

Security Control

Security Control Features in tally.

Tally has a very customisable Security system. You can set up Security Levels and users who are placed at these levels. The authority levels or Types of Security decides the rights of the users while using Tally.

Enabling Security control

While creating company to enable security control set use security control=Yes , it is existing company go to company alteration and enable.

Company Alteration Ctrl + M

Name : **ABC Company**
Mailing Name : **ABC Company**
Address :

Statutory compliance for : **India**
State : **Karnataka**
PIN Code :
Telephone No. :
E-Mail :
Currency Symbol : **Rs.**
Maintain : **Accounts with Inventory**
Financial Year from : **1-4-2007**
Books beginning from : **1-4-2007**

Use Security Control : **Yes**
Name of Administrator : **A**
Password : * Repeat : *
Use Tally Audit Features ? **No**

Base Currency Information

Base Currency Symbol : **Rs.**
Formal Name : **Indian Rupees**
Number of Decimal Places : **2**
Is Symbol SUFFIXED to Amounts ? **No**
Symbol for Decimal Portion : **paise**

Show Amounts in Millions
Put a SPACE between Amount and Symt
Decimal Places for Printing Amounts in W

Accept ?
Yes or No

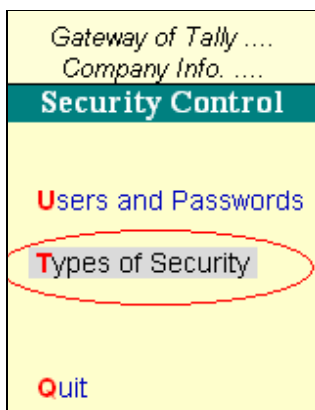
Tally has two default Security Levels. One is **Owner** and the other **Data Entry**. **Owner**

How Do I create Security level:

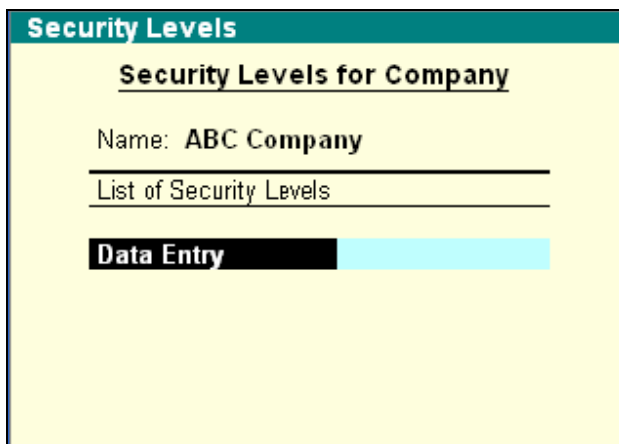
From Gate way Of Tally Press Alt+F3 The screen will be as below



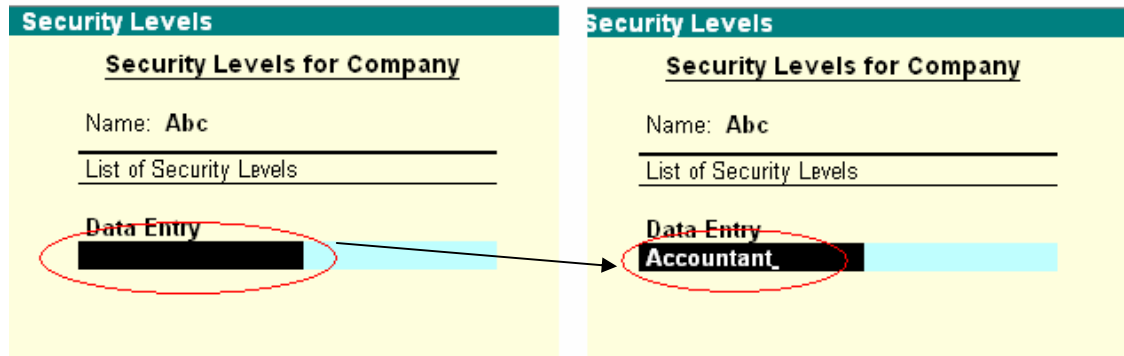
Select Security Control and enter then the screen looks as below



The screen will be as below



Select the security level or if you want to create a new one press down arrow key in the key board so the couser will come down type the name of the Security level the screen will be as below



How do I give the permission and restrict the permission for security level

Disallow the following facilities/Allow the following facilities

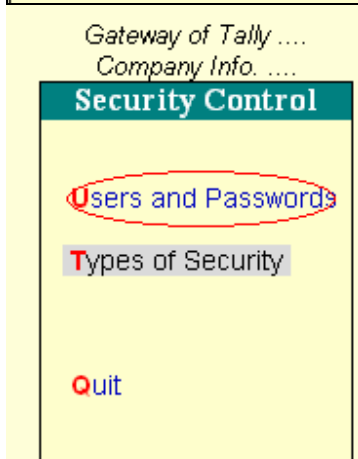
The screen is now divided into two broad columns each having two sub-columns. The left side of the screen is to disallow access to the various options of Tally. The right side allows the Security Level access for the different options.

When the cursor is on an access rights filed, the **Type of Access** list is displayed. Select an option from the list. The options sought to be controlled like Accounts Masters, Balance Sheet etc. are on the right (the second column from the left)

Security Levels		ABC Company	
Name of Security Level : Data Entry			
Use Basic Facilities of : Data Entry			
Days allowed for Back Dated vouchers : 0			
Cut-off date for Back Dated vouchers :			
Disallow the following Facilities <i>(others will be allowed)</i>		Allow the following Facilities <i>(to re-enable disallowed facilities)</i>	
Full Access	Accounts Masters	Full Access	Vouchers
Full Access	Vouchers	Full Access	Accounts Masters
Create/Alter	Back Dated Vouchers	Full Access	Back Dated Vouchers
Full Access	Attendance Vouchers		
Full Access	Balance Sheet		
Full Access	Audit Listings		

How Do I create User Name and Password For Different Security Level :

Open company → Alt+F3 → Security control → users and password → Specify user name and password.



List of Users for Company			
Name: ABC Company			
Name of User	Password (if any)	Security Level	Security List
Dataentry	*	Data Entry	Data Entry
			Owner
			and Passwords
			of Security

Select the appropriate security level for that Employee

Frequently asked Query:

Query: Customer want to give permission for Data entry person to create vouchers but not Alter\Delete.

Solution:

After creating user level password follow the following steps.

From GWT → Alt+F3 → types of Security → Specify user name in list of security list → use Basic Facility of Data entry → Days allowed for back dated vouchers=0(or number of days want to give)

Security Levels		ABC Company	
Name of Security Level	: Data Entry		
Use Basic Facilities of	: Data Entry		
Days allowed for Back Dated vouchers	: 0		
Cut-off date for Back Dated vouchers	:		
Disallow the following Facilities <i>(others will be allowed)</i>		Allow the following Facilities <i>(to re-enable disallowed facilities)</i>	
Full Access	Accounts Masters	Create	Vouchers
Full Access	Vouchers		
Full Access	Back Dated Vouchers		

After following the above while trying to alter the voucher he will get message No Access Allowed.

Ex: Display → Daybook → Press enter on the entry it will show popup message “No Access Allowed”

Day Book		ABC Company		Ctrl + M	
Day Book				For 1-May-2007	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
				Inwards Qty	Outwards Qty
1-5-2007	Cash	Purchase	5		7,500.00
1-5-2007	Cash	Purchase	6		150.00

Error!

No Access Allowed!

(press any key)

NOTE: To Disable Security control for the company follow the following procedure.
Execute the company to which security control has to be disabled → ALT+F3 → Alter →
Use Security control=No.

Tally Vault features in Tally.

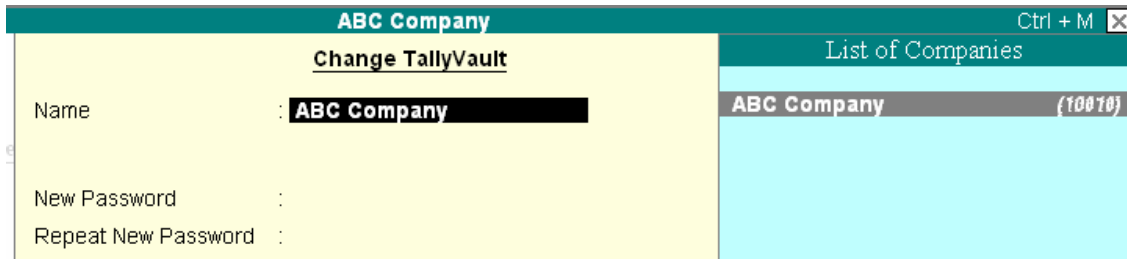
Tally Vault is an enhanced security system, which allows for encryption of the company data with the most secure method of encryption being used.

Enabling tally Vault in company creation

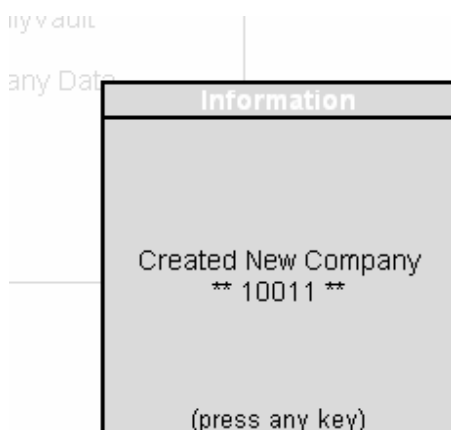
Company Creation	
Directory	: C:\Tally9 Rel1.31\Data
Name	: ABC
Mailing Name	: ABC
Address	:
Statutory compliance for	: India
State	: Karnataka
PIN Code	:
Telephone No.	:
E-Mail	:
Currency Symbol	: Rs.
Maintain	: Accounts with Inventory
Financial Year from	: 1-4-2007
Books beginning from	: 1-4-2007
TallyVault Password (if any)	: * Repeat : *
<i>(WARNING: forgetting your TallyVault password will render your data unusable!!)</i>	
Use Security Control	: No

Enabling tally vault for existing company.

Execute the required company to which tally vault has to be enabled → press ALT+F3 →
Change tally vault



After specifying password press entry popup message appears as follows.



While selecting the company it will not show company name. Company name will be encrypted.

Select Company

Directory : C:\Tally9 Rel1.31\Data
 Name : ██████████

List of Companies

<input type="checkbox"/> ***** <input type="checkbox"/>	(10011)	
ABC Company	(10010)	1-Apr-2007 to 31-Mar-2008
Advance Tds	(10004)	1-Apr-2007 to 31-Mar-2008
Excise Company	(10007)	1-Apr-2007 to 31-Mar-2008
Fbt	(10003)	1-Apr-2007 to 31-Mar-2008
Haryana	(10002)	1-Apr-2007 to 31-Mar-2008

After selecting company press enter it will ask for tally vault password specify and execute the company

TallyVault Password

██████████

NOTE: Once Tally vault password is given it cannot be deleted but can be removed and changed.

To change tally vault password

Execute the company → ALT+F3 → Change tally vault → Specify Current password and then specify new password and repeat the same accept it.

ABC Company	Ctrl + M	✕
Change TallyVault	List of Companies	
Name : ABC Company	ABC Company (10011)	
Current Password : *		
New Password : *		
Repeat New Password : *		

To remove tally vault password.

Execute company → Alt+F3 → Change tally vault → Specify current password >. Leave Blank in New password and Repeat new password column. It will show popup message as below.

ABC Company	
<u>Change TallyVault</u>	
Name	: ABC Company
Current Password	: *
New Password	: XXXXXXXXXX
Repeat New Password	:

Warning !

This will remove encryption from your data!

(press any key)

After removing the password new company will be created without tally vault. The popup message is as bellow.

Information

Created New Company
** 10012 **

(press any key)