

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
Virtual



Name of the Student: SYED NAGIN BASHA

Name of the College: GOVERNMENT DEGREE COLLEGE, RAJAMPETA

Registration Number: 234030851068

Period of Internship: From: 15-05-2025 To: 30-06-2025

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, HONOURS*

*Under the Faculty Guideship of
N.B.SIVARAMIREDDY M.Sc, M.Ed*

*Department of
Commerce*

GOVERNMENT DEGREE COLLEGE, RAJAMPETA

Submitted by:

SYED NAGIN BASHA

Reg.No: 234030851068

*Department of
Commerce*

GOVERNMENT DEGREE COLLEGE, RAJAMPETA

Student's Declaration

I, SYED NAGIN BASHA a student of B . C O M C O M P U T E R
A P P L I C A T I O N S , H O U N O U R S Program, Reg. No.
234030851068 of the Department of Commerce College do hereby declare
that I have completed the mandatory internship from 15-05-2025 to
30-06-2025 in Anjanaa's Foundation, under the Faculty
Guideship of N.B.SIVARAMIREDDY M.Sc,M.Ed Department of Commerce,
GOVERNMENT DEGREE COLLEGE, RAJAMPETA

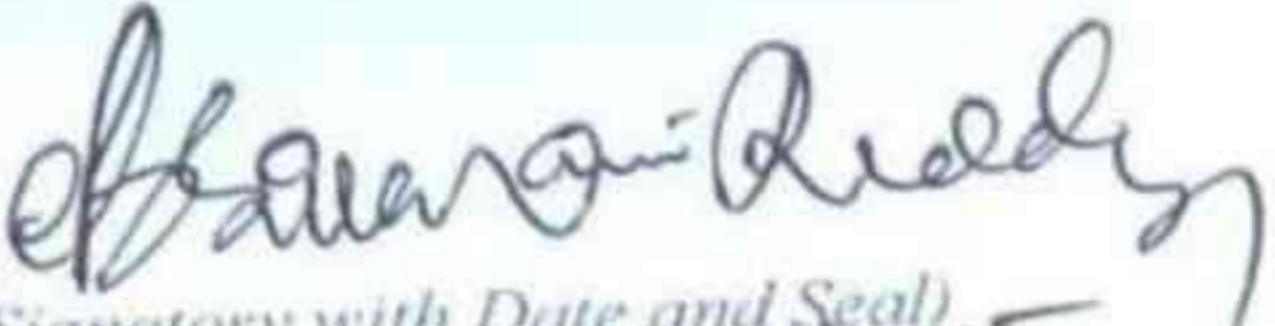
SINAGIN BASHA
11-07-2025

(Signature and Date)


Official Certification

This is to certify that SYED NAGIN BASHA Reg. No. 234030851068 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, HONOURS in the Department of Commerce, GOVERNMENT DEGREE COLLEGE, RAJAMPETA

This is accepted for evaluation.


(Signatory with Date and Seal)
4/8/25

Endorsements

Faculty Guide 

Head of the Department 

Principal 

Certificate from Intern Organization



This is to certify that SYED NAGIN BASHA Reg. No 234030851068 of GOVERNMENT DEGREE COLLEGE, RAJAMPETA underwent internship in Anjanaa'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.



Authorized Signatory with Date and Seal



EDUCATION I HEALTH I AGRICULTURE I ENLIGHTENMENT

Regd No:- Bk-4, CS No. 4/2020

CERTIFICATE

Sl. No. : AF/STI/2025/381

This is to certify that Mr./Miss. SYED NAGIN BASHA Reg. No 234030851068 of GOVERNMENT DEGREE COLLEGE, RAJAMPETA underwent internship on TALLY in Anjanaa's Foundation from 15-05-2025 to 30-06-2025.

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



Date: 07-07-2025

Anjanaas Foundation

ISO 9001:2015

www.anjanaasfoundation.org

C. Naveen
Naveen Batchu
Founder
Anjanaas Foundation

Acknowledgements

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SYED NAGIN BASHA
REG NO. 234030851068

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 (purchase, sales, payments, receipts, contra, journal). A significant portion was dedicated to the inventory module, encompassing stock group, category, unit, and item 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 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 financial year selection in Tally Prime.~~
- Proficiently creating and managing accounting master: groups and ledgers.
- Accurately performing voucher entry for six primary transaction types: payment receipts, purchase, sales, contra, and Journal.
- Learning to record various business transactions including purchases, sales (cash & credit), and indirect expenses.
- Setting up and managing inventory master: 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, Ledger 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 purchase, sales, and indirect expenses ensuring proper double-entry accounting.
- ~~that~~ Implemented opening balances for both financial accounts and inventory.
- Created a comprehensive inventory structure including groups, categories, units, and goods.
- Achieved seamless integration between accounting and inventory modules for business transactions.
- Became proficient in generating and analyzing crucial financial and inventory reports for business insights.
- Applied theoretical accounting knowledge to a realistic business simulation using rally waves.

Chapter 2: Overview of Intern Organization

1. Introduction

Anjanas Foundation is a non-profit organization 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 ^{under}privileged and differently-abled individuals.
- To promote innovation, entrepreneurship, and sustainability through practical training programs.

ii. Objectives

- To offer structured internship programs that provide hands-on experience in various 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 practical learning experience for students.

a) Internship scope & reach

- The foundation has provided 5000 internship opportunities across various universities in Andhra Pradesh.
- Collaborates with institutions like RVISMA 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, my SQL, Tableau, web technologies

- Business & management: office administration.

- Tally, SAP, competitive exam preparation.

- Science & Agriculture: Life sciences, Agriculture,

- Forestry, pharmacy.

c. Industry collaboration & Career Development

- The foundation works with leading

- companies across India, ensuring that

- trained interns receive priority in recruitment

- drives.

- practical learning experiences prepare

- interns for real-world challenges, enhancing

- their employability.

Chapter 3: Internship part

Description of Activities & Responsibilities

The internship involved intensive hands-on training and practical application of Tally Prime software for both accounting and inventory management, simulating the operations of a business (e.g. SR Bookstore). Key activities and responsibility 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 ledger (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, debtors (creditors), 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. branches), stock categories (e.g. ~~paths~~), units of measurement (e.g. nos) and grams.
- Defining and merging 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 Tally Prime 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/workstation, Equipped with Tally prime software.

- Accounting manuals / guides: Reference 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

Weekly work schedule

week 1: Introduction to Tally Prime & Company

creation

- overview of computerised accounting and the role of tally prime
- installation and basic navigation of Tally Prime.

- Company creation in Tally Prime: 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 & 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) (item).
- Inputting opening balances for ledgers (Cash, Bank; Capital, Opening stock - as a ledger item).

Week 3: Accounting Models - Voucher Entry (Part 1 - Basics)

- Introduction to voucher entry in Tally Prime.

- practice with payment vouchers (PV):

Recording cash and bank payments for expenses and purchase (without inventory).

- practice with contra vouchers (CV):

Recording cash deposits and

withdrawals from the bank.

- week 4: Accounting module - voucher entry
(part 2 - core Business Transactions) & Reports
- Practice with purchase vouchers (Pv):
Recording cash and credit purchases of goods (without inventory item yet).
- Practice with sales vouchers (Sv): Recording
cash and credit sales of goods (without
inventory items yet).
- Practice with Journal vouchers (Jv): Recording
non-cash transactions and adjustments:
(eg, depreciation, closing entries).
- Viewing basic Accounting Reports: Day Book
Ledger vouchers.







Week 5: Inventory module - master creation & integration with Accounting

- Introduction to Inventory management in Tally Prime.
- Creating stock groups (eg., Fiction, Non-Fiction, Poetry, Academic).
- Creating stock categories (eg., specific authors, publishers).
- Creating units of measure (eg., Nos-numbers).
- Creating brands / 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 purchase and sales vouchers with stock item details.

Week 6: Inventory & Accounting Reports & Project Review.

- Viewing Inventory Reports: Stock summary by Group, category, & subcategory, Stock Item Vouchers
- Viewing integrated reports: Analyzing ledger accounts for purchase & sales with inventory details.
- Generating Key Financial Reports: Trial Balance, Profit & Loss Account, Balance Sheet.
- Generating outstanding Receivables and payables reports.
- Review of the entire simulated business transactions and report analysis.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Overview of computerized Accounting & Role of Tally Prime.	Understanding the benefits of digital accounting and Tally's position as a leading software.	
Day - 2	Tally Prime Installation & basic navigation (Gateway of Tally).	Familiarity with the software environment and main menu.	
Day - 3	Company Creation in Tally Prime: steps and Essential Fields.	Proficiency in setting up a new company file in Tally.	
Day - 4	Financial year selection and configuration in Tally Prime.	Understanding the importance of correct financial year set up and basic company.	
Day - 5	Understanding Fundamental Accounting concepts in Tally context.	Grasping assets, Liabilities, income and expenses as Tally groups/ledgers.	
Day - 6	Practice: Creating multiple companies & deleting/altering.	Gained hands-on experience in managing company data.	

Week 1: Introduction to Tally prime & company creation.

WEEKLY REPORT







WEEK - 1 (From Dt. 15-05 to Dt. 21-05)

Objective of the Activity Done:

Detailed Report: The first week provided a foundational introduction to computerized accounting and Tally prime. Students learned to install Tally prime, navigate its interface, and master crucial processes of company creation, including setting the financial year. Basic accounting concepts were linked to their representation within Tally, reinforcing theoretical knowledge with practical application.

-Objective: To introduce students to computerized accounting, the Tally prime interface, and the process of setting up a new company.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	understanding Accounting Groups: primary-US, secondary Groups.	Differentiating between main and sub-groups in tally's chart of accounts	
Day - 2	Creating indirect expenses & indirect Income Groups/Ledgers.	defining revenue and operational cost categories.	
Day - 3	creating capital accounts & bank accounts Groups/Ledgers.	setting up fundamental financial accounts in Tally.	
Day - 4	creating sales accounts & purchase accounts Groups/Ledgers.	Establishing accounts for core business transactions.	
Day - 5	creating sundry debtors & sundry creditors Groups/Ledgers.	managing customer and supplier accounts.	
Day - 6	Inputting opening balances for ledgers (cash, bank, capitals stock).	Accurately populating initial financial positions for new financial year.	

WEEKLY REPORT

WEEK - 2 (From Dt. 22-05 to Dt. 28-05)

Objective of the Activity Done:







Detailed Report:

Week 2: Accounting. Module - master creation
(Groups & ledgers)

Objective: To enable students to proficiently create and manage accounting masters, specifically groups and ledgers, as per accounting principles.

Detailed Report: week 2 focused on creating accounting masters within tally prime. Students learned to distinguish between primary and secondary groups and systematically created various ledgers under appropriate groups, including Capital, Bank, Expenses, Incomes, sales, purchases, Debtors and Creditors. The critical skill of inputting opening balances for ledgers was also covered, ensuring the company's initial financial 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	Introduction to Voucher entry in Tally-Prime.	Understanding Voucher types and their significance in recording transactions.	
Day - 2	Practice with Receipt Voucher (RV).	Accurately recording all incoming cash and bank receipts.	
Day - 3	Practice with payment vouchers (PV) for cash expenses.	Recording cash payments for various operational expenses.	
Day - 4	Practice with payment vouchers (PV) for bank payments.	Recording bank payments for expenses, purchases, and supplier payments.	
Day - 5	Practice with combined vouchers (CV).	Recording cash deposits to and withdrawals from the bank.	
Day - 6	Review & Error Correction in Voucher Entry.	Learning to identify and rectify mistakes in previously entered vouchers.	

WEEKLY REPORT

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

Objective of the Activity Done:







Detailed Report:

Week 3: Accounting Module - Voucher Entry
(part 1 - Basic Transactions)

Objective: To familiarize students with the process of voucher entry for basic cash and bank-related transactions in Tally Prime.

Detailed Report: Week 3 focused on the foundational aspects of voucher entry in Tally Prime. Receipt (F6), payment (F5), and Contra (F4) vouchers. Emphasis was placed on accuracy and understanding the impact of each transaction type on ledger balances.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Intro practice with purchase vouchers (PJ) (Accounting Invoice made).	Recording cash and credit purchase of goods services.	
Day - 2	practice with sales vouchers (PJ) (Accounting Invoice made).	Recording cash and credit sales of goods services.	
Day - 3	practice with Journal vouchers (PJ).	Recording non-cash transactions adjustments and transfers.	
Day - 4	Viewing Day-book and ledger accounts.	Understanding chronological transaction records and individual Ac.	
Day - 5	Generating and Verifying trail balance.	Ensuring the equality of debits and credits and overall Ac. accuracy.	
Day - 6	Introduction to profit & loss Account and Balance sheet (Viewing only).	Understanding the basic structure of key financial statements.	

WEEKLY REPORT

WEEK - 4 (From Dtv 05-06 to Dt 11-06)

Objective of the Activity Done:

Detailed Report:







Week 4: Accounting module - Voucher Entry (part 2 - core business transactions) & Reports

Objective: To enable students to record core business transactions (purchase, sales) and to generate basic accounting reports.

Detailed Report: Week 4 expanded on voucher entry to cover core business transactions like purchases (PQ) and sales (ES) along with non-cash adjustments using journal vouchers (JV). Students also learned to generate and verify the Day Book and individual Ledger Accounts. A key achievement was generating and understanding the trail balance, ensuring accuracy of entries before moving to main financial statements.

ACTIVITY LOG FOR THE FIFTH WEEK

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Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction to inventory management in tally prime	Understanding the need for stock tracking and its integration with account	
Day - 2	Creating stock groups (eg. genres: Fiction, non-fiction Academic).	Classifying inventory into logical groups for better management	
Day - 3	Creating stock categories (eg. authors publishers)	Further sub-classifying stock for detailed tracking	
Day - 4	Creating units of measure (eg. nos - numbers) & bins/locations.	Defining how stock is measured and stored.	
Day - 5	Creating stock items with opening quantities and rates.	Defining individual materials, their initial stock and cost.	
Day - 6	Integrating Inventory with purchase & sales vouchers.	Passing purchase (PB) vouchers with detailed stock item allocation.	

WEEKLY REPORT

WEEK - 5 (From Dt. 18-06 to Dt. 24-06...)

Objective of the Activity Done:







Detailed Report:

Week 5: Inventory module - master creation & Integration with Accounting

Objective: To enable students to set up a comprehensive inventory structure and integrate inventory movements with accounting entries.

Detailed Report: Week 5 marked the Inventory module. Students learned to set up a detailed inventory structure by creating stock groups, categories, units of measure and brands. The highlight of the week was creating individual stock items and, critically, integrating inventory tracking ~~and~~ directly into purchase and sales vouchers, ensuring that both financial and stock movements are: 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	Viewing inventory reports, stock summary by group category; overview.	Analyzing overall stock levels and valuations.	
Day - 2	Viewing stock item vouchers and out standing Receivables/Payables	detailed tracking of individual stock movements and managing customer/supplier.	
Day - 3	Generating and interpreting profit & loss Account.	Understanding business profitability for the simulated period.	
Day - 4	Generating and interpreting balance sheet.	Analyzing the financial position assets, liabilities, capital of the business.	
Day - 5	Review of the entire simulated business transactions.	comprehensive check of all entered data and master configurations.	
Day - 6	Project presentation & discussion on key Reports.	Presenting generated reports and discussing their insights for business.	

WEEKLY REPORT

WEEK - 6 (From Dt. 25-06 to Dt. 30-06)

Objective of the Activity Done:







Detailed Report:

Week 6: Inventory & Accounting Reports & Project Review

Objective: To enable students to generate and interpret key financial and inventory reports thus completing the simulation of a business's accounting and inventory cycle.

Detailed report: The final week culminated in generating and interpreting a full suite of Tally reports. Students became proficient in analyzing Inventory Reports (Stock Summary), Financial Statements (Profit & Loss, Balance Sheet) and other ~~of~~ crucial reports like Outstanding Receivables/Payables. This week provided a holistic view of how Tally facilitates comprehensive financial and inventory oversight, enabling informed business decisions.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	simulated project Finalization: Review All masters, vouchers & Inventory.	Ensured all project components were accurate and complete	
Day - 2	Error - Identification & Rectification: Altering master & vouchers.	Learned techniques to fix incorrect entries and maintain data integrity	
Day - 3	Reports Generation: Trial Balance, P&L, Balance sheet.	Practiced generating and interpreting core financial reports.	
Day - 4	Inventory Reports: Stock summary, movement & valuation reports.	Analyzed stock flow availability and value across different periods	
Day - 5	Introduction to project documentation: screenshots, reports exports	Began collecting project elements to create a professional doc file	
Day - 6	Compiling a project report format: cover page Index, Report Screens.	Structured the entire project portfolio in digital form for evaluation and future use.	

WEEKLY REPORT

WEEK - 7 (From Dt.....?..... to Dt.....?)

Objective of the Activity Done:







Detailed Report:

week 7: Final project completion, error rectification & documentation

objective: To complete the simulated accounting project, learn to correct errors, generate all relevant reports, and begin preparing project ~~doc~~ documentation for evaluation and portfolio inclusion

detailed report: This week focused on refining and finalizing the complete tally simulation project. Students revisited their masters, vouchers, and reports to check for completeness and accuracy. They learned to identify and correct common data entry mistakes and began generating and interpreting key reports. The latter part of the week shifted toward project documentation where students compiled structured screenshots and finalized

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Certification Assessment (practical task on Tally).	Demonstrated applied understanding through hands-on simulation-based.	
Day - 2	Portfolio Finalization; Printe File (screenshots + reports + cover note).	Assembled and finalized a professional documentation file for records and interview.	
Day - 3	Resume preparations Tally roles (accounts, Elec, office Admin, Billing staff).	Created customized resumes highlighting Tally project experience and certification.	
Day - 4	Exploring portfolio & Resume to Job portals	Gained exposure to Job portal interfaces and certification.	
Day - 5	Understanding Job Roles & Career Pathways with Tally.	Gained exposure to Job portal credentials.	
Day - 6	Internship Feedback Certificate Distribution & Next Steps.	Explored real-world job profiles, expected skills and entry-level responsibilities.	

WEEKLY REPORT

WEEK - 8 (From Dt..... to Dt: Dt.....)

Objective of the Activity Done:

Detailed Report:

Week 8: Certification, Evaluation, portfolio completion & career orientation:

Objective: To evaluate students' practical competency through assessments, finalize their project portfolios, and guide them towards job-readiness through resume building and job portal orientation.

Detailed Report: Week 8 served as the capstone for the Tally internship. Career readiness sessions covered resume building, job portal registrations, and orientation to roles such as Accounts Assistant, Billing Executive, and Office Admin. The program ended with feedback collection, certificate distribution, and guidance for applying their learning in real-world opportunities.

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 Tally-Prime.

Work Environment Experience.

The internship fostered a hands-on and structured learning environment, primarily centered on the practical application of Tally Prime 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

Interaction and team collaboration

While the training was largely focused on individual mastery of Tally Prime, 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 set-up.

Facilities and work environment

The learning environment leveraged Tally Prime software as the core tool. This typically involved:

- Tally Prime Software: The primary application for all accounting and inventory operations, installed on a personal computer or workstation.
- Accounting manuals / Guides: Reference materials providing detailed explanations of Tally features and accounting principles.

- Simulated Transaction data: Pre-defined of business transactions (purchases, sales, expenses, etc) used for practical data entry exercises.
- practice data-sets (company files; Dedicated Tally company files used for creating masters, entering vouchers and generating reports.

Adaptation to professional ~~GA~~ Standards

Throughout the internship, a strong emphasis was placed on adapting to professional accounting and data management standards within Tally prime.

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.

- Report verification: Developing the habit of cross-verifying generated reports (eg. trial balance) to detect and report 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 skills in computerized accounting and inventory management using Tally Prime.

1. Tally Prime Operations & Configuration

- Company creation & management; proficiently set up new companies in Tally Prime, including financial year definition, enabling/disabling features, and managing company data (alter/delete).
- Gateway of Tally navigation; mastered navigating the Tally Prime 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 Accounts, indirect expenses, sales Account, purchase

Account, sundry debtors, sundry creditors
as per accounting hierarchy.

- Ledgers: Accurately created individual ledgers for all financial accounts (eg, cash, SA 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 (R5): For all incoming cash/bank funds.

- Payment (P5): For cash deposits to and withdrawals for all outgoing cash/bank payment for expenses, asset purchases, etc.

- Contra (C5): For cash deposits to and withdrawals from the bank.

- Purchase (P): 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 - balances Entry: Proficiently entered opening balances for all-relevant ledgers (eg. 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 (eg. 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.

4. Report Generation & Interpretation

- Accounting Reports:

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

2. Profit & Loss Account

3. Balance Sheet

4. Ledger Accounts

5. Day Book

• Inventory Reports:

1. Stock Summary
2. Stock-item Vouchers
3. Outstanding Receivables and Payables
4. Expense Analysis

Chapter 7: Managerial & Problem-Solving Skills Acquired

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

1. Data Organization & Systematization

- Chart of Accounts Design: Understood and applied logical principles to structure the chart of accounts in Tally for effective financial tracking.
- Inventory Hierarchy Management: Systematically organized stock items using groups, categories, and sub-items for efficient inventory control.

- Transaction Flow understanding: Developed a meticulous approach to reviewing ~~work~~.
- 2. Accuracy & Error Detection
 - Voucher scrutiny: Developed a meticulous approach to reviewing source documents and cross-verifying details before and after voucher entry.
 - Trail 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 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 (Base)

- Profitability Assessment: Interpreted profit & Loss reports to understand the business's revenue generation vs. expense incurrence.
- 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 turnover 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.

1. Report writing & documentation

- structured logbook maintenance; consistently documented daily activities, learning outcomes, and practical insights gained from using Tally Prime

- clarity in accounting narratives;

developed the ability to explain complex accounting transactions and their impact in clear, concise language.

- * professional presentation (conceptual)

- presenting Tally Reports; developed the ability to conceptualize.

- Report interpretation: practiced summarizing key financial and inventory reports, highlighting significant observations and trends.

2. 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 voucher entries 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 key functionalities.
- Data Confidentiality: Understood the mentor's ethical responsibility of handling sensitive financial data ~~and~~ 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.

Student Self Evaluation of the Short-Term Internship

Student Name: SYED NAGIN BASHA

Registration No. 234030851068

Term of Internship: From: 15-05-2025 To: 30-06-2025

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

Date:

S. Nagin Basha

Signature of the Student

INTERNAL ASSESSMENT STATEMENT

Name of the Student: SYED NAGIN BASHA

Programme of Study: TALLY

Year of Study: 2025

Group: B.COM COMPUTER APPLICATIONS, HONOURS


Register No/H.T. No: 234030851068

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
4/8/25

Certified by

Date:
Department/Principal

Signature of the Head of the

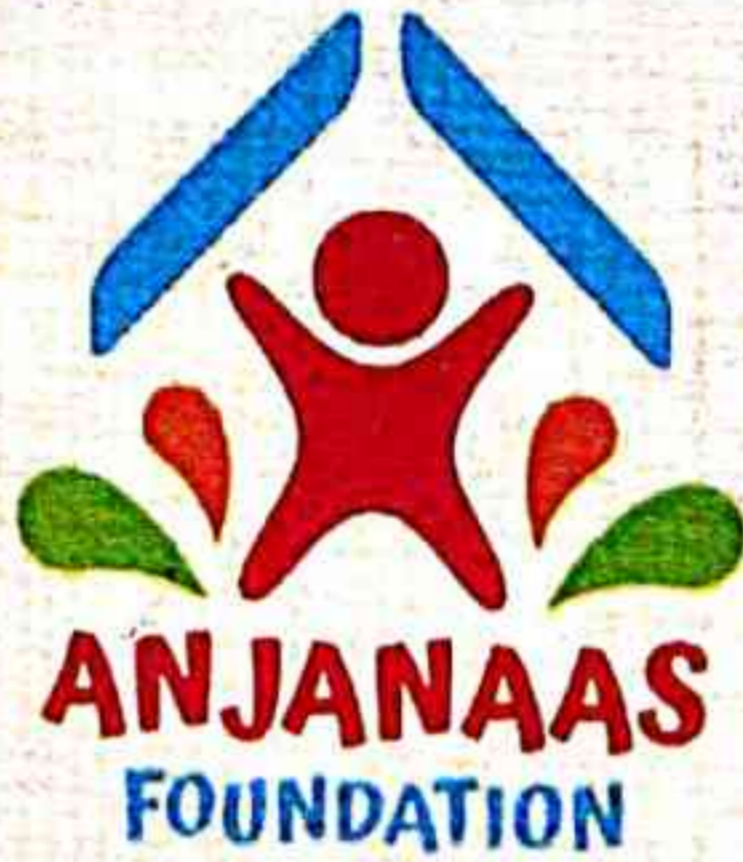
Seal:


PRINCIPAL

Govt. Degree College
RAJAMPET.- 516 116
Annamayya Dist.



Anjanaas Foundation offers internships that can help you grow professionally and personally.



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)-
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Almakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

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