

Internship Report on 'Account and Financial Activities' At Administration and Accounting Department

NAME OF ORGANISATION / COMPANY

Unique Agri Biotech



Report by

Miss. Sharvari Narkar

This Report Submitted in partial fulfilment for the award of the degree

of

Bachelor of Account and Finance

(BAF)

Branch: Commerce

Name of institution: SNDT women's University Juhu road, Mumbai Maharashtra
400049

Name of University: Shreemati Nathibai Damodar Thackersey Women's University,
Pune

BONAFIDE CERTIFICATE



CERTIFICATE



Unique Agri Biotech

The People Who Cares Agriculture

(AN ISO 9001:2015 CERTIFIED)

Internship completion Certificate

This is certify that **Sharvari Nishikant Narkar** ,from S.N.D.T Arts and Commerce college for women, Pune has successfully completed her 240 hours Internship during the the period from 1th November to 9th December 2021 with Santosh shinde unique Agri Biotech, Pune.

Date: 10th Dec 2021

Place: Pune



FOR UNIQUE AGRI BIOTECH

Proprietor

Our Values : Quality, Service & Customer Satisfaction

Gat No. 87/4, Chincholi, Tal. Barshi, Dist. Solapur - 413404.

Mobile No. 9975286831 / 8237301616 / 9422478130

Website : uniqueagribiotech.com | E-mail ID : uabpune11@gmail.com



ACKNOWLEDGEMENT

I extend my gratitude to our superior for his support, encouragement, Motivation, and help throughout the dissertation work. I am thankful to Mumbai University and SNTD college of Commerce for providing me with the opportunity to allow us to perform practical field

I express my gratitude to the University, for performing the practical activities in such an esteemed organization Unique Agri Biotech as an intern. The internship program was made for four weeks, which included various tasks and learning that verged to be meaningful towards my career in Accounting. I express my sincere gratitude to Mr. santosh Shinde, Miss Sir, Sapna Dhale madam and Miss Dipali Wali Madam, intern supervisor for supervising me throughout my internship period. I am very grateful to all the staff of Unique Agri Biotech for their kind cooperation and help during the internship period. At the same time, I am also grateful to all those who guided me and helped me in getting an insight into the functioning of different departments. All the employees of Unique Agri Biotech were highly supportive and motivating which made it even easier to cope with the working environment and to gain practical experience and learn lessons. Finally, I would also like to thank all the concerned people, my supervisor, family members, and colleagues for their precious time, valuable suggestions and their countless help during my internship period. I perceive this opportunity as a big milestone in my career development. I will strive to use skills and knowledge in the best possible ways which I gained by working as an intern in this bank.

Sharvari Narkar



INDEX

SR. NO.	TITLE	Page No.
01	Cover Page	1
02	Certificate	3
03	Acknowledgement	4
04	Introduction	7
05	Internship Summary <ul style="list-style-type: none">• Executive Summary• Organization Profile• Work Description• Learning Outcome• Conclusion	8
06	Enclosures <ul style="list-style-type: none">• Letter of Application to the Employer for Internship• Letter of acceptance by Employer• Letter by Parents for permission• Attendance Sheet• Assessment letter	24

Introduction

S.N.D.T Women`s college offers an internship programme as a part of educational curricula. To comply with the college internship criteria, I have joined at I have performed the internship from period of 1November 2021 to 09 December 2021 in Administration and Accounting section of Unique Agri Biotech, Pune. During this period, I have performed work under guidance of Mr. Santosh Shinde. Unique Agri Biotech, Pune is agriculture product like seeds, fertilizers & pesticides. Unique Agri, Biotech, Pune also provides the opportunity for college students to gain practical knowledge through internship programme. My internship is for 30 working days. During this period, I have more practical knowledge which will be helpful for me in future also.



Internship Summary

- **Executive Summary:**

This report is prepared to summarize the details of activities performed during internship activity. This report contains details of the job profile, importance of this activities during routine work and outcome of the all the activities. I have performed the internship from period of 1November 2021 to 09 December 2021 in Administration and Accounting section of Unique Agri Biotech, Pune.

During this period, I have performed work under guidance of Mr. Santosh Shinde. Unique Agri Biotech, Pune is agriculture product like seeds, fertilizers & pesticides. Unique Agri, Biotech, Pune also provides the opportunity for college students to gain practical knowledge through internship programme.

During my internship period, I have get known with the actual company work related to the account and finance section. It was a good opportunity to handle, deal or troubleshoot with the problems which occurs while execution of routine work. I had performed internship at Unique Agri Biotech, Pune for 240 hrs. I have worked in this organization for total 30 workings days excluding weekly offs (Sunday) and other holidays.

During this 30 days of internship activity, I have performed activities including but not limited not to

Sales invoice, purchase invoice, credit note, debit note, payment voucher, payment received voucher, etc. This activity also helpful for me in future. In addition, I have get known with procedure for creation company, creation of new customer ledger account, creation of new stock item and procedure for making saes invoice.



Internship Summary

- **Organization Profile:**

- ❖ **Organization selection:**

Internship program is considered to be very important as it provides an opportunity to explore the business world and gain practical knowledge. It is a very tough phase to select an organization for an internship. Among various business sectors, we found Manufacturing Firm fruitful for our internship. Manufacturing Firm matches the requirement and gives opportunity to learn about the Industrial sector. For the internship program, I selected Unique Agri Biotech as it was one of the leading Firm and I was confident that working as an intern in Unique Agri biotech would be very fruitful.

- ❖ **Company profile:**

Details of the company profile are mentioned in below table.

Email ID	unapune11@gmail.com
Address	13, Suprabha, 1st floor, Adwait Nagar, Paud Road, kothrud, Pune
City	Pune
Pincode	411038
State	

Website	http://www.uniqueagriobiotech.com
----------------	---

❖ **Company Features:**

Company	Features
Established in	2009
Total Turnover	1.5cr

❖ **Nature of Business**

- Manufacturer of Agriculture products
- Company CEO: Santosh Uttam Shinde
- ISO certified
- Legal Status of Firm: Individual Proprietor
- GST No.: 27AZMPS3210K1

❖ About Company:

- ▶ Unique Agri Biotech is ISO certified organization.
- ▶ ISO 9001 : 2008 Certified
- ▶ Company established on 5th June 2009 by Mr. Santosh Uttam Shinde.
- ▶ Mr. Santosh Uttam Shinde, having vast experience of 13years in sales & Marketing of seeds, fertilizers & pesticides with Rallis India Limited (A TATA Enterprises). They are manufacturing more than 50 molecules and serving above 3800+ channel partners\dealers. They believe on World class quality products, promote services to channel partners & customer satisfaction i.e. farmers, channel partners and suppliers
- ▶ For providing better services to farmer, they have 24 hours customer care services in Pune office.
- ▶ They also trades in Technical chemical, Raw material, Packing Material & Ready Formulations9 (ready to pack) to small manufacturers through their sister concern firm 'Aniket Enterprise



- **Work Description:**

Statement of the report

For an organization to be regarded as successful, it must have a good decision making policy. The decision making policy enables management to anticipate future problems and difficulties through the use of accounting information as well as employing corrective measures at early stages. Accounting is called “the language of business” as it communicates so much of the information that owners, managers, and investors need to evaluate a company’s financial performance. These people are all stakeholders in the business—they are interested in its activities because they are affected by them. In fact, the purpose of accounting is to help stakeholders make better business decisions by providing them with financial information. Thus, accountants make sure that stakeholders understand the meaning of financial information, and they work with both individuals and organizations to help them use financial information to deal with business problems. Accounting is the process of summarizing, interpreting and communicating financial transactions. Actually, collecting all the numbers is the easy part—today, all you have to do is start up your accounting software. The hard part is analyzing, interpreting, and communicating the information. Of course, you also have to present everything clearly while effectively interacting with people from every business discipline. (Libraries)

Hence, this study has been made to evaluate how Unique Agri Biotech employs an accounting system for their business. Depending on the data provided by the accountants, the management takes critical business decisions. Accountants gauge the financial situation and further communicate the information to the relevant authorities. It is found out that accounting uses bookkeeping information

Daybook (Process Flow)

► Go to > Gateway of Tally > Display > Daybook.

► The Day Book will appear as shown below.

below:

Day Book		ABC Company		Ctrl + M	
Day Book		1-Apr-2008 to 31-Mar-2009			
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
				Inwards Qty	Outwards Qty
1-4-2008	Office Expenses	Payment	1	1,550.00	
1-4-2008	Customer A	Retail Invoice	1	61,000.00	
1-4-2008	Bright Industries	Purchase	1		47,500.00
1-4-2008	Unisys Global Systems	Purchase	2		90,900.00
1-4-2008	Supplier C	Purchase	3		18,36,000.00
1-4-2008	Cash	Purchase	4		5,32,500.00
1-4-2008	2 GB RAM Sticks	Physical Stock	1	1,300 Nos	
1-4-2008	Cooling Equipment	Stock Journal	1	2 Nos	
2-4-2008	Customer C	Retail Invoice	2	18,750.00	
2-4-2008	Global Traders	Purchase	5		28,125.00
2-4-2008	Cooling Equipment	Stock Journal	2	2 Nos	
3-4-2008	Customer B	Tax Invoice	1	4,16,000.00	
3-4-2008	Cooling Equipment	Stock Journal	3	2 Nos	
4-4-2008	Customer B	Tax Invoice	2	88,400.00	
5-4-2008	Customer C	Receipt	1		25,000.00
5-4-2008	Customer C	Credit Note	1		12,000.00
5-4-2008	Customer A	Retail Invoice	3	5,25,000.00	
5-4-2008	Customer A	Retail Invoice	4	2,57,250.00	
5-4-2008	Supplier A	Purchase	6		10,12,000.00
5-4-2008	Equipment Sales Corporation	Purchase	7		7,80,000.00
6-4-2008	Global Computech Pvt Ltd.,	Retail Invoice	5	2,10,000.00	
7-4-2008	Customer A	Retail Invoice	6	6,69,500.00	
9-4-2008	Supplier A	Purchase	8		1,10,000.00
10-4-2008	Entry Tax	Payment	2	475.00	
10-4-2008	Customer C	Credit Note	2		1,875.00
10-4-2008	Supplier A	Purchase	9		6,02,000.00
15-4-2008	General Expenses	Payment	3	1,600.00	
15-4-2008	Capital Account	Receipt	2		8,00,000.00
15-4-2008	Cash	Purchase	10		1,44,000.00
15-4-2008	2 GB RAM Sticks	Physical Stock	2	1,300 Nos	

- Click **F2:Period** to change the period for which the day Book is display.
- Click **F4: Change vouch** to view **Day Book** for a particular voucher type.
- Below screen will appear.

voucher type.

Change Voucher Type ABC Company Ctrl + M

Day Book 1-Apr-2008 to 31-Mar-2008

Date	Particulars	Vch Type	Vch No	Debit Amount	Credit Amount
				Inwards Qty	Outwards Qty
1-4-2008	Office Expenses			1,550.00	
1-4-2008	Customer A			61,000.00	
1-4-2008	Bright Industries				47,500.00
1-4-2008	Uniqs Global Systems				90,500.00
1-4-2008	Supplier C				10,36,000.00
1-4-2008	Cash				5,32,500.00
1-4-2008	2 GB RAM Sticks			1,300.00	
1-4-2008	Cooling Equipment			2.00	
2-4-2008	Customer C			18,750.00	
3-4-2008	Global Traders				28,125.00
2-4-2008	Cooling Equipment			2.00	
3-4-2008	Customer B			16,000.00	
3-4-2008	Cooling Equipment			2.00	
4-4-2008	Customer B			68,400.00	
5-4-2008	Customer C				25,000.00
5-4-2008	Customer C				12,000.00
5-4-2008	Customer A				
5-4-2008	Customer A				
5-4-2008	Supplier A			57,250.00	
5-4-2008	Equipment Sales Corporation				16,12,000.00
6-4-2008	Global Computech Pvt Ltd.,				7,80,000.00
7-4-2008	Customer A			10,000.00	
7-4-2008	Customer A			69,500.00	
9-4-2008	Supplier A				1,10,000.00
10-4-2008	Entry Tax			475.00	
10-4-2008	Customer C				1,875.00
10-4-2008	Supplier A				6,97,000.00
15-4-2008	General Expenses			1,600.00	
15-4-2008	Capital Account				8,00,000.00
15-4-2008	Cash				1,44,000.00
15-4-2008	2 GB RAM Sticks			1,300.00	
17-4-2008	Customer B				55,976.00
					172 more ...

Voucher Types

- All Items
- All Sales Vouchers
- All Stock Journal Vouchers
- Contra
- Credit Note
- Debit Note
- Delivery Note
- Journal
- Manufacturing Journal
- Memorandum
- Payment
- Physical Stock
- Purchase
- Purchase Order
- Receipt
- Receipt Note
- Rejections In
- Rejections Out
- Retail Invoice
- Reversing Journal
- Sales
- Sales Order
- Stock Journal
- Tax Invoice

Voucher Type

4. Select the required **Voucher**

- Select the required **Voucher Type** to display.
- The screen appears as shown below.

Day Book		ABC Company		Ctrl + M	
List of Retail Invoice Vouchers				1-Apr-2008 to 31-Mar-2008	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
1-4-2008	Customer A	Retail Invoice	1	61,000.00	
2-4-2008	Customer C	Retail Invoice	2	18,750.00	
5-4-2008	Customer A	Retail Invoice	3	5,25,000.00	
5-4-2008	Customer A	Retail Invoice	4	2,57,250.00	
6-4-2008	Global Computech Pvt Ltd.,	Retail Invoice	5	2,10,000.00	
7-4-2008	Customer A	Retail Invoice	6	6,69,500.00	
19-4-2008	Customer A	Retail Invoice	7	3,50,200.00	
24-4-2008	Customer B	Retail Invoice	8	6,30,000.00	
30-4-2008	Blue Nile Stationeries	Retail Invoice	10	1,70,000.00	
30-4-2008	Customer C	Retail Invoice	11	96,000.00	
30-4-2008	Blue Nile Stationeries	Retail Invoice	12	64,375.00	
1-5-2008	Global Computech Pvt Ltd.,	Retail Invoice	13	1,75,000.00	
1-5-2008	Global Computech Pvt Ltd.,	Retail Invoice	14	7,45,000.00	
1-5-2008	Customer A	Retail Invoice	15	56,000.00	
1-5-2008	Customer A	Retail Invoice	16	56,000.00	
1-5-2008	UN Diplomatic Mission	Retail Invoice	17	17,50,000.00	
1-5-2008	Customer A	Retail Invoice	18	16,800.00	
30-5-2008	Innovative Solutions Pvt Ltd	Retail Invoice	19	12,500.00	
1-6-2008	Silverline Trading Corporation	Retail Invoice	20	95,000.00	
2-6-2008	Blue Nile Stationeries	Retail Invoice	21	1,25,000.00	
3-6-2008	Silverline Trading Corporation	Retail Invoice	22	2,50,000.00	
4-6-2008	Bank-Saving A/c	Retail Invoice	23	2,50,000.00	
5-6-2008	Cash	Retail Invoice	24	1,25,000.00	
6-6-2008	Customer A	Retail Invoice	25	1,25,000.00	
7-6-2008	Unisys Global Systems	Retail Invoice	26	1,10,000.00	
8-6-2008	Customer C	Retail Invoice	27	8,56,800.00	
9-6-2008	Innovative Solutions Pvt Ltd	Retail Invoice	28	55,000.00	
10-6-2008	Innovative Solutions Pvt Ltd	Retail Invoice	29	1,10,000.00	
11-6-2008	Customer C	Retail Invoice	30	66,000.00	
				8 more ...	
Total:				96,04,055.00	

Click [T : Post-Dated](#) to view the

Purchase Voucher

- ▶ Payment voucher is used to account all the payment made by the Company by way of Cash\Bank.
- ▶ Payment voucher is used to account all the payment made by the Company by way of Cash\Bank.
- ▶ Payment voucher Can be passed using **Single Entry** or **Double Entry mode by** configuring the setting Use **Single Entry made by the Pymt\Rcpt\Contra** in F12 configuration.
- ▶ Gateway of Tally.ERP 9 > Accounting Vouchers ssssssss.
- ▶ **F5: Payment** Display the payment Voucher.
- ▶ Transaction: Paid Salaries Of Rs.2000 by cheque of State Bank Of India As on 1-04-2020.



Payment No. 1

Voucher class: Not Applicable

1-Apr-2020
Wednesday

Account: State Bank of India
Cur Bal: 7,000.00 Cr

Particulars	Amount
Salary Cur Bal: 5,000.00 Dr	5,000.00
Rent Paid Cur Bal: 2,000.00 Dr	2,000.00

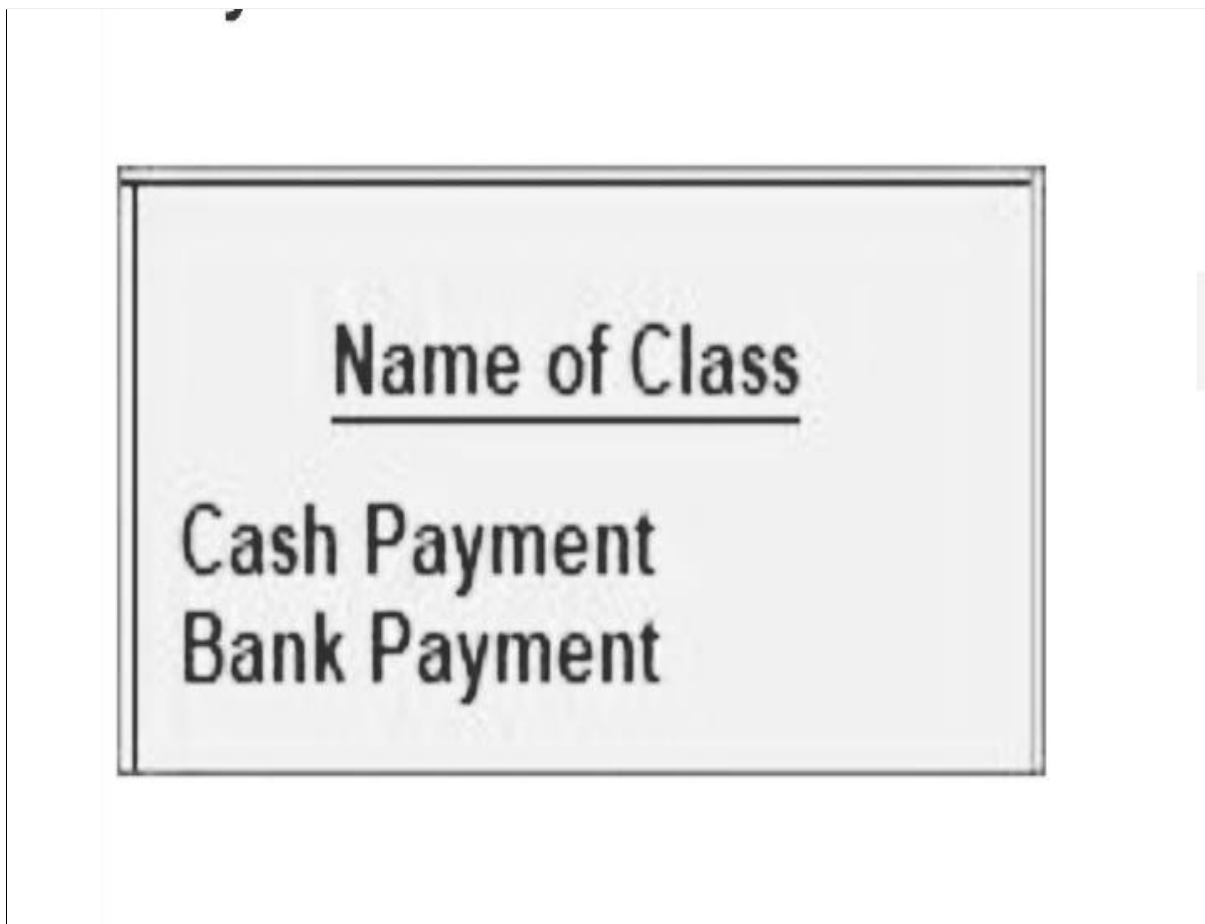
Narration:

7,000.00

- F1: Accounting Vouchers
- F1: Inventory Vouchers
- F2: Date
- F3: Company
- F4: Contra
- F5: Payment
- F6: Receipt
- F7: Journal
- F8: Sales
- F8: Credit Note
- F9: Purchase
- F9: Debit Note
- F10: Reversing Journal
- F10: Memos
- S: Stat Payment
- N: Nature of Payment
- I: Post-Dated
- O: Optional
- F11: Features
- F12: Configure

Voucher Classes for Payment & Receipt Voucher

- All Payment or Receipts are of two Types.... Either Cash or Bank (may be NEFT\Debit Card\Credit card\Direct Transfer).
- **Voucher Classes** are available for all major voucher types like contra, payment, Receipt, Journal, Sales, Credit Note, Purchases, Debit Note, Sales Order, Purchase Order, Delivery Note, and stock Journal.
- So, We can create two Classes-Cash ZPayment\Receipt & Bank Payment\Receipt,
- Lets We can create two classes – C ash Payment\Receipt & Bank Payment\Receipt.



- After the Payment Voucher Type
- Go to **Gateway of Tally. ERP9 > Account Info > Voucher Type > Alter 'Payment Voucher'**

P: Print	E: Export	M: E-Mail	S: TallyShop	G: Language	K: K: Control Centre	H: Support Cen
Voucher Type Alteration			Swayam Sales			
Name : Payment						
(alias) :						
<u>General</u>		<u>Printing</u>		<u>Name of Class</u>		
Select type of voucher	Payment	Print voucher after saving	? No	Cash Payment		
Abbreviation	Pymt			Bank Payment		
Method of voucher numbering	? Automatic					
Use advanced configuration	? No					
Use effective dates for vouchers	? No					
Make this voucher type as 'Optional' by default	? No					
Allow narration in voucher	? Yes					
Provide narrations for each ledger in voucher	? No					
Enable default accounting allocations	? No					
Set/Alter Default Accounting Entries	? No					

- Retain the rest of the fields as they are.
- In the Voucher Type alteration screen, write '**Cash Payment** in the **Name of Class** field.

➤ Ensure that voucher type class is defined as shown in figure.

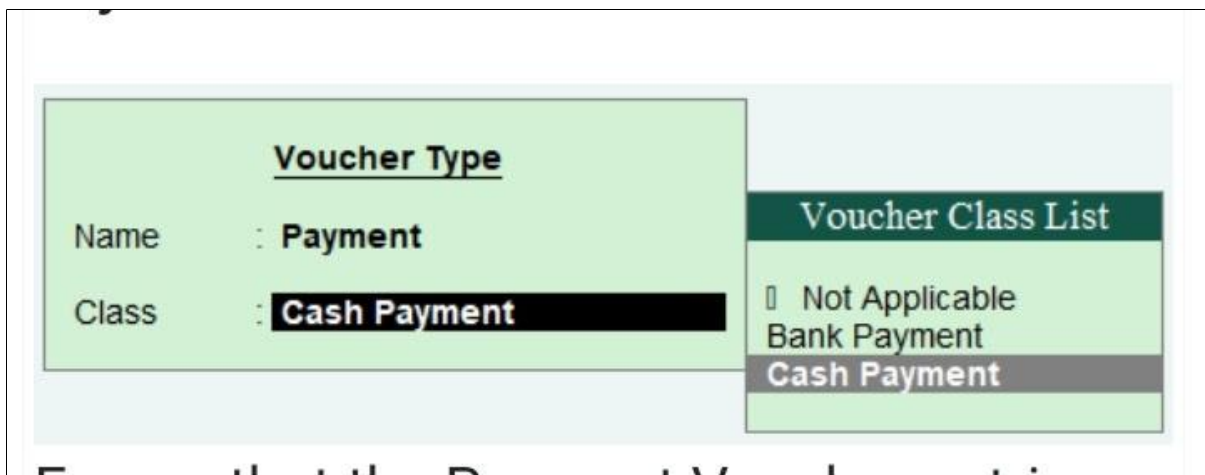
The screenshot shows the 'Swayam Sales' window with the 'Class: Cash Payment' configuration. The 'List of Ledger Accounts' section is visible on the right, showing 'Cash' selected. The 'Include these Groups' section has 'Cash-in-Hand' selected. The 'Exclude these Groups' section is empty. The 'Specific Ledger for which this Class is created' section has 'Cash' selected.

Class: Cash Payment		List of Ledger Accounts
<i>If you wish to restrict the groups to which this class can be used, specify them here.</i>		
Exclude these Groups	Include these Groups	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> End of List	<input checked="" type="checkbox"/> Cash-in-Hand	<input checked="" type="checkbox"/> Axis Bank Ltd.
		<input checked="" type="checkbox"/> Cash
		<input type="checkbox"/> SBI
<i>Specific Ledger for which this Class is created (e.g. Cash, or a Bank Account)</i>		
Ledger Name		
<input checked="" type="checkbox"/> Cash		

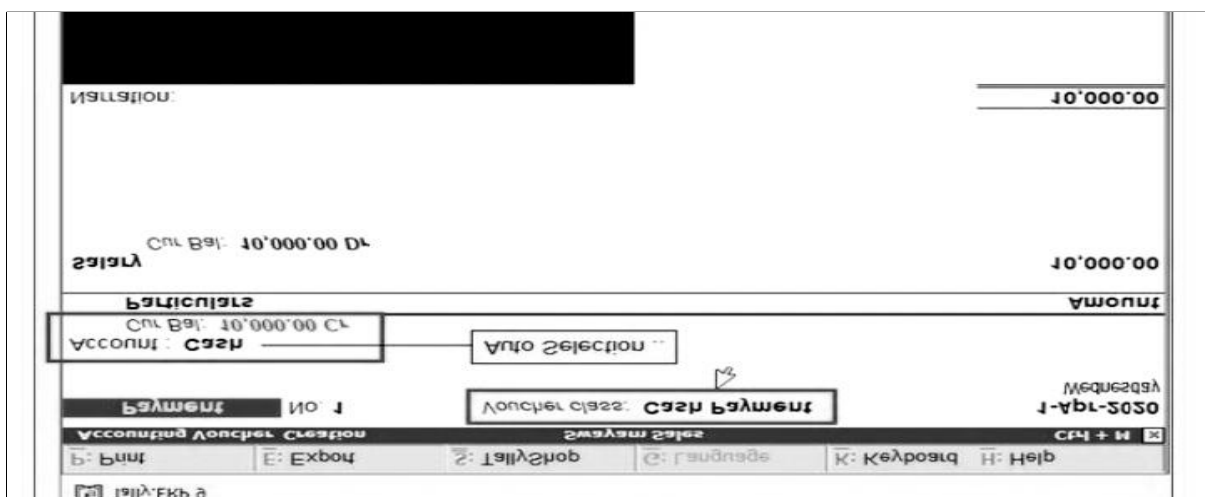
Note:

- Since it is a Cash Payment , Select Cash - in- hand under include Groups Section. So that at the time of voucher entry, Cash Léger will Selected automatically.

- Similarly, in cash of Bank Payment, Selection of Bank Ledger in third section is not required (selected Not Applicable) if the business have multiple Bank Ledger Account.
- Make an entry of the transaction in a of payment voucher - voucher class **Cash Payment**.
- Go to Gateway of Tally.ERP 9 > Accounting Vouchers > F: Payment > Select “Cash Payment’ under voucher class list.



- Ensure that the apyment Voucher entries are as given in the Figure:



- Note: in this case, No Cash Ledger has to be selected at the time of payment Voucher Entry

Company Information

In consist below four steps.

1. Create Company
2. Select Company
3. Alter Company
4. Shut Company

1. Create Company

- ▶ Go to **Gateway of Tally > Company Info.> Create Company**

2. Select Company

- ▶ If the company is already created, in order to make the entries.
- ▶ It must be selected.
- ▶ A Company must be automatically opened.
- ▶ After Creating the Company, to select the company from company information, menu choose selected company.
- ▶ Available Company names will be listed.
- ▶ Each Company will have a serial no of 4 characters This Represented the directory of the belonging into that company

3. Alter Company

- ▶ If the address of the company, Tax No, Security, control etc. is to be changed.
- ▶ First select the company Gateway of Tally menu will be displayed.
- ▶ Press Alt + F3 to display the company information menu.
- ▶ Select Alter, Tally will promote to select a company from A list of open company Names, Selected company, make the necessary changes select accept Yes, by pressing ESC< return to gateway of tally.



4. Shut Company

- To close an open company, from the gateway of the tally menu press Alt + F1
- The currently opened company will be closed
- The company information menu will be displayed.
- If many companies are open, to close any one the companies from gateway of tally
- Press Alt + F3.
- Company information menu will be displayed.
- Selected shit company
- A list of open companies will be displayed with the selected name of company to be closed.

5. How to create New Stock item

- Go to **Gateway** of Tally> Inventory Info. > STock Group > Under Multiple Stock Groups > Select create Under Group filed selected All items.
- Under Group field select All Items
- Under Name of stock Group Enter the name as Samsung Mobile Phone
- Under field select Mobile Phone
- Set the option should quantities of items be added to yes

6. Multiple stock item Creation Method

Example;

Stock Item Name	Under	Units
Samsung 64GB Mobile phone	Samsung Mobile phone	Nos.
Sony 32GB Mobile Phone	Sony Mobile Phone	Nos.
Sony 64GB Mobile Phone	Sony Mobile Phone	Nos.

iphone	Apple iphone	Doz of 12 Nos
--------	--------------	---------------

To create multiple stock items at one go, follow the steps given below:

- ▶ Go to Gateway of Tally > Inventory Info > Stock Items > Under Multiple Stock Item > Create > Under Group > Select All Items > press Enter
- ▶ Select the stock as All items to be create one by one

7. Ledger Budget And Group Budget

Budget is a plan prepared for the flow of funds in an organisation. It contains financial guidelines for the future plan of action for a selected period of time. A budget helps to refine goals and use funds efficiently. It provides accurate information for evaluation of financial activities, aids in decision making and provides a reference for future planning. Multiple budget can be created for specific purposes in Tally. ERP 9 can be compared with Actual figures and in Tally . ERP, you can create, alter and delete a budget.

8. Activating Budgets Feature

To activate the Budgets feature in Tally.ERP 9:

- ▶ Select **F11: Features > F1: Accounting Features.**
- ▶ **Set Maintain Budgets and Controls**
- ▶ **To Yes Creating a Budget**
- ▶ **To create a budget in Tally. ERP**
- ▶ Go to **Gateway of Tally > Account Info > Budgets > Create**
- ▶ In the **Budget creation** screen enter a **Name** for your budget
- ▶ Select from the list of budget for under field. You can have a hierarchical setup for budgets.
- ▶ In the list of budgets, primary is at the top of the hierarchical and you can create more primary budget. Sub-budget can be created under primary budgets.

- Enter the period of the budget in the **From** and **To** fields. The period entered can be a month, a year or any other period
- In set/Alt Budget of, select
 - **Group**- To create a budget for a Group of ledgers
 - **Ledgers**- To create a budget for Ledgers.
 - **Cost Centres**- To create a budget for cost Centre
 - **Create Ledger & Group Budget**

Name: My Budget Under : :Primary				
Period Budget				
From	To	Group	Ledger	Cost centre
1st April	31st March	Yes	Yes	No

Ledger	Amount	Groups	Amount
Salaries	5000\-		
Printing	2500\-	Indirect Expenses	25000\-
Rent	1500\-		

9. To take out Ledger Print:

- ▶ Display > Ledger > Dealer Name > Enter > Period- Alt F2 Press- > Alt + P

10. To accumulated Payment Cash

- ▶ Ledger > party Name > Enter > Alt + A
- ▶ Receipt
- ▶ Cr- Partly Name
- ▶ Dr----Cash-----if cash come
- ▶ Dr-----Bank Name----- if cheque are in bank
- ▶ Then > Enter > selected party name > Enter

11. How to make a bill

- ▶ Display- enter > A\C Books - Enter > sale Register - Enter > Check the month - Enter > go tp the last bill > Alt -A Press > create Bill
- ▶ Learnings...Outcomes Contributions made during the internship

I learn

1. Sales Invoice
2. Purchase invoice
3. Credit note
4. Debit note

1. Sales invoice: Sales invoice is a written Document used by a seller to inform the detail of the transaction to their customers. It includes all factor about the due date, amount of product, seller,buyer and also total price. This Invoice is create to simplify the seller's effort to collect money from their customer.
2. Purchase invoice: A purchase invoice is created after the buyer has presented the seller with a purchase order, and the order has been confirmed and fulfilled by the seller. It contains identical information to a regular invoice as well as due date, by which the buyer commits to pay the seller.
3. Credit Note: A credit note or credit memo is a commercial document issued by a seller to a buyer. Credit notes act as a source document for the sales return journal. In other words the credit note is evidence of the reduction in sales



4. A debit note, or Debit memo, is a document issued by a seller to a buyer to notify them of current debt obligation.....Debit notes are also used in business-to-customer transaction, such as when a customer return goods to a business received on credit

12. Contributions made during the internship period

Being placed in the Administration and accounting department of the firm, I got the opportunity to gain practical knowledge about the operation procedure of the departments. While working in these departments, I came across with different problems which were handled and solved efficiently. Problem solved were as follows:

- Difficulty to record debit and credit amounts on vouchers does not match with the amount disclosed in the core banking system (Pumori) are solved by learning through practice.
- Supervisor taught me the process to be followed while maintaining the record and made me understand those terms and terminologies.
- Understanding of new terms and technologies by consulting with the supervisor in case of any confusion.
- Helped the supervisor in maintaining day book records systematically which were pending from a couple of months back.
- Helped the supervisor by checking whether there is any outstanding amount in the name of a particular employee retiring from the service of the Firm.

Conclusion

In the modern education system internship plays a crucial role as the act of mediator for the student to connect the theoretical knowledge with practical working environment. Internship program provides an opportunity to provide practical knowledge along with academic program. Exact to the motive of the internship program during the internship period, I got an opportunity to explore the theoretical knowledge into the real working environment. As an intern I was assigned in Administration and Accounting Department. I spent around one month at the company for my internship training. The training gave me such an opportunity to enhance my knowledge and skill for different tasks in the department like day book, How to make a purchase invoice ,sales invoice, credit notes etc. and developing managerial skills and behaviour.

Although the one month's internship period was not full enough to understand all the Firm system as a whole, but still the period has proved to be very valuable in understanding the practical implications and knowledge exposures. The internship program helped to learn the dynamics of work culture, professionalism and systems in the business world.

In a nutshell. This internship has been an excellent experience. I can conclude that there have been a lot i have learnt from my work at Unique Agri Biotech company .Two main things that I've learned the importance of Time management Skills And Self motivation.





Unique Agri Biotech

The People Who Cares Agriculture

(AN ISO 9001:2015 CERTIFIED)

ACCEPTANCE LETTER

To,
Sharvari Nishikant Narkar
S.N.D.T Arts & Commerce College For Women
Pune- 411038

Subject : Acceptance Letter For Internship

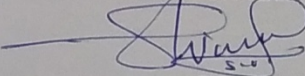
Reference :Your Application Dated 27th Oct 2021

Dear Sharvari,

This is with reference above mentioned subject & your application dated 27th Oct 2021 we are agreed and accept you for Internship of 240 hours.



FOR UNIQUE AGRI BIOTECH


Proprietor

Our Values : *Quality, Service & Customer Satisfaction*

Gat No. 87/4, Chincholi, Tal. Barshi, Dist. Solapur - 413404.

Mobile No. 9975286831 / 8237301616 / 9422478130

Website : uniqueagribiotech.com | E-mail ID : uabpune11@gmail.com



TO,

Sharvari Nishikant Narkar

Women SNTD College University

Maharshi Karve Vidya Vihar,

Karve Road, Pune-411033,

Date-27 September 2021

Subject- Parent Permission Letter-

I, Nishikant Vamanroa Narkar Father of Sharvari
Nishikant Narkar would

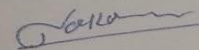
Like to inform you that I am allowing my
daughter to Join Internship in

Unique Agri Biotech Firm from 01\8\2021 to
01\9\2021.time on 10 :00amto 6:00pm

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

Thank You !

Parent's Signature





Unique Agri Biotech

The People Who Cares Agriculture

(AN ISO 9001:2015 CERTIFIED)

Name: Sharvari Nishikant Narkar

Date: 10th Dec 2021

ATTENDANCESHEET

Date	In Time	Out Time
01/11/2021	10:00	6:00
02/11/2021	10:00	6:00
03/11/2021	10:00	6:00
05/11/2021	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
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
26/11/2021	10:00	6:00
29/11/2021	10:00	6:00
30/11/3021	10:00	6:00
01/12/2021	10:00	6:00
02/12/2021	10:00	6:00
03/12/2021	10:00	6:00
04/12/2021	10:00	6:00
06/12/2021	10:00	6:00
07/12/2021	10:00	6:00
08/12/2021	10:00	6:00
09/12/2021	10:00	6:00



FOR UNIQUE AGRI BIOTECH

Proprietor

Our Values : Quality, Service & Customer Satisfaction

Gat No. 87/4, Chincholi, Tal. Barshi, Dist. Solapur - 413404.

Mobile No. 9975286831 / 8237301616 / 9422478130

Website : uniqueagribiotech.com | E-mail ID : uabpune11@gmail.com





Unique Agri Biotech

The People Who Cares Agriculture

(AN ISO 9001:2015 CERTIFIED)

ASSESSMENT LETTER

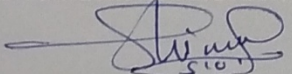
NAME:- SHARVARI NISHIKANT NARKAR

BAF(III)YEAR

	Sincerity	Team Work	Attendance	Work Performance	Communication	Total
Out Off	10	10	10	10	10	50
Marks Allocated	10	9	10	10	9	48



FOR UNIQUE AGRI BIOTECH


Proprietor

Our Values : Quality, Service & Customer Satisfaction

Gat No. 87/4, Chincholi, Tal. Barshi, Dist. Solapur - 413404.

Mobile No. 9975286831 / 8237301616 / 9422478130

Website : uniqueagribiotech.com | E-mail ID : uabpune11@gmail.com

