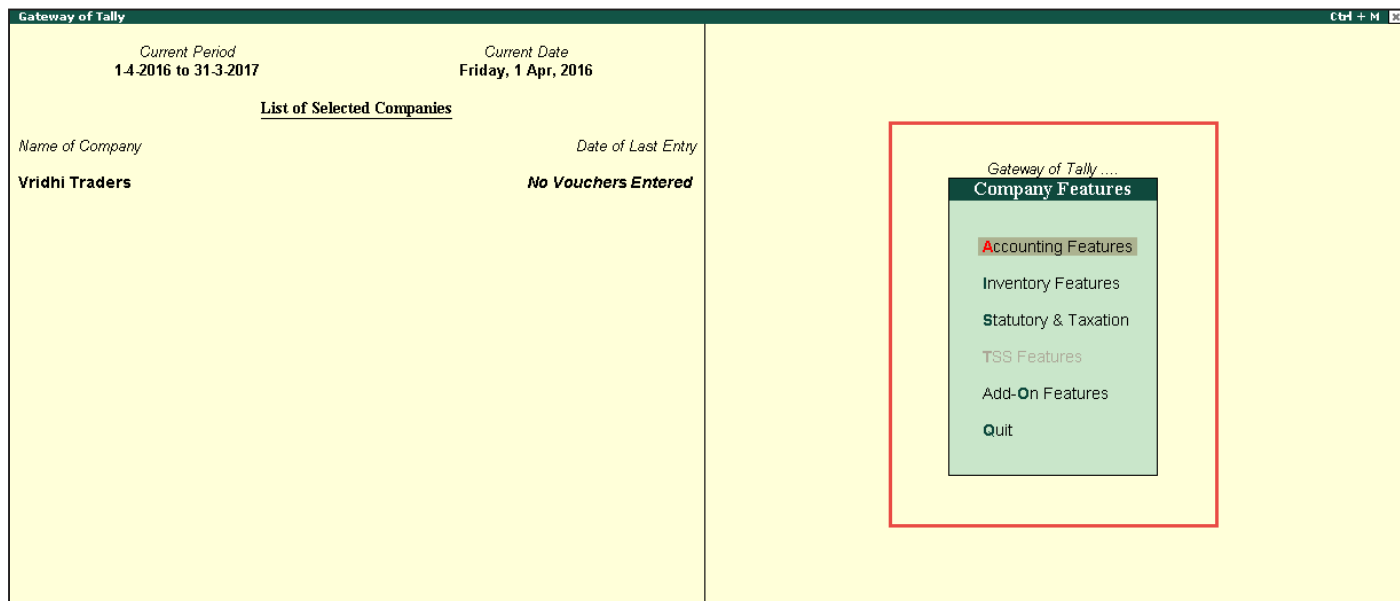


Figure 1.3 F11 Company Features Menu Screen

There are various settings available under accounting features, inventory features and statutory & taxation features, which facilitate the entry of additional information during voucher entry.



Note

TSS Features option is not active, to activate the same you need to enable the Security Control option in Company Alteration screen.

1.3.2 Accounting Features

The Accounting Features consists of configurations/functionalities, which generally affect accounting transactions and reports.

The Accounting features section is further divided into six sub-sections, namely:

- General
- Outstandings Management
- Cost/Profit Centres Management
- Invoicing
- Budgets and Scenario Management
- Banking Features
- Other Feature

Go to Gateway of Tally > F11: Company Features > Accounting Features or click F1: Accounting Features

The **Accounting Features Screen** appears as per Figure 1.4

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

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

Figure 1.4 F11: Accounting Features screen

- Enable the required features
- Press Enter to accept

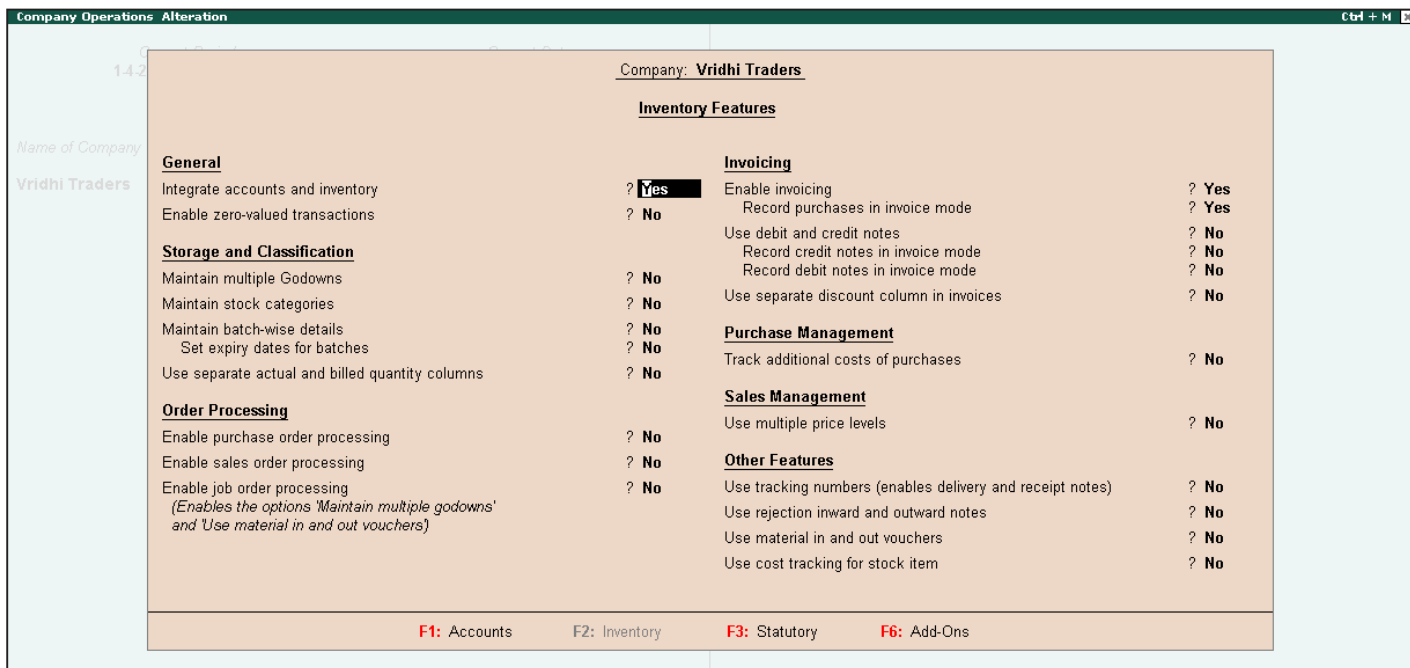
1.3.3 Inventory Features

The Inventory features comprise of configurations/functionalities pertaining to inventory transactions and reports. The Inventory features section is further divided into seven sub-sections, namely:

- General
- Storage & Classification
- Order Processing
- Invoicing
- Purchase Management
- Sales Management
- Other Features

Go to Gateway of Tally > F11: Company Features > Inventory Features or click F2: Inventory

The Inventory Feature screen appears as per Figure 1.5



Company: Vridhi Traders	
Inventory Features	
General	
Integrate accounts and inventory	? Yes
Enable zero-valued transactions	? No
Storage and Classification	
Maintain multiple Godowns	? No
Maintain stock categories	? No
Maintain batch-wise details	? No
Set expiry dates for batches	? No
Use separate actual and billed quantity columns	? No
Order Processing	
Enable purchase order processing	? No
Enable sales order processing	? No
Enable job order processing <i>(Enables the options 'Maintain multiple godowns' and 'Use material in and out vouchers')</i>	? No
Invoicing	
Enable invoicing	? Yes
Record purchases in invoice mode	? Yes
Use debit and credit notes	? No
Record credit notes in invoice mode	? No
Record debit notes in invoice mode	? No
Use separate discount column in invoices	? No
Purchase Management	
Track additional costs of purchases	? No
Sales Management	
Use multiple price levels	? No
Other Features	
Use tracking numbers (enables delivery and receipt notes)	? No
Use rejection inward and outward notes	? No
Use material in and out vouchers	? No
Use cost tracking for stock item	? No

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

Figure 1.5 F11: Inventory Features Screen

Enable the required features
Press Enter to accept

1.3.4 Statutory & Taxation Features

The Statutory & Taxation features comprise of configurations/functionalities pertaining to statutory compliances available in Tally.ERP 9. The Statutory features are country specific and strictly depend upon the country selected in the Company Creation screen.

1.3.5 TSS Features

The **Tally Software Services (TSS)** screen comprises information about **Connection, Remote Access and SMS Access** details of a company. The **TSS Features** will be available only when **Use Security Control** is set to **Yes** in **Company Creation** screen.

Go to Gateway of Tally > F11: Company Features > TSS Features or click F4: TSS

1.3.6 Add-On Features

Customers, to meet their accounting requirements, may purchase customised solutions from Tally Partners. Depending on the customer requirement, the solution provider formulates the solution. In some cases, a solution may require the introduction of a new feature in Tally.ERP 9 to support the functionality. **F6: Add-On Features** is a place holder for the features provided in the **Add-ons/Local TDLs** loaded.

Go to Gateway of Tally > F11: Company Features > F6: Add-On Features

1.3.7 Data Management and Security Features

The data management and security features comprises of configurations/functionalities pertaining to:

- Taking backup of a company
- Restoring the backup of a company
- Splitting a company
- Exporting and importing data using Tally.ERP 9
- E-Mailing
- Data Security

1.3.8 Payroll Features

Tally.ERP 9 integrates payroll features with accounting features, and simplifies payroll processing. Tally.ERP 9 enables users to set up and implement salary structures, ranging from simple to complex, as per the organisation's requirements. Users can also align and automate payroll processes and integrate the same with other accounting applications. Tally.ERP 9 also supports payslip printing, recording of attendance, leave, and overtime. Users can also generate gratuity and expat reports.

1.3.9 Configurations

In Tally.ERP 9, **F12: Configurations** are provided for Accounting, Inventory & printing options and are user-definable as per the business' requirements.

The **F12: Configurations** are applicable to all the companies residing in the Tally.ERP 9 data Directory. The **F12: Configuration** options vary depending upon the context, i.e., if you press **F12: Configure** from voucher entry screen, the respective **F12: Configurations** screen is displayed.

Go to Gateway of Tally > F12: Configure

Maintaining Chart of Accounts in Tally.ERP 9

1.4 Introduction

A 'Chart of Accounts' is a list that depicts the accounts that a business uses to record transactions in its books of accounts.

Tally.ERP 9 will put together your business' chart of accounts based on the 'Ledgers' and 'Groups' that you identify.

1.4.1 Ledgers and Groups

1.4.1.1 Ledgers

A 'Ledger' is an account head. For instance, the sales account head will be called a 'Sales Ledger' in Tally.ERP 9. Similarly, a customer would be an account head, and will be called a 'party ledger'.

You can create ledgers specific to your business transactions.

For a newly created company, there are two pre-defined ledgers available in Tally.ERP 9:

- Cash
- Profit & Loss A/c

To view the list of ledgers, go to **Gateway of Tally > Accounts Info. > Ledgers > Display (Multiple Ledgers) > Select All Items.**

The **Multi Ledger Display Screen** appears as per Figure 1.6

Multi Ledger Display		Vidhi Traders		CtH + M	
Under Group : All Items			For 1-Apr-2016		
S.No.	Name of Ledger	Under	Opening Balance	Dr	Cr
1.	Cash	Cash-in-hand			
2.	Profit & Loss A/c	Primary			

Figure 1.6 List of Pre-defined Ledgers

1.4.1.2 Groups

A 'Group' is the accounting group under which ledgers of the same nature can be classified. For instance, Tally.ERP 9 has a default Group 'Sales Accounts', under which all the sales ledgers will be classified.

There are 28 pre-defined groups in Tally.ERP 9, which feature in the chart of accounts of many organisations. Out of these, 15 groups are primary groups and the remaining 13 are sub-groups.

Among the 15 primary groups, 9 groups are balance sheet items and the remaining 6 groups are Profit & Loss A/c items. You can use these groups to build your chart of accounts, as well as create and used group's specific to your business transactions.

However, you may also alter the nomenclature of these 28 groups.

To view the list of the 28 groups, known as the **List of Accounts**, go to **Gateway of Tally > Accounts Info. > Groups > Display (Multiple Groups) > Select All Items**.

The **Multi Group Display Screen** appears as per Figure 1.7

S.No.	Name of Group	Under
1.	Capital Account	Primary
2.	Loans (Liability)	Primary
3.	Current Liabilities	Primary
4.	Fixed Assets	Primary
5.	Investments	Primary
6.	Current Assets	Primary
7.	Branch / Divisions	Primary
8.	Misc. Expenses (ASSET)	Primary
9.	Suspense A/c	Primary
10.	Sales Accounts	Primary
11.	Purchase Accounts	Primary
12.	Direct Incomes	Primary
13.	Direct Expenses	Primary
14.	Indirect Incomes	Primary
15.	Indirect Expenses	Primary
16.	Reserves & Surplus	Capital Account
17.	Bank OD A/c	Loans (Liability)
18.	Secured Loans	Loans (Liability)
19.	Unsecured Loans	Loans (Liability)
20.	Duties & Taxes	Current Liabilities
21.	Provisions	Current Liabilities
22.	Sundry Creditors	Current Liabilities
23.	Stock-in-Hand	Current Assets
24.	Deposits (Asset)	Current Assets
25.	Loans & Advances (Asset)	Current Assets
26.	Sundry Debtors	Current Assets
27.	Cash-in-Hand	Current Assets
28.	Bank Accounts	Current Assets

Figure 1.7 List of Multiple Groups Screen

Out of the 15 Primary groups, the following appear in the Profit & Loss Account:

1. Sales Accounts
2. Purchase Accounts
3. Direct Incomes or Income (Direct)
4. Indirect Incomes or Income (Indirect)
5. Direct Expenses or Expenses (Direct)
6. Indirect Expenses or Expenses (Indirect)

1.4.1.3 Ledger Creation

In Tally.ERP 9, we can create the ledgers in two ways given below:

- I. **Single Ledger Creation:** Here we can create one ledger at a time.
- II. **Multiple Ledger Creation:** Here we can create different ledgers at one go and also ledgers which belong to particular group.

I. Single Ledger Creation

Creation of Proprietor's Capital Account ledger from single ledger creation screen.

1. Go to **Gateway of Tally > Accounts Info. > Ledgers > Create (Single Ledger Creation)**
2. Enter **Name** as **Proprietor's Capital Account**
3. Select **Capital Account** from the **List of Groups**

The **Ledger Creation Screen** appears as per Figure 1.8

Ledger Creation		Vridhi Traders		Ctrl + M	
Name : Proprietor's Capital Account (alias) :			Total Opening Balance		
			25,000.00 Cr		
			Difference		
			25,000.00 Cr		
Under : Capital Account		Mailing Details			
Inventory values are affected ? No		Name : Proprietor's Capital Account		Address :	
		Country : India		Pincode :	
		State : Karnataka			
		Provide bank details : No			
		Tax Registration Details			
		PAN/IT No. :			
Opening Balance (on 1-Apr-2016) : 25,000.00 Cr			Accept ?		
			Yes or No		

Figure 1.8 Ledger Creation screen — Proprietor's Capital Account

4. Press **Y** or **Enter** to accept the screen

Tally.ERP 9 displays the total debit and credit opening balances in the right upper corner of screen while the ledgers are being created in the ledger creation screen. This is to avoid differences in the opening balance.

II. Multiple Ledger Creation

Now let us create the following ledgers using the Multi Ledger Creation option:

To create Multiple Ledgers at once, follow the below given steps:

1. Go to Gateway of Tally > Accounts Info > Ledgers > Multiple ledgers > Create
2. From **Under Group** field select **All Items**



Note

If you select Purchase Account in the 'Under Group' field, then the ledger will be created under Purchase Account Head.

3. Under **Name of Ledger** enter the name as **Kaltronic Ltd**

4. Select as **Sundry Creditors** from the **List of Groups**
5. Press **Enter** and **move to next line** as there is **no opening balance**
6. Similarly, select the other ledgers as shown in figure 1.9:

Multi Ledger Creation		Vridhi Traders		Ctrl + M
Under Group		: [All Items		For 1-Apr-2016
S.No.	Name of Ledger	Under	Opening Balance	Dir/Cr
1.	Kaltronic Ltd	Sundry Creditors		
2.	Local Sales	Sales Accounts		
3.	Local Purchases	Purchase Accounts		
4.	SBI Bank	Bank Accounts	35,000.00	Dr
5.	Conveyance	Indirect Expenses		
6.	Bank Interest	Indirect Incomes		

Accept ?
 Yes or No

Figure 1.9 Multi Ledger Creation Screen

7. Press **Enter** or **Y** to **Accept**

Now that we have learnt how to create ledgers under Tally.ERP 9's default pre-defined groups, let us move on to understand how to make alterations to ledgers that are already created.

Altering and Displaying Ledgers

Now, go to **Gateway of Tally >Accounts Info>Ledgers > Select Display** under single ledger, you will see that the **List of Ledgers**.

You can also Alter ledgers **from** Accounts Info. > Ledgers > Alter (Multiple Ledgers). Deleting Ledgers
 You can **delete a ledger**, by pressing **Alt+D** in the **Ledger Alteration** screen.

You will not be able to delete a ledger, once the financial transactions (vouchers) have been entered (excluding the Opening Balance). If there is a need to delete a ledger with any financial transactions, all the transactions must be deleted first by pressing **Alt+D**.

1.4.1.4 Group Creation

In Tally.ERP 9, there are 28 predefined groups, this mean that it is not necessary to create the Account Group in Tally.ERP 9. However, considering the different requirement of an organisation and its nature, Tally.ERP 9 has also provided flexibility to create the account group, if need be.

Group creation is similar to ledger creation in Tally.ERP 9. As with ledgers, there are two ways of creating groups:

- I. **Single Group Creation:** Involves creation of a single group at a time
 - II. **Multiple Group Creation:** Involves creation of multiple groups at a time
- Single Group Creation

The group to be created, and the primary group under which it has to be classified, is specified in the table below:

Group to be created	Classification
Debtors – North	Sundry Debtors

To create the group,

1. **Go to** Gateway of Tally > Accounts Info. > Groups > Create (Single Group)
2. Enter **Name** as **Debtors - North**
3. Against the field **Under** select **Sundry Debtors** from the **List of Groups**

The **Group Creation Screen** appears as per Figure 1.10

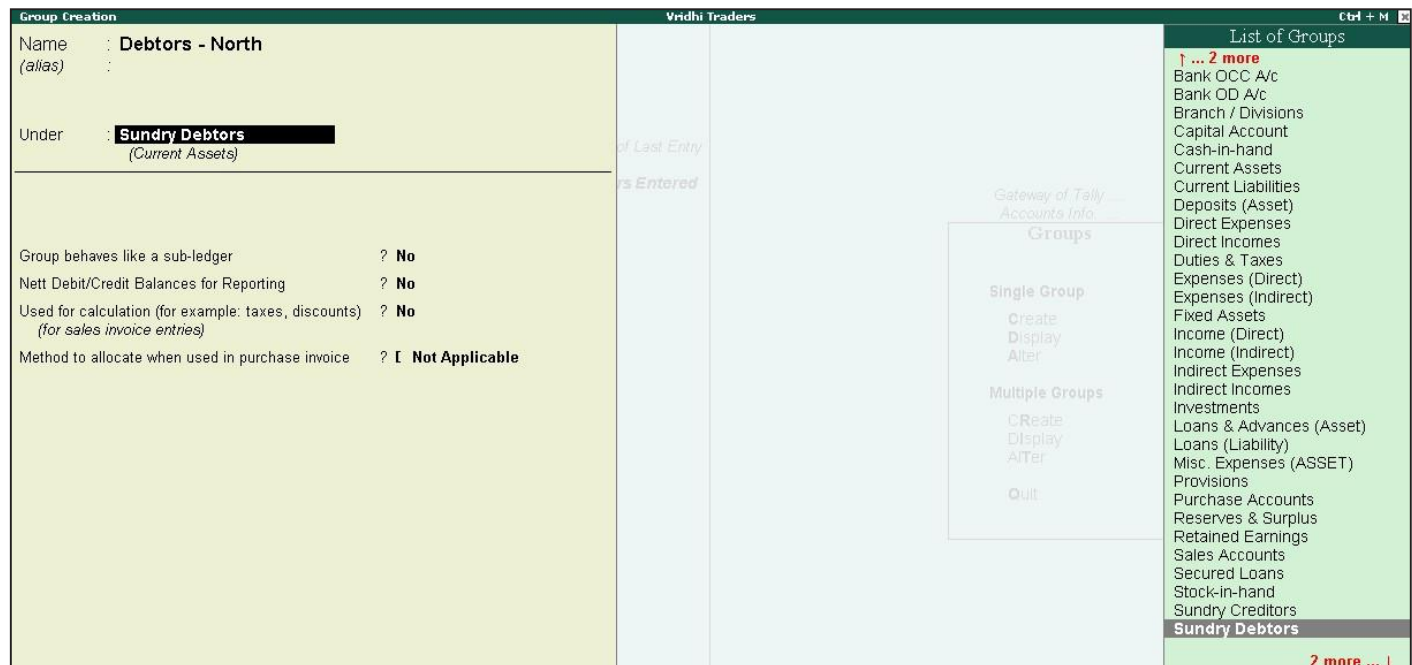


Figure 1.10 Group Creation — North Debtors

Note: To create a Multi Group in Tally.ERP 9, go to Gateway of Tally > Accounts Info > Groups > Under Multiple Groups > Select Create.

Accounting Vouchers

1.5 Introduction

In accounting terms, a voucher is a document containing the details of a financial transaction. For example, a purchase invoice, a sales receipt, a petty cash docket, a bank interest statement, and so on. For every such transaction made, a voucher is used to enter the details into the ledgers to update the financial position of the company. This feature of Tally.ERP 9 will be used most often.

Tally.ERP 9 follows the Golden Rules of Accounting:

Golden Rules of Accounting		
Type of Account	Debit Aspect	Credit Aspect
Personal	The receiver	The giver
Real	What comes in	What goes out
Nominal	All Expenses and losses	All incomes and gains

A voucher entry screen in Tally.ERP 9 comprises of the following sections:

Type of Voucher

It is essential to check if you are using the right voucher for the transaction. You can change the voucher type by selecting a new type from the button bar, if required. For example on the selection of a payment voucher, Tally.ERP 9 automatically displays the list of voucher types you have created. You can select the voucher type required.

Voucher Number

Tally.ERP 9 automatically sets the voucher number for you. You can change the voucher number manually, if required.

Reference

You can enter a reference of your choice. A purchase order number or an invoice number can be entered as a reference.

Date of Voucher

The date of the voucher you enter is displayed at the top-right of the voucher creation screen. The date is taken initially from the Gateway of Tally - Current Date and you may need to change it frequently to ensure that the vouchers are dated as you want.

Effective Date

A voucher type can be configured to allow for an effective date. The line below the date of voucher displays the date when the voucher will be effective. This will be available only if the effective date option is activated in the particular voucher type.

Particulars

This is where you enter the ledger names and the debit and credit amounts. Each line displays a prompt of Dr or By for debit entries and Cr or To for credit entries.

Depending on the voucher type, Tally.ERP 9 selects either 'Dr' or 'Cr' for the first prompt, which you cannot change. Thereafter, you can change the prompt (if necessary) by typing over it with a 'D' or a 'C'. To select a ledger, type the first letter of its name. Tally.ERP 9 then displays a List of ledger accounts beginning with the letter highlighted. Only ledgers suitable for the voucher type are displayed. The revised current balance is shown after the amount is entered. On selecting the next ledger, Tally.ERP 9 suggests the balancing amount as the value to be entered, which may be accepted or typed over. The voucher entry cannot be completed until the debits equal the credits.

Narration

Here you type whatever appropriately describes the transaction. Remember, you can have a separate narration for each line of particulars, if you configure the voucher type in that way.

Once the narration is complete, press Enter to bring up the Accept? The box. Once you accept the data, Tally.ERP 9 presents another voucher entry screen.

1.5.1 Accounting Vouchers

Tally.ERP 9 is pre-programmed with a variety of accounting vouchers, each designed to perform a different job. The standard accounting vouchers are:

- Contra Voucher (F4)
- Payment Voucher (F5)
- Receipt Voucher (F6)
- Journal Voucher (F7)
- Sales Voucher/Invoice (F8)
- Credit Note Voucher (Ctrl+F8)
- Purchase Voucher (F9)
- Debit Note Voucher (Ctrl+F9)

You can alter these vouchers to suit your company, and also create new ones. Read ahead to understand the function of each voucher type. The following exercises are sample entries for understanding voucher entry in Tally.ERP 9.

Let us understand how to record accounting transactions in Tally.ERP 9, with examples from the books of accounts of Vridhi Traders.

Maintaining Inventory in Tally.ERP 9

1.6 Introduction

The inventory system operates in much the same way as the accounting system. In the place of accounting groups, 'Stock Groups' and 'Stock Categories' are used, and in the place of ledgers, 'Stock Items' are used.

Stock Item

A Stock Item is a unit of the goods that a business trades in. For instance, Vridhi Traders deal in electronic goods. 'Television' will be a 'Stock Item' for them.

Units of Measure

Stock items are purchased and sold on the basis of quantity. The quantity in turn is measured in units. In Tally.ERP 9, such goods are quantified using 'Units of Measurement'. Units of Measure can be 'simple' or 'compound'. Examples of simple units of measure are: numbers, metres, kilograms, pieces, etc. Examples for compound units of measure are: a box of 10 pieces, etc.

Stock Group

A Stock Group is similar to the groups we create for accounting. Stock Items of similar nature, brand, etc. can be classified under a single stock group. In the example above, the stock group for 'Television' can be the brand, like 'Sony', 'Videocon', 'Philips', etc.

Godowns (Store house)

A place where stock items are stored is referred to as a "Godown". For example, a warehouse. You can obtain stock reports for each godown and account for the movement of stock between Godowns (Store houses).

1.6.1 Creating Inventory Masters

Let us take the example of **Vridhi Traders** who sell **Televisions** and **Music Systems**. Given below is the structure of items being sold.

Main Stock Group: Television	
Stock Group	Stock Items
Sony TV	Sony 29 inch TV
	Sony 25 inch TV
Hiteq TV	Hiteq 29 inch TV
	Hiteq 25 inch TV
Samsung TV	Samsung 29 inch TV
	Samsung 25 inch TV

Main Stock Group: Music Systems	
Stock Group	Stock Item
Sony Music systems	Sony Tape Recorder
	Sony CD Player
Samsung Music systems	Samsung Tape Recorder
	Samsung CD Player

Table 1 List of Stock Groups and Stock Items

Vridhi Traders has two Godowns, the Onsite Godown and the Warehouse Godown. The Unit of Measure will be Numbers (Nos.).

To facilitate easier understanding, the creation of the aforesaid inventory masters is illustrated for Vridhi Traders, in the following order:

1. Stock Groups
2. Godowns
3. Units of Measure
4. Stock Items

1.6.2 Creating a Stock Group

The grouping structure in Tally.ERP 9 is as follows:

1. **Television** (main stock group, to be grouped under **Primary**)
 - Sony TV** – stock group under **Television**
 - Hiteq TV** – stock group under **Television**
 - Samsung TV** – stock group under **Television**
2. **Music Systems** (main stock group, to be grouped under **Primary**)
 - Sony Music Systems** – stock group under **Music Systems**

Samsung Music Systems – **stock group** under Music Systems Create the Stock Group – Television under Primary

1. Go to **Gateway of Tally > Inventory Info. > Stock Groups > Create (under the Single Stock Group)**
2. **Enter the Name** for the stock group as **Television**
3. **Classify** the group under **Primary**
4. **Set** the option **Should Quantities of items be Added** to **Yes**

The **Stock Group Creation** Screen appears as per Figure 1.11

The screenshot shows the 'Stock Group Creation' window. The left pane contains the following information:

- Name : **Television**
- (alias) :
- Under : **Primary**
- Should quantities of items be added : **Yes**

At the bottom of the left pane, there is an 'Accept?' button with 'Yes or No' options. The right pane shows the 'Gateway of Tally' menu with the following options:

- Inventory Info
- Stock Groups
 - Single Stock Group
 - Create
 - Display
 - Alter
 - Multiple Stock Groups
 - CReate
 - DiSplay
 - AlTeR
 - Quit

Figure 1.11 Stock Group Creation — Television

5. Press **Enter** to Accept the Screen

Create the stock group by name Music Systems under Primary.

Create Sony TV under the stock group - Television

Go to Gateway of Tally > Inventory Info. > Stock Groups > Create (under the Single Stock Group)

1. Enter the **Name** for the **stock group**, that is, **Sony TV**
2. **Classify** the group under **Television**
3. Set the option **Should Quantities of items be added** to **Yes**

The **Stock Group Creation** screen appears as per Figure 1.12

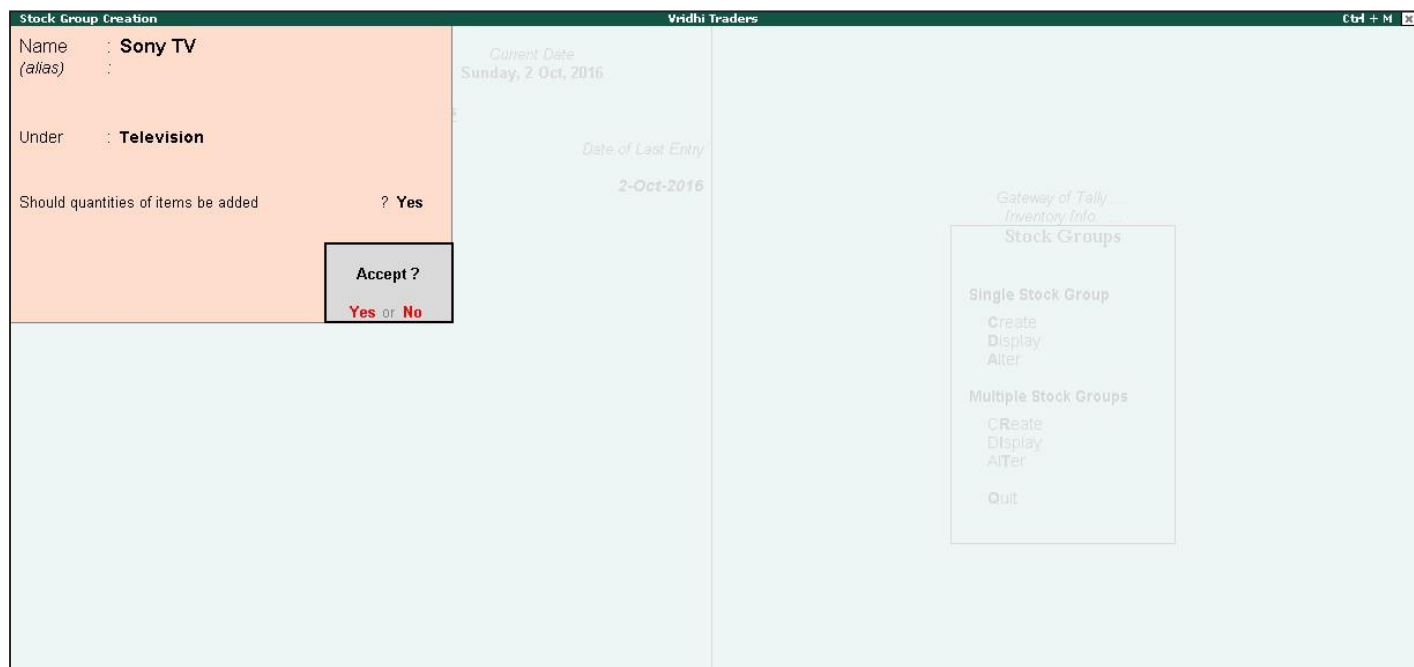


Figure 1.12 Stock Group Creation — Sony TV

4. Press **Enter** to Accept the Screen

1.6.3 Creating a Unit of Measure

As mentioned in the example, the **Unit of Measure** will be **Numbers (Nos)**

To create the **Unit of Measure**,

Go to Gateway of Tally > Inventory Info. > Units of Measure > Create

1. Enter the **Symbol** to be used for the **Unit of Measure**, that is, **Nos**
2. Enter the **Formal Name**, that is, **Numbers**
3. Specify the **number of decimal places**. Here, it is **zero**
4. Press **Enter** or **Y** to **accept** the screen

1.6.4 Creating a Stock Item

As per the example, create the stock item Sony 29 inch TV. To create the same,

Go to Gateway of Tally > Inventory Info. > Stock Items > Create

Press F12 from stock item creation screen and set the option Allow Advanced entries in Masters to No.

1. **Enter the Name** for the **stock item**, that is, **Sony 29 inch TV**
2. **Group** the **Stock Item** under **Sony TV**
3. **Select** the **Units** as **Nos**

The **Stock Item Creation Screen** appears as per Figure 1.13

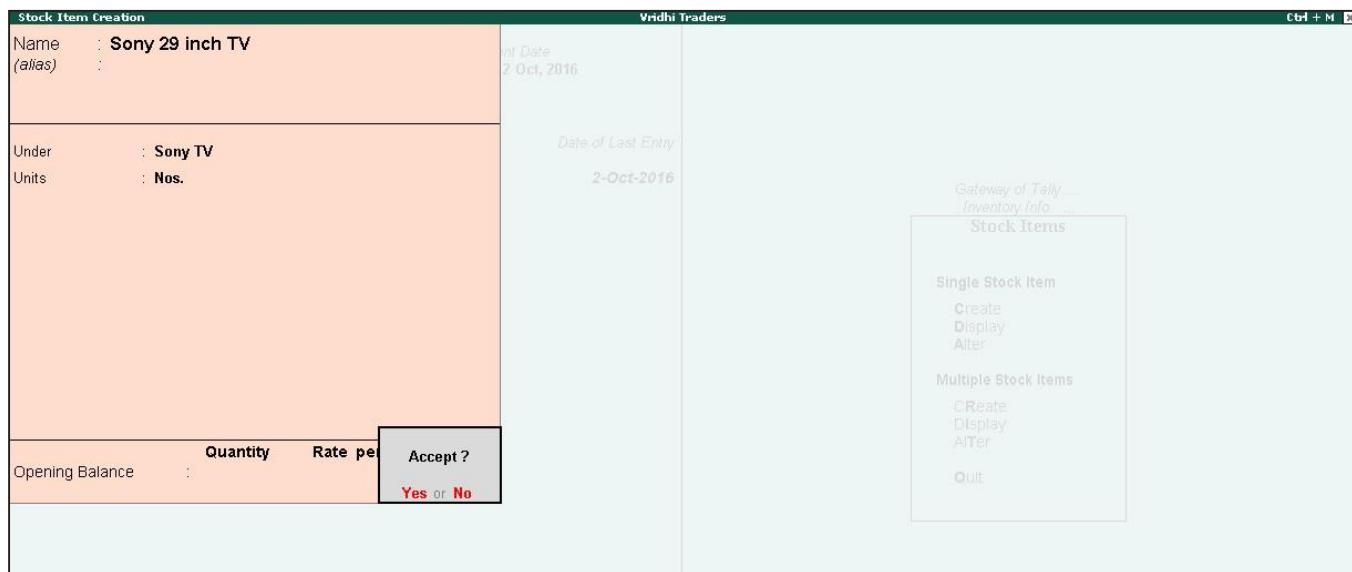


Figure 1.13 Stock Item Creation — Sony 29 inch

1.6.5 Godown

Locations/Godown are places where stock items are stored. You can monitor the Godown-wise movement of stock by creating multiple Godowns.

You can create Godowns as shown below:

Against the field	Action to be performed
Name	Enter as Onsite
Under	Select as Primary

Allow Storage of materials?	Set to Yes
Do not make any changes in the Use for Fields	

Tally.ERP 9 has a default Godown named Main Location. You can alter Tally's default Godown and create a new one.

Tally.ERP 9 permits the creation of any number of Godowns, under groups and subgroups to match the structure you need.

To create Godown in Tally.ERP 9, follow the below given steps:

Step 1: Activate Godown Feature in Tally.ERP 9

- To activate Godown Feature, Go to Gateway of Tally > Press F11 > Company Features > F2: Inventory Features
- Set the option Maintain Multiple Godown to Yes
- Save the Inventory Features Screen

Step 2: Creation of Godown in Tally.ERP 9

- Go to **Gateway of Tally > Inventory Info. > Godowns > Create**

The **Godown creation** screen is as per Figure 1.14

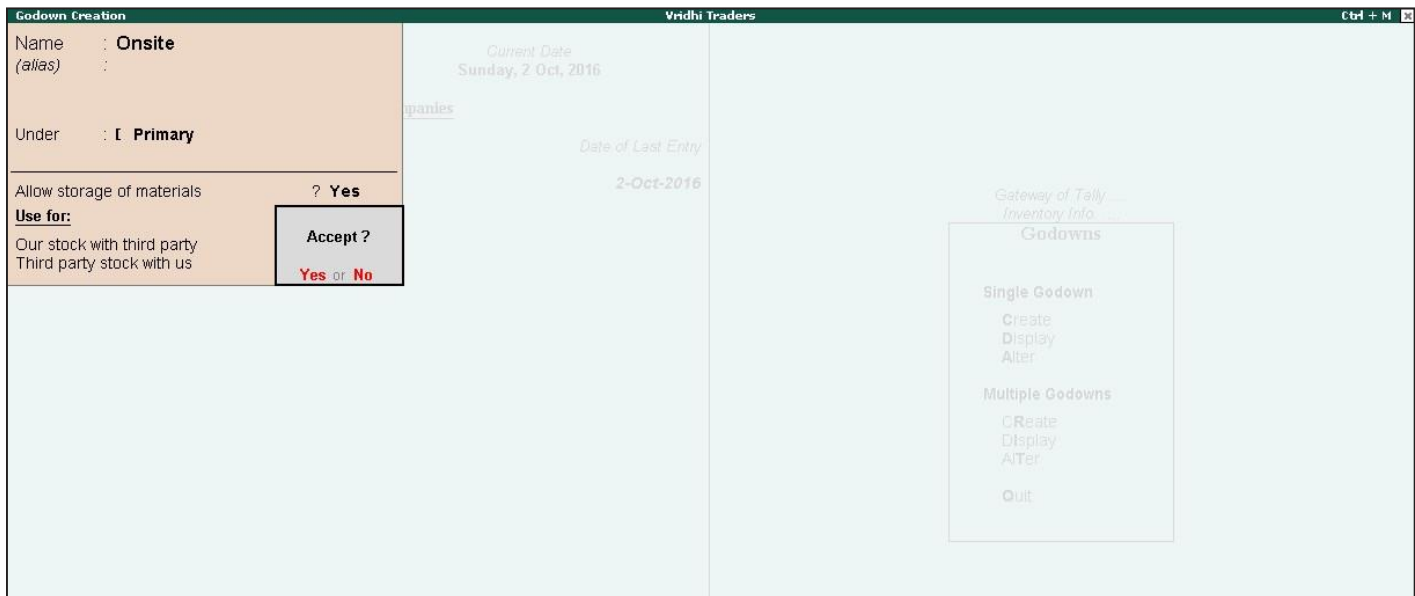


Figure 1.14 Completed Item Creation screen



Note

The term Godowns is displayed in the Inventory Info. Menu, if India/SAARC is selected under 'Use Accounting Terminology of' in General Configuration (Gateway of Tally > F12: Configure) screen. If International is selected, the term Locations is displayed.

Inventory Vouchers

1.7 Introduction

Tally.ERP 9 inventory transactions perform the same function in the inventory system as accounting transactions do for the purpose of recording accounting transactions. They are the means by which you enter transactions relating to inventory. The transactions record entries relating to the issue and receipt of stock, the transfer of stock between locations, and physical stock adjustments. The following inventory transactions are available in Tally.ERP 9:

- Purchase Order (Alt+F4)
- Sales Order (Alt+F5)
- Rejections Out (Alt+F6)
- Rejections In (Ctrl+ F6)
- Stock Journal (Alt+F7)
- Delivery Note (Alt+F8)
- Receipt Note (Alt+F9)
- Physical Stock (Alt+F10)

1.7.1 Voucher Configuration

To use above given vouchers,

- Go to **Gateway of Tally > Press F11:Company Features > F2: Inventory Features**
- **To enable Delivery Note, Receipt Note and Rejections Voucher**, set **Yes** to **Use Tracking Numbers (enables Delivery and Receipt Notes)** and **Use Rejection Inward and Outward Notes**.
- Go to **Gateway of Tally > F12: Configuration > Invoice/Orders Entry – Set Provide Complete Accounting Allocations in Order/Delivery Note** to **Yes**
- **Make sure that Inventory Values are affected?** is set to **Yes** in all **ledger accounts** under the **groups sales accounts and purchase accounts**

10.2.1 Inventory Vouchers

Purchase Order (Alt+F4): A Purchase Order is an order placed by a business entity with a supplier for the delivery of specified goods at a given price and at a predetermined time.

Receipt Note (Alt+F9): Receipt Note voucher type is used for recording goods received from the supplier.

Rejections Out (Alt+F6): The Rejections Out voucher records goods that are rejected and returned to a supplier.

Sales Order (Alt+F5): Sales Order is an order placed by a customer for the delivery of specified goods at a given price and at a predetermined time.

Delivery Note (Ctrl+F8): A Delivery Note is used for recording goods delivered to a customer.

Rejection In (Ctrl+F6): A Rejection In voucher is used to record goods that are rejected and returned by the customer.

Let us understand how to record inventory transactions in Tally.ERP 9, with examples from the books of accounts of Vridhi Traders.

Stock Journal (Alt+F7)

To record the consumption and adjustment of goods and to transfer stock from one godown to another, a stock journal voucher is used.

Data Backup and Restore

1.8 Introduction

Data on the computer is vulnerable to different types of threats and any data lost will be disastrous for the organisation. Hence, there is a need to store data at a different location by taking a backup.

1.8.1 Backup

Tally.ERP 9 helps users to take back up of one or more companies in a single directory. Let us understand the backup feature of Tally.ERP 9 using the example of Vridhi Traders.

To take a single or multiple company data backup,

1. **Go to Gateway of Tally > Company Info. > Backup**

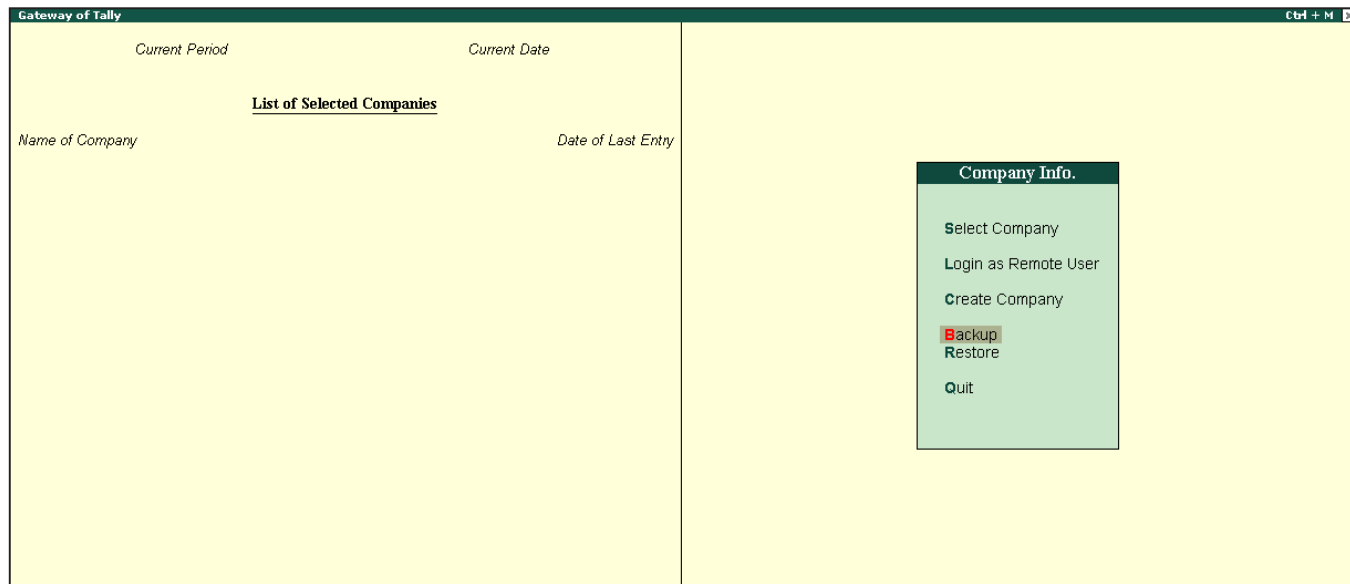


Figure 1.15 Company Info. Screen

2. Enter **Source and Destination** of the **backup** as per Figure 1.16

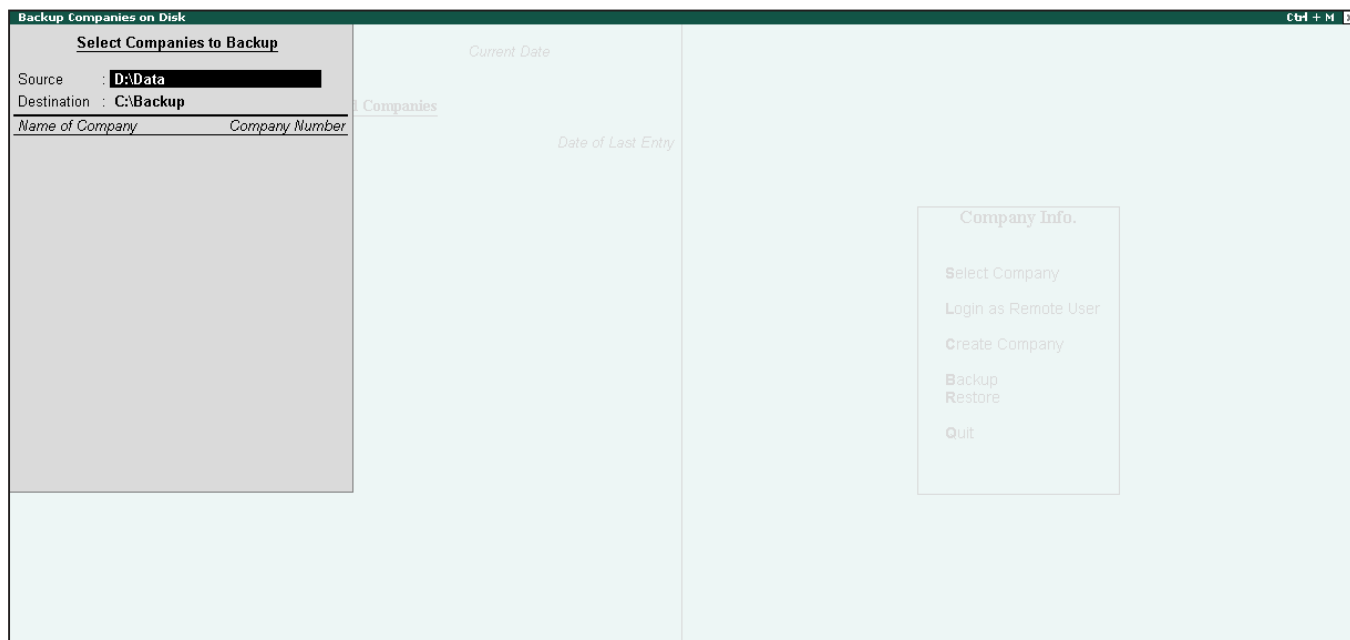


Figure 1.16 Selecting Source and Destination for Backup

3. Press **Enter** and the **List of Companies** available for **backup will appear**. Select the required companies for which data backup needs to be created, as per Figure 1.17

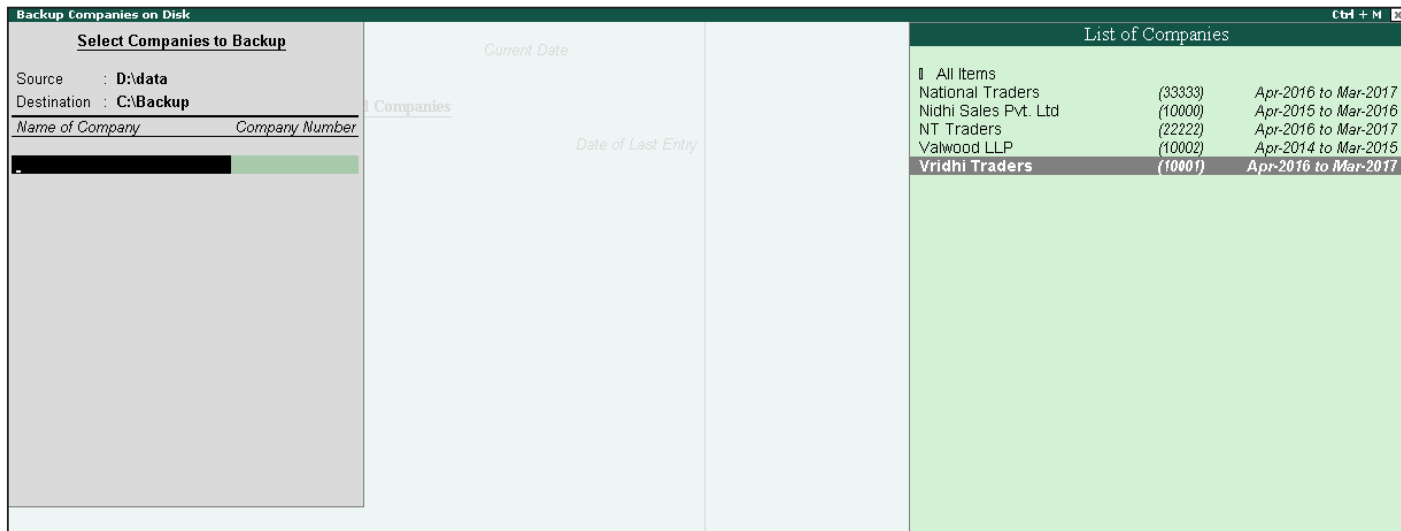


Figure 1.17 Selecting Companies to Backup

4. Once the required companies are selected, select **End of List** and **accept** the screen. The backup file is created with the name **TBK900.001**, as shown in the following Figure 1.18

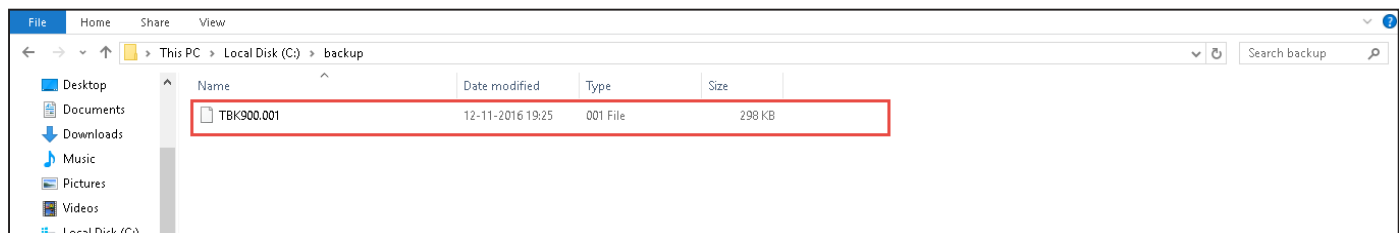


Figure 1.18 TBK File

5. **TBK900.001** is stored in the **D drive**. The same file can be restored as and when required.



Note

Select All items from the list of companies, if you want to take a backup of all the companies at one shot

1.8.2 Restoring Data from a Backup File

The Restore functionality allows you to restore the data backup taken earlier.

Remember the following points before restoring data backup.

1. Do not restore old or irrelevant data.
2. Do not restore data from a damaged media.
3. Do not restore data in the same folder as the existing data, since it may overwrite the existing data.

For restoring data from a backup file, follow the steps given below:

1. Go to Gateway of Tally > Company Info. > Restore, you will get the following Figure 1.19

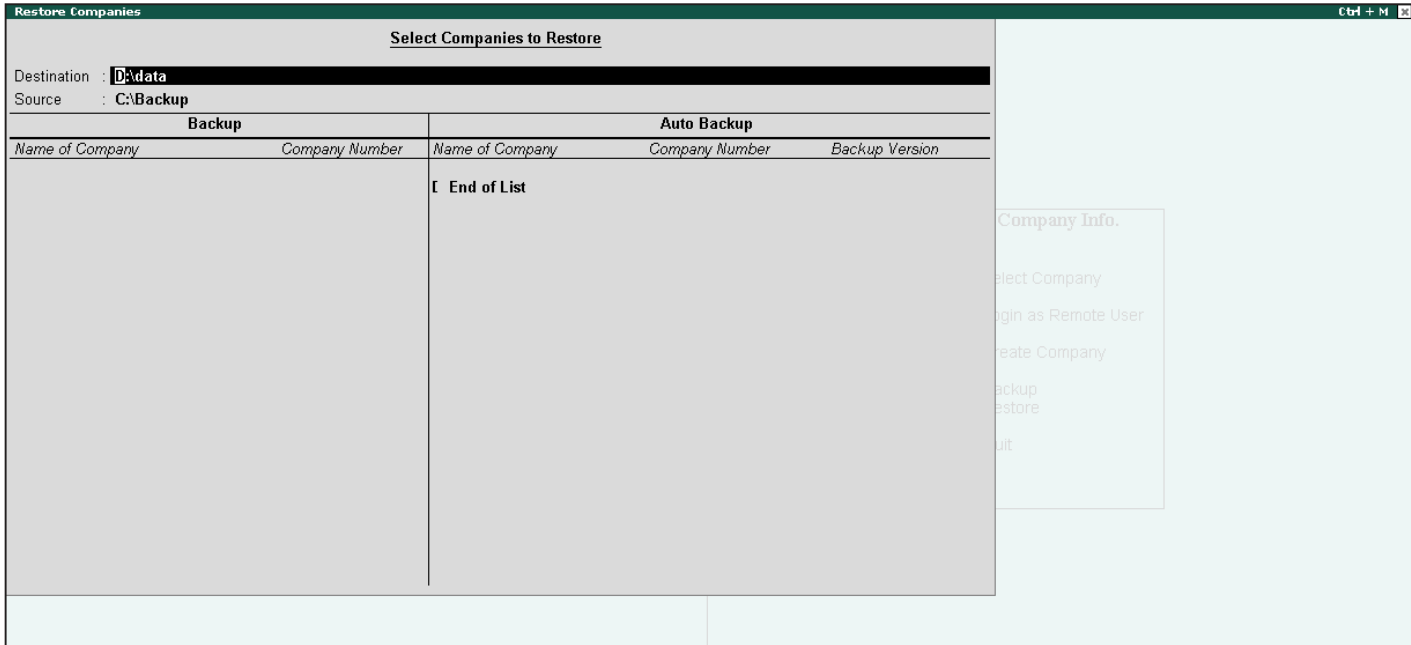


Figure 1.19 Destination and Source Details Screen

2. **Destination field:** Enter the folder path where data backup needs to be restored.
3. **Source field:** Enter the folder path where data backup file or auto backup files for multiple companies are stored. The path specified can be on the same storage device/external storage device or a storage device on the network.
4. **Select the required companies** from the **list of companies** and **then restore**

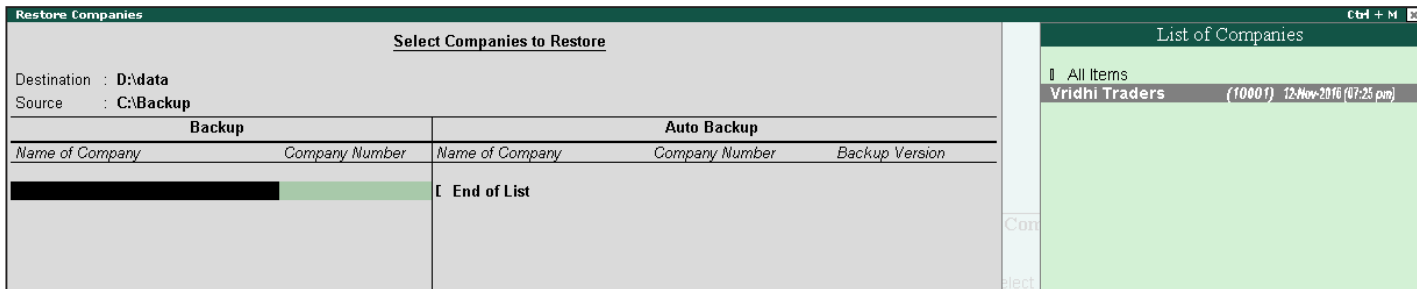


Figure 1.20 Restores Companies on Disk

5. Select **End of List** to **complete** the selection and accept the screen.

