

## Lesson 25: Create Security Controls for Tally.NET Users

The systems administrator can allow or deny the Remote Users from performing certain tasks on the company's data by assigning security controls thereby giving full access or restricted access to the remote users.

In **Tally.ERP 9** the users created under **Tally.NET Auditor** security level inherit the basic rights of the **Owner**, which means, a user created under **Tally.NET Auditor** security level has full/complete access to the data, where as users created under the **Tally.NET User** security level inherit the basic rights of a **Data Entry** operator and have restricted access to the data. The system administrator can assign or deny accessibility to a menu or a report by altering the security levels in **Tally.ERP 9**.

### 25.1 Assign security permission to Tally.NET User

Go to **Gateway of Tally > Press Alt + F3**

- ❑ The **Company Info.** menu appears
- ❑ Select **Security Control > Types of Security**
- ❑ The **Security Levels** screen is displayed as shown.

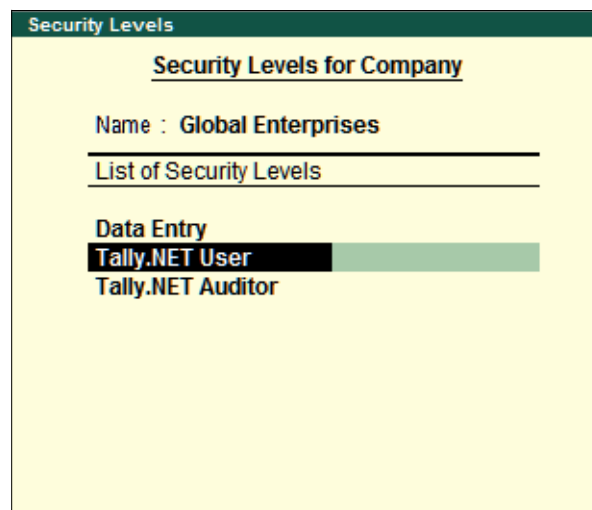


Figure 25.1 Security Levels

- ❑ Select **Tally.NET User** and press **Enter**
- ❑ The **Security Level** for **Tally.Net User** is displayed.

Security Levels		Global Enterprises	
Name of Security Level	: Tally.NET User	Security List	
Use Basic Facilities of	: Data Entry	Data Entry	
Days allowed for Back Dated vouchers	: 0	Owner	
Cut-off date for Back Dated vouchers	:	Tally.NET Auditor	
Allow to Connect Company	? No	Tally.NET User	
Use Tally.NET Authentication	? Yes		
Use Tally.NET Auditor Authentication	? No		
<u>Disallow the following Facilities</u> <i>(others will be allowed)</i>		<u>Allow the following Facilities</u> <i>(to re-enable disallowed facilities)</i>	

Figure 25.2 Security Levels for Tally.NET User

- ❑ By default, **Tally.NET User** will be displayed in the field **Name of Security Level**.
- ❑ By default **Tally.Net User** will **Use the Basic Feature of Data Entry**. You can select the required security level from the list of **Security Levels**.
- ❑ Type **0** in **Days Allowed for Back Dated vouchers** field.
- ❑ The **Cut-off date for Back Dated vouchers** field should be empty.
- ❑ Set **Yes** to **Allow Company to Connect**.
- ❑ By default **Use Tally.NET Authentication** is set to **Yes**.
- ❑ By default **Use Tally.Net Auditor Authentication** is set to **No**.
- ❑ In the **Disallow the Following Facilities**.
- ❑ Select **Full Access** from the **Type of Access**.

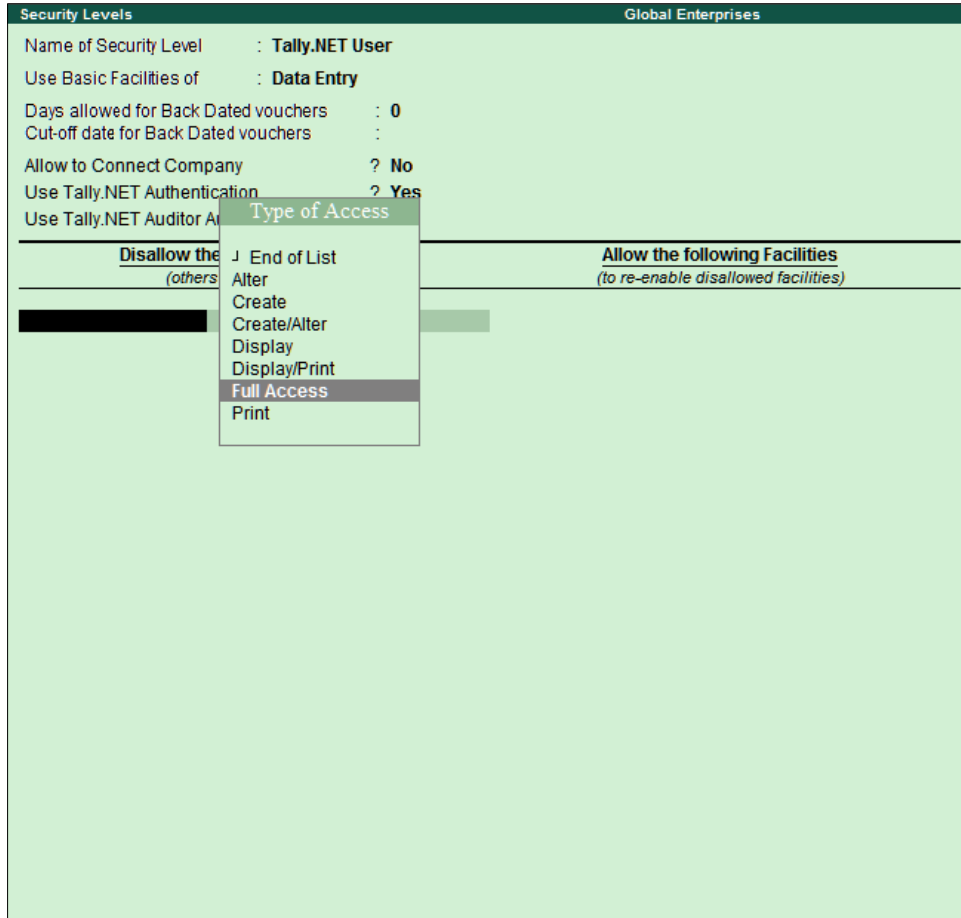


Figure 25.3 Security Levels for Tally.NET User

- ❑ Press **Enter**.
- ❑ Select **Account Master** from the **List of Reports**.

Security Levels		Global Enterprises	
Name of Security Level	: Tally.NET User	List of Reports	
Use Basic Facilities of	: Data Entry	Accounts Masters	
Days allowed for Back Dated vouchers	: 0	Attendance Vouchers	
Cut-off date for Back Dated vouchers	:	Audit Listings	
Allow to Connect Company	? No	Back Dated Vouchers	
Use Tally.NET Authentication	? Yes	Balance Sheet	
Use Tally.NET Auditor Authentication	? No	Bank Books	
<b>Disallow the following Facilities</b> (others will be allowed)		Bank Reconciliation	
<b>Full Access</b>		Cash Flow	
		Cheque Printing	
		Company Features	
		Connect Company	
		Cost Centre Details	
		Day Book	
		Dealer Excise Reports	
		FBT Compliance	
		FBT Reports	
		Forms Issuable	
		Forms Receivable	
		Funds Flow	
		Group Monthly Summary	
		Group Summary	
		Group Voucher Details	
		Interest Calculations	
		Inventory Masters	
		Invoice Configuration	
		Ledger Monthly Summary	
		Ledger Voucher Details	
		List of Vouchers	
		Location-Wise Summary	
		Order Details	
		Outstandings	
		Override Invoice Class	
		Override Invoice Defaults	
		Payroll Masters	
		Payroll Reports	
		Payroll Vouchers	
		Price List	
		22 more ...	

Figure 25.4 Security Controls - List of Reports

- Press **Enter**.
- Similarly select **Full Access** for **Balance Sheet, Cash Flow, Company Features, Cost Centre Details, Funds Flow, Location-wise Summary, Group Monthly Summary, Group Summary, Inventory Masters, Outstandings, Profit & Loss A/c, Stock Category Summary, Stock Summary, Trial Balance and Create/Alter for Backdated Vouchers**.
- Select **End of List**.
- In the **Allow the Following Facilities**.
- Select **End of List** to return to the **Security Levels** screen.

Security Levels		Global Enterprises
Name of Security Level	:	Tally.NET User
Use Basic Facilities of	:	Data Entry
Days allowed for Back Dated vouchers	:	0
Cut-off date for Back Dated vouchers	:	
Allow to Connect Company	?	No
Use Tally.NET Authentication	?	Yes
Use Tally.NET Auditor Authentication	?	No
<b>Disallow the following Facilities</b> <i>(others will be allowed)</i>		<b>Allow the following Facilities</b> <i>(to re-enable disallowed facilities)</i>
Full Access	Accounts Masters	<b>J End of List</b>
Full Access	Balance Sheet	
Full Access	Cash Flow	
Full Access	Company Features	
Full Access	Cost Centre Details	
Full Access	Funds Flow	
Full Access	Location-Wise Summary	
Full Access	Group Monthly Summary	
Full Access	Group Summary	
Full Access	Inventory Masters	
Full Access	Outstandings	
Full Access	Profit & Loss A/c	
Full Access	Stock Category Summary	
Full Access	Stock Summary	
Full Access	Trial Balance	
Create/Alter	Back Dated Vouchers	

Figure 25.5 Security Levels for Tally.NET Users

- Press **Enter** to return to the **Security Levels** screen.

## 25.2 Assign security permission to Tally.NET Auditor

Go to **Gateway of Tally** > Press **Alt + F3**

- The **Company Info.** menu is displayed.
- Select **Security Control > Types of Security.**
- The **Security Levels** screen appears.
- Select **Tally.NET Auditor** and press **Enter.**
- The **Security Level** for **Tally.Net Auditor** is displayed as shown.

Security Levels		Global Enterprises					
Name of Security Level	: Tally.NET Auditor	<table border="1"> <thead> <tr> <th>Security List</th> </tr> </thead> <tbody> <tr> <td>Data Entry</td> </tr> <tr> <td><b>Owner</b></td> </tr> <tr> <td>Tally.NET Auditor</td> </tr> <tr> <td>Tally.NET User</td> </tr> </tbody> </table>	Security List	Data Entry	<b>Owner</b>	Tally.NET Auditor	Tally.NET User
Security List							
Data Entry							
<b>Owner</b>							
Tally.NET Auditor							
Tally.NET User							
Use Basic Facilities of	: Owner						
Days allowed for Back Dated vouchers	: 0						
Cut-off date for Back Dated vouchers	:						
Allow to Connect Company	? No						
Use Tally.NET Authentication	? Yes						
Use Tally.NET Auditor Authentication	? Yes						
<b>Disallow the following Facilities</b> <i>(others will be allowed)</i>		<b>Allow the following Facilities</b> <i>(to re-enable disallowed facilities)</i>					

Figure 25.6 Security Levels for Tally.NET Auditor

- ❑ By default **Days allowed for Backdated Vouchers** is set to 0.
- ❑ The **Cut-off date for Back Dated Vouchers** is left empty.
- ❑ Set **Yes** to **Allow to Connect Company**.
- ❑ Set **No** to **Use Tally.NET Authentication**.
- ❑ Set **Yes** to **Use Tally.NET Auditor Authentication**.
- ❑ In **Disallow the Following Facilities**.
- ❑ Select **End of List** from **Type of Access**.
- ❑ In **Allow the Following Facilities**.
- ❑ Select **Full Access** from **Type of Access**.
- ❑ Select **Audit Listings** from **List of Reports**.

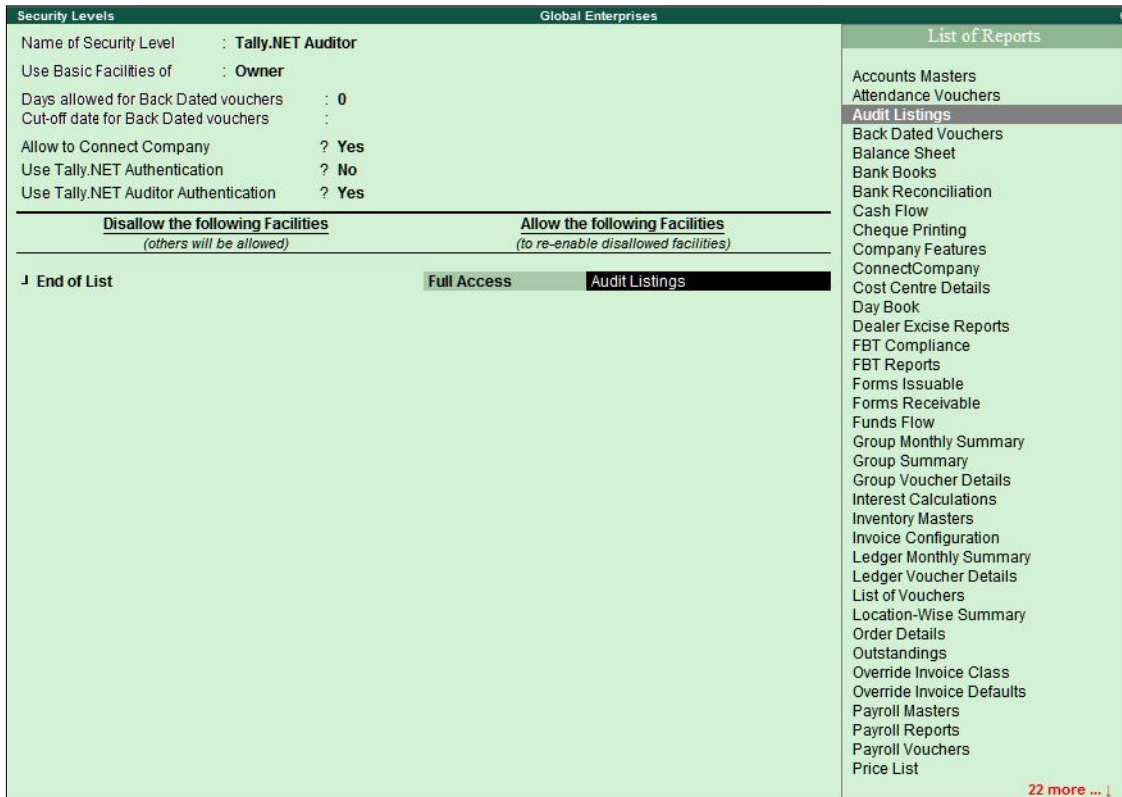


Figure 25.7 Security Level for Tally.NET Auditor

- ❑ Select **End of List** from **Type of Access** and return to the **Security Levels for Company** screen.
- ❑ Press **Enter**.
- ❑ **Accept** to save the access controls for **Tally.NET Auditor** and return to menu.



POWER OF SIMPLICITY

Create Security Controls for Tally.NET Users

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