



INTERNSHIP REPORT

S.N.D.T. ARTS AND COMMERCE COLLEGE, PUNE – 38

**(CONDUCTED COLLEGE OF)
S.N.D.T. WOMEN'S UNIVERSITY MUMBAI**

**SUBMITTED TO PARTIAL FULFILLMENT OF THE
REQUIREMENT FOR THE DEGREE OF**

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

**INTERNSHIP REPORT BY
PAWAR ANJALI CHANDRAKANT**

BONAFIDE CERTIFICATE

DECLARATION BY THE STUDENT

This present internship report is about the work done by me.

This internship report fulfils the requirement of "TY BAF"
degree of this university.

ACKNOWLEDGEMENT

I would like to take this opportunity to thank all the people who have helped in the completion of this internship work. I am grateful to my association guide “**CA BALASAHEB PHAPALE**”, and my faculty guide “**Prof. ASHOK KOKATE**” who guided me throughout my internship with their valuable inputs and suggestions.

Working on this report was a great fun with lots of experience and challenges, got to know and learn more about the accounting field. This internship proves very helpful and useful for me.

I am also very thankful to my parents who supported and encouraged me to complete the internship. Continuing thanks is extended to all the concerned employees and staff members of association, who directly or indirectly were involved in the completion of this internship work.

THANK YOU !!!

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ORGANIZATIONAL PROFILE

Firm Name – P B Phapale & Associates.

Name – CA Balasaheb Phapale.

Address – KK Market, A Wing, Second floor, Office no. 67,
Katraj, Pune.

Email ID – caphapalebalu@gmail.com.

Service provided to the firm are as follows :

- Auditing of the firm's and professional people.
- Management and advising on financial structure.
- GST, project report
- Taxation of corporate firm

EXECUTIVE SUMMARY

This report is about my internship experience with “**CA Balasaheb Phapale**” sir. In this report , I have discussed about every major aspect of the association which I have observed and perceived during my internship.

In this report you will find the detail of the organizational profile. This report consist the introduction to internship and its importance followed by the overview of the project and its details.

In the next part I have mentioned the outline of task undertaken by me. I have discussed all the points in brief which I have learn during the internship.

I have all my practical efforts in the form of this manuscript which is the asset for my future career.

And the last part of report consist the overall conclusion and the documents of internship required in the college.

OUTLINE OF TASK UNDERTAKEN

I have completed my internship in “P B Phapale & Associates”. While working with this organization I have learnt lot of things and got much more knowledge about accounting field with good experience.

Following is the list of tasks performed by me during the internship period :

- Accounting
- MS – Excel
- Tally ERP 9
- Company creation
- GST

➤ **Accounting :**

Accounting Vouchers in Tally :

An accounting voucher is a record that acts as a supporting document to the entries recorded in the accounting books. The vouchers are stamped as 'paid' once the payment is received by the supplier. The payments are recorded in the respective ledger accounts.

Types of Vouchers are :

1. Sales Voucher.
2. Purchase Voucher.
3. Payment Voucher.
4. Receipt Voucher.
5. Contra Voucher.
6. Journal Voucher.
7. Credit Note Voucher.
8. Debit Note Voucher.

1. Sales Voucher :

Sales voucher is one of the most used accounting vouchers in tally. Users can create this voucher into 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 a paper copy for the customer .

2. 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 in the invoice format to the voucher format.

3. 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'.

4. 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 updated with the payment method details.

5. Contra Voucher :

Contra vouchers 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 also generate deposit slips for recordkeeping.

6. Journal Voucher :

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.

7. 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.

8. 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 return. With the help of this, accountants can generate the debit note for

invoicing as well as a voucher. Like credit note voucher in tally, debit note too can easily be configured by pressing F11 and configuring it manually.

➤ **MS – Excel :**

Microsoft excel is helpful and powerful program for data analysis and documentation. It is a spreadsheet program, which contains number of columns and rows, where each intersection of a column and a row is a “cell”. Each cell contains one point of data or a one piece of information. By organizing the information in this way, you can make information easier to find, and automatically draw information from changing data.

There are many shortcut keys like :

+1 – Format numbers with two decimal places

+2 – Format cells as time

+3 – Format cells as date

+4 – Format cells as currency

+5 – Format cells as percentage

Ctrl + shift + 6 – Format cells in exponential or scientific form

Formula Auditing Toolbar :

The formula auditing toolbar gives you quick access to an error checking function that works especially well on large and complicated worksheets and also on smaller worksheet.

➤ Tally ERP 9 :

Tally ERP 9 is one of the most popular accounting software used in India. It is complete enterprise software for small and medium enterprises.

Tally ERP 9 is a perfect business management solution and GST software with an ideal combination of function, control, and in-built customizability.

Tally ERP 9 permits business owners and their associates to interact more in accounts related discussion and is a complete product that retains its original simplicity yet offers comprehensive business functionalities such as Accounting, Finance, Inventory, Sales, Purchase, Point of Sales, Manufacturing, Costing, Job Costing, Payroll and Branch Management along with compliance capabilities for Excise, TDS, TCS, and now GST too.

➤ **Steps to create a company in tally ERP 9 :**

Step 1 : In the opening menu, select “create Company”.

Step 2 : Enter Company Details :

Enter the company name as it appears on banking records.

Enter the company address, statutory compliance, telephone number, and email.

Step 3 : Turn on “Auto Backup” to ensure that a copy of all your work is saved in case something happens to the original.

Step 4 : Choose your currency.

Step 5 : If you are using tally to just manage your accounts, then select “Accounts only” in the Maintain menu and if you are using tally for inventory management as well, select “Accounts with inventory”.

Step 6 : Enter the start of your financial year and the start date for the books.

➤ **GST (Goods and Services Tax) :**

The goods and services tax (GST) is a tax on goods and services sold domestically for consumption. The tax is included in the final price and paid by consumers at point of sale and passed to the government by the seller.

Types of GST :

TYPES	EXPLANATION
CGST	CGST is a central goods and services tax. It is applicable to suppliers dealing within the state. Taxes that are collected will be shared with the central authority body.
SGST	SGST is a state goods and services tax. It is applicable to suppliers who dealing within the state. Taxes that are collected will be shared with the state authority body.
IGST	IGST stands for an Integrated Goods and Services tax. It is applicable to suppliers who dealing with interstate business and import transactions. Taxes which are collected will be shared to central and state authority body.
UTGST	If the transaction is related to any union territory.

LEARNING OUTCOMES

While working with “CA Balasaheb Phapale” sir, I learned so many things which will help me further in accounting field. During the internship period I realized so many things like how to be punctual and responsible employee. How to complete the task within the given period of time.

This internship proved that the practical orientation is necessary for the development and preparation of a person before entering into the corporate world.

CA Balasaheb sir taught me how to reach a mutual understanding between different people while working together. The things that I have learnt at “P B Phapale & Associates” are :

- Meaning and necessity of the responsibility
- Working with ethics
- Client dealing
- Responsibility to the profession
- Ability to interact with different sorts of people
- Theoretical concepts were understood better after internship
- How to represent oneself in the working world

CONCLUSION

Overall internship was really a good and knowledgeable experience. It helped me to develop my skills, knowledge, and abilities. Not only good knowledge, I gained good friends too.

I am grateful and thankful to my supervisor and department staff. They also helped me to overcome my weaknesses and provided guidance to me whenever I was in need.

APPLICATION LETTER

ACCEPTANCE LETTER

ACCEPTANCE LETTER

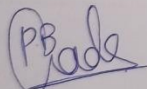
To,
Anjali Chandrakant Pawar,
S.N.D.T. Arts and Commerce College Pune,
Pune – 411038

Subject : Acceptance Letter For Internship.

Dear Anjali,

This is with the reference of above-mentioned subject. We are agreed and accept you for internship of 240 hours.

For M/s P. B. Phapale & Associates
Chartered Accountants
FRN.:147346W



CA. Pooja Phapale
(Chartered Accountant)
Membership No.:176272



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PARENTS PERMISSION LETTER

Page No.	
Date	

Parents Permission Letter.

Pawar Anjali Chandrakant.

To,
SNDT Women's University Pune,
Karve Road, Pune - 411033.

Subject - Parents Permission letter.

I authorized my daughter Miss Anjali Chandrakant Pawar to accompanied from internship for a P. B. Phapale & Associates Chartered Accountant on 8th November 2021 to 8th December 2021, time on 10.00 am to 6.30 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.

Thank You!

J.C. Pawar
Parent's Signature.

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COMPLETION CERTIFICATE



P. B. PHAPALE & ASSOCIATES **CHARTERED ACCOUNTANT**

Office No 23, First Floor, Nagarpanchayat Complex, Market Yard Road,
Parner, Ahmednagar-414302

Email - capoojaphapale@gmail.com

Mob -8237335342/9076436049

INTERNSHIP COMPLETION CERTIFICATE

This is to certify that **Ms. Anjali Chandrakant Pawar**, from SNTD Arts and Commerce College, Pune has successfully completed her 240 hours internship during the period from **8th November 2021 to 8th December 2021** with M/s **P B PHAPALE & ASSOCIATES CHARTERED ACCOUNTANTS**.

For M/s P. B. Phapale & Associates
Chartered Accountants
FRN.:147346W

CA. Pooja Phapale
(Chartered Accountant)
Membership No.:176272



Date :- 09/12/2021

Place :- Pune

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ATTENDANCE SHEET

ATTENDANCE SHEET

NAME : ANJALI CHANDRAKANT PAWAR

DATE	IN TIME	OUT TIME
8/11/2021	10.00 am	6.30 pm
9/11/2021	10.00 am	6.30 pm
10/11/2021	10.00 am	6.30 pm
11/11/2021	10.00 am	6.30 pm
12/11/2021	10.00 am	6.30 pm
13/11/2021	10.00 am	6.30 pm
15/11/2021	10.00 am	6.30 pm
16/11/2021	10.00 am	6.30 pm
17/11/2021	10.00 am	6.30 pm
18/11/2021	10.00 am	6.30 pm
20/11/2021	10.00 am	6.30 pm
22/11/2021	10.00 am	6.30 pm
23/11/2021	10.00 am	6.30 pm
24/11/2021	10.00 am	6.30 pm
25/11/2021	10.00 am	6.30 pm
26/11/2021	10.00 am	6.30 pm
27/11/2021	10.00 am	6.30 pm
29/11/2021	10.00 am	6.30 pm
30/11/2021	10.00 am	6.30 pm
1/12/2021	10.00 am	6.30 pm
2/12/2021	10.00 am	6.30 pm
3/12/2021	10.00 am	6.30 pm
4/12/2021	10.00 am	6.30 pm
6/12/2021	10.00 am	6.30 pm
7/12/2021	10.00 am	6.30 pm
8/12/2021	10.00 am	6.30 pm
9/12/2021	10.00 am	6.30 pm



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ASSESSMENT LETTER

ASSESSMENT LETTER

NAME : ANJALI CHANDRAKANT PAWAR

BAF (III) YEAR

	OUT OFF	MARKS ALLOCATED
SINCERITY	10	8
TEAM WORK	10	9
ATTENDENCE	10	10
WORK PERFORMANCE	10	8
COMMUNICATION	10	9
TOTAL	50	44



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