Institute of Human Resources Development

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No. FinC2 /8538/2018/HRD   Dt: 04/07/2018

Circular

Sub: IHRD – Release of Tally Template for IHRD Institutions – Guidelines issued – reg.
Ref: Circular no. FinC2/9046/2017/HRD dt 05.06.2018

The new tally accounting template for use of IHRD institutions for accounting from 01-04-2018 is prepared for individual institutions and being forwarded as email attachment. In this regard, the following guidelines are issued for the use of new template in the IHRD institutions.

a) **Installation of New Template 2018.**

1. Download the email attachment received in the Principal's email account from the TallyAdmin. The name of the file is in the format "18xxx.rar", where xxx is your institution code.

2. Unzip the file using winrar/winzip/7zip or similar utility. You will get a data folder named '18xxx', where xxx stands for your institution code.

3. Copy this folder to Tally data folder in your Tally Installation. (Tally data folder will be usually C:\Users\Public\Tally.ERP9\Data in Windows 7/10 and Drive:\Tally.ERP9\Data in Windows XP).

4. Now your new template is ready for entering vouchers from 01-04-2018. Start Tally software and use '**Connect Company**' option to use the new template for voucher entry.

If new template is not available under Tally, most probably the data will be placed below one more directory level while extracting from .rar file. i.e. instead of Tally.ERP9\Data\18xxx folder, it may be placed under Tally.ERP9\Data\18xxx\18xxx. In such case copy 18xxx folder which contains 10 files to its correct location. (i.e. Tally.ERP9..\Data\18xxx)

5. Use the following initial password for login.

      1. login: cashier   password: cash123
      2. login: principal   password: hoi123

You have to change above initial password immediately on first login itself. So select a suitable password with minimum 5 characters before you login to this account. Passwords have to be changed after 180 days as per password policy and last passwords cannot be reused while changing passwords. Keep your new password safe and secure for future use. (Please write it down in your personal diary for future reference and keep it secure.)

For institutions having a supervisory officer for accounts, such as a superintendent, administrative officer etc. and who has undergone tally training of IHRD, will get a separate login facility for verifying vouchers entered by cashier. In such case, Principals shall contact the TallyAdmin on 8547001536 for login credentials.

b) Use of new Template:

1. Keep a copy of Approved ledger heads list ver. 2.0 published in IHRD website on 05.06.2018 (as .pdf), which is used to create Tally Template 2018, handy for ready reference while entering vouchers.

2. Open previous template used up to 31-03-2018, and note down the Closing balance of all Assets and Liability heads. Then close the old template.

3. Now use the new company '18xxx' and enter the closing balance noted above, as the opening balance of suitable assets and liabilities heads. (Cash, bank, deposits, taxes, etc.) Please note that the OB of Ledgers under Income and expenditure group will be always zero at the beginning of each financial year. Only principals of each institution are authorized to access "Accounting Masters" through which this step need to be completed.

   Please note that there is only 143 ledger heads in new template 2018, by combining some ledgers of similar nature in the old template, which had 229 ledger heads. In such case , calculate correct OB from the available details. (This opening balance may likely to change later, once the audit of previous year is completed.)

   In the new template 2018, few ledgers used earlier were removed or clubbed to a single one. In case of any confusion regarding the posting of a transaction, please consult Tally helpdesk for guidance in the phone no. given below.

4. Create appropriate **Cost Centres** using Principal's account. Please follow the guidelines given below.

   a. Any externally funded project which requires separate account maintenance need to be created as a cost centre.
   b. Normal activities in the Institution, which do not receive any external fund or requirement of maintenance of separate accounting details, need not be accounted as a cost centre.
   c. If the funded project requires a separate bank a/c, then use 'CC-Bank a/c' ledger for maintenance of this bank a/c. Otherwise use existing Institution SB a/c.
   d. If you need any guidance in connection with the creation/use of Cost Centres, please contact Fin-C2 section of IHRD.

5. Now you may enter vouchers from 01-04-2018 onwards. On completion of voucher entry for each calendar month, data folder must be forwarded as a zip file using utilities like winrar/winzip/7zip etc, as done earlier.

6. Contact for any assistance in

   a) Accounting related matters : Tally Helpdesk: 85470 01531 / 32 , Extn.: 251
      email: ihrd.acc@gmail.com

   b) License & other Technical matters related to Tally Installation : Tally Admin: 85470 01531 / 32 , Extn.: 275 or 85470 01536
      email: ihrd.tally@gmail.com

c) Do's and Don'ts while using new Tally Template 2018.

i) Do's:

1. It is mandatory for providing detailed narration for each voucher entered.
2. Voucher entry on each day must be verified with cashbook entries and corrections, if necessary, may be done on the date of entry itself.
3. Daily data backup must be taken in the TallyBackup folder (mon, tue, wed….etc.) as instructed earlier.
4. If Tally Installed system shows any problem like OS corruption, system turning slow, suspected virus infection etc., the TallyAdmin must be consulted before attempting any repair work/re-formatting of hard disk etc. to surrender license as per existing protocol.
5. Monthly data and quarterly reports shall be strictly forwarded as instructed earlier.

ii) Don'ts:

1. Principals are not authorized to create new ledgers/groups or alter existing ledgers/groups without permission from the Finance section.
2. Principal's login account should not be used by anybody other than the Principal. In case, Principals are not familiar with the task, they may login into Institution tally account and observe the activities of person permitted to use the principal's privilege in their presence. In such case, the principal should confirm to logout from his login account using 'shut company' option, before leaving the Tally installed system. Principal's login credential should be maintained as confidential.
3. Principal's account should not be used for daily data entry. Only login account 'cashier' alone is authorized to enter daily vouchers. (Tally audit feature shows the who entered it and who modified it.) Even if actual principals are entering daily vouchers due to shortage of accounting staff, they shall enter it using 'cashier' account only.
4. The accounts 'accountant' & 'principal' shall be used only for verification of data and necessary corrections as per authorization.
5. Do not create any unnecessary cost centres against the guidelines given above. In case of any doubt, please contact Fin-C2 section for guidance.

d) Remarks:

i) If an Institution is authorized by finance section to open a new bank a/c for any purpose later, the name of new ledger to be created using Principals a/c shall be in the following format.

Ledger : **Bank A/c–SBIxxxx–purpose**

(where xxxx is the last four digits of bank a/c no.)

under : Bank A/c(Instn.) or Bank A/c(Project) as in the case may be.

Eg: Bank A/c-SBI2345-MHRD

This method is helpful to locate all bank a/c while entering vouchers.

ii) In case, it is later found that the data forwarded from any institution has violated above guidelines, the data file forwarded will be rejected. In such case, the institution has to prepare and re-send data from the last backup which has no such problems after re-entering subsequent vouchers. So the Principals shall periodically supervise the accounting procedure in Tally in their institution to avoid such issues.
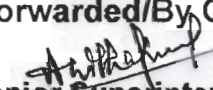
sd/-
Director

To

1. All Heads of Institutions
2. The Deputy Director
3. Stock file

Forwarded/By Order

Senior Superintendent