

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
Virtual



Name of the Student: VANARASI RAJESH

Name of the College: GOVERNMENT DEGREE COLLEGE, RAJAMPETA

Registration Number: 234030851076

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:

VANARASI RAJESH

Reg.No: 234030851076

Department of

Commerce

GOVERNMENT DEGREE COLLEGE, RAJAMPETA

Student's Declaration

I, VANARASI RAJESH 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 Program, Reg. No. 234030851076 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.B.SIVARAMIREDDY M.SC.M.Ed. Department of Commerce, GOVERNMENT
DEGREE COLLEGE, RAJAMPETA


(Signature and Date)

Official Certification

This is to certify that VANARASI RAJESH Reg. No. 234030851076 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
Annamayya Dist.

Certificate from Intern Organization



This is to certify that VANARASI RAJESH Reg. No 234030851076 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.

G. Nandini

Authorized Signatory with Date



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 ^{Business}~~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.

VANARASI RAJESH
REG NO. 234030851076

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 vouchers entry for key business transactions. A significant portion was dedicated to the inventory module comprising 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 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 masters: groups and ledger.
- * 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 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 records in Tally items.

* Generating and interpreting key accounting reports (Trial Balance, Profit and 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 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.

* Become proficient in generating and analyzing crucial financial and inventory reports for business insights.

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

2. Overview of Intern Organization

① Introduction: -

Arjuna's 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 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 in high-demand skills such as IT, business management, agriculture, and life science.
- * To promote research and development through eXCEL-based learning initiatives.

⑤ Internship program overview:-

Arizona's Foundation provides internship in multiple fields, ensuring practical learning experience for students.

② Internship scope and reach:-

* The foundation has provided 5000 internship opportunity across various universities in Andhra Pradesh.

* Collaborate with institutions like Krishna university to formalize internship programs through MOUs.

⑥ Key Training areas:-

* Information Technology and Digital skills:- python, data science, cloud computing, Full stack development, Digital marketing, Devops, service Now, MySQL, Tableau, web technologies.

* Business and Management:- office Administration, Tally, SAP, competitive exam preparation.

* Science and Agriculture:- life sciences, Agriculture, Forestry, pharmacy.

③ Industry collaboration & career development:-

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

* Practical learning experience prepares for real world challenges, enhancing their employability.

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 responsibilities included.

- * Setting up new companies masters such as groups (eg. Capital Account, Indirect basic accounting features).
- * Creating essential accounting masters such as (eg. Capital Account, Indirect Expenses) and ledgers (eg. Cash, Bank, Rent Sales, Debtors, Creditors).
- * Inputting opening balances for assets, liabilities, and initial inventory stock to reflect the company's starting financial position.
- * Defining and naming individual stock item 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 and 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 level 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 Manual / 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:

Week 1: - Introduction to Tally Prime & Company Creation:

* Overview of computerized 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:

* Understanding Accounting Groups (Primary & Secondary): Capital, Current Assets, Current Liabilities, Fixed Assets, Indirect

Income, Sales, purchases.

* Creating ledgers under appropriate groups: Cash, Bank Accounts, Capital Account, Rent, Electricity, Stationery, Interest charges, sales (cash/credit), purchases (to sundry debtors, sundry creditors).

* Inputting opening balances to ledgers (Cash, Bank, Capital, opening stock, as a ledger item).

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

* Introduction to voucher entry in Tally software.

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

* Practice with Payment vouchers (F5): - Recording cash and payments for expenses and purchase (without inventory).

* Practice with Contra vouchers (F6): - Recording cash deposits and withdrawals from the bank.

* Week (4): - Accounting module :- voucher Entry (Part 2 - Core Business Transaction) & Reports: -

* Practice with Purchase vouchers (F9): - Recording cash and credit purchase 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).

* view 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 (e.g. Fiction, Non-Fiction, Poetry, Academic).
 - * Creating units of measure (e.g. Nos - Numbers).
 - * Creating stock categories (e.g. specific Authors, publishers).
 - * 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 items details.
- week 6: - Inventory & Accounting Reports & Project Review: -

- * view 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: Trial Balance, Profit & Loss Account, Balance sheet.
- * Generating outstanding Receivables and payables reports.
- * Review of the entire simulated business transactions and report analysis.

Tasks performed & responsibilities: -

- * Configured company settings and selected the appropriate financial year in Tally Prime.
- * Created various accounting groups (e.g. Indirect expenses, current, liabilities) and ledgers (e.g. Rent A/c, creditors).
- * Set up a complete inventory structure, including stock groups, units and individual stock items.

- * Managed opening balances for both financial accounts and inventory items.
- * Decoded integrated accounting and inventory transactions.
- * Generated and analyzed key financial statements (Trial Balance, P&L, 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, godowns, 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 & Loss Account, and Balance Sheet.
- * Inventory management:- practical knowledge of stock classification, item tracking, and preventing shortages.
- * data Integration:- understanding how accounting and inventory data are linked and flow in Tally Prime.
- * Reporting & 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 Tally Prime. The hands-on approach to company setup, master creation, voucher entry, and report

Generating 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 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 16-05-25	Overview of Computerized Accounting & Role of Tally Prime	Understanding the benefits of digital accounting and Tally's position as a leading software.	
Day - 2 17-05-25	Tally Prime Installation & Basic Navigation (Gateway of Tally)	Familiarity with the software environment and main menu.	
Day - 3 18-05-25	Company creation in Tally Prime: steps and essential fields	Proficiency in setting up a new company file in Tally.	
Day - 4 19-05-25	Financial year selection and configuration in Tally Prime	Understanding the importance of correct financial year setup and basic company features.	
Day - 5 20-05-25	Understanding Fundamental Accounting concepts in Tally context	Grasping assets, liabilities, income, and expenses as Tally groups/ledgers.	
Day - 6 21-05-25	Practice: Creating multiple companies & deleting / Altering.	Gained hands-on experience in managing company data.	

WEEKLY REPORT

WEEK - 1 (From Dt. 16/05/25 to Dt. 21/05/25)







Objective of the Activity Done:

Detailed Report:

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

Detailed Report:- The first week provided a foundational introduction to computerized accounting and Tally prime. Students learned to install Tally prime, ~~use~~ 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 22-05-25	Understanding Accounting Groups: primary vs. Secondary Groups	Differentiating between main and sub-groups in Tally's chart of Accounts.	
Day - 2 23-05-25	Creating Capital Accounts & Bank Accounts Groups/ ledgers	setting up fundamental financial accounts in Tally.	
Day - 3 24-05-25	Creating Indirect expenses & Indirect Incomes Groups/ ledgers	refining revenue and operational cost categories	
Day - 4 25-05-25	Creating Sales Accounts & Purchase Accounts Groups/ ledgers	Establishing accounts for core business transactions.	
Day - 5 26-05-25	Creating Sundry debtors & Sundry creditors Groups/ ledgers	Managing customer and supplier accounts.	
Day - 6 27-05-25	Inputting opening Balances of ledgers (Cash, Bank, Capital, Stock).	Accurately populating initial financial positions for a new financial year.	

WEEKLY REPORT

WEEK - 2 (From Dt 22.05/25 to Dt 27/05/25)






Objective of the Activity Done:

Detailed Report:

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 28-05-25	Introduction to voucher entry in Tally prime.	Understanding vouchers type and their significance in recording transaction	
Day - 2 29-05-25	Practice with Receipt vouchers (F6)	Accurately recording all incoming cash and bank funds	
Day - 3 30-05-25	Practice with Payment vouchers (F5) (for cash expenses)	Recording cash payments for various operational expenses.	
Day - 4 31-05-25	Practice with Payment vouchers (F5) (for Bank payments).	Recording bank payments for expenses, purchases and supplier payments.	
Day - 5 1-6-25	Practice with Contra vouchers (F4).	Recording cash deposits and with drawings from the bank.	
Day - 6 2-06-25	Review & Error correction in voucher entry.	Learning to identify and rectify mistakes in previously entered vouchers.	

WEEKLY REPORT

WEEK - 3 (From Dt. 18/06/25 to Dt. 24/06/25...)







Objective of the Activity Done:

Detailed Report:

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 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 balances.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 3-06-25	practice with purchase vouchers (P9) (Accounting Invoice mode)	Recording cash and credit purchases of goods / services (without inventory details yet).	
Day - 2 4-06-25	practice with Sales vouchers (P8) (Accounting Invoice mode).	Recording cash and credit sales of goods / services (without inventory details yet).	
Day - 3 5-06-25	practice with Journal vouchers (F7)	Recording cash non-cash transactions, adjustments and transfers.	
Day - 4 6-06-25	viewing Day Book and Ledger Accounts	understanding chronological transaction records and individual account summaries	
Day - 5 7-06-25	Generating and verifying Trade Balance	Ensuring the quality of debits and credits and over all accounting accuracy	
Day - 6 8-06-25	Introduction to Profit & Loss Accounts and Balance sheet (viewing only).	understanding the basic structure of key financial statement.	

WEEKLY REPORT

WEEK - 4 (From Dt. 3/06/25. to Dt. 8/06/25.)







Objective of the Activity Done:

Detailed Report:

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

Detailed Report:- week 4 expanded on vouchers to cover core business transactions like purchases (F9) and sales (F8), along with non-cash adjustments using Journal vouchers (F7). Students also learned to generate and verify the Day Book 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 9-06-25	Introduction to Inventory Management in Tally Prime.	understanding the need for stock tracking and its integration with accounting.	
Day - 2 10-06-25	Creating Stock Groups (e.g. Genres : Fiction, Non Fiction Academic).	Classifying inventory into logical groups for better management.	
Day - 3 11-06-25	Creating stock categories (e.g. Authors, publishers).	Further sub-classifying stock for detailed tracking.	
Day - 4 12-06-25	Creating units of measure (e.g Nos- Numbers) & Godowns/locations.	defining how stock is measured and stored	
Day - 5 13-06-25	Creating stock items with opening quantities and rates	defining individual products, their initial stock, and cost.	
Day - 6 14-06-25	Integrating Inventory with purchase & sales vouchers.	posting purchase (Pg) and sales (Fg) vouchers with detailed stock item allocation	

WEEKLY REPORT

WEEK - 5 (From Dt. 9/06/25 to Dt. 14/06/25)







Objective of the Activity Done:

Detailed Report:

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

Detailed Report:- week 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 the 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 15-06-25	viewing Inventory Reports: Stock Summary (by Groups, Category, go down).	Analyzing overall stock levels and valuations.	
Day - 2 16-06-25	viewing stock item vouchers and outstanding Receivables payables.	Detailed tracking of individual stock movement and managing customer/supplier balance.	
Day - 3 17-06-25	Generating and Interpreting Profit & Loss Account.	Understanding business profitability for the simulated period.	
Day - 4 18-06-25	Generating and Interpreting Balance sheet	Analyzing the financial position (assets, liabilities/capital) of the business.	
Day - 5 19-06-25	Review of the entire simulated Business Transactions.	Comprehensive check all entered data and master configurations.	
Day - 6 20-06-25	Project presentation & discussion on key Reports.	Presenting generated reports and discussing their insights for business decision-making.	

WEEKLY REPORT

WEEK - 6 (From Dt. 15/06/25 to Dt. 20/06/25)

Objective of the Activity Done:

Detailed Report:

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 Statement (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 decisions and completing the simulated accounting cycle.

(5) :- Out Come 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 work flow 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 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.

* Systematic data organization: - Learning to structure accounting groups, ledgers, stock groups, and

stock logically for easy retrieval and comprehensive reporting.

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

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

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 merging company data.
- * Gateway & 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 Account, 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.

units of measure: - Defined how stock items are measured (C19).

- * Contra (F4): - For cash deposits to the with draws 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: - Properly entered opening balances for all relevant ledgers (e.g. cash, bank, capital, opening stock value) to accurately establish the company 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).

Locations / 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 Integrations: - Seamlessly integrated inventory details (stock items, quantities, rates) directly into purchase (F9) and sales (F8) 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 history 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 Voucher :- 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.

7) Managerial & Problem-solving Skills Acquired

The inter ship significantly developed may 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 & 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 & 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 (Indicator) :- Interpreted outstand 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.

8. Communications & 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 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 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: VANARASI RAJESH **Registration No.** 234030851076
Term of Internship: **From:** 15-05-25 **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	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:

/

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: VANARASI RAJESH

Registration No. 234030851076

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	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		

Date:

Signature of the Supervisor



INTERNAL ASSESSMENT STATEMENT

Name of the Student: VANARASI RAJESH

Programme of Study: TALLY

Year of Study: 2025

Group: B.COM Computer Applications

Register No/H.T. No: 234030851076

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: Signature of the Head of the
Department/Principal

Seal: 
PRINCIPAL

Govt. Degree College
RAJAMPET - 516 115
Annamavva Dist.