

Tally Prime 6.0

QUICK
START
GUIDE



**Automated Accounting
using Bank Statements**



**Smart Bank
Reconciliation**



**Integrated Payments
and Accounting**



**Connected
Banking**

Experience the power of **PrimeBanking** with All-New **TallyPrime 6.0**

Simplify your business finances with **TallyPrime** - seamlessly integrating banking, automating accounting, and enhancing reconciliation like never before!



Automated Accounting using Bank Statements

Create multiple payment and receipt vouchers by simply importing bank statements in a few clicks.

Smart Bank Reconciliation

One click auto bank reconciliation with smart suggestions to help you match unreconciled transactions - available across 145+ banks.

Integrated Payments and Accounting

Record payments in TallyPrime, generate bulk payment files, and directly upload them to bank portals for faster transactions - supported for 16+ banks.

Connected Banking

Access live balances and get real-time transactions updates directly within TallyPrime.

The Future of Banking in TallyPrime starts here – **Let's get started!**

Upgrade Now



Download: Get the latest TallyPrime release. Go to F1 (Help) > Upgrade & follow the wizard.

Migrate: Load Company Data > Press R: Migrate (ensure Backup = Yes). This ensures you experience new features with the trusted Tally experience.

Now, you're ready to explore **TallyPrime 6.0**

Automated Accounting using Bank Statements

Import bank statements & automate accounting effortlessly in just a few clicks. Save time and ensure accuracy with preconfigured support for 145+ banks.

Get Started Now - 3 Simple Steps

1

Import Bank Statement

Simply go to **Import > Bank Statement** and upload your bank statements (preferred formats: Excel, CSV) for the period you want to start recording transactions. **No configuration needed!**

2

Create Multiple Vouchers in one Go

In **Bank Reconciliation**, select bank entries, press **F7**, apply a **common ledger** or assign **party ledgers**, and **Accept** to create **Receipt & Payment vouchers** instantly.

3

Review & Accept

Verify vouchers and enrich bill details, then press **R** to **Mark as Regular & Reconcile**. Bingo! Book entries are created along with Inst. No., Inst. Date, Narration, and Amount prefilled.

Learn in minutes!

For a quick walkthrough, check out → [TallyHelp](#) 

Important Tips

- **Switching from manual to statement-based reconciliation?** Complete [manual reconciliation](#) till the switch date, then start [importing statements](#) from that date.
- **Bank Statement Format Not Supported?** Check the [List of Supported Banks](#). If your bank / format isn't supported, write to support@tallysolutions.com - we'll set it up!
- **Getting Statements in PDF?** Try downloading the Excel or CSV statement from your bank's portal or reach out to your bank. Most banks already offer this!

Do More with This Feature!

- [Create Consolidated Vouchers](#) to combine multiple bank transactions into one (e.g., club bank charges).
- [Enrich Voucher Details](#) by adding bill allocations before accepting or marking them as regular.
- [View Imported Bank Data](#) to easily track all your imported bank transactions
- [Reset Bank Statements](#) anytime via **F1 > Troubleshoot > Reset Bank Statement Data**.

Smart Bank Reconciliation

Fast, powerful, and error-free reconciliation - Match book and bank transactions with automated identification of **Exact** and **Potential Matches**. Keep your books in perfect sync with your bank, effortlessly.

Get Started Now - 3 Simple Steps

1

Import Bank Statement

Simply go to **Import > Bank Statement** and upload your bank statements (preferred formats: Excel, CSV) for the period you want to reconcile transactions. **No configuration needed!**

2

Automated Matching in a click

Go to **Banking Activities > Bank Reconciliation** to access **Reconciliation Summary**. Drill down to review and accept **Exact Matches** or use **Potential Matches** to find the right one.

3

Keep Track & Reconcile

Instantly create book vouchers for transactions only in Bank. Keep pending book transactions in view until cleared by the bank, ensuring accurate reconciliation. Repeat effortlessly!

Learn in minutes!

For a quick walkthrough, check out → 

Important Tips

- **New to reconciliation in TallyPrime?** Set the [Reconciliation Beginning Date](#) as your switch date and enter any pending unreconciled entries as [Opening BRS](#).
- **Switching from manual to statement-based reconciliation?** Complete manual reconciliation till the switch date, then start importing statements from that date.
- **Bank Statement format not supported?** Check the [List of Supported Banks](#). If your bank / format isn't supported, write to support@tallysolutions.com - we'll set it up!
- **Continuing with manual reconciliation?** No rush - TallyPrime 6.0 supports [manual reconciliation](#) until you're ready to switch.

Do More with This Feature!

- [Use Potential Match Configuration](#) to refine your search by adjusting date and amount thresholds
- [Find or Modify Match](#) - Select a record and use 'Reconcile' to add or adjust matching transactions
- [Partially Reconciled](#) - When amounts don't match, you can link transactions to resolve differences later
- [View Linked Transactions](#) from your book vouchers or imported bank data report, for easy tracking
- [Reset Imported Statements](#) - Delete bank statements with the option to retain reconciliation status

Integrated Payments and Accounting

Make and track payments seamlessly with integrated banking - no more juggling between systems! With support for 16+ banks, enjoy faster, error-free transactions with easy tracking and reconciliation.

Get Started Now - 3 Simple Steps

1

Enabling e-Payments

Activate e-Payments in your Bank Ledger and ask your **bank to enable the facility** for seamless transactions. Once enabled you're set to process payments smoothly.

2

Record and Execute e-Payments via TallyPrime

Record payment **vouchers with bank allocation** details as **e-Fund Transfer**. **Export bulk payment files** for Ready to Send transactions and **upload to your bank portal** to process payments in one go.

3

Track Payments and Reconcile

Import the **Payment Reverse File** from the bank to **update instrument numbers, payment status** for accurate reconciliation. **Send Payment Advice** to suppliers for confirmation.

Learn in minutes!

For a quick walkthrough, check out → 

Important Tips

- **How to Enable Bulk e-Payments?** If your bank is on the [Supported List](#), simply connect with your bank representative to enable Bulk Payments and subscribe to the Payment Reverse File specific to Tally.
- **Will 'Processed' transactions be marked as 'Reconciled'?** Completed payment transactions are marked as 'Processed', however you should reconcile them by importing your bank statement for auto-matching or manually update the status once verified.

Do More with This Feature!

- [Enter Party Bank Details in Ledgers](#) - Save bank account details in the Party Ledger Master for seamless and error-free e-Payments with auto-filled bank allocations.
- [Send Payment Advice](#) - Generate and share Payment Advice with vendors or employees to confirm successful payments, ensuring transparency and stronger business relationships.

Connected Banking

Get your Bank inside TallyPrime! Experience a smarter and faster way to manage business banking - unlocking new possibilities. Get instant access to **real-time bank balance and statements**.

Get Started Now - 3 Simple Steps

1

Sign-up for Connected Banking

Go to **Exchange > All Banking Options > Login** - use your **email as Tally.Net User ID** and **mobile number** to register. Not a License admin? Request an **in-flow approval** to get access.

2

Connect your Bank Account

Go to **Bank Connections**, select **New Connection**, and follow the guided steps to authenticate securely at the bank. Once your ID is linked, you're **all** set to access bank transactions!

3

Get Bank Balance & Statements Instantly

Fetch your **bank balance** and **statements** directly in TallyPrime - no need to visit the bank portal. Stay on top of your finances, reconcile effortlessly, and create vouchers with ease!

Learn in minutes!

For a quick walkthrough, check out → 

Important Tips

- **How Secure is this solution?** Your security is our top priority. Connected Banking ensures bank-grade encryption and two-factor authentication to keep your data private, safe, and under your control. Keep your Tally.NET User ID credentials confidential and never share your OTP. For added safety, [logout of your Tally.NET ID](#) once your work is done. To update your mobile number, login to the [Customer Portal](#).
- **Do I need to authenticate with Bank every time?** Your bank session stays active usually 30 days basis Bank policy. Once the connection expires, just [reconnect with your bank](#) using the same Connection ID.
- **Support my Bank too?** We're actively working towards adding more banks on Connected Banking. Meanwhile, you can explore opening an account with our Partner Banks or begin with [statement import](#) - enjoy the seamless Recon experience! Connected Payments experience is coming soon. Stay tuned!

Do More with This Feature!

- [Automate Accounting with Bank Statements](#) - Get bank statements online and create multiple vouchers.
- [Reconcile Transactions](#) - Match your books with real-time bank statements to speed your business.

Need Help?



[TallyPrime 6.0 - PrimeBanking Video Playlist](#)



[TallyPrime - Banking | TallyHelp](#)



Tally

POWER OF SIMPLICITY

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