No. 1/2012/ITD   February 2, 2013

Technical Circular-2

Sub: Tally.ERP9 Software - Update of Tally.ERP9 software – reg.

1. Update of Tally.ERP9 software.

M/s Tally Solutions has released an updated version 4.5 of Tally.ERP9 software few days back. The updated version has few new features and bug fixes.   Now it is recommended to update Tally Installation of all IHRD Institutions at the earliest so that all Installations will have same version.   The uniform version usage is required for the centralized use of data in the Finance Server. The Tally.ERP9 software update procedure is given below:

a) Take manual backup of data to the backup folder.   Even though upgradation of software will not affect data files and license, it is recommended to take the latest backup of data.
b) Download the following files from ihrdwebsite→*IHRD Accounts* page to a temporary folder.
   i) Tally4_5Install.exe   (*Tally.ERP9 installation program of ver 4.5*)
                        (*md5hash : e1ad166e801cbd32b64d304b33b06e62*)
   ii) TallyERP9ref.chm   (*help file for ver. 4.5*)
                        (*md5hash : 5e41b9dea851284b357193bcc8ccadf7*)
    (*You can verify the integrity of the above files using the 'md5 check utility' to confirm that these files are not infected.*)
c) Please note the Drive letter and folder name of your current Tally.ERP9 Installation.
   (for XP it may be like "D:\Tally.ERP9 " and for Vista/Win7 it may be like "C:\program files\ Tally.ERP9".
d) Login in Windows as Administrator. Now run the file "Tally4_5Install.exe" file from the temporary folder.   Select the "Single User" mode for installation.
   Select the same Installation Drive and folder where earlier version was installed.*(Never try to Install more than one copy of the software at different drives in the same machine)*
   Since Tally installs with default language as 'English', other language support options need not be selected.   So please uncheck the language support option.
 e) Tally installer will run in UPGRADE mode and complete the installation.
 f) Copy 'TallyERP9ref.chm' file to the Tally.ERP9 installation folder.   This help file ver. 4.5 will over write existing ver.3.7 help file, if it already exists.

For any clarification, please call Tally helpdesk or technical support team.

2. Forwarding the Data backup and monthly reports.

It has come to the notice that few Institutions are not forwarding the monthly report and data backup in the recommended format.   So the recommended procedure is given below for clarification.

a) Backup of data.

i) Run explorer(or My Computer) and 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 "10xxx" where 'xxx' indicate the Institution code. This folder contains different files which is used for the storage of data.
iii) Right click on the folder '10xxx'. You will get a pop down menu.

Select the option "*add to 10xxx.rar*" , if you have installed WINRAR.
(Or Select the option "*add to 10xxx.zip*" if you have installed WINZIP.)
Now the file '10xxx.rar' will be created in the data folder. (or '10xxx.zip for Winzip.)
iv) cut & paste the 10xxx.rar file to the 'monthly' backup folder inside the manual backup folder. Rename the filename similar to '10xxxAug12.rar' indicating the data is up to date as on August 2012. Send this file to ihrd.acc@gmail.com as a mail attachment.

b) Preparing monthly reports

It is required to forward the following reports in pdf format to the mail id ihrd.acc@gmail.com as a mail attachment. (*Monthly data backup can also may be attached to the same mail.)* It is required to send monthly report prepared using Tally.ERP9 from December 2012 onwards only.

1. Receipt & Payment report
2. Income & Expenditure report
3. Balance sheet as on end of the month
4. Bank reconciliation statement

All the above report can be prepared in similar methods.

i) Create a report folder, if not already created. (*Say D:\TallyReports*).
ii) First prepare and fine tune the report and view it in the screen using preview option.
iii) Now select the 'Export' option(or Alt+E) at the top of the window. You will get a confirmation prompt "Export ?" . Select the option 'No'. Now you are able to select and modify the export options as follows:
Language : default
Format : pdf
Export location : set your report folder(*say D:\TallyReports*)
Page size : A4
Press 'Enter' key to use default value for other options. Accept the 'Export ?' prompt now. Now the output file in .pdf format will be created in the folder set as 'Export location'. Create all reports in similar method. Send all these reports as attachment of a single mail to ihrd.acc@gmail.com. Please do not send data backup or monthly reports to any other email id.

3. Change over plan for next financial year:

All Institution heads are requested to complete the back data entry in Tally.ERP9 up to date at the earliest. It is required to send monthly report in old manual method up to March 2013 only(end of financial year). From April 2013 onwards, report prepared using Tally.ERP9 only need to be send by email attachment.

From Next financial year (April 2013) onwards:

a) For Institutions which has completed back data entry up to date :

1. Maintain " *Cash book cum Bank book*" as per the recommended new format.
2. Forward monthly *Data backup and monthly reports* as mentioned 2.a & 2.b above.
3. No manual Ledger need to be maintained.

b) For Institutions which has NOT implemented Tally.ERP9 solution up to date :

1. Maintain all books of accounts currently in use for the next financial year(2013-14) also.
2. Maintain " Cash book cum Bank book" as per the recommended new format.
3. Prepare and forward monthly reports given in 2.b above manually in 'Tally report' format only. (Old format of R&E statement currently in use is not acceptable.)

4. Revised format for 'Cash Book cum Bank Book'

The existing format of Cash book(TR7) is not much suitable for Tally accounting. So a recommended new format of 'Cash Book cum Bank Book' is attached with example. The main features are given below:

1. There are separate column for bank transactions and cash transactions.
2. Dr./Cr. label entries ensure error free entry during voucher entry Tally.ERP9. Separate column for Voucher type and number is provided.
3. Both Closing balance of Bank a/c and Cash a/c can be recorded.
4. The format recommended is similar to one used by Tally.ERP9.
5. Cash transaction entries are same as the current practice.
6. For each Bank transaction, there will be double entries on both Receipt & Payment sides. (see the example of contra entries given in the format)

From next financial year, the cash book cum bank book in the recommended format should be maintained. The cashbook for the remaining period of the current financial year can also may be maintained in the revised format from the current date(optional).

5. Automatic numbering option for vouchers

It is reported by many Institutions that the automatic numbering cannot be used for back data entry for different reasons. The main reason is that the earlier voucher numbering is not planned as per the tally voucher numbering scheme. Some may have numbered contra entries as receipts/payments and given voucher numbers accordingly. The main problem is that the current version of Tally.ERP9 has no option to switch from automatic numbering to manual type during the middle of a financial year. The matter is brought to the notice of M/s Tally Solutions Ltd. for a possible solution in the future updates.

In this circumstance, the following temporary solution is recommended. You may enter correct voucher number in the narration area and ignore automatic numbering displayed by Tally till the end of current financial year.

From April 01, 2013, you can restart automatic numbering or switch to manual numbering option. During next financial year your accounts in Tally.ERP9 will be up to date and this problem will not arise if you give different numbering scheme for receipt/payment/contra/ journal/acquittance type vouchers as per Tally method. But you must ensure that voucher entry in Tally.ERP9 and entry in the Cashbook cum bank book should be made simultaneously.

6. Additional Ledger heads

All Institution heads/Accountants are requested to send your suggestions for additional ledger heads needed to be included in the approved IHRD Ledger head list to ihrd.tally@gmail.com before 28-02-2013. It is proposed to publish the revised "Approved Ledger head list ver 1.7" during March 2013.

Sd/-
Special Officer (IT)

Copy to : 1) Finance Officer
        2) O.C.