

FAQs

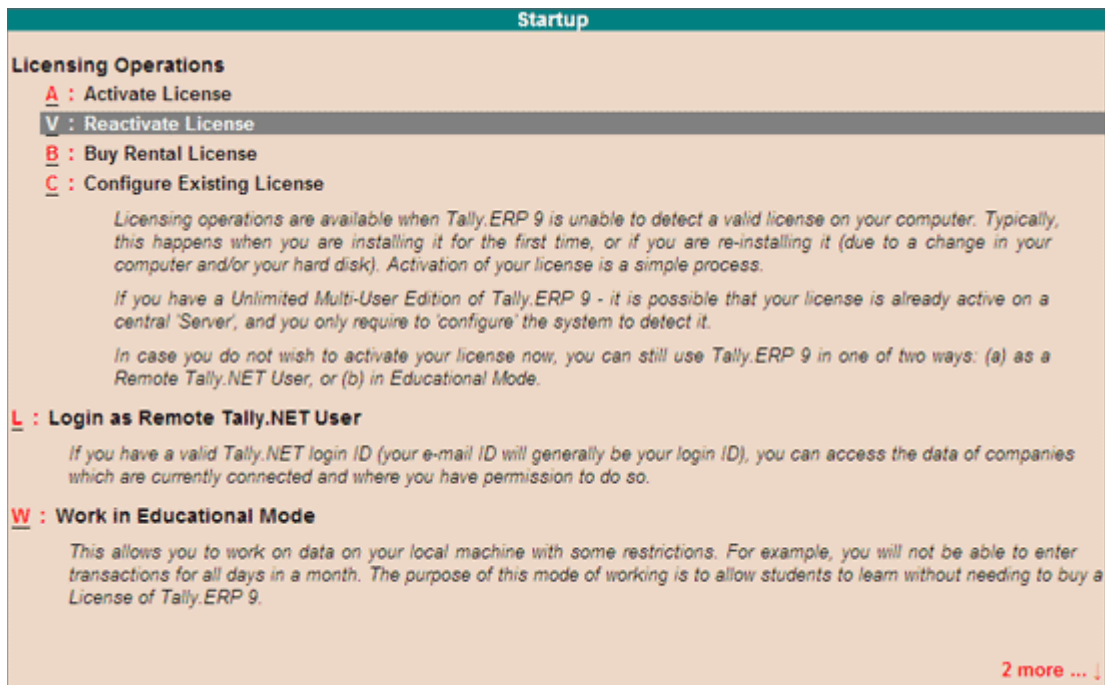
How to Surrender Tally.ERP 9?

- From the Company Info Menu or Gateway of Tally, go to F12: Configure > Licensing > Surrender License
- The Administrator Login screen appears
- Enter the required E-Mail ID in Your E-Mail ID
- Enter the Tally.NET Password
- On successfully surrendering the license, Tally.ERP 9 displays the message License Surrendered Successfully.

Note: If you are using operating systems windows 7 or more, you have to do process with administrator Rights. You have to Right Click on Tally icon and select Run as administrator option to do process.

How to Reactivate Tally.ERP 9?

Select Reactivate License



The Reactivate License form appears

Enter the E-Mail ID of the Site/Account Administrator to reactivate the License.

How to Reset Tally.NET Password?

From Tally > Press Ctrl+K: Control Center > Press F5: Reset Password and enter Registered E-Mail ID of Tally.ERP9. You will receive link from Tally in your Registered E-Mail ID. You have to click on link and give new password you want.

To Continue to enter Voucher for next Financial Year

Tally initially creates a Financial Period of 12 months from the “Financial Year From date” (e.g.when Financial Year From Date is 01/04/2012, the FY is (01/04/2012 to 31/03/2013). In next Financial Year (2013-2014), you may extended the financial period to 31/03/2014 and continue working without closing the FY 2012-2013 or creating a separate company. To do that, press F2: Period button from Gateway of Tally screen and In To field enter the Date 01/04/2013 & in From field enter the Date 31/03/2014 . Thus you may keep more than one year’s data in one company by extending Financial Year.

To take Backup of data in a Pen drive

Take Backup in a Pen drive (assuming your pen drive is F:\) of the following ways:

- At Gateway of tally, Press Alt+F3 button and select Backup to get Backup Screen.
- At Source field, the source data directory, where data of the company is stored, is displayed (Change if necessary).
- At Destination field, enter the pen drive path (e.g.F:\), where the backed up data would be stored.
- Select the required Company from the list of Companies
- Accept the screen to start Back Up process.
- A Progress bar shown the Backup operation and you get back to Menu.
- A Backup file “TBK 900.001” is created in the specified drive.

To take Backup of 3 Companies in separate file

You can't take Backup of 3 Companies in separate files at one time. You cannot also keep the separate back up file in one directory. When you backup in same directory, previous Backup of any company would be over written because Tally creates Backup file with name TBK900.001 for all files. So ,you have to create a Backup in separate folder for each company.

For example, you have 3 companies (ABC Trading Company, XYZ Pvt. Ltd., PQR Corp. Pvt. Ltd.), Take separate backup as follows:

- At Backup screen, select a company (e.g. ABC Trading Company). The data directory name appears at source drive field (Change if necessary).
- At Destination drive, enter the directory path name for the first company (e.g. “D:\Tally data Backup\ABC) where the Backed up data of “ABC Trading Company” would be stored.

- In this way, select the second company (XYZ Pvt. Ltd.) and enter the respective directory name at Destination (e.g. D:\Tally data Back up\XYZ).
- Similarly, select the third company (PQR Corp Pvt Ltd) and enter the respective directory name at Destination (e.g. D:\Tally data Back up\PQR).
- A backup file named TBK .900.001 will be created in each of the 3 directories.

To copy masters from one Company to another Company

You may copy similar master records from an existing Tally Company to a newly created Tally Company, to save data entry time and maintain consistency.

You must copy Accounts Group first and then copy Ledgers.

Copying Groups

- At Source company, click Account Info (from 'Gateway of Tally') to get Account Info Menu. Select any Group from Single Groups > Alter & Press Enter
- Press F3 button and Select Target Company.
- Press Ctrl+A to save the Account Group in Target Company.

Copying Ledgers

- At Source Company click Account Info (from 'Gateway of Tally'). Select required ledger from Single Ledger > Alter & Press Enter
- Press F3 button and Select Target Company.
- Press Ctrl+A to save the Ledger Account in Target Company.
- To keep your company data in a directory of your choice

During Company Creation, Tally shows the current directory name (where the Tally Software is located) to Store the data under the current directory. Initially, Tally skips this field and the cursor comes directly to Name field. To keep Company data in any other place, press <backspace> (or <Shift>+<Tab>buttons) to move cursor to Directory field and enter the path, where you wish to keep data files for the Company (Tally would create the Directory, if not existing).

Meaning of Data folder or Data Directory

During Company Creation, Tally Creates a Data folder as the allotted Company Number (like 10000) at the Directory specified at Directory field. Each data folder contains all the data of the respective Company code.

How to Set Data Path

To Fix Data Path Go to Gateway of Tally > F12: Configure > Data Configure

In Location of Data file mention your Data Path and Accept the Screen.