INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
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No. FinC2/8538/2017/HRD   **Dated: 28.04.2020**

<u>CIRCULAR</u>

Sub: - IHRD - Tally.ERP9 2020-21 – Guidelines issued-reg.

The following guidelines are issued for the use of Head of Institutions and accounting staff of IHRD Institutions in connection with the Tally.ERP9 based accounting system.

- **Checking of Closing balance**

Before entering accounts for 2020-21, you are directed to verify whether the closing balance of your institution as per tally data and cash book are same as on 31/03/2020. If Tally includes bank accounts which are not included in cash book, these accounts may be verified with respective bank statements.

If there is difference in the balance as per cash book and bank statement, reconciliation of that account may be done and authenticated by the head of the institution.

- **Negative Ledger entries**

All ledgers having negative balances may be verified.

[*To check negative balances follow the steps: - Gateway of Tally→ Display→ EXception Reports→ Negative Ledgers*]

It will display list of ledger heads with possible errors in the entries. Appropriate corrections may be made before closing 2019-20 account.

- **Forwarding data file as on 31/03/2020**

i) Go to the folder where Tally.ERP9 is installed.

ii) Move inside the 'Data' folder. The Institution's data is stored in a folder name similar to "18xxx" where 'xxx' indicate the Institution code.

iii) Right click on the folder '18xxx'. You will get a pop down menu. Select the option "add to 18xxx.rar", if you have installed WINRAR or select the option "add to 18xxx.zip" if you have installed WINZIP. Now the file '18xxx.rar'/ '18xxx.zip' will be created in the data folder.

iv) Send this file to "ihrd.acc@gmail.com" as a mail attachment.

- **Starting of Tally Accounts for 2020-21**

  All Institution heads are requested to complete the data entries in Tally.ERP9 up to 31.03.2020. Before changing the financial year, it shall be ensured that all the entries for the previous year are entered properly.

  If all required entries for the previous financial year are complete, go to "Gateway of Tally" and press "Period" or "Alt+F2". Change the period to 01-04-2020 to 31-03-2021. Then you can start entering data for the new financial year.

Sd/-

DIRECTOR

Copy to:
1. All the heads of institutions.
2. The Deputy Director
3. Finance Officer
4. Office copy
5. Stock file

Approved for issue

Sd/-

Financial Consultant