

**VIVEKANANDA COLLEGE
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NAAC ACCREDITED 'A' GRADE



Topic: Backup and Multiple Currencies in Tally

Course Title: B. Com

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Name of the Department: Commerce

Backup and Multiple Currencies in Tally ERP 9.0

[Source: IT Point, Haltu]

The next list of steps gives a snapshot of important entries in Tally that can be done easily.

In order to **backup information** in Tally:

Back Up:

Back Up refers to storing of data from the computer to secondary storage devices like compact disc, floppy disc or pen drive.

Company Info. (Alt+F3)>Back Up (B)>Press Backspace>Select the Destination>Select the Company Name>Select End of List>Press "Y".

In order to **Restore information** from backups or storage devices in Tally:

Restore:

Restore refers to installing the tally data from the secondary storage devices like compact disc, floppy disc, etc. to the computer.

Company Info. (Alt+F3)>Restore(R)>Press Backspace>Select the Destination>Select the Company Name>Select End of List>Press "Y".

In order to **Generate Reports** in Tally:

Report: GOT>Display>Trial Balance>Alt+F1 (This key combination implies exploring a line to its details).

In order to **Generate Reports** over a specific accounting period in Tally:

Report: GOT>Display (D)>Trial Balance (T)>Alt+F1>Alt+C (Here Alt+C indicates new column)>Give the starting date of the financial year in "From">Give the ending date of the financial year in "To">Select the currency created (e.g., Dollar)>Ctrl+A.

In case a company is engaged in export/import business or have foreign branches, it may need to enter figures in different currencies. The acceptable exchange rate should be also fixed in the following way.

Multiple Currency:

Step-1: F11>Accounting Features (A)> Allow Multiple Currencies-Yes>Ctrl+A.

Step-2: GOT>Accounts Info. (A)>Currencies (R)>Create (C)>Give the currency symbol (e.g., \$)>Give the formal name (e.g., Dollar)>Is Symbol Suffixed to Amount-Yes>Put Space between Symbol and Amount-Yes>Ctrl+A.

Step-3: GOT>Accounts Info. (A)>Currencies (R)>Alter (A)>Set the rate of exchange for one or many days in the three columns of buying, selling and standard>Ctrl+A.

In order to **Groups of Accounts** in Tally:

Group:

Creation: GOT>Accounts Info. (A)>Groups (G)>Create (C)>Give a name>Select a Group>Make the option "Group behaves like a sub-ledger" YES>Ctrl+A.

Display: GOT>Accounts Info. (A)>Groups (G)>Display (D)>Select the Group>Press "Enter".

Alter: GOT>Accounts Info. (A)>Groups (G)>Alter (A)>Select the Group>Press "Enter">Make necessary changes>Ctrl+A.

In order to **delete or remove** Groups of Accounts in Tally:

Delete: GOT>Accounts Info. (A)>Groups (G)>Alter (A)>Select the Group>Press "Enter">Alt+D>Press "Y" twice.