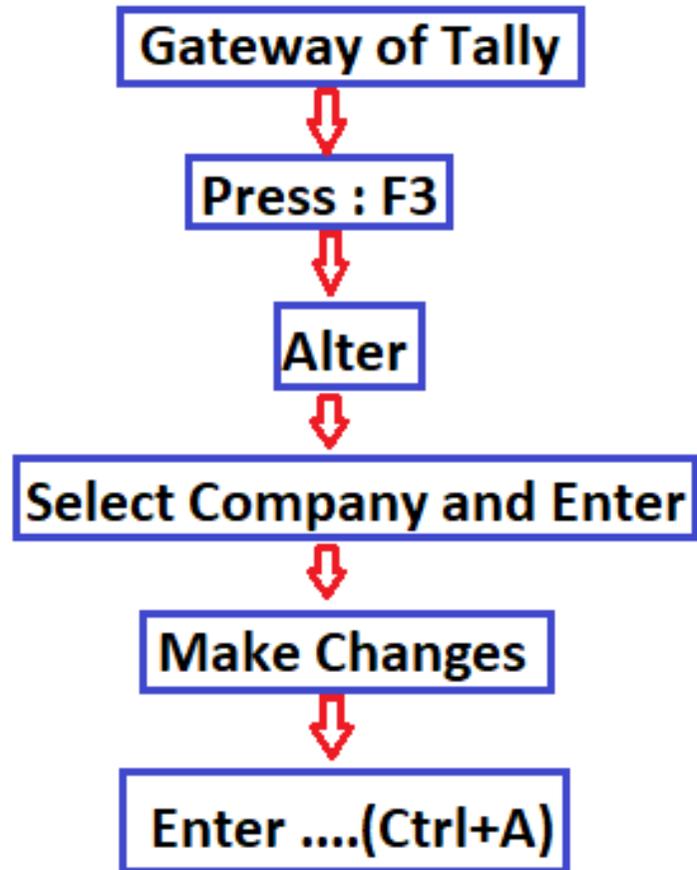


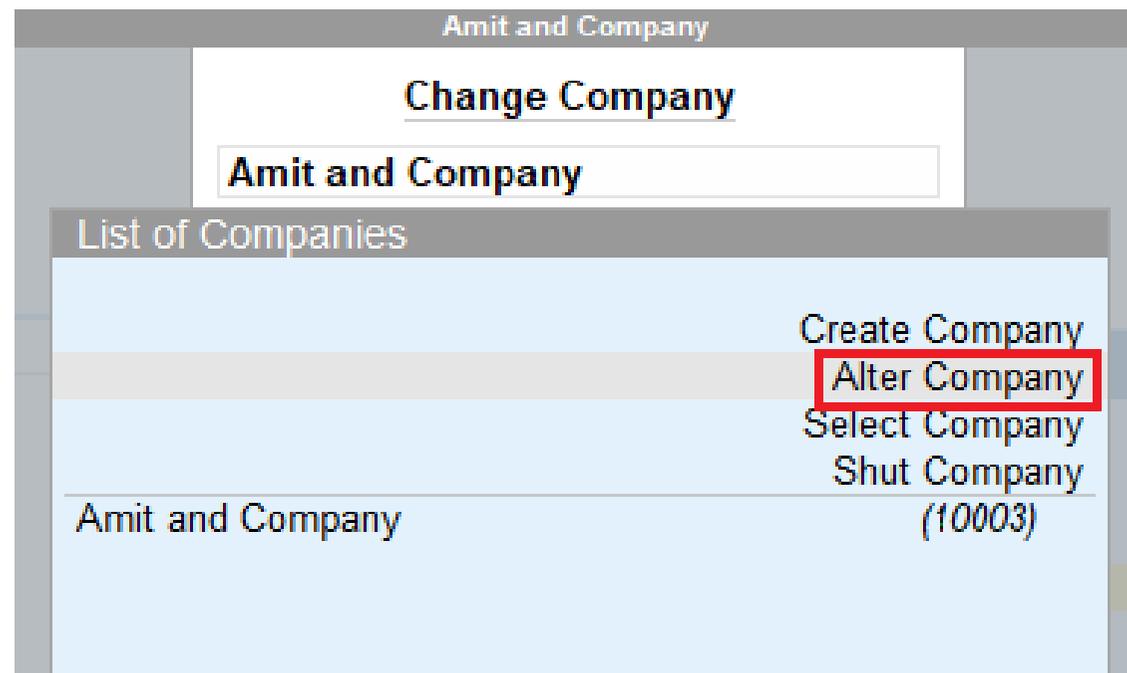
# Alter Company Information



If we want to change any detail in Amit & Co. then we will use alter option.

So we follow the following steps.

**Step 1:** Press F3 > Go To Alter Option



## Step 2: Change Company Information

Company Alteration		Amit and Company	
Company Name	: Amit Enterprises	Financial year beginning from	: 1-Apr-22
Mailing Name	: Amit Enterprises	Books beginning from	: 1-Apr-22
Address	: Manjhanpur		
State	: Uttar Pradesh		
Country	: India		
Pincode	: 216472		
Telephone	: 0532-2222222		
Mobile	: 9578642315		
Fax	:		
E-mail	: abcd@gmail.com		
Website	: www.website.com		
Base Currency symbol	: ₹		
Formal name	: INR		

Accept ?

Yes or No

Step 3: Now accept it and we can see that the details of our company have been changed.