

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(VIRTUAL)

Name of the Student: **M. SIVA SHANKAR**

Name of the College: **S.T.S.N Govt. Degree College, Kadiri**

Registration Number: **2042005066037**

Period of Internship: **15.09.2022 to 14.11.2022**

Name & Address of the Intern Organization:

**INSTITUTE FOR TRAINERS AND
TAX CONSULTANTS
VISHAKHAPATNAM**

Sri Krishnadevaraya University
Anantapuramu

Academic Year: 2020-21

Internship Report

On

Tally Prime

Submitted under the requirement for the award of Short Term Internship of

B.Com., - Computer Applications

Under the Faculty Guideship

of

Dr. P.M. Siva Prakash,

M.Com., Ph.D., UGC-NET., AP&TS-SET

Department of Commerce

S.T.S.N Govt. Degree College, Kadiri

Submitted

by

M. Siva Shankar

Reg. No. 2042005066037

Department of Commerce

S.T.S.N Govt. Degree College, Kadiri

Declaration

I **M. Siva Shankar** student of **B.Com.,-Computer Applications, Reg. No. 2042005066037** of the **Department of Commerce, S.T.S.N Govt. Degree College, Kadiri** do hereby declare that I have completed the mandatory internship from **15.09.2022 to 14.11.2022** in the **Institute for Trainers and Tax Consultants, Vishakhapatnam** under the Faculty Guideship of **Dr. P.M. Siva Prakash**, Department of Commerce, S.T.S.N Govt. Degree College, Kadiri.

(M. Siva Shankar)

Certificate

This is to certify that **M. Siva Shankar, Reg. No. 2042005066037** has completed her Internship at the **Institute for Trainers and Tax Consultants, Vishakhapatnam** on **Tally Prime** under my supervision as a partial fulfillment of the requirement for the Degree of **B.Com-Computer Applications** in the **Department of Commerce, S.T.S.N Govt. Degree College, Kadiri.**

This is accepted for evaluation.

(Dr. P.M. Siva Prakash)

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that **M. Siva Shankar, Reg. No. 2042005066037** of **S.T.S.N Govt. Degree College, Kadiri** underwent an internship at **Institute for Trainers and Tax Consultants, Vishakhapatnam** from **15.09.2022 to 14.11.2022**. The overall performance of the intern during her internship is found to be **Satisfactory**.

(Institute for Trainers and Tax Consultants)

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of daily activity	Learning Outcomes	Person In-charge signature
Day-1	1. Types of Accountants. 2. Types of Business Organization. 3. Status Of the Organization.	1. There are 3 types of accountants ➤ Financial accountant. ➤ Cost accountant. ➤ Management accountant. 2. I learned about Trading Account & Non –Trading Account. 3. I learned about establishment status of the business status of the organization.	
Day-2	4. Differences between Academic & Business Accounts. 5. Types of Accounts. 6. Classification of Incomes, gains, Liabilities & Expenses, losses and Assets.	4. I learned about Differences between Academic & Business Accounts. 5. I learned about types of accounts and rules of accounts. 6. I learned about classification of incomes, gains ,liabilities & Expenses, losses, assets.	
Day-3	7. Manual accounting process. 8. Computerized accounting process. 9. Differences between Manual & Computerized accounting process.	7. I learned about process of Manual Accounting. 8. I learned about computerized accounting process. 9. I learned about differences between process of manual & computerized accounting.	
Day-4	10. Introduction of tally prime. 11. How to get support from Tally prime. 12. Licenced & Educational version differences Tally prime.	10. I learned about meaning of tally, version models & releases 11. I learned about system requirement to tally prime 12. I learned about differences between Licensed & Educational version tally prime	
Day-5	13. Tally prime download & installation. 14. How to get support from Tally prime. 15. How to renew prime license in Tally prime.	13. I learned about tally prime how to download and installation. 14. I learned about how to get support from tally 15. I learned about how to renew license	
Day-6	16. How to update Tally prime releases 17. How to open Tally prime from different Drives. 18. Parts of tally screen in Tally prime.	16. I learned about updating process tally releases. 17. I learned about tally prime opening from different drives like C-Programme, e-drive, etc. 18. I learned about tally screen parts names ex: product info ,horizontal work bar, work area and calculator.	

WEEKLY REPORT

WEEK – 1 (From Dt. to Dt

Objective of the Activity Done:

This week learning topics related to day-1 I have learned about the types of accounts, types of business organizations and the status of establishment of the organizations. after that on day-2 I have learn about differences between academic & business accounts, types of accounts and & rules of accounts and classifications, types of liabilities, incomes, expenses, gains &loses.

After that on day-3 I have learned about manual accounting process of computerized accounting and differences between manual learned about meaning of tally, tally versions, mode to education. after that on day-5 I have learned about tally prime download & installation, and getting support to tally company and tally of prime license after that on day-6 I have learned about updating process of tally prime releases, prime opening from different drives like CEF and tally prime screen parts names Ex: product info, work bar work area and calculator.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	1.How to create a company in Tally prime. 2. Open/close a company in Tally prime. 3.How to alter & delete a company in Tally prime.	1. I learned about creating company in tally prime. 2. Learned about company start & shut and it's function keys. 3. Information how we modify & delete.	
Day - 2	4.How to add more address to our company. 5.Fill-features, F12-Configurations in Tally prime.	4. Learned about adding multiple address in company. 5. I learned about features and configurations of company to any time we can change to add different features.	
Day - 3	6. Tally vault in Tally prime. 7. Security control in Tally prime.	6. Learnt about get Password for save Information in tally prime. 7. I learnt about security control how we set in tally company.	
Day - 4	8. What is masters in Tally prime. 9. How to create Accounts in Tally prime. 10. View/alter/Delete accounts in tally prime. 11.How to assign opening balance to ledger A/C 12.How to assign 2 different names to one ledger. 13. Contact details multiple address to ledger. 14. Create /alter multi ledger in one screen.	8. Learnt about masters. It's very important In tally because this is way to create ledger inventory etc.... 9. I learned about creating ledger Accounts and different type of ledgers. 10.I learnt about created ledgers View /alter /delete in all tally prime. 11.I learned about assigning opening balance to ledger A/C 12. I learnt about assigning to ledgers. 13.I learned about to give multi address to store inventory one place & Bill one Place. 14.I learnt about multi ledgers creating & Alter information.	
Day - 5	15. Ledger groups in Tally prime. 16. How to create ledger groups in Tally prime. 17.View /alter /delete ledger groups in Tally prime. 18.create /alter multi groups in one screen.	15. There are 28 per-defined groups in tally prime. <ul style="list-style-type: none"> ➤ i.15 primary groups. ➤ ii.13 secondary groups primary groups cannot be deleted. 16.I learned about creating ledger groups in tally. 17.I learnt about multi groups creating & alter one screen.	

		18.I learned about ledger groups view/alter/delete in tally prime.	
Day -6	19.How to create stock groups in Tally prime. 20.View /Alter/Delete stock groups in Tally prime. 21.How to create stock categories in Tally prime. 22.View/Alter/Delete stock categories in Tally prime.	19.I learned about creating stock groups in tally. 20.I learnt about view/alter/delete stock groups in tally. 21.I learned about stock categories creating to various stock categories. 22.I learnt about stock categories view/alter/delete in tally prime.	

WEEKLY REPORT

WEEK – 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

This week learning topics related to on day-7 I have learned about creating. Company, Company open shortcut keys and company after & deleting process. after that on day-8 I have learnt about, adding multiple address in one company and tally prime F-11 features &F-12 configurations. After that on day-9 I have learned about to put password for company information saving and security control in tally prime.

After that on day-10 I have learnt about masters accounting, inventory & statutory masters, creating ledger accounting created ledger A/C view alter& deleting “process, assigning opening. Balance In ledgers, adding 2 different names in one ledger, contact details multiple address to storing & Billing and creating multi ledgers & altering information after that on-day - 11 I have learned about ledger groups its basically 28-predefined groups it`s classified 2 types 1,15 primary & 2,13 secondary groups creating ledger groups, multi groups, creating & altering in one screen.

And after ledger creating groups view/alter/deleting in tally prime after that on-day-12 I have learnt about stock groups creating, view/alter & deleting stock groups, create various types of categories and stock categories view later later/alter & delete.

ACTIVITY LOG FOR THE THIRD WEEK

Day & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	PERSON IN CHARGE SIGNATURE
Day-1	<ol style="list-style-type: none"> 1. How to create stock godowns in Tally prime. 2. View/Alter/Delete stock godowns in Tally prime. 3. Create/Alter/Delete stock UQC in Tally prime. 4. Multi & flexi units of measure in Tally prime. 	<ol style="list-style-type: none"> 1. I learned about creating stock goods.inventory masters godown creat stock godowns easily. 2. I learned about stock godown view letter /delete .information modify and delete easily. 3. I learned about UQC (Unit Quantity Code) Creating/ Alter and delete. 4. I learned about creating multi UQC in one screen. 	
Day -2	<ol style="list-style-type: none"> 5. How to create stock items in Tally prime. 6. Opening balance to stock items in Tally prime 7. Stock management in Tally prime 	<ol style="list-style-type: none"> 5. Learned about stock items created in tally. inventory masters >stock items. 6. I learned about give opening balance to created stock items. 7. Learned about management of Stock. 	
Day-3	<ol style="list-style-type: none"> 8. Accounts with inventory in Tally prime 9. Multi stock items creations on view- Alter - Delete in Tally prime. 10. Multiple prime level in Tally prime 	<ol style="list-style-type: none"> 8. I learnt about accounts with Inventory in Tally. 9. I learned about multi stock items Create –view –alter – delete. 10. Learned about give multi price Level in once. 	
Day-4	<ol style="list-style-type: none"> 11. Types of voucher in Tally prime. 12. New vouchers creation in Tally prime. 13. Bank deposits and with draws in Tally prime. 14. How to other receipt in Tally prime. 	<ol style="list-style-type: none"> 11. I learnt about there are basically 4 Types of vouchers. <ul style="list-style-type: none"> ➤ Accounting vouchers. ➤ Inventory vouchers. ➤ Accounting & Inventory vouchers. ➤ Non-Accounting & Non-Inventory vouchers 12. I learnt about creating new voucher in translation of company. 13. I learned about bank deposit and Withdrawals in tally prime. 14. I learned about entering transition receipts. 	
Day-5	<ol style="list-style-type: none"> 15. How to enter payments in Tally prime. 16. How to enter adjustment Tally prime. 17. How to enter goods tax invoice in Tally prime 	<ol style="list-style-type: none"> 15. I learnt about entering payment Transaction in company. 16. I learned about adjustments entering in tally prime. 17. I learned about entering service tax Invoice in tally prime. 	

Day-6	18. How enter adjust note in Tally prime. 19. How to enter credit note in Tally prime. 20. How to enter bill of supply in Tally prime. 21. How to enter purchase in Tally prime.	18. I learned about entering debit note Use for purchase rations etc. 19. I learned about entering credit note in tally. 20. I learned about excepted goods Selling time bill of supply used. 21.I learnt about calculation of GST purchases in tally.	
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WEEKLY REPORT

WEEK – 3 (From Dt..... to Dt.....)

Objective of the Activity Done:

This week learning topics related to on day-13 I have learnt about creating stock godowns, view/alter/deleting process, UQC (unite Quantity code) creating, alter and delete stock UQC, creating multi UQC in one screen and creating multi stock groups categories & Godowns. After that on-day-14 I have learnt about stock items creating process, giving opening balance to stock items, and management of stock.

After that one-day-15 I have learned about accounts with inventory, multi stock items creating-view-alter-delete and giving multiple price level in once. After that on day-16 I have learnt about 4 types of vouchers they are Accounting, Accounting & Inventory, Inventory, non Accounting & non Inventory vouchers, creating new vouchers transaction of bank deposits & withdrawals and entering transaction receipts.

After that on day-17 I have learned about entering payment transactions, entering adjustments, service tax invoicing and entering goods tax invoice in Tally Company. After that on day-18 I have learnt about using debit note, credit note, excepted goods selling time bill of supply used and calculation of GST for purchases in Tally Company

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the dailyactivity	Learning Outcome	Person In-Charge Signature
Day-1	<ol style="list-style-type: none"> 1. Trade & cash discounts in Tally prime. 2. How to enter 1+1 offers in Tally prime. 3. How to enter sales with free items in Tally prime 4. How to enter physical stock in Tally prime. 5. How to enter free sample in Tally prime. 	<ol style="list-style-type: none"> 1. I learned about discount of trading & Cash. 2. I learned about sale one and giving Offer to product. 3. Learned about sale with free items in Company. 4. I learned about we can correct physical Stock to godown stock in company. 5. I learnt about giving free sample for Company customers. 	
Day-2	<ol style="list-style-type: none"> 6. Bill to ship to invoicing in Tally prime. 7. Purchase & sale to same party in Tally prime. 8. Automatic round off in Tally prime. 9. Automatic / manual voucher numbering in Tally prime. 	<ol style="list-style-type: none"> 6. Learned about creating multiple address to items shipping one place and Billing. 7. I learned about sale & purchase same Party. 8. I learned about GST amount calculatating Round off. 9. Learned about automatic numbers giving to vouchers. 	
Day-3	<ol style="list-style-type: none"> 10. Sales orders vouchers in Tally prime. 11. Purchase order vouchers in Tally prime. 12. Pre-closure of orders in Tally prime. 13. Optional vouchers in Tally prime. 	<ol style="list-style-type: none"> 10. Learned about vouchers process to sale Order. 11. I learned about processing of Purchases order in company. 12. Learned about pre-closure of order in Company. 13. I learned about creating optional Vouchers. 	
Day-4	<ol style="list-style-type: none"> 14. Purchasing activities in Tally prime. 15. Post dated vouchers in Tally prime. 16. Inserting logo in Tally prime. 17. How to issue quotations in Tally prime. 	<ol style="list-style-type: none"> 14. Learned about purchases activities in Company. 15. I learned about entering vouchers to Bank post date. 16. I learned about inserting company logo to bill paper for know address. 17. I learned about issue of quotations for Selling. 	
Day-5	<ol style="list-style-type: none"> 18. Sales activities in Tally prime. 19. Purchasing quotation in Tally prime. 20. Sales quotation in Tally prime. 	<ol style="list-style-type: none"> 18. learned about sales activities process in Company books. 19. I learned about Issue of purchases quotation. 20. I learned about Issue of sales quotations. 	
Day -6	<ol style="list-style-type: none"> 21. Tally prime shortcut keys. 22. Important & export in Tally prime. 23. Backup & restore in Tally prime. 24. Multi languages in Tally prime. 	<ol style="list-style-type: none"> 21. I learned about Short cut keys in tally prime. 22. I learned about data importing & exporting one company to another Company in tally. 23. I learned about getting data Backup & Restoring. 24. I learned about Creating multiple Languages. 	

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WEEKLY REPORT

WEEK – 4 (From to)

Objective of the Activity Done:

This week learning topics related to one day-19 I have learnt about Discount on trade & cash, giving one 1+1 Offer, selling of free item to 0 rate, physical Godown stock correction and giving sample but not a cost. After that on day-20 I have learnt about creating multiple addresses to bill to ship to Invoicing, purchasing goods to same party calculated to round of GST amount and voucher number automatically displayed.

After that on day-21 I have learnt about processing of sale order vouchers same as processing of purchases order voucher pre order closing process and creating optional vouchers. After that on day-22 I have learnt about purchases activities means Quotations, entering bank post dated vouchers, Inserting company logo for addressing and issuing of Quotations. After that on day-23 I have learnt about management of sales, issuing of purchases Quotations and issuing of sales Quotations.

After that on day-24 I have learned about short cut keys of tally prime ,data import & exporting one company to another company ,data backup & restoring and creating multiple languages to tally company to know selling & buying in for nation to other countries.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the dailyactivity	Learning Outcome	Person In-Charge Signature
Day-1	1. Multi currencies in Tally prime. 2. Budgets is Tally prime. 3. BRS in Tally prime. 4. Cost centers & cost categories in Tally prime.	1.I learned about creating multi currencies To do business transaction in World Wide in tally company. 2.learned about Budget categories in company 3.I learned about Bank Reconciliation Statement preparing in Tally company. and uses. 4. Learned about Preparing of cost centers & cost categories.	
Day-2	5. Split company in Tally prime. 6. Group company in Tally prime. 7. Continuing new financial year in Tally prime.	5. I learned about splitting company financial year in company. 6. I learned about Group company feature. 7. learned about continuing new financial year in company.	
Day-3	8. Interest calculation in Tally prime. 9. Bill wise details in Tally prime. 10. How to send tally data to auditor.	8. learned about calculation on interest in Company. 9. I learned about Maintaining of bill wise details. 10. learned about Sharing tally data to auditor.	
Day-4	11. GST ledgers services business Tally prime. 12. GST stock items creation in Tally prime. 13. ITC on asset & expenses in Tally prime. 14.GST tax invoice creation in Tally prime	11.learned about providing GST for ledger transactions service business in tally. 12.learned about providing GST on stock Items creation. 13. I learned about Claiming of ITC to GST. 14.learned about Non-trading organization giving GST tax invoice.	
Day-5	15. IGST/CGST/SGST tax invoice in Tally prime. 16. GSTR-1 generation in Tally prime. 17.GSTR-2A,3B generation in Tally prime	15. learned about Preparing tax invoice to Calculate IGST/CGST/SGST. 16. Learned about GSTR-1 generations. 17. I learned about GSTR-2B,3B Generations.	
Day-6	18.TDS on Purchase of Goods sec 194Q entries in Tally prime. 19. TCS on Advance receipt & sales in Tally prime.	18. learned about TDS entries purchase entering process. 19.learned about calculating on advance Receipt.	

WEEKLY REPORT

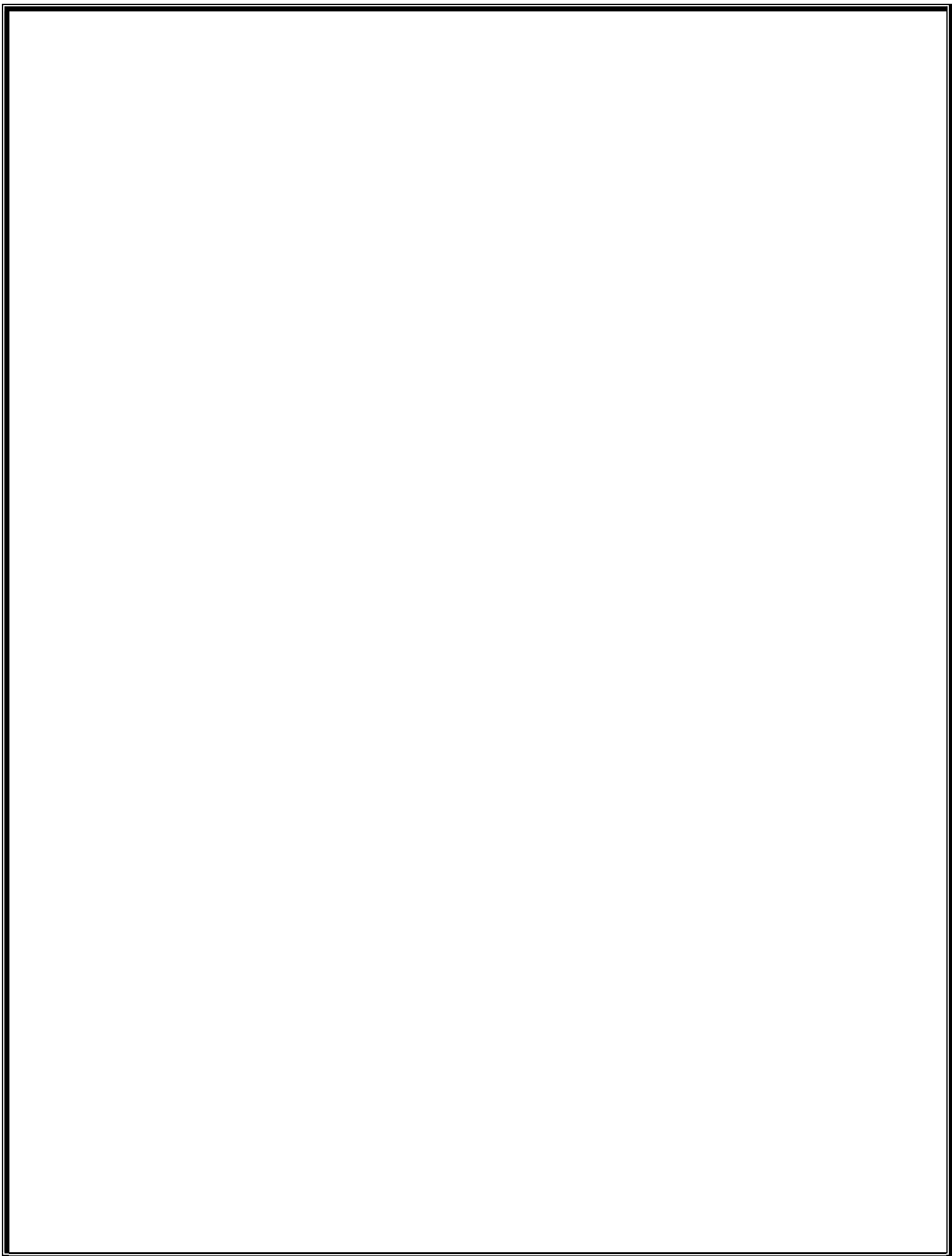
WEEK – 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

This week learning topics related to day-25 I have learnt about creating multicurrency's to do business transactions in worldwide, creating budget categories, bank reconciliation statement preparing and cost centers & cost categories. After that on day-26 I have learned about splitting company financial year group company features and continuing new financial year in company.

After that on day-27 I have learnt about calculation on interest, maintaining of bill wise details and sharing tally data to auditor. After that on day-28 I have learned about providing GST for ledger transaction service business, providing GST on stock items creation, claiming of ITC to GST and non-trading organization giving GST tax invoice.

After that on day-29 I have learned about preparing tax invoice to calculate IGST/CGST/SGST, GSTR-1 generations and GSTR -2b, 3b generations. After that on day-30, I have learned about TDS entries purchases entering process and calculating on advance receipt in company.



CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (*in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.*)

Page No:

Describe the real time technical skills you have acquired (*in terms of the job-related skills and hands on experience*)

Page No:

Describe the managerial skills you have acquired (*in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.*)

Page No:

Describe how you could improve your communication skills (*in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,*)

Page No:

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

Page No:

Describe the technological developments you have observed and relevant to the subject area of training (*focus on digital technologies relevant to your job role*)

Page No:

Student Self Evaluation of the Short-Term Internship

Student Name:

Registration No:

Term of Internship:

From:

To :

Date of Evaluation:

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:

Registration No:

Term of Internship:

From:

To :

Date of Evaluation:

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

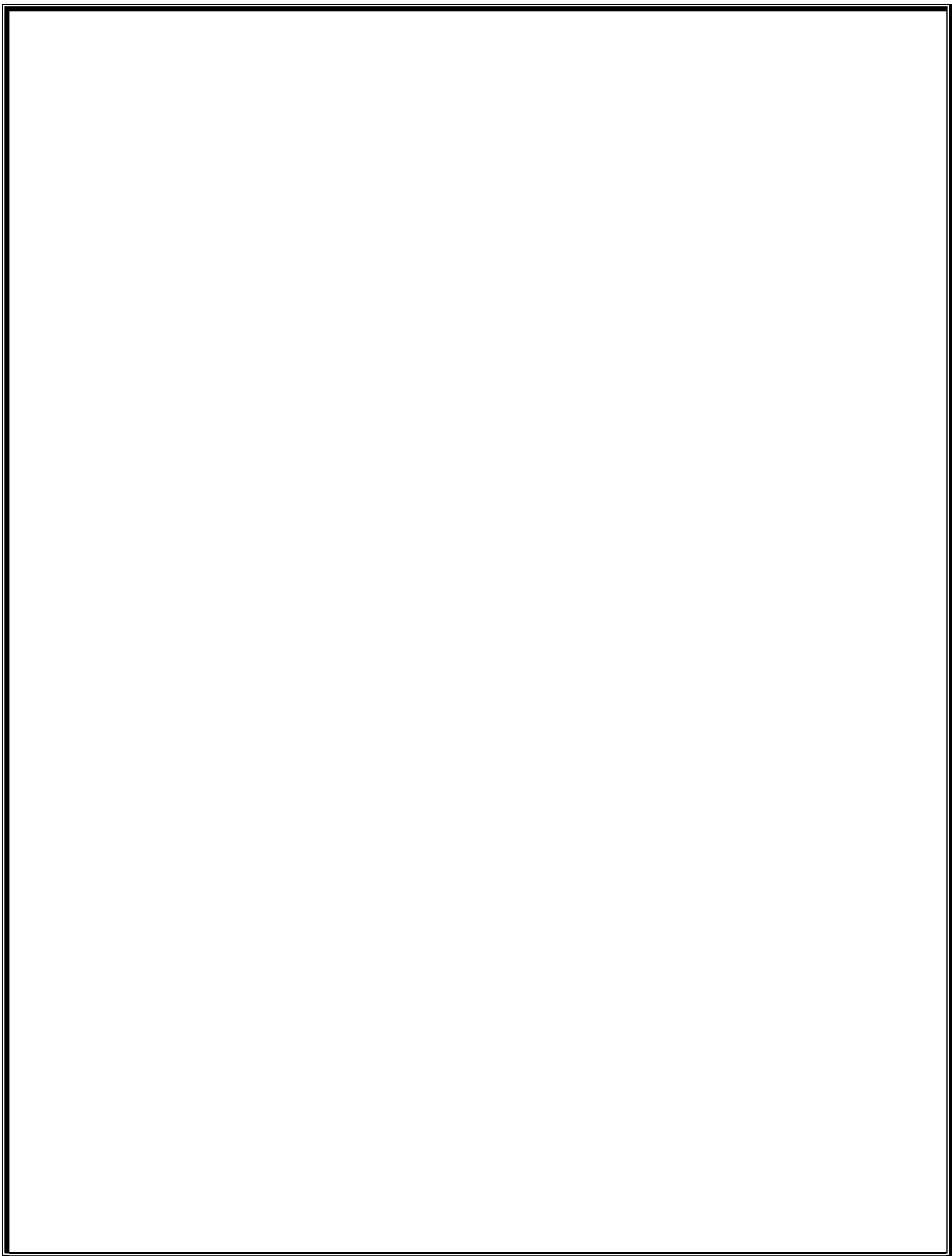
Please note that your evaluation shall be done independent of the Student's self-evaluation

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

Date:

Signature of the Supervisor



Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.

Page No:

MARKS STATEMENT

(To be used by the Examiners)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

University:

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

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:

Page No

