Abstract:

Tally ERP 9, a widely used accounting software, offers comprehensive features for managing financial operations and streamlining business processes. This abstract focuses on the process of company creation on Tally ERP 9, exploring how it simplifies business setup and operations for organizations.

Through an examination of the functionalities and capabilities of Tally ERP 9, this study highlights the key steps involved in company creation. It begins with the initial setup, including defining basic company details such as the company name, address, and financial year. Tally ERP 9 allows for customization based on business requirements, facilitating tailored configurations to suit specific organizational needs.

The analysis further explores the configuration of financial and accounting settings within Tally ERP 9. This includes defining the chart of accounts, enabling relevant taxation features, specifying currency and monetary settings, and setting up financial year parameters. These configurations provide the foundation for accurate financial reporting and compliance with regulatory requirements.

Additionally, the abstract delves into the setup of inventory and stock management features within Tally ERP 9. This includes defining stock categories, units of measurement, stock groups, and inventory valuation methods. Tally ERP 9 allows for efficient inventory management, tracking stock levels, and generating reports to aid in decision-making processes.

Moreover, the study highlights the capabilities of Tally ERP 9 in managing statutory compliance requirements. The software offers features for generating tax invoices, filing Goods and Services Tax (GST) returns, and generating other statutory reports as per the prevailing regulations. This simplifies the compliance process and ensures adherence to legal obligations.

Furthermore, Tally ERP 9 enables seamless integration with other business applications and third-party software, facilitating data exchange and reducing manual efforts. It allows for integration with banking systems, payment gateways, payroll systems, and customer relationship management (CRM) platforms, among others. This integration enhances operational efficiency and enables a holistic view of business data.

The study concludes by emphasizing the advantages of company creation on Tally ERP 9 for organizations. It simplifies the setup and configuration process, ensuring accurate financial reporting, efficient inventory management, and streamlined compliance. By leveraging Tally ERP 9, businesses can focus on their core operations, enhance productivity, and make informed decisions based on real-time financial insights.

Understanding the process of company creation on Tally ERP 9 is essential for businesses looking to optimize their financial and operational workflows. This abstract serves as a valuable resource for organizations considering or already utilizing Tally ERP 9, providing insights into its capabilities and demonstrating how it simplifies business setup and operations. By harnessing the power of Tally ERP 9, organizations can enhance their financial management, drive growth, and achieve operational excellence.

ORGANIZATION PROFILE

ANJANAAS FOUNDATION is anon-profit organization that strives to empower common folks. It is created with a view to ameliorate the living standards of people by bringing forth finer opportunities in association with government. We focus on furnishing high quality services to people by its viable interventions in Education Health, AgricultureandLivelihood/Enlightenmentsectors.Itprovidessublimesolutionstoenrichtheway oflivesofyouth, their families and communities.

VISION:
Tobringaboutaphenomenaltransformationinthelivesofneedfulindividualsbyhelpingthemfind betteropportunitiestoaidtheir development.

MISSION:
Toimprovethestandardsoflivingbyprovidingawindowofopportunitiesandtherebyhelpingpeo pletoattainsocialprotection.

We are elated to inform you that wegainedexpertise by working on skill-upgrading initiatives and competitive exam coaching under the guidance of **APSSDC, EGMM, MEPMA, NDLM** and **Rajiv YuvaKiranalu** for the past 12years under our Anjanaas Educational Institution's. Under the direction of our APSSDC, we recently finished thetraining

Program for 660 students for DSC /Competitive at Paderu Pool Center, Paderu YTC, and Chintapalli YTC in Visakhapatnam District. WeareproudtoannouncethatthetargetofYTC'sprogrammeundertheleadership of APSSDC received a pass percentage of 67.16 and that our pool center, Paderu, received an average pass percentage of91.66 with tribal youth. Out of these,**50 individuals have been selected for government teaching positions**, **almost areselectedforGram / WardSachivalayamposts**.

Furthermore, we successfully completed our ITCP, Web developer, PPTT, DDEO, Assistant Fashion Designer and Etc., batches in our Andhra Pradesh with 92 percent pass rate and 78 percent placements/ Self-employment. More over you might have heard about how our**Avanigadda**Coaching Institutions are pioneers in AP and Telangana states for DSC, TET, SI, Constable and other competitive examinations.

Had the best training experience in Ms office, Tally, **SAP (Systems Applications and Products in data processing)** and other emerging IT technologies like **Azure, My SQL, Data Science, Python, Service Now, Devops, Tableau, Web Technologies, Full**

Stack, Cloud Computing, Informatica and Digital Marketing etc. When it comes to training materials, we'll furnish the students with well-updated materials, and we offer a top-not chgroupof knowledgeableinstructorsfor all of the aforementioned technical trainings,

We provide the valuable certification whichever required the academic and industrial acceptance. As you are aware now a day's all IT Companies are recruiting a greater number of fresher's as part of their recruitment policy and it's very difficult for companies to find the trained fresher's as per their requirement. Taking this into consideration **"Anjanaas Foundation"** is building a bridge between companies and trained fresher's. As part of this we are connecting with many numbers of colleges and organizations so that we will train every student as per the company's requirement and place them in different MNCs.

We work with top Companies across India and have been undergone an MOU with all of them and those companiesagreedtorecruitwhoaretrainedfromourinstituteorourunder-go'sinstitutionswillbegivenfirstpreferenceintheir recruitment drive, if the students are up to the mark in the interview, they will be given offer letter with good salary as per the industry norms.

I hope with your support we will get a good opportunity to interact with your students and explain them the real scenarios in the IT world and other industries, once they step out of your college. we will train your students in the technology suitable for them and prepare them to face the interviews and try to place them in the companies which we are have been tie up.

We provide training as per our convenience and required projects accepting the colleges as well as students in preferable mode. Following are the training programs we can undergo.

1. **In house training** : Our trainers will come to your premises and train your students.
2. **Training at our premises**: Your students can come to our institute and get trained at our premises.
3. **Online training**: Students can attend classes at their convenient place and trainers will beat their convenient place and classes will be conducted virtually and every class will be recorded ,and the recordings will be sent to them immediately and they can use them for their future reference.

Anjanaa's Foundation the real trend setters with a large network in the state of A.P. in the field of technical and competitive education along with placement. Its objective is to carry on with ritual of superiority in the respective field for Tomorrow's challenges.

AN INTERNSHIP ON

Company Creation on Tally.ERP 9

Tally.ERP 9 provides you with capabilities that will simplify the way you manage all aspects of your business, such as accounting, sales and purchase, inventory, manufacturing, taxation, payroll, MIS reporting, and much more. To get started, you will first need to create a company in Tally.ERP 9 and then record your day-to-day business transactions. To create the company, fill in the company name, contact details, financial year - and you are all set!

Maintain day-to-day transactions: Once you create your company in Tally.ERP 9, you can enable the required options that suit your business preferences and start recording your transactions. As and when you save your transactions, the corresponding business reports are generated and updated in real time. As your business grows, you can enable other options, as per your needs. All the company information and business transactions that you maintain in Tally.ERP 9 remain safe. If you want to allow only a few individuals to access your company information, you can set up additional security to access records of your business transactions.

Stay connected from anywhere: When you are travelling or meeting your clients at a location away from your office, access your business transactions through the company in Tally.ERP 9. That means, you can connect to your company and access the data without being physically present in your office. You can view existing transactions, pass new transactions, and view all your reports by using the Remote Access feature in Tally.ERP 9.

Multiple companies and group company: Do you have more than one business? If so, you can create more than one company and manage your transactions as you want. To assess the performance of all your companies, you can also create a group company in Tally.ERP 9 and get a consolidated view of their financial position. Thus, it becomes easy to measure the health of your business across companies. The consolidated data from a group company is useful especially at the end of a financial year, where you can get a summarised view of the total income, profit, and so on.

Company	● Set Up Your Company ● Group Company
Remote connectivity	● Use Tally.ERP 9 Remotely

Set Up Company in Tally.ERP 9

Maintaining your business transactions on a day-to-day basis is critical to your business.

To keep a record of all your business transactions, you need to first create a company in Tally.ERP 9. Through the company, you can also view and update all your transaction entries, as needed, and go through the financial reports based on the transactions that you maintain.

To create the company, just enter the company name, address and other details, such as financial year, security, and base currency information. Once you have created your company, based on your business preferences, you can use the accounting, inventory, payroll, and taxation features. You can also specify the tax registration details as applicable, such as GST, VAT, Excise, TCS, or TDS, which can be accounted for your transactions.

Security: All the business transactions that you maintain in the company remain safe. You can enable additional security options for your company to prevent unauthorised access to your transaction records.

If you have more than one user accessing your company, you can set up security for each user based on their roles.

Multiple companies : Do you have more than one business? If yes, you can create multiple companies in Tally.ERP 9, maintain transactions separately for each business, and also manage the returns for each company accordingly.

Group company : If you are maintaining multiple companies, you can get a consolidated view of such business reports by using the Group Company feature. Viewing the financial reports separately for each business and consolidating the accounts manually can be a tedious task.

Once you have set up your company in Tally.ERP 9 based on your business requirements, you can record and manage your day-to-day transactions, and track them - even remotely.

Maintain Business Transactions | Create a Company

You need to create a company to keep record of all your business transactions and view related financial reports. To create the company, just enter the company name and address and update other details, such as contact and financial year information.
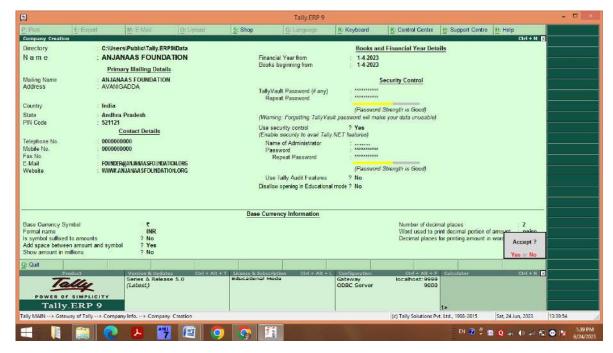
1. On launching Tally.ERP 9, select **Create Company** .

   If you already have one company open and would like to create another company, press **Alt** + **F3** (Cmp Info) > **Create Company** .

2. Provide the Company details.

● Enter the **Name** , **Mailing name** ,
   and **Address** .

At this point, we can press **Ctrl** + **A** to save the details and create the company. We can set up the remaining company details (steps 3 and 4 below) anytime later.

Note: The name of new union territory **Dadra & Nagar Haveli and Daman & Diu** is provided in **Release 6.6.3** . All masters with Daman & Diu and Dadra & Nagar Haveli are automatically updated with the name of new union territory. The state/union territory name before merger is captured in **State (before reorganisation)** field. Retaining the pre-merger state/union territory name helps in managing transactions and tax returns from that period.

3. Set up financial year details and security options.

- **Financial year begins from** : Tally.ERP 9 pre-fills this field based on the date settings of your computer and the **Country** selected in the **Company Creation** screen.

- **Books beginning from** : By default, Tally.ERP 9 fills this field with the **Financial year begins from** date. You can update this, as needed.

  Say you started your business and have maintained all business transactions since 1-Oct-2019. You can update the **Books beginning from** date to 1-Oct-2019, while the financial year will be 1-Apr-2019.

- **Security Control** : This is optional. You can enable security features such as Tally Vault and User controls for your company anytime later.

4. Specify the **Base Currency Information** . You can set up the base currency depending on the currency used in your business to record transactions.

If your business includes transactions in multiple currencies, refer to the Multi-currency topic.

5. Accept the **Company Creation** screen. As always, you can press **Ctrl** + **A** to save.

   After you have created the company, in the **Gateway of Tally** screen, under **Name of Company** , the company name appears in bold.

Do you have multiple businesses to track and manage? You can create as many companies in Tally.ERP 9 and manage your business transactions in each company separately.

If you also prefer to get a consolidated view of the health of multiple businesses or submit summarised reports for auditing purpose, you can use the **Group Company** feature in Tally.ERP 9.

Load the company Once you have created a company, you can load the company in one of the following ways:

Select the company

Open **Tally.ERP 9** > **Select Company** > and select the company from the **List of Companies** .

Configure Tally.ERP 9

If you wish Tally.ERP 9 to load the company whenever you open Tally.ERP 9

1. **Gateway of Tally** > **F12** (Configure) > **Data Configuration** .

2. Set **Load companies on startup** to **Yes** .

3. **Select companies to preload on startup** : You can select one or more companies to get loaded based on your choice, when you open Tally.ERP 9 next time onwards.

In Tally.ERP 9, you can configure the buffering time to load a company.

If you are also using Tally. Server 9,

Update Company Details | Alter Company

If your company address, phone number, or any other contact information was not provided earlier or has changed, you can update such details in Tally.ERP 9. Any changes made to these details will be reflected accordingly in your reports and printed invoices.

1. **Gateway of Tally** > press **Alt** + **F3** (Cmp Info) > **Alter** .

2. In the **Company Alteration** screen, make the necessary changes.

3. Accept the changes. As always, press **Ctrl** + **A** to save.

If you do not need the company anymore, you can delete the company as well.

Allow Back-Dated Transaction Entries | Update Financial Year

If you have maintained your books of accounts prior to the current financial year, you can add all of the back-dated transactions to your company in Tally.ERP 9. Let us assume that you started your business in 1-Jun-2018 and have maintained your business transactions since then. However, you created a company in Tally.ERP 9 on 1-May-2019. By default, the books and financial years in Tally.ERP 9 are both set to 1-Apr-2019. To allow entries of transactions in Tally.ERP 9 starting 1-Jun-2018, you will need to update the financial year information of the company.

1. **Gateway of Tally** > **Alt** + **F3** (Cmp Info) > **Alter** .

2. In the **Company Alteration** screen, update the **Financial year begins from** as 1-Apr-2018 and the **Books beginning date** as 1-Jun-2018.

3. Accept the changes. As always, press **Ctrl** + **A** to save.

You can change the Books beginning date in the **Company Alteration** screen anytime to make back-dated entries up to 1-Apr-2018 for the financial year 2018-2019.

Ensure Authorised Access to Company | Set/Remove Security Settings

Security of business transactions and financial reports is critical, especially to avoid misuse or unauthorised access. Tally.ERP 9 helps you set up security for your company and change the credentials when required. Based on your business practice, you can enable the security feature by altering the company in Tally.ERP 9.

Set/Alter Security Control

1. **Gateway of Tally** > **Alt** + **F3** (Cmp Info) > **Alter** .

2. To set the security control options.

   - Set **Use security control** to **Yes** .

   - **Name of administrator** and **Password** : The credentials you specify here must be entered every time you open your company.

3. Accept the changes. As always, you can press **Ctrl** + **A** to save.

Once you have saved the company, you can alter the credentials anytime later. To do so:

1. Open the company by entering the **Name of User** and **Password** .

2. In **Gateway of Tally** > click **Alt+F3** (Cmp Info) > **Alter** .

3. Select the company.

4. You can change the administrator name, or the password or both.

   - To alter only the name of administrator:

     o **Security Control** > enter a new **Name of administrator** .

     o Enter the existing password in all the password fields.

   - To alter only the password:

     o **Security Control** > enter the existing **Name of administrator** .

     o Enter a new **Password** , and repeat it in the **Repeat Password** field.

     o Enter the **Old password** .

   - To alter both the administrator name and the password

     o Enter a new **Name of administrator** and a new **Password** .

     o Enter the **Old password** .

When altering security setting, providing the old password ensures that an authorised user is attempting to alter the credentials of the company.

Remove Security Control

1. In **Gateway of Tally** > click **Alt+F3** (Cmp Info) > **Alter** .

2. Select the company.

3. Set the option **Use security control** to **No** .

4. Enter the existing password in the **Current/Existing Password** field.

5. Accept the changes. As always, you can press **Ctrl** + **A** to save.

TallyVault

Based on your business environment, if you want to maintain privacy of the company that you have created in Tally.ERP 9, use TallyVault. Providing a TallyVault password encrypts your company and all the transaction details, including the company name. Next time you open your company, you will need to first enter this password to view the company name and other details.

TallyVault is an enhanced security system that allows encryption of your company data. Encryption involves converting normally accessible Tally information into unrecognizable information, which can only be reconverted by authorised persons.

- While creating the company in Tally.ERP 9, you can set the TallyVault password.
- If you had already set the TallyVault password and would like to alter it,
  use **Gateway of Tally** > **Alt** + **F3** (Cmp Info) > **Change TallyVault** .

  For more information, refer to Enable TallyVault.

Note: If you have specified credentials for security control and the TallyVault password, next time you open the company, you will need to first enter the TallyVault Password and then the security credentials.

How to Use Currency as Applicable for   Transactions | Set Up Base Currency

1. **Gateway of Tally** > **Alt** + **F3** (Cmp Info) > **Alter** .
2. **Base Currency Symbol**: For example, ₹ for Rupee, AED for United Arab Emirates (UAE), and so on.

   Based on the currency you choose, you can update the remaining options applicable to that currency. For example, if you have chosen AED as the base currency,

   - Update the **Formal name** to **Dirham** .
   - Set **Suffix symbol to amount** to **Yes** , because the AED always appears after the number (for example, 5000 AED).

   Similarly, update the other options as applicable for the currency chosen.

Base Currency Information			
Base currency symbol	AED	Number of decimal places	2
Formal name	Dirham	Word representing amount after decimal	paise
Suffix symbol to amount	? Yes	No. of decimal places for amount in words	2
Add space between amount and symbol	? Yes		
Show amount in millions	? No		

3. Accept the changes. As always, press **Ctrl** + **A** to save.

Multi-currency : If your business has customers in more than one country or you need to maintain transactions in different currencies, you can use multiple currencies in Tally.ERP 9. For more information, refer to the Multi-currency in Tally.ERP 9 topic.

- Remote Access - to record or alter your transactions, view reports, and print vouchers or reports.
- Browser Access - to view or print reports and vouchers from any device.

Set Business Preferences | Company Features

When you create a company in Tally.ERP 9, the key features required to start recording your business transactions are set by default. As per your business requirements - such as inventory management, tax-based invoicing, payroll management, audit and security management - you can set your preferences using the **Company Features** .

Maintain your books of accounts : The key features required to get started with your bookkeeping needs are enabled as you create your company in Tally.ERP 9. You can further set your preferences for the company based on your business practices. If you want to manage your inventory, track your outstandings, use banking options to manage cheques and modes of payment, or use payroll for your profit centres, Tally.ERP 9 helps with all such business preferences and many more.

Manage your stock/inventory : If you are using inventory in your business, Tally.ERP 9 also helps you set up your inventory-related preferences. Starting with storage and classification of inventory to managing your sales, purchases, pricing of stocks, and even orders, you can enable the inventory options as needed.

Set up statutory : Businesses that need to comply with statutory requirements can set up their tax details for invoicing purpose. With Tally.ERP 9, you can define details for GST, VAT, Excise, Service Tax, TDS or TCS, as applicable to your business. All invoices that you create will continue to refer to the statutory details you define here.

Tally Software Services (TSS) and Audit : If you have enabled security settings for your company and subscribed to TSS for receiving updates from Tally, you can predefine your contact details required to receive communications about TSS. You can also set your preferences for some of the key features, such as Tally.NET, Synchronisation, and so on.

Businesses opting for statutory audit can preset the company in Tally.ERP 9 for audit priorities and categories. Refer to the Audit topic.

Add-ons : Customised business needs are also accommodated in Tally.ERP 9. You can use the Tally Shop feature to purchase available add-ons as per your business needs.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day – 1			
Day - 2			
Day – 3			
Day – 4			
Day – 5			
Day –6			

WEEKLY REPORT

WEEK – 1   (From Dt…………… to Dt………………)

Objective of the Activity Done:
Detailed Report:

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day – 1			
Day - 2			
Day – 3			
Day – 4			
Day – 5			
Day –6			

WEEKLY REPORT

WEEK – 2   (From Dt…………… to Dt………………)

Objective of the Activity Done:
Detailed Report:

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day – 1			
Day - 2			
Day – 3			
Day – 4			
Day – 5			
Day –6			

WEEKLY REPORT

WEEK – 3   (From Dt……………. to Dt………………..)

Objective of the Activity Done:
Detailed Report:

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day – 1			
Day - 2			
Day – 3			
Day – 4			
Day – 5			
Day –6			

WEEKLY REPORT

WEEK – 4   (From Dt……………. to Dt………………..)

Objective of the Activity Done:
Detailed Report:

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day – 1			
Day - 2			
Day – 3			
Day – 4			
Day – 5			
Day –6			

WEEKLY REPORT

WEEK – 5   (From Dt……………. to Dt………………..)

Objective of the Activity Done:
Detailed Report:

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day – 1			
Day - 2			
Day – 3			
Day – 4			
Day – 5			
Day –6			

WEEKLY REPORT

WEEK – 6   (From Dt…………… to Dt……………….)

Objective of the Activity Done:
Detailed Report:

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day – 1			
Day - 2			
Day – 3			
Day – 4			
Day – 5			
Day –6			

WEEKLY REPORT

WEEK – 7   (From Dt……………. to Dt……………….)

Objective of the Activity Done:
Detailed Report:

ACTIVITY LOG FOR THE EIGTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day – 1			
Day - 2			
Day – 3			
Day – 4			
Day – 5			
Day –6			

WEEKLY REPORT

WEEK – 8   (From Dt…………….. to Dt : Dt ………………..)

Objective of the Activity Done:
Detailed Report:

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day – 1			
Day - 2			
Day – 3			
Day – 4			
Day – 5			
Day –6			

WEEKLY REPORT

WEEK – 9   (From Dt…………… to Dt ………………)

Objective of the Activity Done:
Detailed Report:

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day – 1			
Day - 2			
Day – 3			
Day – 4			
Day – 5			
Day –6			

WEEKLY REPORT

WEEK – 10   (From Dt…………… to Dt………………)

Objective of the Activity Done:
Detailed Report:

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day – 1			
Day - 2			
Day – 3			
Day – 4			
Day – 5			
Day –6			

WEEKLY REPORT

WEEK – 11   (From Dt…………… to Dt……………….)

Objective of the Activity Done:
Detailed Report:

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day – 1			
Day - 2			
Day – 3			
Day – 4			
Day – 5			
Day –6			

WEEKLY REPORT

WEEK – 12   (From Dt…………… to Dt………………)

Objective of the Activity Done:
Detailed Report:

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day – 1			
Day - 2			
Day – 3			
Day – 4			
Day – 5			
Day –6			

WEEKLY REPORT

WEEK – 13   (From Dt…………… to Dt………………)

Objective of the Activity Done:
Detailed Report:

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day – 1			
Day - 2			
Day – 3			
Day – 4			
Day – 5			
Day –6			

WEEKLY REPORT

WEEK – 14   (From Dt…………… to Dt………………)

Objective of the Activity Done:
Detailed Report:

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day – 1			
Day - 2			
Day – 3			
Day – 4			
Day – 5			
Day –6			

WEEKLY REPORT

WEEK – 15 (From   D t ……………. to D t ……………)

Objective of the Activity Done:
Detailed Report:

REAL TIME TECHNICAL SKILLS USING BY Company Creation on Tally ERP9, MS OFFICE AND OTHERS

Tally ERP 9, a popular accounting software, provides businesses with powerful tools for company creation and management. This abstract explores the real-time technical skills utilized by Tally ERP 9 in the process of company creation, highlighting the key functionalities and capabilities of the software.

The analysis reveals several technical skills used by Tally ERP 9 for company creation:

Configuration and Setup: Proficiency in Tally ERP 9 involves understanding the software's configuration options and setup procedures. This includes defining company details such as name, address, financial year, and base currency. Skilled users can customize the software according to business requirements, ensuring accurate and tailored configurations.

Chart of Accounts: Tally ERP 9 requires expertise in creating and managing the chart of accounts, which serves as a framework for organizing financial transactions. Skills in defining account groups, ledgers, and sub-ledgers facilitate accurate and comprehensive financial reporting.

Financial Settings: Tally ERP 9 allows for the configuration of various financial settings, including taxation features and financial year parameters. Proficiency in these settings ensures compliance with tax regulations, enables seamless tax calculations, and streamlines financial reporting.

Inventory Management: Skills in inventory management within Tally ERP 9 are crucial for defining stock categories, units of measurement, and inventory valuation methods. Proficient users can efficiently handle stock items, track inventory levels, and generate reports for effective inventory management.

Statutory Compliance: Tally ERP 9 offers features to facilitate statutory compliance, such as generating tax invoices and filing tax returns. Proficiency in these features ensures accurate and timely compliance with legal requirements, including Goods and Services Tax (GST) filings and other statutory reports.

Integration and Data Exchange: Tally ERP 9 allows for seamless integration with other business applications and data exchange with external systems. Skills in integrating banking systems, payment gateways, payroll software, and customer relationship management (CRM) platforms enable smooth data exchange and enhance operational efficiency.

Data Security and Backup: Proficiency in implementing data security measures, user access controls, and regular data backups is crucial for safeguarding business information and ensuring uninterrupted operations. Skilled users can set up data security features within Tally ERP 9 to protect sensitive information.

By acquiring these real-time technical skills, users can effectively utilize Tally ERP 9 for company creation and management. Tally ERP 9's robust functionalities and capabilities empower businesses to streamline financial operations, comply with regulations, and make informed decisions based on accurate and up-to-date financial data.

In conclusion, proficiency in the technical skills mentioned above is essential for leveraging Tally ERP 9's capabilities in company creation and management. Acquiring these skills enables businesses to maximize the benefits of Tally ERP 9, optimize their financial workflows, and ensure efficient and compliant operations. With its user-friendly interface and powerful features, Tally ERP 9 continues to be a reliable tool for businesses seeking seamless company creation and management.

MS Office skills refer to the proficiency in using the various applications within the Microsoft Office suite, which includes popular productivity tools such as Word, Excel, PowerPoint, Outlook, and more. These skills are highly valued in a wide range of professional settings and are essential for tasks such as document creation, data analysis, presentations, communication, and organization. Here's a description of key MS Office skills:

Microsoft Word:

Creating and Formatting Documents: Proficiency in creating, editing, and formatting professional documents, including text formatting, paragraph formatting, headers and footers, tables, and page layout.
Styles and Templates: Understanding and utilizing styles and templates to ensure consistency and efficiency in document formatting.
Collaboration and Review: Familiarity with features like track changes, comments, and collaborating on shared documents with multiple users.
Mail Merge: Knowledge of the mail merge function to personalize and send mass communications such as letters, envelopes, or labels.

Microsoft Excel:

Data Entry and Manipulation: Proficiency in entering and organizing data, using formulas and functions, sorting and filtering data, and creating basic calculations.
Data Analysis and Visualization: Understanding and utilizing tools such as pivot tables, charts, and graphs to analyze and present data effectively.
Conditional Formatting: Applying formatting rules based on specific conditions to highlight

and analyze data.

Data Validation: Ensuring data accuracy and consistency by applying validation rules and restrictions to cell entries.

Macros and Automation: Basic knowledge of creating and running macros to automate repetitive tasks and enhance productivity.

Microsoft PowerPoint:

Creating and Designing Presentations: Proficiency in creating visually appealing and engaging slide presentations, including slide layouts, themes, and design elements.

Slide Transitions and Animations: Applying slide transitions and animations to enhance the delivery and visual appeal of presentations.

Multimedia Integration: Knowledge of incorporating multimedia elements such as images, videos, and audio into presentations.

Presenter Tools: Familiarity with presenter view, notes, and rehearsing timings to deliver effective presentations.

Collaboration and Sharing: Understanding how to collaborate with others on presentations and share them in different formats.

Microsoft Outlook:

Email Management: Proficiency in managing emails, including composing, replying, forwarding, organizing emails into folders, and using email rules and filters.

Calendar and Scheduling: Utilizing calendar features to schedule appointments, meetings, and reminders, and coordinating with others.

Contacts and Address Book: Managing and organizing contacts, creating distribution lists, and utilizing contact management features.

Task and Note Management: Creating and managing tasks and notes for personal organization and productivity.

Microsoft One Note:

Note-Taking and Organization: Proficiency in capturing and organizing notes, ideas, and information using different sections, pages, and tags.

Collaboration and Sharing: Understanding how to collaborate with others on shared notebooks, and sharing and syncing notes across devices.

Multimedia Integration: Incorporating multimedia elements such as images, audio, and video into notes.

Having strong MS Office skills can enhance productivity, improve communication, and facilitate efficient data management and analysis. Continuous learning and exploration of advanced features within each application can further expand one's MS Office proficiency and productivity

Arithmetic and reasoning are two fundamental components of problem-solving and critical

thinking skills. Here's a description of each:

Arithmetic:
Arithmetic refers to the branch of mathematics that deals with numbers, their operations, and calculations. It involves the fundamental mathematical operations of addition, subtraction, multiplication, and division, as well as concepts like fractions, decimals, percentages, and basic algebraic equations. Proficiency in arithmetic is essential in everyday life for tasks such as budgeting, financial planning, measurement conversions, and basic calculations.

Key aspects of arithmetic include:

Basic Operations: Performing addition, subtraction, multiplication, and division accurately and efficiently.
Number Systems: Understanding and working with different number systems, such as whole numbers, integers, fractions, decimals, and percentages.
Estimation: Approximating calculations to quickly assess reasonable outcomes or evaluate the reasonableness of results.
Problem Solving: Applying arithmetic skills to solve real-world problems, analyze data, and make informed decisions.
Mental Math: Developing the ability to perform calculations mentally, without relying heavily on calculators or written methods.
Reasoning:
Reasoning refers to the ability to think logically, analyze information, and draw conclusions based on evidence, facts, or patterns. It involves the process of making logical connections, identifying relationships, and drawing inferences or deductions from given information. Reasoning skills are crucial in problem-solving, decision-making, and critical thinking tasks.

Key aspects of reasoning include:

Logical Thinking: Applying logical principles to evaluate arguments, identify patterns, and draw conclusions.
Deductive Reasoning: Using general principles or rules to draw specific conclusions based on given information.
Inductive Reasoning: Making generalizations or predictions based on specific observations or patterns.
Critical Thinking: Evaluating information, questioning assumptions, considering alternative viewpoints, and forming reasoned judgments.
Analytical Skills: Breaking down complex problems or situations into smaller components, analyzing relationships and dependencies, and identifying solutions.
Strong arithmetic skills are essential for accurate calculations, data analysis, and quantitative reasoning. Reasoning skills complement arithmetic by enabling individuals to apply critical thinking and problem-solving strategies to arrive at logical solutions or conclusions. Both

skills are highly valued in various academic, professional, and everyday life contexts, as they contribute to effective decision-making, problem-solving, and overall cognitive abilities. Continuous practice and development in arithmetic and reasoning can enhance problem-solving abilities and provide a foundation for further mathematical and logical thinking.

OUTCOME DESCRIPTION ON MANAGERIAL SKILLS

Soft skills refer to a set of personal attributes and interpersonal qualities that enable individuals to effectively interact and work with others. Unlike technical or hard skills, which are job-specific and tangible, soft skills are more general and transferable across various roles and industries. Here are descriptions of some common soft skills:

Communication: The ability to convey ideas, thoughts, and information clearly and effectively to others. It involves active listening, speaking articulately, and adapting communication style to suit different audiences and contexts.

Collaboration: The capacity to work cooperatively and harmoniously with others towards a common goal. Collaboration entails being a team player, respecting diverse perspectives, and contributing to a positive and inclusive work environment.

Problem-solving: The aptitude to identify, analyze, and find solutions to complex problems. It involves critical thinking, creativity, and the ability to make informed decisions by evaluating different options and considering potential consequences.

Adaptability: The flexibility and openness to adjust to new situations, challenges, and changing work environments. It includes embracing change, learning new skills, and being resilient in the face of obstacles or unexpected circumstances.

Time Management: The skill of effectively organizing and prioritizing tasks, resources, and deadlines to optimize productivity. Time management entails setting goals, planning, delegating when necessary, and efficiently utilizing available time.

Emotional Intelligence: The ability to understand and manage one's emotions and recognize and empathize with the emotions of others. Emotional intelligence includes self-awareness, self-regulation, social awareness, and relationship management.

Leadership: The capability to inspire and guide others towards achieving a common objective. Leadership involves demonstrating integrity, effective communication, decision-making, and empowering and motivating team members.

Conflict Resolution: The proficiency in resolving disagreements or conflicts in a constructive and diplomatic manner. It involves active listening, negotiation, finding common ground, and seeking win-win solutions.

Networking: The skill of building and nurturing professional relationships to expand connections and opportunities. Networking includes effective communication, relationship building, and maintaining a professional presence.

Adaptability: The ability to learn and embrace new technologies, tools, and processes. It involves being open to change, continuously updating skills, and leveraging technology to

enhance efficiency and productivity.

These are just a few examples of soft skills that are highly valued in various professional settings. Developing and honing soft skills can significantly contribute to personal and professional success, fostering effective collaboration, leadership, and growth

CONCLUSION

Company creation using Tally ERP 9 offers businesses a comprehensive and efficient solution for setting up and managing their financial operations. The software's robust functionalities and capabilities streamline the process of creating a new company, providing organizations with the tools they need to establish accurate financial records, comply with regulatory requirements, and optimize their operations.

Key takeaways from the analysis highlight the importance of acquiring technical skills in configuring and setting up Tally ERP 9, defining the chart of accounts, managing financial settings, and implementing effective inventory management. Proficiency in these areas ensures accurate financial reporting, enables compliance with tax regulations, and facilitates efficient inventory tracking and management.

Additionally, Tally ERP 9's features for statutory compliance, such as generating tax invoices and filing tax returns, simplify the process of adhering to legal obligations. Integration capabilities with other business applications and data exchange enable seamless collaboration and provide a holistic view of business data.

By leveraging Tally ERP 9's capabilities for company creation, businesses can optimize their financial workflows, reduce manual efforts, and make informed decisions based on real-time financial insights. The software's user-friendly interface and comprehensive features empower organizations to focus on their core operations while ensuring accurate and compliant financial management.

In conclusion, company creation using Tally ERP 9 simplifies the setup and management of financial operations for businesses. Acquiring the necessary technical skills enables organizations to maximize the benefits of Tally ERP 9, streamline their financial workflows, and establish a strong foundation for efficient and compliant financial management. As a trusted accounting software, Tally ERP 9 continues to provide businesses with the tools they need to effectively manage their finances and drive success.