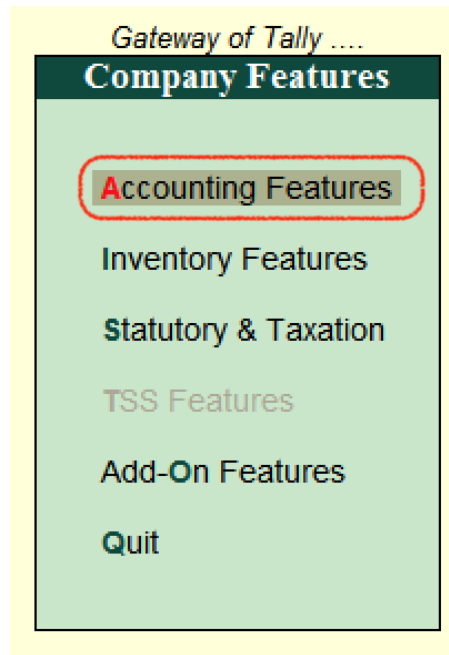


Accounting Features in Tally (F1: Accounts)

What are accounting Features in Tally

Accounting features in Tally is one of the important category of company features that consists of several configurations and functionalities used for accounting transactions and reports. Accounting features can be opened by pressing function key F11 or click on the option F11: Features (available at button toolbar)



Accounting features is further divided in to 6 sections,

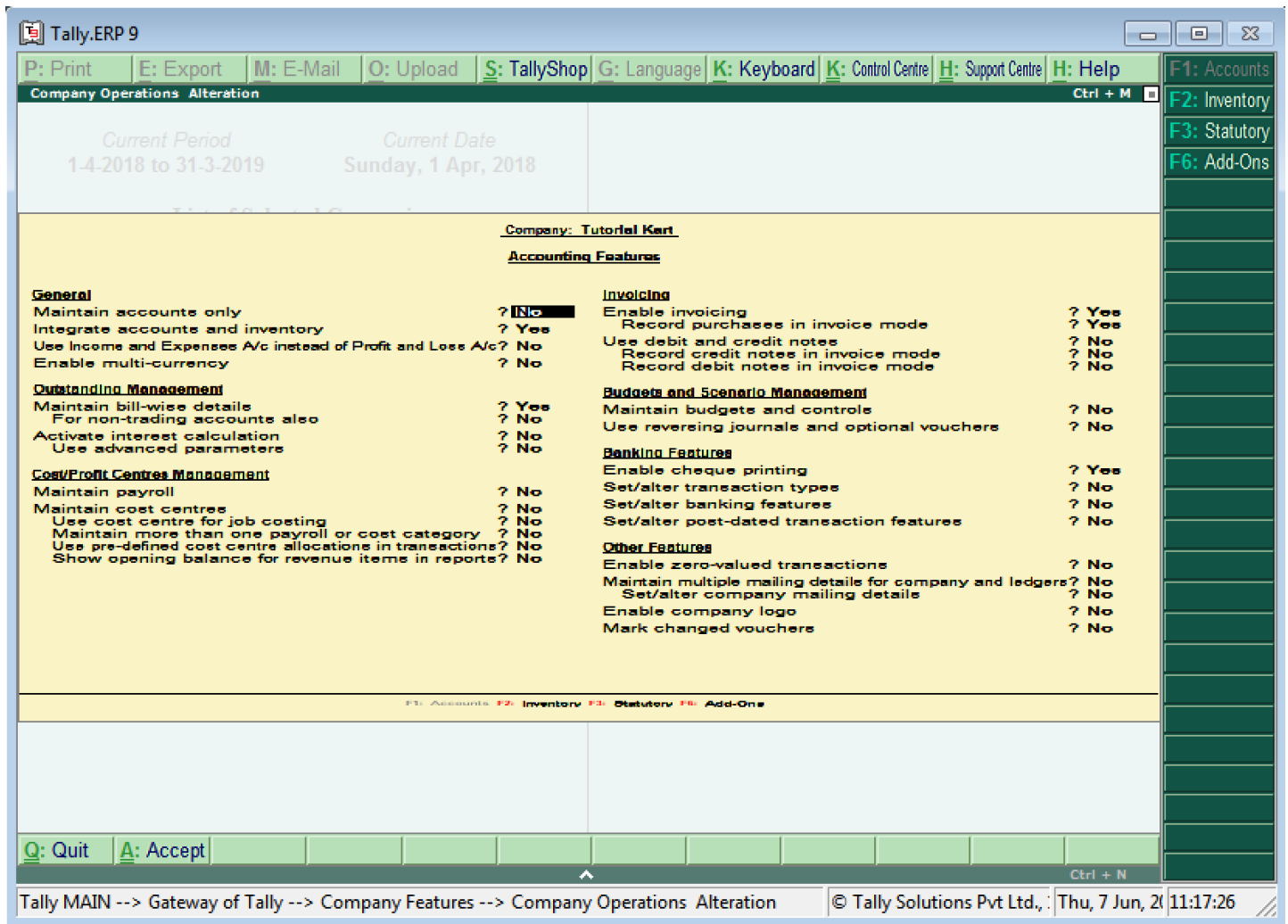
1. General
2. Outstanding Management
3. Cost/ Profit Centre Management
4. Invoicing
5. Budgets/ Scenarios Management
6. Other Features

How to open Accounting Features

To open accounting features in Tally ERP 9, use any one of the following method.

- Path: Tally Main > Gateway of Tally > F11: Features > Accounting Features
- Function key: F1: Accounts (Press function key F1 from your keyword)

The following screen displays after executing the accounting features in Tally



On company Operations Alteration screen, update the following details.

General

- Maintain Accounts Only: Choose this option, if you are maintaining inventory transactions
- Integrate accounts and inventory: Choose Yes option to include stock or inventory balances from inventory records.
- Use income and expense a/c instead of profit & loss a/c: Choose this option to display the income and expenses accounts as menu instead of profit & loss account.
- Enable Multi Currency: Choose this option to work company with multi currencies.

Outstanding Management

- Maintain bill-wise details:
 - For non trading accounts also:
- Activate interest calculation:
 - Use advanced parameters:

Cost / Profit centre management

- Maintain Payroll:
- Maintain cost centres:
 - User cost centre of job costing:
 - More than one payroll/cost category:

- Use predefined cost centres allocation in transactions:
- Show opening balance for revenue items in reports:

Invoicing

- Enable Invoicing
 - Record purchases in invoice mode
- Use debit and credit notes
 - Record credit notes in invoice mode
 - Record debit notes in invoice mode

Budgets and Scenarios Management

- Maintain budgets and control
- Use reversing journals and optional vouchers

Banking

- Enable cheque printing
- Set/alter transaction type
- Set/alter banking features
- Set/alter post dated transaction features

Other Features

- Enabled zero valued transactions
- Maintain multiple mailing details for company and ledgers
- Enable company logo
- Mark changed vouchers

After enabling all the required accounting features for company, press enter or ctrl + A to save the configured details in Tally ERP 9.

Learn Tally

▸ [Tally Tutorial](#)

▸ [What is Tally](#)

Tally Basics

▸ [Tally - Download & Install Tally.ERP 9](#)

▸ [Tally - How to Start Tally.ERP 9](#)

▸ [Tally - Screen Components](#)

▸ [Tally - F12: Configurations](#)

▸ [Tally - Accounting Features](#)

↳ Tally - Inventory Features

↳ Tally - Statutory & Taxation

Creating Accounting Masters

↳ Tally - Create Company

↳ Tally - Alter/ Delete / Shut Company

↳ Tally - Groups

↳ Tally - Create Groups

↳ Tally - Create Single Ledger

↳ Tally - Create Multiple Ledger

↳ Tally - Create Single Cost Center

Creating Inventory Masters

↳ Tally - What is Stock group

↳ Tally - Create single stock group

↳ Tally - Create multiple stock groups

↳ Tally - Stock Categories

↳ Tally - Create Godowns /Locations

↳ Tally - Create Unit of Measures

↳ Tally - Create Stock items

GST In Tally

↳ Tally - Enable GST in Tally.ERP 9

Payroll in Tally

↳ Tally - Payroll Configurations

↳ Tally - Enable Payroll

↳ Tally - Enable Payroll Statutory

↳ Tally - Define employee category

↳ Tally - Define employee Groups

↳ Tally - Create Employees Master Data

↳ Tally - Create Simple Payroll Units

↳ Tally - Create Compound Payroll Units