

Institute of Human Resources Development

IT Division

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Technical Circular-3

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

1. Update 4.51 of Tally.ERP9 software.

M/s Tally Solutions has released an updated version 4.51 of Tally.ERP9 software during last week of March 2013. This updated version has few new features and bug fixes. Now it is recommended to update Tally Installation of all IHRD Institutions to ver. 4.51 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.

Our current one year free *.NET subscription of Tally.ERP9* has ended in March/April 2013 and we cannot use any updated versions released after March 30, 2013 without the renewal of subscription. The current version 4.51 is sufficient for the accounting needs in IHRD institutions at present and a decision on renewal of *.NET subscription* will be taken at a later date. **Those who have already updated to ver. 4.5 during February 2012 also should update to ver. 4.51 urgently.** The monthly backup data should be prepared and forwarded using ver. 4.51 only from April 2013.

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_51Install.exe (*Tally.ERP9 installation program of ver. 4.51*)
(md5hash : e1ad166e801cbd32b64d304b33b06e62)
 - ii) TallyERP9ref.chm (*help file for ver. 4.51*)
(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_51install.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 regional language support option.

- e) Now 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 older version of 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. 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 are 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 you have already created in another logical drive earlier. Rename the filename similar to '10xxxApr13.rar' indicating the data is up to date as on April 2013. Send this file to ihrd.acc@gmail.com only as a mail attachment.

b) Preparing monthly reports(for those who completed back data entry up to date)

It is required to forward the following reports in .pdf format to the mail id ihrd.acc@gmail.com as a mail attachment from April 2013.

- 1. Receipt & Payment report
- 2. Income & Expenditure report
- 3. Bank reconciliation statement

The balance sheet need to be forwarded at the end of financial year only. (ie. as on March 31 of every year.)

The Receipt & Payment and Income & Expenditure reports should be prepared in three columns as prepared in the earlier manual method also.

- a. First column (upto previous month): select the period of display as 01-04-2013 to end of previous month. (eg. 01-04-2013 to 30-04-2013)
- b. Second column (current month): select the period from first day of current month to last day of month.(eg. 01-05-2013 to 31-05-2013)

c. Third column (Progressive total) : select the period of display as 01-04-2013 to end of current month.(eg: 01-04-2013 to 31-05-2013)

All the above report should be prepared as mentioned in the earlier technical circular-2 published. In the earlier circular, it was mentioned to use the option to send monthly reports in .pdf format and the backup data as attachment to the single mail. Now from April 2013, it is recommended to send these items as attachments of two separate mail to manage reports and backup mails in the email folders as follows:

Please use the subject of mail for reports as “503 reports- Apr 13” where ‘503’ is the Institution code. Similarly use the subject of the mail with data backup similar to “503 data Apr 13’. This will help us to re-arrange and search your reports and data from hundreds of mail received in the mail box.

c) Preparation of Monthly reports by Institutions who have not completed data entry up to date:

It was recommended to send monthly reports in old format up to March 31, 2013 only and send them in Tally generated format from April 2013. Those who have not completed back data entry up to date have no other option left but to prepare them manually till they complete their back data entry up to date. The method of preparation of reports manually is given below:

1. Prepare a sample reports of “ Receipts & Payments” and “Income and Expenditure” using some sample data using Tally.ERP9. Prepare them in 3 column report as mentioned in the previous section 2 above.(Use ‘Example’ template or original data of a month of Institution if you have already entered, for this purpose). Take a printout of these sample reports which can be used as a model for preparing monthly reports manually.
2. Prepare a temporary ledger in a 200 page note book for the month(say April 2013) using the entries in the cashbook and as per IHRD approved ledger heads published.
3. Prepare monthly reports as in the Tally generated format using this ledger book.(use MS-Word)
4. Forward these reports prepared to mail attachments to ihrd.acc@gmail.com as mentioned earlier.

3. Feedback on the data forwarded for the previous financial year:

During the verification of back data forwarded for the previous financial year, the following common problems were identified.

1. Some Institutions are not entering the salary payment details correctly. They record only net salary paid instead of Gross salary with group entries. Please refer the sample entry given in the ‘example ver 1.1’ template for correct method.
2. Please do not send the copy of Tally Auto backup file instead of Data backup file, which cannot be used in the finance server. Please forward the data as mentioned in para 2 above.

3. Data folder forwarded by some institutions also contains unwanted files created by users such as .doc, .pdf and .xls files. Please do not keep any other type of files inside the Tally.ERP9 folder or its sub-folders. These report files are created within the Tally Installation folder due to the wrong settings of output directory. Please set it correctly as follows:

- a). Create a folder with name “TallyReports” in any drive.(say D:\TallyReports)
- b). Go to ‘Gateway of Tally→Configure(F12)→Data configuration’.
- c). Change the 3rd option “Location of Export files” to report folder name.(say D:\TallyReports).
- d). Press ‘Enter’ key to accept other options as displayed and finally ‘accept’ to accept changes.

Now all your reports created by the ‘Export’ option (R&E, Receipts & Payments, Balance Sheet etc. are created in this folder only.

4. Many Institutions are using different filenames for data backup instead of recommended format. The recommended format of backup data filename is similar to “10325mar13.rar” where 10325 is the name of the actual data folder and the remaining portion indicates the period. While forwarding backup for previous period, few institutions are forwarding monthly data of few months as separate files in the same mail. Please remember to send only the latest version of data, which contains all the data up to the last date of entry. ie. Data send as on March 2013 contains all the data from 01-04-2012 to last date of data entry.

5. Even though it was strongly recommended to take daily backup of data, it was found that many Institutions are not taking data backup periodically as recommended. It is once again strongly recommended to take backup on daily basis as suggested in the previous circular.

4. Changing date to next financial Year(2013-14)

1. First, confirm that all the entries for the previous year is entered properly. If you have received any entries like ‘bank charges or bank Interest’ in your account on or before 31-03-2013, enter them on the Tally as on last date of entry(ie. 30-03-2013).

If any entry is placed in the wrong ledger head, please make journal entries as on 30-03-2013 to rectify the mistake.

2. Normally the closing balance of ledger heads in “Assets” & “ Liabilities” groups are carry forwarded to the next financial year automatically. (But ledger heads belongs to ‘Income’ or ‘expenditure’ will not be carry forwarded to next financial year) So verify that the closing balance of these ledger heads is correct. Otherwise place journal entries as on 30-03-2013 to rectify the mistake.

3. If you are confident that all required entries for the previous financial year is complete, now Go to “Gateway of Tally”. Change period to 01-04-2013 to 31-03-2014. Then change the date of entry to 01-04-2013 for entering data for the new financial year.

Please complete data entry for April 2013 and forward data backup & reports at the earliest.

For any clarification, please consult the Tally help desk.

5. Adding new approved ledger heads to the template of your Institution.

New supplementary list of new approved ledger heads 1.7 and 1.71 published during previous months are to be added to the template of your institution if required. Normally these ledger heads are needed to be created in the template one by one using the Principal's account.

Now you can add all these new heads to your Institution's template or demo template(or any other template) using the following procedure easily.

- a) Download the file 'Newheads1_7.xml' from the IHRD website→Accounts page to a temporary folder. (This file contains all the new ledger heads given in ver 1.7 & 1.71 published.)
- b) Login as 'principal' and select the 'company' of your Institution. Go to 'Gateway of Tally'.
- c) Select the option 'Import of data' under 'Utilities'. Now select 'Masters' within the sub menu displayed.
- d) Now give the import options as follows:

Import filename (XML) : *(Drive: foldername)\Newheads1_7.xml*
(eg. D:\temp\Newheads1_7.xml)
Treatment of entries already existing : *Ignore Duplicates*

Now Tally.ERP9 will update your template with the new heads given in the import file. If any ledger heads given in the import file already exists in your template, it will be ignored. You may use the same method to update your demo template if necessary.

For any clarification, please consult the Tally help desk.

6. IHRD Approved ledger head list ver. 1.8.

A new updated list of IHRD approved ledger heads for Institutions Ver.1. 8 is published in the IHRD website→IHRD Accounts page. This new list contains all the ledger heads given in the ver 1.6, 1.7 & 1.71 published earlier. If you update the template of your Institution with 'Import of data' option mentioned above, your template will have all the ledger heads mentioned in this list. Please take a printout of this list and keep it handy while entering data as a ready reference.

7. New login account for cashier/tally support personnel in IHRD website.

It is reported by the accounting/Tally support staff of many Institutions that they are not aware on new posting in the IHRD Accounts page on the website, since they have no access to the page. In this circumstance, the IT Division has created a new user account in the IHRD website to access **IHRD Accounts** page by the technical/accounting staff with the following credentials.

user id: *cashier*

password : *(please call helpdesk to get password)*

(Please do not disclose the password to anybody else other than the tally support personnel/accounting staff.)

Sd/-
Special Officer (IT)

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