

Printing reports in Tally Prime is a straightforward process. Here's a step-by-step guide on how to print reports:

## **Step 1: Navigate to the Desired Report**

1. Open Tally Prime:
  - Log in to your Tally Prime account and open the company for which you want to print reports.
2. Access the Reports:
  - Depending on the type of report you want to print, navigate to the relevant section. For example:
    - Financial Reports: Go to "Gateway of Tally" > "Display" > "Statement of Accounts" or "Statutory Reports."
    - Inventory Reports: Go to "Gateway of Tally" > "Display" > "Inventory Books" or "Statutory Reports."

## **Step 2: Customize the Report (Optional)**

1. Set Report Parameters:
  - If the report allows customization, you can specify parameters such as date range, group/category selection, comparison criteria, etc.
2. Apply Filters:
  - Use filters to narrow down the report data based on specific criteria such as ledger, stock item, party, etc.

## **Step 3: Print the Report**

1. Click on Print:
  - Once you have customized the report as needed, click on the "Print" button or press "Alt + P" to initiate the printing process.
2. Select Printer:
  - Choose the printer you want to use for printing the report from the list of available printers.
3. Adjust Settings (Optional):
  - Depending on your printer and preferences, you may need to adjust settings such as paper size, orientation, quality, etc.
4. Confirm and Print:
  - Review the print preview to ensure that the report appears as expected. Once satisfied, click on the "Print" button to print the report.

## **Step 4: Save or Export (Optional)**

1. Save as PDF:
  - If you prefer to save the report electronically or share it digitally, you can choose the option to save the report as a PDF file instead of printing it.
2. Export to Excel/CSV:
  - In some cases, you may want to export the report data to Excel or CSV format for further analysis or manipulation. Tally Prime provides options to export reports in various formats.

### **Key Points to Remember:**

- Make sure your printer is properly connected and configured before printing reports.
- Review the report settings and preview to ensure that the printed output meets your requirements.
- Experiment with different customization options and settings to get the desired format and layout for your reports.

By following these steps, you can easily print reports in Tally Prime and obtain hard copies for your records or distribution.