



POWER OF SIMPLICITY

**Quick Start Guide - Migrating to
Tally.ERP 9**

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Quick Step-by-Step Guide

Note:

You may have opted for Tally Value Pack (TVP) or purchased Tally 7.2 Offer Packs. This will make you eligible to move from Tally 7.2 to Tally.ERP 9 for free. In such a case you will need to follow these steps:

- Surrender Tally 7.2 license
- Download Tally 9 and activate with the Tally 7.2 serial & activation key
- Surrender Tally 9 license
- Download and activate Tally.ERP 9 (as described below)

Note that your Tally 7.2 data will migrate directly to Tally.ERP 9.

Before You Migrate to Tally.ERP 9

- [Take Data Backup](#)
- [Surrender Tally 7.2/Tally 9](#)
- [Download Tally.ERP 9](#)

Installing Tally.ERP 9 Silver

- [Installing Tally.ERP 9 Silver](#)
- [Launching Tally.ERP 9](#)

Installing Tally.ERP 9 Gold

- [Installing Tally.ERP 9 Gold - Client](#)
- [Installing Tally.ERP 9 Gold - Server](#)
- [Installing Common License Server](#)

Activating Tally.ERP 9

- [Activate Tally.ERP 9 Single Site](#)
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- [Activating Tally - Single User](#)
- [Activating Tally - Multi User](#)
- [Setup the Tally License Server](#)

Restore Data in Tally.ERP 9

- [Restore Data in Tally.ERP 9](#)

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- Migrating Payroll Data to Tally.ERP 9
- Migrating TCP files to Tally.ERP 9 Format
 - TCP Files
 - Configuration File
 - Encrypted files
 - Dictionary Files
 - Conversion of Tally 7.2 files to Tally.ERP 9 New Format



Introduction

Welcome to the world of **Tally.ERP 9**.

With the launch of **Tally.ERP 9** a whole new gamut of functionalities are introduced which includes changes to the **Installation** and **Licensing** procedure and users find it difficult to **Install, Activate Tally.ERP 9** and **Migrate** data from the previous version to **Tally.ERP 9**.

This **Quick Start Guide - Migrating to Tally.ERP** is aimed at **Tally 7.2** and **Tally 9** users who require to install and activate **Tally.ERP 9** on their computers. While covering the detailed procedure for Installing and Activating Tally.ERP 9 on your computer. In separate chapters we have covered migration of **Excise, TDS** and **Payroll** data, and data migration from earlier version to that compatible with **Tally.ERP 9**. Additionally, for user running customised TDL programs a separate chapter on **Migrating TCP** files talks about migrating TCP files to a version that is compatible with **Tally.ERP 9**. In addition, we have also covered topics on **Downloading Tally.ERP 9, Surrendering** previous version, **Coexistence** between the previous version of **Tally** and **Tally.ERP 9, Backup, Restore, and Licensing Resolutions**.

For additional reading on the aforementioned mentioned topics, you can refer to **Getting Started with Licensing, Getting Started with Data Migration** and **Getting Started with Tally.ERP 9**, the latest updates of these books are available on our website. You can also refer to **Tally.ERP Reference Manual**, while an online update of **FAQs, Trouble Shooting Articles** and much more is available on the **Knowledge Base** in the form of **Online Help**.

Lesson 1: Download Tally.ERP 9

The installable version of Tally.ERP 9 for **Silver/Gold/Auditors'** Edition is available in the CD or the installable version of **Tally.ERP 9** is available on the download page of our website www.tallysolutions.com.

To download the installable version **Tally.ERP 9** follow the steps shown:

In the address bar of the Internet explorer

- Type <http://www.tallysolutions.com>

The web page appears as shown:



Figure 1.1 Tally Webpage

- Click **Download**

The download page appears as shown

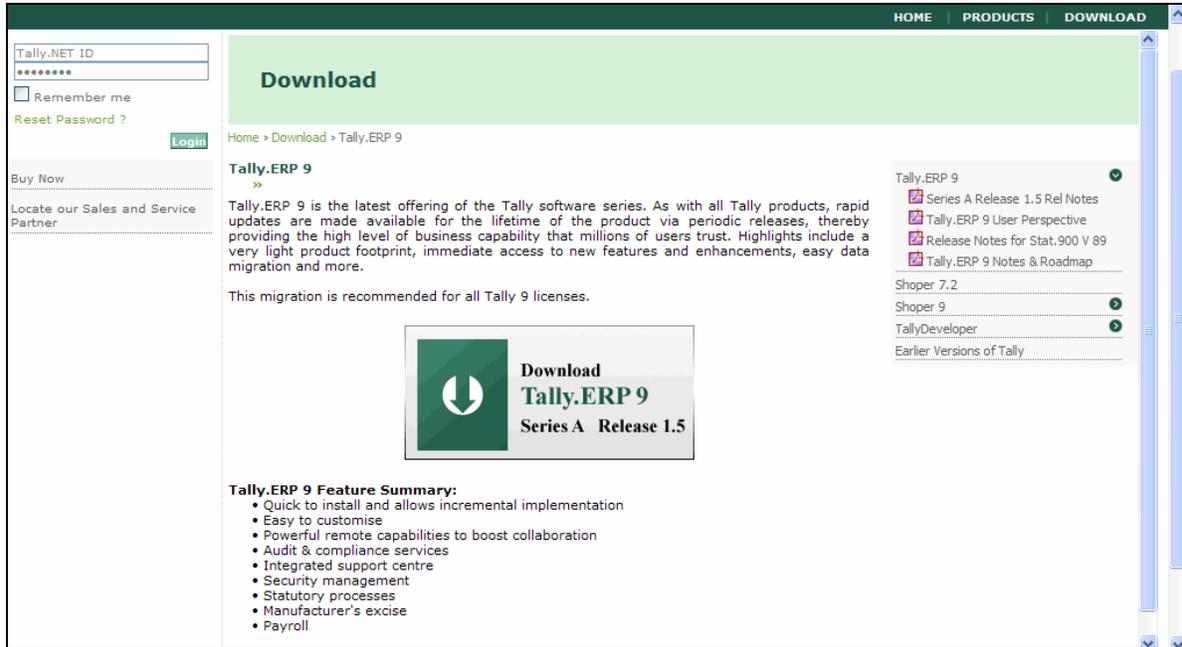


Figure 1.2 Download Page

- ❑ Click **Download Tally.ERP 9 Series X Release X.X**

The **Tally.ERP 9 Download Centre** page appears as shown

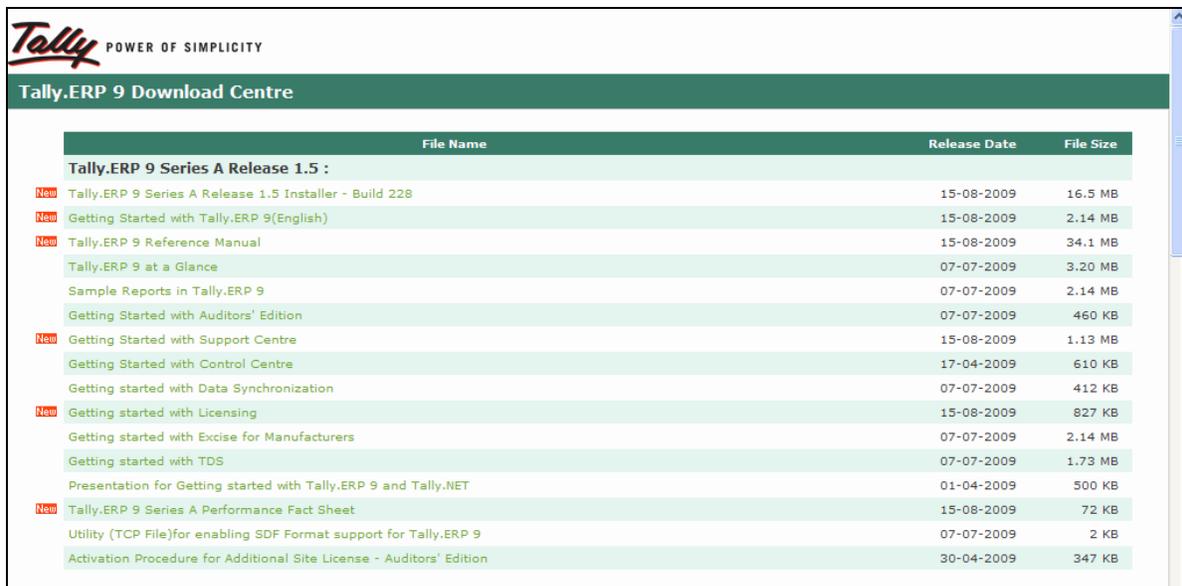


Figure 1.3 Download Centre

- Click **Tally.ERP 9 Series X Release X.X Build 999**
- In the **File Download - Security Warning** window click **Save**
- In the **Save As** window select the required directory and click **Save** to save the **Install.exe**

On successful download, the Install.exe is stored in the path mentioned and appears as shown:



Figure 1.4 Tally.ERP 9 Installer

Double click the installer or select the installer and press **Enter** to commence Installation of **Tally.ERP 9**



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[Download Tally.ERP 9](#)

Lesson 2: Installing Tally.ERP 9 Silver

The installer will assist you with the installation of **Tally.ERP 9** on your computer. During the installation you can accept the default path to install the program, configuration and language files or specify a path of your choice.

2.1 Installing Tally.ERP 9 Silver

You can install **Tally.ERP 9** using any one of the following methods:

2.1.1 Method 1

- Double click the **INSTALL.EXE** icon available on the CD.

Or

2.1.2 Method 2

- Click **START** from Windows
- Select **RUN**
- TYPE **<CD drive>:\INSTALL**
- Press **ENTER**

Follow the instructions displayed on your screen to proceed with the Installation of **Tally.ERP 9**.

1. The **Tally.ERP 9 Setup Wizard** is displayed as shown.

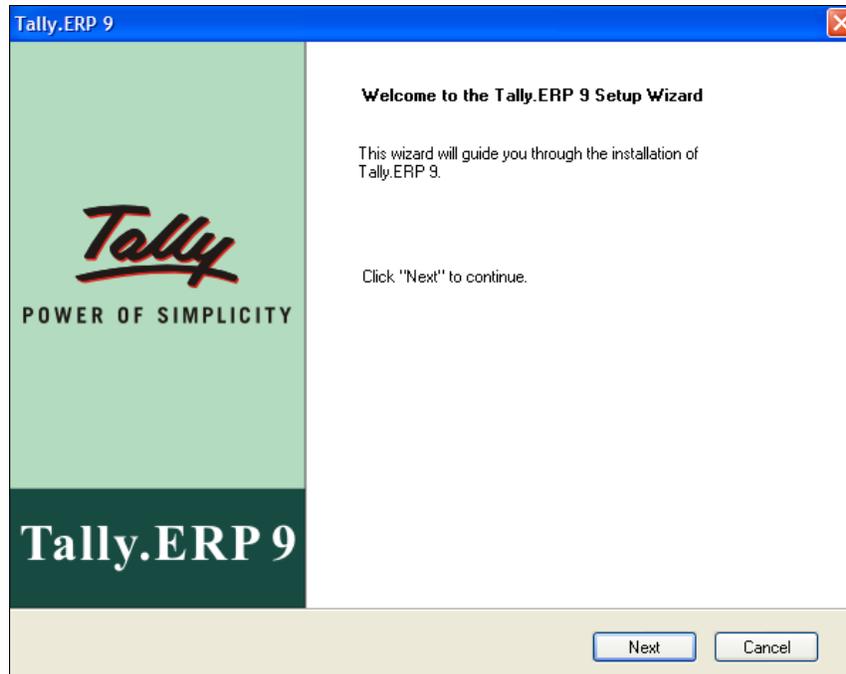


Figure 2.1 Tally.ERP 9 Setup Wizard

2. Click **Next** to continue with the installation.
3. The **Tally.ERP 9 Setup** screen is displayed as shown.

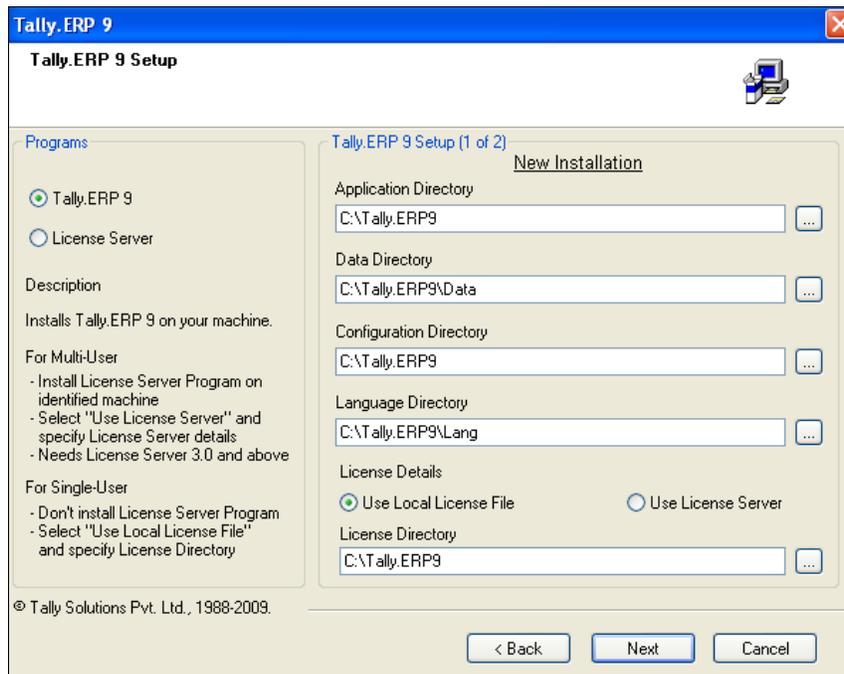


Figure 2.2 Tally.ERP 9 Setup



- *With **Tally.ERP 9 Silver** you do not have to install **License Server**.*
- *To install **Tally.ERP 9**, you need to have administrator rights (to create, write, update, modify and delete) the **Application, Data, Configuration and Language** directory for Windows NT/ 2000/ XP/ 2003/ Vista operating systems.*

4. In **Tally.ERP 9 Setup** screen, you may accept the default directories or click on the buttons provided to change the path of **Application Directory, Data Directory, Configuration Directory, Language Directory** or **License Directory** respectively.

- **Application Directory:** Tally.ERP 9 program files reside in this directory.
- **Data Directory:** Tally.ERP 9 data resides in this directory.
- **Configuration Directory:** Tally.ERP 9 configuration file reside in this directory.
- **Language Directory:** Tally.ERP 9 Language files (.dct) reside in this directory.

In the **License Details** section

- **Use Local License File** is selected by default.
- **License Directory:** Tally.ERP 9 license file resides in this directory.



*Ensure that an earlier version of **Tally.ERP 9 Silver** is activated. Enter the path of the license file in **License Directory**. This enables you to run multiple instances of **Tally.ERP 9 Silver** on the same computer using a single license file.*

5. Click **Next**.

6. The **Country/Language Selection** screen is displayed as shown.

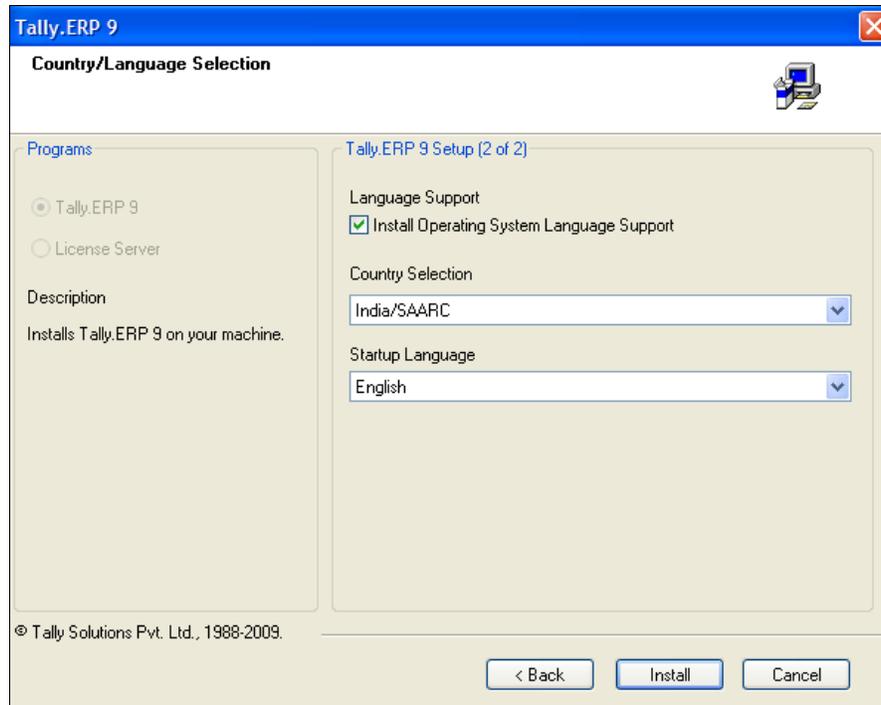


Figure 2.3 Country / Language Selection

7. In the **Country/Language Selection** screen, check **Install Operating System Language Support** to install **Tally.ERP 9** with multi-lingual support.



- ❑ To use **Tally.ERP 9** in **English** only, uncheck **Install Operating Systems Language Support**.
- ❑ In **Country Selection** choose **India/SAARC**, if you are residing in India or SAARC countries, else choose **Others**

8. Click **Install**.

9. The **Setup Status** screen is displayed as shown.

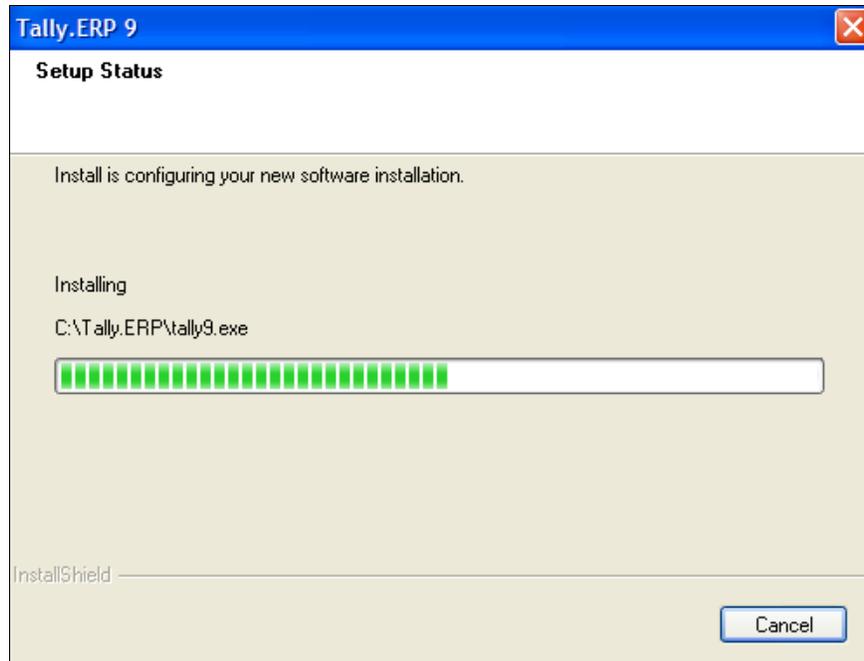


Figure 2.4 Setup Status

10. In case you are prompted for the language support files in the **Files Needed** screen, insert operating systems CD in the drive or click **Browse** and select the i386 folder where the required language support files reside on your computer.

11. Click **OK** to install **Language Support**.



*Incase you click **Cancel** or do not have the operating system CD, the language support will not be available*

The **Tally.ERP 9 Installed Successfully** screen is displayed as shown.

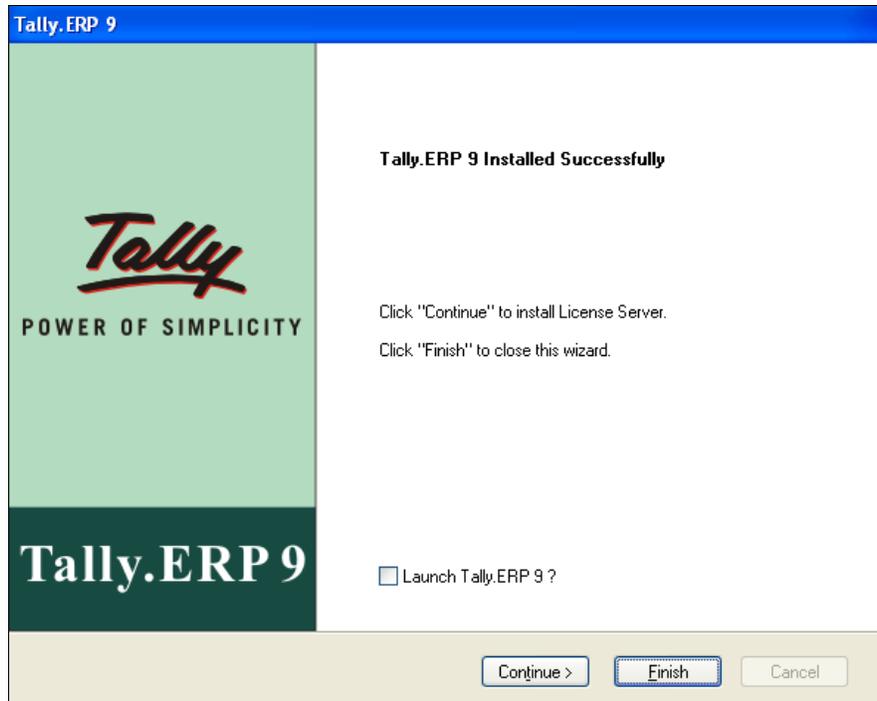


Figure 2.5 Tally.ERP 9 Installed Successfully

12. In the **Tally.ERP 9 Installed Successfully** screen click **Finish** to complete **Tally.ERP 9** setup.

You can double click the **Tally.ERP 9** icon available on the desktop to start **Tally.ERP 9**.

Lesson 3: Installing Tally.ERP 9 Gold

The installer will assist you in the installation of **Tally.ERP 9** and **License Server** on one system or on different systems.

3.1 Installing Tally.ERP 9 - Gold

You can install **Tally.ERP 9** using any one of the following methods:

3.1.1 Method 1

- Double click the **INSTALL.EXE** icon available on the CD

Or

3.1.2 Method 2

- Click **START** from Windows
- Select **RUN**
- TYPE **<CD drive>:\INSTALL**
- Press **ENTER**

Follow the instructions displayed on your screen to proceed with the Installation of **Tally.ERP 9**.

1. The **Tally.ERP 9 Setup Wizard** is displayed as shown.

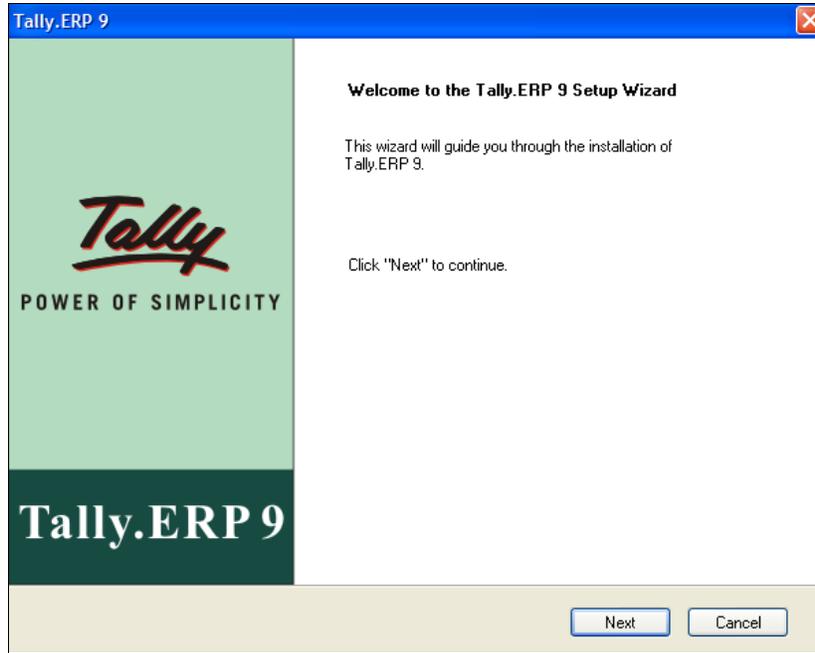


Figure 3.1 Tally.ERP 9 Setup Wizard

2. Click **Next** to continue with Installation. The **Tally.ERP 9 Setup** screen is displayed as shown.

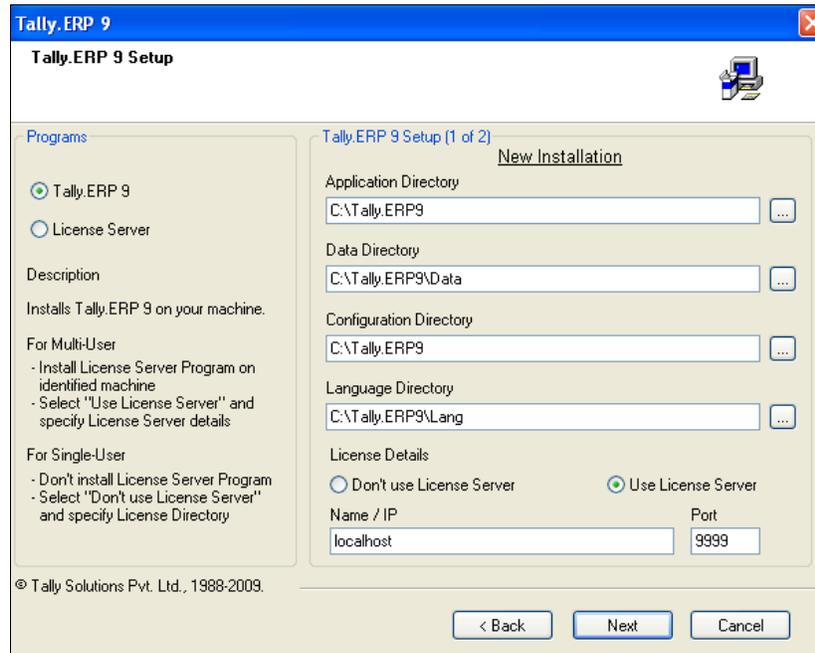


Figure 3.2 Tally.ERP 9 Setup

3. The **Tally.ERP 9 Setup** screen appears, in the **Program** section select **Tally.ERP 9**. In **Tally.ERP 9 Setup** section you may accept the default directories or click on the buttons provided to change the path of **Application Directory**, **Data Directory**, **Configuration Directory** or **Language Directory** respectively.
 - **Application Directory:** Tally.ERP 9 program files reside in this directory.
 - **Data Directory:** Tally.ERP 9 data resides in this directory.
 - **Configuration Directory:** Tally.ERP 9 configuration file reside in this directory.
 - **Language Directory:** Tally.ERP 9 Language files (.dct) reside in this directory.
 - In the **License Details** section, select **Use License Server** and provide the Name/IP Address of the License Server and Port Number in **Name/IP** and **Port** respectively.



*In case you are installing the **License Server** and **Tally.ERP 9** application on the same computer then you may also enter **Localhost** in **Name/IP** and provide the **Port Number** in **Port**.*

4. Click **Next**.

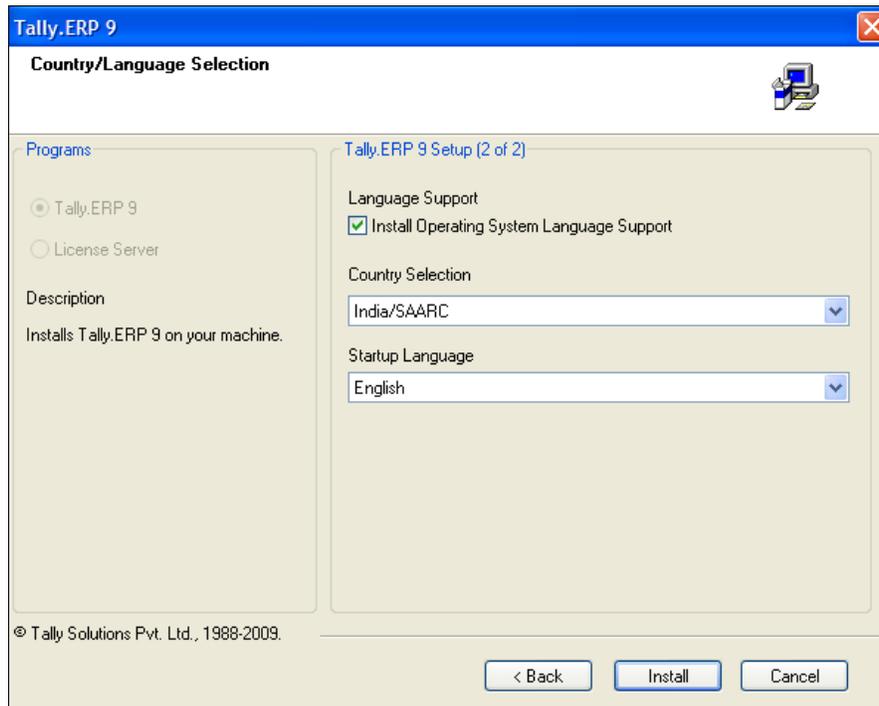


Figure 3.3 Country/Language Selection

5. In the **Country/Language Selection** screen, check **Install Operating System Language Support** to install **Tally.ERP 9** with multi-lingual support.
6. In **Country Selection** choose **India/SAARC** when you are residing in **India** or **SAARC** countries else choose **Others**.

7. Click **Install**



- ❑ To install **Tally.ERP 9**, you need to have administrator rights (to create, write, update, modify and delete) for the Application, Data, Configuration and Language directory for Windows NT/2000/XP/2003/Vista operating systems.
- ❑ To use **Tally.ERP 9** in **English** only, uncheck **Install Operating Systems Language Support**

8. The **Setup Status** screen is displayed as shown.

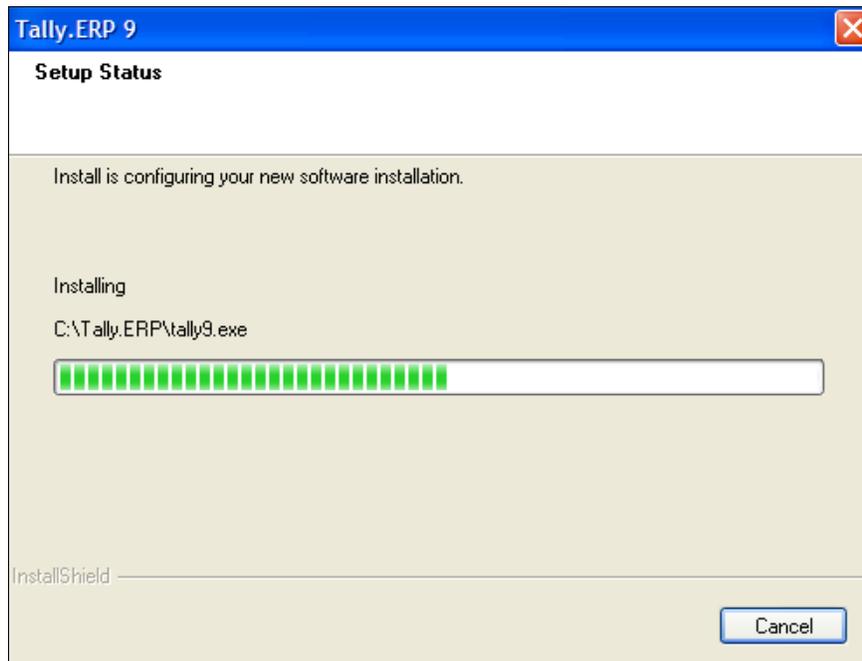


Figure 3.4 Setup Status

9. In case you are prompted for the language support files in the **Files Needed** screen, insert operating systems CD in the drive or click **Browse** and select the i386 folder where the required language support files reside on your computer.
10. Click **OK** to install **Language Support**.



*In case you click **Cancel** or do not have the operating system CD, the language support will not be available*

11. On successful installation of **Tally.ERP 9**, the **Tally.ERP 9 Installed Successfully** screen will be displayed as shown.

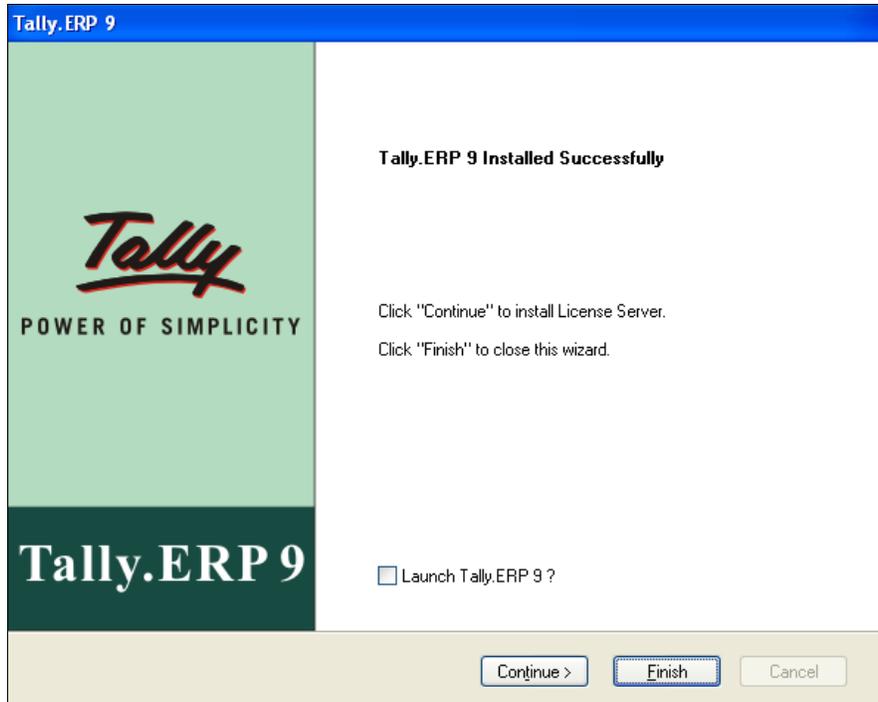


Figure 3.5 Tally.ERP 9 Installed Successfully



*In case you click **Launch Tally.ERP 9**, the installer will close and start **Tally.ERP 9**.*

If you choose to install the **License Server** on the same system,

12. Click **Continue**.

Or

If you want to install **License Server** on another computer, then

- ❑ Double click **INSTALL.EXE** icon available on the CD.

Or

- ❑ Click **START** from Windows.
- ❑ Select **RUN**.
- ❑ TYPE **<CD drive>:\INSTALL**.
- ❑ Press **ENTER**.

13. The **Welcome** screen appears.
14. Click **Next**
15. The **Tally.ERP 9 Setup** screen is displayed.
 - In the **Programs** section select **License Server**
 - In the **License Server Setup** section accept the default **License Server Directory** and **Port** number or specify the **License Server Directory** and **Port** of your choice.

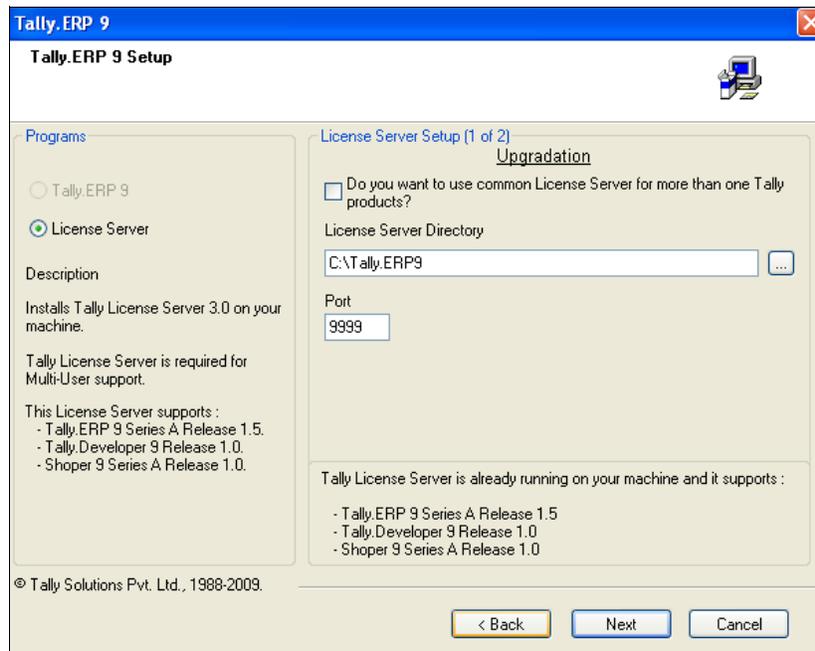


Figure 3.6 Tally.ERP 9 License Server Setup

16. Note the port number specified in the port field
17. Click **Install**.
18. **Tally.ERP 9** displays a message **Older version of License Server is already installed. Do you want to overwrite with newer version of License Server?**
19. Click **Yes** or press **Y**
20. **Tally.ERP 9** displays a message **Following are the other License Servers found on your machine. Choose the ones you want to uninstall**

21. To uninstall select the required License Servers.

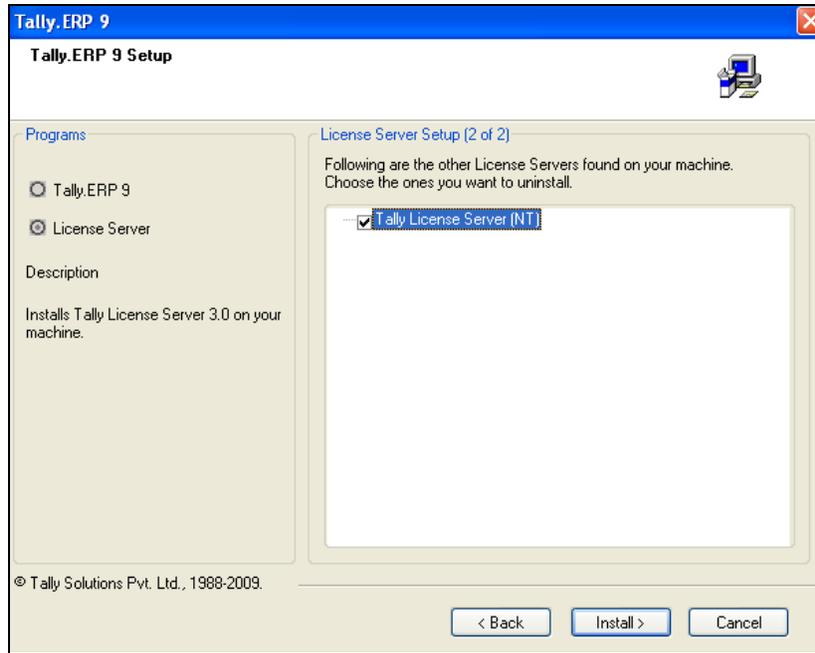


Figure 3.7 Uninstall License Server

22. Click **Next**

23. In the **Tally License Server 3.0 Installed Successfully** screen click **Finish**.

Or

If you choose to install **Common License Server** on the same system,

12. Click **Continue**.

Or

If you want to install **Common License Server** on another computer, then

- Double click **INSTALL.EXE** icon available on the CD.

Or

- Click **START** from Windows.
- Select **RUN**.
- TYPE **<CD drive>:\INSTALL**.
- Press **ENTER**.

13. The **Welcome** screen appears.

14. Click **Next**

15. The **Tally.ERP 9 Setup** screen is displayed.

- In the **Programs** section select **License Server**
- In the **License Server Setup** section check **Do you want to use common License Server for more than one Tally products?** and accept the default **License Server**

Directory and **Port** number or specify the **License Server Directory** and **Port** of your choice.

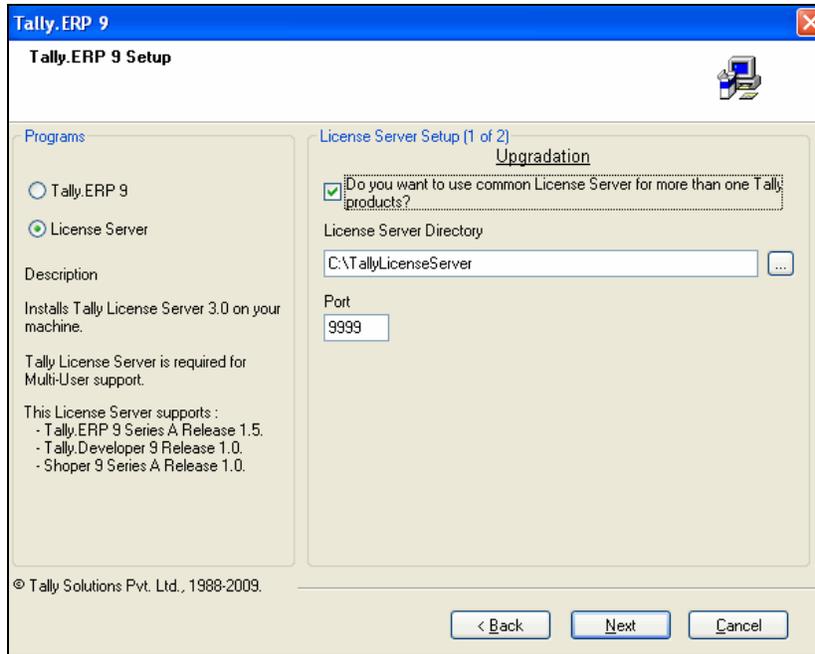


Figure 3.8 Common License Server

16. Click **Next**
17. In case the previous version of **License Server** is available, **Tally.ERP 9** prompts to overwrite the previous version of the License Server

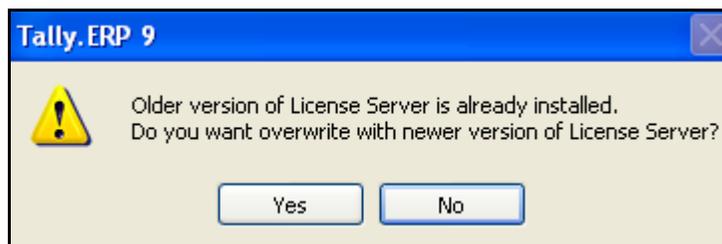


Figure 3.9 Prompt to remove license server

18. Press **Y** or click **Yes** to remove the previous version of license server.
19. In case License Server for **Tally 7.2/Tally 8.1/Tally 9** are active, the **Tally.ERP 9** setup screen displays the list of License Servers available, select to uninstall the License Servers.

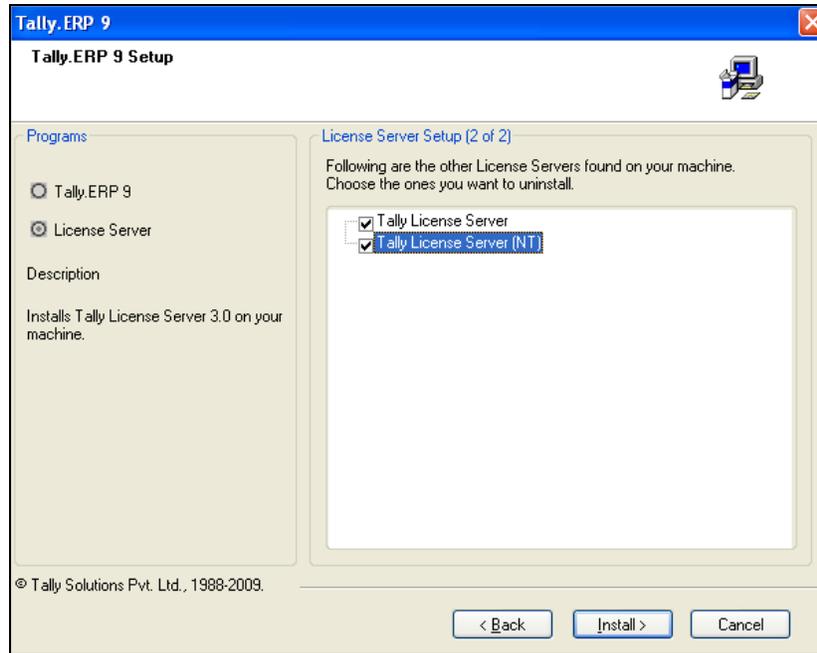


Figure 3.10 Uninstall License Server

20. Click **Install**
21. The installer displays a message **Tally License Server 3.0 Installed Successfully**
22. Click **Finish** to complete the Installation

3.1.3 Coexistence of License Servers

In order to have coexistence of multiple license servers on the same computer follow the steps shown:

In the **Tally.ERP 9 Setup (License Server 1/2)** screen

- In the **Port** field provide a port number other than the ones used by earlier license servers
- Click **Next**
- **Tally.ERP 9 Installer** prompts you to overwrite the previous version of **License Server**
- Click **No**
- The **Tally.ERP 9 Setup (License Server 2/2)** screen
- Do not select the existing license servers to uninstall
- Click **Install**
- **Tally License Server 3.0** will be added to the existing list of license servers.

3.1.4 Share the Data Folder

Share the **Tally.ERP 9** Data folder located on the computer where you installed the **Tally.ERP 9** program with full read and write permissions so that users on the network can access **Tally.ERP 9** data.

Note the following details:

- **Name/IP address** of this system.
- **Share Name** for the shared Data folder.

3.2 Installing Tally.ERP 9 Gold - Client

3.2.1 Method 1

- Double click the **INSTALL.EXE** icon available on the CD.

Or

3.2.2 Method 2

- Click **START** from Windows.
- Select **RUN**.
- TYPE **<CD drive>:\INSTALL**.
- Press **ENTER**.

Follow the instructions displayed on your screen to proceed with the Installation of **Tally.ERP 9**.

23. In the **Welcome to Tally.ERP 9 Setup Wizard** screen click **Next** to continue with Installation. The **Tally.ERP 9 Setup** screen is displayed as shown.

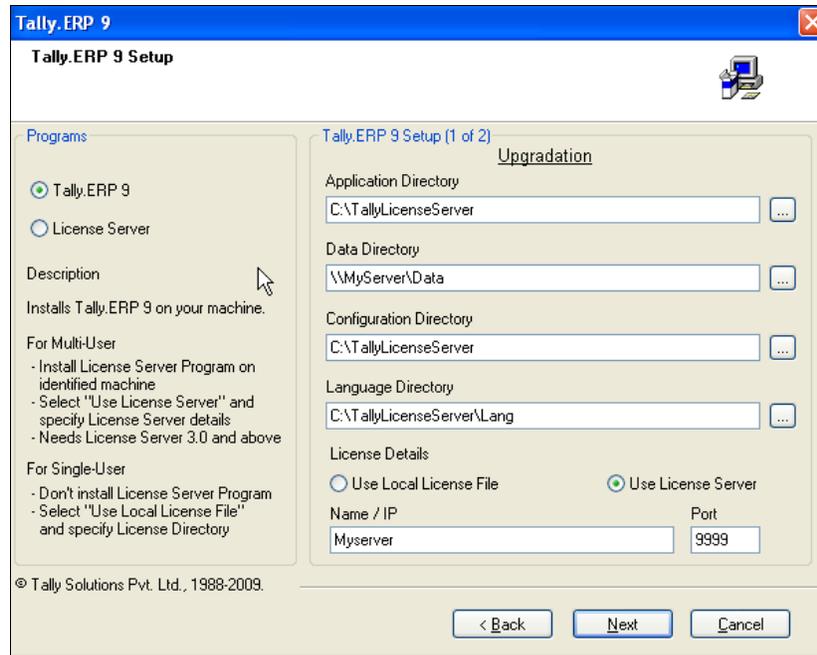


Figure 3.11 Tally.ERP 9 Setup

24. In the Program section select Tally.ERP 9. In Tally.ERP 9 Setup section accept the default Application, Configuration and language directories.
 - **Application Directory:** Tally.ERP 9 program files reside in this directory.
 - **Data Directory:** Enter the **Name/IP Address** of the computer and the name of the shared data folder noted earlier.
 - **Configuration Directory:** Tally.ERP 9 configuration file reside in this directory.
 - **Language Directory:** Tally.ERP 9 Language files (.dct) reside in this directory.
 - Select **Use License Server**, provide the **Name/IP address** of the computer where **License Server** is installed in **Name / IP** field and enter the port number, you had noted earlier, in the **Port** field.
25. Click **Install**
26. The **Tally.ERP 9 Installed Successfully** screen appears as shown

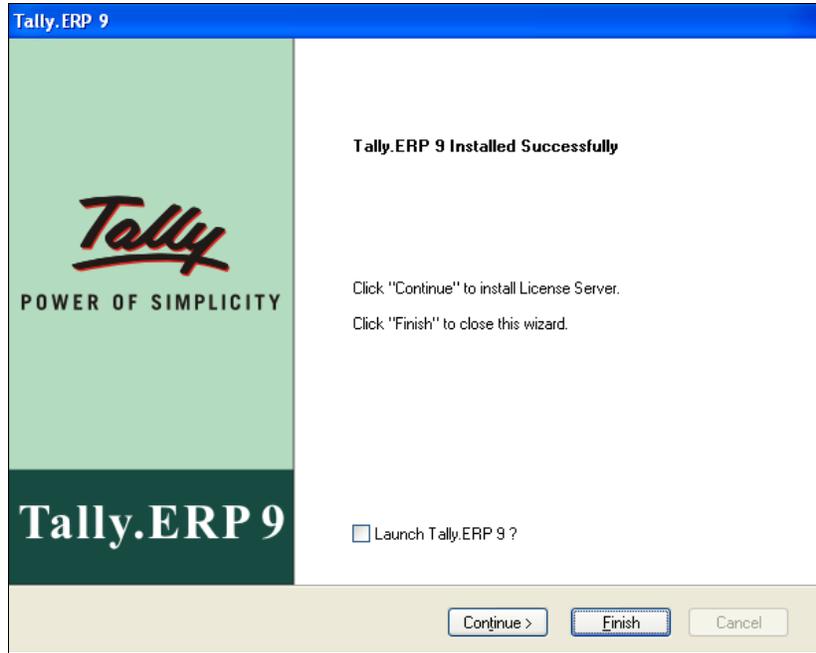


Figure 3.12 Tally.ERP 9 Installed Successfully

27. Click **Finish**

Lesson 4: Surrender Tally 7.2 or Tally 9

Before activating **Tally.ERP 9** It is essential to surrender a licensed copy of **Tally 7.2/Tally 8.1/Tally 9** running on your computer. You may reactivate the earlier version of Tally, in case your require co-existence with **Tally.ERP 9** for a period of **45** days from the date of activation of **Tally.ERP 9**. The procedure to surrender a license offline varies for **Tally 7.2** and **Tally 9**, hence it has been described separately.

4.1 Online Surrender

To surrender the earlier version of Tally online follow the steps shown:

From the **Gateway of Tally** or **Company Info** menu

- Press **F12: Configure > Licensing > Online > Surrender**

The surrender license request is sent to the Tally Licensing Server. On receiving a valid response Tally turns to **Educational** mode.

4.2 Offline Surrender

From the **Gateway of Tally** or **Company Info** menu

- Press **F12: Configure > Licensing > Offline > Surrender**
- A message **Offline Surrender Request tally_req.slk file is successfully generated**
- Copy the **tally_req.slk** file from **Tally** folder to a **floppy/CD** and take it to another computer with Internet connectivity and **Tally** installed on it
- On the other computer paste the **tally_req.slk** file to the **Tally** folder
- Start **Tally** and press **F12: Configure > Licensing > Offline**
- Select **Surrender** to send the surrender request to Tally Licensing Servers
- The Tally License is successfully surrendered.

4.3 Offline Surrender for Tally 9

From the **Gateway of Tally** or **Company Info** menu

- Press **F12: Configure > Licensing > Offline > Surrender**
- A message **Offline Surrender Request tally_req.lic file is successfully generated** is displayed

- ❑ Copy the **tally_req.lic** file from Tally folder to a floppy/CD and take it to any computer with Internet connectivity and having **Tally 9** installed on it
- ❑ Paste the **tally_req.lic** file to the Tally folder of this computer, start Tally and go to **F12: Configure > Licensing > Offline**
- ❑ Click **Send External Request** to send the surrender request to Tally Licensing Servers
- ❑ Your Tally License is successfully surrendered



- ❑ *Ensure that you note down the Serial Number of Tally 7.2/ Tally 9.*
- ❑ *The procedure to surrender online is similar in Tally 7.2 and Tally 9.*
- ❑ *The procedure to surrender offline for Tally 9 is discussed separately.*

Lesson 5: Launching Tally.ERP 9

You can start **Tally.ERP 9** by using any one of the methods shown below:

- Go to **Start > Programs > Tally.ERP 9**
- The **Tally.ERP 9** sub-menu is displayed as shown.



Figure 5.1 Tally.ERP 9

- Select **Tally.ERP 9**.
- Or**
- Double click the **Tally.ERP 9** shortcut displayed on the desktop.



Figure 5.2 Tally Shortcut Icon

- Or**
- Click the **Tally.ERP 9** icon in the Quick Launch bar if enabled.

Lesson 6: Activating Tally.ERP 9 Single Site

6.1 Activating Tally.ERP 9

Ensure to surrender the previous version of **Tally 6.3/Tally7.2/Tally 8.1/Tally 9** before we proceed with the activation of **Tally.ERP 9**. Licensing works on the concept of sites in **Tally.ERP 9**. A site is a single instance of **Tally.ERP 9 Silver** or **Gold** installed and activated. The License Activation is shown in two simple steps:

6.1.1 Step 1: Activate Tally.ERP 9

When you start **Tally.ERP 9** for the first time, the **Startup** screen is displayed as shown.

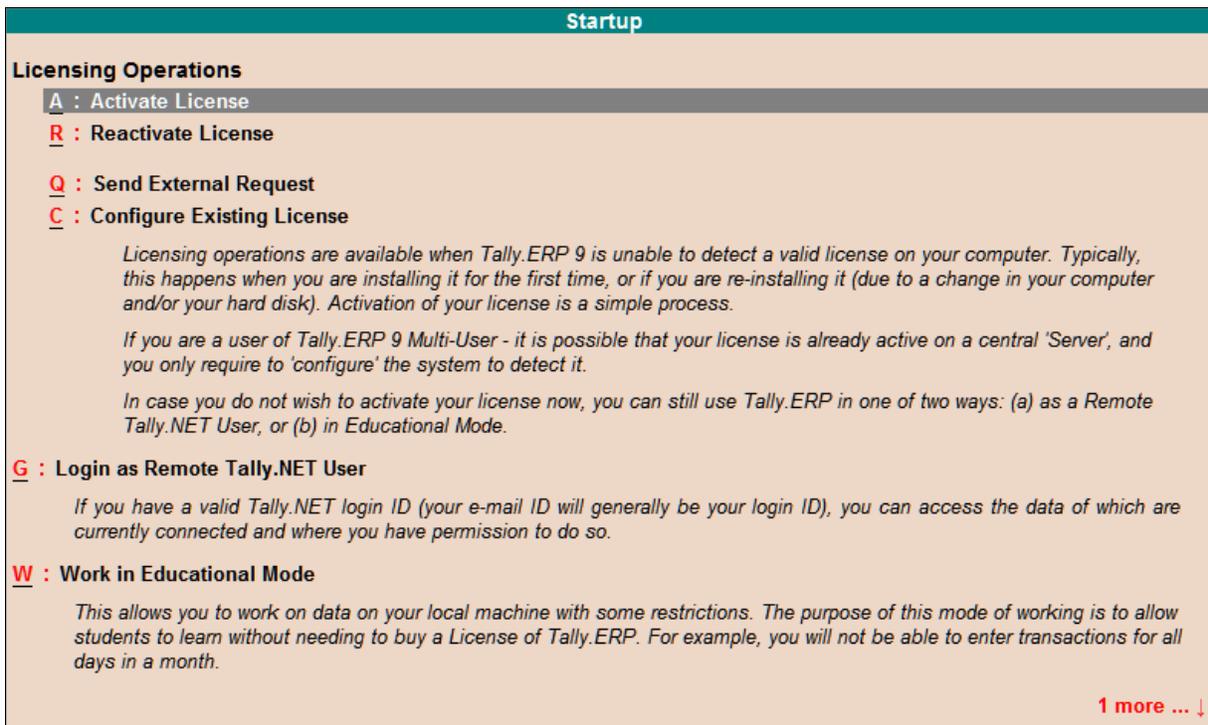


Figure 6.1 Startup Screen

- Select **Activate License** and press **Enter**

- Select **First Time Activation for your Organisation**

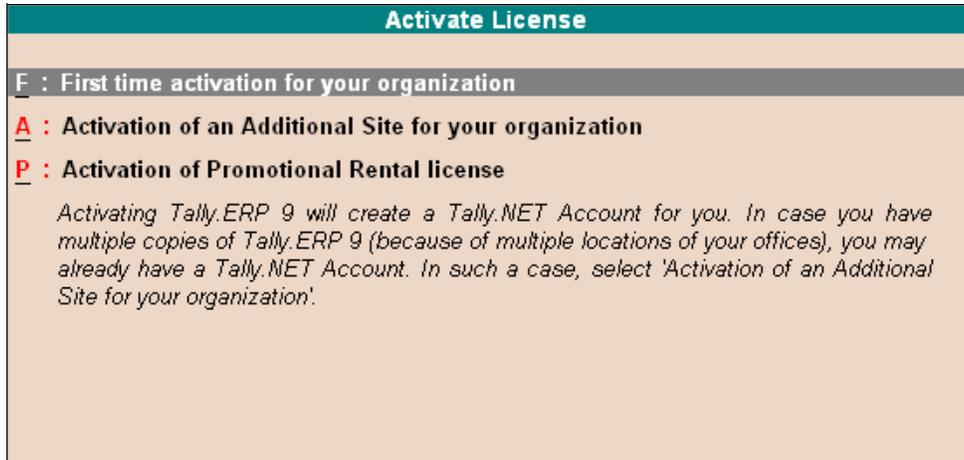


Figure 6.2 First Time activation of the License.

- Press **Enter**.
- The **Activate License** screen is displayed.
- In the **Serial Number** field enter the **Serial Number** printed on the **Installation Guide**.
- In the **Activation Key** field enter the **Activation Key** printed on the **Installation Guide**.
- Enter a your **email address** in the **Email ID of Administrator** field. An account is created using the email address provided, the serial number is linked to the account. The **Unlock Key, Account Information** and **Account Password** will be emailed separately to the email-id provided.
- Enter the email address in **Repeat (E-mail ID of Administrator)**

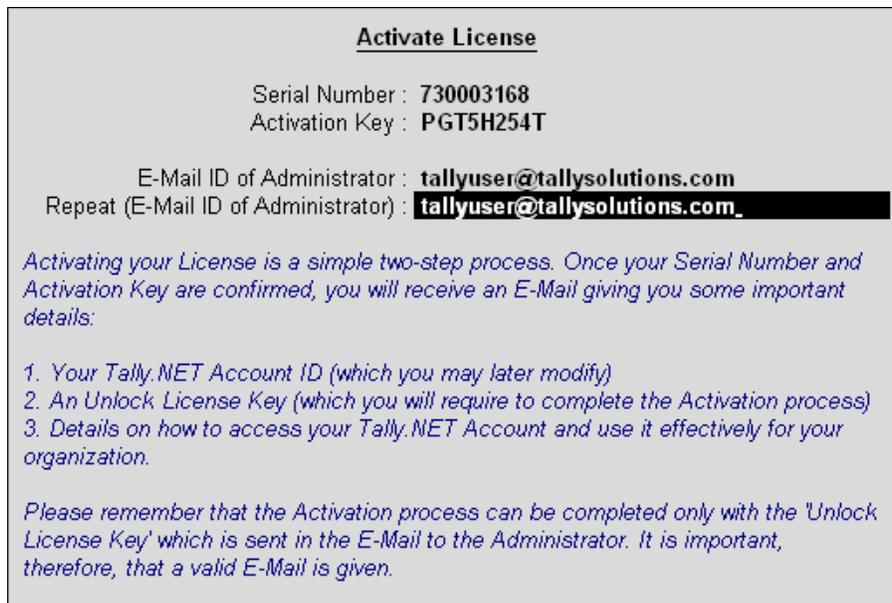


Figure 6.3 Activation Form

- Press **Enter**.
- **Tally.ERP 9** searches for Internet Connectivity on your computer.



*In case an active internet connection is not available on the license server opt for Offline Activation (read section **Internet Connectivity is not Available**)*

Internet Connectivity is Available

- Tally.ERP 9 displays the message **Congratulations! Your Activation Request has been Processed**. An encrypted file is now on your machine.
- Press **Enter** to continue.
- Proceed to section **Step 2: Procedure to Unlock License File**.

Internet Connectivity is Not Available

- **Tally.ERP 9** displays the message **Could not connect to the Internet, Do you want to activate the License Offline**.

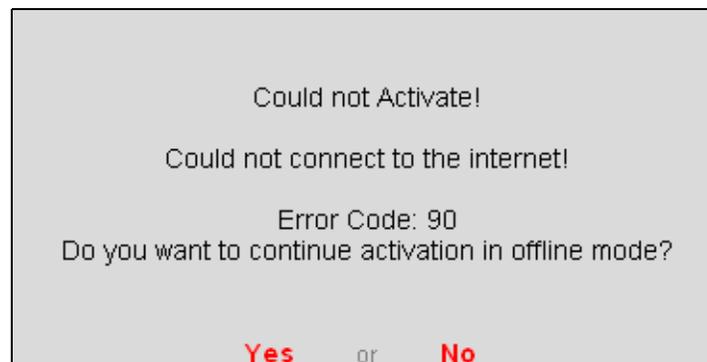


Figure 6.4 Offline Activation Message

- Press **Y** or click **Yes** to proceed with offline activation.
- **Tally.ERP 9** displays a message **Your Offline Activation Request file has been Created Successfully**. A license request file named **tally_req.lic** is generated and stored in the default **Tally.ERP 9** folder.
- Copy the **tally_req.lic** and transfer it to another computer with an internet connection and **Tally.ERP 9** installed.
- Start **Tally.ERP 9**
- In the **Startup** screen, select **Send External Request**

or

- Go to **Gateway of Tally > F12: Configure > Licensing > Send External Request**

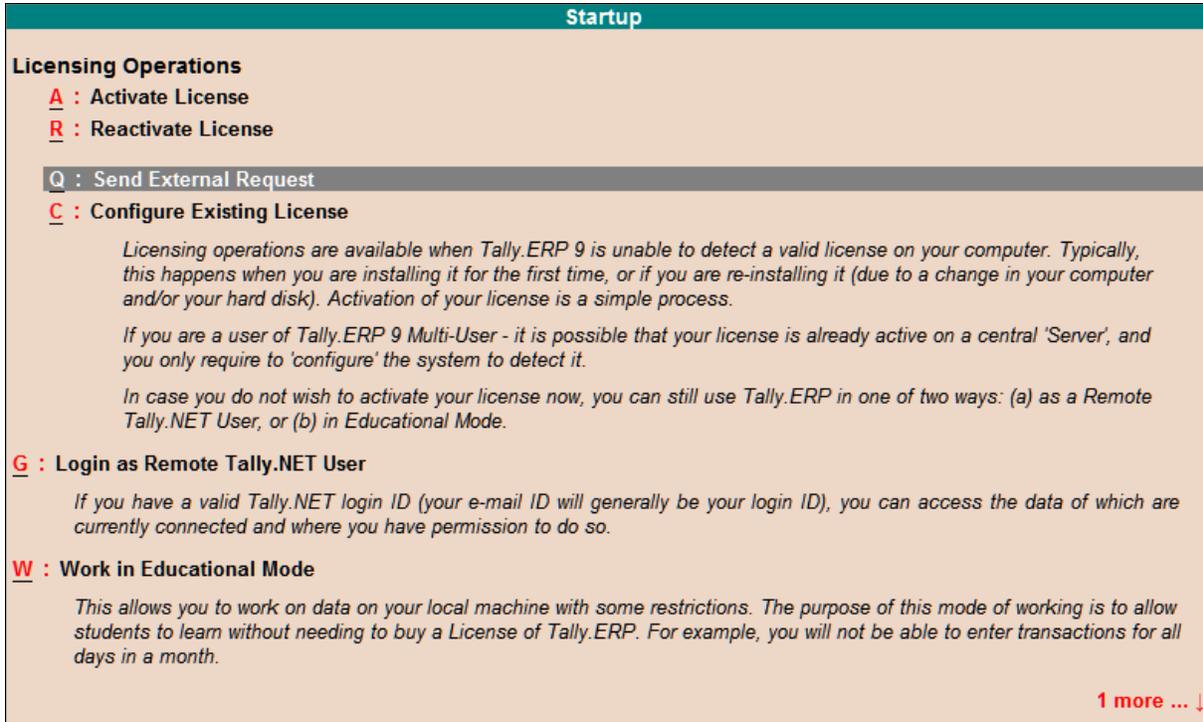


Figure 6.5 Startup

- **Tally.ERP 9** displays a message **Offline Response File Generated Successfully.**
- Copy **tally_lic.lic** file to a pendrive/CD and paste this file to the **Tally.ERP 9** folder of the computer where **Tally.ERP 9** is to be activated.
- Start **Tally.ERP 9**.
- Proceed to section **Step 2: Procedure to Unlock License File.**



- *When there is a delay in receiving the **Unlock Key**, select **Work in Temporary License Mode** to continue working with a temporary license for a stipulated period displayed in the Information Panel. Further, if you do not receive the **Unlock Key** within the stipulated period, you may activate and continue working with a temporary license thrice additionally. This facility is also extended for Reactivation of license.*
- *In the temporary license mode you will not be able to migrate the data from earlier versions of Tally.*

6.1.2 Step 2: Procedure to Unlock License File

Access your email and retrieve the unlock key before proceeding to unlock the license file.

- The license **Startup** screen is displayed.

- Select **Unlock License**.

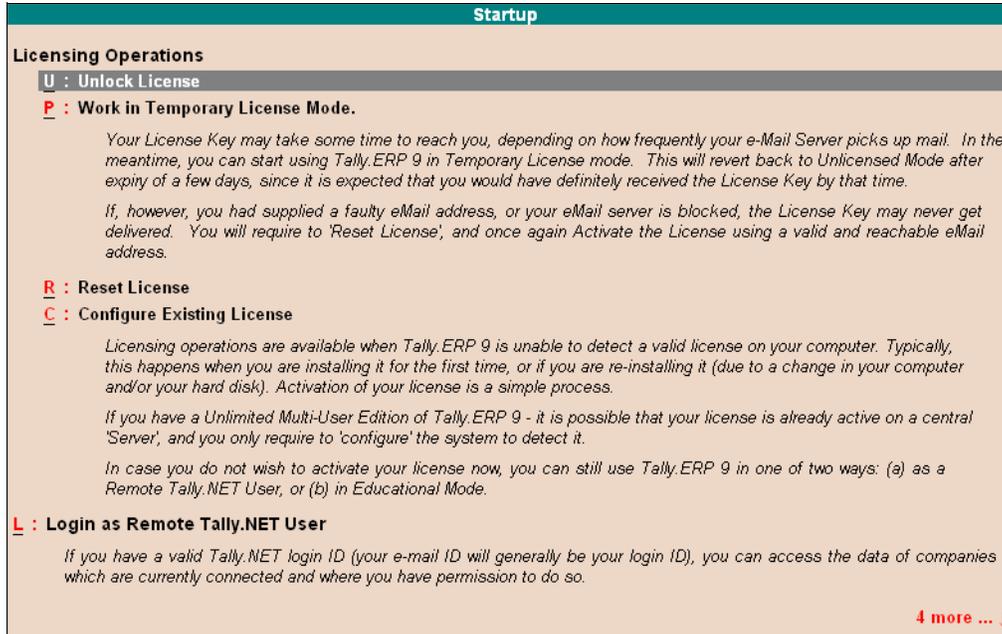


Figure 6.6 Startup

- The **Unlock License** screen is displayed.
- Type the unlock key retrieved in **Unlock Key** field and press **Enter**.

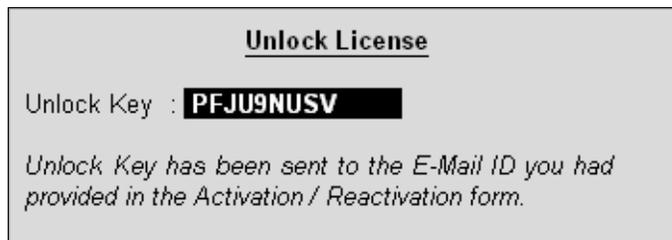


Figure 6.7 Unlock License

On successfully unlocking the license, **Tally.ERP 9** displays a message as shown.



Figure 6.8 License Successfully Activated



- The procedure to activate **Tally.ERP 9 Silver/Gold/Auditors' Edition** is the same for a **Single Site**.
- In case of **Tally.ERP 9 Gold or Auditors' Edition** a request to activate the license can be made from the server or client machine

On startup **Tally.ERP 9**, the **Edition** and number of **Users** information are displayed under **Version**, similarly the **License Serial Number** and **Account ID** appear under **License** block of the Information panel as shown.

The screenshot shows the 'Gateway of Tally' window. At the top, there are menu options: P: Print, E: Export, M: E-Mail, Q: Upload, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. Below these are fields for 'Current Period' and 'Current Date'. A 'List of Selected Companies' table is present with columns for 'Name of Company' and 'Date of Last Entry'. A 'Company Info.' pop-up menu is visible with options: Select Company, Login as Remote User, Create Company, Backup, Restore, and Quit. At the bottom, a 'Calculator' window is open, displaying the following license details:

Product	Version	License	Configuration
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 1 Edition Users	Latest Latest Gold Unlimited	Serial Number 720003168 Account ID tallyuser@tallysolutions.com Tally.NET subscription valid till 30-20-2009
			Stat 81 Latest Server Port 9000 Running as ODBC Server

Figure 6.9 Tally.ERP 9 License Details for Single User

Similarly, you can also activate **Tally.ERP 9 Gold or Tally.ERP 9 Auditors' Edition** Single Site License.

Lesson 7: Activating Tally.ERP 9 Multi-Site

Introduction

A Multi-Site has more than one **Tally.ERP 9 Silver** or **Gold** licenses active on different machines or locations under a single account comprising of same or different serial numbers.

On purchase of **Tally.ERP 9** Multi Site License, the associated Tally Partner creates an **Account ID** using your E-Mail ID, the Multi Site License Serial Numbers are associated to the account created. You need to provide the **Account ID** and **Password** to access the account information, or reactivate **Tally.ERP 9** license. Before proceeding with the activation of **Tally.ERP 9**, ensure that to surrender the previous version of Tally.

The Multi Site Activation is shown in two simple steps

7.1 Step1: Activate Tally.ERP 9

After the successful installation when you start **Tally.ERP 9** for the first time, the **Startup** screen is displayed as shown.

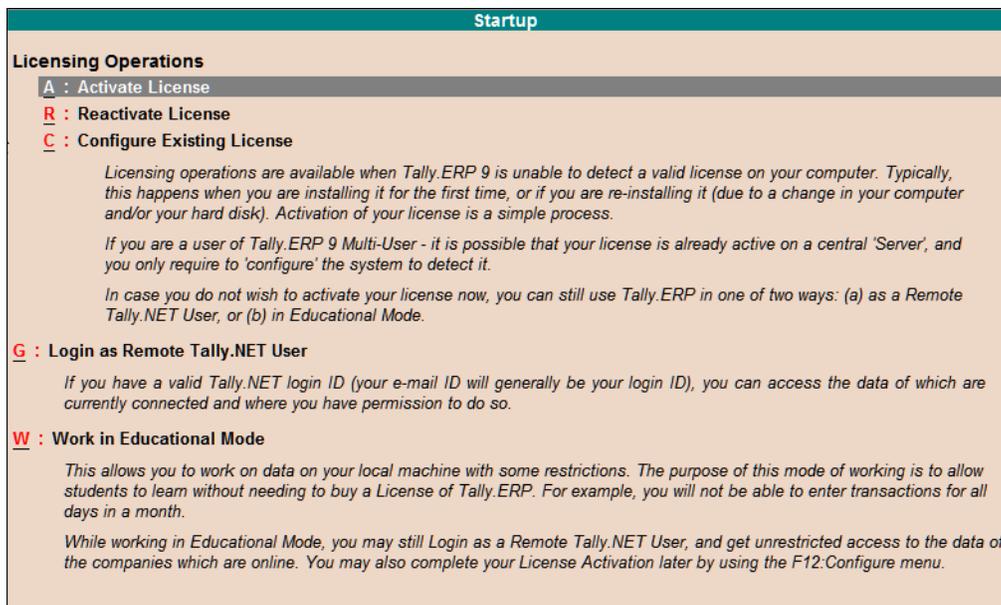


Figure 7.1 Startup

- Select **Activate License** and press **Enter**.

Activate License

F : First time activation for your organization

A : Activation of an Additional Site for your organization

P : Activation of Promotional Rental license

Activating Tally.ERP 9 will create a Tally.NET Account for you. In case you have multiple copies of Tally.ERP 9 (because of multiple locations of your offices), you may already have a Tally.NET Account. In such a case, select 'Activation of an Additional Site for your organization'.

Figure 7.2 Activate License

- Select **Activation of an Additional Site for your Organisation** and press **Enter**.
- The **Activate Site License** form appears.
- In the **Serial Number** field enter the **Serial Number** printed on the **Installation Guide**.
- In the **Activation Key** field enter the **Activation Key** printed on the **Installation Guide**.
- Enter the Account ID in the **Account ID** field
- Enter the **Site Name** in **Site ID** field. An account can have one or more active sites.
- Enter your **E-mail ID** in **E-mail ID of Site Administrator** field. The **Unlock key, Password** and account information is mailed to the E-Mail ID provided.
- Re-enter the email address in the **Repeat (E-mail ID of Site Administrator)** field.

Activate Site License

Serial Number : 73003068
Activation Key : MKT4S1TF4

Account ID : **tallyuser@tallysolutions.com**
(Name of Account for which this Site is being activated)
Site ID : **blroffice@tallysolutions.com**
(Unique Name to identify this Site. We suggest to use your Location (e.g. Bangalore) or Nature of Site (e.g. Warehouse), to make it easy for everyone in your organization to identify it.)

E-Mail ID of Site Administrator : **user@tallysolutions.com**
Repeat (E-Mail ID of Site Administrator) : **user@tallysolutions.com**

Activating your Site License is a simple two-step process. Once your Serial Number and Activation Key are confirmed, you will receive an E-Mail giving you some important details:

- 1. A Unlock License Key (which you will require to complete the Activation process)*
- 2. Details on how to access your Tally.NET Site, and use it effectively for your organization.*

A separate E-Mail will be sent to your Account Administrator, giving details about this Activation. Your Account Administrator will require to login to the Control Centre and confirm this to be a Valid Site Activation within 7 days (failure to do so will invalidate this Activation).

Please remember that the Activation process can be completed only with the 'Unlock License Key' which is sent in the E-Mail to the Site Administrator. It is important, therefore, that a valid E-Mail ID is given.

Figure 7.3 Multi Site Activation Form

- Press **Enter**.
- **Tally.ERP 9** searches for Internet Connectivity on your computer.

Internet Connectivity is Available

- **Tally.ERP 9** displays a message **Congratulations! Your activation Request has been processed**. An encrypted file is now on your machine.
- Press **Enter** to continue.
- Proceed to section **Step 2: Procedure to Unlock License File**.

Internet Connectivity is Not Available

- **Tally.ERP 9** displays a message **Could not connect to the Internet, Do you want to activate the License Offline**.

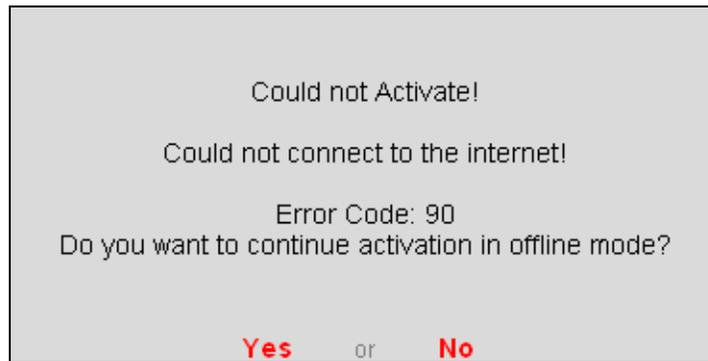


Figure 7.4 Offline Activation Message

- Press **Y** or click **Yes** to proceed with offline activation.
- **Tally.ERP 9** displays a message **Your Offline Activation Request file has been Created Successfully**. A license request file named **tally_req.lic** is generated and stored in the default **Tally.ERP 9** folder.
- Copy the **tally_req.lic** file and transfer it to another computer with an internet connection and **Tally.ERP 9** installed.
- Start **Tally.ERP 9**.

- Go to **Gateway of Tally > F12: Configure > Licensing > Send External Request.**

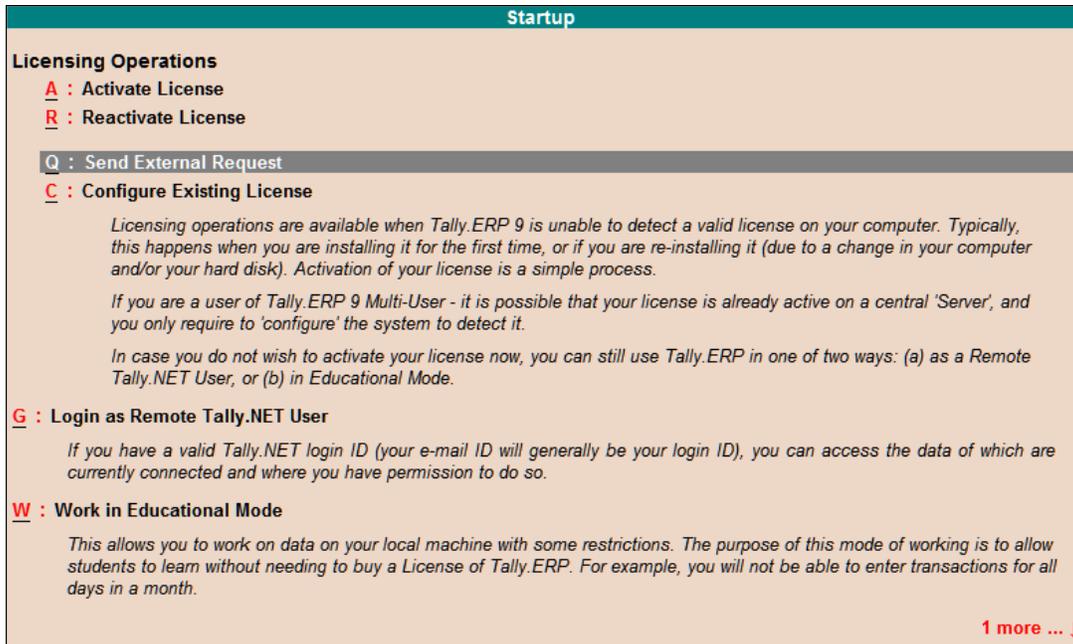


Figure 7.5 Startup

- **Tally.ERP 9** displays a message **Offline Response File Generated Successfully.**
- Copy **tally_lic.lic** file and transfer this file to the default **Tally.ERP 9** folder of the computer where **Tally.ERP 9** is activated.
- Start **Tally.ERP 9.**
- Proceed to the section **Step 2: Procedure to Unlock License File.**



- When there is a delay in receiving the **Unlock Key**, select **Work in Temporary License Mode** to continue working with a temporary license for a stipulated period displayed in the Information Panel. Further, if you do not receive the **Unlock Key** within the stipulated period, you may activate and continue working with a temporary license thrice additionally. This facility is also extended for Reactivation of license.
- In the temporary license mode you will not be able to migrate the data from earlier versions of Tally.

7.2 Step 2: Procedure to Unlock the License File

Access your email and retrieve the unlock key before proceeding to unlock the license file.

- The license **Startup** screen is displayed.

- Select **Unlock License**.

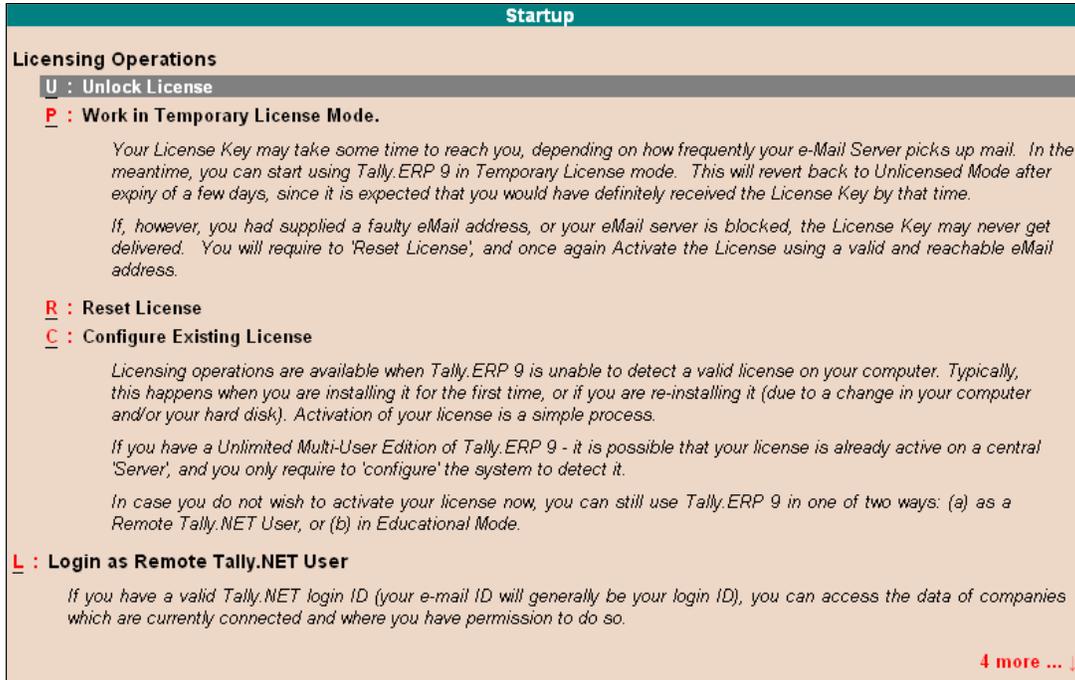


Figure 7.6 Startup

- The Unlock License screen appears.
- Enter the **Unlock Key** emailed in the **Unlock Key** field and press **Enter**.

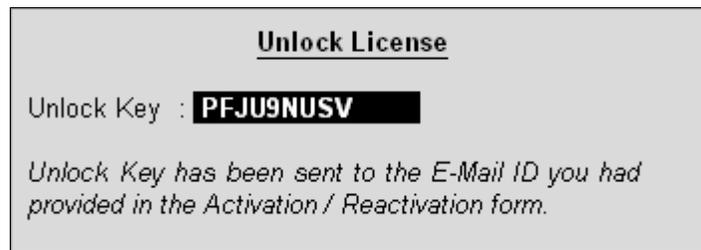


Figure 7.7 Unlock License

On successfully unlocking the license file, a message is displayed as shown.



Figure 7.8 License Activates Successfully

On starting **Tally.ERP 9**, the **Edition** and **User** information is displayed under **Version** block, the License **Serial Number**, **Site ID** and **Account ID** are displayed under the **License** block of the information panel.

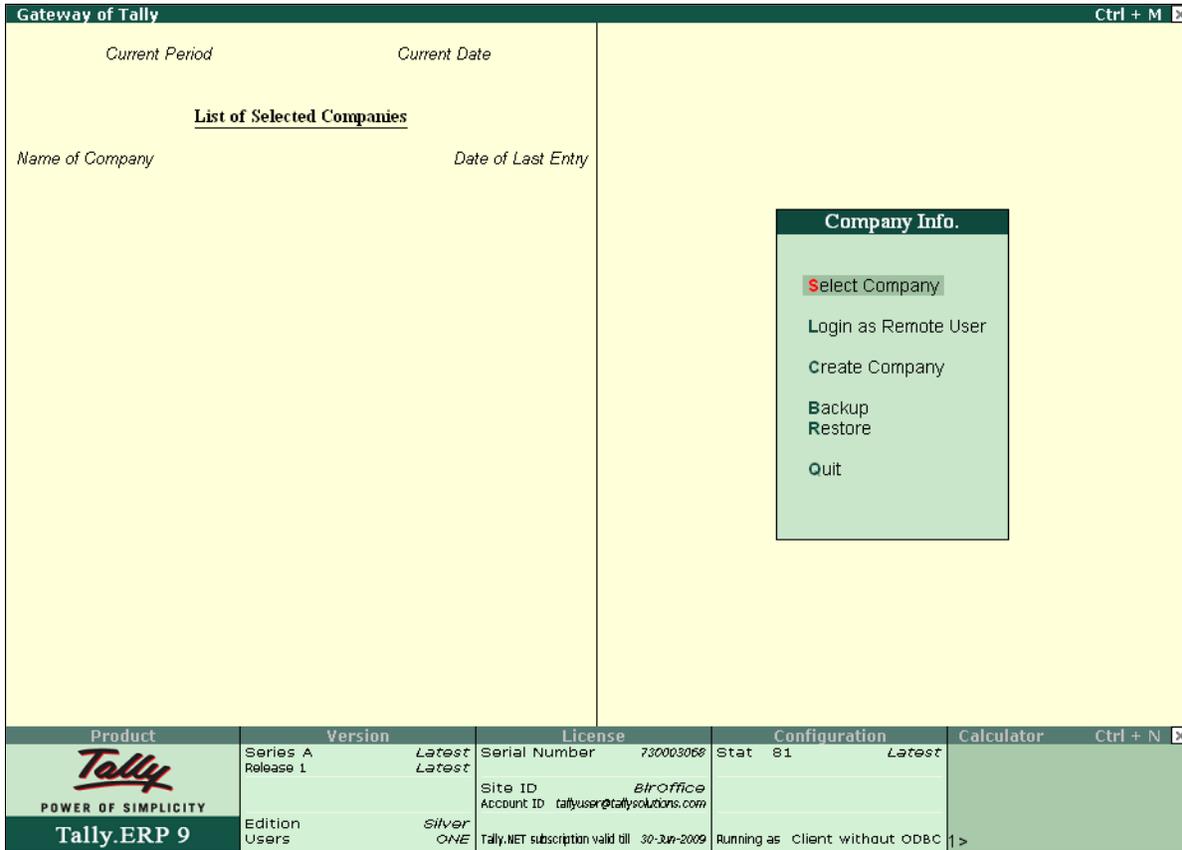


Figure 7.9 License Details

On successful activation of a **Site** belonging to an **Account**, the **Account Administrator** is informed by E-mail about the activation. The **Account Administrator** in turn has to **Confirm** the activation within a span of **15** days from the date of activating the Site.

Any licensing operation performed for a Site is logged in the **Support Centre** and by default the status is displayed as **Closed**.

Similarly, you can also activate **Tally.ERP 9 Gold** or **Tally.ERP 9 Auditors' Edition** for Multi Site Licenses.

Lesson 8: Licensing Resolution

8.1 Licensing Resolution

When you try to activate the second or subsequent licenses using the option First time activation for your organisation and providing the same Account ID, the User Resolution screen appears:

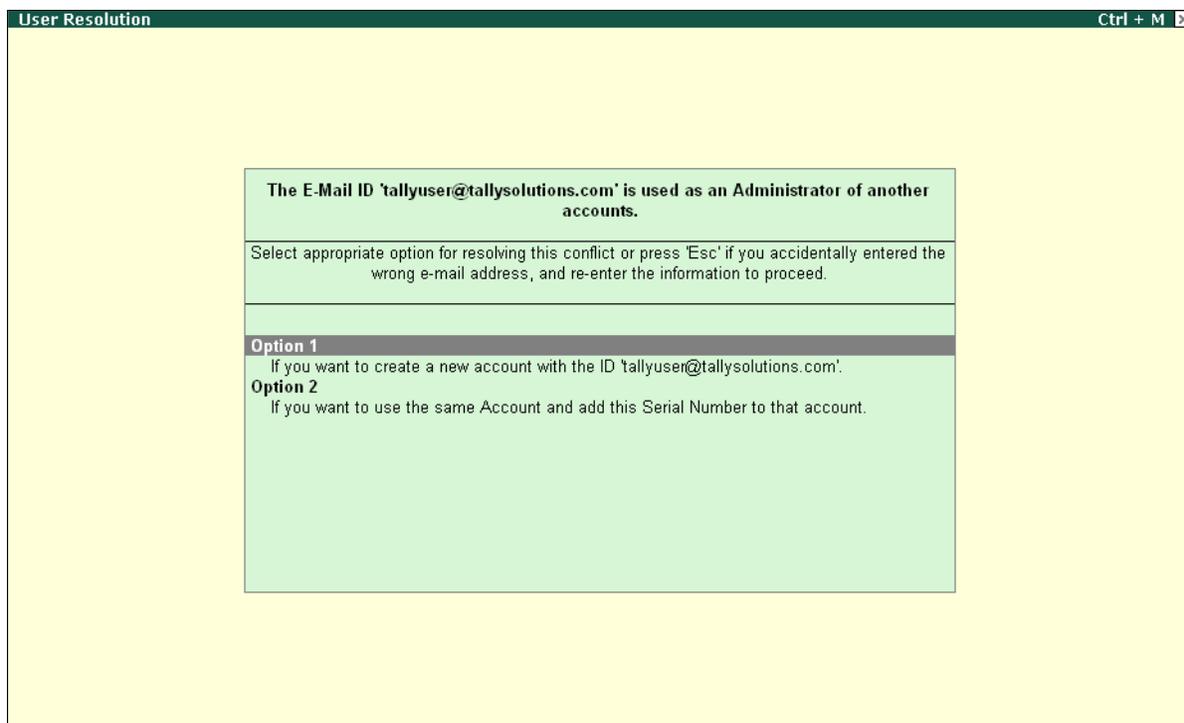


Figure 8.1 User Resolution

In the **User Resolution** screen, select the required option to activate the license:

8.1.1 Option 1: If you want to add this Serial Number to the same Account:

- ❑ Select this option in case you want the serial number provided to be included in the existing account.
- ❑ The **Supporting Activation Form** appears displaying the Account ID

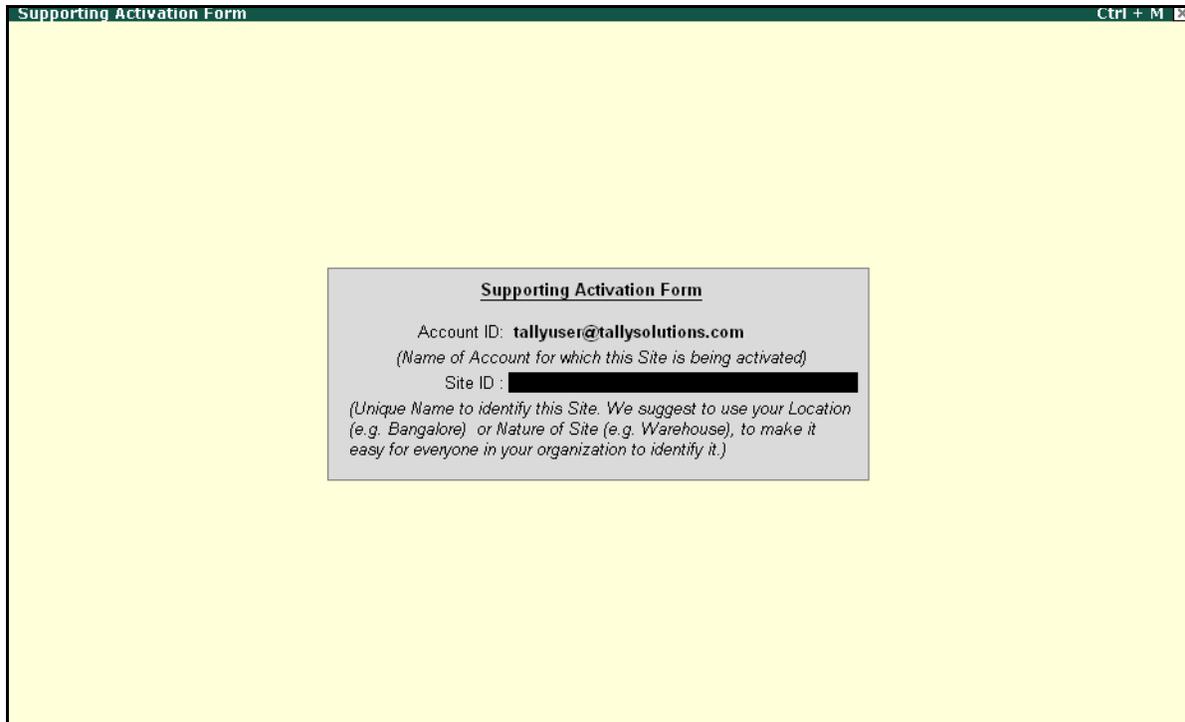


Figure 8.2 Supporting Activation Form

- ❑ Enter the required Site Name in the **Site Name** field to proceed with the activation of **Tally.ERP 9** License
- ❑ The License **Serial Number** provided is activated as new site under the existing **Account**.

8.1.2 Option 2: If you want to provide a new account id and want to retain the existing account id as the administrator of the account:

- ❑ Select this option when you want to retain the existing **Account ID** for the purpose of **Account Administration** and the License **Serial Number** provided to be activated under the new **Account ID**.

- The **Supporting Activation Form** appears as shown:



Figure 8.3 Supporting Activation Form

- Provide the required **Account ID** in the **Account ID** field, a new account will be created and the License **Serial Number** provided in the **Activation Form** will be included in the new Account ID.

8.1.3 Option 3: Esc, If you have accidentally entered, the wrong e-mail address, and re-enter the information to proceed:

- Select this option when you have provided the wrong e-mail id.
- You will return to the **Activate License** form

The remaining steps to unlock the license file are discussed under the heading Unlock License under licensing.

Lesson 9: Activating Tally 7.2 or Tally 9.0

9.1 Activating Tally - Single User

In order to have a coexistence of **Tally.ERP 9** with **Tally 7.2/Tally 8.1/Tally 9**, the user may reactivate the previous version of Tally after successfully activating **Tally.ERP 9**. Both **Tally.ERP 9** and **Tally 7.2/Tally 8.1/Tally 9** will coexist on the same computer for a period of **45** days from the date of activating **Tally.ERP 9**.

The license activation procedure for **Tally 7.2/Tally 8.1/Tally 9** is the same, to activate the previous version of Tally follow the steps shown:

9.1.1 Online Activation

- Start **Tally 7.2/Tally 8.1/Tally 9**
- The **Activation Form** appears as shown

Activation Form

Serial : [REDACTED]
Key :
E-Mail :

(Important: Indicating correct Email-ID would enable you to receive information on Updates, Upgrades and Promotions from Tally.)

Figure 9.1 Activation Form

- Enter the Serial Number, Activation Key and E-Mail ID in the **Serial**, **Key** and **E-Mail** fields respectively
- Press **Enter**
- Tally connects to the Licensing Servers to validate the registration request.
- Tally displays a message indicating license is activated successfully.
- Select Update to validate the license.

9.1.2 Offline Activation

In case the computer where you have installed Tally is not connected to Internet then you can opt to activate Tally offline.

To activate your license offline follow the steps shown:

Go to **Gateway of Tally**

- Press **F12: Configure > Licensing > Offline > Activate**

The **Activation Form** appears

- Enter the Serial Number in **Serial** field
- Enter the Activation Key in **Key** field
- Enter the Email ID in **E-Mail** field
- Tally displays a message indicating that the **tally_req.lic** file has been successfully generated.
- Copy **tally_req.lic** file available in the Tally folder to a floppy/CD
- Paste **tally_req.lic** file to another computer with Internet connectivity and Tally installed.
- **Start Tally**
- Press **F12: Configure > Licensing > Offline**
- Select **Send External Request** to send the request file to Tally Licensing Servers. The response file called **tally_resp.lic** is generated and saved in in the Tally folder.
- Copy the **tally_resp.lic** file to a floppy or CD and paste the file into the Tally folder where the license has to be activated.
- **Start Tally**
- The **Register Now** screen appears,
- Press **Enter** to work on Tally.

9.2 Reactivating Tally - Multi User

The method of activating Tally Multi User is similar to activating a Single User license. Tally is first installed and the license activated on the computer designated as License Server and then installed on other computers designated as **License Clients** within the network .

9.2.1 Setting up the Tally License Server

While installing Tally, check **Run Tally License Server at Windows Startup** (For Tally Gold Users) to commence the license service when Windows operating system starts and run the service in background on the computer designated as server.

In case you failed to check **Run Tally License Server at Windows Startup** (For TallyGold Users), you can use this alternative method to activate Tally:

Double click **TallyLicServer.exe** available in Tally directory. A dialog box appears which comprises the following elements:

- **Install** - will install the multi-user license on the server.
- **Uninstall** - will uninstall the multi-user license previously installed.

On successful installation of Tally on the client computer, open **Tally.ini** file available in Tally directory and set the following parameters:

- **TallyLicenseServer** = Name/IP Address of the License Server:Port Number.



*The reactivation procedure for **Tally. 7.2/Tally 8.1/Tally 9.0** is similar and the screens may vary from one version of Tally to another.*

Lesson 10: Backup & Restore Data

10.1 Backup Tally data

It is essential that another copy or multiple copies of data are stored to avoid data reconstruction in case the data is corrupted due to various reasons. As per the best practices available a copy of data must be created on daily basis, then data backup must be taken for the entire week, then for the entire month/quarter/yearly and so on. Further, in case of large data it is recommended that multiple copies of the data be stored at various locations across the same city or multiple cities.

In case of data corruption, you can have the most recent data with you in case you have followed the backup procedure mentioned above. You can restore the yearly backup first, followed by the quarterly backup, monthly backup, weekly backup and then the daily backup.

It is advised that one must have another copy of the data before migrating to the latest version of the product available.

To take a backup of the data available follow the steps shown:

Go to **Company Info** menu

or

Go to **Gateway of Tally**

- Press **Alt + F3**

The **Company Info** menu appears



Figure 10.1 Company Info Menu

- ❑ Select **Backup**
- ❑ The **Backup Companies on Disk** screen appears

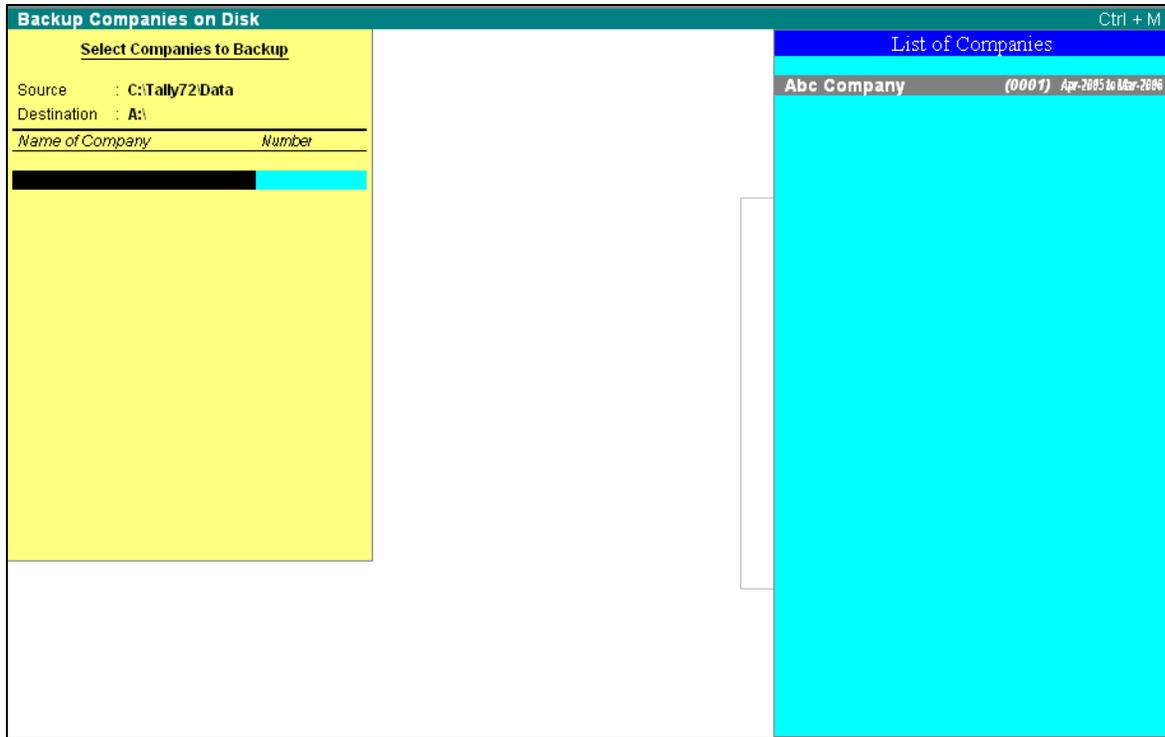


Figure 10.2 Backup companies on Disk

- In the **Backup Companies on Disk** screen, by default the cursor is at **Name of Company**, press **Backspace** to change the **Source** or **Destination**.
 - **Source** – it is the source folder which contains data for backup, by default it is the Data folder of Tally.ERP 9
 - **Destination** – it is a folder or an external device (Pen drive/Portable Hard Disk etc.) connected to the same or another computer where the data backup has to be stored.
- Select the required company from the **List of Companies**
- Select **End of List**

Name of Company	Number
Abc Company	(0001)

Figure 10.3 Selected company

- ❑ **Accept** to commence backup of data
- ❑ The **Backing up Companies** screen appears
- ❑ The backup file is stored in **D:\Backup3108**

10.2 Restore Data in Tally.ERP 9

To restore the data created in **Tally 7.2/Tally 8.1/Tally 9.0** data in Tally.ERP 9 start the Tally72migration tool and follow the steps shown:

In the **Tally.ERP 9** folder

- ❑ Double click **Tally72migration** tool
- ❑ The **Tally.ERP 9 Data Migration Tool** and **Tally.ERP 9 Migration Information** screen appear side-by-side.

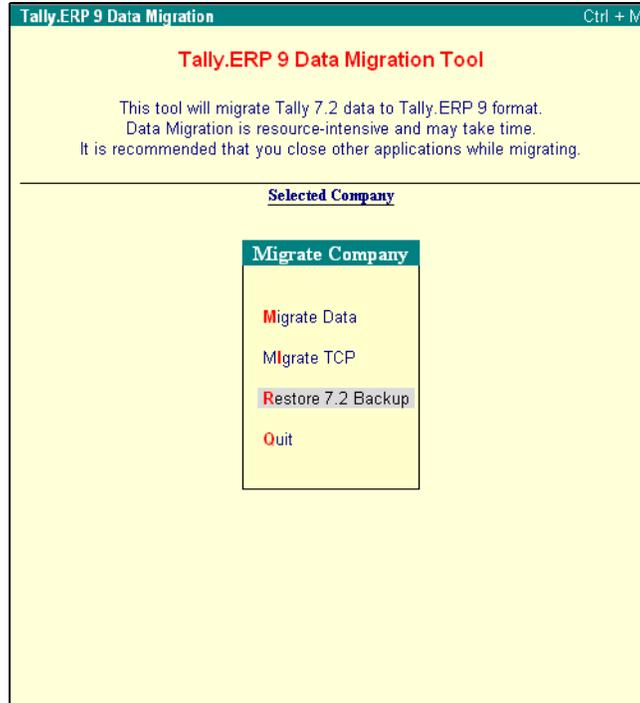


Figure 10.4 Data Migration Tool

- Select **Restore 7.2 Data**
- The **Select Companies to Restore** screen appears as shown

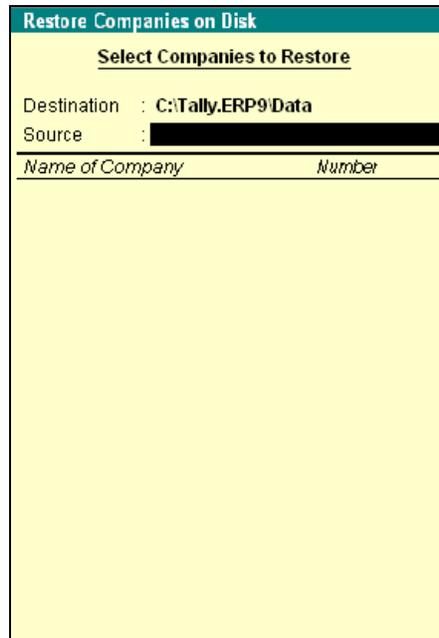


Figure 10.5 Restore Companies of Disk

- In the Restore Companies on Disk screen provide the following paths:
 - **Destination** – is the folder where the backup data is to be restored.
 - **Source** – is the folder which contains the backup data files, it can be a folder on the same device or on another device connected to the computer.
- Select the name of the company from **List of Companies** to restore the data. The user can select one or more companies from the **List of Companies** to restore the data.
- Select **End of List**

<i>Name of Company</i>	<i>Number</i>
Abc Company	(0001)
-	

Figure 10.6 Restore Companies on Disk

- **Accept** to restore the data
- The data is restored in the destination folder mentioned.

Lesson 11: Migrating Tally Data

Tally.ERP 9 provides you the capability to migrate data from older version of Tally using Data Migration Tool available in the **Tally.ERP 9** folder. The migration tool helps you to upgrade the data and migrate TCP (Tally Compliant Product) from **Tally 7.2** to **Tally.ERP 9** in addition to backup and restoring your data. You can also migrate Payroll data using the Tally Data Migration Tool. In addition to the migration tool we have also discussed the migration of TDS and Dealer Excise data from Tally 9 separately.

You should be a licensed user of Tally.ERP 9 to migrate Tally 7.2 data and TCP files to Tally.ERP 9. Tally 6.3 users can also use the migration tool, which will rewrite the version to Tally 7.2 and then migrate the data to Tally 9. As discussed, with the help of migration tool, you can

- **Migrate Data**
- **Migrate TCP**
- **Restore 7.2 Backup**

Go to **Tally.ERP9** folder (where Tally.ERP 9 application is installed)

- Double click on **tally72migration.exe**



Figure 11.1 Tally Migration Tool

- The **Tally.ERP 9 Data Migration Tool** and **Tally.ERP 9** screen appears simultaneously as shown:

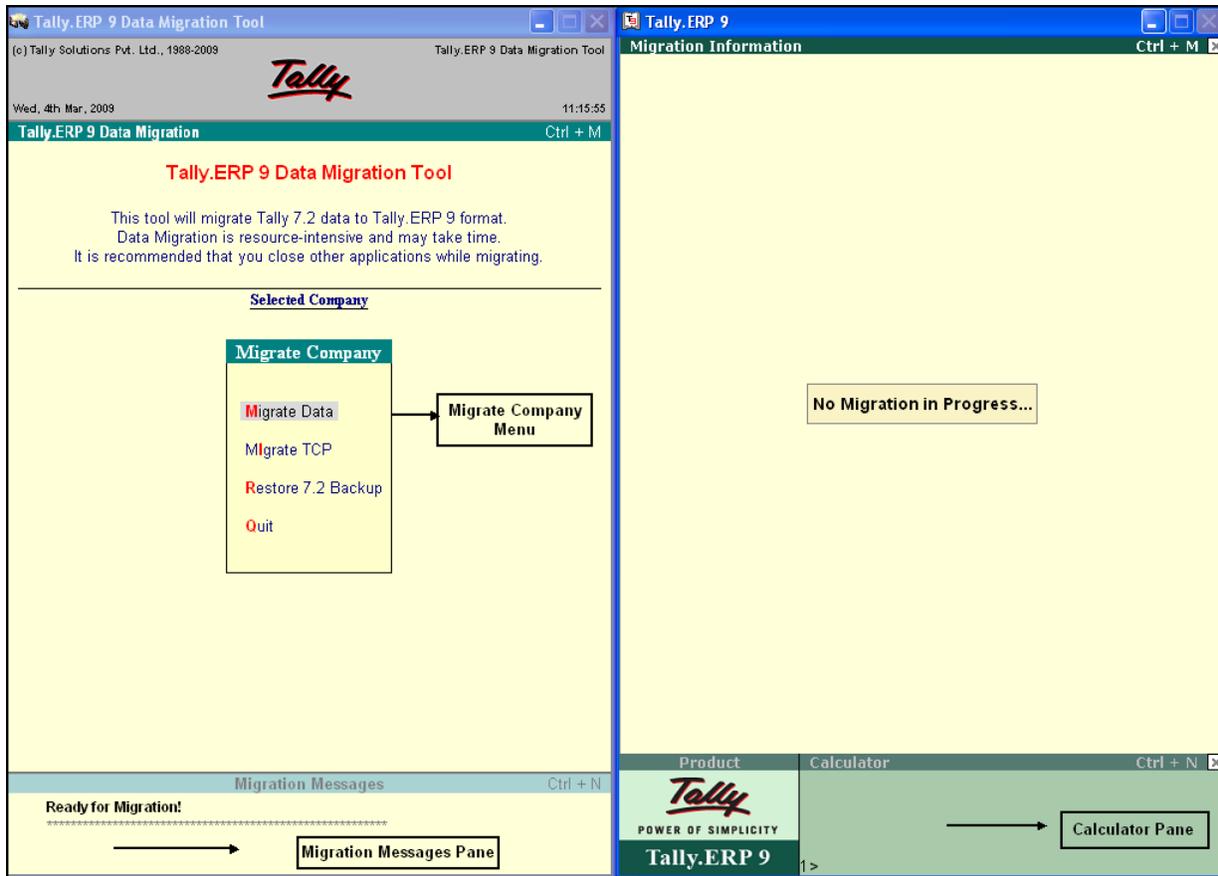


Figure 11.2 Migrate Company menu

A brief explanation of **Tally Data Migration Tool** menu options,



- ❑ *Migration Messages Pane* : During the migration process the migration status is displayed in the Migration Messages Pane..
- ❑ *Calculator Pane* : Errors that occur during migration, are displayed in the Calculator Pane.
- ❑ *The Data Migration Tool is resource intensive. It is recommended that you close all other applications when you migrate Data or TCP files. In case of any interruptions during migration, the migrated or partially migrated data is deleted and you need to repeat the migration process .*
- ❑ *In case you have enabled and used Payroll in Tally 7.2, ensure that the Payroll process for the previous month is complete before migrating data. As Payroll in Tally.ERP 9 will be effective from the date of migration only..*

Lesson 12: Migrating Data in Tally.ERP 9

As discussed, with the help of **Tally.ERP 9 Data Migration Tool**, you can migrate Tally 7.2 data, Tally 7.2 TCP files and restore Tally 7.2 data backup to Tally.ERP 9. Lets us consider the following scenarios to migrate data from the earlier versions of Tally to Tally.ERP 9 using the Data Migration Tool,

- ❑ Migrating Data from Tally 6.3 to Tally.ERP 9
- ❑ Migrating Data from Tally 7.2 to Tally.ERP 9
- ❑ Migrating Data from Tally 8.1 to Tally.ERP 9
- ❑ Migrating Data from Tally 9 Rel. 2.0 to Tally.ERP 9
- ❑ Migrating Data from Tally 9 Rel. 3.0 to Tally.ERP 9
- ❑ Migrating Data comprising of Excise / TDS /VAT to Tally.ERP 9

12.1 Migrating Data from Tally 6.3 to Tally.ERP 9

To migrate Taly 6.3 data to Tally.ERP 9, follow the steps given below :

Go to **Tally.ERP9** folder (where you have installed Tally.ERP 9 application)

- ❑ Click on **tally72migration.exe**,

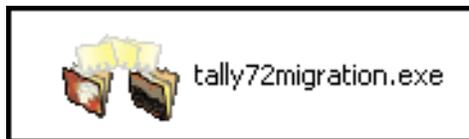


Figure 12.1 Tally72migration.exe icon

- ❑ **Tally.ERP 9 Data Migration Tool** and **Tally.ERP 9** start simultaneously, in separate screens
- ❑ As soon as Tally.ERP 9 is ready to migrate data, the message **Ready for Migration** is displayed in the **Migration Messages Pane**

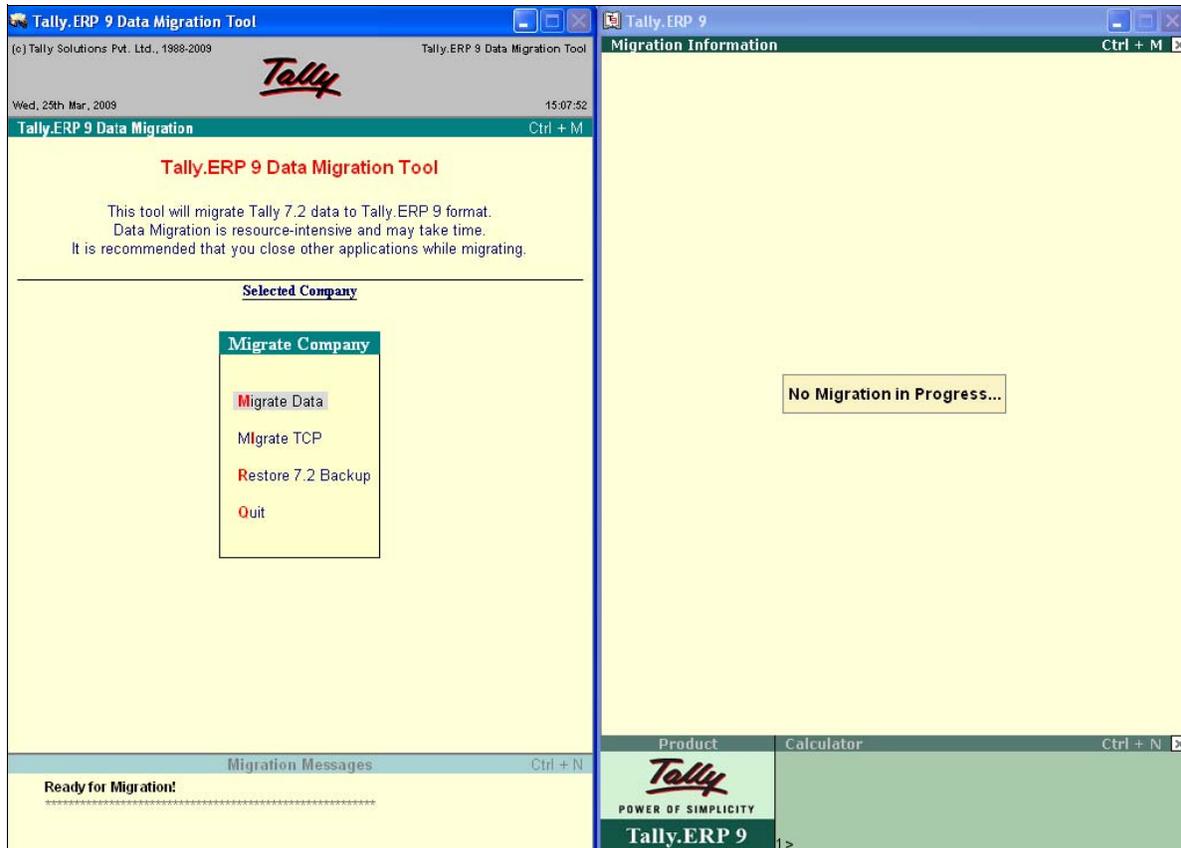


Figure 12.2 Data Migration Tool screen

- ❑ Select **Migrate Data**, to commence data migration from **Tally 6.3** to **Tally.ERP 9**
- ❑ Specify the required data path in the **Directory** field

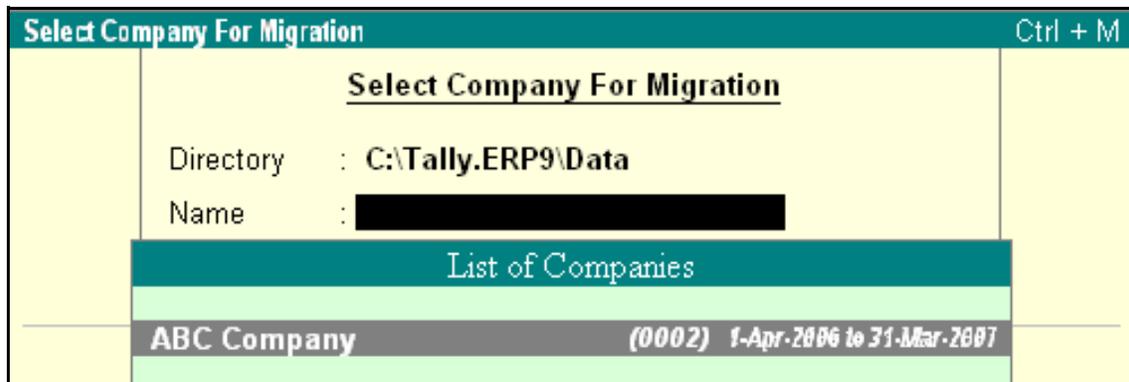


Figure 12.3 Select Company for Migration screen

- On selecting the company, a message **Rewrite Version** is displayed.

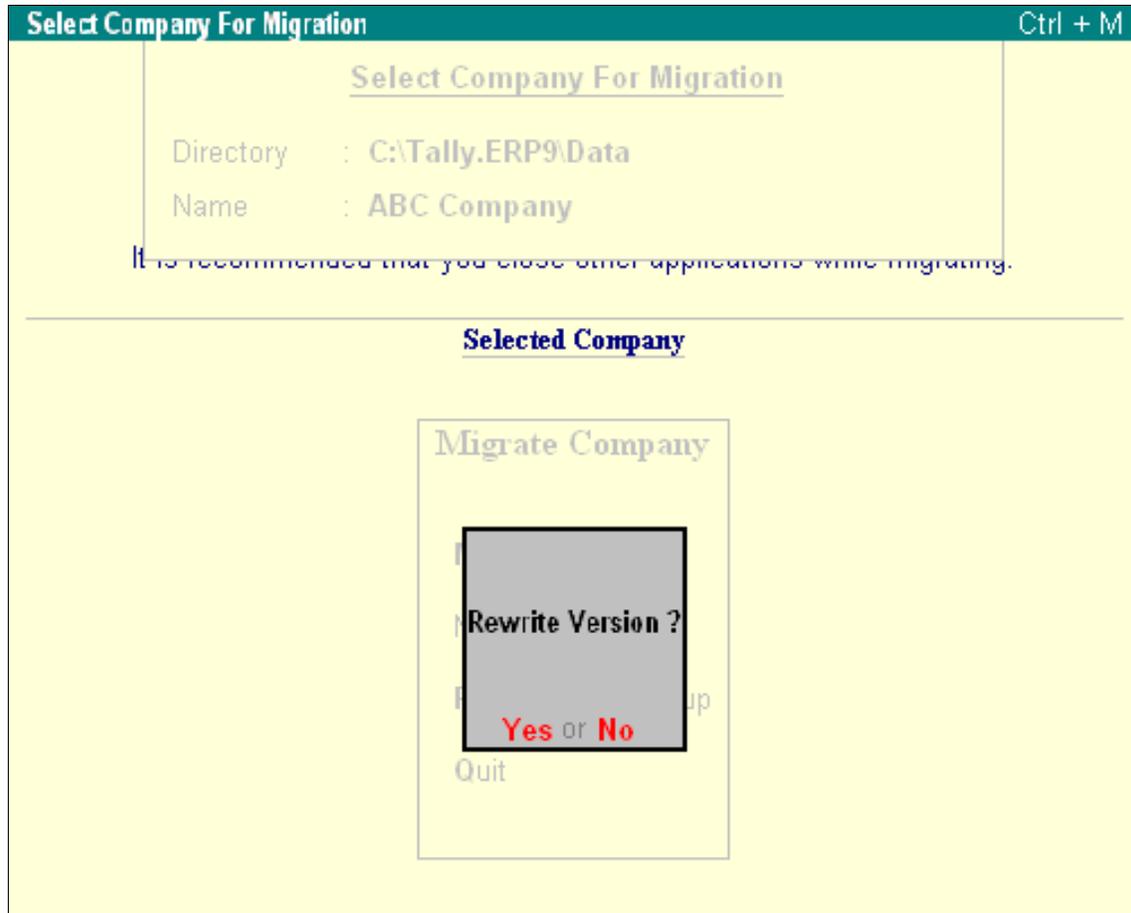


Figure 12.4 Select Company for Migration

- Press **Enter** to Rewrite the Tally 6.3 Data to **Tally 7.2** data format

The data **Rewriting** screen will appear as shown

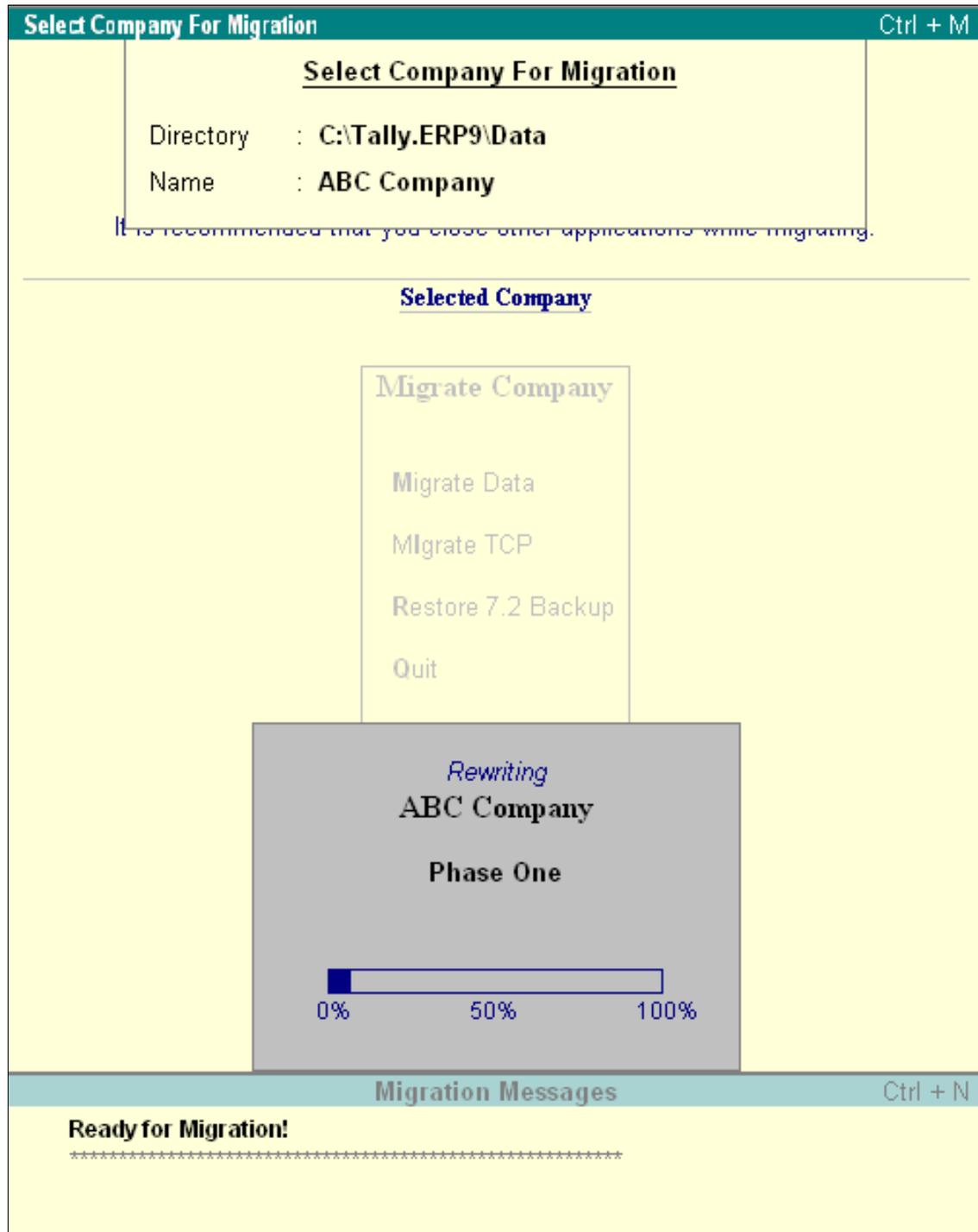


Figure 12.5 Rewriting Tally 6.3 Data Screen

- After rewriting the data to Tally 7.2 data format, the **Data Migration Tool** prompts for migration from **Tally 7.2** to **Tally.ERP 9** data Format

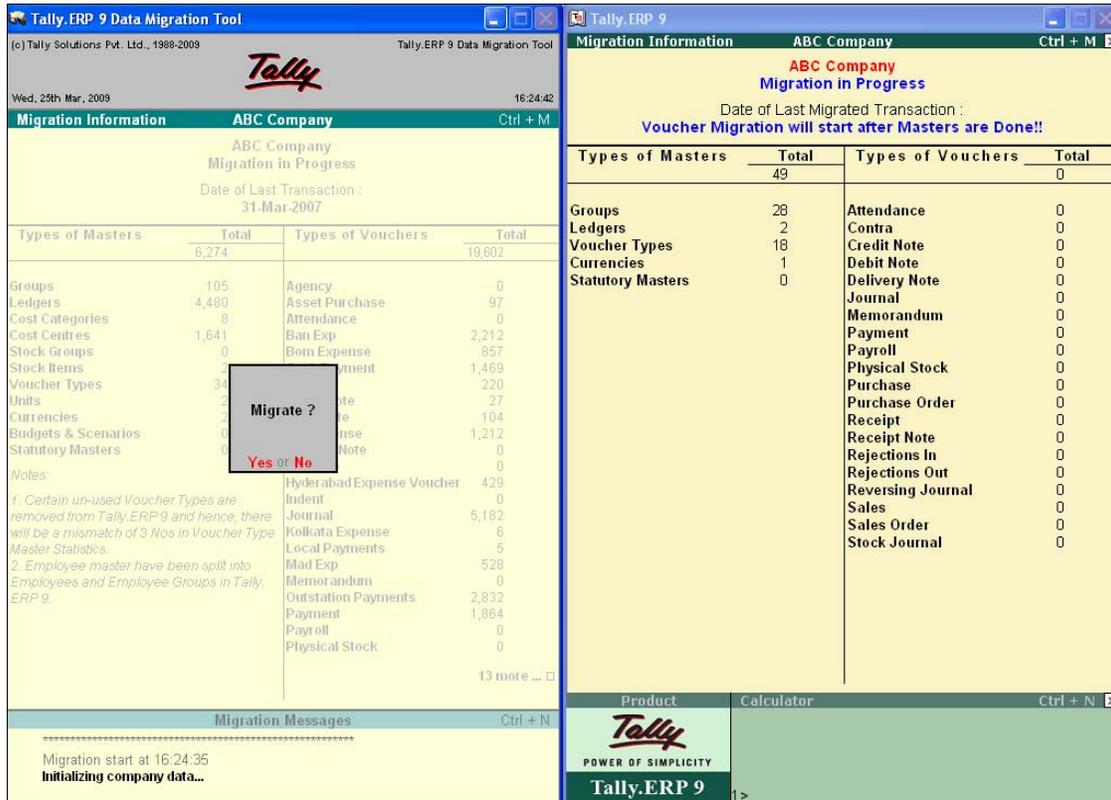


Figure 12.6 Data Migration Tool screen

- Press **Enter** to **Migrate** the selected company
- In the **Migration Information** screen on the left hand side, you can view the list of Masters and Vouchers to be migrated from **Tally 7.2**.
- During the migration from **Tally 7.2** to **Tally.ERP 9**, the status of the migration appears in the screen on the right hand side, which displays the number of Masters and Vouchers that have migrated to **Tally.ERP 9**.

Migration Information ABC Company
Migration in Progress
 Date of Last Migrated Transaction :
Voucher Migration will start after Masters are Done!!

Types of Masters		Total	Types of Vouchers		Total
		49			0
Groups		28	Attendance		0
Ledgers		2	Contra		0
Voucher Types		18	Credit Note		0
Currencies		1	Debit Note		0
Statutory Masters		0	Delivery Note		0
			Journal		0
			Memorandum		0
			Payment		0
			Payroll		0
			Physical Stock		0
			Purchase		0
			Purchase Order		0
			Receipt		0
			Receipt Note		0
			Rejections In		0
			Rejections Out		0
			Reversing Journal		0
			Sales		0
			Sales Order		0
			Statutory Masters		0

Types of Masters

	Total
Groups	105
Ledgers	4,480
Cost Categories	8
Cost Centres	1,641
Stock Groups	0
Stock Items	2
Voucher Types	34
Units	2
Currencies	2
Budgets & Scenarios	0
Statutory Masters	0

Types of Vouchers

	Total
Agency	0
Asset Purchase	97
Attendance	0
Ban Exp	2,212
Bom Expense	857
Cash Payment	1,469
Contra	220
Credit Note	27
Debit Note	104
Del Expense	1,212
Delivery Note	0
Expense	0
Hyderabad Expense Voucher	429
Indent	0
Journal	5,182
Kolkata Expense	6
Local Payments	5
Mad Exp	528
Memorandum	0
Outstation Payments	2,832
Payment	1,864
Payroll	0
Physical Stock	0
	13 more ...

Migration Messages

Migrated: 0
Migrating Statutory Masters (Batch: 1)...
 Migrated: 0

IMPORT Migration Information

0% 50% 100%

Figure 12.7 Data Migration in Process screen

- When the migration is complete, an **Information pop-up message** appears as shown below.



Tally.ERP 9 Data Migration Tool

(c) Tally Solutions Pvt. Ltd., 1988-2009

Wed, 25th Mar, 2009 19:14:07

Migration Information ABC Company

ABC Company Migration in Progress

Date of Last Transaction : **31-Mar-2007**

Types of Masters	Total	Types of Vouchers	Total
Groups	105	Agency	0
Ledgers	4,480	Asset Purchase	97
Cost Categories	8	Attendance	0
Cost Centres	1,641	Ban Exp	2,212
Stock Groups	0	Bom Expense	857
Stock Items	2	Cash Payment	1,469
Voucher Types	34	Contra	220
Units	2	Credit Note	27
Currencies	2	Debit Note	104
Budgets & Scenarios	0	Del Expense	1,212
Statutory Masters	0	Delvery Note	0
		Expense	0
		Hyderabad Expense Voucher	429
		Indent	0
		Journal	5,182
		Kolkata Expense	6
		Local Payments	5
		Mad Exp	528
		Memorandum	0
		Outstation Payments	2,832
		Payment	1,864
		Payroll	0
		Physical Stock	0
			13 more ...

Notes:

1. Certain un-used Voucher Types are removed from Tally.ERP 9 and hence, there will be a mismatch of 3 Nos in Voucher Type Master Statistics.

2. Employee master have been split into Employees and Employee Groups in Tally.ERP 9.

Information

Migration Completed

Check Statistics

(press any key)

Migration Messages

Migrating Transactions (Batch: 393)...

Migrated: 2

Done

Tally.ERP 9:9090

ABC Company Migration Information

ABC Company Migration in Progress

Date of Last Migrated Transaction : **31-Mar-2007**

Types of Masters	Total	Types of Vouchers	Total
	6,271		19,602
Groups	105	Agency	0
Ledgers	4,480	Asset Purchase	97
Cost Categories	8	Attendance	0
Cost Centres	1,641	Ban Exp	2,212
Stock Groups	0	Bom Expense	857
Stock Items	2	Cash Payment	1,469
Voucher Types	31	Contra	220
Units	2	Credit Note	27
Currencies	2	Debit Note	104
Budgets & Scenarios	0	Del Expense	1,212
Statutory Masters	0	Delvery Note	0
		Expense	0
		Hyderabad Expense Voucher	429
		Journal	5,182
		Kolkata Expense	6
		Local Payments	5
		Mad Exp	528
		Memorandum	0
		Outstation Payments	2,832
		Payment	1,864
		Payroll	0
		Physical Stock	0
			8 more ...

Product

Calculator

Tally.ERP 9

Figure 12.8 Migration Completed screen

- On pressing any key, a **Congratulations message** appears as shown below

Company Migration Successful		ABC Company		Ctrl + M
ABC Company Migration in Progress Date of Last Transaction : 31-Mar-2007				
Types of Masters		Total	Types of Vouchers	
		6,274	19,602	
Groups	105		Agency	0
Ledgers	4,480		Asset Purchase	97
Cost Categories	8		Attendance	0
<div style="border: 1px solid black; padding: 10px; background-color: yellow;"> <p style="color: red; font-weight: bold; font-size: 1.2em;">Congratulations!</p> <p style="color: blue; font-weight: bold; font-size: 1.1em;">This company has migrated successfully!</p> <p style="color: blue; font-weight: bold; font-size: 1.1em;">Migration completed!</p> <p style="color: black; font-weight: bold; font-size: 1.1em;">(Press 'Enter' to Continue)</p> </div>				
Cost			Journal	5,182
Stock			Kolkata Expense	6
Stock			Local Payments	5
Vou			Mad Exp	528
Unit			Memorandum	0
Curr			Outstation Payments	2,832
Bud			Payment	1,864
Stat			Payroll	0
Note			Physical Stock	0
1. O				13 more ... □
<i>removed from Tally.ERP 9 and hence, there will be a mismatch of 3 Nos in Voucher Type Master Statistics.</i>				
<i>2. Employee master have been split into Employees and Employee Groups in Tally.ERP 9.</i>				
Migration Messages				Ctrl + N
Migrating Transactions (Batch: 393)... Migrated: 2 Done				

Figure 12.9 Migration successful - Congratulation screen

- The migrated companies are saved in the Tally 6.3 data folder. The migrated data is prefixed with a **0** and appears in **5 digits**

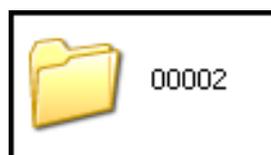


Figure 12.10 Migrated Tally.ERP 9 data

- Now you can work on **Tally. ERP 9** with the migrated data



- *The Data Migration Tool is resource intensive. It is recommended that you close all other applications when you migrate Data or TCP files. If an interruption occurs during the migration process, the migrated or partially migrated data will be deleted and you have to repeat migration for the same.*
- *The migrated data will reside in the folder where it was at the time of migration.*
- *If you have enabled and used Payroll in Tally 7.2, before migrating data, ensure that the Payroll process for the previous month is complete and processed because Payroll in Tally 9 will be effective from the date of migration.*
- *The procedure to migrate **Tally 7.2 TCP files** into Tally.ERP 9 is discussed separately in Chapter*

12.2 Migrating Data from Tally 7.2 to Tally.ERP 9

For an existing Tally 7.2 customer, the migration process takes place as explained below.

- Click the **tallymigration72.exe** icon to start the migration

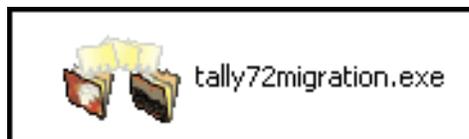


Figure 12.11 Tallymigration72.exe icon

- **Tally Data Migration Tool** and **Tally.ERP 9** starts simultaneously, in separate screens
- As soon as Tally.ERP 9 is loaded, the message **Ready for Migration** is displayed in the **Migration Messages Pane**

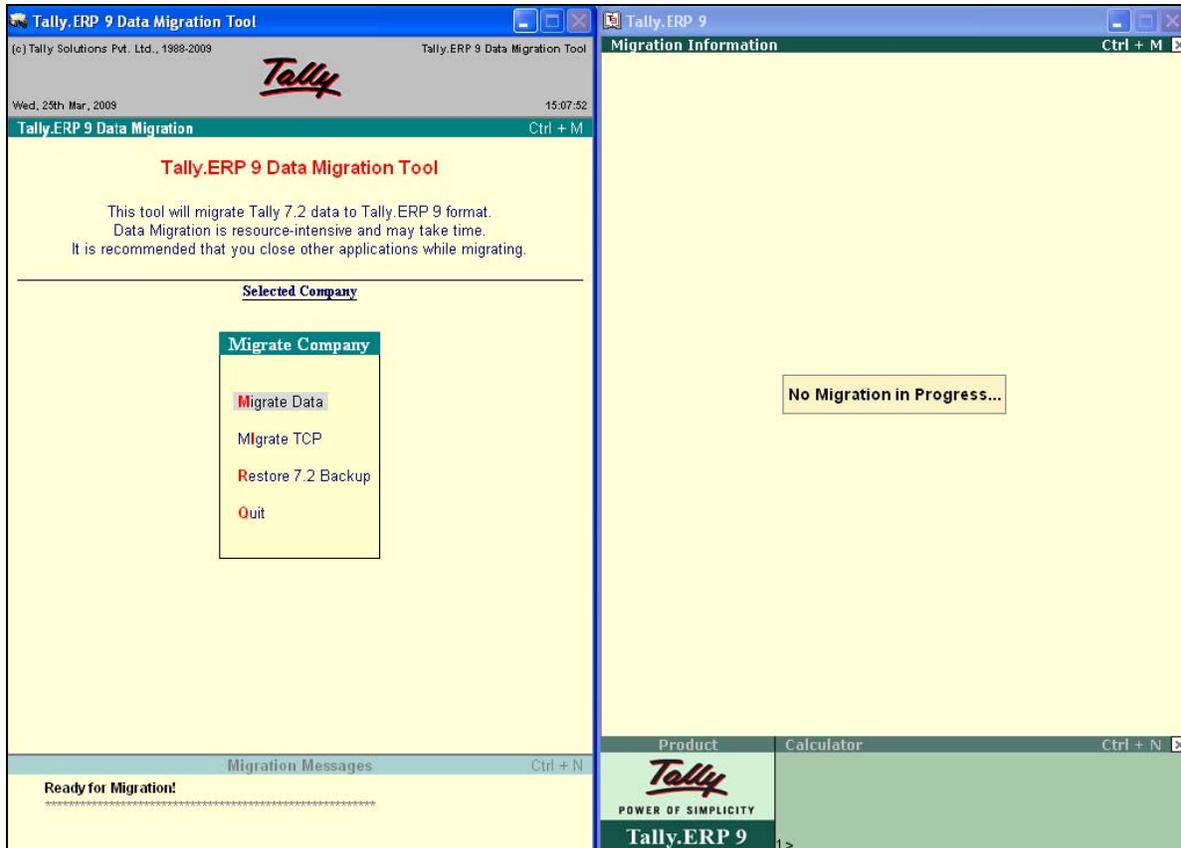


Figure 12.12 Tally Data Migration Tool screen

- ❑ Click **Migrate Data** to select the company data to be migrated from **Tally 7.2** to **Tally.ERP 9**
- ❑ Specify the data path in the **Directory** field

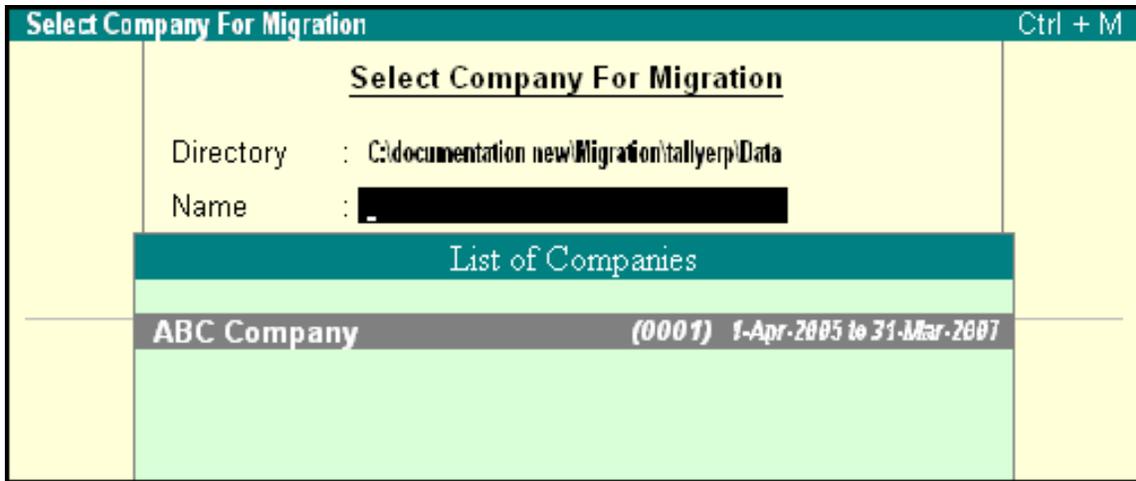


Figure 12.13 Select Company for Migration screen

- On selecting the company, the company is loaded



- *If you have placed the data which is to be migrated from Tally 7.2 to Tally.ERP 9, in the **Tally.ERP 9** folder, you have to only specify the path and need not select the company.*

- If the company selected has Payroll data, the following screen appears

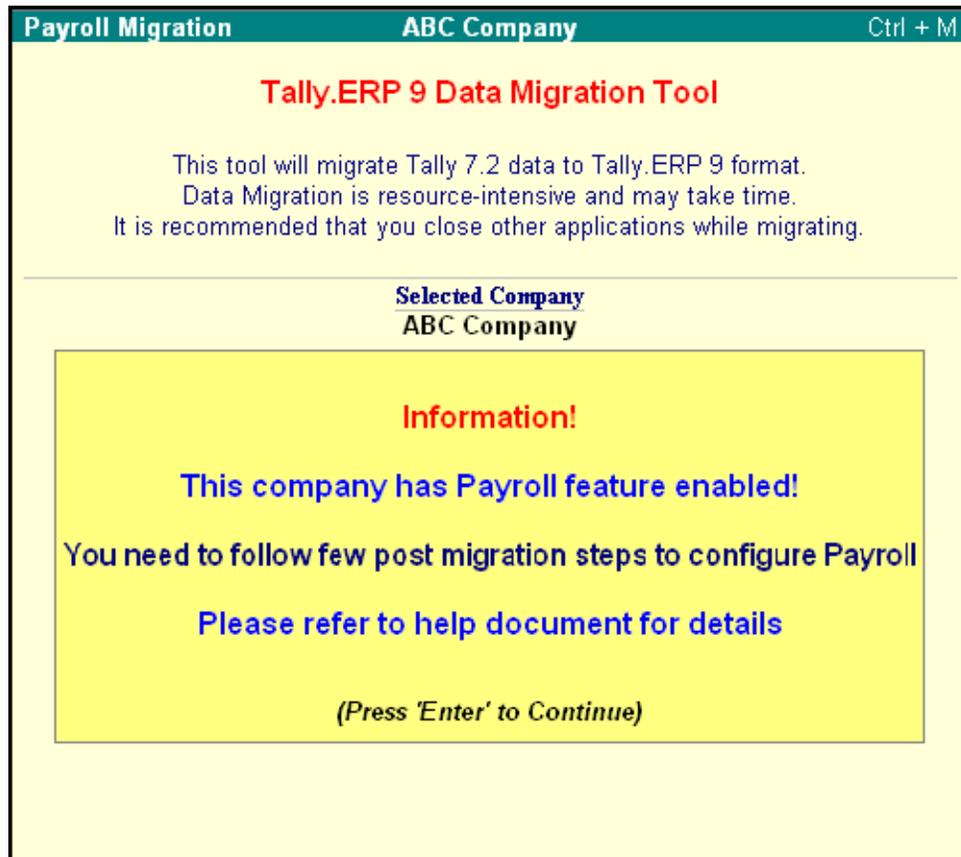


Figure 12.14 Information message screen



The Post Migration steps to configure Payroll is discussed separately in the next chapter.

- To continue with the migration, press **Enter**

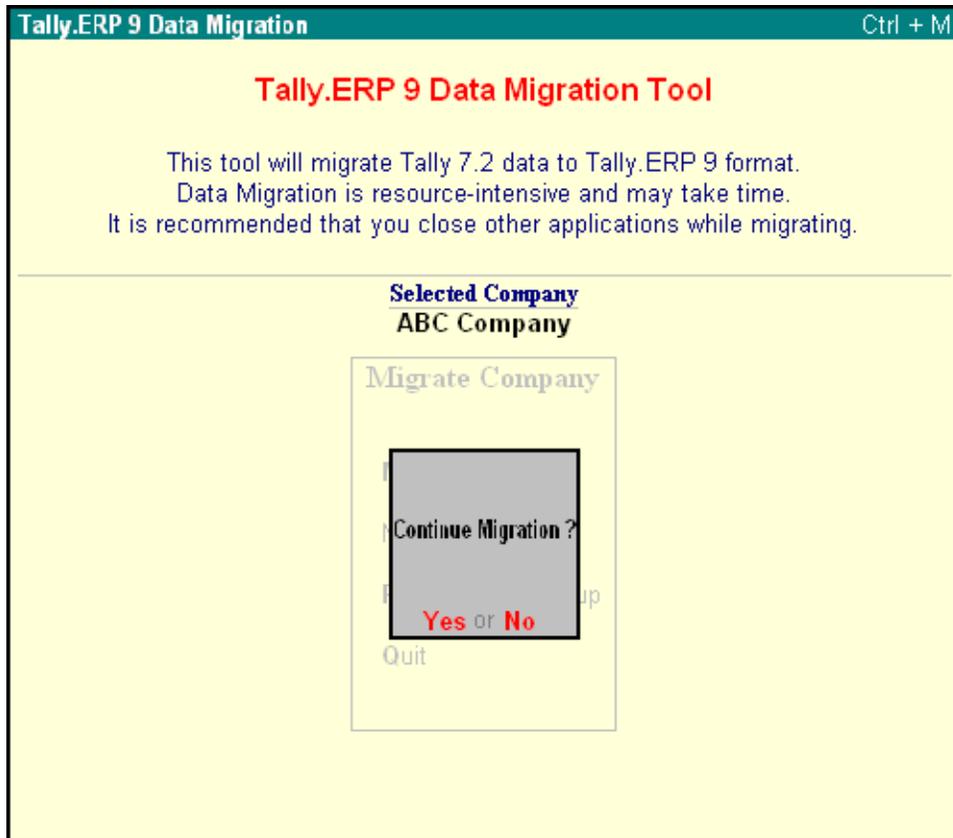


Figure 12.15 Tally.ERP Data Migration Tool

- ❑ Press **Enter** to continue
- ❑ In the **Migration Information screen** on the left hand side, you can view the list of Masters and Vouchers to be migrated from Tally 7.2.
- ❑ During the migration from Tally 7.2 to Tally.ERP 9, the status of the migration appears in the screen on the right hand side, which displays the number of Masters and Vouchers that have migrated to Tally.ERP 9.

Tally.ERP 9 Data Migration Tool

(c) Tally Solutions Pvt. Ltd., 1988-2009

Wed, 4th Mar, 2009 12:32:34

Migrating Company: **ABC Company** Ctrl + M

ABC Company
Migration in Progress

Date of Last Transaction :
1-Jun-2006

Types of Masters		Types of Vouchers	
	Total		Total
Groups	47	Attendance	99
Ledgers	113	Contra	0
Cost Categories	3	Credit Note	0
Cost Centres	21	Debit Note	0
Voucher Types	25	Delivery Note	0
Currencies	1	Indent	0
Budgets & Scenarios	0	Journal	4
Attendance/Production Types	3	Memorandum	1
Employees	1,776	Payment	5
Statutory Masters	383	Payroll	39
		Pay Slip	1,685
		Physical Stock	0
		Purchase	0
		Purchase Order	0
		Purchase Quotation	0
		Quotation	0
		Receipt	3
		Receipt Note	0
		Rejections In	0
		Rejections Out	0
		Reversing Journal	0
		Salary Payment	835
		Sales	0
			2 more ... 1

Types of Vouchers

	Total
Attendance	0
Contra	0
Credit Note	0
Debit Note	0
Delivery Note	0
Journal	0
Memorandum	0
Payment	0
Payroll	0
Physical Stock	0
Purchase	0
Purchase Order	0
Receipt	0
Receipt Note	0
Rejections In	0
Rejections Out	0
Reversing Journal	0
Sales	0
Sales Order	0

Types of Masters Total: 49

Types of Vouchers Total: 0

Notes:

- Certain un-used Voucher Types are removed from Tally.ERP 9 and hence, there will be a mismatch of 3 Nos in Voucher Type Master Statistics.
- Employee master have been split into Employees and Employee Groups in Tally.ERP 9.

Migration Messages Ctrl + N

Altered: 28
Migrating Groups (Batch: 2)...
Migrated: 0

IMPORT Migration Information

0% 50% 100%

Product Calculator Ctrl + N

Tally.ERP 9

Figure 12.16 Migration Information screen



- Since certain voucher types and units have been removed from Tally.ERP 9, there will be a difference of 3 in the total number of Voucher Type Masters and 1 in the number of Unit Masters.

- When the migration is complete, an **Information pop-up message** appears as shown below.

Migration Information ABC Company
ABC Company
Migration in Progress
 Date of Last Migrated Transaction :
1-Jun-2006

Types of Masters	Total	Types of Vouchers	Total
	2,372		2,671

Types of Masters	Total	Types of Vouchers	Total
Groups	47	Attendance	99
Ledgers	113	Contra	0
Cost Categories	3	Credit Note	0
Cost Centres	21	Debit Note	0
Voucher Types	25	Delivery Note	0
Currencies	1	Indent	0
Budgets & Scenarios	0	Journal	4
Attendance/Production Types	3	Memorandum	1
Employees	1,776	Payment	5
Statutory Masters	383	Payroll	39
		Payroll	1,685
		Physical Stock	0
		Purchase	0
		Purchase Order	0
		Purchase Quotation	0
		Quotation	0
		Receipt	3
		Receipt Note	0
		Rejections In	0
		Rejections Out	0
		Reversing Journal	0
		Salary Payment	835
		Sales	0

Notes:
 1. Certain un-used Voucher Types are removed from Tally.ERP 9 and hence, there will be a mismatch of 3 Nos in Voucher Type Master Statistics.
 2. Employee master have been split into Employees and Employee Groups in Tally.ERP 9.

Information
 Migration Completed
 Check Statistics
 (press any key)

Migration Messages
Migrating Transactions (Batch: 54)...
 Migrated: 21
 Done

Figure 12.17 Migration completed screen

- On pressing any key, a **Congratulations message** appears as shown below

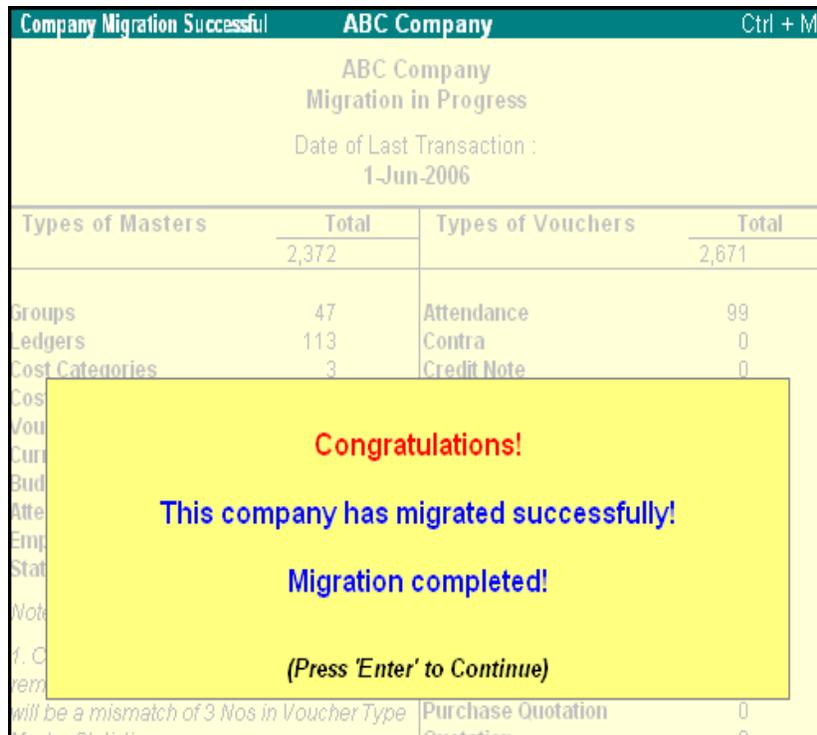


Figure 12.18 Migration successful message

- The migrated companies are saved in the Tally 7.2 data folder. The migrated data is prefixed with a **0** and appears in **5 digits**

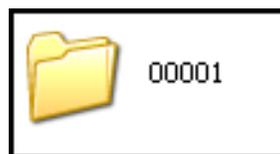


Figure 12.19 Migrated Tally.ERP 9 data

- Now you can work on **Tally.ERP 9** with the migrated data



- ❑ If an error **The Cost Centre ABC** does not belong to the Category **XYZ** appears during migration, rewrite Tally 7.2 data with Tally Data Migration Tool using **Ctrl + Alt + R** and then migrate the data to Tally.ERP 9.
- ❑ The migrated data will reside in the folder where it was at the time of migration.
- ❑ To restore **Tally 7.2 backup files**, follow the same steps as explained above, by selecting **Restore 7.2 backup** option from **Migration menu**.

Caution:

If you try to migrate a company data that has been already migrated from Tally 7.2 to Tally.ERP 9, you will get a warning message as shown below.



Figure 12.20 Warning Message

12.3 Migrating Data from Tally 8.1 to Tally.ERP 9

For an existing Tally 8.1 customer, the migration process is explained below :

- ❑ Start the **Tally.ERP 9** application
- ❑ In the **Company Infomeni**
- ❑ Select **Select Company**
- ❑ Provide the required path, where **Tally 8.1** data is located
- ❑ Select the required company whose data has to be migrated to **Tally.ERP 9**.



Figure 12.21 Select Company screen

- ❑ On selecting the company, a message **Rewrite Version** is displayed.

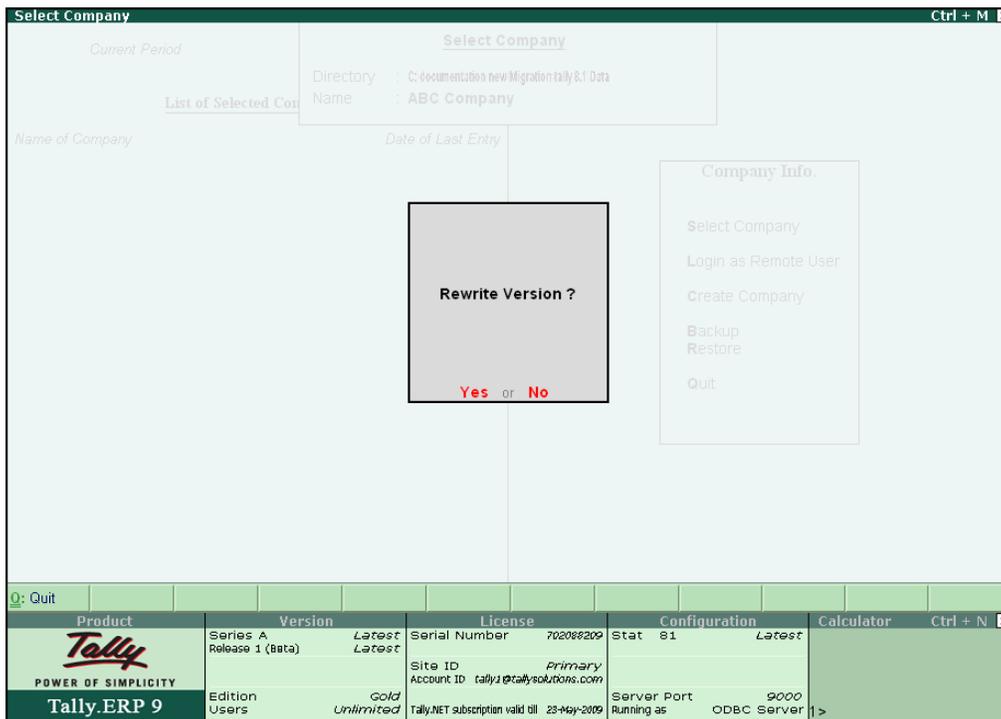


Figure 12.22 Rewrite screen

- On Choosing **Yes** for **Rewrite**, a message **Backup before rewriting** appears.

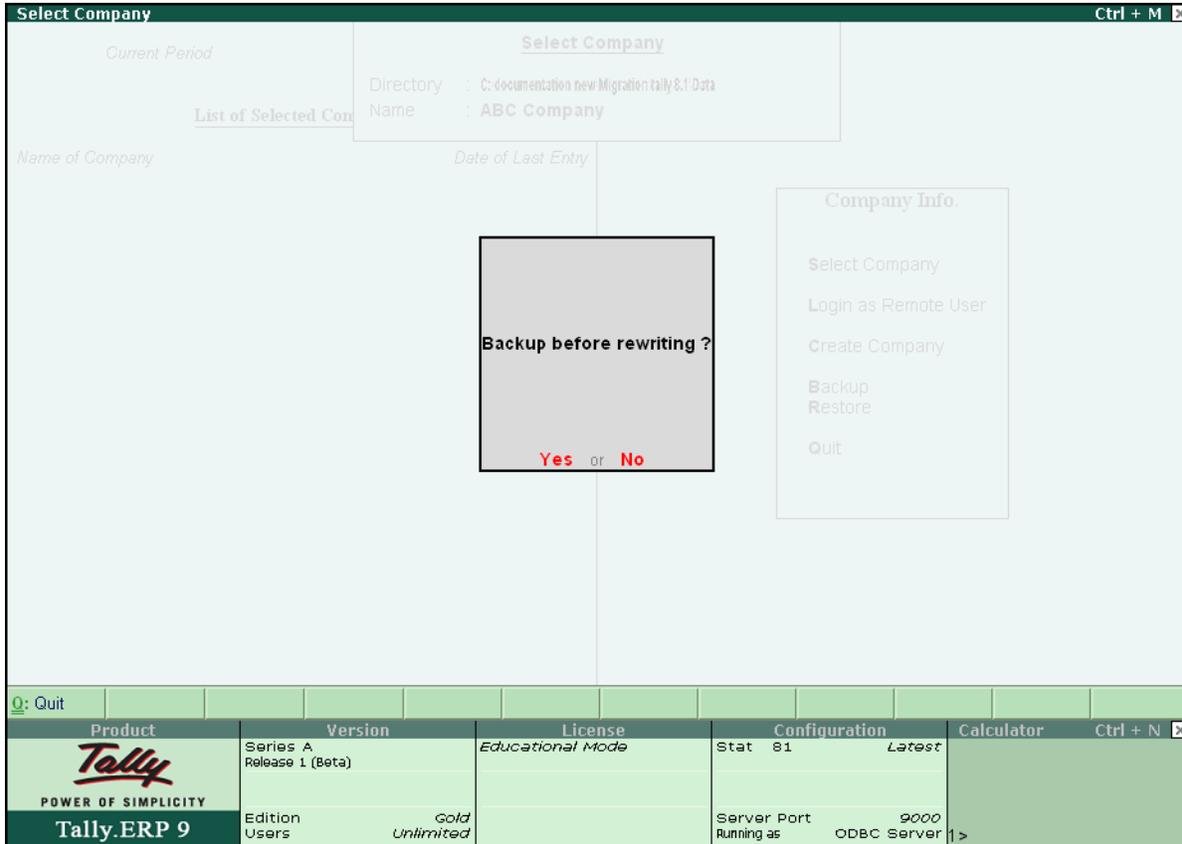


Figure 12.23 Back up before rewrite

- On selecting **Yes** for **backup**, the **Select Companies to Backup** window opens.

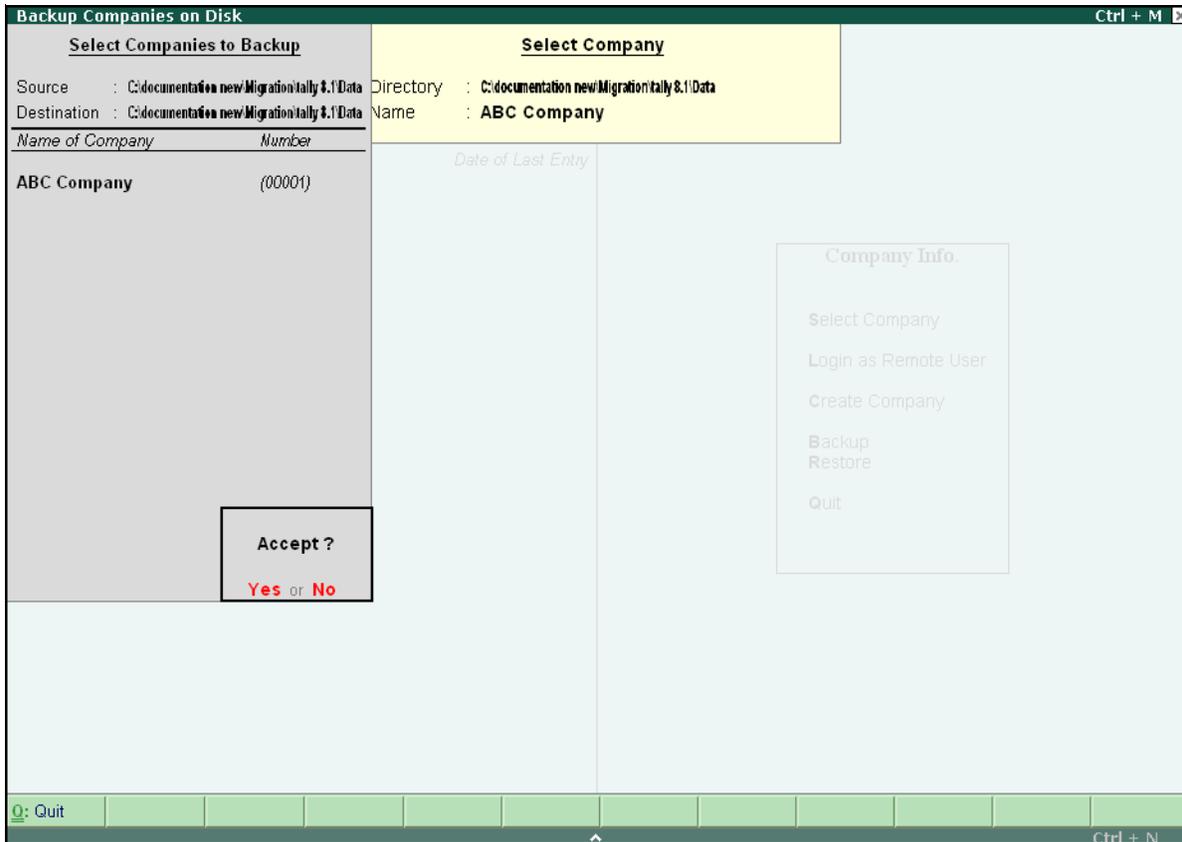


Figure 12.24 Backup Company

- ❑ Enter the **Destination** and Accept.
- ❑ On accepting the **Backup** starts.

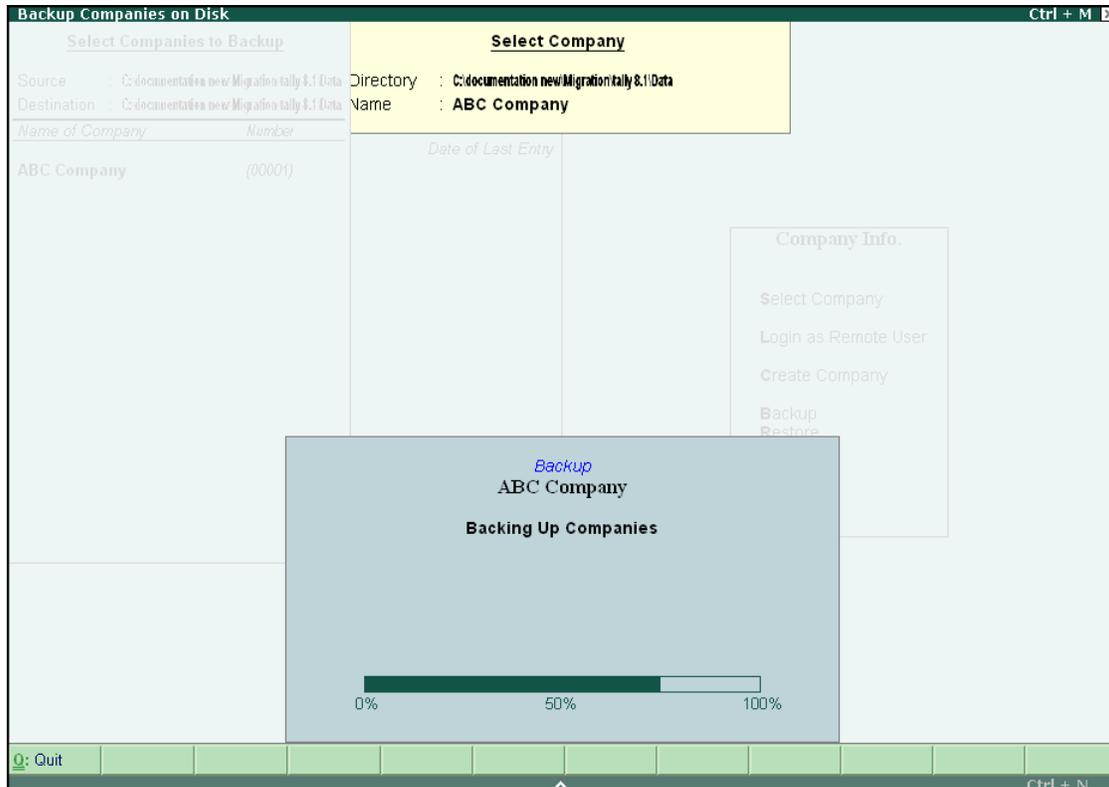


Figure 12.25 Backup data before rewrite

- Once the Backup of data is taken the **Rewriting of data** starts

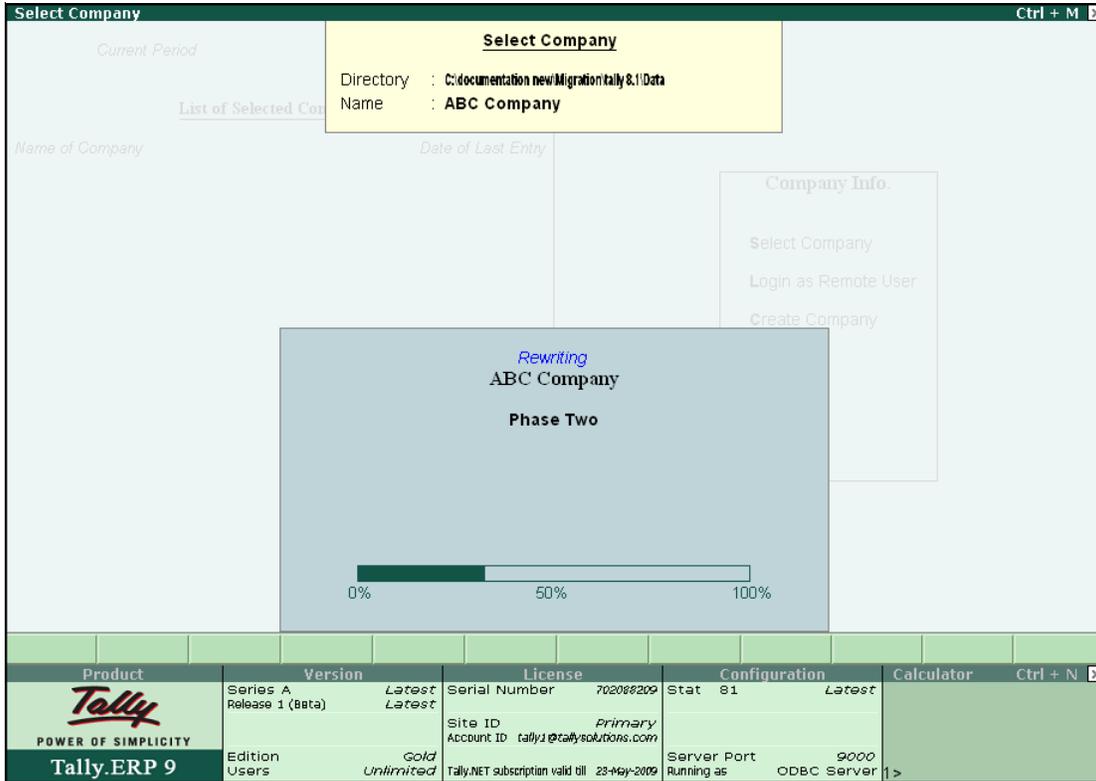


Figure 12.26 Rewriting Data after Backup

- Once the data is rewritten, the **Migration of Excise, TDS and VAT entries** starts.



- *In case of Company Data comprising of Excise and TDS entries, when opened in Tally.ERP 9 will prompt for **Rewrite Version**. On choosing for **Rewrite Version**, the logical migration of Excise / TDS / VAT will take place, by default. However, in case of any correction post migration, press **Ctrl+Alt+M** to migrate modules separately. (The same is explained in the next section)*

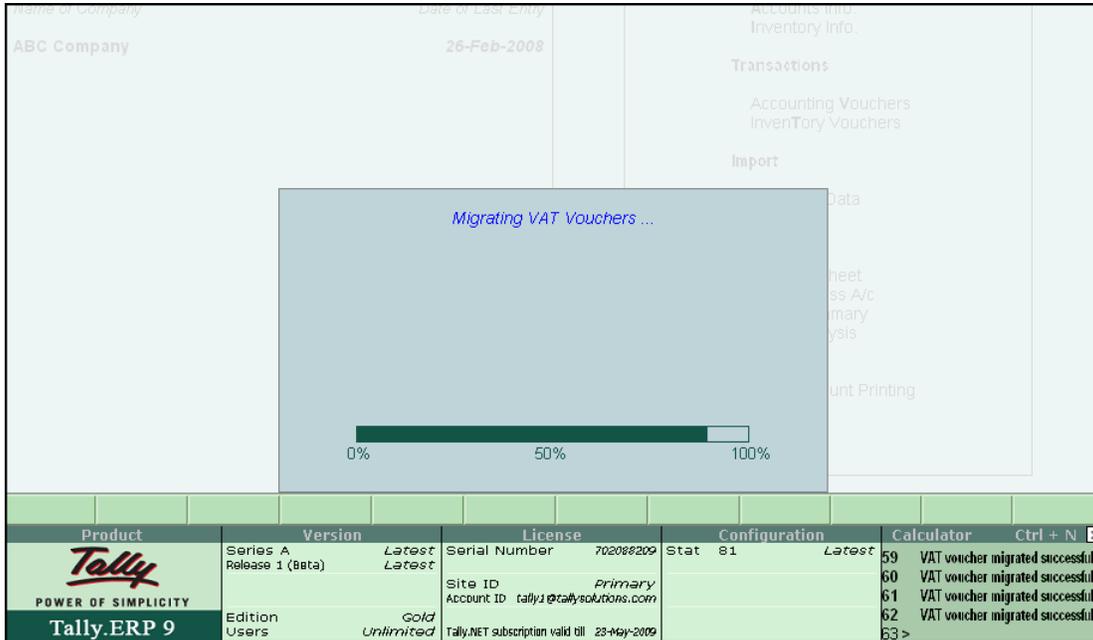


Figure 12.27 Migration of Excise, TDS and VAT

- Once the Migration is completed the data is available for use in Tally ERP9.

12.4 Migrating Data from Tally 9 Release 2.0 / Release 3.0 to Tally.ERP 9

The process of migrating Tally 9 Release 2.0 data and Tally 9 Release 3.0 data to Tally.ERP 9 is similar to as discussed for Migration from Tally 8.1 data to Tally.ERP 9.

12.5 Migrating Data comprising of Excise / TDS /VAT to Tally.ERP 9

If a Company Data comprising of Excise, TDS or VAT entries / information needs to be migrated to Tally.ERP 9, follow the steps given below :

- Open the data in Tally.ERP 9, **Rewrite Version** message appears
- On selecting **Yes, Rewrite** and **logical migration of data** to Tally.ERP 9 format is automatically done (The steps to **Rewrite Data** is explained in the previous section)

However, in case of any corrections or if you intend to perform logical migration of Excise, TDS or VAT modules separately, press **Ctrl+Alt+M** to migrate data for each of the modules separately.

The **Migrate Data** screen for **Modules to Migrate** will appear as shown :

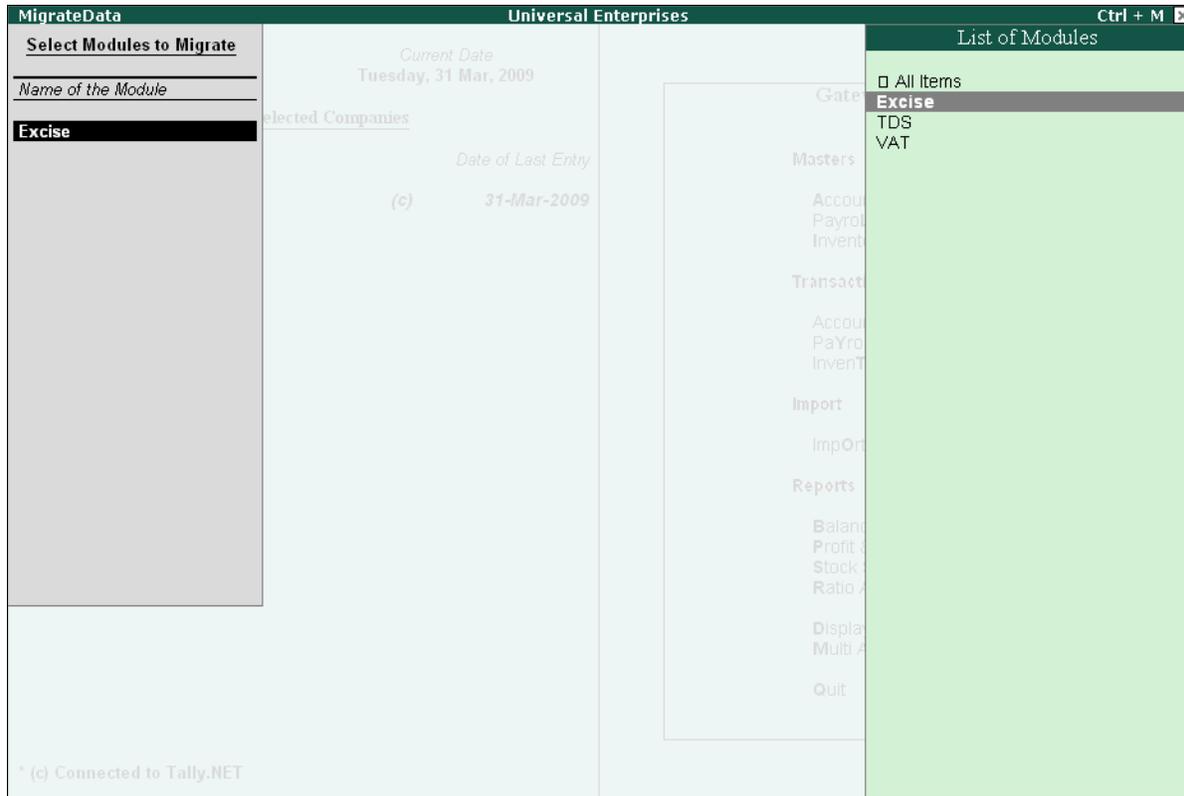


Figure 12.28 Migration of Excise, TDS and VAT

- ❑ Select the required **module (Excise / TDS / VAT)**
- ❑ Select **End of List**
- ❑ Press **Enter** to **Migrate Data**
- ❑ On successful migration, the message is displayed in the calculator pane

Lesson 13: Migrating Excise Data in Tally.ERP 9

13.1 Migrating Dealer Excise data from Tally 9 to Tally.ERP 9

The steps to migrate the Dealer Excise data created in Tally 9 depends upon Maintain Multiple Godown feature:

13.1.1 When Maintain Multiple Godown is Disabled

When the **Maintain Multiple Godown** feature in **F11: Features > F2: Inventory Features** is not enabled, then select the company to commence rewriting the data in Tally.ERP 9, while rewriting the data Tally.ERP 9 will migrate the Dealer Excise data of Tally 9 to Tally.ERP 9.

13.1.2 When Maintain Multiple Godown is Enabled

When the **Maintain Multiple Godown** feature in **F11: Features > F2: Inventory Features** is enabled, then select the company in **Tally.ERP 9** to rewrite the data. On successfully rewriting the data follow the steps shown:

- Go to **Gateway of Tally > Display > Exception Reports > Excise Dealer**

Tally.ERP 9 displays the list of **Godowns** and the **Voucher Type** used by the **Godowns**.

You can follow the steps shown to setup an existing **Godown** for **Dealer Excise Unit**

- Go to **Gateway of Tally > Inventory Info > Godowns > Alter**
- From the **List of Godowns**, select the required godown that has to be treated as **Excise Dealer Unit**. The selected godown should be under **Primary**.
- In **Excise Registration Type**, select as **Dealer** from **List of Registration Types**.
- Set **Set/Alter Excise Details** to **Yes**.

Figure 13.1 Godown Alteration

- Specify the required Excise Details.

Excise Details <i>(Dealer Unit)</i>		
Unit Mailing Name <i>(Will be used in all Excise Reports)</i>	: Main Location	
Excise Registration (ECC) No.	: AXPMT5130MXD001	
Date of Registration	: 1-Apr-2008	
Other Details		
<u>Range</u>	<u>Division</u>	<u>Commissionerate</u>
Code : XVII	Code : III	Code : VII
Name : Bangalore Circle	Name : Bangalore South	Name : Bangalore
Address : No 12, Kendriya Sadan	Address : Jayanagar	Address : Malleswaram_

Figure 13.2 Excise Details

- Similarly, you can alter the remaining godowns which are under **Primary** and group them under the Godown that is treated as **Excise Dealer Unit**, In **Excise Registration Type** select **Not Applicable**.

The completed **Godown Alteration** screen appears as shown

Godown Alteration	
Name	: Main Location
(alias)	:
Under	: <input type="checkbox"/> Primary
Excise Registration Type	: Dealer
Set/Alter Excise Details	? Yes
Address	: No 33, Chickpet Bangalore
PIN Code	: 560012
Telephone No.	: 40014001
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Accept ? Yes or No </div>	

Figure 13.3 Godown Alteration

To alter the Voucher Types that were enabled for Excise in Tally 9, follow the steps shown:

- ❑ Go to **Gateway of Tally > Accounts Info. > Voucher Types > Alter**
- ❑ From the **List of Voucher Types** select the required voucher type that you want to alter
- ❑ The **Voucher Type Alteration** screen appears
- ❑ Set **Use for Excise** to **Yes**
- ❑ In the Default Excise Unit field select the **Excise Unit** from the **List of Excise Units**
- ❑ **Accept** to save the alteration made



- ❑ *Once the option **Use for Excise** is set to **Yes**, it cannot be changed later.*

On successfully executing the above steps, follow the steps shown to re-migrate the data:

- ❑ Go to **Gateway of Tally >** press **Alt + Ctrl + M** to migrate the data.
- ❑ In the **Migrate Data** screen, select **All Items** from the **List of Modules** to migrate
- ❑ On successfully migration, re-check and compare the statistics of the migrated data with the Tally 9 data.

Lesson 14: Migrating TDS Data in Tally.ERP 9

14.1 TDS Data Migration

The TDS entries recorded in Tally 9 are not compatible with the TDS module available in Tally.ERP 9. Hence, you have to migrate the TDS data available in Tally 9 to a compatible version with Tally.ERP 9.

14.1.1 Pre Migration

Before migrating to **Tally.ERP 9 TDS**, you must deduct Tax for all the pending Bills belonging to different Parties even though they have not crossed the exemption limit or ignore the exemption limit by changing the configuration at the master level.

14.1.2 Vouchers considered for TDS Migration

The TDS migration will happen only for

- Deduction Voucher
- Advance payment voucher where TDS is deducted in the same voucher

14.1.3 Migration Flow

Migration will be done supplier wise, before migration Tally checks for the validity of all transaction for the supplier and if an error is found it skips that supplier or skip the transaction depending upon the type of data error.

14.2 Data Errors

14.2.1 TDS Migration Data Errors are categorized as follows:

TDS Process Flow Error: This type of error not only effects the particular transaction in which it is identified but also the subsequent transactions, thereby all the transactions for that supplier will not be migrated.

Reasons for Non-migration

- Gross amount is empty
- Gross amount is equal or less than the previous deduction's gross amount

Transaction Error: This type of error effects the particular transaction in which it is identified and this transaction will not be migrated.

Reasons for Non-migration:

- Multiple duty ledger or supplier selected in a deduction voucher
- Multiple party bill adjustment done in a single deduction transaction
- In party bill adjustment, normal bill is adjusted instead of corresponding TDS liability bill

However in both the scenarios cited above you can correct the data and re-migrate by pressing **Ctrl+Alt+M** from **Gateway of Tally**.



- In Tally.ERP 9 the non-migrated vouchers can be tracked by : **Go to Gateway of Tally > Statutory Reports > TDS Reports > Exception Report > Track Migrated Vouchers.**
- To find the non-migrated vouchers based on bill details: **Go to Gateway of Tally > Statutory Reports > TDS Reports > Exception Report > Track Migrated Bills**

14.3 Assessable Value & TDS Calculation

In the TDS available with Tally 9 the concept of Gross Value was used, it was required to generate the TDS statutory reports using the Nature of Payment for each transaction. In the new TDS module of Tally.ERP 9, assessable value concept is used to calculate Assessable Value. While migrating the data Tally.ERP 9 sorts the supplier's vouchers on the sequence of entry and identifies the Assessable value from the deduction voucher by applying the following formula:

Assessable Value for the Deduction = (Current Deduction's Gross Amount - Previous Deduction's Gross Amount)

Tally re-calculates the tax amount by applying the stored percentages. When there is a difference between the Calculated Tax and Actual Tax stored in the deduction voucher, the difference will be treated as explained below:

- When the difference amount is less than or equal to Rs. 3/- (plus or minus), Tally.ERP 9 considers it as a rounding-off issue and amount is adjusted in Income Tax
- In case the amount is more than Rs.3 (plus or minus):
 - **Differential Amount is Negative:** the Surcharge amount is Reversed and adjusted against the Surcharge amount
 - **Differential Amount is Positive:** the differential amount is treated as extra Surcharge Deduction and adjusted against Surcharge

14.4 TDS Migration in different scenarios

- ❑ **Single liability booked with multiple deductions:** This scenario will be true only when the Surcharge is activated in between either by crossing the limit or ignoring at the master level. In any case, it will create only one tax reference in the liability voucher provided the same bill is adjusted in both the deduction voucher in old TDS.
- ❑ **Multiple liabilities but single deduction:** Tally.ERP 9 will update only one liability voucher which is adjusted against deduction voucher

Example 1: There are three liabilities booking vouchers b001, b002 and b003, booked for rent amounting Rs 1,00,000/- each respectively. A Single deduction voucher is passed against all the 3 vouchers and the tax amount is adjusted against the 3rd bill (b003)

- ❑ In the above scenario how will **Tally.ERP 9** migrate the data:
 - ❑ Vouchers b001 & b002 will not be migrated
 - ❑ Voucher b003 will be migrated as the tax amount is adjusted against the assessable value of all the three vouchers amounting to Rs. 3,00,000/-
- ❑ **Liability booked but deduction is not done:** In this scenario, Tally.ERP 9 will not migrate only liability vouchers since it does not have any deduction information. Need to follow the first step mentioned in Prerequisite before migration.
- ❑ **Used the same TDS reference** for two different deduction vouchers of the same or different party for same nature of payment. And a single TDS payment is made for that TDS tax reference.

Tally.ERP 9 will not migrate the second deduction voucher. However, you have to correct the reference of the second deduction voucher and re-migrate by pressing **Ctrl+Alt+M** from **Gateway of Tally**. The TDS payment reference has to be manually corrected in the alteration screen. (which)

14.5 Post Migration Steps

- ❑ In case of zero rates are applicable to a transaction, such transaction will not be migrated since it does not have any value. The same effect has to be manually given in new TDS by altering the voucher for the assessable value. Other wise, it will not be considered for exemption limit calculation.
- ❑ Lower deduction details will not be migrated since earlier it was configured at the supplier level and applicable for all nature of payments.

Lesson 15: Migration steps for Payroll Data in Tally.ERP 9

After migrating Payroll data from Tally 7.2 to Tally.ERP 9, you have to re-configure the Pay Heads with the applicable Pay Head Types, Calculation criteria, periodicity, as applicable and the rates against the respective Pay Heads in the salary details screen for each Employees/Employee Groups in Tally.ERP 9. By default, after migration, the Calculation type for all the Pay Heads migrated from Tally 7.2 to Tally.ERP 9 is changed to **As User Defined Value**.

15.1 Migration of Payroll Data to Tally.ERP 9

The process of migrating Tally 7.2 data containing Payroll is similar to as discussed for Migration of Tally 7.2 data to Tally.ERP 9 in the previous chapter.

On successful migration of Tally 7.2 Payroll data, the following changes occur :

- The **Payroll Deduction ledgers** created under the group **Duties and Taxes** in **Tally 7.2**, on migration will become a **Pay Heads** grouped under **Current Liabilities** in **Tally.ERP 9**.
- The **Payroll Deduction ledgers** created under the group **Direct or Indirect Expenses** in **Tally 7.2**, after migration will become a Pay Head grouped under **Current Liabilities** in **Tally.ERP 9**.
- The **Payroll Deduction ledgers** created under the group **Loans & Advances (Assets)** in **Tally 7.2**, after migration will become a Pay Head grouped under the Pay Head Type **Loans and Advances** in **Tally.ERP 9**.
- Any **Attendance Type** created with Unit **Mth** will appear prefixed with **ATTD-** followed by the name of the Attendance Type.
- If you have migrated data containing attendance entries for the current month, whose Payroll is yet to be processed, those entries will become **Production Type Entries**. Hence, it is recommended that you re-enter the attendance entries for the current month after migration and then process the Payroll.
- After migration, by default the **Attendance Types** will change to **Production Types** and therefore the **YTD details** will not be retained. All migrated Attendance types will be prefixed by **ATTD-**.

15.2 Post Migration steps for Payroll Data in Tally.ERP 9

Follow the steps to reconfigure Payheads after migration,

Go to **Gateway of Tally> Payroll Info.> Salary Details> Alter> Select the Employee/Employee Group from the List of Groups/Employees.**

In the **Salary Details Alteration** screen,

- Tab down to the Pay Head field and press **Ctrl+Enter** to re-configure the Pay Heads

Consider the following example, where ABC Company migrates its Payroll Data from Tally 7.2 to Tally.ERP 9. The Payroll is completed and processed for the previous month. To migrate data refer to Migrating Data from Tally 7.2 to Tally.ERP 9.

- Before migration, Salary Details for Employee A in **Tally 7.2** appears as shown below. (Go to **Gateway of Tally> Payroll Info.> Employees> Alter> Employee**)

Employee Alteration									
ABC Company									
Ctrl + M									
Category	Departments								
Name	Ambekar Anandkumar								
a/ias)	Blr/1953								
Under	Operations IX (DEO 2)								
Copy Parent Values	No								
Behave Like Group	No								
Pay Structure									
Copy Values?	Effective From	Pay Head	Calculation Type	Attendance/Production Type	Rate	Per	Value Basis	Rounding Method	Rounding Limit
	1-1-2006	Basic Salary	Calendar Mth Rate-Deduct On Attd	Absent	2,100.00	Mth		Normal Rounding	1
		DA	As User Defined Value						
		HRA	Calendar Mth Rate-Deduct On Attd	Absent	525.00	Mth		Normal Rounding	1
		CCA	Calendar Mth Rate-Deduct On Attd	Absent	350.00	Mth		Normal Rounding	1
		Conveyance Allowance	Calendar Mth Rate-Deduct On Attd	Absent	525.00	Mth		Normal Rounding	1
		Special Allowance	As User Defined Value						
		Skill Allowance	Calendar Mth Rate-Deduct On Attd	Absent	1,000.00	Mth		Normal Rounding	1
		Special Allowance Dummy	As User Defined Value						
		Basic Salary Arrears	As User Defined Value						
		DA Arrears	As User Defined Value						
		HRA Arrears	As User Defined Value						
		CCA Arrears	As User Defined Value						
		Conveyance Allowance Arrears	As User Defined Value						
		Special Allowance Arrears	As User Defined Value						
		Skill Allowance Arrears	As User Defined Value						
		Night Shift Allowance Arrears	As User Defined Value						
		Incentive	As User Defined Value						
		Bonus	As User Defined Value						
		Overtime	As User Defined Value						
		Referral Bonus	As User Defined Value						
		Vehicle Maintenance	As User Defined Value						
		Medical Reimbursement	As User Defined Value						
		Leave Travel Allowance	As User Defined Value						
		Medical Allowance	As User Defined Value						
		Night Shift Allowance	As User Defined Value						
		Other Arrears	As User Defined Value						
		Salary Arrears	As User Defined Value						
		Special Allowance-ROE	As User Defined Value						
		Telephone Expenses	As User Defined Value						

Figure 15.1 Tally 7.2 Employee screen

- After migration the Salary Details screen in Tally.ERP 9 for Employee A will appear displaying **As User Defined Value** as the **Calculation Type** for all the Pay Heads specified. (Go to **Gateway of Tally> Payroll Info.> Salary Details> Alter> Select Employee from the List of Groups/Employees**)

Salary Details Alteration		ABC Company			Ctrl + M	
Name : Ambekar Anandkumar (BIR/1953)						
Under : Operations IX (DEO 2)						
Salary Details						
Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Jan-2006	Basic Salary			Earnings for Employees	As User Defined Value	
	DA			Earnings for Employees	As User Defined Value	
	HRA			Earnings for Employees	As User Defined Value	
	CCA			Earnings for Employees	As User Defined Value	
	Conveyance Allowance			Earnings for Employees	As User Defined Value	
	Special Allowance			Earnings for Employees	As User Defined Value	
	Skill Allowance			Earnings for Employees	As User Defined Value	
	Special Allowance Dummy			Earnings for Employees	As User Defined Value	
	Basic Salary Arrears			Earnings for Employees	As User Defined Value	
	DA Arrears			Earnings for Employees	As User Defined Value	
	HRA Arrears			Earnings for Employees	As User Defined Value	
	CCA Arrears			Earnings for Employees	As User Defined Value	
	Conveyance Allowance Arrears			Earnings for Employees	As User Defined Value	
	Special Allowance Arrears			Earnings for Employees	As User Defined Value	
	Skill Allowance Arrears			Earnings for Employees	As User Defined Value	
	Night Shift Allowance Arrears			Earnings for Employees	As User Defined Value	
	Incentive			Earnings for Employees	As User Defined Value	
	Bonus			Earnings for Employees	As User Defined Value	
	Overtime			Earnings for Employees	As User Defined Value	
	Referral Bonus			Earnings for Employees	As User Defined Value	
						41 more ...

Figure 15.2 Tally.ERP 9 Salary Details screen after migration

- In the **Salary Details Alteration screen**,
 - Change the **Effective From** date, if required
 - To alter the **Pay head**, **Basic Salary** from the same screen, tab down to the Pay head and press **Ctrl+Enter**
 - In the **Pay Head Alteration (Secondary) screen**, select the **Calculation Type** from the list as applicable

Pay Head Alteration (Secondary)		ABC Company	Ctrl + M
Name	: Basic Salary		y Heads
(alias)	: BS		
Pay Head Info			
Pay Head Type	: Earnings for Employees		ears
Under	: Payslip Items (Employee Cost)		
Affect Net Salary	? Yes		
Name to appear in Payslip	: Basic Salary		
Use for Gratuity	? No		
Calculation Type	: As User Defined Value		
Opening Balance (on 1-Apr-2005) :			54 more ...

Figure 15.3 Pay Head Alteration screen

- **Accept** to save the Pay Head
- Enter the **Rate** in the **Salary Details Alteration screen**, if applicable
- Similarly, you can modify the remaining Pay Heads
- **Accept** to save the changes made

The **Salary Details Alteration** screen for Employee with the changes made in Tally.ERP 9 will appear as shown below

Salary Details						
Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Apr-2005	Basic Salary	8,500.00	Months	Earnings for Employees	On Attendance	Basic Salary
	HRA			Earnings for Employees	As Computed Value	Basic Salary
	DA			Earnings for Employees	As Computed Value	Basic Salary
	Conveyance Allowance	800.00	Months	Earnings for Employees	On Attendance	
	Medical Allowance	400.00	Months	Earnings for Employees	On Attendance	
	Employee Provident Fund	100.00	%	Deductions From Employees	As Computed Value	Basic Salary
	Professional Tax - Bangalore			Deductions From Employees	As Computed Value	On Current Earnings Total

Accept ?
Yes or No

Figure 15.4 Re-configured Salary Details screen

15.3 Displaying YTD Details

To display the accurate YTD details in the Payslip, follow the steps given below :

- To generate a Payslip with YTD Details for any of the earlier months:
 - Create/Alter the Attendance Voucher for the respective month
 - Select the Employee
 - To Nullify YTD details, select the ATTD- prefixed Attendance Type and enter the Cur Bal value with a negative sign in the Value field.
 - Select the Employee and the Attendance type
 - Enter the Cur Bal amount as the Value and Accept the Voucher

- To generate a Payslip with YTD Details from the Current month onwards:
 - Create/Alter the Attendance Voucher for the previous month
 - Select the Employee
 - To Nullify YTD details, select the ATTD- prefixed Attendance Type and enter the Cur Bal value with a negative sign in the Value field.
 - Select the Employee and the Attendance type
 - Enter the Cur Bal amount as the Value and Accept the Voucher.

Lesson 16: Migrating TCP Files to Tally.ERP 9 Format

16.1 Migration of TCP files to Tally.ERP 9 Format

The Tally application folder contains files other than the data files which are referred to as secondary files. From Release 3.0 onwards the file format of all the secondary files have been standardized.

16.1.1 TCP Files

All the TDL files which were compiled for Tally 9 Release 1.x/2.x having the file extension **.tcp** needs to be converted to the new format. You can convert the existing **.tcp** files

- **Automatic Conversion Process** (using installer) : When the current version of Tally is installed in the same folder as the older version then all the **.tcp** files which were included in the **tally.ini** file are automatically converted to Release 3 compatible format.

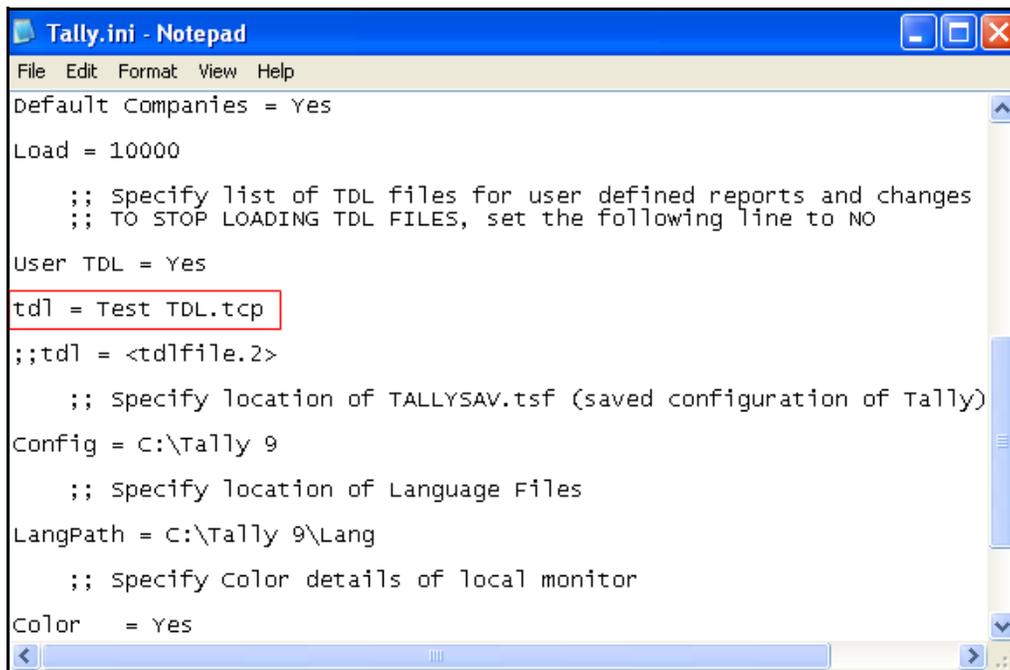


Figure 16.1 Parameters in Tally.ini file

The original .tcp file is renamed as <filename>.tcp.BAK i.e., the filename of the converted file is same as the original filename and the original .tcp file is retained as a backup file.

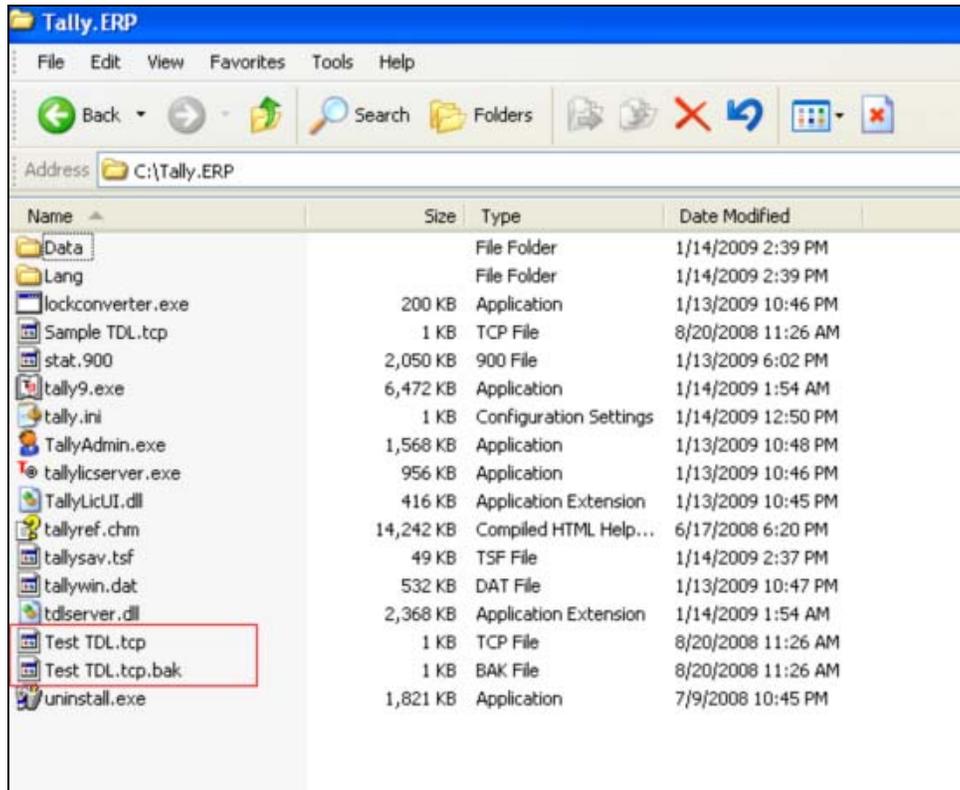


Figure 16.2 Files in default Tally folder

- **Manual Conversion Process:** To manually convert the file in the new format use the **Conversion** tab of **Tally Admin Tool**. The command line conversion tool “secdbcnv.exe” is removed. It is mandatory to specify the File Type. The file Type can be TSF or TCP or Enc.
 - **TSF:** Converts tally configuration file from old format to new format eg tallysav.tsf to tal-lycfg.tsf
 - **TCP:** Converts TCP file from old file format to new file format.
 - **Enc:** Converts TCP file from encrypted file format to new file format.

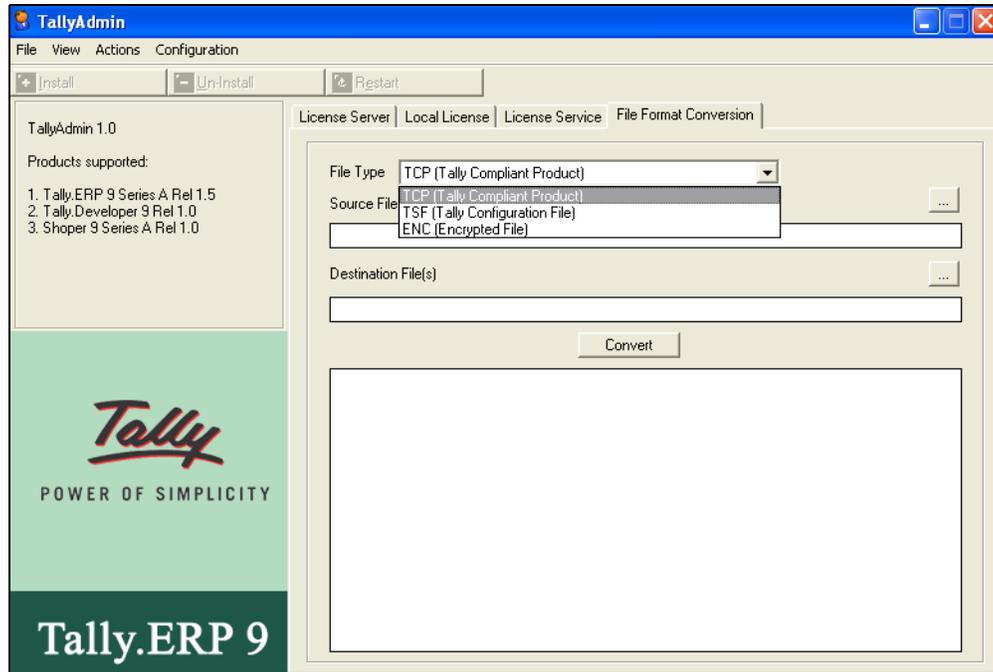


Figure 16.3 Tally Admin Tool

- ❑ In the **Source File** box specify the name of file to be converted. Browse button can be used to select the file/s. A comma separated list of files can be given in this box. When multiple files are to be converted, write the complete path of each file.
- ❑ In **Destination File** box provide the name for the converted file. Browse button can be used to select the destination folder. If the destination folder is not selected the converted file is placed in the same location as of the source file.

Example 1:

In the following dialog box select the **File Type** as **TCP** and select the file **Sample TDL.TCP** for conversion.

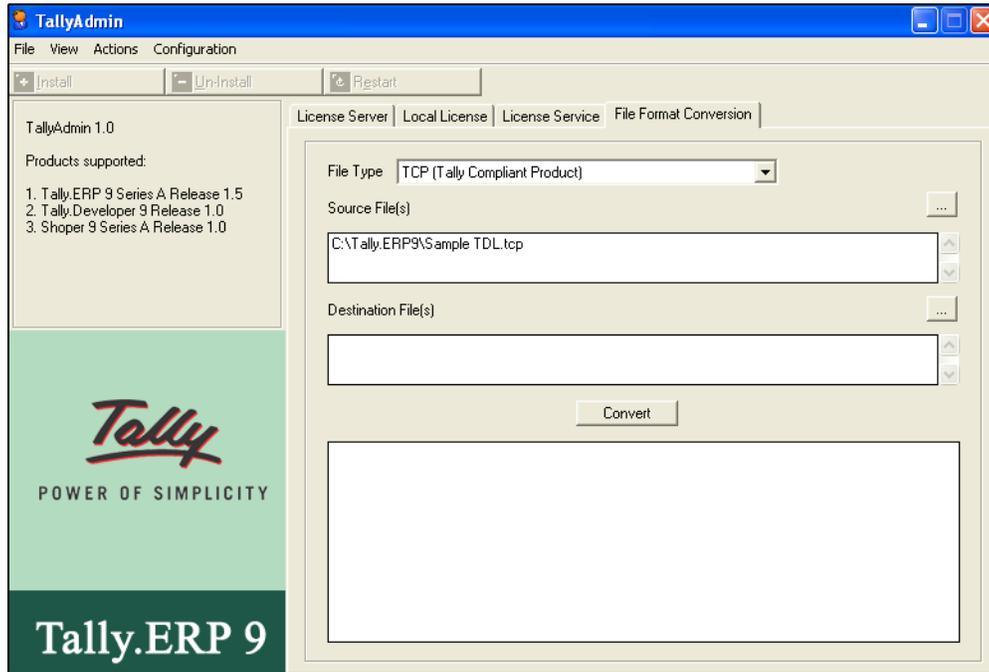


Figure 16.4 Tally Admin Window

Once you click on the Convert button following dialog box is displayed.

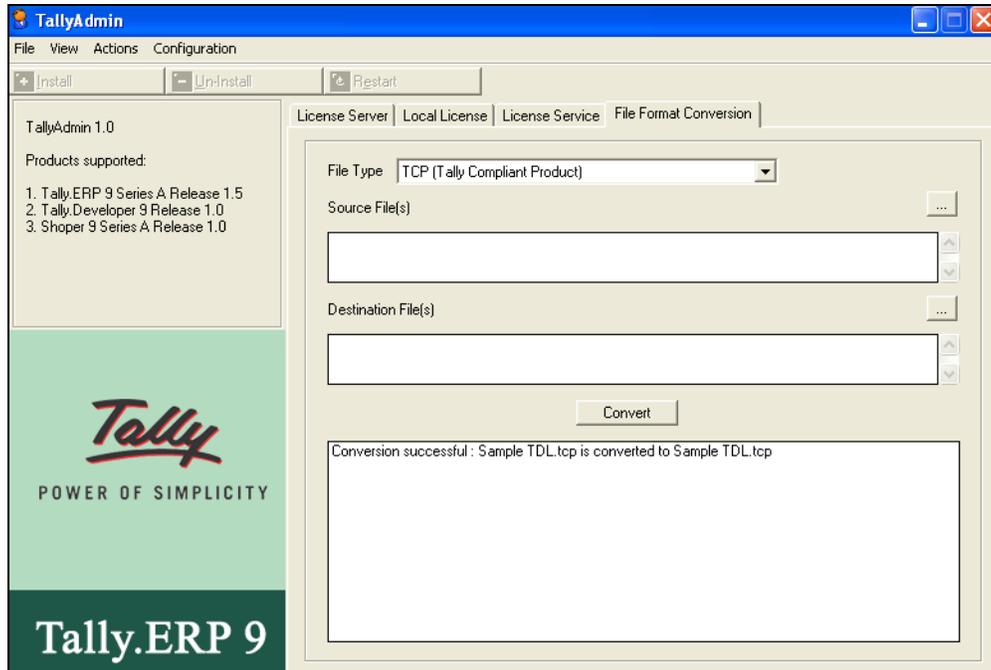


Figure 16.5 Tally Admin Window after conversion

The file **Sample TDL.tcp** is converted to the new format retaining the original filename. The old format TCP is renamed as **Sample TDL.tcp.BAK**.

The files in the Tally folder will appear as shown :

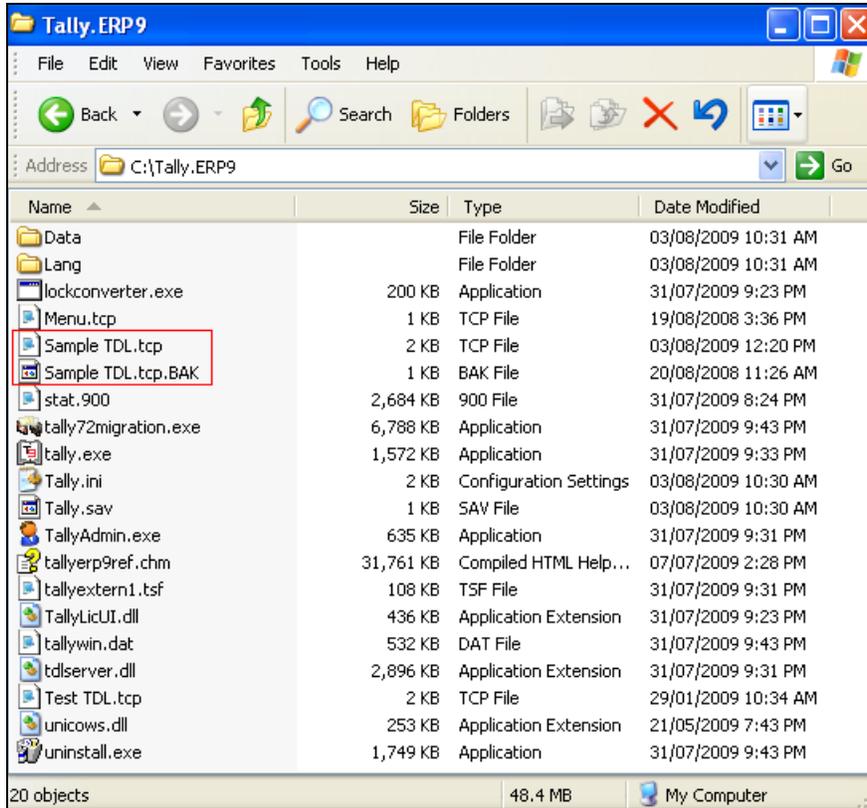


Figure 16.6 Tally.ERP folder after the Conversion

Example 2:

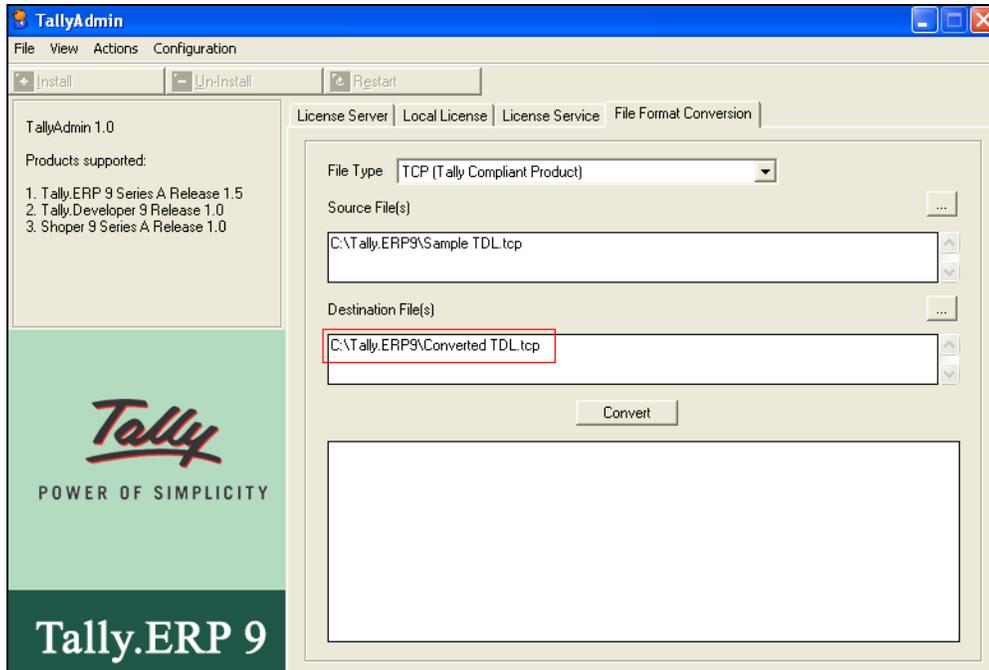


Figure 16.7 Tally Admin Window

Once you click on the Convert button following dialog box is displayed.

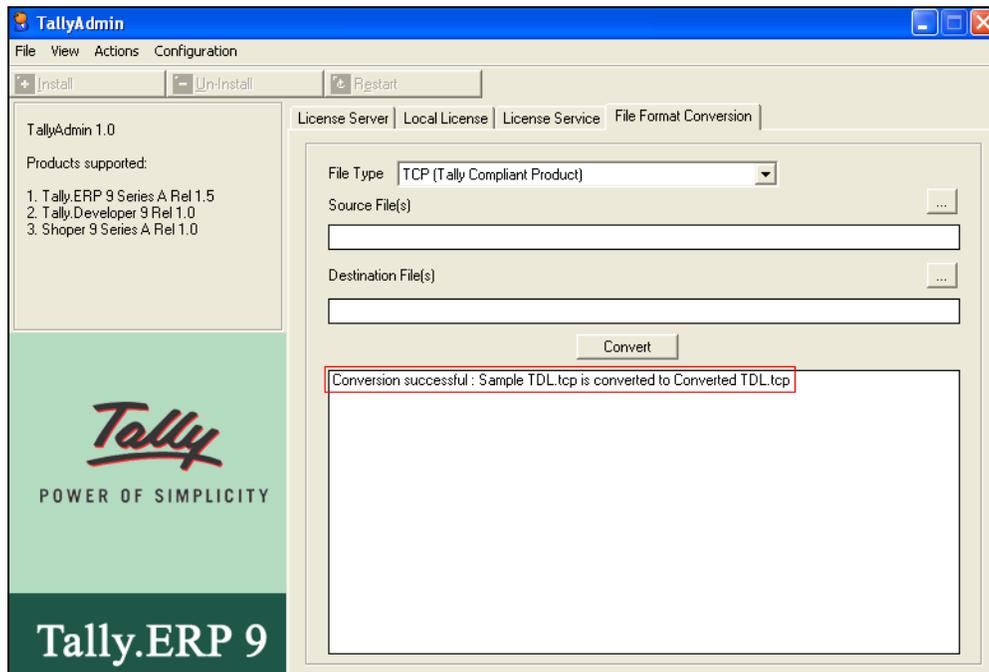


Figure 16.8 Tally Admin Window after Conversion

The above command converts the file **Sample TDL.tcp** to the new format and is named as **Converted TDL.tcp**.

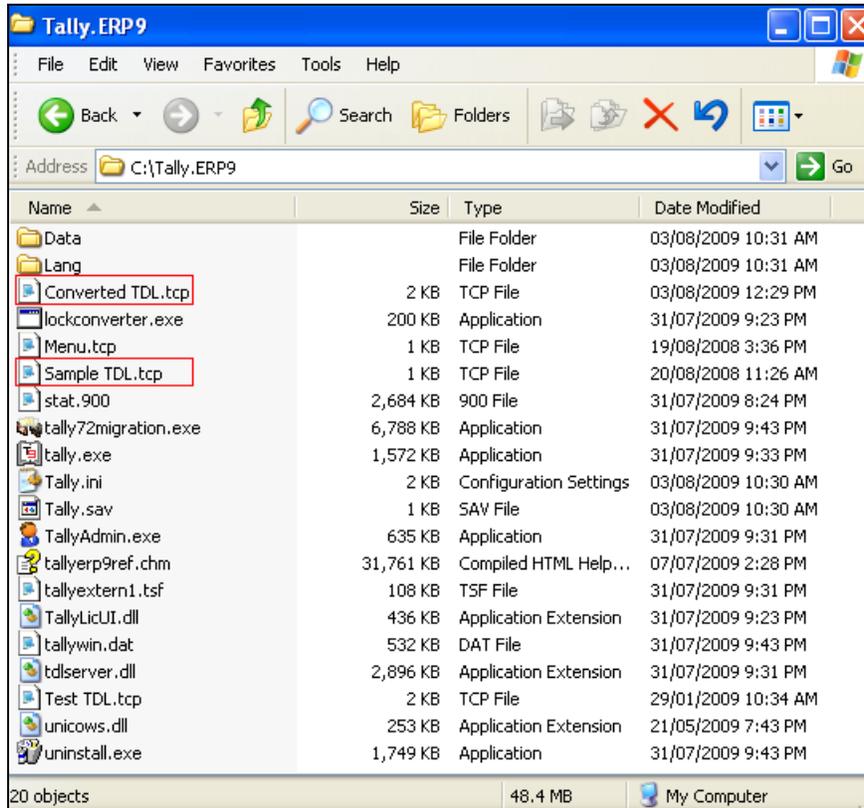


Figure 16.9 Tally.ERP folder after Conversion



Ensure that the TDLs written for previous versions are syntactically compatible as per the release 3 standards before running the installer or the conversion tool.e.g. Release 3 does not support partial named attributes so before the conversion check that the TDL file to be converted uses the full attribute name.

16.1.2 Configuration File

When Tally is installed in the same folder where the old version is installed then the file **Tallysav.tsf** is automatically converted to the new format as shown.

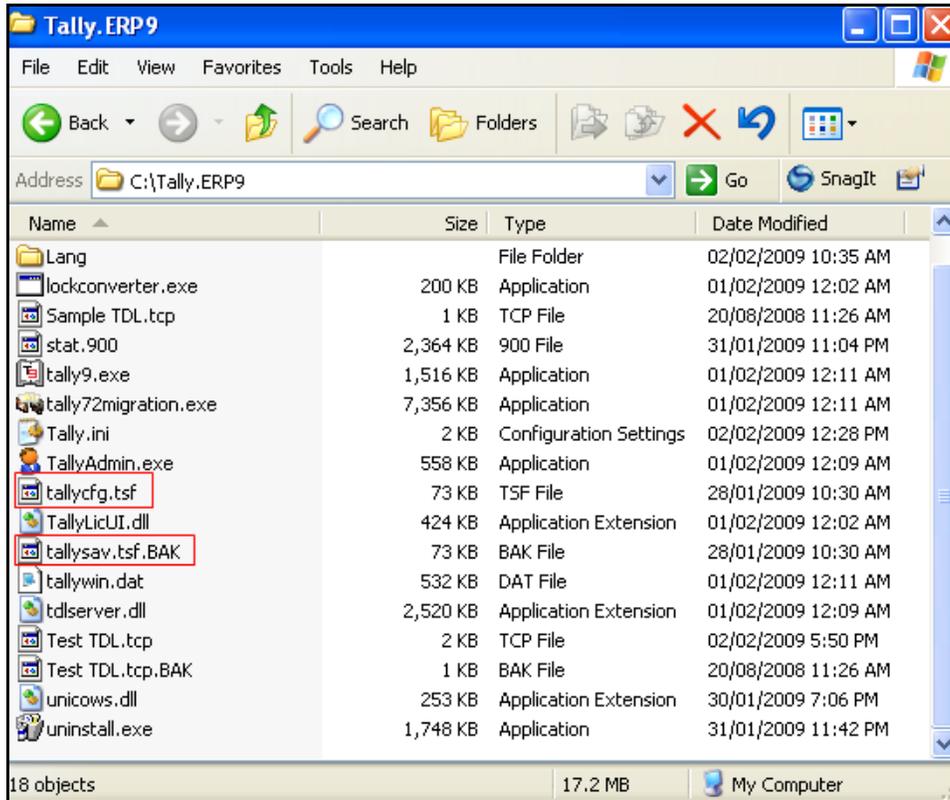


Figure 16.10 Tally.ERP Folder

- The file **Tallysav.tsf** is renamed as **Tallysav.tsf.BAK**.
- Manually the file “**Tallysav.tsf**” can be converted to the new standardized format by selecting “**TSF**” as file type in the **Conversion** tab of Tally Admin Tool. Ensure that the destination file name is “**Tallycfg.tsf**”.
- If the destination file name is not specified then the file is saved as Tallysav.tsf

Example 1:

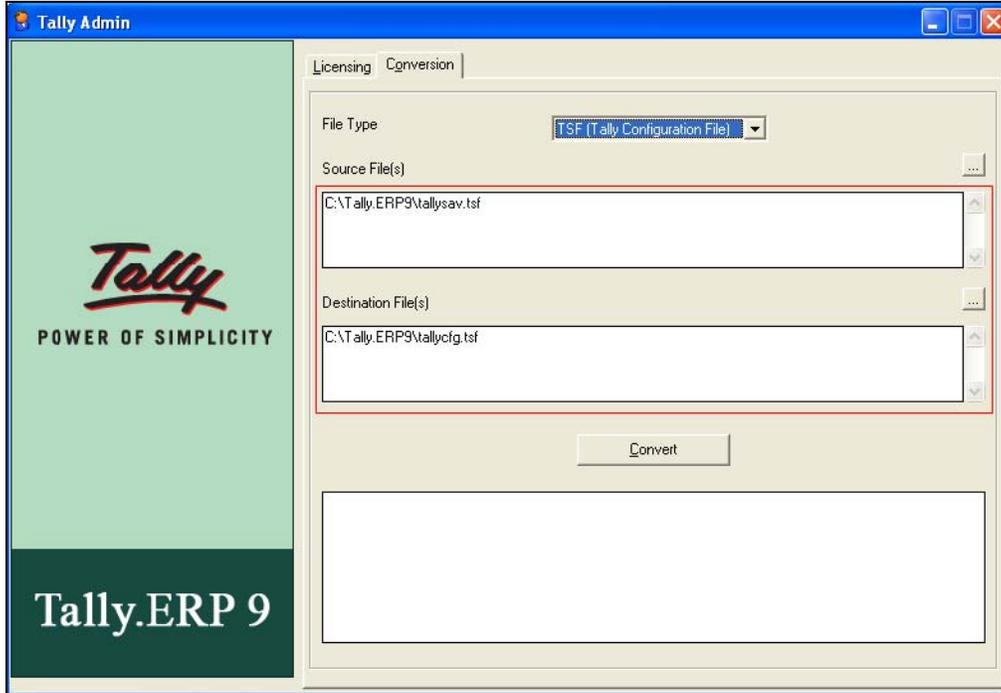


Figure 16.11 Tally Admin Window

The above command converts the file **Tallysav.tsf** to **Tallycfg.tsf**. The file **Tallysav.tsf** is renamed as **Tallysav.tsf.BAK**

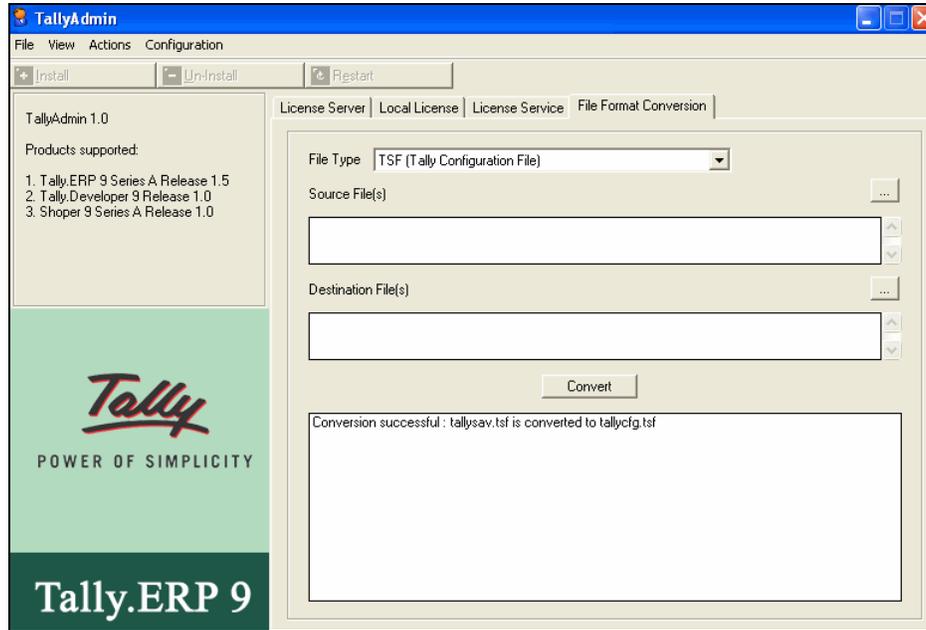


Figure 16.12 Tally Admin Window

The tally folder after the conversion is as follows:

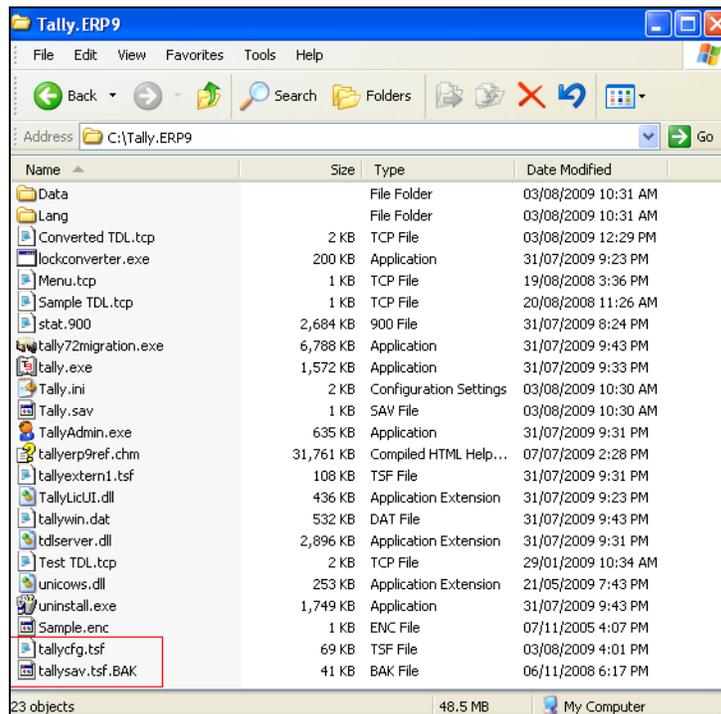


Figure 16.13 Tally.ERP 9 folder

16.1.3 Encrypted files

The encrypted files can be converted to the new file formats using the TallyAdmin Tool.

Select file type as “ENC’ from the file type drop down box as shown:

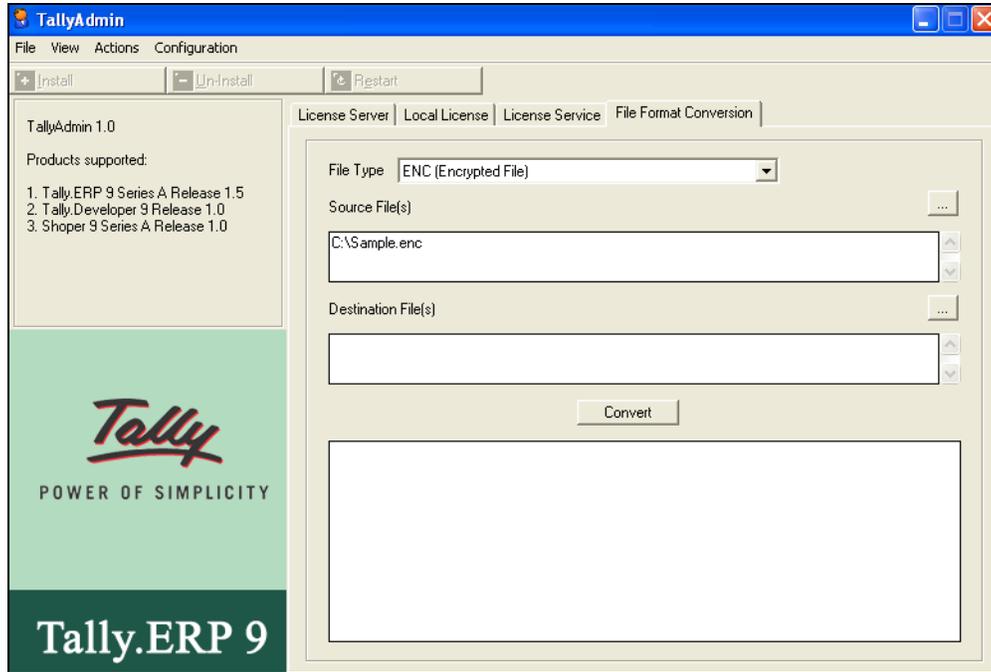


Figure 16.14 Tally Admin tool

- Click on **convert** button.

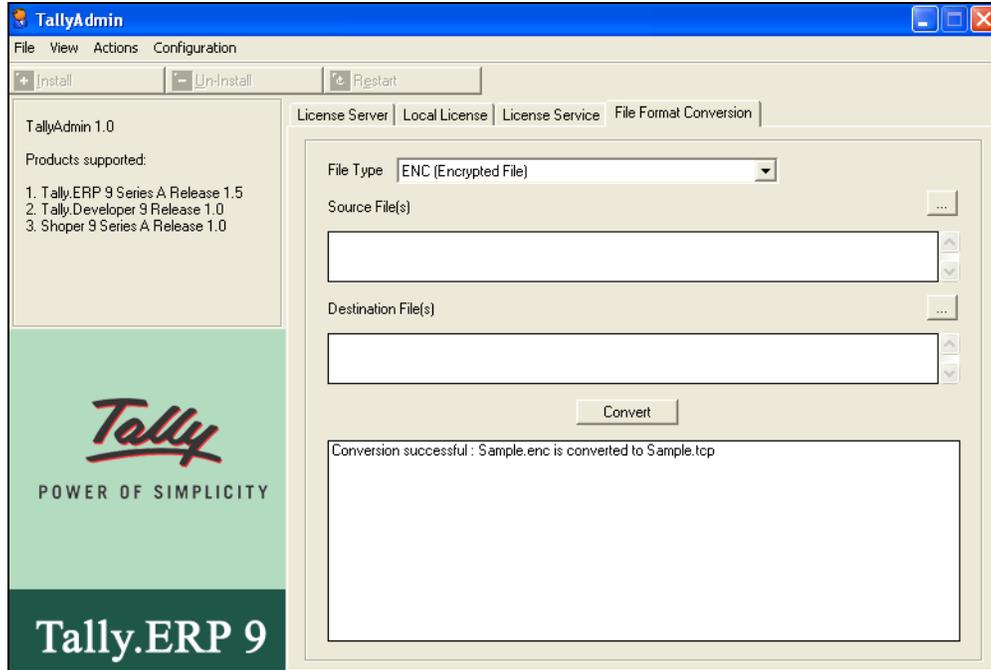


Figure 16.15 Tally Admin Tool

The **Sample.enc** file is converted to **Sample.tdl**.

16.1.4 Dictionary Files

The dictionary files in new format are provided with the release. When Tally is installed in the same folder where the Old version is installed then the old files present in the directory will be overwritten by the new ones. It is to be noted that the new dictionary files are not compatible with prior versions.

16.1.5 Conversion of Tally 7.2 files to Tally.ERP 9 New Format

Migration tool is mandatory to convert the 7.2 compatible “.tcp” files in to the new format. The conversion process is same as earlier.’

DEFINITIONS:

COMPANY : Tally Solutions Pvt. Ltd., a company incorporated in the Republic of India.

SOFTWARE : Any one or all of the products commercially available "Tally ERP Suite", "Tally.ERP 9", "Shoper 9", "Tally.NET", and "Tally Development Environment". Each product consists of ACTIVATION KEY and one or more COMPONENTS (executables, documentation files, help files, language support dictionaries, data conversion and management utilities, edition management utilities, installers, scripts and/or other binaries/files).

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