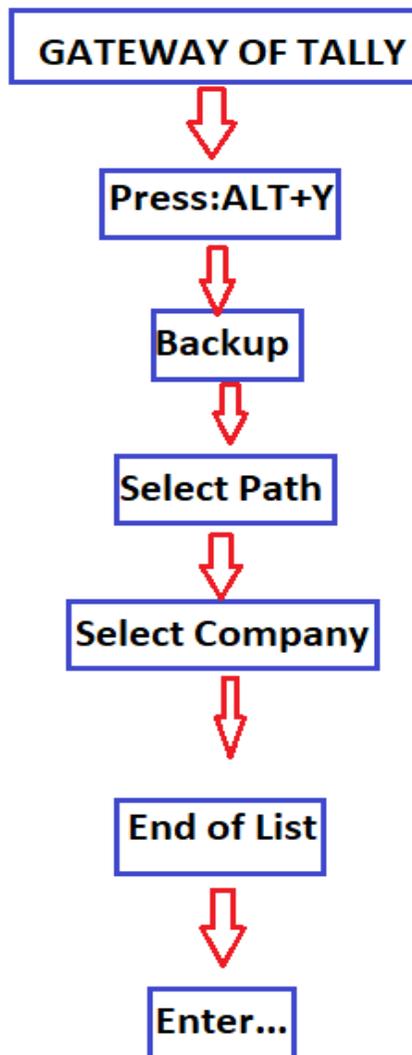


BACKUP OF COMPANY



Step 1: press : Alt+Y



CURRENT PERIOD
1-Apr-22 to 31-Mar-23

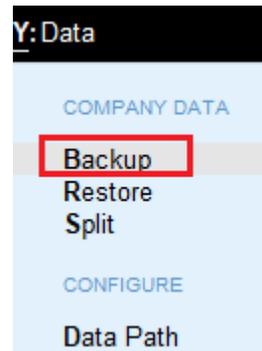
CURRENT DATE
Friday, 1-Apr-2022

NAME OF COMPANY
Amit and Company

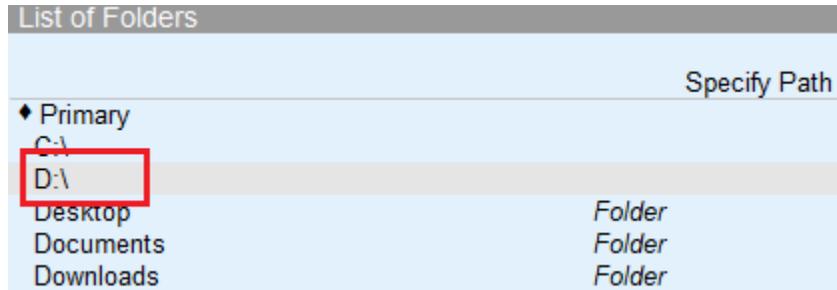
DATE OF LAST ENTRY
No Vouchers Entered

Step 2: select
Backup

Step 3: select path



Step 4: specify path , where you want backup



Step 5: select company and enter > end of list

The screenshot shows a dialog box titled "List of Companies" with a "Specify Path" button and a "Select from Drive" option. The table below lists companies with their data paths, numbers, and periods. The "Amit and Company" row is highlighted with a red rectangular box.

Data Path/Name	Number	Period
◆ All Items		
C:\Users\Public\TallyPrime\data		
◆ Up		
◆ ***** ◆	(10005)	
◆ ***** ◆	(10007)	
A	(10001)	1-Apr-22 to 31-Mar-23
Aks Enterprises	(10004)	1-Apr-22 to 31-Mar-23
Amit	(10002)	1-Apr-22 to 31-Mar-23
Amit and Company	(10003)	1-Apr-22 to 31-Mar-23
Starlight Incorporation	(10000)	1-Apr-22 to 31-Mar-23

Step 6: accept all

Backup Companies

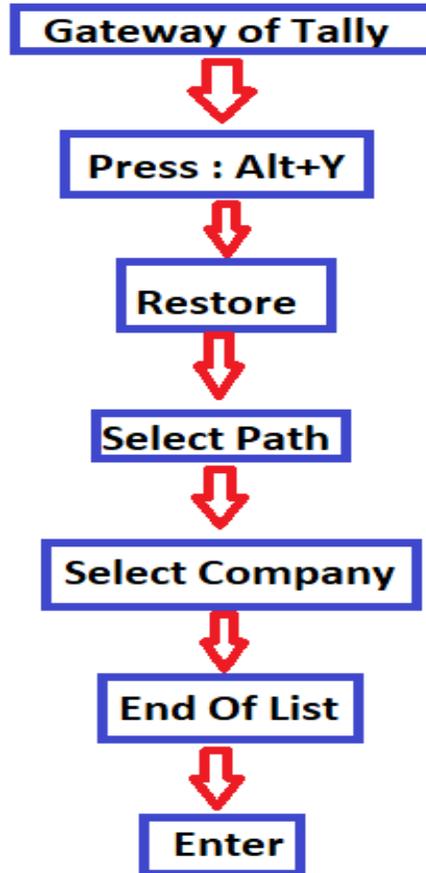
Select Companies for Backup

Backup Destination Path : D:\

Company Name	Number
Amit and Company	<i>(10003)</i>

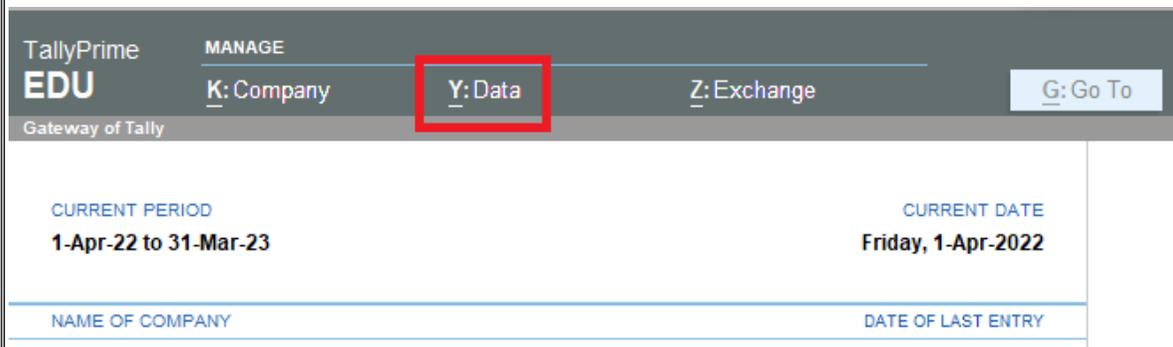
NOTE: After taking the backup of a company you have to delete this company to restore the company.

RESTORE A COMPANY

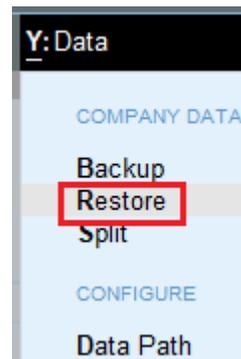


Now we are going to restore Amit & Company which we had deleted. But it has to be kept in mind that we have made a backup of it, so we will follow the following steps:

Step 1: Press : Alt+Y



Step 2: Select Restore



Step 3: Select company

List of Companies		
Data Path/Name	Number	Date & Time of Backup
Specify Path Select from Drive		
◆ All Items		
D:\		
◆ Up		
◆ ***** ◆	(10005)	28-Dec-22 (12:04 pm)
◆ ***** ◆	(10007)	28-Dec-22 (12:04 pm)
A	(10001)	28-Dec-22 (12:04 pm)
Aks Enterprises	(10004)	28-Dec-22 (12:04 pm)
Amit	(10002)	28-Dec-22 (12:04 pm)
Amit and Company	(10003)	28-Dec-22 (12:04 pm)
Starlight Incorporation	(10000)	28-Dec-22 (12:04 pm)

Step 4: End of List when company is selected

TallyPrime MANAGE

EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print

Restore Companies Starlight Incorporation

Select Companies for Restore

Restore Destination Path : C:\Users\Public\TallyPrime\data

Company Name	Number	Date & Time of Backup
Amit and Company	(10003)	28-Dec-22 (12:04 pm)

2022

2022

List of Companies		
Data Path/Name	Number	Date & Time of Backup
Specify Path Select from Drive		
◆ End of List		
D:\		
◆ Up		
◆ ***** ◆	(10005)	28-Dec-22 (12:04 pm)
◆ ***** ◆	(10007)	28-Dec-22 (12:04 pm)

Step 5: Accept all , and your company is restored

Restore Companies

Select Companies for Restore

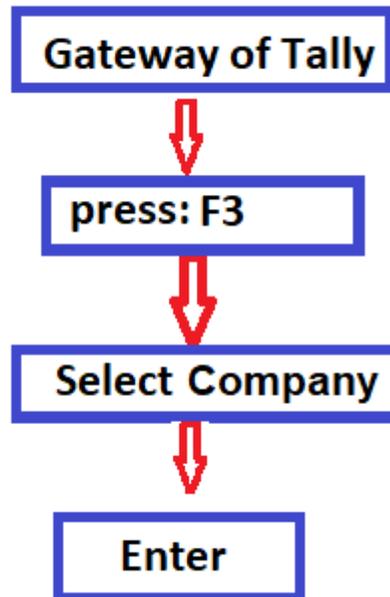
Restore Destination Path : C:\Users\Public\TallyPrime\data

Company Name	Number	Date & Time of Backup
Amit and Company	(10003)	28-Dec-22 (12:04 pm)

Accept ?

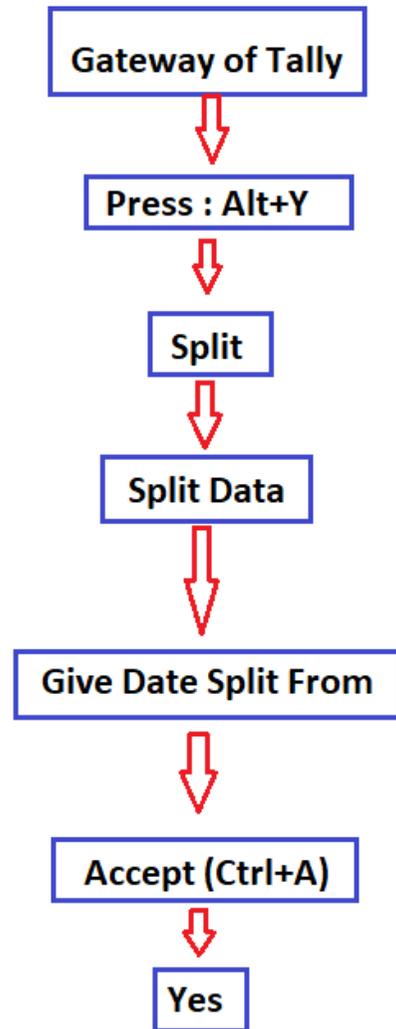
Yes or No

Step 6: Now open the company, here amit and company is restored

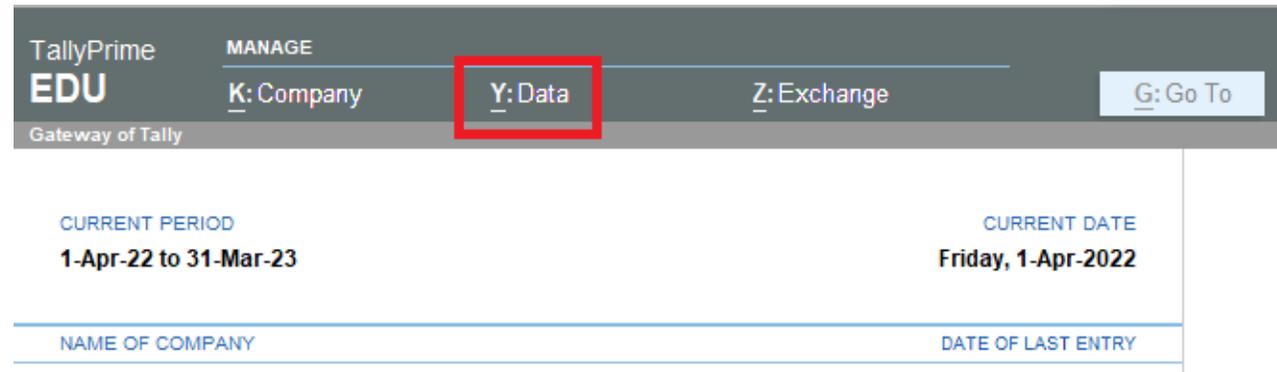


Gateway of Tally	
CURRENT PERIOD	CURRENT DATE
1-Apr-22 to 31-Mar-23	Friday, 1-Apr-2022
NAME OF COMPANY	DATE OF LAST ENTRY
Amit and Company	No Vouchers Entered
Amit and Company Starlight Incorporation	No Vouchers Entered 1-Apr-22

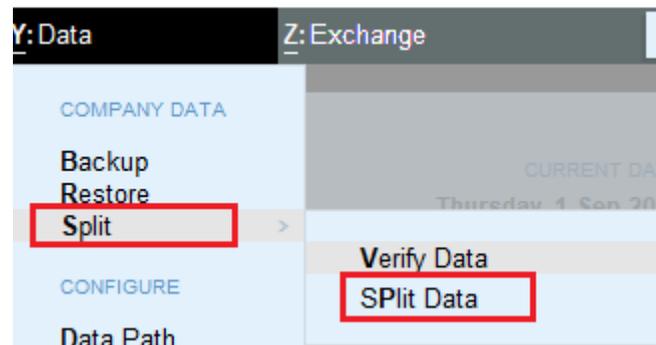
SPLIT COMPANY



Step 1: Press : Alt+Y



Step 2: select ---split > Split Data



Step 3: Give Date you want to split , and Accept all

Amit and Company

Split Company Data

Company Name : **Amit and Company**

Split from : **1-Sep-22**
*(This will be set as the Financial Year beginning date for the new Company.)
(You can select a date between 2-Apr-22 and 1-Apr-23; Recommended date is 1-Sep-22)*

The following Companies will be created

Name of First Company : **Amit and Company - (from 1-Apr-22)**

Name of Second Company: **Amit and Company - (from 1-Sep-22)**

Accept ?

Yes or **No**

Step 4: your company is Splited

Gateway of Tally

CURRENT PERIOD 1-Apr-22 to 31-Mar-23	CURRENT DATE Thursday, 1-Sep-2022
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NAME OF COMPANY	DATE OF LAST ENTRY
Amit and Company - (from 1-Sep-22)	No Vouchers Entered
Amit and Company	No Vouchers Entered
Amit and Company - (from 1-Apr-22)	No Vouchers Entered
Amit and Company - (from 1-Sep-22)	No Vouchers Entered