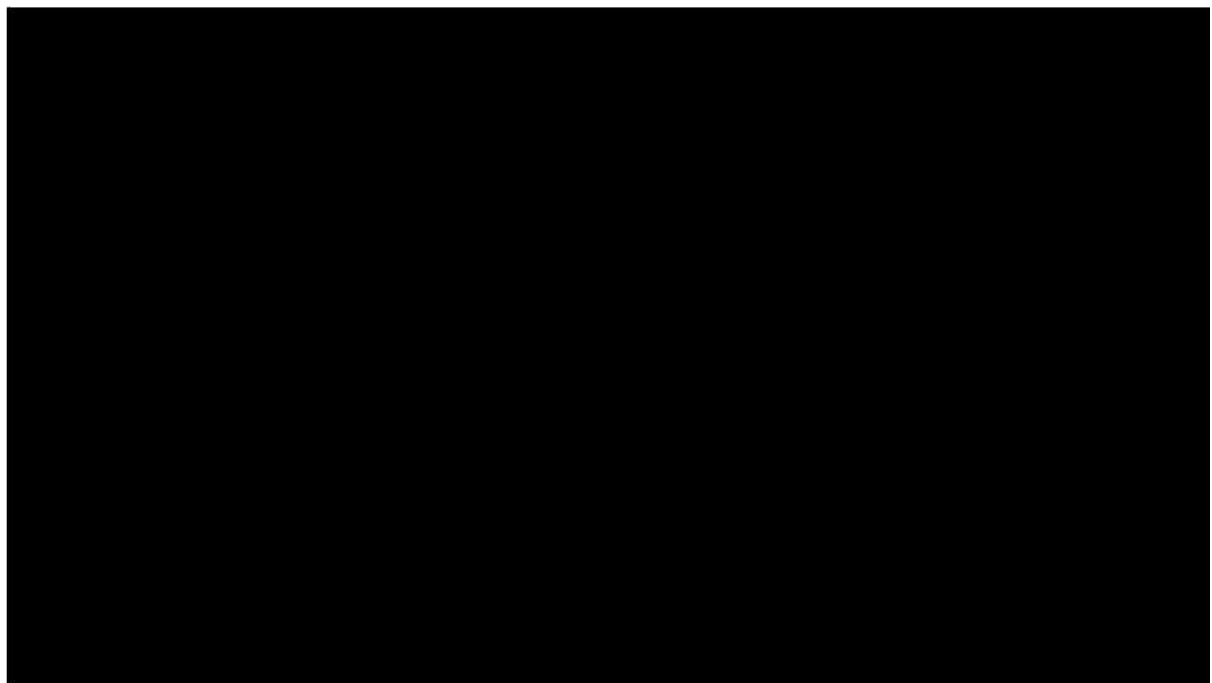


Tally Prime Course Fundamental

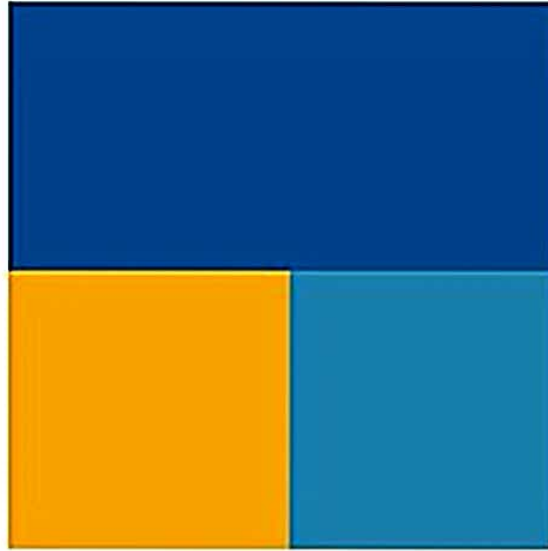
What is Tally Prime?



Tally Prime is a complete business management software for small and medium business. Tally Prime helps you manage accounting, inventory, banking, taxation, payroll and much.

Tally Prime is accounting software, used in business to record, summarize and maintain

business transactions.



Tally Prime

The Tally prime software can be downloaded from the Tally Solutions website.

Step 1. Download TallyPrime Software

Go to google and search” Download Tally Prime”, after it click on first hyperlink.

tallysolutions.com

How to Create New Company?



In this post I will share you some method to Creating a new company in Tally Prime, I'm going to explain you the process simple step-by-step instructions and examples how you can create company.

Method 1

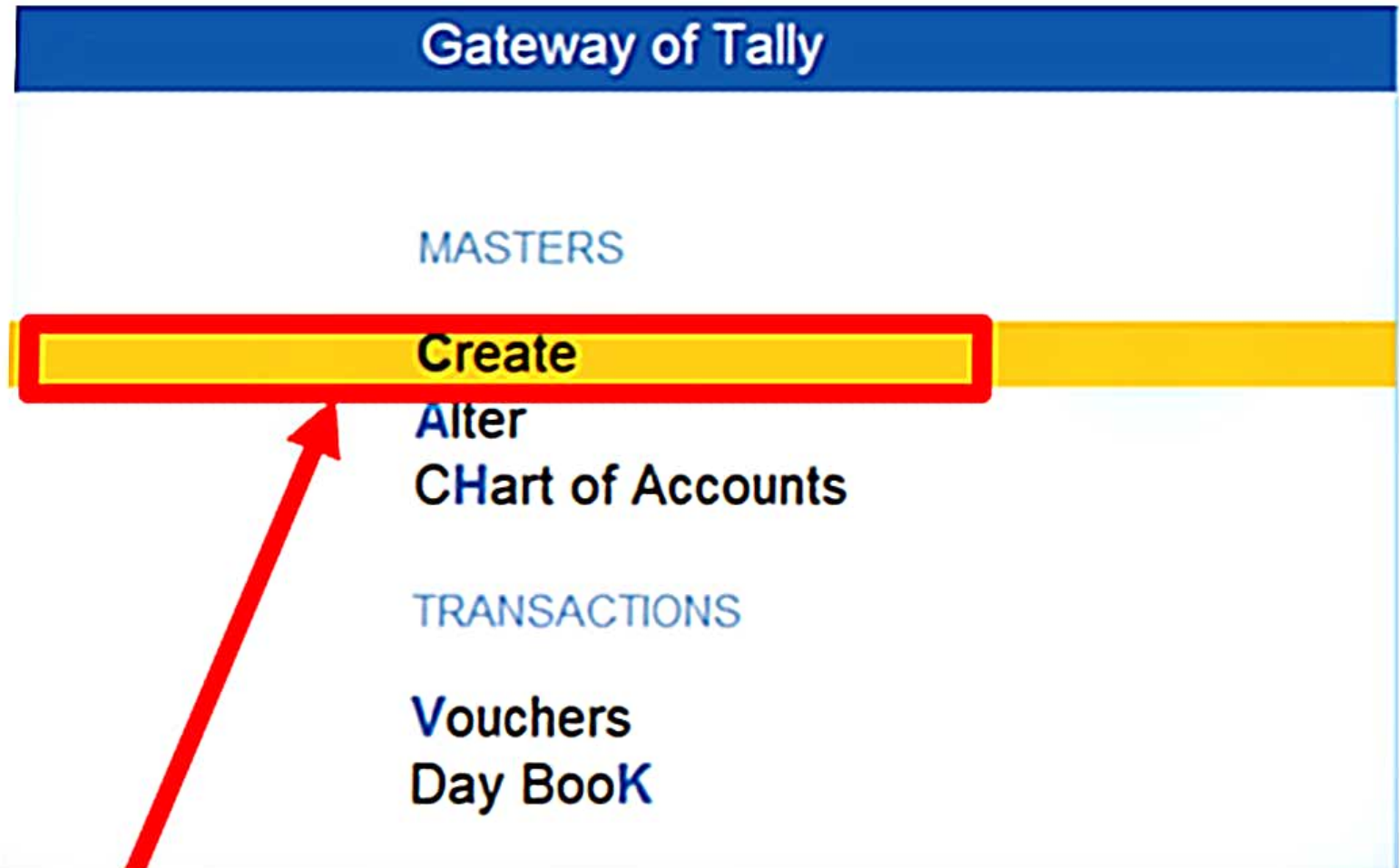
Step 1: Launch TallyPrime

First things, make sure you've installed TallyPrime on your computer. Once it's setup, then open it, and you'll be greeted by the Gateway of Tally. If you're new to Tally Prime, this is where your journey begins.

Step 2: Click on 'Create'

On the "Gateway of Tally" screen, you'll see an option that says 'Create Company.' Go ahead and click on it. You're on your way to creating your own digital financial fortress!

Gateway of Tally > Create



Step 3 Click on Change
Company

Master Creation

List of Masters

Change Company

Show More

Accounting Masters

Group

Ledger

Currency

Voucher Type

Step 4 Click on Create Company

Gateway of Tally > Create > Change Company

ITECH EDUCATION ANDROIDPRO

Change Company

ITECH EDUCATION ANDROIDPRO

List of Companies

Create Company

Select Company

Shut Company

ITECH EDUCATION ANDROIDPRO

(10000)

Step 5 Fill Company Details

You'll need to fill in some basic information about your company. Tally Prime will prompt you with fields like Company Name, Address, Statutory Compliance, and more.

Company Creation			
Company Data Path		C:\Users\Public\TallyPrime\Data	
Company Name	: AnkitDMishra	Financial year beginning from	
Mailing Name	: AnkitDMishra	Books beginning from	
Address	:	Security	
		Set TallyVault Password to encrypt Company	
		Control User Access to Company Data	
State	: Maharashtra		
Country	: India		
Pincode	: 401258		
Telephone	:		
Mobile	: 9999999999		
Fax	:		
E-mail	: a@gmail.com		
Website	: www.androidpro.in		
Base Currency symbol	: ₹	Show amount in millions	: No
Formal name	: INR	Number of decimal places	: 2
Suffix symbol to amount	: No	Word representing amount after decimal	: pai
Add space between amount and symbol	: Yes	Number of decimal places for amount in words	: 2

Company Successfully Created

Step 6. Here you can setup features of tally prime according your company business and maintain their record in tally prime.

- Maintain Accounts : Yes
- Enable Bill Wise Entry : Yes
- Maintain Inventory : Yes
- Integrate Accounts With Inventory : yes

Company created successfully.
(Enable the features as per your business needs.)

Company: AnkitDMishra

Show more features : Yes
Show all features : Yes

Accounting Maintain Accounts : Yes Enable Bill-wise entry : Yes Enable Cost Centres : No Enable Interest Calculation : No Inventory Maintain Inventory : Yes Integrate Accounts with Inventory : Yes Enable multiple Price Levels : No Enable Batches : No Maintain Expiry Date for Batches : No Enable Job Order Processing : No Enable Cost Tracking : No Enable Job Costing : No Use Discount column in invoices : No Use separate Actual and Billed Quantity columns in invoices : No	Taxation Enable Goods and Services Tax (GST) : Yes Enable Tax Deducted at Source (TDS) : No Enable Tax Collected at Source (TCS) : No Enable Value Added Tax (VAT) : No Enable Excise : No Enable Service Tax : No Online Access Enable Browser Access for Reports : Yes Enable Tally.NET Services for Remote Access & Synchronisation : No Payroll Maintain Payroll : No Enable Payroll Statutory : No Others Enable multiple addresses : No Mark modified vouchers : No
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

After it, you can press **CTRL + A** for quick creation or press enter-enter, now your company will be create successfully in tally prime.

Step 7: Congratulations, You're Done!

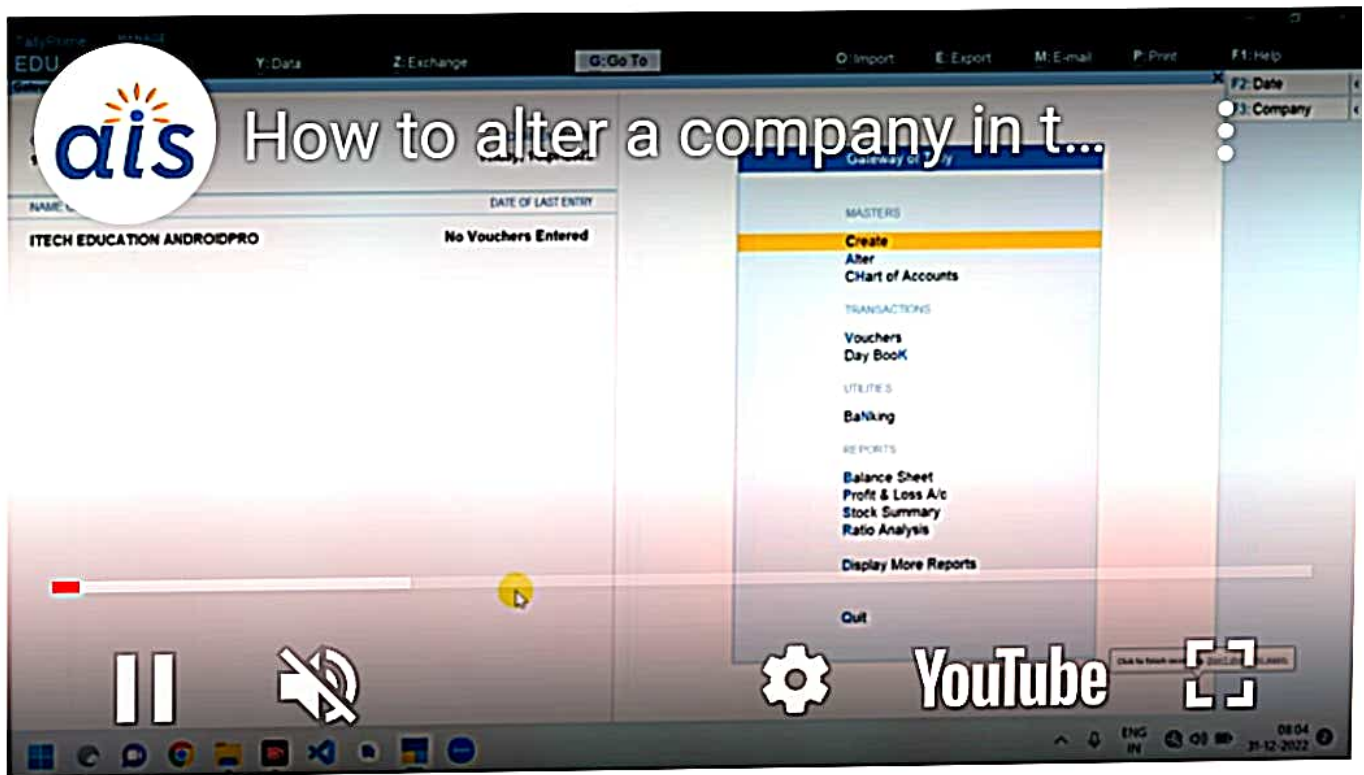
Now you can start entering your financial data, managing your accounts, and keeping track of your coffee bean expenses and latte income.

Remember, Tally Prime is a powerful software, You can add more details about your business, set up ledgers, create vouchers, and much more to keep your finances in top shape.

Gateway of Tally	
CURRENT PERIOD 1-Apr-21 to 31-Mar-22	CURRENT DATE Thursday, 1-Apr-2021
NAME OF COMPANY AnkitDMishra	DATE OF LAST ENTRY No Vouchers Entered

Gateway of Tally
MASTERS
Create
Alter
Chart of Accounts
TRANSACTIONS
Vouchers
Day Book
UTILITIES
BaNking
REPORTS
Balance Sheet
Profit & Loss A/c
Stock Summary
Ratio Analysis
Display More Reports

How to Alter Company?



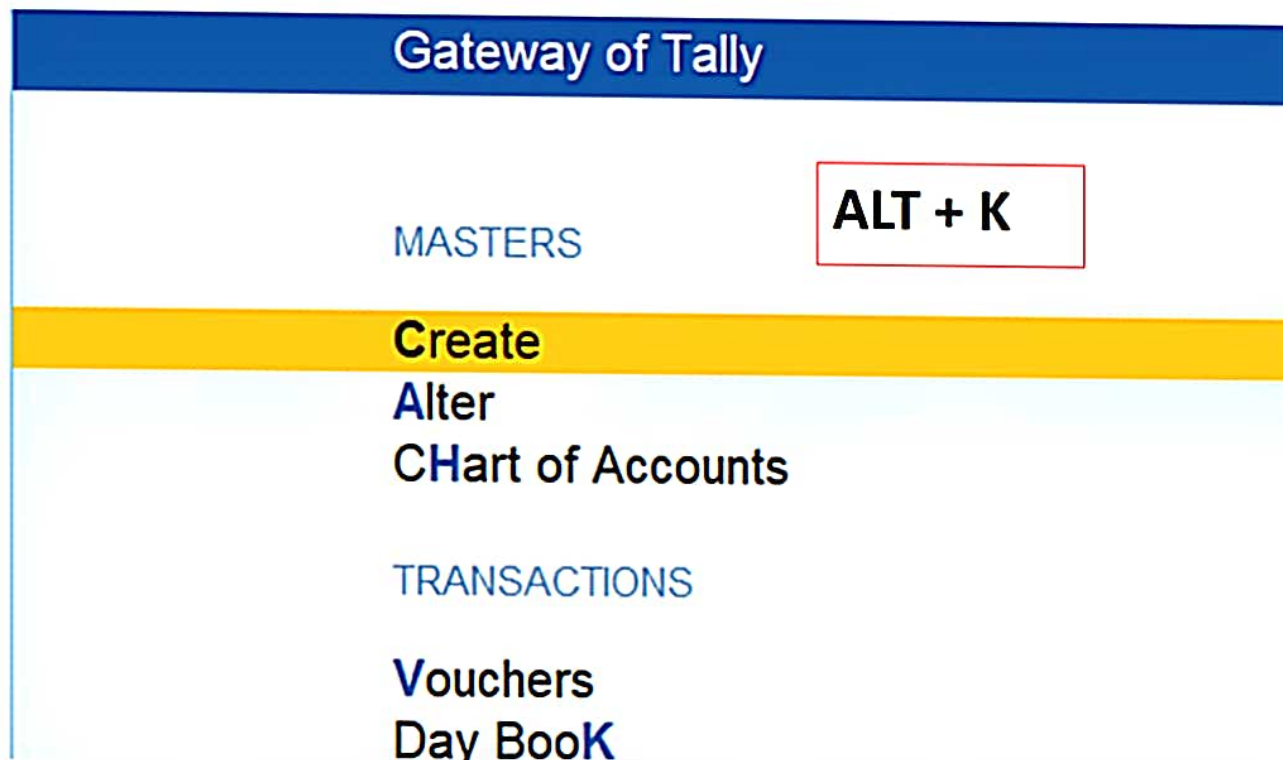
If you want to make changes in your created company into tally prime software, here explained two method for Alter (Edit Company info) the tally company.

- ALT + K
- F3

Method 1

Step 1: Press ALT + K

Press “ALT + K” on Gateway of Tally screen



Step 2: Click on Alter

As You Press **Alt + K** Then You Will See new window, here You Need To Choose Alter Option

← TallyPrime Course

K: Company

Y: Data

Create

Alter

ChanGe

F3

Select

Alt+F3

SHut

Ctrl+F3

ONLINE ACCESS

After This choose your Company, it will show you if open more then one company.

AnkitDMishra	
Alter Company	
AnkitDMishra	
List of Companies	
AnkitDMishra	(10099)
ProductManufacturing	(10100)

Step 3 Make your changes which you want do

Now, you can edit info which you want to make changes in your company, once done then this you can Press **CTRL + A** for quick creation.

Company Alteration		AnkitDMishra	
Company Name	: <input type="text" value="AnkitDMishra"/>	Financial year beginning from	: 1-Apr-21
Mailing Name	: AnkitDMishra	Books beginning from	: 1-Apr-21
Address	:	Security	
		To set/alter TallyVault, press Alt+K (Company) & select TallyVault.	
		Control User Access to Company Data	: No
State	: Maharashtra		
Country	: India		
Pincode	: 401258		
Telephone	:		
Mobile	: 9999999999		
Fax	:		
E-mail	: a@gmail.com		
Website	: www.androidpro.in		
Edit This Information			
Base Currency symbol	: ₹	Show amount in millions	: No
Formal name	: INR	Number of decimal places	: 2
Suffix symbol to amount	: No	Word representing amount after decimal	: paise
Add space between amount and symbol	: Yes	Number of decimal places for amount in words	: 2

That's All, after it save your company.

Method 2

Second method to changes in created company into tally prime software, here explained step by step guide how Alter (Edit Company info) the tally company.

Step 1 Press F3

On Gateway of Tally Screen Press F3 to Alter created company in tally as you press F3 you can see a new popup box like this here you have to select after company.

Step 2 Make your changes which you want do

After making changes info which you want to make in your company, once done then this then you can Press **CTRL + A** for quick creation.

Company Alteration		AnkitDMishra	
Company Name	: AnkitDMishra	Financial year beginning from	: 1-Apr-21
Mailing Name	: AnkitDMishra	Books beginning from	: 1-Apr-21
Address	:	Security	
		To set/alter TallyVault, press Alt+K (Company) & select TallyVault.	
		Control User Access to Company Data	: No
State	: Maharashtra		
Country	: India		
Pincode	: 401258		
Telephone	:		
Mobile	: 9999999999		
Fax	:		
E-mail	: a@gmail.com		
Website	: www.androidpro.in		
Edit This Information			
Base Currency symbol	: ₹	Show amount in millions	: No
Formal name	: INR	Number of decimal places	: 2
Suffix symbol to amount	: No	Word representing amount after decimal	: paise
Add space between amount and symbol	: Yes	Number of decimal places for amount in words	: 2

That's All, after it save your company.