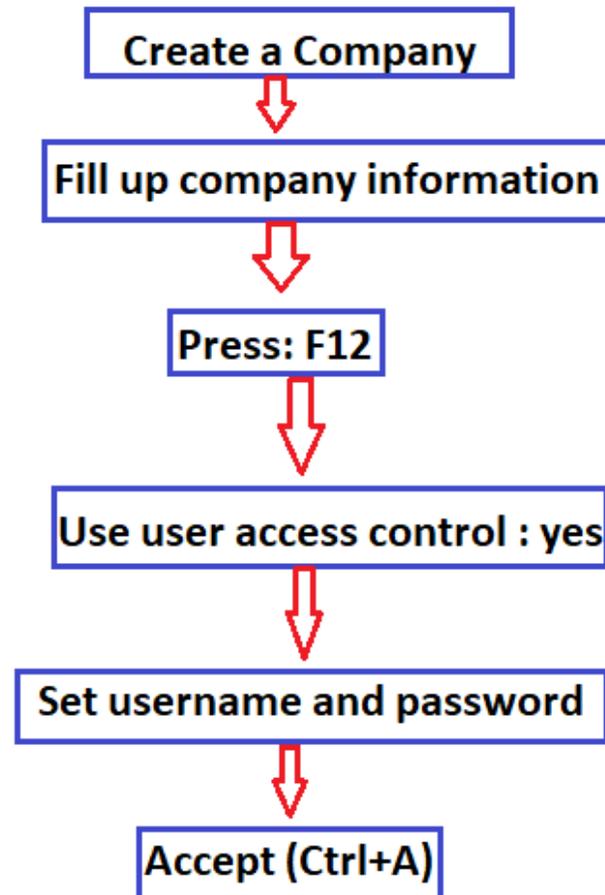


# Use Security Control In A Company



# Step 1: Fill company information

## 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**

Address :

State : **Uttar Pradesh**

Country : **India**

Pincode : **345667**

Telephone : **23456**

Mobile : **2342347889**

Fax :

E-mail : **abcd@gmail.com**

Website : **www.website.com**

Base Currency symbol : **₹**

Formal name : **INR**

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

PRE

### Configuration

---

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

BAGHEL

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

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
Address	:		
		<b>Security</b>	
		Control User Access to Company Data	: Yes
		Username (Administrator)	:
		Password	:
		Enable TallyAudit features	: No
		Disallow opening in Educational Mode	: No
State	: Uttar Pradesh		
Country	: India		
Pincode	: 345667		
Telephone	: 23456		
Mobile	: 2342347889		
Fax	:		
E-mail	: abcd@gmail.com		
Website	: www.website.com		
Base Currency symbol	: ₹		
Formal name	: INR		

BR

## Step 4: set Username and Password

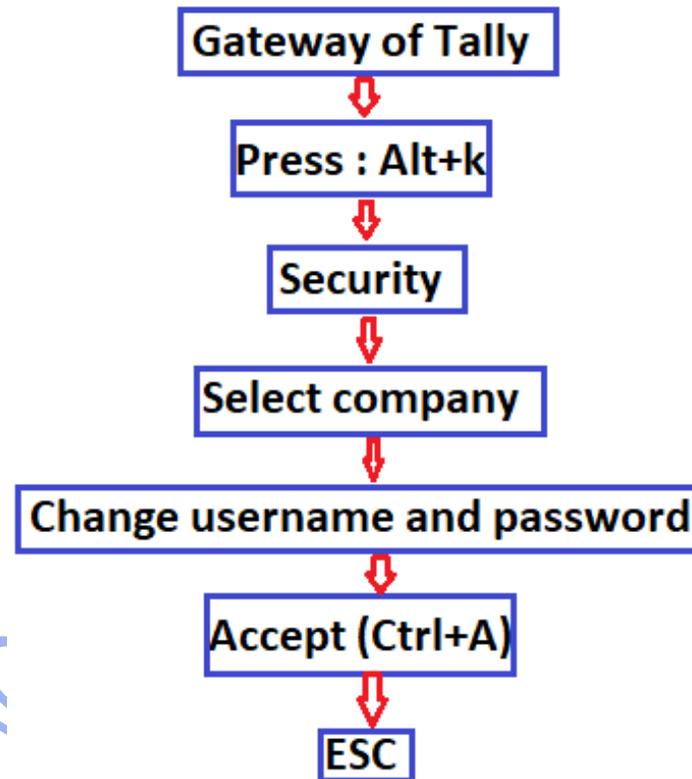
Company Creation			
Company Data Path	: C:\Users\Public\TallyPrime\data		
Company Name	: Aks Enterprises	Financial year beginning from	: 1-Apr-22
Mailing Name	: Aks Enterprises	Books beginning from	: 1-Apr-22
Address	:		
		<b>Security</b>	
		Control User Access to Company Data	: Yes
		Username (Administrator)	: aks_entp
		Password	: ***
		Confirm Password	: ***
State	: Uttar Pradesh	Enable TallyAudit features	: No
Country	: India	Disallow opening in Educational Mode	: No
Pincode	: 345667		
Telephone	: 23456		
Mobile	: 2342347889		
Fax	:		
E-mail	: abcd@gmail.com		
Website	: www.website.com		

## Step 5: Accept all

**Company : Aks Enterprises**

Username	: aks_entp
Password	: ***

# How To Change Security Control In A Company



BAC

TRE

# Step 1: ALT+K

TallyPrime  
**EDU**  
Gateway of Tally

MANAGE  
**K: Company**    Y: Data    Z: Exchange    G

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

CURRENT DATE  
**Friday, 1-Apr-2022**

NAME OF COMPANY

DATE OF LAST ENTRY

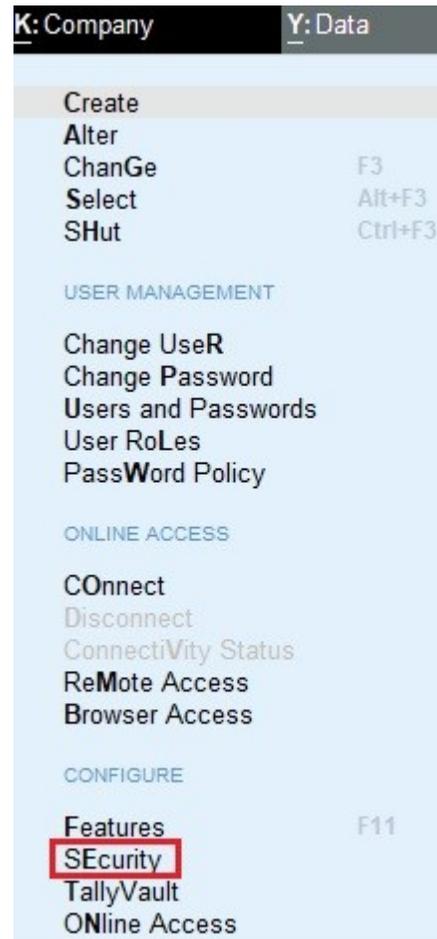
**Aks Enterprises**

**No Vouchers Entered**

BAGHEL C

ENTRE

## Step 2: go security



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



### Security And User Access

Company Name : Aks Enterprises

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Control User Access to Company Data : Yes

Username (Administrator) : aks\_entp

Password : \*\*\* ← **New Password**

Confirm Password : \*\*\* ← **Old 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

BAGHEL C