

Creating a company in Tally Prime is a fundamental step to start using the software for managing your business's accounting and financial operations. Here's a step-by-step guide on how to create a company in Tally Prime:

## **Steps to Create a Company in Tally Prime:**

1. Launch Tally Prime:
  - Open Tally Prime software on your computer.
2. Activate Gateway of Tally:
  - If you are not already on the Gateway of Tally screen, press "Esc" key until you reach the Gateway of Tally.
3. Navigate to Company Creation Screen:
  - From the Gateway of Tally, select "Create Company" or press "Alt + F3" shortcut key to open the Company Creation screen.
4. Enter Company Details:
  - In the Company Creation screen, you will see fields to enter various details about your company. These details typically include:
    - Name: Enter the name of your company.
    - Address: Input the address of your company.
    - Mailing Name: Enter the name to be displayed in reports and documents.
    - Statutory Compliance: Choose the appropriate statutory compliance (e.g., GST, VAT) based on your country's regulations.
    - Financial Year: Specify the start and end date of your company's financial year.
    - Books Beginning From: Input the date from which you want to start maintaining books of accounts.
    - Currency Symbol: Choose the currency symbol for your company's transactions.
5. Save Company Details:
  - After entering all the necessary details, press "Enter" or click on the "Accept" button to save the company details.
6. Confirm Creation:
  - Tally Prime will prompt you to confirm the creation of the company. Review the details entered and confirm by pressing "Y" or clicking "Yes."
7. Select Company:
  - Once the company is created, Tally Prime will return to the Gateway of Tally. Now, select your newly created company from the list of available companies.
8. Start Using Tally:

- You have successfully created a company in Tally Prime! Now you can start using Tally for various accounting and financial tasks like voucher entry, ledger maintenance, reporting, and more.

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

- Ensure that you enter accurate details about your company during the creation process as these details will be used in various reports and documents generated by Tally.
- You can create multiple companies in Tally Prime if you need to manage accounts for different businesses or entities.
- Once a company is created, you can switch between different companies from the Gateway of Tally screen.

Creating a company in Tally Prime is straightforward and essential for setting up your accounting system accurately.