

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
Virtual



Name of the Student: YARRATHOTI KRISHNA TEJA

Name of the College: GOVERNMENT DEGREE COLLEGE, RAJAMPETA

Registration Number: 234030851077

Period of Internship: From: 15-05-25 To: 30-06-25

Name and Address of the Intern Organization: Anjanaa's Foundation, Avanigadda.



2025

An Internship Report on

TALLY

*Submitted in accordance with the requirement for the degree of B.Com
computer applications*

*Under the Faculty Guideship of
N.B.SIVARAMIREDDY M.SC.M.ED.*

Department of ~~Commerce~~ physics

*GOVERNMENT DEGREE COLLEGE, RAJAMPETA
Submitted by:*

YARRATHOTI KRISHNA TEJA

Reg.No: 234030851077

*Department of
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GOVERNMENT DEGREE COLLEGE, RAJAMPETA

Student's Declaration

I, YARRATHOTI KRISHNA TEJA a student of B . C o m c o m p u t e r applications Program, Reg. No. 234030851077 of the Department of Commerce College do hereby declare that I have completed the mandatory internship from 15-05-25 to 30-06-25 in Anjanaa's Foundation, under the Faculty Guideship of N.P.SIVARAMIREDDY M.SC.M.ED. Department of Commerce, GOVERNMENT DEGREE COLLEGE, RAJAMPETA

Y. Krishna Teja
(Signature and Date)

Official Certification

This is to certify that YARRATHOTI KRISHINA TEJA Reg. No. 234030851077 has completed his/her Internship in *Anjanaa's Foundation* on TALLY under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com computer applications in the Department of Commerce, GOVERNMENT DEGREE COLLEGE, RAJAMPETA

This is accepted for evaluation.


(Signatory with Date and Seal)

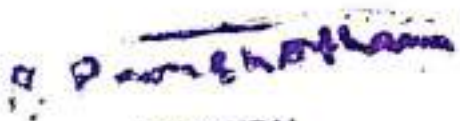
Endorsements

Faculty Guide



Head of the Department

Principal



PRINCIPAL
Govt. Degree College
RAJAMPET - 516.115
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Certificate from Intern Organization



This is to certify that YARRATHOTI KRISHNA TEJA Reg. No 234030851077 of GOVERNMENT DEGREE COLLEGE, RAJAMPETA underwent internship in Anjanaas's Foundation from 15-05-25 to 30-06-25

The overall performance of the intern during his/her internship is found to be Satisfactory.

G. Narendar

Authorized Signatory with Date and Seal



Acknowledgements

I wish to express my deep sense of gratitude to our Honorable Commissioner of Collegiate Education for giving me this opportunity and this encouragement to do this project. I would like to place my graceful thanks to UGC, APSCHE and Yogi Vemana University for placing short Term Project in our UG Curriculum. I am very thankful to, **Dr.B.Purushotham Reddy M.Sc, B.Ed, Ph.d** Principal, GOVERNMENT DEGREE COLLEGE, RAJAMPETA to take up this project.

I would like to express my deep sense of gratitude to my Project Mentor **N.B.SIVARAMIREDDY M.SC.M.ED.** Lecturer in ^{Commerce} ~~Commerce~~ for his guidance and support given to me throughout the project work. I am very thankful for his constant encouragement, accessibility and valuable suggestions. I wish to express my thanks to other Staff Member in the department of Commerce for providing valuable suggestions regarding this work.

I am extending my heart full thanks to my internship organization and respondents of my project questionnaires for filling the questionnaires with a lot of patience. Without their cooperation support, it would have been impossible for me to complete this project work. I would like to take this opportunity to express my deepest appreciation and gratitude to my parents, friends and other people who have contributed to the completion of this work.

YARRATHOTI KRISHNA TEJA

REG NO. 234030851077

Chapter 1: Executive Summary

This short-term internship provided intensive hands-on training in computerized accounting and inventory management using Tally prime software. The curriculum covered core functionalities including company creation, Master data setup (groups, ledgers), and voucher entry for key business transactions (purchases, sales, payments, receipts, contra, Journal). A significant portion was dedicated to the inventory module, encompassing stock group, category, unit, and godown creation, along with detailed stock item management. The internship emphasized the seamless integration between accounting and inventory modules and the generation of essential financial and inventory reports, culminating in a mini-project to simulate a complete business's accounting cycle without GST considerations.

Learning objectives:

- * understanding the fundamental concepts of computerized accounting using Tally prime.
- * Mastering company creation and financial year selection in Tally prime.
- * proficiently creating and managing accounting groups and ledgers.
- * Accurately performing voucher entry for six primary transaction types: payment Receipt, purchase, sales, contra, and Journal.
- * Learning to record various business transactions, including purchases, sales (cash & credit), and indirect expenses.

- * Setting up and Managing inventory Masters: stock groups, categories, units of measure, godowns, and stock items.
- * Understanding and Implementing the integration of accounting and Inventory records in Tally
- * Learning to Input opening balances for assets, liabilities, and inventory items.
- * Generating and Interpreting key accounting reports (Trial Balance, profit & loss account, Balance sheet, Ledgers Accounts, Day Book).
- * Generating and Interpreting key inventory reports (Stock Summary, outstanding Receivables/Payables, Expense Analysis).

outcomes Achieved:

- * Developed proficiency in setting up and configuring a new company in Tally prime.
- * Gained Expertise in creating and Managing accounting and inventory Masters effectively.
- * Mastered accurate and efficient voucher entry for all primary transaction types.
- * Successfully recorded purchases, sales, and Indirect expense, ensuring proper double-entry accounting.
- * Implemented opening balances for both financial accounts and Inventory.
- * Created a comprehensive Inventory structure, including groups, categories, units and godowns.

* Achieved seamless Integration between accounting and Inventory modules for business transactions.

* Became proficient in generating and Inventory reports for business insights.

* Applied theoretical accounting knowledge to a realistic business simulation using Tally prime.

Chapter 2 : overview of Intecon organization

1. Introduction :-

Anjanees foundation is a non-profit organized based in Andhra Pradesh, dedicated to empowering individuals through education, skill development, health, agriculture, and community development. The foundation plays a significant role in fostering experiential learning through its well-structured Internship programs.

2. Vision :-

To create a self-sustaining society by providing quality education, skill development, and opportunities for holistic growth, ensuring that every individual can contribute meaningfully to the community.

3. Mission :-

* To bridge the gap between education and employment by equipping individuals with industry-relevant skills.

* To provide inclusive learning environments that cater to diverse communities, including underprivileged and differently-abled individuals.

* To promote innovation, entrepreneurship, and sustainability through practical training programs.

4 objectives:-

- * To offer structured internship programs that provide hands-on experience in various discipl disciplines.
- * To collaborate with educational institutions to integrate Internships into academic curricula.
- * To enhance employability by offering training in high-demand skills such as IT, business management, agriculture, and life sciences.
- * To promote research and development through skill-based Learning Initiatives.

5. Internship program overview:-

Anjanas foundation provides Internships in multiple fields, ensuring a practice learning experiences for students.

a. Internship scope of Reach

* The foundation provides 5,000 Internship opportunities across various universities in Andhra Pradesh.

* Collaborates with institutions like Krishna University to formalize Internship programs through MOUs.

b. Key Training Areas:-

* Information Technology & Digital skills:- Python, Data Science, cloud computing, full stack Development, Digital Marketing, Devops, service now, MySQL,

Tableau, web Technologies.

* Business & Management :-

competitive Exam preparation. office Administration, Tally, SAP,

* science & Agriculture :-

Life science, Agriculture, forestry,
pharmacy.

C. Industry Collaboration & Career development :-

* The foundation works with leading companies across, India, ensuring that trained interns receive ~~prop~~ priority in recruitment drives.

* practice learning experiences prepare interns for real-world challenges, enhancing their employability.

Chapter 3: Internship part

Description of Activities and Responsibilities:-

The Internship involved Intensive hands-on training on practical application of Tally prime software for both accounting and inventory management, simulating the operations of a business (e.g. SR Bookstores). Key activities and responsibilities included:

- * setting up new companies in Tally prime, defining the financial year, and configuring basic accounting features

- * creating essential accounting masters such as groups (e.g. Capital Account, Indirect Expenses) and ledgers (e.g. Cash, Bank, Rent purchase, Sales, Debtors, Creditors).

- * performing accurate voucher entry for a variety of daily business transactions including cash and credit purchases, cash and credit sales, payments (e.g. rent, electricity), receipts from customers, and contra entries)

- * Inputting opening balances for assets, liabilities and initial inventory stock to reflect the company's starting financial position.

- * Establishing the inventory module's structure by creating stock groups (e.g. Groceries), stock categories (e.g. Autos), units of measurement (e.g. nos), and godowns.

- * Defining and managing individual stock items with their opening quantities and rates

- * Recording business transactions that involve both accounting and inventory aspects, ensuring proper item

- allocation in purchase and sales vouchers.
- * Generating and analyzing various financial reports such as Trial Balance, profit & loss account, and Balance sheet to assess financial health and performance.
- * Generating and Interpreting Inventory reports like stock summary and outstanding Receivables/Payables to monitor stock levels and manage cash flow.

Work Environment & Tools used

The Internship was conducted in a structured learning environment, primarily utilizing Tallyprime accounting software.

The tools and software used were:

- * Tally prime: The core Accounting and Inventory Management software, used for all data entry, master creation, and report generation.
- * personal computer / work station: Equipped with Tallyprime software.

* Accounting Manuals / Guides: - References materials for Tally prime functionalities and accounting principles.

* practice Datasets: - Simulated business scenarios and transaction data for hands-on entry and reporting.

weekly work schedule:

week 1: Introduction to Tallyprime & company creation
 * overview of computerized accounting and the role of Tallyprime.

* Installation and basic navigation of Tallyprime.

* company creation in Tallyprime: steps, features, and financial year selection.

* understanding fundamental accounting concepts; assets,

Liabilities, income, expenses.

Week 2: Accounting module - Master creation (Groups & ledgers)

* understanding Accounting groups (primary or secondary):
capital, current assets, current liabilities, fixed assets,
Indirect Expenses, Indirect Incomes, sales, purchases.

* creating ledgers under appropriate groups: Cash, Bank
Accounts, Capital account, Rent, Electricity, stationery,
Internet charges, sales (cash/credit), purchase (cash/credit),
Sunday debts, Sunday creditors.

* Inputting opening Balance for ledgers (Cash, Bank Capital
opening stock - as a ledger item).

Week 3: Accounting module - voucher entry (part 1 - Basics)

* Introduction to Voucher entry in Tally prime.

* practice with Receipt vouchers (F6): Recording cash and
bank receipts from various sources.

* practice with payment vouchers (F5): Recording cash and bank
payments for expenses and purchases (without inventory)

* practice with contra vouchers (F4): Recording cash deposits
and withdrawals from the bank.

Week 4: Accounting module - voucher entry (part 2 - core
Business Transactions) & Reports.

* practice with purchase vouchers (F9): Recording cash
and credit purchases of goods (without inventory
items yet)

* practice with sales vouchers (F8): Recording cash and
credit sales of goods (without inventory items yet)

* practice with Journal vouchers (F7): Recording non-cash

Transactions and adjustments (e.g. depreciation, closing entries.)
* Viewing Basic Accounting Reports: Day Book, ledgers vouchers.
Week 5: Inventory Module - Master creation & Integration with Accounting :-

- * Introduction to inventory management in Tallyprime.
- * creating stock groups (e.g. fiction, non-fiction, poetry, Academic)
- * creating stock categories (e.g. specific authors, publishers)
- * creating units of measure (e.g. nos - numbers)
- * creating Godowns / Locations.
- * creating stock items with opening quantities, rates, and linking them to relevant groups, categories, and units.
- * Integrating inventory with purchase and sales vouchers; passing purchases and sales vouchers with stock item details.

Week 6: Inventory & Accounting Reports on project Review

- * viewing Inventory Reports: stock summary (by group, category, godown), stock item vouchers.
- * viewing Integrated Reports: Analyzing ledger accounts for purchases / sales with inventory details.
- * Generating key financial Reports: Trail Balance, profit & loss Account, Balance sheet.
- * Generating outstanding Receivables and payables Reports.
- * Review of the entire simulated business transactions and report analysis.

Tasks performed on Responsibilities :-

- * Configured company settings and selected the appropriate financial year in Tallyprime.

- * Created various accounting groups (e.g., Indirect Expenses, Current Liabilities) and ledgers (e.g., Rent A/c, Creditors).
- * Accurately entered purchase, sales, payment, receipt, contra and Journal vouchers based on provided transaction data.
- * Set up a complete Inventory structure, including stock groups, categories, units, and individual stock items.
- * Managed opening balances for both financial accounts and inventory items.
- * Recorded integrated accounting and inventory transactions.
- * Generated and analyzed key financial statements (Trial Balance, Balance sheet) and inventory reports (Stock Summary).

Skills Acquired:

* Tally prime operations: - proficiency in navigating the Tally prime interface and performing core functions.

* computerized accounting: - understanding and applying double-entry accounting principles within Tally.

* Master Data management: - skill in creating and managing accounting groups, ledgers, stock groups, categories, units, godown, and stock items.

* Voucher entry: - Accurate and efficient recording of all primary types of business transactions.

* Financial Reporting: - Ability to generate and interpret Trial Balance, Profit or Loss Account, and Balance Sheet.

* Inventory Management: - practical knowledge of stock classification, item tracking and inventory reporting.

* Data Integration: - understanding how accounting and inventory data are linked and flow in Tally prime.

Reporting and Analysis :- Skill in extracting actionable insights from various Tally reports.

Reflection :- This short-term internship provided a robust and practical foundation in computerized accounting and inventory management using Tallyprime. The hands-on approach to company setup, master creation, voucher entry, and report generation solidified theoretical accounting principles. The experience of integrating accounting and inventory modules for business transactions was particularly valuable, demonstrating a comprehensive understanding of business operations within an ERP system. This internship has equipped me with essential skills for managing financial records and stock efficiently in business environment.

Chapter 5: outcomes Description :-

The internship provided a highly practical and immersive learning experience, culminating in several key outcomes that significantly contributed to professional and technical growth in computerized accounting and inventory management using Tallyprime.

Work Environment Experience :- The internship fostered a hands-on and structured learning environment, primarily centered on the practical application of Tallyprime software. This provided direct exposure to the typical tasks and workflows of an accountant or inventory manager in a small to medium-sized business. The simulation of day-to-day business transactions allowed for a realistic understanding of accounting principles in action, reinforcing theoretical knowledge.

Interaction and Team Collaboration :- While the training was largely focused on individual mastery of Tallyprime, the internship involved crucial interactions with mentors. Regular feedback sessions were instrumental in clarifying complex accounting concepts, refining voucher entry accuracy, and optimizing master data setup. These interactions provided immediate guidance and ensured correct application of Tally features. Conceptual (or actual) peer discussions could have offered diverse perspectives on transaction recording and report interpretation facilities, and work environment.

The learning environment leveraged Tallyprime software as the core tool. This typically involved

* Tallyprime software :- The primary application for all accounting and inventory operations, installed on a personal computer or workstation.

* Accounting manuals/guides :- Reference materials (digital or physical) providing detailed explanations of Tally features and accounting principles

* practice datasets/company files :- Dedicated Tally company files used for creating Masters, entering vouchers, and generating reports.

Adaptation to professional standards :- Throughout the internship, a strong emphasis was placed on adapting to professional accounting and data management standards within Tallyprime. This included:

* Accuracy and precision :- Meticulously ensuring the correctness of every voucher entry and Master data configuration to maintain ledger integrity and accurate financial statements.

* double-entry system compliance :- consistently applying double-entry principles for all transactions, a core strength of Tally ensuring debits always equal credits.

systematic data organization :- Learning to structure accounting groups, ledgers, stock groups, and stock items logically for easy retrieval and comprehensive reporting.

Report verification :- Developing the habit of cross-verifying generated reports (e.g., Trial Balance) to detect and rectify errors promptly.

* ethical data handling :- understanding the importance of maintaining confidentiality and integrity of financial data within the system.

Chapter 6 3- Technical Skill Acquired :-

This internship significantly enhanced my technical skills in computerized accounting and inventory management using Tallyprime.

1. Tallyprime operations & configuration

→ Company creation & management: proficiently set up new companies in Tallyprime, including financial year definition, enabling/disabling features, and managing company data (alter, delete).

→ Gateway of Tally Navigation: mastered navigating the Tallyprime interface for efficient access to masters, vouchers and reports.

2. Accounting module mastery

→ Master data creation :-

→ Groups: created and categorized accounting groups (e.g. Capital Account, Bank Account, Indirect Expenses, Sales Account, purchase Account, Sundry Debits, Sundry Creditors) as per accounting hierarchy.

→ ledgers :- accurately created individual ledgers for all financial accounts (e.g. cash, SBI Bank A/c, Rent A/c, Sales-cash, Rahul) under appropriate groups.

→ voucher entry :-

→ six primary voucher types: Gained expertise in accurately recording transactions using

→ Receipt (fb) :- for all incoming cash/bank funds

→ payment (fs) :- for all outgoing cash/bank payments for expenses, assets purchases, etc.

→ contra (cu) :- for cash deposits to and withdrawals from the bank.

→ purchase (pa) :- for recording both cash and credit purchases of goods/services.

* Sales (S) :- for recording both cash and credit sales of goods / services
* Journal (J) :- for recording non-cash transactions, adjustments, and transfers.

* opening balance entry :- proficiently entered opening balances for all relevant ledgers (e.g. cash, Bank, Capital, opening stock value) to accurately establish the company's initial financial position.

3. Inventory Module mastery

* Inventory Master Data creation :-
* stock groups :- categorized inventory into logical groups (e.g. fiction, non-fiction, poetry, academic.)

* stock categories :- further sub-classified inventory for detailed tracking (e.g. specific authors, publishers)

* units of measure :- Defined how stock items are measured (e.g. Nos - Numbers.)

* Godowns / locations :- created storage locations for inventory.

* Stock items :- Defined individual products with their opening quantities, rates and linked them to appropriate groups, categories and units

* Inventory Integration :- Seamlessly integrated inventory details (stock items, quantities, rates) directly into purchase (Pa) and sales (Ps) vouchers, ensuring simultaneous update of both financial and stock records.

4. Report Generation & Interpretation

* Accounting Reports :-

* Trial Balance :- Generated and verified to ensure the fundamental accounting equation (debits = credits) holds true, confirming ledger accuracy.

* Profit & Loss Account: Generated and interpreted to understand the business's operational performance and profitability over a period.

* Balance Sheet: Generated and interpreted to view the company's financial position (assets, liabilities, capital) at a specific point in time.

* Ledger Accounts: Viewed detailed transaction histories for individual accounts.

* Day Book: Accessed chronological listing of all entered transactions for audit trails.

* Inventory Reports:

* Stock Summary: Generated to view overall stock levels, valuations, and movement.

* Stock Item Vouchers: Detailed transactions for individual stock items.

* Outstanding Receivables and Payables: Monitored amounts due from customers and owed to suppliers, crucial for cash flow management.

* Expense Analysis: Viewed detailed breakdowns of indirect expenses.

Chapter 7: Management of problem-solving skills acquired

The internship significantly developed my analytical, organizational, and problem-solving capabilities, all directly applied to managing business data within Tallyprime.

1. Data organization & systematization

* Chart of Accounts Design: understood and applied logical principles to structure the charts of Accounts (groups and ledgers) in Tally for effective financial tracking.

* Inventory Hierarchy Management: systematically organized stock items using groups, categories, and godowns for efficient inventory control.

* Transaction flow understanding: Developed a clear understanding of how different business transactions impact various accounts and inventory levels within Tally.

2. Accuracy & Error Detection

* Voucher Scouting: Developed a meticulous approach to reviewing source documents and cross-verifying details before and after voucher entry.

* Trial Balance Reconciliation: used the Trial Balance as a primary tool for identifying and rectifying errors in ledger entries.

* Report Discrepancy Identification: learned to spot inconsistencies between different reports (e.g. P&L vs. Stock Summary) that might indicate data entry errors or conceptual misunderstandings.

* Double-Entry principle application: constantly ensured that every transaction adhered to the double-entry system, a fundamental error-prevention mechanism.

3. Financial Analysis (Basic)

* Profitability Assessment :- Interpreted profit or loss reports to understand the business's revenue generation vs. Expense incidence.

* Financial Position Analysis :- Analyzed Balance sheet components (Assets, Liabilities equity) to grasp the overall financial health.

* Cash flow monitoring (Indirect) :- Interpreted outstanding reports to understand immediate cash inflow/outflow implications.

* Inventory Health Assessment :- Used stock summary to gauge inventory turnovers and identify potential overstocking or stock-out situations.

Chapter 8: Communication & presentation skills

Effective communication was crucial for documenting the Tally processes and presenting the insights derived from the reports.

- * Report writing & documentation
 - * structured logbook maintenance: - consistently documented daily activities, learning outcomes, and practical insights gained from using Tally prime.
 - * activity in Accounting narratives: - Developed the ability to explain complex accounting transactions and their impact in clear, concise language.
 - * Report Interpretation: - practiced summarizing key financial and inventory reports, highlighting significant observations and trends.
- * professional presentation (conceptual)
 - * presenting Tally Reports: - Developed the ability to conceptually present key Tally reports (P&L, Balance Sheet, Stock Summary) to stakeholders, explaining what they represent and their implications.
 - * Justifying entries: - practiced explaining specific vouchers or ledger balances, justifying them based on source documents and accounting principles.
 - * Explaining Tally functionality: - learned to clearly articulate how Tally prime features contribute to

efficient accounting and inventory management.







3. professional Engagement & Ethics

* mentor communication: Engaged in constructive discussions with the mentor, effectively conveying progress, challenges, and understanding of Tally functionalities.

* Data confidentiality: understood the ethical responsibility of handling sensitive financial data within an accounting software system.

* Accuracy & Integrity: maintained a strong commitment to accuracy and integrity in all data entry and reporting, adhering to professional accounting ethics.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 17-05-25	Understanding the benefits of digital accounting and Tally's position as a leading software.	Understanding the benefits of digital accounting and Tally's position as a leading software.	
Day - 2 18-05-25	Tally prime installation & Basic navigation (Gateway of Tally)	familiarity with the software environment and Main menu.	
Day - 3 19-05-25	Company creation in Tally prime; steps and Essential fields	proficiency in setting up a new company file in Tally.	
Day - 4 20-05-25	financial year selection and configuration in Tally prime.	Understanding the importance of correct financial year setup and basic company features.	
Day - 5 21-05-25	Understanding fundamental Accounting concepts in Tally context.	Grasping assets, liabilities, income, and expenses as Tally groups / ledgers.	
Day - 6 22-05-25	practice: creating multiple companies & deleting / Altering.	Gained hands-on experience in managing company data.	

WEEKLY REPORT







WEEK - 1 (From Dt. 12.05.25 to Dt. 22.05.25)

Objective of the Activity Done: To Introduce student to Computerized Accounting the Process setting up a new company.

Detailed Report:

The first week provides a foundation to computerized accounting and Sally Price learned to install Navigator interface, and make the credit page of Conery the final basic accounting were like to representation with reinforcing theoretical knowledge with practical application.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 25-05-25	Understanding Accounting Groups; primary Vs. Secondary Groups.	Differentiating between main and sub groups in Tally's chart of accounts.	
Day - 2 24-05-25	Creating capital Accounts & Bank Accounts Groups / Ledgers.	Setting up fundamental financial accounts in Tally.	
Day - 3 25-05-25	Creating indirect Expenses & indirect Incomes Groups / Ledgers.	Defining revenue and operational cost categories	
Day - 4 26-05-25	Creating sales Accounts & purchase Accounts Groups / Ledgers.	Establishing accounts for core business transactions.	
Day - 5 27-05-25	Creating sundry Debtors & sundry Creditors Groups / Ledgers	Managing customer and supplier accounts	
Day - 6 28-05-25	Inputting opening balances for ledgers (cash, Bank, capital, stock.)	Accurately populating initial financial position for a new financial year.	

WEEKLY REPORT







WEEK - 2 (From DL2.3.08.15 to DL2.08.25)

Objective of the Activity Done:

Detailed Report:

week 2 focused on creating accounting mats withi Tallprien learned to distinguish primary and secondary groups and systematically created various under appote. group). Gptic Bank Expenses Income, Sales, purchases Debit, and Credits). The crited Skill of inputty opening balance for ledger was also covered, ensuring the Company's initial standing is correctly reflected.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 29-05-25	Introduction to Vouchers Entry in tally prime.	Understanding Voucher types and their significance in recording transactions.	
Day - 2 30-05-25	practice with Receipt Vouchers (fb).	Accurately recording all incoming cash and bank funds	
Day - 3 31-05-25	practice with payment Vouchers (fs) (for cash expenses)	Recording cash payments for various operational expense	
Day - 4 1-06-25	practice with payment Vouchers (fs) (for bank payments)	Recording bank payment for expense, purchases and supplier payments.	
Day - 5 2-06-25	practice with contra Vouchers (fu)	Recording cash deposits to and with draws from the bank.	
Day - 6 3-06-25	Review & Error correction in Voucher Entry.	Learning to identify and rectify mistakes in previously entered Vouchers.	

WEEKLY REPORT







WEEK - 3 (From Dt 29/04/25 to Dt 06/05/25...)

Objective of the Activity Done:

Detailed Report:

week 3 focused on the founde aspect of vouchers in Taily (p. 15) student genid hand-on experies recording basic) cash and bank transtation using Receipt (F6), payment (F5) and Conts Conts (F4) voucher. Emphatic was place on accuracy and underst the impot of each transtation type on bodge balances.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 4-06-25	practice with purchase vouchers (f9) (Accounting invoice mode).	Recording cash and credit purchases of goods/services (without inventory details yet).	
Day - 2 5-06-25	practice with sales vouchers (f8) (Accounting invoice mode).	Recording cash and credit sales of goods/services (without inventory details yet.)	
Day - 3 6-06-25	practice with Journal vouchers (f7).	Recording non-cash transactions, adjustments, and transfers	
Day - 4 7-06-25	Viewing Day Book and ledgers Accounts.	Understanding chronological transaction records and individual account summaries.	
Day - 5 8-06-25	Generating and verifying trial Balance.	Ensuring the equality of debits and credits and overall accounting accuracy.	
Day - 6 7-06-25	Introduction to profit or loss Account and Balance Sheet (viewing only).	Understanding the basic structure of key financial statements.	

WEEKLY REPORT







WEEK - 4 (From Dt. 9/06/25 to Dt. 9/06/25...)

Objective of the Activity Done:

Detailed Report:

weekly expansion on voucher entry to core business transaction like purchase (F9) and sales (F8), along with non-cash adjustments journal vouchers (F7) students also learned to generate and verify the Day Book and individual ledger accounts. A key achievement was generation and balance, ensuring accuracy of before moving to main financial statements.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 10-06-25	Introduction to Inventory Management in tally prime	Understanding the need for stock tracking and its integration with accounting.	
Day - 2 11-06-25	Creating stock Groups (e.g. Genres: fiction, non-fiction, Academic).	Classifying inventory into logical groups for better management.	
Day - 3 12-06-25	Creating stock categories (e.g. Authors, publishers).	Further sub-classifying stock for detailed tracking.	
Day - 4 13-06-25	Creating units of Measure (e.g, Nos - Numbers) & Grids / Locations.	Defining how stock is measured and stored.	
Day - 5 14-06-25	Creating stock Items with opening quantities and Rates.	Defining individual products - their initial stock, and cost.	
Day - 6 15-06-25	Integrating Inventory with purchase & sales vouchers.	Passing purchase (Pv) and sales (Sv) vouchers with detailed stock item allocation.	

WEEKLY REPORT






WEEK - 5 (From DL10/06/25 to DL15/06/25)

Objective of the Activity Done:

Detailed Report:

week 5 market the transition to the inventory module. Students up a detailed structure by Stock Crops Categories units. The highlight of the week was creating stock items and critically tracking into Purchase and Sales vouchers ensuring that both financial and stock movements are recorded simultaneously.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 16-06-25	Viewing Inventory Reports; Stock Summary (by Group, Category, Breakdown).	Analyzing overall stock levels and valuations.	
Day - 2 17-06-25	Viewing stock Item vouchers and outstanding Receivables / payables.	Detailed tracking of individual stock movements and managing customer / supplier balances.	
Day - 3 18-06-25	Generating and Interpreting Profit & Loss Account.	Understanding business profitability for the simulated period.	
Day - 4 19-06-25	Generating and Interpreting Balance Sheet.	Analyzing the financial position (assets, liabilities, capital) of the business.	
Day - 5 20-06-25	Review of the Entire Simulated Business Transactions.	Comprehensive check of all entered data and master configurations.	
Day - 6 21-06-25	Project presentation & Discussion on key Reports.	Presenting generated reports and discussing their insights for business decision-making.	

WEEKLY REPORT

WEEK - 6 (From Dt. 16/06/25 to Dt. 22/06/25.)

Objective of the Activity Done:

Detailed Report:

The final week culminated in generation and interpreting a full suite of Tally reports, becoming proficient in analyzing reports statements (Profit & Loss, Balance Sheet), and other crucial like outstanding receivables/payables. This week provided a holistic view of how Tally facilitates comprehensive financial and inventory oversight, business decision, and completing the simulated accounting cycle.

Chapter 5: Outcomes Description

The internship provided highly practical and immersive learning culminating in several key outcomes that significantly contributed to professional and technical growth in computerized accounting and inventory management using Tally Prime.

Work Environment Experience

The internship fostered a hands-on and structured learning primarily centered on the practical application of Tally Software. This provided exposure to the typical and workflows of an accountant or in small a realistic understanding of accounting principles in action and real knowledge.

Facilities and work Environment

The learning environment Tally Prime as follows.
This typically involved.

- * Tally prime software: The primary application for inventory operation, installed on a personal or workstation.
- * Accounting manuals/Guides: Reference materials detailed explanation of Tally features and accounting principles.
- * Simulated Transaction Data: pre-defined of business transaction (purchase, sales expense) used for practical data entry.

Adaptation to Professional Standards

Throughout the internship a strong emphasis was placed on adapting to data management standards within Tally Prime. This included:

- * **Accuracy and Precision:** meticulously the correctness of every voucher entry, master data configuration to maintain accurate financial statements.
- * **Double-Entry System Compliance:** consistently applying double-entry principles for all transactions, a core strength of Tally, ensuring debits always equal credits.
- * **Systematic Data Organization:** learning to structure accounting groups, ledgers, stock groups, and stock and logics for retrieval and comprehensive reporting.

* Report verification: Developing the habit of cross-verifying generated reports to detect and correct errors promptly.

* Ethical Data Handling: Understanding the importance of maintaining confidentiality and integrity of financial data within the system.

chapter 6: Technical skills Acquired

This internship significantly enhanced my technical skill in computerized accounts and inventory management using Tally prime.

1. Tally Prime operations & Configuration

* Company Creation & management: proficient

set up new companies in Tally prime enabling/disabling features, and manage company data (alter, delete).

* Gateway of Tally Navigation: mastered navigation the Tally prime interface for to master, vouchers and reports.

2. Accounting module mastery

* master data, Creation.

▷ Groups: Created and categorized accounting group Bank Account.

Sales Account, Purchase Accounts

Sundry Credit as hierarchy.

2) Ledgers: Accurately created individual for all financial accounts, cash, SBI Bank A/c, Rent A/c, Sales - Cash, Rahul) under appropriate groups.

* Voucher Entry:

• Six primary Voucher Types: Grouped experts in accurately recording transaction using:

1) Receipt (F6): for all incoming cash/bank funds.

2) Payment (F5): for all outgoing cash/bank payments for asset etc.

3) Contra (F4): for cash deposits to and from the Bank.

4) Purchase (F9): for recording both cash purchase of goods/services.

5) Sales (F8): for recording both cash and goods/services.

6) Journal (F7): for recording non-cash transactions, adjustments, and transfers.

• opening balances entry: proficiently entered opening balances for all relevant ledgers (Cash Bank Capital, opening stock value) to accurately establish the Company's initial financial position.

3. Inventory module mastery

Inventory mastery Data Creation

- † stock Groups: categorized inventory into logical Fiction Non-fiction, Poetry, Academic
- † stock Categories: further sub-classified for detailed tracking (specific authors publishers).
- † Godowns/locations: created storage location for inventory
- † Stock Items: Defined individual product their opening quantities and linked them to appropriate groups, Cost code and unit.

Inventory Integration: Seamlessly integrated inventory stock items quantities) purchase (PA) and Sale) (PS) vouchers, ensuring simultaneous update of both financial and stock records.

4. Report Generation & Interpretation

- Accounting Reports:

- * Trial Balance: Generated and verified to ensure the accounting equation holds confirming ledger accuracy.

- * Balance Sheet: Generated and interpreted to view the company's financial position at a specific point in time.

- * Ledger Accounts: viewed detailed transactions for individual accounts.

- * Day Book: Accessed chronological of all entered transaction for audit trails.

Inventory Reports:

- ✓ stock Summary: Generated to view overall stock levels, valuations, and movement.
- ✦ stock Item Vouchers: Detailed transactions, stock levels, valuation.
- * Outstanding Receivables and Payable: monitor amounts due from customers and owed to supplier for cash flow management.
- * Expense Analysis: viewed data table breakdowns of indirect expenses.

Student Self Evaluation of the Short-Term Internship

Student Name: **YARRATHOTI KRISHNA TEJA**

Registration No. 234030851077

Term of Internship:

From: 16-06-25

To: 30-06-25

Date of Evaluation:

Organization Name & Address: **Anjanaa's Foundation, Avanigadda.**

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

	1	2	3	4	5	✓
1 Oral communication						✓
2 Written communication						✓
3 Proactiveness				4 ✓	5	
4 Interaction ability with community					5 ✓	
5 Positive Attitude					5 ✓	
6 Self-confidence				4 ✓	5	
7 Ability to learn				4 ✓	5	
8 Work Plan and organization					5 ✓	
9 Professionalism					5 ✓	
10 Creativity					5 ✓	
11 Quality of work done				4 ✓	5	
12 Time Management					5 ✓	
13 Understanding the Community					5 ✓	
14 Achievement of Desired Outcomes				4 ✓	5	
15 OVERALL PERFORMANCE				4 ✓	5	

Date:

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: YARRATHOTI KRISHNA TEJA

Registration No. 234030851077

Term of Internship: From: 15-05-25 To: 30-06-25

Date of Evaluation:

Organization Name & Address: Anjanaa's Foundation, Avanigadda.

Name & Address of the Supervisor with
Mobile Number NAVEEN

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

	1	2	3	4	5
1 Oral communication					✓
2 Written communication				✓	5
3 Proactiveness				✓	5
4 Interaction ability with community					5 ✓
5 Positive Attitude					5 ✓
6 Self-confidence					5 ✓
7 Ability to learn				✓	5
8 Work Plan and organization				✓	5
9 Professionalism				✓	5
10 Creativity				✓	5
11 Quality of work done					5 ✓
12 Time Management					5 ✓
13 Understanding the Community				✓	5
14 Achievement of Desired Outcomes					5 ✓
15 OVERALL PERFORMANCE					5 ✓

Date:


 ANJANA'S FOUNDATION
 Reg No: 4/2020, BK-4
 80G Certified
 Signature of the Supervisor
 AVANIGADDA

INTERNAL ASSESSMENT STATEMENT

Name of the Student: YARRATHOTI KRISHNA TEJA

Programme of Study: TALLY

Year of Study: 2025

Group: B.Com computer applications

Register No/H.T. No: 234030851077

Name of the College: GOVERNMENT DEGREE COLLEGE,
RAJAMPETA

University: Yogi Vemana University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:
Guide


Signature of the Faculty

Certified by

Date:
Department/Principal

Signature of the Head of the

Seal:



PRINCIPAL
Govt. Degree College
RAJAMPET - 516 115
Annamayya Dist.



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grow professionally and personally.**



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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