

INTERNSHIP

**INTERNSHIP REPORT BY
BHIGWANKAR ANITA SHIVAJI**

**BACHELOR OF ACCOUNTANCY & FINANCE
(BAF)**

**S.N.D.T.ARTS & COMMERCE COLLEGE FOR
WOMEN PUNE-38**

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

BONAFIDE CERTIFICATE

COMPLETION CERTIFICATE

SAVALSURE & CO
Chartered Accountants



216, NAVI PETH, KETKI SADAN CO-OP
HSG SOCY. OPP LOKMANYA NAGAR
P.O. PUNE – 30
Ph. 9922188822
E-Mail: sumant_hippargekar@yahoo.com

INTERNSHIP COMPLETION CERTIFICATE

This is to certify that Miss. BHIGWANKAR ANITA SHIVAJI from S.N.D.T. Arts & commerce for women has successfully completed internship program from S CA - Sapana Savalsure under the guidance of Mrs. Sapana Savalsure

The duration of this project was from 27/10/2021 to 30/11/2021

She has completed 262 hours of her internship in our organisation satisfactorily.

I hereby certify her work excellent/good to the best of my knowledge.

Sapana Savalsure

CA - Sapana Savalsure
SAVALSURE & CO
CA Registration Number - 152303



DECLARATION BY THE STUDENT

Bhigwankar Anita Shivaji hereby declare that the presented report of internship is uniquely prepared by me after the completion of 1 month work at C.A office under S.A. Hippargekar & co. This internship report fulfils the requirement of the TYBAF degree of the university.

ACKNOWLEDGEMENT

The completion of this undertaking could not have been possible without the permission of so many people their contributions are sincerely appreciated & gratefully acknowledge

Mr SUMANT HIPPARGEKAR & NIKITA SHINDE

ma'am their endless support kind &

understanding spirit & useful guidance for the

completion of this report & to all who in one

way or another shared their support either

morally & physically.

Thankyou!

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EXECUTIVE SUMMARY

This report is all about my internship in S.A.HIPPARGEKAR & Co. The main aim of doing internship under the CA firm is to interact with the professional bodies & gain some practical knowledge about the different organizations. My objective of this report is to gain more & more knowledge during this internship period. This report is the outcome of the winter internship program & summary of my work which I have done in S.A.HIPPARGEKAR & CO. It was a great experience for me to work here.

ORGANIZATIONAL PROFILE

FIRM NAME – A.S.HIPPARGEKAR & CO

NAME – CA SUMANT ANANT HIPPARGEKAR

ADDRESS – KETAKI SADAN OPP LOKMANYA

NAGAR POST OFFICE NAVIPETH PUNE: 30

REGISTRATION NO.152303

CONTACT NO – 9922188822

EMAIL – sumant_hippargekar@yahoo.com

OUTLINE OF TASK UNDERTAKEN

I have done my internship in CA

A.S.HIPPARGEKAR &CO. while working with this organization. I learned so many things of Accounting.

Summary of task performed:

- Tally ERP9
- Bank Statement
- Bill Management
- Vouchers
- Ms-excel

TALLY ERP9

Tally ERP9 is accounting software that is used to record day to day transactions. Tally stores all information about each account in detail.

- Opening screen of the tally-
- When tally is opened in windows click on it then tally displays 3 main parts as follows
 - Gateway of tally
 - Functions buttons
 - Calculator(common area)

Ctrl +M are the shortcut keys to activate gateway of tally.

Ctrl +N are the shortcut keys to activate calculator.

BANK STATEMENT

Go to gateway of tally > banking > bank reconciliation select the bank the bank reconciliation screen appears.

The following buttons will be enabled only for the bank ledgers with auto reconciliation option.

- B : bank statement & R:reconcile unlinked appear on the right side button bar
- D: delete button appears on the button bar above info panel.

Here are steps for completing a bank statement:

Get bank records.

Gather your business record

Go over your bank deposits & withdrawals.

Check the income & expenses in your books.

Adjust the bank statements.

Adjust the cash balance.

Compare the end balances.

To reconcile your records, you will need access to a list of your transactions. When you start will depend on when you balanced last. Matched the balance in your bank account & start from there if there is an item missing we will have to add it in. check your books against the bank statements, & make sure that every transaction is properly accounted for. Adjust your records to accurately reflect all of the company transactions. Match the records & made the adjustments, confirm the end balances are same & the reconciliation process should be complete.

Payment transaction:

Gateway of tally > vouchers >press F5 (payment) to change the voucher date press F2 (date) now click on list ledger if it is not in ledger create ledger by pressing alt + C and select the group under in which field it belongs. In amount, specify the expenses amount provide narration, accept the voucher as always, we can also use ctrl+ A to accept. This is the process to record payment transaction in Tallyprime.

Receipt transactions:

Gateway of tally >vouchers >pressF6 (receipt)to
change the voucher press date F2 (date)

Give ledger name for eg: commission received &
select the indirect income in the under field.

Under amount, specify the commission amount.

Provide narration & accept the voucher by using ctrl
+A receipt against sales can also be recorded
similarly.

Contra transactions:

Gateway of tally > vouchers > press F4 (contra)

Press ctrl + H change mode to select the double entry mode. For.eg. If withdrawing cash from the bank's the cash ledger should be debited & bank ledger should be credited. Select the source ledger account that want to credit. Provide narration & accept the voucher .

VOUCHER IN TALLY:

Voucher in tally is a document having all the details of a financial transaction & required for recording them in the books of accounts. Types of tally vouchers option in gateway of tally > display > list of accounts > ctrl V [vouchers]

- Payment voucher, sales voucher, purchase voucher, receipt voucher.
- A voucher usually contains the supplier identification no.
- The amount payable the date on which payment will be made
- The accounts payable to record the liability
- Any valid early payment discount terms the approval signature or stamp

Bill management :

Sales bill:

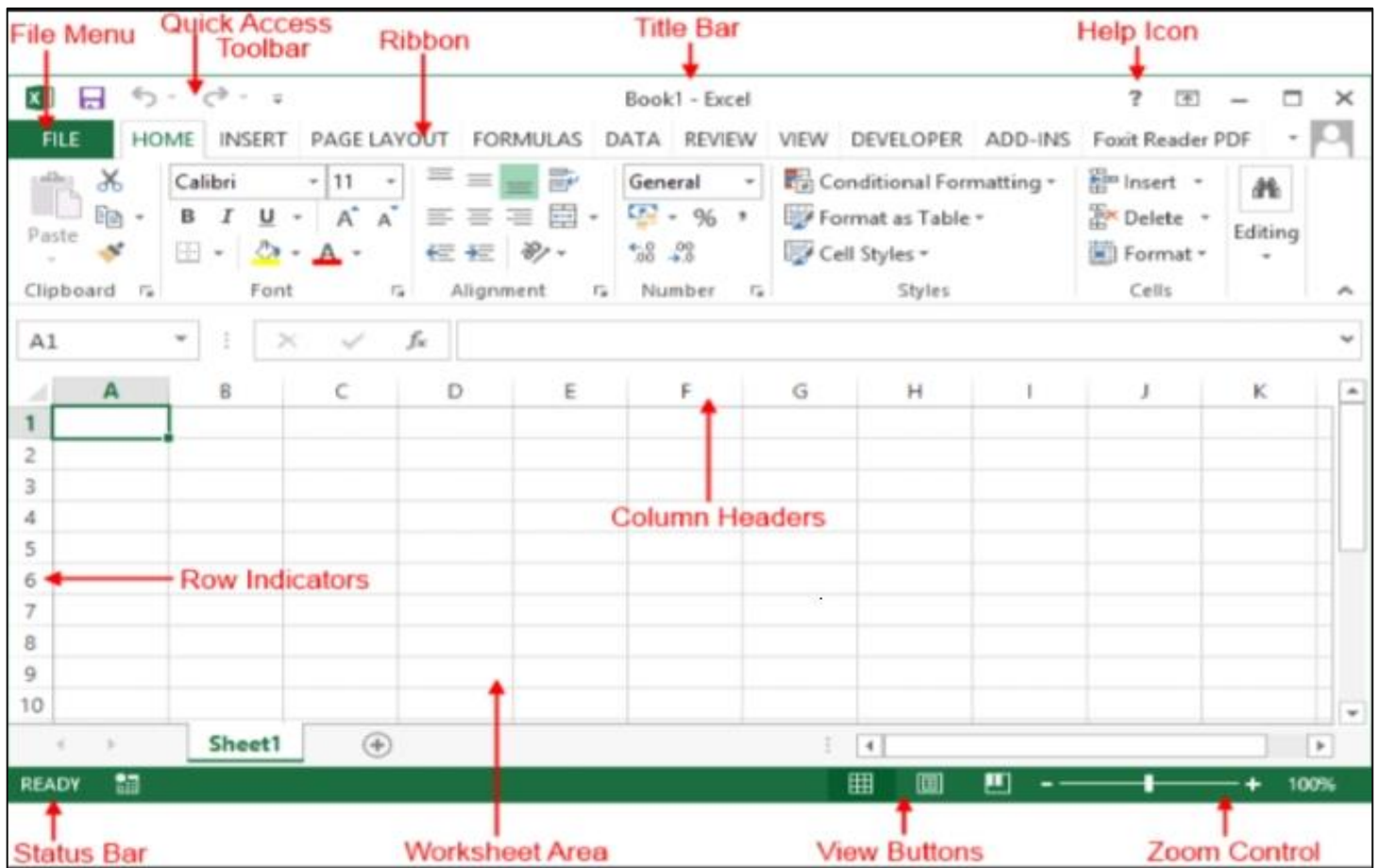
Gateway of tally > vouchers > F8 (sales) ensure that the voucher mode is set to item invoice mode by pressing ctrl + H To enter the reference no. & date for the invoice, press F12 and click configurations to yes. party a/c name for party details press F12 for item invoice select the stock item, enter the quantity. The rate will be autofilled, select additional ledgers like insurance or discount , round off if any. Then provide narration & accept the screen.

Purchase bill:

Gateway of tally > vouchers > F9(purchase) ensure that the voucher mode is set to item invoice mode by pressing ctrl + H To enter the reference no. & date for the invoice, press F12 and click configurations to yes. party a/c name for party details press F12 for item invoice select the stock item, enter the quantity. The rate will be autofilled, select additional ledgers like insurance or discount , round off if any. Then provide narration & accept the screen.

Ms-excel:

Ms-excel is software program produced by Microsoft that allows users to organize, format & calculate data with formulas using spreadsheet system. This software is part of the Microsoft office suite & is compatible with other applications in the office suite.



IMPORTANT EXCEL SHORTCUTS-

Ctrl + P used to open the print dialogue window

Ctrl + N used to creates a new workbook

Ctrl + S used to saves the current workbook

Ctrl + C used to copy contents of current select

Ctrl +V paste data from the clipboard

SHIFT + F3 displays the function insert dialog window

SHIFT +F11 creates a new worksheet

F2 check the formula & cell range covered

LEARNING OUTCOMES

Professional communication one of the most important & valuable skill that I have gained from my internship the ability to speak with people in a professional setting ...

I also gain Confidence & responsibility.

This internship will help me to know the applicability in the business .gained experience on legal aspects of Accounts , interacted with clients to know how the market functions. This internship promote me to my personal knowledge & professional preparation for future.

CONCLUSION

One main thing I have learn through the internship is the time management skills as well as self -motivation from the internship & time management I have learn to motivate own self through being in the office for so many hours.

Thankyou!

ACCEPTANCE LETTER

SAVALSURE & CO
Chartered Accountants



216, NAVI PETH, KETKI SADAN CO-OP
HSG SOCY. OPP LOKMANYA NAGAR
P.O. PUNE – 30
Ph. 9922188822
E-Mail: sumant_hippargekar@yahoo.com

ACCEPTANCE LETTER

TO,
BHIGWANKAR ANITA SHIVAJI
EKNATH NIVAS, PLOT NO-8
NEAR MAHTRE BRIDGE,
NAVI PETH, PUNE -30

SUB – Acceptance letter for Internship...

Reference – your Application dated 27/10/2021

Dear Anita,

This is with reference above subject & your application dated 27/10/2021 we are agree & accept you for internship for 30 working days.



Sapana Savalsure

CA - Sapana Savalsure
SAVALSURE & CO
CA Registration Number - 152303

PARENTS PERMISSION LETTER

PARENTS PERMISSION LETTER

BHIGWANKAR ANITA SHIVAJI

To,

Sndt college women university,
Maharshi karve vidya vihar,
Karve road, Pune -411033

SUB - Parents permission letter.

I authorize my daughter BHIGWANKAR ANITA to accompanied from internship for a A.M.HIPPARGEKAR & CO. on- 27/10/2021 to 30/11/2021 Time -10.00 am to 6.00pm.

I hereby give permission for a internship of accounting work.

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

Thankyou!

MOM Bhigwankar. S. S.

DAD. Bhigwankar. S. S.
Parent's signature

ATTENDANCE SHEET

SAVALSURE & CO
Chartered Accountants



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ATTENDANCE SHEET

NAME – BHIGWANKAR ANITA SHIVAJI STD – BAF (III) YEAR (ACCOUNTANCY & FINANCE)

Date	In Time	Out Time
27-10-2021	10:15	06:17
28-10-2021	09:58	06:20
29-10-2021	09:30	06:00
30-10-2021	10:00	06:20
01-11-2021	10:15	06:22
02-11-2021	09:25	06:10
03-11-2021	09:45	06:10
04-11-2021	09:56	06:22
05-11-2021	09:55	06:23
06-11-2021	09:52	06:00
08-11-2021	09:20	06:22
09-11-2021	09:42	06:02
10-11-2021	10:20	06:50
11-11-2021	09:52	06:30
12-11-2021	09:52	06:33
13-11-2021	09:30	06:40
15-11-2021	09:20	06:20
16-11-2021	10:00	06:10
17-11-2021	10:20	06:20
18-11-2021	11:00	06:00
19-11-2021	09:56	06:20
20-11-2021	10:20	05:30
22-11-2021	09:30	07:00
23-11-2021	09:55	06:20
24-11-2021	09:56	06:52
25-11-2021	09:44	06:10
26-11-2021	09:52	06:20
27-11-2021	10:11	06:12
28-11-2021	09:23	06:00
29-11-2021	09:20	06:30
30-11-2021	09:30	06:35

CA - Sapana Savalsure
SAVALSURE & CO
CA Registration Number - 152303

Sapana Savalsure



ASSESSMENT LETTER

SAVALSURE & CO
Chartered Accountants



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NAME – BHIGWANKAR ANITA SHIVAJI

STD - BAF (III YEAR) (ACCOUNTANCY & FINANCE)

	Sincerity	Team work	Attendance	Work Performance	Communication	Total
Out off	10	10	10	10	10	50
Marks Allocated	9	7	10	9	8	43

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