

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
Virtual



Name of the Student: VADDE NANDINI

Name of the College: GOVERNMENT DEGREE COLLEGE, RAJAMPETA

Registration Number: 234030851075

Period of Internship: From: 15/5/2025 To: 30/6/2025

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 Application*

*Under the Faculty Guideship of
Shivarami Reddy M.Sc,M.A*

*Department of
Commerce*

GOVERNMENT DEGREE COLLEGE, RAJAMPETA
Submitted by:

VADDE NANDINI

Reg.No: 234030851075

*Department of
Commerce*

GOVERNMENT DEGREE COLLEGE, RAJAMPETA

Student's Declaration

I, VADDE NANDINI 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 Program, Reg. No. 234030851075 of the Department
of Commerce College do hereby declare that I have completed the mandatory
internship from 15-5-2025 to 30-6-2025 in Anjanaa's
Foundation, under the Faculty Guideship of Shivarami Reddy
M.Sc,M.A Department of Commerce, GOVERNMENT DEGREE COLLEGE,
RAJAMPETA

V. Nandini
(Signature and Date)

Official Certification

This is to certify that VADDE NANDINI Reg. No. 234030851075 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 Application in the Department of Commerce, GOVERNMENT DEGREE COLLEGE, RAJAMPETA

This is accepted for evaluation.

V. Nandini
(Signatory with Date and Seal)

Endorsements

Faculty Guide

K. K. K. K.
Head of the Department

B. P. P. P.
Principal
PRINCIPAL
Govt. Degree College
RAJAMPET - 516 115
Annamayya Dist.

Certificate from Intern Organization



This is to certify that VADDE NANDINI Reg. No 234030851075 of GOVERNMENT DEGREE COLLEGE, RAJAMPETA underwent internship in Anjanaas's Foundation from 15/5/2025 to 30/6/2025

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

G. Nandini
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.

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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.

VADDE NANDINI
REG NO. 234030851075

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 concept of computerized accounting Tally prime.
- Mastering Company creation and financial year selection in Tally prime.
- proficiently. creating and managing accounting masters: 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 and credit), and indirect expenses.
- setting up and managing inventory masters: stock groups, categories, units and of measure, godowns, and stock items.
- understanding and implementing the integration of accounting and inventory tally.
- Learning to input opening balances for assets, liabilities, and inventory items.
- Generating and interpreting key accounting reports Trial Balance, profit and loss Accounting, 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 indirect entry acco
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- Applied realistic

- Successfully recorded purchases, sales, and indirect expenses, 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 analyzing crucial financial and inventory reports for business insights.
- Applied theoretical accounting knowledge to a realistic business simulation using Tally prime.

Overview of intern Organization.

1. Introduction:

Anjanaas 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 underprivileged and differently-abled individuals.
- To promote innovation, entrepreneurship, and sustainability through practical training programs.

4. Objectives:

- To offer provide disciplines
- To collaborate internship
- To enhance high-level management
- To promote based

5. Internship

Anjanaas provides multiple experience

a) Internship

- The opportunity in Andhra Pradesh
- collaborate to find

b) Key

- Information Data Design Table

4. 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 learned skills such as IT, business initiatives.

5. Internship program overview.

Anjanaas Foundation provides internships in multiple fields, ensuring a practical learning experience for students.

a) Internship scope and reach

- The foundation has provided 5000 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 of Management:- Office Administration, Tally, SAP, Competitive Exam. preparation.
- Science of Agriculture:- Life Sciences, Agriculture, Forestry, Pharmacy

c) Industry Collaboration of 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.

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 Book stores). 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 balance 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., Genres), stock categories (e.g., Authors), 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 Trail Balance, profit & loss Account, Balance sheet to assess financial health and performance.
- Generating and interpreting inventory reports like stocks 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 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 Date
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and reports

• Practice Datasets:- Simulated business scenarios and transaction data for hands-on entry and reporting.

Weekly Weeks Schedule.

Week 1: Introduction to Tally Prime & Company Creation.

- Overview of Computerized accounting and the role of Tally prime.
- Installation and basic navigation of TallyPrime.
- 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, Account, Capital Account, Rent, Electricity, stationery, Internet charges, sales (Cash/Credit) purchases (cash/credit), sundry debtors, sundry creditors.
- Inputting opening Balance for Ledgers (Cash, Bank, Capital, opening stock - as a ledger item)

Week 3: A

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Week 3: Accounting module - voucher Entry (part 1) Basic

- 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 (F7): 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 (F1): Recording non-cash transactions and adjustments e.g., depreciation, closing entries).
- viewing Basic Accounting Reports: Day Book, Ledger vouchers.

Week 5: Inventory Module of Integration with Accounting in inventory management in

- Introduction to Tally Prime.
- Creating stock groups (e.g., Fiction, Non-fiction, poetry, Academic).
- Creating units of Measure: (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 purchase and sales vouchers with stock item details.

Week 6: Inventory of Accounting Reports project Review.

- Viewing Inventory Reports: stock summary by group, category, godown, stock item vouchers.
- Viewing inventory Reports: Analyzing Ledger Accounts for purchases/sales with inventory details.
- Generating key financial Repots:- Trial Balance, Profit & Loss Account, Balance sheet.
- Generating Outstanding Receivables and payables reports.

- Review of the transactions a

Tasks Performed

- Configured Co appropriate
- Created various Expenses, Co Rent A/c,
- Accurately entered Contra, and transaction
- set up a Co stock groups stock item
- Managed Op and Invento
- Recorded i transaction
- Generated a Trial Balance reports (

Skills Acq

- Tally prime the Tally functions.

- Review of the entire simulated business transactions and report analysis.

Tasks Performed & Responsibilities.

- Configured Company settings and selected the appropriate financial year in Tallyprime.
- Created various accounting groups (e.g., Indirect Expenses, Current liabilities) and ledger (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, P&L, Balance sheet and inventory reports (stock summary).

Skills Acquired:

- Tallyprime operations: proficiency in navigating the Tallyprime interface and performing core functions.







- Computerized Accounting:- Understanding and applying double-entry accounting principles within Tally.
- Masters Data Management: skill in creating and managing accounting groups, ledgers, stock groups, categories, units, godowns, and stock item.
- Voucher Entry:- Accurate and efficient recording of all primary types of business transactions.
- Financial Reporting:- Ability to generate and interpret Trial balance, Profit & Loss Accounting 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 Tallyprime.
- Reporting & Analysis:- skill in extracting actionable insights from various Tally reports.

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Reflection:

This short-term internship provided a robust and practical foundation in computerized accounting and inventory management using Tally prime. 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 recording and stock efficiently in a business environment.

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 and Role of Tally Prime.	Understanding the benefits of digital accounting and tally's position as a leading software.	Faculty/Mentor. 
Day - 2	Tally prime Installation & Basic Navigation (Gateway of Tally)	familiarity with the software environment and main menu.	Faculty/mentor. 
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 setup and basic company features.	
Day - 5	Understanding Fundamental Accounting Concepts in Tally context.	Grasping assets, liabilities, incomes, and expenses as Tally group/ledgers.	
Day - 6	Practice: Creating multiple Companies & deleting/Altering.	Gained hands-on experience in managing company data.	

WEEKLY REPORT







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

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 the crucial process of company creation, including setting the financial year. Basic accounting concepts were linked to their representation within Tally, 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	Understanding Accounting Groups: primary vs. secondary Groups.	Differentiating b/w main and sub-groups in Tally's chart of accounts.	
Day - 2	Creating Capital Accounts and Bank Accounts Groups / Ledgers.	setting up fundamental financial accounts in Tally.	
Day - 3	Creating sales Accounts and purchase Accounts Groups / Ledgers.	Establishing accounts for core business transactions.	
Day - 4	Creating indirect Expenses & indirect Incomes Groups / Ledgers.	Establishing accounts for core business transactions.	
Day - 5	Creating sundry creditors and sundry debtors Groups / Ledgers.	Managing customer and supplier accounts.	
Day - 6	Inputting opening Balances for ledger [Cash, Bank, Capital, stock]	Accurately populating initial financial position for a new financial year.	

WEEKLY REPORT







WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Week 2 focused on creating accounting masters with in tally prime. students learned to distinguish between primary and secondary groups and systematically creating 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 vouchers (F6)	Accurately recording all incoming cash and bank funds.	
Day - 3	Practice with payment vouchers (F5) (for cash expenses)	Recording cash payments for various operational expenses.	
Day - 4	Practice with payment vouchers (F5) (for bank payments)	Recording bank payments for expenses, purchases, and supplier payments.	
Day - 5	Practice with contra vouchers (F4)	Recording cash deposits, and supplier payments.	
Day - 6	Review of Error Correction in voucher Entry	Learning to identify and rectify mistakes in previously entered vouchers.	

WEEKLY REPORT







WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Week 3 focused on the foundational aspect of voucher entry in Tally prime. Students gained hands-on experience recording basic cash and bank transactions using Receipt (F6), payment (F5), and contra (F4) vouchers. Emphasis was placed on accuracy and understanding the impact of each transaction type on ledger balance.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Practice with purchase vouchers (F6) [Accounting invoice made]	Recording cash and credit purchases of good / services.	
Day - 2	Practice with sales vouchers (F8) [Accounting invoice made]	Recording cash and credit sales of good / services.	
Day - 3	Practice with Journal Vouchers (F7).	Recording non-cash transactions, adjustments, and transfers.	
Day - 4	Viewing Day Book and Ledger Accounts.	Understanding chronological transaction records and individual accounts.	
Day - 5	Generating and verifying Trial balance.	Ensuring the equality of debits and credits and overall accounting 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 Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Week 4 expended on voucher entry to cover core business transaction like purchases (F9) and sales (F8), along with non-cash adjustments using Journal vouchers (F7). Students also learned to generate and verify the Daybooks and individual ledger accounts. A key achievement was generating and understanding the Trial balance, ensuring accuracy of entries 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	Introduction to Inventory Management in Tallyprime.	Understanding the need for stock tracking and its integration with accounting.	
Day - 2	Creating stock Groups (e.g., Genres: Fiction, Non-fiction, Academic).	Classifying inventory into logical groups for better management.	
Day - 3	Creating stock categories (e.g., Authors, Publishers).	Further sub-classifying stock for detailed tracking.	
Day - 4	Creating Units of Measure (e.g., Nos-Numbers) & Godowns / Locations.	Defining how stock is measured and stored.	
Day - 5	Creating stock items with opening quantities and rate.	Defining individual Products, their initial stock, and cost.	
Day - 6	Integrating inventory with Purchase & sales vouchers	Passing purchase (P9) and sales (S9) vouchers with detailed stock item allocation.	

WEEKLY REPORT







WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Weeks 5 marked the transition to the inventory module. Students learned to set up a detailed inventory structure by creating stock groups, categories, units of measure, and godowns. The highlight of the week was creating individual stock items and, critically, integrating inventory tracking directly into purchase and sales vouchers, ensuring that both financial and stock movement 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, Godown)	Analyzing overall stock levels and valuations.	
Day - 2	Viewing stock item vouchers and outstanding Receivables / payable.	Detailed tracking of individual stock movements and managing customer / supplier balances.	
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 configuration.	
Day - 6	Project presentation and Discussion on key reports.	Presenting generated reports and discussing their insights for business decision-making.	

WEEKLY REPORT






WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

The 6 week culminated in generating and interpreting a full suite of tally reports. Students become proficient in analyzing inventory reports (stock summary), financial statements (profit & loss, balance sheet), and other crucial reports like outstanding receivables/payables. This week provided a holistic view of how tally facilitates comprehensive financial and inventory oversight, enabling informed business decision, and completing the simulated accounting cycle.

ACTIVITY LOG FOR THE SEVEN 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 test.	
Day - 2	Portfolio Finalization: Print file (Screenshots + Reports + Cover Note).	Assembled and finalized a professional documentation file for records and interviews.	
Day - 3	Resume preparation for Tally Roles (Accounts Exec, office Admin, Billing staff)	Created customized resumes highlighting Tally project experience and certification.	
Day - 4	Uploading portfolio & Resume to job portals Naukri, LinkedIn, etc).	Gained exposure to job portal interfaces and uploaded credentials.	
Day - 5	Understanding job Roles and career pathways with Tally.	Explored real-world Job profiles, expected skills, and entry-level responsibilities.	
Day - 6	Internship feedback, Certificate Distribution & Next steps.	Reflected on the internship experience, received certificates, and discussed career progression.	

WEEKLY REPORT







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

Objective of the Activity Done:

Detailed Report:

Week 7 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.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Simulated project finalization: Review All masters, vouchers of inventory	Ensured all project components (ledgers, vouchers, stock) were accurate and complete.	
Day - 2	Error identification & Rectification: Altering Masters of Vouchers.	learned techniques to fix incorrect entries and maintain data integrity.	
Day - 3	Report Generation: Trial Balance, P&L, Balance sheet.	Practiced generating and interpreting core financial reports.	
Day - 4	Inventory Reports: stock Summary, movement and valuation Reports.	Analyzed stock flow availability, and value across different periods.	
Day - 5	Introduction to project Documentation: screenshots, Report Exports.	Began collecting project elements to create a professional documentation file.	
Day - 6	Compiling a project Report (soft copy): format, cover Page, index, Report screens	structured the entire project portfolio in digital form for evaluation and future use.	

WEEKLY REPORT

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

Objective of the Activity Done:

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 financial output to prepare their digital portfolio.

Outcomes Depreciation

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 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 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 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 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 (digital or physical) providing detailed explanations of Tally features and accounting principles.
- Simulated Transaction data: - Pre-defined sets of business transactions (Purchases, sales, expenses, etc.) used for practical data entry exercises.
- 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 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~~ detect and rectify errors promptly
- Ethical Data Handling: Understanding the importance of maintaining confidentiality and integrity of financial data within the system.

Technical Skills Acquired.

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

1. Tally Prime Operation and Configuration.

- Company Creation and management: Proficiently set up new companies in Tally Prime, including financial year definition, enabling/disabling features, and managing company data (after 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 Accounting, Indirect Expenses, sales Account, Purchase Account, sundry Debtors, 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 (F6): For all incoming cash/bank funds.
 - Payment (F5): For all outgoing cash/bank payments for expenses, asset purchases etc.
 - Contra (F4): For cash deposits to and withdrawals from the bank.
 - Purchase (F9): For recording both cash and credit purchases of goods/services.
 - Sales (F8): For recording both cash and credit sales of goods/services.
 - Journal (F7): For recording non-cash transactions, adjustments, and transfers.
- Opening Balance Entry: - Proficiently entered opening balance 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: refined 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 (P) and sales (S) vouchers, ensuring simultaneous update both financial and stock records.

4. Report Generation and Interpretation

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

• Stock 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.

Managerial & Problem-solving skills required.

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

1) Data Organization & Systematization.

- Chart of Accounts Design: Understood and applied logical principles to structure the chart 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 Scrutiny: 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 and 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 balance 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.

Communication and Presentation Skills

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

1. Report writing & documentation

- structured ledger 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.
- 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 Tally functionalities.
- Data Confidentiality: - Understood the ethical responsibility of handling sensitive financial data with in an accounting software system.
- Accuracy and 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: VADDE NANDINI

Registration No. 234030851075

Term of Internship: From: 15/5/2025 To: 30/6/2025

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

Date: 29/8/2025

V. Nandini
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: VADDE NANDINI	Registration No. 234030851075
Term of Internship: From: 15/5/2025 To: 30/6/2025	
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	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Signature of the Supervisor: *G. Naveen*



Date:

INTERNAL ASSESSMENT STATEMENT

Name of the Student: VADDE NANDINI

Programme of Study: TALLY

Year of Study: 2025

Group: B.Com Computer Application

Register No/H.T. No: 234030851075

Name of the College: GOVERNMENT DEGREE COLLEGE,
RAJAMPETA

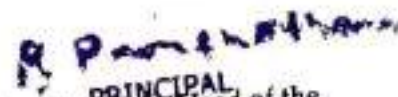
University: Yogi Vemana University

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


Signature of the Faculty

Date:
Guide

Certified by


PRINCIPAL
Signature of the Head of the
Govt. Degree College
RAJAMPET - 516 115
Annamayya Dist.

Date:
Department/Principal
Seal: