



**POWER OF SIMPLICITY**

**Tally Certified Professional (TCP)**  
**Tally Financial Accounting Certification**  
**(TFAC)**

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## 1.1 Introduction

The User Acceptance Tests are a set of sample tests given to academies to understand the complete certification process (Registration, test taking etc.) The UAT tests are not meant for candidates but.....

There are a total of 5 UAT tests out of which, a minimum of 3 UAT tests have to be completed by the Academy. The UAT test should be conducted using the test serial numbers sent by mail. Each test card has 4 different status levels as explained below:

1. **Active** – A status of a card with the enrollment details of the candidate.
2. **Consumed** – The status of the card after 10 minutes of the start of the test.
3. **Expired** - The status of the card for a test that is scheduled but has not commenced even after 4 hours of the scheduled time.
4. **Realized** – The status of the card for a test that is successfully completed. It is accompanied with a printed score sheet.

\*Note that the card status mentioned above applies to the live TCP tests conducted also.

**The academy will be a certification center after successful completion of at least 3 UAT test and a proctor test.**

An academy unable to complete 3 successful tests and having exhausted the TCP serial numbers due to reasons such as power failure, internet connectivity etc., can send a request for more UAT numbers through the helpdesk. The Contact details of the Helpdesk are as follows:

**Email - [helpdesk@tallycertification.com](mailto:helpdesk@tallycertification.com)**

**Tel No: 91-11-41407386 / 87**

The Center Manager with the staff (responsible for conducting the TCP test in the future) checks the Internet connectivity by logging into [www.tallysolutions.com](http://www.tallysolutions.com) and also tests whether the printer is connected to the system by conducting a print check.

The Center Manager logs on to the website [www.tallycertification.com](http://www.tallycertification.com) using the contact PID and password specified in the mail to perform the registration process (Screen 1)

## 1.2 Test Format

Duration:	<b>90 minutes</b>
Total number of questions:	<b>60</b>
Each question:	<b>1 mark</b> (No negative marks)
Pass percentage:	<b>55% (33 marks out of 60)</b>

Minimum pass percentage per Section:

- i. **Business Accounting - 50% (18 marks out of 36)**
- ii. **Business Environment - 21% (5 marks out of 24)**

Login to the certification site ([www.tallycertification.com](http://www.tallycertification.com)) using the login ID specified in the mail.

## Process I

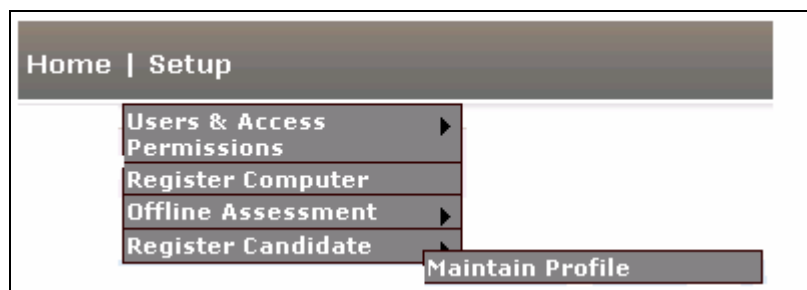
### 1.3 Registration Process

#### Screen 1



- 5) On entering the user login and clicking on SUBMIT, screen 2 displayed below opens up. Now, select **Setup -> Register candidate -> Maintain Profile**.

#### Screen 2



Click on the **Register Candidate** link as shown in **Screen 3**.

**Screen 3**

- 5) The proctor uses the TCP Registration form to type in student details onto the online registration form and then clicks on the **Enrollment Button** to view the following screen.

**Please Note:**

In order for a student to be eligible for placement assistance, the student must have a valid e-mail ID; else the academy has to create a unique e-mail ID for the candidate.

**An Academy should not give its e-mail ID in lieu of a candidate’s e-mail ID.**

**Screen 4**

- 6) Click on the Add New Enrollment button to enter the TCP Serial Number and the Password. The following screen is displayed. Select the **Country, Exam Name** from the drop down list. To conduct the User Acceptance Test (UAT), select UAT Exam – India. Select the appropriate Exam Name followed by the TCP Serial Number and Password, if the proctor is conducting a live test. Click on the Search button and continue entering the other fields displayed in the screen.

**Screen 5**

Home | Setup
LOGOUT

---

Enrollment Details
Monday, April 24, 2006 11:02 AM (IST)

[Help](#) [Feedback](#)

**Exam Details**

Country Name  \*

Note: You can enroll a candidate only for an exam valid in your country.

Exam Name  \*

Exam Value

**TCP Test Card Details**

TCP Test Card Serial Number  \*

TCP Test Card Password  \*

**Exam Schedule Details**

Exam Date  \* (DD/MM/YYYY)

Exam Time  \* (HH:MM)

[Click here to see Scheduled Enrollments](#)

- 7) Click on the **Submit** button. A **Confirmation receipt** generated with all the details printed is handed over to the student.
- 8) After the online registration is done, click on **Home** which will show details of the candidate scheduled for the test as shown in **Screen 6**. Click on **Certification Code** to open the TCP Test card detail screen shown in **Screen 6**.

**Screen 6**

Certification Details						
S.No	Registration ID	Candidate Name	Certification Code	Date & Time	TCP Test Card Serial Number	Status
1	200006045	sumi askasl	85	02/05/2006 04:00 PM	900000035	Active

- 9) Enter the TCP Test card serial number and Password in the respective fields and click the **Enter** button as shown in **Screen 7**. Click on the ENTER button. A screen with instructions and exam details provided with a **Start Assessment** button is displayed.

**Screen 7**

Please provide TCP Test Card information to start the assessment :

**TCP Test Card Detail**

TCP Test Card Serial Number :

TCP Test Card Password :

- 10) Click on the **Start Assessment** button to start the Test.
- 11) A candidate through with answering the questions in one section can click on the other section to continue. Make sure all the 60 questions are answered.
- 12) After answering all the questions or on elapse of the maximum time click on the **End Assessment** button to generate the score report.
- 13) Print the score report on the Tally Academy letter head and hand it over to the candidate.
- 14) Click on the **Close** Button.

Follow the same process to complete 3 or more UAT tests.

## Process II

### 1.6 Register a Computer

It is essential to have the computer registered for security reasons before conducting a live test. The process of registration is as follows:

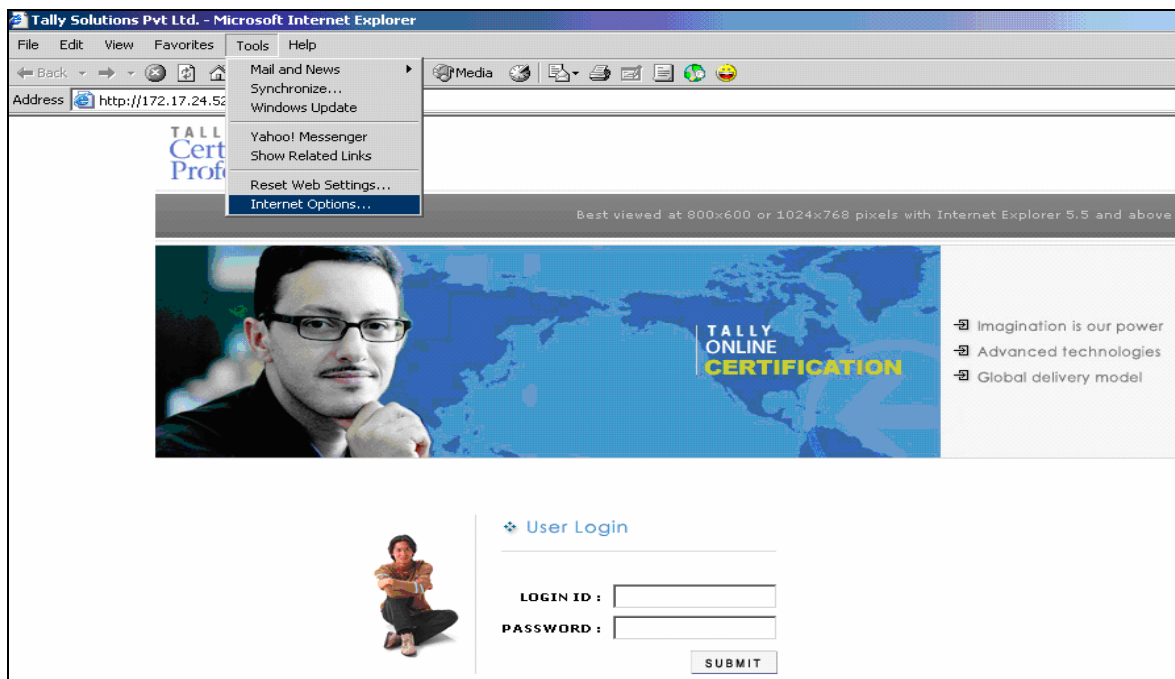
### 1.7 Security Implementation

A TA Proctor is authorized to log in only from a computer, which has been registered by the Academy. The certification site uses an ActiveX control to register the computer. The user has to allow the ActiveX to download before it can be executed.

Follow the steps given below to enable the Active X setting.  
To register or deregister the computer use only the center login PID.

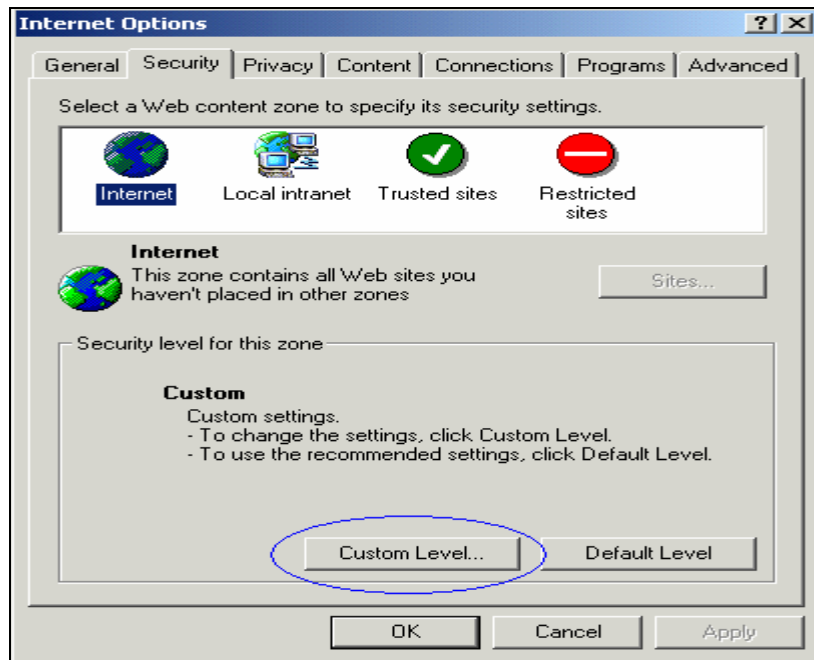
Log on to the certification site [www.tallycertification.com](http://www.tallycertification.com).

### Screen 8





Screen 9



Click on the custom level button to get the screen shown below:



### 1.8.2 Registration Instructions for Windows NT Users

Click on the link provided below or copy the link and open it in the Internet Explorer browser. Then click on the **Download** button to download the Windows Management Instrumentation (WMI) core.

<http://www.microsoft.com/downloads/details.aspx?FamilyID=c174cfb1-ef67-471d-9277-4c2b1014a31e&DisplayLang=en>

In the **File Download dialog box**, do either of the following:

- To start the installation immediately, click the option **Open** or **Run this program from its current location**.
- To copy the download to your computer for installation at a later time, click the option **Save** or **Save this program to disk**.

Once the WMI is installed, the computer can be registered as shown in **screens 11 and 12**.

### 1.8.3 Registration Instructions for Windows 2000/XP/ME/2003 Users

Change the Internet settings as shown in Screen 8, 9 and 10 and then follow the steps mentioned below:

#### **Screen 11**

Click on the **Set Up button** → **Register Computer** option from the drop box and the following screen is displayed.



#### **Screen 12**

Click on the **Register Computer** button to register the computer.



## Process III

### 1.9 Proctor Creation

On having completed the UAT tests successfully and registering the computer, a proctor ID is created using the center login ID (contact PID). A proctor is an individual responsible for conducting the TCP test in the academy. He/she should be aware of the complete certification process.

**The proctor can go through the certification manual provided by the academy and the presentation file (PPTs) available in the certification website. The presentation available in the website [www.tallycertification.com](http://www.tallycertification.com) explains the certification process.**

Certification Details

S.No	Registration ID	Candidate Name	Certification Code	Date & Time	TCP Test Card Serial Number	Status
No Certifications Scheduled For Today						

[Click here for contact details](#)   [Frequently Asked Questions](#)   [Click here to download Online Process Manual PPS Format](#)

**Click on the PPS Format link to download the presentations used as study material to prepare for the proctor test.**

Follow the process explained below to create a proctor:

Click on **Setup → Users & Access Permissions → Maintain Profile**



Click on the link **Register Users** to create a Proctor. The registration page is displayed. Enter all the fields on the page and click on the **submit** button. The proctor login password is 'password' by default and must be changed in the first login.

### 1.10 TA Proctor Assessment

All the Proctors at the Tally Academy are required to be certified by Tally. The certification process begins with a TA Proctor appearing for the TA Proctor Assessment and ends with the Tally Certification System being updated.

**The minimum pass percentage for the proctor test is 75%. A proctor gets 2 chances to clear the test.**

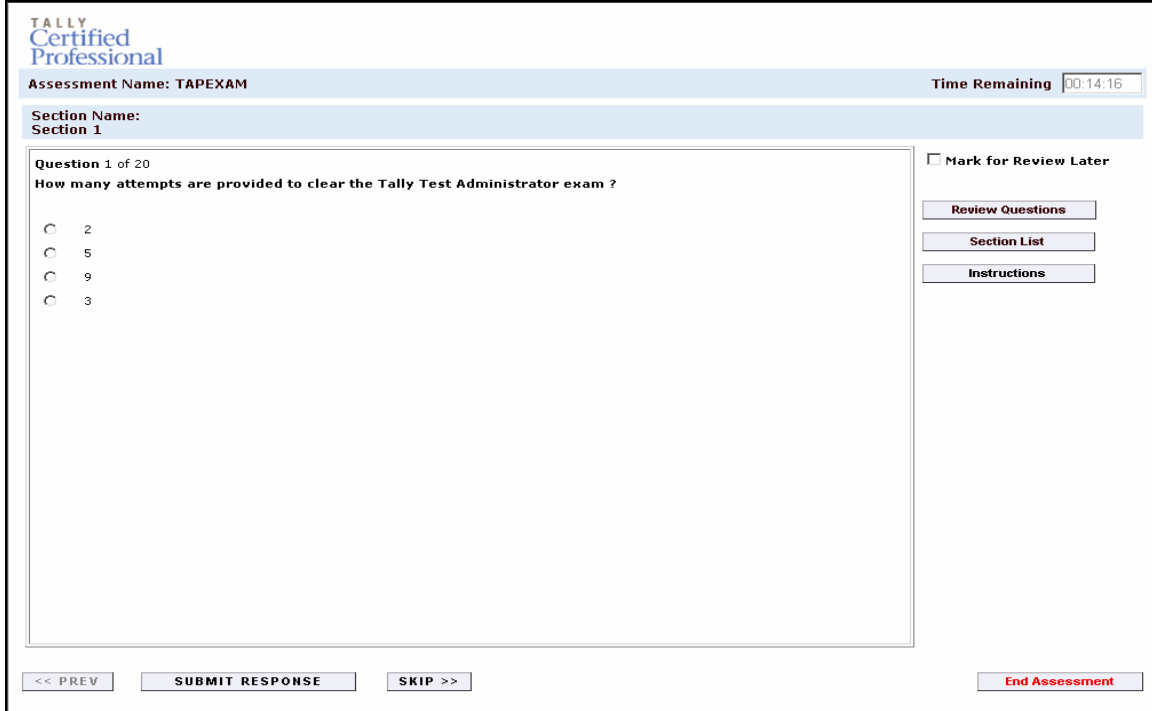
To appear for the TA Proctor Assessment, the TA Proctor performs the following steps:

1. The Proctor should login using his/her Proctor ID.
2. Select **Setup → TA Proctor Assessment** option from the main menu to view the TA proctor Assessment screen.

S.No	Start Date & Time	End Date & Time	Time Used(in Seconds)6	Completed	Minimum Score Requirement	Your Percentage Score	Result
No Record Found.							

[My Exam](#)

3. Click the hyperlink **My Exam**, which appears under the Previous Assessment Details Section for the Assessment Instruction window to be displayed.
4. Click the **Start Assessment** button provided on the Assessment Instructions window to start the proctor exam.



TALLY Certified Professional

Assessment Name: TAPEXAM Time Remaining 00:14:16

Section Name: Section 1

Question 1 of 20  
How many attempts are provided to clear the Tally Test Administrator exam ?

2  
 5  
 9  
 3

Mark for Review Later

5. Select an appropriate response to the questions provided and click the **Submit Response** button to submit your response. The proctor can skip a question by clicking the **Skip** button. The Proctor can click the **Mark for Review Later** check box and come back to this question later by clicking the **Review Questions** button. The instructions for the exam can be viewed by clicking the **Instructions** button. The time remaining for completing the TA Assessment Exam appears on the top right corner of the screen.
6. Click the **End Assessment** button to submit the assessment for grading. This will display the Score Report.
7. Print the Score Sheet by clicking the **Print** button.

Note: Another proctor has to be identified if a proctor is unable to clear the proctor test even after 2 attempts. However one more chance to clear the proctor test can be requested to helpdesk by sending a mail to [helpdesk@tallycertification.com](mailto:helpdesk@tallycertification.com)

### 1.11 Resetting the Proctor Password

The proctor is expected to remember his/her login ID and password. If by chance it is forgotten, then it can be reset to the default password, using the center ID. Follow the steps mentioned below to reset the proctor password.

1. Log on to certification site using the center ID and password
2. Click **Setup -> User Access Permission -> Maintain Profile**. Type the name of the proctor in the search box and click on the **Search** button.
3. Click on the proctor name which is displayed as link.
4. The registration details of the proctor will be displayed.
5. Click on the **Reset Password** button. The password of the proctor will be reset to the **password** as password.
6. The proctor can now login by using his/her login ID. The password can be changed after the first login.

### 1.12 Live Test Procedure

**The Tally Academy becomes an authorised Certification Center once the UAT and the proctor process is completed successfully. This will enable the Academy to conduct live TCP test for its candidates.**

- 1) To The Tally Certified Professional (TCP) registration form is filled by the candidate.
- 2) The proctor at the Academy checks all the candidate details entered.

**Note: A candidate without an e-mail ID is helped by the counselor in creating one.**

- 3) The proctor (Responsible for conducting the TCP test in the future) checks the Internet connectivity by logging into [www.tallysolutions.com](http://www.tallysolutions.com) and tests whether the printer is connected to the system by conducting a print check.
- 4) The proctor logs on to the website [www.tallycertification.com](http://www.tallycertification.com) using the contact his/her login id and password to perform the registration process (Screen 1)

Follow the registration process as explained for UAT earlier in the document.

### 1.13 Candidate Search

A candidate requesting for the score report at a later date, can be provided with one by using the SEARCH option. The TA proctor uses the option to access a candidate's details by specifying the first name in the search box from the maintain profile screen as shown below.

Home | Setup LOGOUT

---

Maintain Users Tuesday, May 02, 2006 03:20 PM (IST)

[Register Users](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

#### Certification Guidelines

Once the candidate's name is entered in the search field, the enrollment details of the candidate are displayed onscreen. The score sheet can be printed by clicking the **Print** link in the **TCP Score report** column.

#### **1.14 Resetting the Center ID**

A mail can be sent to [helpdesk@tallycertification.com](mailto:helpdesk@tallycertification.com) to reset the center ID.



## Process IV

### 1.14 Multi Enrollment

A candidate can take more than one TCP exam or can take the same test again (Retest). The restriction being, he/she should have enrolled in prior and completed the previous exam.

The candidate fills up the TCP registration form. The TA Proctor collects the TCP Registration Form and searches for the data of the candidate, once the earlier registration data is displayed, the Proctor clicks on the **Enrollment Button** to view the following screen.

Home   Setup							LOGOUT
<b>Existing Enrollments</b>							Tuesday, May 02, 2006 12:48 PM (IST)
S.No	Certification Code	Certification Name	P-Coupon	Date & Time	Status	Confirmation Receipt	TCP Score Report
No Enrollment(s) Exist							
<input type="button" value="ADD NEW ENROLLMENT"/>							

Click on the **Add New Enrollment** button, for the following screen to be displayed. Select the **Country**, **Exam Name** (select the appropriate **Exam Name like Tally Accounting Certification, India, Tally Accounting Certification- Retest**) then enter the TCP Serial Number and Password. Click on the SEARCH button and continue to enter the other fields displayed onscreen.

Home   Setup		LOGOUT
<b>Enrollment Details</b>		Monday, April 24, 2006 11:02 AM (IST)
<a href="#">Help</a> <a href="#">Feedback</a>		
<b>Exam Details</b>		
Country Name	<input type="text" value="India"/> *	
Note: You can enroll a candidate only for an exam valid in your country.		
Exam Name	<input type="text" value="UAT Exam - India"/> *	
Exam Value	<input type="text" value="INR 990"/>	
<b>TCP Test Card Details</b>		
TCP Test Card Serial Number	<input type="text" value="900000025"/> *	
TCP Test Card Password	<input type="password" value="....."/> *	
<input type="button" value="SEARCH"/>		
<b>Exam Schedule Details</b>		
Exam Date	<input type="text"/> * (DD/MM/YYYY)	
Exam Time	<input type="text"/> * (HH:MM)	
<a href="#">Click here to see Scheduled Enrollments</a>		
<input type="button" value="SUBMIT"/> <input type="button" value="RESET"/> <input type="button" value="CANCEL"/>		

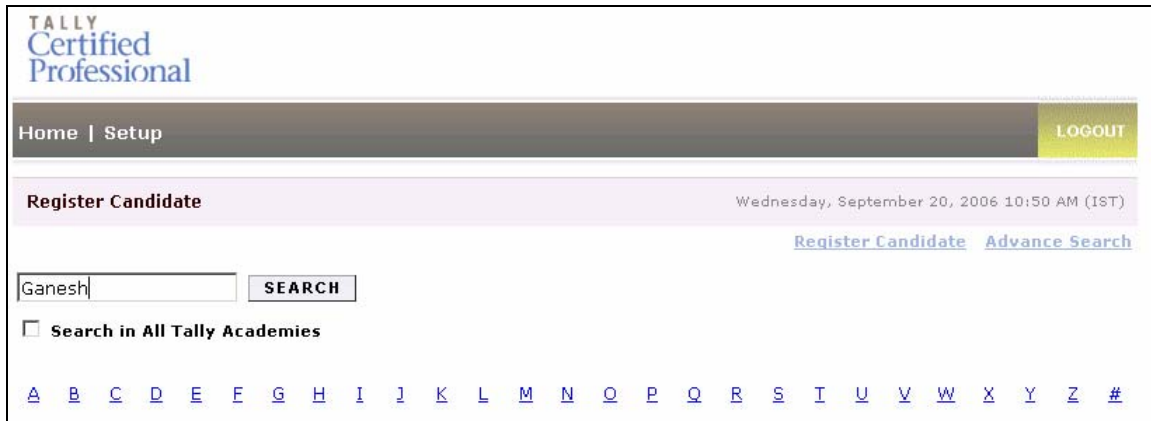
## Process - V

### 1.15 Rescheduling a Test

A proctor can reschedule the test date or time for a candidate unable to take the test scheduled earlier.

Follow the steps mentioned below to reschedule a test.

The proctor can search a candidate's name by specifying the name in the text box or by clicking the first letter of the candidate name in the list given in the screen below.



**TALLY Certified Professional**

Home | Setup LOGOUT

**Register Candidate** Wednesday, September 20, 2006 10:50 AM (IST)

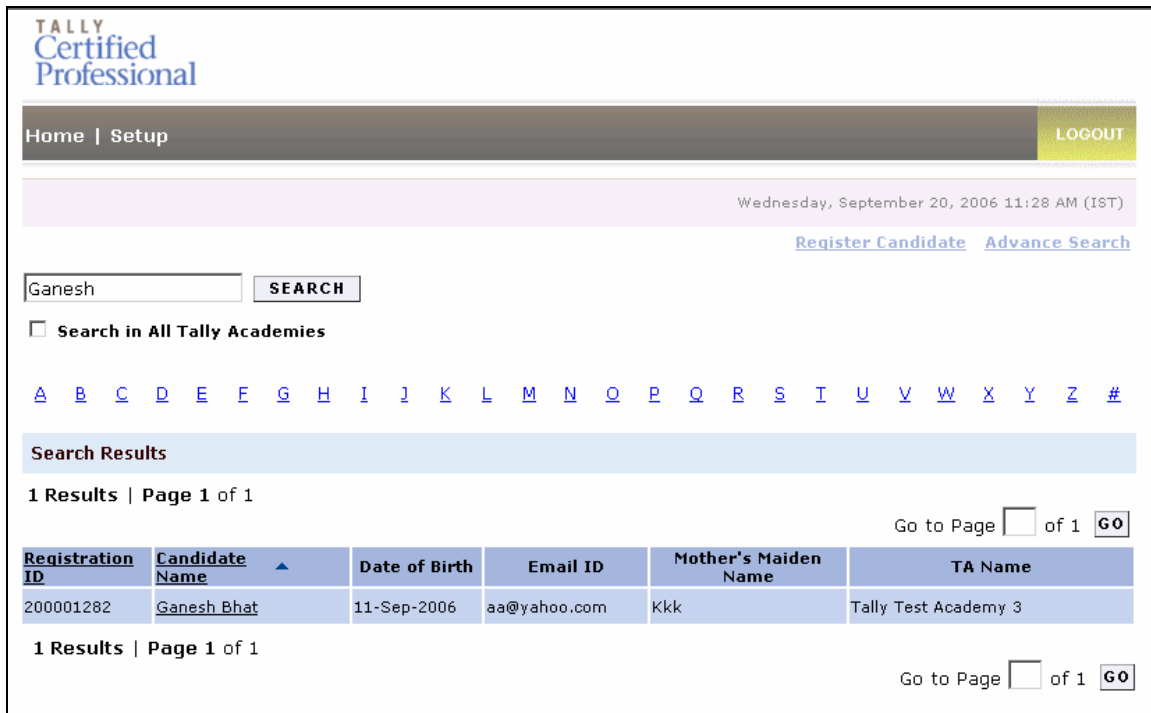
[Register Candidate](#) [Advance Search](#)

Ganesh

Search in All Tally Academies

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

Once the candidate's name is found, the data related to the candidate is displayed with the name of the candidate as a link.



**TALLY Certified Professional**

Home | Setup LOGOUT

Wednesday, September 20, 2006 11:28 AM (IST)

[Register Candidate](#) [Advance Search](#)

Ganesh

Search in All Tally Academies

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

**Search Results**

1 Results | Page 1 of 1 Go to Page  of 1

Registration ID	Candidate Name ▲	Date of Birth	Email ID	Mother's Maiden Name	TA Name
200001282	<a href="#">Ganesh Bhat</a>	11-Sep-2006	aa@yahoo.com	Kkk	Tally Test Academy 3

1 Results | Page 1 of 1 Go to Page  of 1

Clicking on the candidate's name will display the registration page. Click on the **Enrollment Details** button to view the screen shown below.

TALLY Certified Professional

Home | Setup LOGOUT

**Existing Enrollments** Wednesday, September 20, 2006 11:31 AM (IST)

S.No	Certification Code	Certification Name	P-Coupon	Date & Time	Status	Confirmation Receipt	TCP Score Report
1	85	UAT Exam - India	888889359	<a href="#">20 Sep 2006 12:00</a>	Active	<a href="#">print</a>	----

The Date & Time is a link. Click on this link to change the date and time to reschedule the test.

**TCP Test Card Details**

TCP Test Card Serial Number

TCP Test Card Password

Validity Start Date 13 Oct 2005

Validity End Date 14 Oct 2006


**Exam Schedule Details**

Exam Date  \* (DD/MM/YYYY)

Exam Time  :  \* (HH:MM)

[Click here to see Scheduled Enrollments](#)

Click on the Submit button to generate a new confirmation receipt. This should be duly signed by the authorised signatory before handing it over to the student.



Home | Setup
LOGOUT

**Confirmation Receipt**
Wednesday, September 20, 2006 11:34 AM (IST)

**Enrollment Details**

Registration ID : **200001282**

**Personal Details**

Name :	<b>Mr. Ganesh Bhat</b>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
Father's Name :	<b>Shiv</b>	
Gender :	<b>Male</b>	
Date of Birth :	<b>11/09/2006</b>	
Address :	<b>aaaa New Delhi New Delhi India</b>	
Pincode :	<b>110011</b>	
Zone :	<b>North</b>	
Email :	<b>aa@yahoo.com</b>	
Home Phone :	<b>011-23456789</b>	
Identity Proof :	<b>khkjk89</b>	

**Examination Details**

Exam Name :	<b>UAT Exam - India</b>
TCP Test Card Serial Number :	<b>888889359</b>
Validity Date :	<b>13 Oct 2005 - 14 Oct 2006</b>
Exam Date :	<b>21/09/2006</b>
Exam Time :	<b>12:00 (HH:MM)</b>

**TA Details**

TA Name :	<b>Tally Test Academy 3</b>
TA Address :	<b>B-234 Okhla Phase 1 New Delhi New Delhi India , 110011</b>
TA Phone Number :	<b>41407018</b>
TA Email :	<b>email@niit.com</b>

CLOSE
PRINT

**Note:** The old confirmation receipt must be discarded before issuing the new confirmation receipt. Also note that the rescheduling has to be done within 4 hours of the scheduled test. If not, the test duration would have elapsed and the proctor would not be able to reschedule the test. The candidate would therefore have to buy a new TCP card and register for the test once again. As an exception, the card can be activated by the helpdesk if the academy reports issue within 4 hours of the scheduled time.

## Process - VI

### 1.16 Printing of Score Report/Confirmation Receipt

In case of a power cut or technical problem, a candidate can take the print of the Confirmation receipt or score report with the help of the TA proctor at a later stage. A candidate requesting for an additional copy of his/her score report or confirmation receipt later, the TA proctor can trace the candidate's details by specifying the first name in the search box from the maintain profile screen as shown below.

Once the registration details of candidate is displayed, click on the enrollment details to get the screen as show below. The score report/confirmation receipt can be printed by clicking the **Print** link in the **TCP Score report/Confirmation Receipt** column.

S.No	Certification Code	Certification Name	P-Coupon	Date & Time	Status	Confirmation Receipt	TCP Score Report
1	85	UAT Exam - India	900000035	<a href="#">03 May 2006 15:30</a>	Active	<a href="#">print</a>	<a href="#">print</a>