

**PROGRAM BOOK FOR
SEMESTER INTERNSHIP**

Name of the Student : BARANALA DURGA PRASAD RAO

Name of the College : Dr Lankapalli Bullayya College, Visakhapatnam

Registration Number : 121128807010

Period of Internship : 6th semester

Name & Address of Intern Organization: SMART BRIDGE

Name of the University : Andhra University

Year : 2021 to 2024.



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An Internship Report on

ACCOUNTING & FINANCIAL ANALYTICS.

Submitted in accordance with the requirement for the degree of

BACHELORS OF BUSINESS ADMINISTRATION.

Under the Faculty Guideship of

N. Roopa Gyathi

Department of

MANAGEMENT UG.

Dr Lankapalli Bullayya College: Visakhapatnam

Submitted by

BARANALA · DURGA PRASAD RAO ·

Reg. No.

1211280 3010

**Dr. Lankapalli Bullayya College
Visakhapatnam-13**

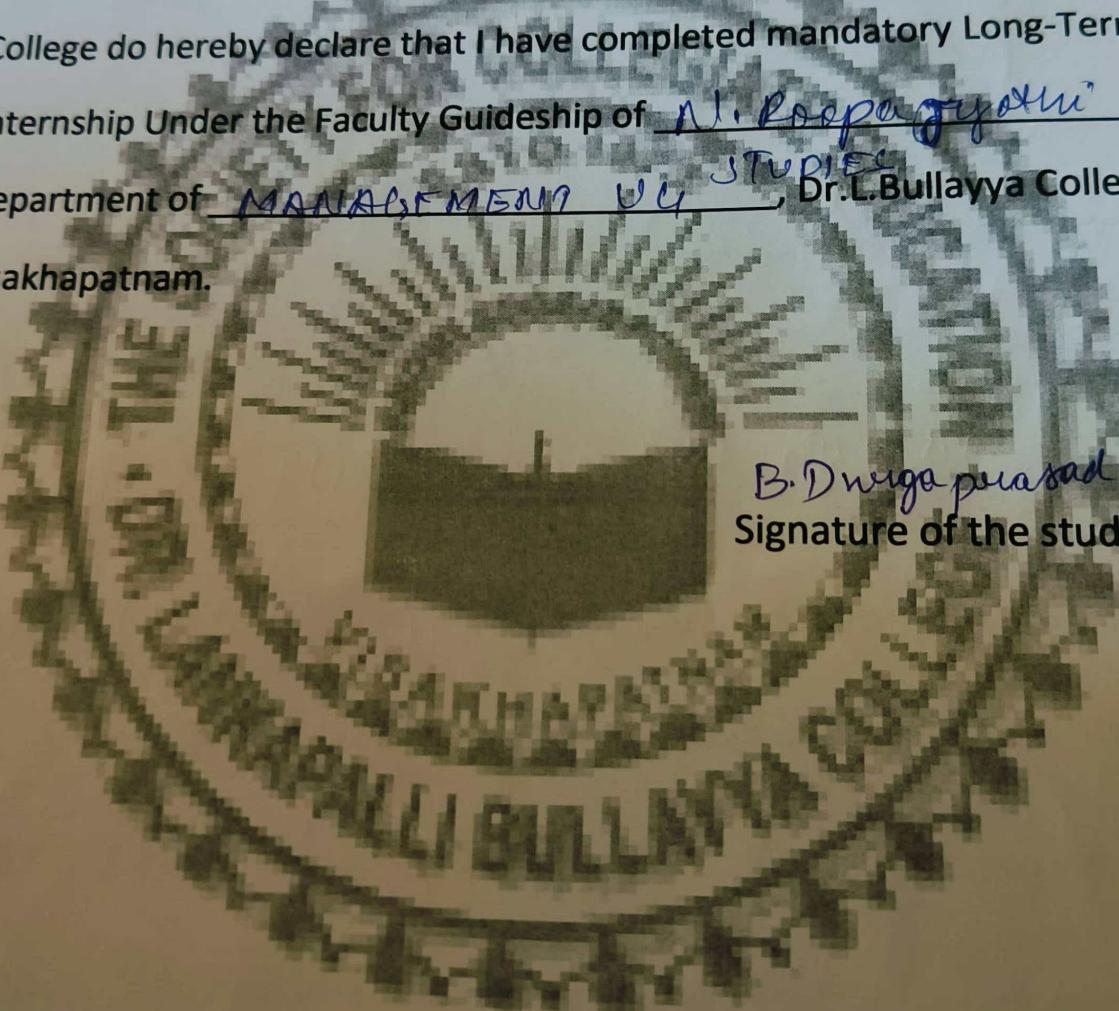


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Declaration

I BARANJALA DURGA PRASAD RAO student of BBA _____
Program, Reg. No. 12118807010 of the Department of UG Management _____
College do hereby declare that I have completed mandatory Long-Term
Internship Under the Faculty Guideship of N. Roopa Jayothi _____
Department of MANAGEMENT UG STUDIES, Dr.L.Bullayya College,
Visakhapatnam.


B.Durga prasad Rao.
Signature of the student



Acknowledgements

I would sincerely like to thank APSCHE for providing me with this semester internship which helped me gain practical experience and knowledge on "Accounting & financial analysis with Zoho Books of accounts".

I thank our respected principal Sir Dr. G. S. K. Chakravarthy for giving me this wonderful opportunity.

I would also like to thank our head of department Mr. N. K. Mahesh Department of BBA and my Guide Sant N. Roopa Gyathi for being a wonderful mentor throughout my project.



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Certification

This is to certify that BARANALA DURGA PRASAD RAO

Reg. No. 1211880701D has completed Internship in

Accounting and financial analysis on Travel Max Tour

Under my supervision as part of a partial fulfillment of the requirement for
the Degree of B.B.A. in Department of

Dr. Lankapalli Bullayya College, Visakhapatnam.

This is accepted for evaluation.

Signature with Date and seal

Dr. LBB. COLLEGE
VISAKHAPATNAM-13

1/5/24

Endorsements

Faculty Guide

Head of the Department

Principal



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Project Report Format

1. INTRODUCTION

- a. Overview - A brief description about your project
- b. Purpose - The use of this project. What can be achieved using this.

2. LITERATURE SURVEY

- a. Existing problem - Existing approaches or method to solve this problem
- b. Proposed solution - What is the method or solution suggested by you?

3. THEORITICAL ANALYSIS

- a. Block diagram - Diagrammatic overview of the project.
- b. Hardware / Software designing
 - 1. Hardware and software requirements of the project

4. RESULT

Final findings (Output) of the project along with screenshots.

5. ADVANTAGES & DISADVANTAGES

List of advantages and disadvantages of the proposed solution

6. APPLICATIONS

The areas where this solution can be applied

7. CONCLUSION

Conclusion summarizing the entire work and findings.

8. FUTURE SCOPE

Enhancements that can be made in the future.

9. Weekly Reports

10.

Student Self Evaluation of the Short-Term Internship

- 1. Evaluation by the Supervisor of the Intern Organization
- 2. EVALUATION
- 3. MARKS STATEMENT



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CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

Description of the Sector of business / Intern Organisation

Smartbridge operates in the Accounting & financial analysis sector, providing innovative solutions to enhance business and financial accounting with zero books of Accounting. To Make a report on the basis of given sales and purchases.

Learning objectives and outcomes

- ① Making Organisation
- ② prefer first
- ③ Create items
- ④ purchase Order
- ⑤ Making Bills
- ⑥ Creating Purchase
- ⑦ Converting bills
- ⑧ recording payment
- ⑨ Bank entries
- ⑩ Generate report.

Summary of Internship activities

- ① Attending demo & live classes on project development
- ② Selection of topic & preparation and Maintenance of



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Travel Mass tourist.
Page No. 01

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

Smartbridge is a platform that forms Virtual Internships to the students. The platform's goal is to prepare students for the job market by establishing a corporate relationship between Industry and Academic.

Smartbridge with companies such as Google, to offer Virtual Internships, the Internship provide students with hands on experience with the latest technology and enable project based learning. Smartbridge flagship event to provide knowledge and working environment to the students to build their skills.

Organization Objective

The Main objective is that to establish the job students and increase their skills and academics.



CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

- ① Registration with APSCOE Smartintern & enrolling for SmartBridge with Zoho Books of a/c course. Line training sessions at per the pre schedule training calendar.
- ② participation weekly Quiz and completing weekly assignments with respect to the Accounting and financial analysis.
- ③ Team formation and selection of project topics based on student performance.
- ④ Gathering the data and using the infrastructure to making reports.
- ⑤ project mentoring sessions and developing the items and purchase orders. Purchase, Bill and develop Journal entries and bank entries based on transactions.
- ⑥ Submission of team project via Uploading the project files in GitHub repository.



ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
10/02/2024 Day - 1 Saturday	Orientation session on the course accounting and financial Analytics	Brief overview on accounting and financial analytics	N.T. Took Note!
11/02/2024 Day - 2 Monday	Introduction to Accounting and financial analytics & its various tools, terminologies	Learned the basic of accounting & tools of financial analysis	N.T. Took Note!
13/02/2024 Day - 3 Tuesday	Introduction to Zoho and Overview of Zoho Books	Learned about Zoho Books, its history, uses and other Zoho applications	N.T. Took Note!
14/02/2024 Day - 4 Wednesday	live tutorial on setting up account by registering in Zoho Books	Learned how to create Business account in Zoho Books	N.T. Took Note!
15/02/2024 Day - 5 Thursday	Live tutorial on how to navigate and use various modules in Zoho Books	Learned about various modules available in Zoho Books and how to use them	N.T. Took Note!
16/02/2024 Day - 6 Friday	Brief overview on tally difference b/w Tally & Zoho and introduction to GST & Types of GST	Learned about Tally & Zoho, their differences and about Paxxes, GST	N.T. Took Note!



WEEKLY REPORT
WEEK - 1 (From Dt. 10/02/2024 to Dt. 16/02/2024)

Objective of the Activity Done: First week of Internship Zoho Books

Detailed Report: The Long-term internship program for the course track "Accounting and financial analyst" commenced with a program Orientation session aiming at providing a brief overview on the course, importance Job Opportunities associated with the future scope etc.

on day. ① The following sessions for day 1 & 3 primarily focused reinforcing our knowledge on accounting, its concepts, the terminologies, principles and numerous tools used in the financial analysis of statements to help us better understand & get accustomed to Zoho Books wider range of modules & applications used in data entry & data summarization. Second half of the week included the tutorial by our teacher on getting started with Zoho Books by signing up & registering for a free Zoho Business account to gain access to the accounting tools & software applications. After setting up of account, all the modules & elements were explored which includes Organisation profile, Dashboard, Item creation for goods & services. On day 6 - we were provided with a brief explanation on Taxes, types of Taxes and Goods/Services Tax.



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ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
19/02/2024 Day - 1 Monday	Creation of sales invoice and customer master creation	By this we learnt about how to create sales invoice	N.T. Roopjotwari
20/02/2024 Day - 2 Tuesday	creation of purchase modules & Invoker	By this we learnt about what all are required for purchase	N.T. Roopjotwari
21/02/2024 Day - 3 Wednesday	Creation of journal	By this we learnt about recording of journals of a company.	N.T. Roopjotwari
22/02/2024 Day - 4 Thursday	Chart of accounts Journal & payable entries	By this we learnt about creating & recording of entries	N.T. Roopjotwari
23/02/2024 Day - 5 Friday	reports	Basic introduction of reports by MRS	N.T. Roopjotwari
24/02/2024 Day - 6 Saturday	reports , Business Overview & Paper	By this we learned about reports & Business overview	N.T. Roopjotwari



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WEEKLY REPORT

WEEK - 2 (From Dt. 19/02/2024 to Dt. 24/02/2024).

Objective of the Activity Done: 2nd week of Internship of Soho Books

Detailed Report:

Building upon the foundation established on the 1st week the second took us into the intersection of accounting & financial analysis. Our 1st day of 2nd week we were taught of creation of sales invoice and introduction to cloud accounting of Soho Books and Master creation which covered clients, customers and vendors. 2nd day we were taught creating of purchases, which covered with customers Quotations etc --- 3rd day we covered creation of journals and entries of transactions fourth day, we learned about creating journals and payable entries. 5th day we had an introduction class about reports and MIS (Management Information System) last day we learned about other module - business overview and the different types of tasks in Accounting & financial Analysts.



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ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
26/02/2024 Day - 1 Monday	Introduction to Financial Analytics & its key terminologies	Learned about financial analysis & its terminologies importance.	N. Thopathot/
27/02/2024 Day - 2 Tuesday	Revision of Zoho Books Module	Revised Item, Sale & purchase Module in Zoho	N. Thopathot/
28/02/2024 Day - 3 Wednesday	Revision of Zoho Books Module and Quiz	Revised accountant and report Module and completion of Quiz	N. Thopathot/
29/02/2024 Day - 4 Thursday	Introduction to Microsoft excel and its basic financial functions	Learned about basic of excel and its functions, uses, importance.	N. Thopathot/
01/03/2024 Day - 5 Friday	Introduction to the Accounting functions in excel to calculate present value, future value, periodic monthly payments	Learned how to calculate 1) NPV 2) PV, 3) FV, 4) PMT, 5) IRR in various soft excel.	N. Thopathot/
02/03/2024 Day - 6 Saturday	Completed weekly Assignment in excel.	Learned how to calculate Monthly payments, interest, pricing of loans & investments	N. Thopathot/



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WEEKLY REPORT

WEEK - 3 (From Dt 26/2/24 to Dt 02/03/24.)

Objective of the Activity Done: 3rd week of Internship in Zoho Books

Detailed Report: The Third week of the Internship began with the Basic Overview of Financial Analytics and its key terminologies, importance & applications, Industrial scope etc -- on Day One. On Day two and on Day three , we revisited all the modules and sub-modules of Zoho Books . which involved creating items, purchase order, sales invoice, Bills payable & receivable with reference to a sample data provided to us by our trainer . The Second week ^{2nd half} of the week , we were introduced to excel . and the numerous financial functions in excel . we learned how to operate excel functions in calculation of NPV, PV, FV of investment, periodic monthly payments, internal rate of return with reference to case study examples . On Day 5, we were given our weekly Assignment - consisting of 10 Questions requiring to calculate 1) NPV, 2) PV, 3) FV, 4) PMT, 5) IRR in ~~in~~ excel.



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ACTIVITY LOG FOR THE FOURTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
04/03/2024 Day - 1 Monday	Calculation of principal & interest portion of an investment and effective annual interest rate	Learned how to calculate 1) PPMT, 2) IPMT, 3) EFFECT, 4) NOMINAL, 5) SIA in excel.	N. Koothrappali
05/03/2024 Day - 2 Tuesday	Introduction to financial analysis & theories & Methodologies	Learned about 1) Modern portfolio theory, 2) Efficient Market Hypothesis	N. Koothrappali
06/03/2024 Day - 3 Wednesday	Introduction to discounted cashflow valuation and Quiz	Learned about DCF valuation and completed Quiz.	N. Koothrappali
07/03/2024 Day - 4 Thursday	Introduction to Capital Asset pricing Model and ratio Analysis	Learned about CAPM theory and Basics of ratio analysis	N. Koothrappali
08/03/2024 Day - 5 Friday	Practicing financial ratio in Microsoft excel	Learned to calculate liquidity, profitability & turnover ratios in excel.	N. Koothrappali
09/03/2024 Day - 6 Saturday	Completed weekly Assignment in excel	Learned how to calculate EAP, PPMT, IPMT, on Mortgage loan in excel.	N. Koothrappali



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WEEKLY REPORT

WEEK - 4 (From Dt 04/03/2024 to Dt 09/03/2024)

Objective of the Activity Done: 4th week of internship in Zoho Books

Detailed Report: The Fourth week of the Internship

Commenced with further exploring all remaining financial functions in Microsoft Excel's function to calculate 1) principal portion and interest portion of an periodic monthly payment of an investment; 2) Nominal Annual Interest rate, 3) Effective annual interest rate and finally, 4) straight line Method of depreciation. Later, we learned about various financial analysis theories → (1) Modern portfolio theory, (2) Efficient Market Hypothesis, (3) Discounted cashflow valuation (4) Capital Asset pricing model. A weekly Quiz / assessment was conducted in context to financial Analysis. On Day four we were provided with a brief explanation on ratio analysis, its scope, and importance in financial analysis.

We were taught how to implement financial ratios and work on them using suitable example data in Microsoft Excel. On Day 6, we had successfully completed our weekly Assignment.

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ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
11/03/2024 Day - 1 Monday	Introduction to Investments, types of Asset classes	Learned about Investments, its needs, types and importance, Benefits	N. Karthik
12/03/2024 Day - 2 Tuesday	Introduction to financial Market and different sources of investment information	Learned about financial Markets, its Participants & about SEBI	N. Karthik
13/03/2024 Day - 3 Wednesday	Analysts (Vs) Analytiers Types of Analysts	Learned the difference b/w Analysts & analytiers and ③ Major types of analysts	N. Karthik
14/03/2024 Day - 4 Thursday	Types of investment analysts in investment Management	Learned about Technical analysts and fundamental analysts -	N. Karthik
15/03/2024 Day - 5 Friday	Introduction to Stock Market Basics, Key terminologies & Stock Market participants	Learned Basics of Stock Market, its regulatory bodies & financial intermediaries.	N. Karthik
16/03/2024 Day - 6 Saturday	Completed weekly Assignment in word Document	Learned how to draft a report on analysis of competitive Advantage of Companies of different industry	N. Karthik



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WEEKLY REPORT

WEEK - 5 (From Dt. 11/03/2024 to Dt ...16/03/2024)

Objective of the Activity Done:

Detailed Report: The fifth week of our internship began with an brief introduction to investment management and the various types of investments (or) asset classes, and Benefits of Investment, the factors Influencing investment decision. On Day two we learned about different sources of investment information which encompasses financial news outlets, investment websites, government agencies, industry publications.

and we also received a thorough Briefing on the present financial markets in India & the marketable instruments in it like equity, currencies, Bonds etc.

On Day 3 we learned about the different types of investment analysts i.e fundamental analyst and the technical analysts. On day 4 we further explored fundamental analysis and its three core elements

be ① Macro economic analyst, ② Industry analyst, ③ Company analyst. On day 5 we were introduced to Stock Market, the Baskets & Terminologies, Stock Market's participants NSE, BSE, NCDEX and Stock Audits. On

Day 6 we completed our weekly report on company's competitive advantage and Analytical.

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ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
18/03/2024 Day - 1	Introduction to stocks trading, Mutual fund trading.	Learned about stocks trading, Mutual fund trading	N. Karthik
19/03/2024 Day - 2	introduction to the concept of pledging of shares	Learned about Pledging of shares	N. Karthik
20/03/2024 Day - 3	Technical analysis chart :- Line chart, bar chart, point & figure chart, candlestick chart	Learned about charts in technical analysis. Charts like line, bar and candlestick charts	N. Karthik
21/03/2024 Day - 4	Moving Averages, relative Strength Index, Volatility Indicators, Bollinger Bands.	Learned about the Stock Market trend indicators in technical Analysis	N. Karthik
22/03/2024 Day - 5	Introduction to Stock Market Indices:- NSE Nifty & BSE Sensex	Learned about Stock Market indices.	N. Karthik
23/03/2024 Day - 6	Introduction to the Dow theory and its basic tenets	Learned about Dow theory, its principles and its limitations in real time trading	N. Karthik



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WEEKLY REPORT

WEEK - 6 (From Dt. 18/3/24 to Dt. 23/03/2024)

Objective of the Activity Done:

Detailed Report: The week began with a brief lecture and hands-on experience on Online Stock trading. Key takeaways about trading & investing in stocks online & the genuine ES platform for stock trading. We also learned about Mutual trading in stocks. On Day two we learned about "pledging of shares", its participant and Benefit in securing loan for long term. On Day three we received a thorough explanation & practical illustration of charts used in technical analysis for monitoring stock price movement. We learned about (1) Bar chart (2) Line chart (3) candlestick chart etc. On Day four we learned about Market trends & the trend indicators used in analyzing stock market trends. Into Bounce & Bullish trend, RSI, Moving Avg., Bollinger Bands. On day five we learned about the stock market trends in terms of Fifty & Bee Senses. On day six, we learned about Dow theory and its six principles.

ACTIVITY LOG FOR THE SEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
26/03/24 Day - 1	Introduction to different types of Candlestick chart patterns	Learned about different types of candlestick chart patterns	N. Raghuram /
27/03/24 Day - 2	Introduction to Bullish and Bearish chart patterns	Learned about Bullish and Bearish patterns	N. Raghuram /
28/03/24 Day - 3	Introduction to Insurance	Learned in detail about Insurance	N. Raghuram /
30/03/24 Day - 4	Different components of Insurance and its purpose	Learned about different components of Insurance	N. Raghuram /
1/04/24 Day - 5	Introduction to different types of Insurance in India	Learned about different types of Insurance in India	N. Raghuram /
2/04/24 Day - 6	Introduction to General Insurance and its types	Learned about General Insurance and its types.	N. Raghuram /



WEEKLY REPORT

WEEK - 7 (From Dt 26/2/24 to Dt 2/4/24.....)

Objective of the Activity Done:

Detailed Report:

Day ①: A Brief introduction was given on candlestick chart and its different patterns.

Day ②: Had a detailed session on candlestick patterns like Bullish and Bearish chart patterns.

Day ③: Introduction was given on Insurance, its purpose and need of Insurance.

Day ④: Had a detailed session on Insurance components and its Main purpose.

Day ⑤: we have been given with the introduction to different types of Insurance in India.

Day ⑥: Had a detailed session on General Insurance and its types and its purpose.



ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
3/4/24 Day - 1	Introduction to Insurance	Overview of Insurance Industry	N. Karthik /
4/4/24 Day - 2	Insurance products and policies	Life insurance products	N. Karthik /
5/4/24 Day - 3	Property and Casualty Insurance	Property insurance	N. Karthik /
6/4/24 Day - 4	Risk Management in Insurance	Principles of Risk Management	N. Karthik /
7/4/24 Day - 5	Insurance Analytics	Data Science in Insurance	N. Karthik /
8/4/24 Day - 6	Regulatory environment and Compliance	Regulatory framework for Insurance.	N. Karthik /



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WEEKLY REPORT

WEEK - 8 (From Dt..... 3/4/24 to Dt 8/4/24.)

Objective of the Activity Done:

Detailed Report: Throughout the week of our internship

In financial analysis, we meticulously covered a comprehensive range of topics relating to insurance. Our schedule was carefully structured to provide a thorough understanding of insurance principles, product, analysis and regulatory framework. We commenced with an in-depth exploration of insurance industry's fundamentals, encompassing various types such as life, health, property and casualty insurance. Each day was dedicated to dissecting specific aspects, including the intricate details of insurance products and policies, risk management strategies and analytical techniques tailored for the insurance sector. Moreover, we delved into the crucial role of data analysis in assessing risk, pricing and decision-making within insurance operations.



ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
8/4/24 Day -1 Monday	Team allotment	selection of team leaders and team Members	N. Roopnot/
9/4/24 Day -2 Tuesday	Mentor allotment	Assigning mentors to each team	N. Roopnot/
10/4/24 Day -3 Wednesday	Team project topic selection	selected project topic	N. Roopnot/
11/4/24 Day -4 Thursday	Distribution of team project tasks	divide the project basic into a systematic Project.	N. Roopnot/
12/4/24 Day -5 Friday	Assigning tasks to team Member	Assigning task to team Members	N. Roopnot/
13/4/24 Day -6 Saturday	Defining and analysing the Zoho Books	Understanding Zoho Books	N. Roopnot/



WEEKLY REPORT
WEEK - 9 (From Dt 8/4/24..... to Dt 13/4/24....)

Objective of the Activity Done:

Detailed Report:

In this week we commenced with formulation of teams and allotment of team Leader. Team members for each team our team received mentorship assignment our mentor provided valuable guidance and support through team project selection based on each team member's expertise on each project topic available our team.

Topic:- Travel tax tour.

outlined. of assigned. Specific task with the team established a project roadmap. To ensure each team member task assigning distributing responsibility among team Members.



ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
15/4/24 Day -1 Monday	Creating Organisation	Creating Organisation based on details	N. Karthik
16/4/24 Day -2 Tuesday	enable tax settings	enable tax setting with default surrogate	N. Karthik
17/4/24 Day -3 Wednesday	Creating Item and Creating Vendor	Creating Item based on goods and service	N. Karthik
18/4/24 Day -4 Thursday	Creating purchase Order	Creating purchase order based on green raw materials	N. Karthik
19/4/24 Day -5 Friday	Creating customer	Creating customer based on option Unregistered qrt	N. Karthik
20/4/24 Day -6 Saturday	Creating sales order	Creating sales Order based on Quantitative	N. Karthik



WEEKLY REPORT
WEEK - 10 (From Dt 15/4/24 to Dt 20/4/24.)

Objective of the Activity Done:

Detailed Report:

In this week id we commenced with Zoho books of account and created Organisation profit based on industry and they can give some address with registered gst numbers and using preferable etc and go to home page getting started. To creation of items based on goods and services using Quantity based on unit and give purchase and sale price of goods, able creating items and after creation Vendor details based on gst and registered gst and using some selling and shopping address after we can create customer using purchase bills and converting into invoice after converting the invoice with date can record. the payment to bank (or) paytm and the bill will send through email to the customer and within invoice copy and tracking the payment status of customer with minimum due date.



ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
22/4/24 Day -1 Monday	Creating Bank Account	Creating Bank account by using details	N. Karthik
23/4/24 Day -2 Tuesday	Accounts & ledgers	Creating of accounts & ledgers To provide Name N. Karthik	N. Karthik
24/4/24 Day -3 Wednesday	Journal entries	Recording journal entries problem The entries	N. Karthik
25/4/24 Day -4 Thursday	expense & Bills	Making Bills using the record expense	N. Karthik
26/4/24 Day -5 Friday	Bank entries	Recording of Bank transactions	N. Karthik
27/4/24 Day -6 Saturday	financial reports	Downloaded all financial report.	N. Karthik



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WEEKLY REPORT
WEEK - 11 (From Dt 22.11.24. to Dt 27.11.24.)

Objective of the Activity Done:

Detailed Report: In the week 11 we started to adding bank account details with the Zoho Books to adding all the transactions in it, after creating bank a/c to create a new a/c and go chart of a/c type and provide name a/c name and save after a/c to ledger and recording of journal provide the necessary fields and after save and publish to post the entry.

After completion of journal and go to Banking section to add new transactions a/c.

During the Month with all the credit debit amount in the Bank to record all the expenses and liabilities with respected transaction mark the payment against the open bill and invoice to close and mark complete.



ACTIVITY LOG FOR THE TWELTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
29/4/24 Day -1 Monday	Downloading reports	Downloading all the reports from Zoho Books	N. Roopjith
30/4/24 Day -2 Tuesday	Creating a new repository in GitHub	Creation of new repository in GitHub	N. Roopjith
01/5/24 Day -3 Wednesday	Creating new folder	Making new folder	N. Roopjith
02/5/24 Day -4 Thursday	Uploading the documents	uploading all the docx and project files	N. Roopjith
03/5/24 Day -5 Friday	Making Video demonstration	Making Demonstration	N. Roopjith
04/5/24 Day -6 Saturday	Submission of project	final submission in the project.	N. Roopjith



WEEKLY REPORT

WEEK - 12 (From Dt 29/04/24. to Dt 04/05/24)

Objective of the Activity Done:

Detailed Report:

In the week 12 commenced to final submission after downloading all the reports from Zoho Books of a/c based on demo in Smartintern.

After Downloading the documents all the financial report from zoho book of hub and login without credentials and create a new repository with the project name and making new folder with respective team members and upload all the documents with their assignments to their respective folders and Create project file in the folder and using the video to uploading drive and copy the in and past in github and finance upload the drive in in Smartintern and we have to provide the drive in Smartintern and we have to provide the out github link to the submitted the mentor.



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TravelTrax+Tours

Journal Report

Basic Account

From 01/04/2023 To 30/04/2023

10/04/2023 - Bill 03 (Go Airlines PVT LTD)

Cost of Goods Sold

Input CGST

Input SGST

Accounts Payable

Debit	Credit
4,00,000.00	0.00
36,000.00	0.00
36,000.00	0.00
0.00	4,72,000.00
4,72,000.00	4,72,000.00

15/04/2023 - Bill 01 (Dream Resorts and Hotels PVT LTD)

Cost of Goods Sold

Input CGST

Input SGST

Accounts Payable

Debit	Credit
2,00,000.00	0.00
18,000.00	0.00
18,000.00	0.00
0.00	2,36,000.00
2,36,000.00	2,36,000.00

15/04/2023 - Bill 02 (Travel Retailers and Wholesalers)

Cost of Goods Sold

Accounts Payable

Debit	Credit
1,00,000.00	0.00
0.00	1,00,000.00

**Amount is displayed in your base currency INR

GSTR-3B Summary

From 01/04/2023 To 30/04/2023

3.1 Details of Outward Supplies and inward supplies liable to reverse charge

Nature of Supply	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹0.00	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹0.00				
(d) Inward supplies (liable to reverse charge)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(e) Non-GST outward supplies	₹0.00				
Total value	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00

3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6
(i) Taxable supplies on which electronic commerce operator pays tax under Sub-section (5) of Section 9 [To be furnished by the electronic commerce operator]	0	0	0	0	0
(ii) Taxable supplies made by the registered person through electronic commerce operator, on which electronic commerce operator is required to pay tax under Sub-section (5) of Section 9 [To be furnished by the registered person making supplies through electronic commerce operator]	₹0.00				

3.2 Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders

	Place Of Supply	Taxable Value	Integrated Tax
1	2	3	4
Supplies made to Unregistered Persons			
Supplies made to Composition Taxable Persons			
Supplies made to UIN holders			
We are not tracking supplies made to UIN holders			

4. Eligible ITC

Details	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5
(A) ITC Available (whether in full or part)				
(1) Import of Goods	₹0.00			₹0.00
(2) Import of Services	₹0.00			₹0.00
(3) Inward supplies liable to reverse charge (other than 1 & 2 above)	₹0.00	₹0.00	₹0.00	₹0.00
(4) Inward supplies from ISD	---We do not support in Zoho Books---			
(5) All other ITC	₹0.00	₹54,000.00	₹54,000.00	₹0.00

5. Values of exempt, nil-rated and non-GST inward supplies

Nature of Supply	Inter-State Supplies	Intra-State Supplies
1	2	3
Composition Scheme, Exempted, Nil Rated	₹0.00	₹1,00,000.00
Non-GST supply	₹0.00	₹0.

TravelTrax+Tours

Balance Sheet

Basis: Accrual

As of 30/04/2023

	Total
Account	
Assets	
 Current Assets	
 Other current assets	
Input Tax Credits	0.00
Input CGST	54,000.00
Input SGST	54,000.00
Total for Input Tax Credits	1,08,000.00
Total for Other current assets	1,08,000.00
Total for Current Assets	1,08,000.00
Total for Assets	1,08,000.00
Liabilities & Equities	
 Liabilities	
 Current Liabilities	
Accounts Payable	8,08,000.00
Total for Current Liabilities	8,08,000.00
Total for Liabilities	8,08,000.00
 Equities	
Current Year Earnings	-7,00,000.00
Total for Equities	-7,00,000.00
Total for Liabilities & Equities	1,08,000.00

**Amount is displayed in your base currency INR

TravelTrax+Tours

A/R Aging Details

As of 10/04/2023

Date	Transaction#	Type	Status	Customer Name	Age	Amount	Balance Due
TOTAL						₹0.00	₹0.00

TravelTrax+Tours

A/P Aging Details

As of 10/04/2023

DATE	Transaction#	Type	Status	Vendor Name	Age	Bill Amount	Balance Due
10/04/2023	03	Bill	Open	Go Airlines PVT LTD		₹4,72,000.00	₹4,72,000.00
						₹4,72,000.00	₹4,72,000.00
						₹4,72,000.00	₹4,72,000.00

TOTAL

TravelTrax+Tours

Profit and Loss

Basis: Accrual

From 01/04/2023 To 30/04/2023

Total

Account		Total
Operating Income		0.00
Total for Operating Income		
Cost of Goods Sold		7,00,000.00
Cost of Goods Sold		7,00,000.00
Total for Cost of Goods Sold		-7,00,000.00
	Gross Profit	
Operating Expense		0.00
Total for Operating Expense		-7,00,000.00
	Operating Profit	
Non Operating Income		0.00
Total for Non Operating Income		
Non Operating Expense		0.00
Total for Non Operating Expense		-7,00,000.00
	Net Profit/Loss	

**Amount is displayed in your base currency INR



GSTR-3B Summary

From 01/04/2023 To 30/04/2023

3.1 Details of Outward Supplies and inward supplies liable to reverse charge

Nature of Supply	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹0.00	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹0.00				
(d) Inward supplies (liable to reverse charge)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(e) Non-GST outward supplies	₹0.00				
Total value	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00

3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6
(i) Taxable supplies on which electronic commerce operator pays tax under Sub-section (5) of Section 9 [To be furnished by the electronic commerce operator]	0	0	0	0	0
(ii) Taxable supplies made by the registered person through electronic commerce operator, on which electronic commerce operator is required to pay tax under Sub-section (5) of Section 9 [To be furnished by the registered person making supplies through electronic commerce operator]	₹0.00				

3.2 Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders

4/29/24, 2:10 PM

Reports | Zoho Books

	Place Of Supply	Taxable Value	Integrated Tax
1	2	3	4
Supplies made to Unregistered Persons			
Supplies made to Composition Taxable Persons			
Supplies made to UIN holders			
We are not tracking supplies made to UIN holders			

4. Eligible ITC

Details	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5
(A) ITC Available (whether in full or part)				
(1) Import of Goods	₹0.00			₹0.00
(2) Import of Services	₹0.00			₹0.00
(3) Inward supplies liable to reverse charge (other than 1 & 2 above)	₹0.00	₹0.00	₹0.00	₹0.00
(4) Inward supplies from ISD	---We do not support in Zoho Books---			
(5) All other ITC	₹0.00	₹54,000.00	₹54,000.00	₹0.00

5. Values of exempt, nil-rated and non-GST inward supplies

Nature of Supply	Inter-State Supplies	Intra-State Supplies
1	2	3
Composition Scheme, Exempted, Nil Rated	₹0.00	₹1,00,000.00
Non-GST supply	₹0.00	₹0.00



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.)

Description of work environment

The learning at Amrit bridge has been a transformation experience, equipping me with practical skills, with Zoho books of accounts and deep understanding of the role of Zoho in financial industry. The hands on experience & exposure to real - world project has not only . but has also develop my communication skills and project Management Skills.

The work environment fostered a collaborative atmosphere with clear task role, well defined procedure. The facilitate were equipped with necessary tools like the books of accounts and preparing and maintaining all financial reports and we can calculate the past Year data too. I identify the financial position of a Organisation based on the report with a need Organised supportive work.



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

Description about the ability in team contribution and leading a team activity.

- * Presentation skills: Creating & delivering engaging presentation to communicate insights of reports to know about the financial position.
- * Team collaboration: Collaborating with team members to share information discussion project.
- * Written communication: Crafting clear & concise reports documentation and emails related to Zoho financial analysis with Zoho.
- Conflict resolution: Addressing & resolving conflicts within the team to maintain a positive & productive environment b/w team members.

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.)

Description of the Management skills acquired

Communication :

- * Project management:- Coordinating tasks, setting goals, ensuring timely completion of the analytical project.
- * Team collaboration:- working effectively in a group & setting goals & objectives delegation tasks & fostering a collaborative environment.
- * Leadership skills:- taking initiative, guiding the team making decision to achieve project objectives.
- * Time Management:- Prioritizing tasks making deadlines efficiently & allocating resources

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

Description of the Technical Skills Acquired:

- ① Book Keeping: Record financial transaction such as sales purchase, expense, and payment in the zoho.
- ② Invoicing: Function of creating invoices and sending them to the clients and tracking the payment status.
- ③ Expense tracking: Ability to record and categorize expenses incurred by the business facilitating better expense management and Budgeting.
- ④ Bank reconciliation: Skill in recording bank statements with the transaction recorded in zoho books to ensure accuracy and identify discrepancies.

Student Self Evaluation of the Short-Term Internship

Student Name:	BARANALA DURHA PRASAD RAO Registration No: 12118607010				
Term of Internship:	From: 10/02/2024 To: 04/04/2024.				
Date of Evaluation:					
Organization Name & Address:	SMART BRIDGE				

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

Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Student Name: BARANALA DURGA PRASAD PAP Registration No: 12118807000

Term of Internship: 10/02/2024 - 04/04/2024.

Date of Evaluation:

Organization Name & Address: SMART BRIDGE

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

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

Rating Scale: 1 is lowest and 5 is highest rank

	1	2	3	4	5
1 Oral communication					
2 Written communication	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

Date:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: BARANALA DURGA PRAKASH RAO

Programme of Study: BBA

Year of Study: 2021 to 2024

Group: BBA

Register No/H.T. No: 12118804010

Name of the College: Dr. Lankapalli Bullayya College

University: Andhra University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	09
2.	Internship Evaluation	30	28
3.	Oral Presentation	10	09
	GRAND TOTAL	50	46.

Date:

N.T. Karthik
Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: BARANALA DURUJA PRASAD RAO

Programme of Study: BBA

Year of Study: 2021 to 2024

Group: BBA

Register No/H.T. No: 1211880701D

Name of the College: Dr. Lankapalli Bullayya College

University: Andhra University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	75
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	45
TOTAL		150	140
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	186

Signature of the Faculty Guide:

Signature of the Internal Expert:

Signature of the External Expert:

Signature of the Principal with Seal

Dr. L. B. COLLEGE
VISAKHAPATNAM-19



Student Self Evaluation of the Short-Term Internship

Student Name: BARANALA DURGA PRASAD RAO Registration No:

Term of Internship: From: 10/02/2024 To: 04/03/2024

Date of Evaluation:

Organization Name & Address: SMART BRIDGE

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:

B. Durgaprasad Rao
Signature of the Student

Evaluation by the Supervisor of the Intern Organization