

Shut Company

Gateway of Tally



Ctrl+F3



Select Company



Enter

B

Step 1: Select The Company Which You Want To Shut Or Close (Ex: Starlight Incorporation) By Press Ctrl+F3

The screenshot displays the TallyPrime software interface. At the top, the title bar reads 'TallyPrime' and 'MANAGE'. Below it, the company name 'EDU' is shown. The main menu includes options like 'K: Company', 'Y: Data', 'Z: Exchange', 'G: Go To', 'O: Import', 'E: Export', 'M: E-mail', 'P: Print', and 'F1: Help'. The current period is '1-Apr-22 to 31-Mar-23' and the current date is 'Friday, 1-Apr-2022'. A table lists companies, with 'Starlight Incorporation' highlighted in red. The 'Gateway of Tally' menu is open, showing options for 'MASTERS', 'TRANSACTIONS', 'UTILITIES', and 'REPORTS'. The 'F3: Company' option is visible in the right-hand pane.

NAME OF COMPANY	DATE OF LAST ENTRY
Starlight Incorporation	1-Apr-22

Amit and Company
Starlight Incorporation

No Vouchers Entered
1-Apr-22

Gateway of Tally

- MASTERS
 - Create
 - Alter
 - CHart of Accounts
- TRANSACTIONS
 - Vouchers
 - Day BooK
- UTILITIES
 - BaNking
- REPORTS
 - Balance Sheet
 - Profit & Loss A/c
 - Ratio Analysis
 - Display More Reports
- Quit

F2: Date
F3: Company

Step 2: Select Company (Starlight Incorporation)

Shut Company

Starlight Incorporation

List of Companies

Amit and Company	(10003)
Starlight Incorporation	(10000)

Step 3: As You Can See Starlight Incorporation Company Is Shut

Gateway of Tally

CURRENT PERIOD

1-Apr-22 to 31-Mar-23

CURRENT DATE

Friday, 1-Apr-2022

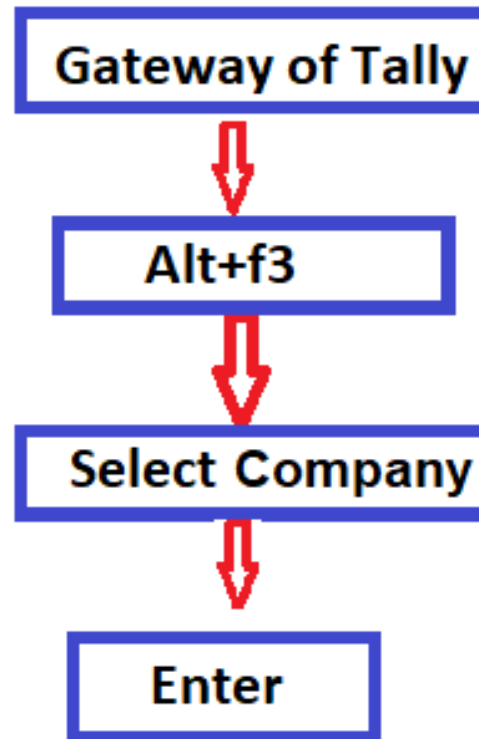
NAME OF COMPANY

Amit and Company

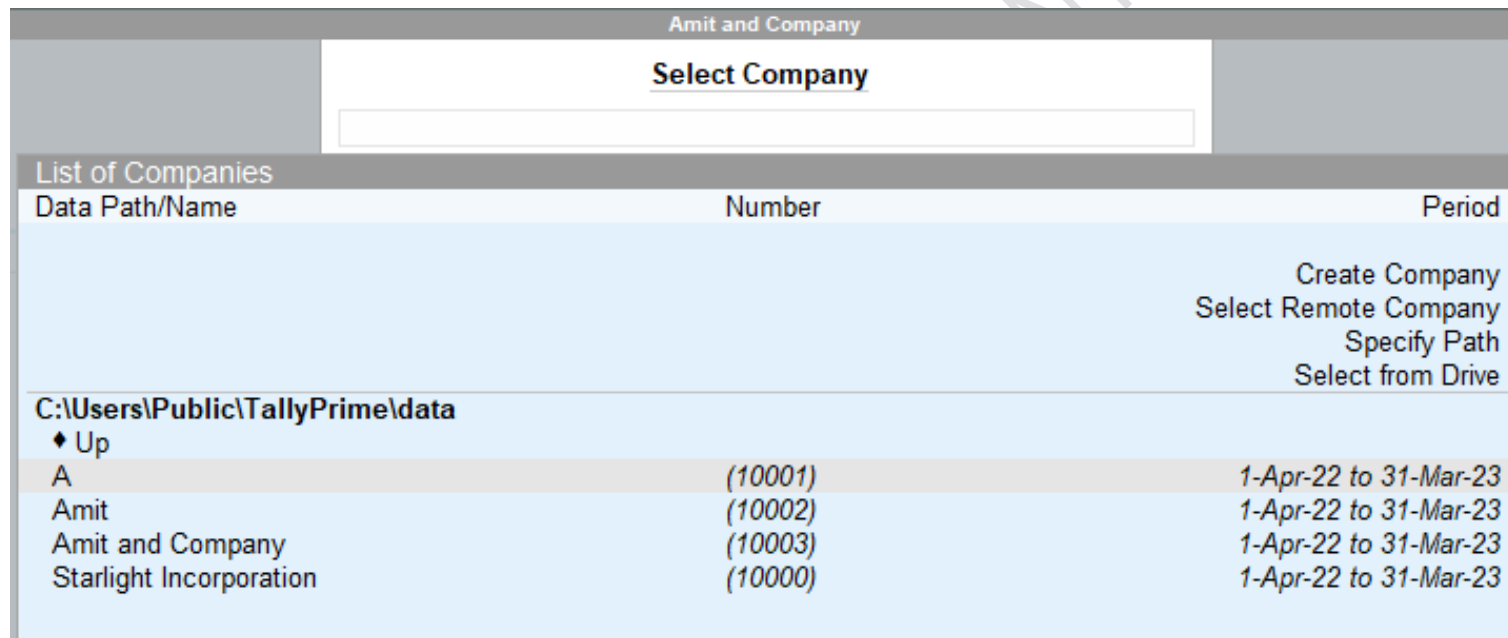
DATE OF LAST ENTRY

No Vouchers Entered

Select Company



Step 1: Gateway Of Tally> Press Alt+F3> Select The Company Which You Want To Open



step 2: Select Starlight Incorporation Which Is Another Created Company And Press Enter

Amit and Company

Select Company

List of Companies

Data Path/Name	Number	Period
		Create Company Select Remote Company Specify Path Select from Drive
C:\Users\Public\TallyPrime\data		
◆ Up		
A	(10001)	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 3: Your Starlight Incorporation Is Opened

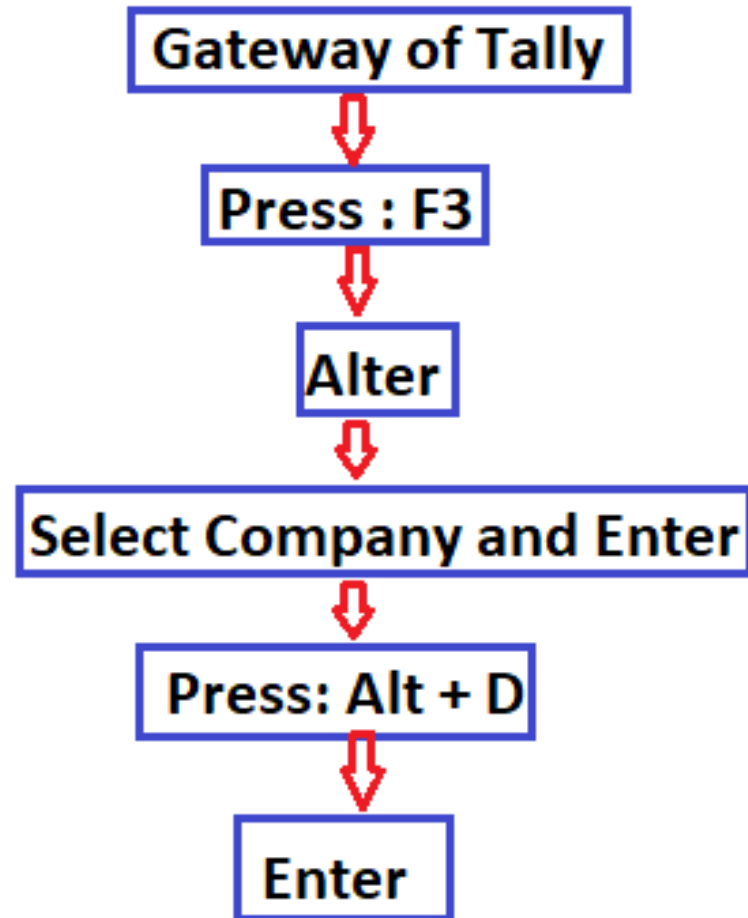
TallyPrime MANAGE
EDU K: Company Y: Data Z: Exchange G: Go
Gateway of Tally

CURRENT PERIOD: **1-Apr-22 to 31-Mar-23** CURRENT DATE: **Friday, 1-Apr-2022**

NAME OF COMPANY	DATE OF LAST ENTRY
Starlight Incorporation	1-Apr-22

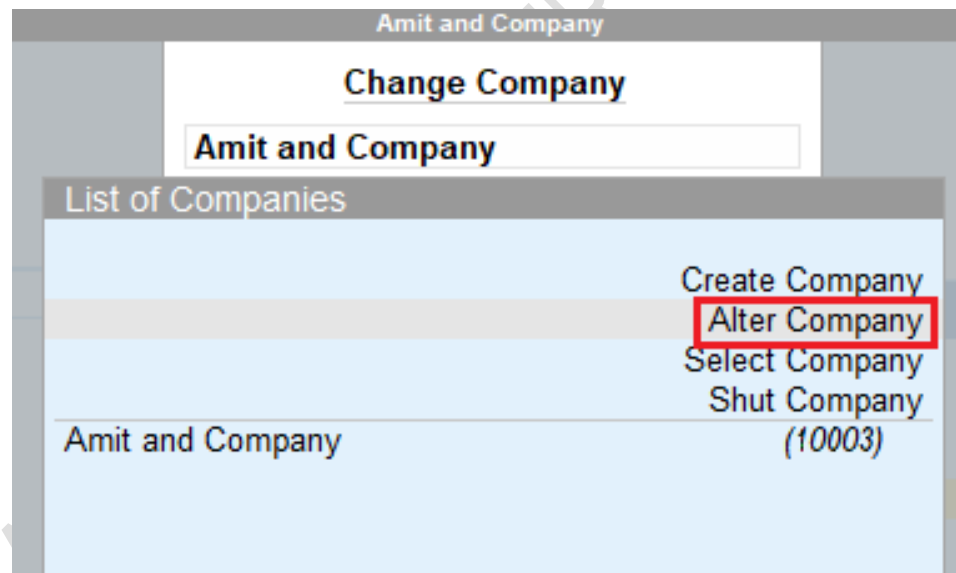
Amit and Company
Starlight Incorporation No Vouchers Entered
1-Apr-22

Delete a Company



Here there are two companies on our screen, out of this we want to delete(ex: Amit and Company) the listed companies, then we will follow the following steps :

Step 1:Press F3> Go To Alter Option



Step 2:Go To Alter

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: Press Alt+D and Press Enter

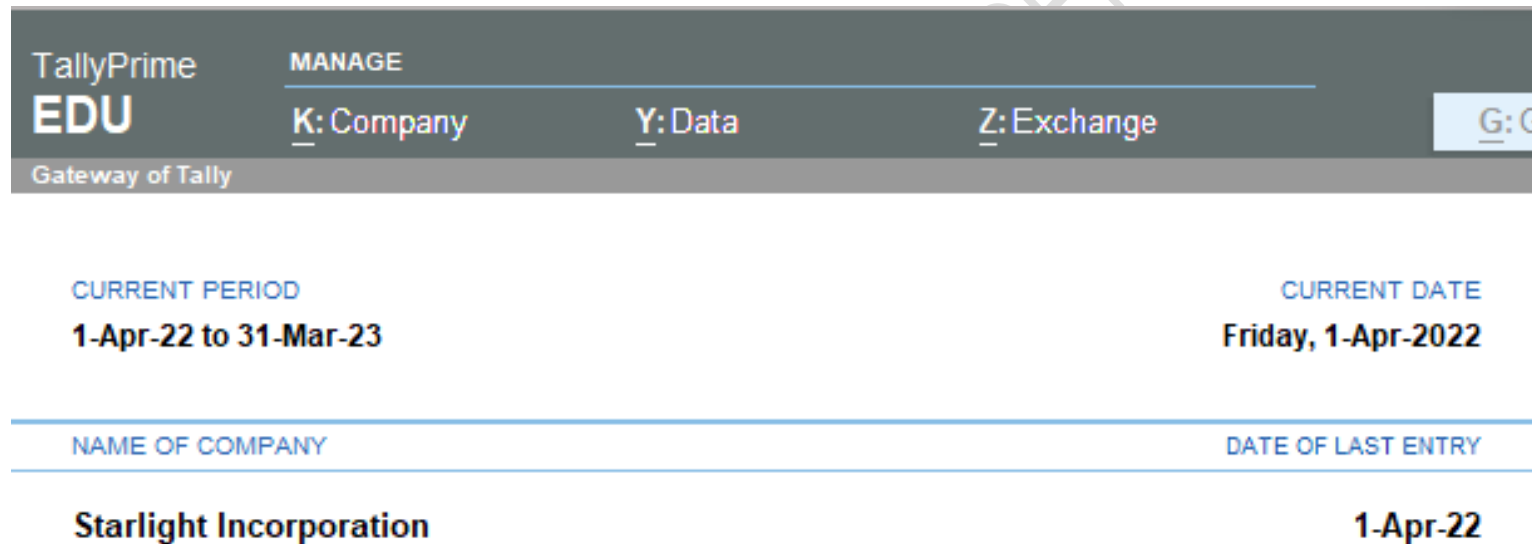
Company Alteration		Amit and Company	
Company Name	: Amit and Company	Financial year beginning from	: 1-Apr-22
Mailing Name	: Amit and Company	Books beginning from	: 1-Apr-22
Address	: Sardarganj		
State	: Uttar Pradesh		
Country	: India		
Pincode	: 211111		
Telephone	: 0532-2222222		
Mobile	: 9875654793		
Fax	:		
E-mail	: abcd@gmail.com		
Website	: www.website.com		
Base Currency symbol	: ₹		
Formal name	: INR		

Delete ?

Yes or No

BAGHEL

Step 4: Here we can see that Amit and Company is deleted



The screenshot shows the TallyPrime software interface. At the top, there is a dark grey header with the text 'TallyPrime' and 'EDU' on the left, and 'MANAGE' on the right. Below 'MANAGE', there are four menu options: 'K: Company', 'Y: Data', 'Z: Exchange', and 'G: C'. The 'G: C' option is highlighted in a light blue box. Below the header, there is a section for 'CURRENT PERIOD' and 'CURRENT DATE'. The 'CURRENT PERIOD' is '1-Apr-22 to 31-Mar-23' and the 'CURRENT DATE' is 'Friday, 1-Apr-2022'. Below this, there is a table with two columns: 'NAME OF COMPANY' and 'DATE OF LAST ENTRY'. The table contains one entry: 'Starlight Incorporation' with a date of '1-Apr-22'. A large, faint watermark 'ENTRE' is visible in the background of the screenshot.

NAME OF COMPANY	DATE OF LAST ENTRY
Starlight Incorporation	1-Apr-22