

| Company Creation                                                                                       |                                                                                                                        |                               |            |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------|
| Company Data Path                                                                                      | : C:\Users\Public\TallyPrime\data                                                                                      |                               |            |
| Company Name                                                                                           | : Aks Enterprises                                                                                                      | Financial year beginning from | : 1-Apr-22 |
| Mailing Name                                                                                           | : Aks Enterprises                                                                                                      | Books beginning from          | : 1-Apr-22 |
|                                                                                                        |                                                                                                                        |                               |            |
|                                                                                                        |                                                                                                                        |                               |            |
|                                                                                                        |                                                                                                                        |                               |            |
|                                                                                                        |                                                                                                                        |                               |            |
| State                                                                                                  | : Uttar Pradesh                                                                                                        |                               |            |
| State<br>Country                                                                                       | : Uttar Pradesh<br>: India                                                                                             |                               |            |
| State<br>Country<br>Pincode                                                                            | : Uttar Pradesh<br>: India<br>: 345667                                                                                 |                               |            |
| State<br>Country<br>Pincode<br>Telephone                                                               | : Uttar Pradesh<br>: India<br>: 345667<br>: 23456                                                                      |                               |            |
| State<br>Country<br>Pincode<br>Telephone<br>Mobile                                                     | : Uttar Pradesh<br>: India<br>: 345667<br>: 23456<br>: 2342347889                                                      |                               |            |
| State<br>Country<br>Pincode<br>Telephone<br>Mobile<br>Fax                                              | Uttar Pradesh<br>India<br>345667<br>23456<br>2342347889                                                                |                               |            |
| State<br>Country<br>Pincode<br>Telephone<br>Mobile<br>Fax<br>E-mail                                    | : Uttar Pradesh<br>: India<br>: 345667<br>: 23456<br>: 2342347889<br>:<br>: abcd@gmail.com                             |                               |            |
| State<br>Country<br>Pincode<br>Telephone<br>Mobile<br>Fax<br>E-mail<br>Website                         | Uttar Pradesh<br>India<br>345667<br>23456<br>2342347889<br>abcd@gmail.com<br>www.website.com                           |                               |            |
| State<br>Country<br>Pincode<br>Telephone<br>Mobile<br>Fax<br>E-mail<br>Website<br>Base Currency symbol | : Uttar Pradesh<br>: India<br>: 345667<br>: 23456<br>: 2342347889<br>:<br>: abcd@gmail.com<br>: www.website.com<br>: ₹ |                               |            |

Step 2: Press F12 ,enable "use user access control – Yes"



## Configuration

| Provide Contact Details                         | 1 | Yes |
|-------------------------------------------------|---|-----|
| Set Edit Log applicability                      | 1 | No  |
| Use TallyVault Password to encrypt Company Data | 1 | No  |
| Use User Access Control                         | 1 | Yes |
| Provide Additional Base Currency details        | : | No  |

BHCHILL

## Step 3:Control user access to company data – Yes

| Company Name: Aks EnterprisesFinancial year beginning from<br>Books beginning from: 1.4Mailing Name: Aks EnterprisesBooks beginning from: 1.4Address:Security                                                                                                                                                                                                                                                  | Company Data Path       | : C:\Users\Public\TallyPrime\data |                                      |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------|--------------------------------------|------------|
| Mailing Name : Aks Enterprises Books beginning from : 1.4   Address : Security Control User Access to Company Data Yee   Username (Administrator) : Password : Enable TallyAudit features : No   State : Uttar Pradesh Disallow opening in Educational Mode : No   Country : 1.4 1.4 1.4   Pincode : 2.345667 1.4   Mobile : 2.342347889 : Fax   Famil : abcd@gmail.com Website : www.website.com              | Company Name            | : Aks Enterprises                 | Financial year beginning from        | : 1-Apr-22 |
| Address : Security   Control User Access to Company Data :   Username (Administrator) :   Password :   Enable TallyAudit features :   State :   Uttar Pradesh Disallow opening in Educational Mode :   Country : India   Pincode : 345667   Telephone : 2342347889   Fax : :   E-mail : abcd@gmail.com   Website : :                                                                                           | Mailing Name<br>Address | : Aks Enterprises                 | Books beginning from                 | : 1-Apr-22 |
| Control User Access to Company Data<br>Username (Administrator)<br>Password<br>Enable TallyAudit features<br>State<br>Uttar Pradesh<br>Country<br>India<br>Pincode<br>345667<br>Telephone<br>23456<br>Mobile<br>2342347889<br>Fax<br>E-mail<br>abcd@gmail.com<br>Website<br>www.website.com                                                                                                                    |                         | :                                 | Security                             |            |
| Username (Administrator) :   Password :   Enable TallyAudit features :   State : Uttar Pradesh Disallow opening in Educational Mode :   Country : India isallow opening in Educational Mode : No   Country : 1dia isallow opening in Educational Mode : No   Pincode : 345667 : : . .   Telephone : : : : . .   Mobile : : : : . .   Fax : : : : . .   E-mail : abcd@gmail.com : . . .   Website : : : . . . . |                         |                                   | Control User Access to Company Data  | : Yes      |
| State: Uttar PradeshEnable TallyAudit features: NoState: Uttar PradeshDisallow opening in Educational Mode: NoCountry: IndiaPincode: 345667Telephone: 23456Mobile: 2342347889Fax:E-mail: abcd@gmail.comWebsite: www.website.com                                                                                                                                                                                |                         |                                   | Username (Administrator)<br>Password |            |
| StateUttar PradeshDisallow opening in Educational Mode: NoCountry:IndiaPincode:345667Telephone:23456Mobile:2342347889Fax:E-mail:abcd@gmail.comWebsite:www.website.com                                                                                                                                                                                                                                          |                         |                                   | Enable TallyAudit features           | : No       |
| Country: IndiaPincode: 345667Telephone: 23456Mobile: 2342347889Fax:E-mail: abcd@gmail.comWebsite: www.website.com                                                                                                                                                                                                                                                                                              | State                   | : Uttar Pradesh                   | Disallow opening in Educational Mode | : No       |
| Pincode: 345667Telephone: 23456Mobile: 2342347889Fax:E-mail: abcd@gmail.comWebsite: www.website.com                                                                                                                                                                                                                                                                                                            | Country                 | : India                           |                                      |            |
| Telephone: 23456Mobile: 2342347889Fax:E-mail: abcd@gmail.comWebsite: www.website.com                                                                                                                                                                                                                                                                                                                           | Pincode                 | : 345667                          |                                      |            |
| Mobile:2342347889Fax:E-mail:abcd@gmail.comWebsite:www.website.com                                                                                                                                                                                                                                                                                                                                              | Telephone               | : 23456                           |                                      |            |
| Fax :   E-mail : abcd@gmail.com   Website : www.website.com                                                                                                                                                                                                                                                                                                                                                    | Mobile                  | : 2342347889                      |                                      |            |
| E-mail : abcd@gmail.com<br>Website : www.website.com                                                                                                                                                                                                                                                                                                                                                           | Fax                     | :                                 |                                      |            |
| Website : www.website.com                                                                                                                                                                                                                                                                                                                                                                                      | E-mail                  | : abcd@gmail.com                  |                                      |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                | Website                 | : www.website.com                 |                                      |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                |                         |                                   |                                      |            |
| Base Currency symbol : ₹                                                                                                                                                                                                                                                                                                                                                                                       | Base Currency symbol    | : ₹                               |                                      |            |
| Formal name : INR                                                                                                                                                                                                                                                                                                                                                                                              | Formal name             | : INR                             |                                      |            |

|           | Company Data Path                     | : C:\Users\Public\TallyPrime\data |                                                                                                 |                                                    |
|-----------|---------------------------------------|-----------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------|
|           | Company Name                          | : Aks Enterprises                 | Financial year beginning from                                                                   | : 1-Apr-22                                         |
|           | Mailing Name                          | : Aks Enterprises                 | Books beginning from                                                                            | : 1-Apr-22                                         |
|           | Address                               | :                                 | Security                                                                                        |                                                    |
|           |                                       |                                   | Control User Access to Company Data<br>Username (Administrator)<br>Password<br>Confirm Password | : Yes<br>: <mark>aks_entp</mark><br>: ***<br>: *** |
|           | State                                 | : Uttar Pradesh                   | Enable TallyAudit features<br>Disallow opening in Educational Mode                              | : No<br>: No                                       |
|           | Country<br>Pincode                    | : India<br>• 345667               |                                                                                                 |                                                    |
|           | Pincode<br>Telephone<br>Mobile<br>Fax | : 23456                           |                                                                                                 |                                                    |
|           |                                       | : 2342347889                      |                                                                                                 |                                                    |
|           |                                       | :                                 |                                                                                                 |                                                    |
| tep 5:Acc | website<br>ept all                    | : www.website.com                 |                                                                                                 |                                                    |
|           |                                       |                                   |                                                                                                 |                                                    |
|           | Company                               | : Aks Enterprises                 |                                                                                                 |                                                    |
|           | Company                               | : Aks Enterprises                 |                                                                                                 |                                                    |



| Step 1: ALT+                                                | K                                                     |  |
|-------------------------------------------------------------|-------------------------------------------------------|--|
|                                                             |                                                       |  |
| TallyPrime MANAGI<br>EDU <u>K</u> :Corr<br>Gateway of Tally | E<br>npany <u>Y</u> :Data <u>Z</u> :Exchange <u>G</u> |  |
| CURRENT PERIOD<br>1-Apr-22 to 31-Mar-23                     | CURRENT DATE<br>Friday, 1-Apr-2022                    |  |
| NAME OF COMPANY                                             | DATE OF LAST ENTRY                                    |  |
| Aks Enterprises                                             | No Vouchers Entered                                   |  |

## Step 2:go security K: Company Y: Data Create Alter ChanGe Select SHut USER MANAGEMENT Change UseR Change Password Users and Passwords User RoLes PassWord Policy ONLINE ACCESS COnnect ConnectiVity Status ReMote Access Browser Access CONFIGURE F11 Features SEcurity TallyVault **ONline Access**

## Step 3:set new password and old password and accept(Ctrl+A)



| Company Name : Aks Enterpris             | ses          |
|------------------------------------------|--------------|
| Control User Access to Company Data      | : Yes        |
| Username (Administrator)                 | : aks_entp   |
| Password<br>Confirm Password             | New Password |
| Old Password                             | Old Password |
| E-mail ID for Browser Access             |              |
| Enable Tally Audit features              | : No         |
| Disallow opening in Educational Mode     | : No         |
| Add Users after saving Security settings | : No         |
| BHSHE                                    |              |