

INTERNSHIP

**SUBMITTED TO PARTIAL FULFILMENT OF THE
REQUIREMENT FOR THE DEGREE OF
BACHELOR OF ACCOUNTING AND FINANCE
(BAF)**

**INTERNSHIP REPORT BY
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**S.N.D.T ARTS AND COMMERCE COLLGE
WOMEN PUNE-38**

**CONDUCTED COLLEGE OF
SNDT WOMEN'S UNIVERSITY MUMBAI**

202

BONAFIDE CERTIFICATE

COMPLETION CERTIFICATE

1

PRASHANT DHOKALE & COMPANY CHARTERED ACCOUNTANTS

Add : Shop No 03, Balaji Heights , Opp Lifeline Hospital, Wagholi, Pune- 412207

Date : 06/12/2021

Internship Completion Certificate

This is to certify that Shrutika Sampat Napte from S.N.D.T Arts & Commerce college for women Pune, has successfully completed her 240 hours internship during period from 19/10/2021 to 25/11/2021 with Prashant Dhokale & Company Chartered Accountants .

Date : 06/12/2020

Place : Pune

CA Prashant P. Dhokale



Prashant Dhokale

DECLARATION BY THE STUDENT

This is to certify that the present Internship Report entitled “Accounting and finance” is my original work. This Internship Report fulfils the requirements of the “TY BAF” degree of this University.

ACKNOWLEDGEME

Presentation inspiration and motivation have always played a key role in the success of any venture.

It is the great opportunity & pleasure for me to express my profound gratitude to wards all the individuals who directly or indirectly contributed towards completion of this report.

I express my sincere thanks to **Dr. Madhavi Kulkarni**, Principal, S.N.D.T. Arts And Commerce College, Pune-38

Working on this report was great fun, excitement, challenges and a new exposure in the field of finance. I am greatly I debated to under whose guidance and concern I am able to bring the report into its real shape.

I am thankful to **Mr.CA PRASHANT DHOKALE** and all faculty members of departments in providing me useful guidance for the completion of this report.

I convey my gratitude to the all those who are directly or indirectly related in the completion of this project report.

The internship was a lot more useful that staying at one place throughout the whole months in my opinion; I have gained lots of knowledge and experience needed to be successful in a Accounting field, as in my opinion, being Accounting is after all a challenges.

Last, but not the least, my parents are also important inspiration for me.

So with due regareds, I express my gratitude to them.

THANK YOU!

INDEX

SR.NO	TITLE NAME	PAGE NO.
<u>1</u>	EXECUTIVE SUMMARY	7
<u>2</u>	ORGANIZATION PROFILE	8
<u>3</u>	OUTLINE OF TASK UNDERTAKEN	9-29
<u>4</u>	LEARNING OUTCOME	30
<u>5</u>	CONCLUSION	31
<u>6</u>	APPLICATION LETTER	32
<u>7</u>	ACCEPTANCE LETTER	33
<u>8</u>	PARENTS LETTER	34
<u>9</u>	ATTENDANCE SHEET	35
<u>10</u>	ASSESSMENT LETTER	36

EXECUTIV SUMMARY

I Chose **BACHELOR IN ACCOUNTIN & FINANCE** because it has wider scope than **BCOM**

BACHELOR OF ACCOUNTING & FINANCE (BAF) is are three years undergraduate program that offers in-depth knowledge Accounting & Finance subject by different means such as classroom teachings, seminar's, projects, practical training, industrial visit, conference, expert talks etc.

The course helps aspirant to acquire knowledge in the field of accounting, taxation, auditing, risk management, financial accounting, managerial economics, law & business communication.

An Internship Experience in **PRASHANT DHOKALE & CO.-** is written to represent the 240hrs of internship program done in **PARSHANT DHOKALE & CO.** Chartered Accountant. This report is blend of the knowledge of undergrad program and the experience of practical field.

Then I have discussed about my learning in the whole internship that is all about the terminologies. I have made in possible to write each and every thing that I have learnt there. I have all my practical efforts in the form of this manuscript that's the asset for my future career.

This project is about the internship & detail information about the task undertaken by me.

ORGANIZATIONAL PROFILE

FIRM NAME – PRASHANT DHOKALE & CO.

NAME – CA PRASHANT PRAKASH DHOKALE

ADDRESS – Shop No 03, Balaji Heights, Opp Lifeline Hospital, Wagholi, Pune- 412207

PHONE NO – 9503840107

EMAIL ID – prashantdhokale37@gmail.com

Service provided to the firm are as follows:

- Income tax return filling
- Income tax audit
- GST registration
- GST return filling
- Accounts writing
- Project report
- TDS
- Profession tax
- Udyog/Udyam Aadhar
- Pan card

OUTLINE OF TASK UNDERTAKEN

I have done my internship in CA PRASHANT DHOKALE & COMPANY. While working with this organization I learned so many things and got deep knowledge about Accounting.

Following is the summary of task performed by me:

- MS – Excel
- Tally Prime
- Tally ERP 9 Company Creation
- GST Registration
- ITR Registration
- Accounting
 - ❖ Voucher
 - ❖ Bank Statement

MS-EXCEL:

Microsoft excel is a software program produced by Microsoft that allows users to organize, format and calculate data with formulas using a spreadsheet system. This software is part of the Microsoft Office suite and is compatible with other applications in the office suite. Like other Microsoft Office subscriptions, Microsoft Excel can now be purchased through the cloud on a subscription basis through Office 365.

MS Excel is a commercial spreadsheet application that is produced and distributed by Microsoft Windows and Mac OS operating systems. It features the ability to perform basic calculations, use graphing tools, create pivot tables, create macros, among other useful features.

Spreadsheet applications such as MS Excel use a collection of cells arranged into rows and columns to organize and manipulate data. They can also display data charts, histograms and line graphs.

MS Excel permits users to arrange data in the order to view various factors from different perspectives. Microsoft Visual Basic is a programming language used for applications in Excel, allowing users to create a variety of complex numerical methods. Programmers are given an option to code directly using the Visual Basic Editor, including Windows for writing code, debugging and code module organization.

Basic MS-Excel Formulas:

SUM: The SUM function is the first most-known formula in Excel. It usually aggregates values from a selection of columns or rows from your selection range.

= SUM (number1,[number2]...)

AVERAGE: The AVERAGE function should remind you of simple averages of data such as the average number of shareholders in a given shareholding pool.

=AVERAGE (number1,[number2],...)

COUNT: The COUNT function counts all in a given range that contain only numeric values.

=COUNT (value1,[value2],...)

COUNTA : Like the COUNT function, COUNTA counts all cells in a given range. However, it counts all cells regardless of type. That is, unlike COUNT that only counts numeric, it also counts dates, times, strings, logical values, errors, empty string, or text.

=COUNTA (value1,[value2],...)

IF: The IF function is often used when you want to sort your data according to a given logic. The best part of the IF formula is that you can embed formulas and function in it.

=IF (A1>70,"Pass","Fail")

TRIM : The TRIM function makes sure your functions do not return error due to unruly spaces. It ensures that all empty spaces are eliminated. Unlike other functions that can operate on a range of cells, TRIM only operates on a single cell. Therefore, it comes with the downside of adding duplicated data in your spreadsheet.

=TRIM (text)

MAX & MIN : The MAX and MIN functions help in finding the maximum number and minimum number in a range of values.

=MAX (number1,[number2],...)

=MIN (number1,[number2],...)

	Inventory	Inventory	Inventory	Inventory
Blueberries	88	88	88	88
Raspberries	76	76	76	76
Strawberries	90	90	90	90
Blackberries	74	74	74	74
Huckleberries	51	51	51	51
Boysenberries	47	47	47	47
Cranberries	65	65	65	65
Mulberries	40	40	40	40
Elderberries	36	36	36	36
Gooseberries	34	34	34	34
Totals	10	60	90	34

Formulas: =COUNT(B4:B13), =MAX(D4:D13), =AVERAGE(C4:C13), =MIN(E4:E13)

TALLY PRIME:

What is tally prime?

Tally prime is a business management software that takes care of your Accounting, Inventory management, Payroll management, Bank transactions, Statutory compliance, etc.

Features of tally prime

Invoicing & Accounting: Tally prime makes it amazingly simple to create and record invoice. Optimized invoice components, host of configurations, multiple billing modes and so on.. makes Tally Prime really molding to your business. The wide variety of Tally Primes features makes it a simple accounting system.

Your bills receivables and payables are managed automatically while you save your invoice

You can pre-set the details such as Duty ledgers, additional ledgers etc. to reduce the repetitive data entry in the invoice

You can easily record post-dated transactions supported with post-dated register

You receive support for promotional transactions such as free schemes, sample through Different Actual and Billed and zero-valued transaction.

Inventory Management: The features of Tally Primes make it one of the most flexible system for optimal inventory management. Features such as go down management. Multiple stock valuation, manufacturing, batch and expire date, job costing etc., and the powerful inventory reports make inventory management a cakewalk.

Insightful Business Reports: Tally Prime comes with more than 400 business reports which are readily available with powerful insights that will allow you to make informed decisions. Tally Primes amazing flexibility allows you to slice and dice your reports and look at them the way you want, the way it works for your business.

GST/ Taxation: With Tally Prime, you can generate GST compliant invoices such as tax invoice, bill of supply etc. in seconds and file accurate GST returns always. What's more? You can automatically generate e-invoice and print invoices with IRN and QR code instantly. Using Tally Prime's features, you can also manage TDS, TCS and payroll statutory such as PF, ESI and employee income tax.

Credit and Cash Flow Management: By increasing the efficiencies in accounts receivable, accounts payables, inventories, and several other areas of business, Tally Prime helps you optimize cash flows. Tally Prime's insightful reports help you to be on top of your cash flow.

Multi-task Capabilities: Tally Prime supports multi-tasking and helps you handle the day-to-day interruptions. You are in the middle of the sales invoice but want to record another new sales ? Or in the middle of making a payment entry but want to refer to outstanding repots before proceeding? Using tally prime, you will be able to handle many such situations without the hassle of switching between multiple instances of

Go To Feature: With Tally Prime, discovering insights just got easier. This is made possible with Tally Prime's new and search bar called "GO TO". Using Go to, you can search and find the things you didn't know Tally could do for you and discover new insights to run your business better.

Banking: Tally Prime comes with a wide range of banking features /utilities that help you manage all you banking needs easily. Using Tally Prime's banking features such as auto bank reconciliation, pre-defined cheque formats, cheque management, e-payments etc. make banking an effortless task.

Access Business Data Online: Tally Prime gives you the ability to view business reports online from the comfort of a web browser, wherever you are whit the promise that your data will always rest with you.

Secure Data: We understand that your business data is sensitive and ensure that you will always remain in custody of it. With multiple user access control and feature-based security levels ensure that access to your data is restricted based on your choice.

TallyPrime **GOLD** MANAGE

K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Gateway of Tally

CURRENT PERIOD 1-Apr-19 to 31-Mar-20	CURRENT DATE Tuesday, 31-Mar-2020
NAME OF COMPANY	DATE OF LAST ENTRY
Tally Planet	31-Mar-20

F2: Date
F3: Company

Gateway of Tally

MASTERS

Create

Alter

CHart of Accounts

TRANSACTIONS

Vouchers

Day Book

UTILITIES

BaNking

REPORTS

Balance Sheet


Profit & Loss A/c

Stock Summary

Ratio Analysis

Display More Reports

Out



TALLY PLANET

TALLY ERP 9

Tally is a one of the most popular and powerful Indian accounting software used extensively in India, It is driven by a technology called concurrent, multi-lingual, accelerated technology engine.

Tally ERP 9 is much than just accounting. The 3 big letters ERP makes a whole lot of difference and is perfect business management solution and GST software. The term “ERP” stands for Enterprise Resources Planning in very technical terms. But, for a layman, the term means, the user can manage their entire business in Tally all by themselves, as it is very user-friendly software. The data in Tally is fully integrated which saves a lot of time and efforts.

Creating a Company in Tally. EPR 9

The first step towards working with Tally. ERP 9 is to create a ‘company’. A ‘company’ in Tally EPR 9 is a central repository where you can maintain all the financial records of your business, and form where you can extract the required financial reports and statements.

The procedure to create a company is explained below. To facilitate easier understanding, we have illustrated the creation of a company named. XYZ Traders:

Go to Gateway of Tally> Company Info.> Create Company

The screenshot shows the 'Company Creation' window in Tally ERP 9. The window title is 'Tally.ERP 9'. The menu bar includes: P: Print, E: Export, M: E-Mail, O: Upload, S: TallyShop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The window is divided into several sections:

- Directory**: Directory : D:\Tally.ERP9\Data
- Name**: Name : [Redacted]
- Books and Financial Year Details**: Financial year begins from : 1-4-2019, Books beginning from : 1-4-2019
- Primary Mailing Details**: Mailing name : , Address : , Country : India, State : Not Applicable, Pincode :
- Security Control**: TallyVault password (if any) : , Repeat password : , Use security control : ? No (Warning: Forgetting TallyVault password will render your data inaccessible.)
- Contact Details**: Phone no. : , Mobile no. : , Fax no. : , E-mail : , Website :
- Channel Konnect Details**: Enable Channel Konnect Integration ? No, Enable Scheduler ? No
- Base Currency Information**: Base currency symbol : ₹, Formal name : INR, Suffix symbol to amount : ? No, Add space between amount and symbol : ? Yes, Show amount in millions : ? No, Number of decimal places : 2, Word representing amount after decimal : paise, No. of decimal places for amount in words : 2

At the bottom, there is a 'Q: Quit' button.

The fields in the **company creation** screen and the information to be filled in each of them are explained below. To navigate between the fields, use the **Enter**.

- **Directory:** The path of the location of Tally ERP 9 data is displayed here. By default, the path provided while installing Tally ERP 9 will be displayed. However, you can press backspace and specify the location in which you want the data to be stored.
- **Name:** Provide a name for the company that is being created. In this example, we are creating company name XYZ Traders.
- **Primary Mailing Details:** The mailing name and address details are picked from here for any report such as balance sheet and statements of accounts.
 - **Mailing Name:** The name provided for the company is the name field is automatically displayed here. However, you can change it as per requirements. The name specified here will be used for mailing purposes. In this example, XYZ Traders is retained.
 - Fill in the company's address.
 - **Country:** Selected the country in which the company is located. This will allow users to choose the statutory capabilities available for that country. In this example, the country selected is India.
 - Filling in the relevant numbers in the Telephone No. and Mobile No. fields.
 - **E-Mail:** Fill in the company's official e-mail ID here This will be used while e-mailing reports and statements from Tally ERP 9.

Books and Financial Year Details:

- **Financial Year from:** This refers to the twelve-month accounting period of the company. For XYZ traders, the financial year begins on 1-7-2020.
- **Books beginning from:** The data provided in the aforesaid field will be automatically displayed here. In the example, the data is retained. However, if you have started with maintaining your books of accounts with Tally ERP 9 mid-year, the required date can be set accordingly. Tally will not allow you to record the transactions for dates preceding the date entered in the books beginning from field.

Security Control:

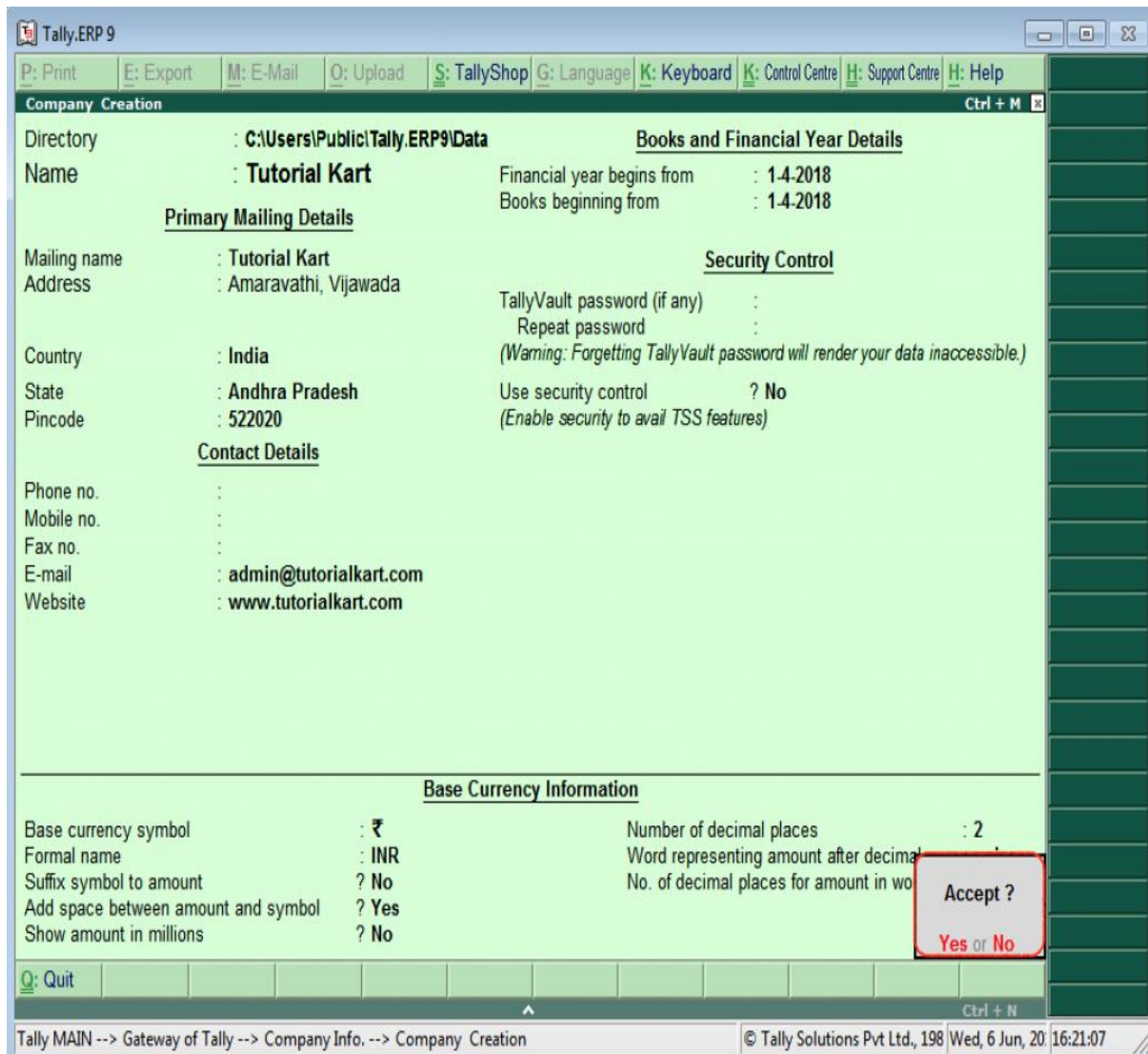
- **Tally Vault Password (if any):** Once you enter a password here, you will need it to open your company each time. The name of a company that is locked using Tally Vault will be hidden with the asterisk '*' symbol. You need to provide the Tally Vault password to open and access the company.
- **Repeat password:** Here, enter the password entered in the Tally Vault field, as a confirmation.
- **Use Security Control? :** Setting this option to **Yes** will allow you to define the access rights for each user who will access your company. This feature is explained in forthcoming chapters.

Base Currency Information:

- **Base Currency Symbol:** The base currency symbol will be filled as per the country selected.
- **Formal Name:** The currency's formal name will be filled here. In this example, it is ITR (Indian Rupees).
- **Suffix Symbol to Amount:** For some countries, the currency symbol is specified after the amount. This option can be enabled for such countries, so that the currency symbol may be printed after the amount. However, XYZ Traders is an Indian company and hence this option is set to **No**.
- **Show amounts in Millions? :** If the company's financial statements need to have their values expressed in terms of millions, set this option to **Yes**.
- **Number of Decimal Places:** By Default, the number of decimal places for the base currency is set to 2. However, you can have up to 4 decimal places. The Indian currency has 2 decimal places whereas certain other countries require 3 decimal places and so on.
- **Word representing amount after decimal:** The symbol for amounts expressed in decimals will be set by default. For India, it is Paise.

Decimal Places for printing amounts in Words: You can specify the number of decimal places for printing the amount in words. This number should be equal to or lesser than the number specified in number of decimal places field. For example, if the currency has up to 3 decimal places, the value to be printed in words can be restricted to 2 decimal places.

Base currency information is set to the default based on the country selected.



The message **Accept? Yes or No** will be displayed.

Press **Y** or **Enter** to save the details.

Notice that **Indus Enterprise** is highlighted. This indicates that it is the currently selected from the list of open companies. You can click on the name of another company to make it as the currently open company.

Selected a Company:

By 'selecting' a company, you are essentially opening the company in Tally ERP 9.

1. **Go to** Gateway of Tally > F3: Company Info. (Alt+F3)
2. Click **Selected Company**, or press **S** Tally ERP 9 displays the **selected company** screen, with a **List of companies** that are available in the location specified. You can also press **F1** to get to the select company screen.

Shut a Company

By 'shutting' a company, you are essentially closing a company.

Go to Gateway of Tally > F3: Company Info. (Alt+F3)

1. Click **Shut Company**. Tally ERP 9 displays the **Close Company** screen, with the **List of companies** that are open, You can also use **Alt+F1** from the gateway of Tally to get to this screen.

Alter Company Details:

By 'altering' a company, you are modifying the details which you have provided in the Company Creation screen.

Go to or press **A** Tally > F3: Company Info. (Alt+F3)

1. Click **Alter** or press **A** Tally ERP 9 displays the select items screen, with a list of companies that are available in the location specified. Select the company which is need to alter and press enter to view the company Alteration screen. Alter the company details as required and accept the screen.

GST REGISTRATION:

The simplified the GST registration procedure online. The applicant can process the GST registration procedure through the GST Portal. After submission of the application, the portal generates GST ARN immediately. Using the GST ARN, the applicant can check the application status and post queries if necessary. Within 7 days of ARN generation, the taxpayer shall receive a GST registration certificate and GSTIN.

Step-1

- Access the GST Portal > <https://www.gst.gov.in/>>
- Services > Registration > New Registration option.

Step-2

The new GST registration page is displayed. Select the New Registration option. If the GST registration application remains uncompleted, the applicant shall continue filling the application using TRN number.

- Select the Taxpayer type from the options provided.
- Choose the state as per the requirement.
- Enter the legal name of the business/entity, as mentioned in the PAN database. As the portal verifies the PAN automatically, the applicant should provide details as mentioned in the card.
- In the PAN field, enter PAN of the business or PAN of the proprietor. GST registration is link to PAN. Hence, in the Case of a company or LLP. Enter yhe PAN of the company or LLP.
- Provide the email address of the primary Authorized Signatory. (will be verified in next step)
- Click the PROCEED button.

Step-3

OTP Verification & TRN Generation On submission of the above information, the OTP Verification page is displayed. OTP will be valid only for 10 minutes. Hence, enter the two separate OTP sent to validate the email and mobile no.

- In the Mobile OTP field. Enter the OTP.
- In the Email OTP field. Enter the OTP.

Step-4

TRN Generated On successfully completing OTP verification, a TRN will be generated. TRN will now be used to complete and submit the GST registration application.

Step-5

Log in with TRN Upon receiving TRN, the applicant shall begin the GST registration procedure. In the temporary Reference Number (TRN) field on the GST Portal, enter the TRN generated and enter the captcha text as shown on the screen. Complete the OTP verification on mobile and email.

Step-6

Various information must be submitted for obtaining GST registration. In the first tab, business details must be submitted.

- In the trade name field, enter the trade name of the business.
- Input the constitution of the business from the drop-down list.
- Enter the district and sector/ circle/ward/charge/ unit from the drop-down list.
- In the commissionerate code, division, code and range code drop-down list, select the appropriate choice.
- Opt for the composition scheme, if necessary
- Input the date of commencement of business.
- Select the date on which liability to register arises. This is the day the business crossed the aggregate turnover threshold for GST registration. Taxpayers are required to file the application for new GST registration within 30 days from the date on which the liability to register arises.

Step-7

Submit promoter information In the next tab provide promoter and directors information. In case of proprietorship, the proprietors information must be submitted. Details of up to 10 promoters or partners can be submitted in a GST registration application.

- Personal details of the stakeholder like name, date of birth, address, mobile no, email address and gender.
- Designation of the promoter.
- DIN of the promoter, only for the following types of applications:
 - Private limited company
 - Public limited company
 - Public sector undertaking
 - Unlimited company
 - Foreign company registered in India
- Details of citizenship
- PAN & Aadhaar
- Residential address

Step-8

Submit authorized signatory information an authorized signatory is a person nominated by the promoters of the company. The nominated person shall hold responsibility for filling GST return of the company. Further, the person shall also maintain the necessary compliance of the company. The authorized signatory will have full access to the GST Portal. The person shall undertake a wide range of transaction on behalf of the promoters.

Step-9

Principal place of business in this section, the applicant shall provide the details of the principal place of business. The principal place of business acts as the primary location within the state where the taxpayer operates the business, it generally addresses the books of accounts and records. Hence, in the case of a company or LLP, the principal place of business shall be the registered office.

- Address of the principal place of business.
- Official contact such as email address, telephone no (with STD code), mobile no field and fax no (with STD code).
- Nature of possession of the premises.

If the principal place of business located in SEZ or the applicant acts as SED developer, necessary documents/certificates issued by government of India are require to be uploaded by choosing 'Other' value in nature of possession of premises drop-down and upload the document.

- Own premises- Any document in support of the ownership of the premises like latest property tax receipt or municipal khata copy or copy of electricity bill.
- Rented or leased premises- A copy of the valid rent / lease agreement with any document in support of the ownership of the premises of the lessor like latest property tax receipt or municipal khata copy or copy of electricity bill.
- Premises not covered above- A copy of the consent letter with any document in support of the ownership of the premises of the consenter like municipal khata copy or electricity bill copy. For share properties also, the same documents may be uploaded.

Step-10

Additional place of business upon having an additional place of business, enter details of the property in this tab. For instance, if the applicant is a seller on Flipkart or other e-commerce portal and uses the seller's warehouse, that location can be added as an additional place of business.

Step-11

Details of GST in this section, the taxpayer must provide details of the top 5 goods and services supplied by the applicant. For goods supplied, provide the HSN code and for services, provide SAC code.

Step-12

Details of bank account in this section, enter the number of bank account held by the applicant. If there are 5 account, enter 5. Then provide details of the bank account like account number, IFSC code and type of account. Finally, upload a copy of the bank statement or passbook in the place provided.

Step-13

Verification of application in this step, verify the submitted in the application before submission. Once verification is complete, select the verification checkbox. In the name of authorized signatory. Enter the place where there from is filled. Finally, digitally sign the application using digital signature certificate (DSC)/E-Signature or EVC. Digitally signing using DSC is mandatory in case of LLP ad Companies.

Step-14

ARN Generated on signing the application, the success message is displayed. The acknowledgement shall be received in the registered e-mail address and mobile no. Application reference and mobile no. Using the GST ARN number, the status of the application can be tracked.

Dashboard > Bank Accounts English

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	08/07/2017	24/06/2017	93%

Business Details ✓ Promoter / Partners ✓ Authorized Signatory ✓ Authorized Representative ✓ Principal Place of Business ✓ Additional Places of Business ✓ Goods and Services ✓ Bank Accounts State Specific Information Verification

Details of Bank Accounts (s) • Indicates mandatory fields

Details of Bank Account

Account Number* Type of Account*

Enter Bank IFSC* [GET ADDRESS](#) ! Don't know your IFSC?
Click here to find your bank

Document Upload

Proof of Details of Bank Accounts*

File with PDF or JPEG format is only allowed.
Maximum file size for upload is 1 MB

No file chosen

ITR REGISTRATION

Step-1

Visit the 'e-filing' Portal <https://www.incometax.gov.in/ice/fopartal/>

Step-2

Click '**Register Yourself**' button located at right side of the home page.

Step-3

Select the user type as '**individual**'. Click continue

Step-4

Provide the following basic details:

PAN

Surname, First Name and Middle Name

Date of birth

Residential status

Step-5

Click 'Continue'

Step-6

Fill in the following mandatory details:

Password Details

Contact Details

Current Address

Click 'Submit'

Step-7

After 'registration, For Residents, a six digit OTP 1 and OTP 2 will be shared on your mobile number and email ID, specified at the time of registration.

For Non-residents, OTP will be shared on your primary email ID, specified at the time of registration.

Step-8

Enter the correct OTP to complete the registration process

The user must have the following mandatory details:

- 1 Valid PAN Card
- 2 Valid Mobile Number
- 3 Valid Email Address, preferable belonging to Principal contact person

Perform the following steps to register as an 'Other than Individual and HUF User':

Step-1

Visit the 'e-filing' Portal

<https://www.incometax.gov.in/iec/foportal/>

Step-2

Click '**Register Yourself**' button located at right side of the home page.

Step-3

Select the 'User Type' as 'Other than individual/HUF' and select the 'Sub-User type' as per the PAN.

Company

Body of individuals (BOI)

Local Authority

Firm

Trust

Association of Persons (AOP)

Artificial Juridical Person

Government click continue

Step-4

Provide 'PAN of the Organization/Entity*' 'Organization Name*'. 'Date of incorporation*'. In case of 'Company' user, select the 'Type of company'

Step-5

Click 'Continue'

Step-6

Fill in the following details:

Password Details

Personal Details of Principal Contact

Contact Details of Principal Contact

Address of Organization/Entity

Click 'Submit'

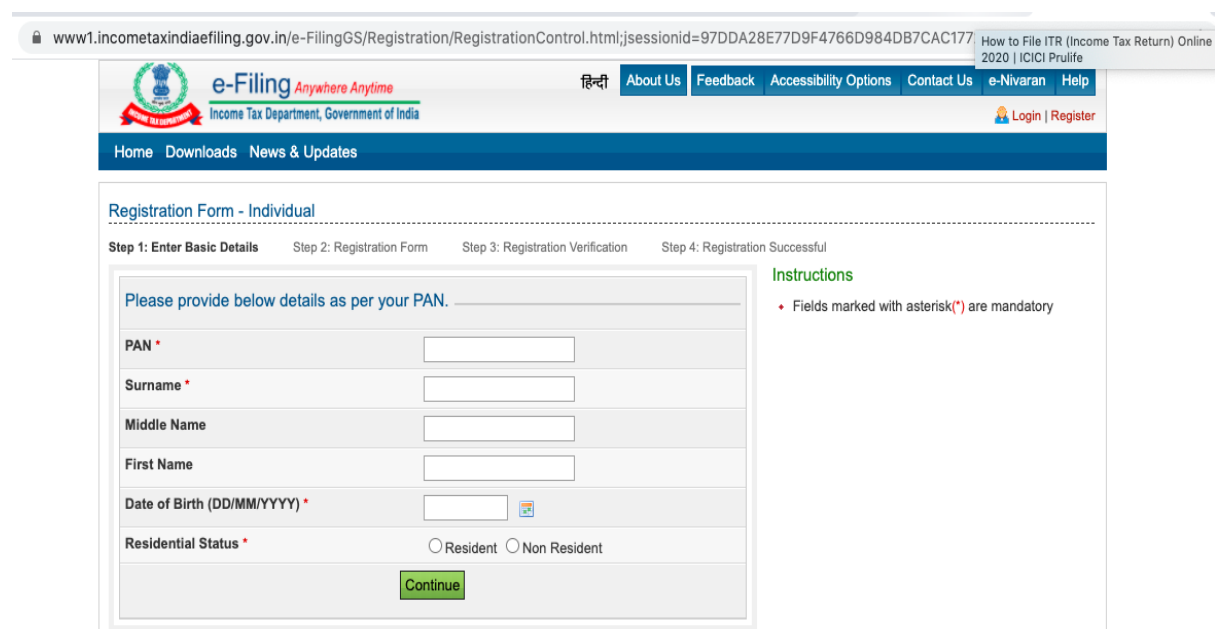
Step-7

After registration, For Residents, a six digit OTP 1 and OTP 2 will be shared on your mobile number and email ID, specified at the time of registration.

For Non-residents, OTP will be shared on your primary email ID, specified at the time registration.

Step-8

Enter the correct OTP to complete the registration process.



The screenshot shows the e-Filing website interface for the registration process. The browser address bar displays the URL: www1.incometaxindiaefiling.gov.in/e-FilingGS/Registration/RegistrationControl.html;jsessionid=97DDA28E77D9F4766D984DB7CAC177. The page header includes the e-Filing logo, the text "Anywhere Anytime", and the Income Tax Department, Government of India. Navigation links include "हिन्दी", "About Us", "Feedback", "Accessibility Options", "Contact Us", "e-Nivaran", and "Help". There are also "Login" and "Register" buttons. The main content area is titled "Registration Form - Individual" and shows a progress bar with four steps: "Step 1: Enter Basic Details", "Step 2: Registration Form", "Step 3: Registration Verification", and "Step 4: Registration Successful". The "Step 1: Enter Basic Details" section contains a form with the following fields: "PAN *", "Surname *", "Middle Name", "First Name", "Date of Birth (DD/MM/YYYY) *", and "Residential Status *". The "Residential Status" field has radio buttons for "Resident" and "Non Resident". A "Continue" button is located at the bottom of the form. To the right of the form, there is an "Instructions" section stating: "Fields marked with asterisk(*) are mandatory".

ACCOUNTING:

Voucher:

A voucher is a document that contains details of a financial transaction and is required for recording the same into the books of accounts. For every transaction, you can use the appropriate Tally voucher to enter the details into the ledgers and update the financial position of the company.

Predefined Voucher

Contra Voucher

Payment Voucher

Receipt Voucher

Journal Voucher

Sales Voucher/ Invoice

Debit Note Voucher

Credit Note Voucher

Purchase Voucher/Invoice

Contra Voucher

Contra voucher are used to withdraw or deposit money in banks with the help of instruments such as cheques/ATM/DD or e- transfer to another account through NEFT/IMPS. With the help of contra vouchers in Tally, accountants can be also generate deposit slips for recordkeeping.

Tally also provides exact currency denominations to monitor and print the deposit slip while also depositing the amount.

Payment Voucher

The payment voucher is another accounting voucher in Tally that helps create and print cheques against the order. Once the payment voucher gets passed, the corresponding cheque can be printed by clicking on 'banking' and then on 'cheque printing'.

Receipt Voucher

When accountants make a receipt voucher in tally, all the invoices which have pending payments pop up as a reminder. As soon as the client makes the payment through any mode, the receipt can be updates with the payment method details. In addition, all the

details of this receipt can be sent to the customer. Thus, receipt voucher make payment monitoring easy.

Journal Voucher

Unlike other vouchers, a journal voucher in Tally can come under the roof of both accounting and inventory vouchers. There are multiple uses of a journal voucher in Tally depending on the type of business it is being used for.

It can be found as an optional voucher in Tally to make sales and purchase by accountants. Professionals can also use it for the adjustment or transferring of stock from one warehouse to the other.

Sales Voucher

Sales voucher is one of the most used accounting voucher in Tally. User can create this voucher in two different formats; as an invoice, or as a voucher. The invoice format enables users to print a copy of invoices for customers. The voucher format can be used to store transactional records electronically and it doesn't need paper copy for the customer.

Debit Note Voucher

Debit note voucher is one of the most-used types of voucher in Tally ERP 9, that is used for managing purchase returns. With the help of this, accountants can generate a debit note voucher in Tally, debit note to can easily be configured by pressing F11 and configured it manually.

Credit Note Voucher

Credit note voucher in Tally has to be enabled manually. It is usually enabled by pressing F11 and they manually configuring its features. Credit note can also be passed by checking the original invoice. When a client is selected, Tally shows the transaction invoice history that have been raised.

Purchase Voucher

Like sales vouchers, purchase voucher belongs to the accounting category and is available in both invoice and voucher formats. Editing and modifying receipt entries in Tally are easy, as its voucher format helps accountants to do so quickly. Moreover, Tally also helps in converting a purchase voucher format.

Bank Statements

Process No 1-

Create a ledger under bank accounts and then save the same.

Process No 2

Go to the accounting vouchers menu then we need to select what kind of voucher do we need to pass using the bank account. Once can use 3 voucher type to pass a bank Entry in Tally ERP 9

Payment

To make payment entry. Debit the expenses ledger (for cash transaction)/Party ledger (for non-cash transactions) and Credit the bank. The shortcut key to select Receipt Voucher is F5

Receipt

To make receipt entry. Debit the bank ledger and Credit the Party Ledger (for cash transaction)/ Income ledger (for non-cash transaction). The shortcut key to select Receipt Voucher F6

Contra

Use for the only cash transaction. Debit/Credit Bank/Cash. The shortcut key to select Contra Voucher is F4.

LEARNING OUTCOMES

While working with PRASHANT DHOKALE & COMPANY. I learned so many things which going to be helpful for rest of my life.

During my internship program most importantly. I realized how to work under the pressure of responsibilities maintain chain of commands and working in team. CA DHOKALE Sir, taught me to work with rules and regulation, where. I have gained the understanding on how to reach a mutual understanding between different people while working together. This practical orientation is necessary for the development and preparation of a person before entering into the corporate world. The things that I have learning at PRASHANT DHOKALE & COMPANY Chartered accountant are:

- . Explore career alternatives prior to graduation.
- . Integrate theory and practical
- . Assess interests and abilities in their field of study
- . Learn to appreciate work and its function in the economy
- . Develop work habits and attitudes necessary for job success
- . Working independently
- . Client dealings
- . Punctuality and regularity is very important
- . Ability to interact with different sorts of people

CONCLUSION

Overall internship is a really good program and recommended to my fellow friends. It helps to enhance and develop my skills, abilities, and knowledge. It was a good experience and memories as not only I have gained experience, but also new friends and knowledge. PRASHANT DHOKALE & CO. Also place to do the internship since it provide numerous benefits and advantages to practical trainees. I am grateful and thankful to my supervisor and department staff. They also help me to handle some of my weaknesses and provided guidance to me whenever I am in need. I think the one month duration for the internship was not enough for me to learn more in details about the jobs.

APPLICATION LETTER

ACCEPTANCE LETTER

PRASHANT DHOKALE & COMPANY CHARTERED ACCOUNTANTS

Add : Shop No 03, Balaji Heights , Opp Lifeline Hospital, Wagholi, Pune- 412207

Date : 18/10/2021

ACCEPTANCE LETTER

To
Shrutika Sampat Napte
S.N.D.T. Arts & Commerce College for Women
Pune-410038

Subject : Acceptance Letter For Internship
Ref : Your Application Dated on 15/10/2021

This is with reference above mentioned subject & your application dated on 15/10/2021, we are Agree & Accept you for Internship of 240 hours

For Prashant Dhokale & Company
Chartered Accountants



Dhokale

PARENTS PERMISSION LETTER

PARENTS PERMISSION LETTER

Shrutika Sampat Napte

To,
Sndt College Women University,
Maharshi karve Vidya Vihar,
Karve Road, Pune-411033

Sub- Parents Permission Letter....

I authorize my daughter SHRUTIKA SAMPAT NAPTE to accompanied from internship for a PRASHANT DHOKALE & CO. On 19/10/2021 to 25/11/2021, time on 10:00 am to 6:00 pm.

I hereby give permission for a internship of child or any accounting work.

I understand and agree that the consultancy their for the safe and secured.

Thanks you!

Parent's signature

Sampat

ATTENDANCE SHEET

PRASHANT DHOKALE & COMPANY CHARTERED ACCOUNTANTS

Add : Shop No 03, Balaji Heights , Opp Lifeline Hospital, Wagholi, Pune- 412207

Date : 18/10/2021

Attendance Sheet

Name : Shrutika Sampat Napte
BAF (III) Year

Date	In Time	Out Time
19/10/2021	10.00	6.00
20/10/2021	10.00	6.00
21/10/2021	10.00	6.00
22/10/2021	10.00	6.00
23/10/2021	10.00	6.00
25/10/2021	10.00	6.00
26/10/2021	10.00	6.00
27/10/2021	10.00	6.00
28/10/2021	10.00	6.00
29/10/2021	10.00	6.00
30/10/2021	10.00	6.00
01/11/2021	10.00	6.00
02/11/2021	10.00	6.00
03/11/2021	10.00	6.00
04/11/2021	10.00	6.00
05/11/2021	10.00	6.00
06/11/2021	10.00	6.00
08/11/2021	10.00	6.00
09/11/2021	10.00	6.00
10/11/2021	10.00	6.00
11/11/2021	10.00	6.00
12/11/2021	10.00	6.00
13/11/2021	10.00	6.00
15/11/2021	10.00	6.00
16/11/2021	10.00	6.00
17/11/2021	10.00	6.00
18/11/2021	10.00	6.00
19/11/2021	10.00	6.00
20/11/2021	10.00	6.00
22/11/2021	10.00	6.00
23/11/2021	10.00	6.00
24/11/2021	10.00	6.00
25/11/2021	10.00	6.00



Dhokale

ASSESSMENT LETTER

PRASHANT DHOKALE & COMPANY CHARTERED ACCOUNTANTS

Add : Shop No 03, Balaji Heights , Opp Lifeline Hospital, Wagholi, Pune- 412207

Date : 18/10/2021

Assessment Letter

Name : Shrutika Sampat Napte

BAF (III) Year

	Sincerity	teamwork	Attendance	Performance	Communication	Total
Out Off	10	10	10	10	10	50
Marks Allocated	9	9	10	9	9	46



Prashant Dhokale