

# Tally Prime 6.0

QUICK  
START  
GUIDE



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

Seamlessly manage banking and accounting in one place - with automation, accuracy and speed like never before.



## Why You Should Use This:

Because you've got better things to do than spend hours reconciling, entering vouchers & chasing payments.

### *Still creating each entry one by one?*

#### **I Auto-Create Vouchers from Bank Statement**

Simply import your bank statement to automatically generate multiple receipt and payment vouchers with a single click.

### *Manually reconciling books & updating bank dates?*

#### **II Smart Bank Reconciliation**

You can now quickly and accurately match your books with your bank across 145+ supported banks - saving you valuable time.

### *Struggling to make payments to multiple vendors?*

#### **III Integrated Bulk e-Payments**

Create a single file for bulk payments and upload it to your bank portal - reducing effort, errors, and time. Supported for 16+ banks.

### *Tired of juggling between different bank portals?*

#### **IV Connected Banking**

Connect your Axis or Kotak Mahindra Bank accounts directly with TallyPrime to view balances & access statements - all in one place.

## The Future of Banking in TallyPrime starts here

**Upgrade Now**



### **Get Started!**

- Watch the [Explainer Videos](#)  for a quick overview of what's new in **TallyPrime 6.0**.
- Explore the guide below for PrimeBanking and [HSN Summary Reporting](#) with B2B-B2C Breakup.
- Need step-by-step help? Use the [How-to-Videos](#) or jump to TallyHelp topics via links in the guide.

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

# I Auto-Create Vouchers from Bank Statement

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 →

Explainer Video

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](mailto: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).
- [View Imported Bank Data](#) to easily track all your imported bank transactions.
- [Reset Imported Statements](#) - Delete bank statements with the option to retain reconciliation status.

## 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 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 →

Explainer Video

TallyHelp



### 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](mailto: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.
- [View Linked Transactions](#) from your book vouchers or imported bank data report, for easy tracking.

### III Integrated Bulk e-Payments

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

##### Enable e-Payments

Specify **Bank Name** in your Bank Ledger and **enable e-Payments** in the **Bank Ledger configuration**. Ask your bank to enable the facility. You're now set to process payments smoothly.

2

##### Record and Export Payments

Record **payment vouchers** and provide **bank allocation**. Simply **export bulk payment instruction files** (Alt+Z Exchange > Send Payments) and **upload the file on your bank portal**.

3

##### Track Payments and Reconcile

**Import the payment reverse file** provided by the bank (Banking Activities > e-Payments > Sent to Bank > Alt+O Import > Payment Reverse File). This will update **instrument number and payment status** helping you to easily and accurately reconcile payments.

#### Learn in Minutes!

For a quick walkthrough, check out →

Explainer Video

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#### 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.

## IV 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 →

Explainer Video

TallyHelp



### 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?** Check the list of supported banks [here](#). We're adding more banks soon. Meanwhile, you can open an account with our Partner Banks for the full connected experience or continue using offline imports for seamless Smart Reconciliation.

### 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.
- [Reconnect Bank Connection](#) - Periodically re-connect your bank accounts using the same Connection ID when the session expires.

## HSN Summary Reporting with B2B-B2C Breakup

Online GSTR-1 upload, download, filing in a **single click** with new HSN summary.

### Get Started Now - 3 Simple Steps

1

#### Set Effective date

Simply go to, F-11 > More Details > Set/Alter Company GST Rate and Other Details > More Details > Show More > Separate B2B & B2C HSN Summary applicable from, set date as **01-04-25**.

2

#### Verify GSTR-1

Visit GSTR-1 report, say 'Yes' to the prompt to update GST Status. Check HSN Summary, the details are now available with breakup of B2B and B2C.

3

#### Upload, Download or File GSTR-1

GSTR-1 is now ready for uploading online to GSTN portal in a single click. Subsequently, download and reconcile GSTR-1. If reconciled, proceed with filing GSTR-1 all within TallyPrime.

### Learn in Minutes!

For a quick walkthrough, check out →

[Explainer Video](#)

[TallyHelp](#)



### Important Tips

- **What is the change to HSN Summary reporting?** From the return period April-25 onwards, HSN Summary is now required to be uploaded with breakup of HSN Summary for B2B Supplies and HSN Summary for B2C Supplies. For older periods, consolidated HSN Summary reporting will continue.
- **Will this work for both Online Upload as well as JSON Export?** The changes will work for both the options to help you manage the filing of returns as per your choice. However, Excel and CSV templates are not supported for the new HSN Summary as the new offline tool is yet to be published by government.
- **What will happen to previous return periods?** The changes will be effective from April-25 return period onwards. HSN Summary in previous File return periods will remain intact (without B2B-B2C breakup).

## Need Help?



[TallyPrime 6.0 - PrimeBanking Video Playlist](#)



[TallyPrime - Banking](#) | [TallyHelp](#)



**Tally**

POWER OF SIMPLICITY

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