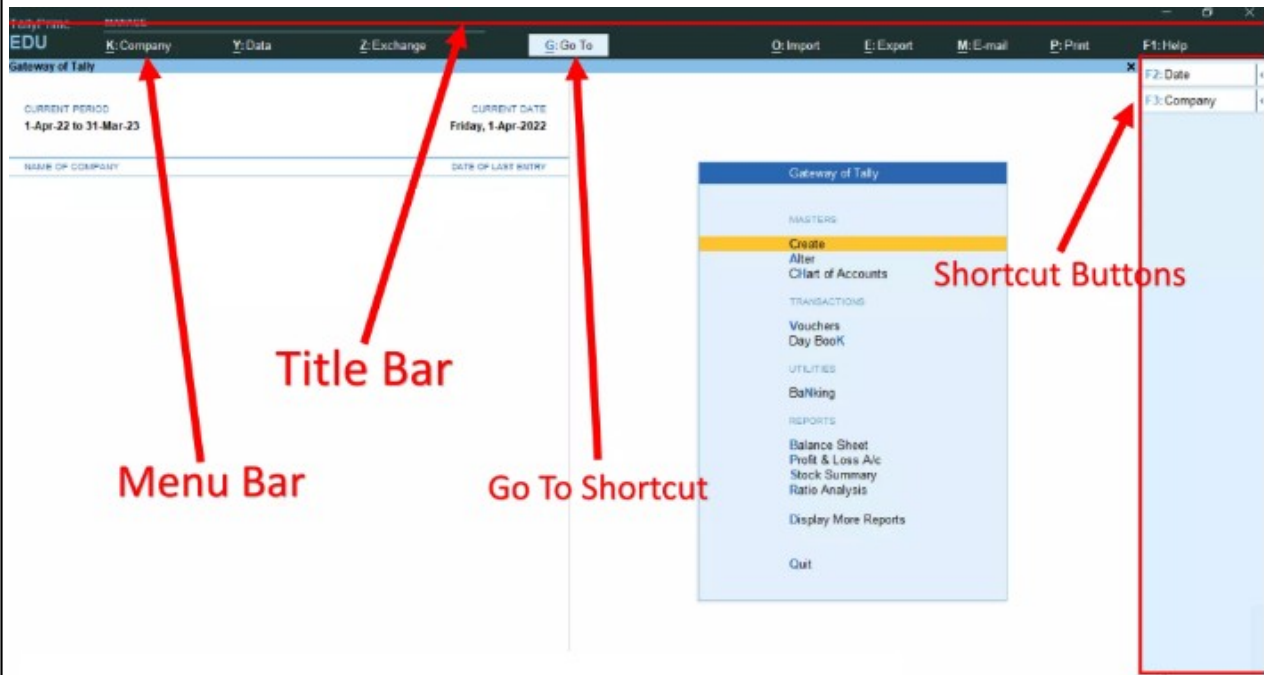


SCREEN INTRODUCTION OF TALLY PRIME

When you open Tally Prime, you can see a home screen with different items. The top menu bar with pull-down options, the details of companies that are open, the gateway of Tally menu and a button bar on the right-hand side of the screen.



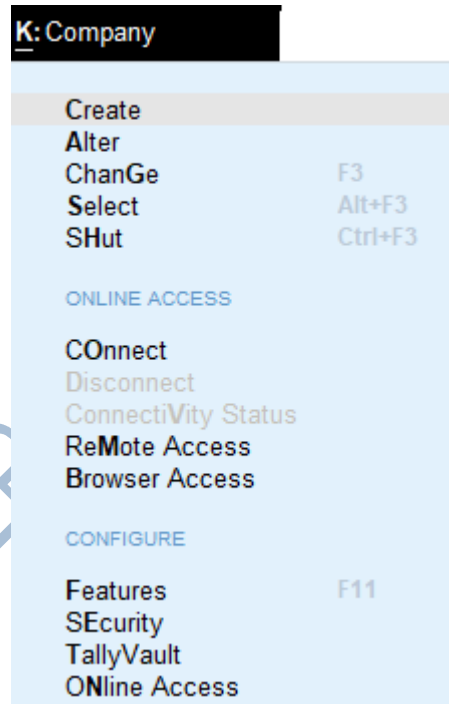
Navigation across Tally widely uses **Enter** key and **Escape Key**. While there are different ways in which you can reach a destination, pressing **Enter** will take you to the next level of information, and **Escape** will take you back to the previous level until you reach Gateway of Tally.

MENU BAR:

There are following top menus are appeared in tally prime screen.

K:Company (Alt+K)

The company menu allows you to create and alter your company details and manage users and passwords. This menu has following command exist are discussed below.



Create: to create a new company while already another company is opened on the screen. Take a note.

Alter: Alter or modify company details. Change (F3) :to change the company from the list of the companies open.

Select (Alt+ F3): to select company from the list of the companies available in tally Prime.

Shut (Ctrl+ F3): to shut or close the selected company.

Connect: to connect your company for users to access remotely.

Disconnect: to disconnect the connected company while it is not needed.

Connectivity status: to know the connectivity status of the connected company.

Remote access :to access the company at remote site

Browser access: to access the browser directly and go to tallysolution.com (In any web browser and any devices, data can be read and report can be downloaded.)

Features F-11 :to open company features window

security: to open security and user access windows

Tally Vault: to set or change the TallyVault password.

Y: Data (Alt+Y)

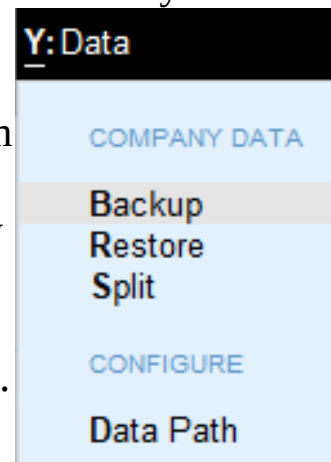
The data menu help you restore, backup or split your data anytime. You can also configure the data path for your company.

Backup: to create duplicate copy of daily data from default location to another location.

Restore: to restore the backup data of the company from backup location to another location.

Split: to split the tally data with different period.

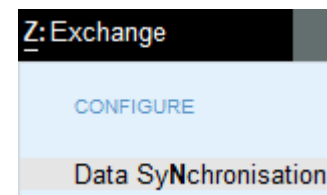
Data path :to change the default path of Tally data.



Z: Exchange (Alt+Z)

The exchange menu help you to set your data synchronization requirements in a just a few steps.

Data synchronization: you can use data synchronization to share and update data between two or more locations, including head office and branches or warehouses.



O: Import (Alt+O)

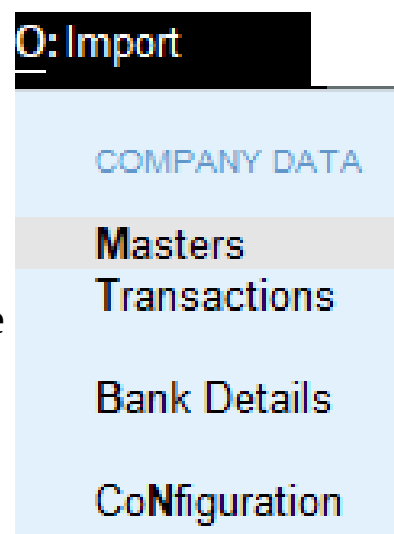
The import menu help you to import Masters ,transactions, bank detail according to set configurations.

Masters :to import the Tally Masters data exported file (example import.xml) from one company to another company.

Transactions :to import the vouchers data exported file (Example daybook.xml) From one company to another company.

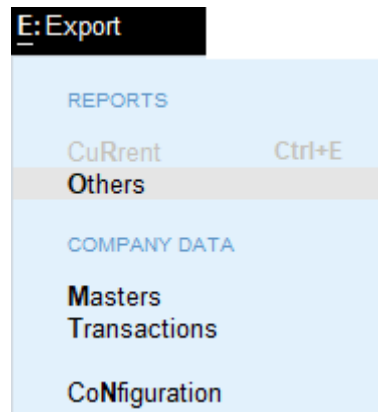
Bank detail :to import bank details.

Configurations: to set up all the required import configurations for imported files.



E: Export (Alt + E)

Export menu help you to export the report in different format as per your business requirements.



Current :to export a current report.

Other: to export a different reports.

Masters: to export the tally masters data.

Transaction: to export the vouchers

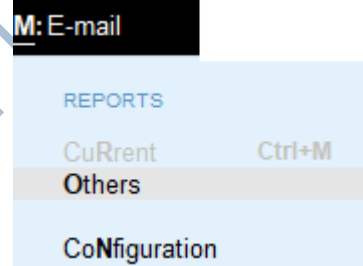
Configuration: to setup all the required export configuration for exported file.

M:E-Mail (Alt +M)

Current: select curnet, if you want to e-mail a current report.

Other: select others, if you want to e-mail a different report.

Configuration: to set up all the required Email configuration.

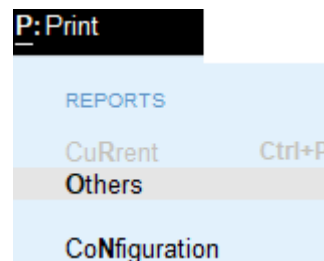


P: Print (Alt+P)

Current: to print the current screen report

Other: Select other, if you want to print a different report.

Configuration: to set up all the required print configuration for selected invoices and reports when needed.



F1: Help

You can also access this menu item by pressing F1.

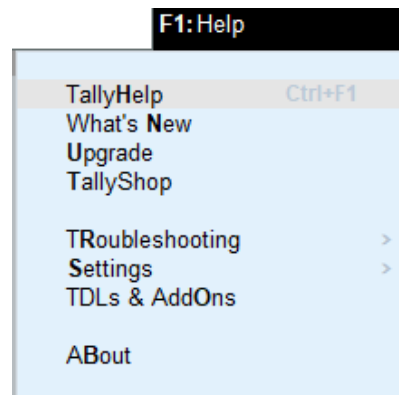
Help menu has option to upgrade your application to a newer release of the product.

Other options under the help menu include **What,s new, tallyshop** for buying add-ons, **Troubleshooting** to repair your application and data in case there are issue.

Settings to configure your application.

TDL & Add on to manage your extension/customisations.

About report that shows the details of your tally prime installation and its environment.



Go To (Alt+G)

Go To option on the top menu helps you to quickly access any report or TallyPrime features that you want to use. Any screen that you access using **Go To** will open on top of the current screen, and closing the screen will take you back to the screen that was open earlier. You can use **Alt+G** to access **Go To**.

The option **Switch To** is placed with **Go To** as a toggle to help you move from the current screen to any other screen. You can use **Ctrl+G** to access **Switch To**.