

# **INTERNSHIP**

**INTERNSHIP REPORT BY  
WAYDANDE PRIYA DILIP**

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

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

# 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](mailto:sumant_hippargekar@yahoo.com)

## INTERNSHIP COMPLETION CERTIFICATE

This is to certify that Miss. WAYDANDE PRIYA DILIP 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.

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



## **DECLARATION BY THE STUDENT**

Priya dilip waydande hereby declared that CA internship report has been submitted for the partial fulfilments for the degree of T.Y.BAF

## **ACKNOWLEDGMENT**

I thank to Mr. CA Sumant Hippargekar sir for his deep interest valuable guidance, encouragement & the facility provided to me during this internship.

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

Thank you!

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## EXECUTIVE SUMMARY

This report is on accounting an internship experience In sir sumant hippargekar is to represent the 240 hours at internship program done & the experience of practical field.

## **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](mailto: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:

- Bank statement
- Bill management
- Ms-excel
- Vouchers

## **BANK STATEMENT**

Create a ledger under bank accounts & then save the same go to the accounting vouchers menu then we need to select what kind of vouchers do we need to pass using the bank.

Open the bank ledger (in case the bank ledger is not opened) by creating a bank ledger or case the option create the ledger (if bank ledger is already created in tally).

Under banking configuration set yes to use this feature of auto bank reconciliation in tally.

Select the relevant bank from the list of banks.

Select the relevant bank from the list of banks. In the next set yes to activate auto reconciliation.

Select the relevant bank from the list of banks in the next set yes to activate auto reconciliation.

Accept the change by selecting yes in the next screen.

## **Payment:**

To make payment entry change the posting date the payment type will be set based on the transaction coming from the types & receive pay & internal transfer the party types are receive pay party name will be attached automatically the account paid from will be the fetched as set the amount paid will be the invoice save and submit.

To the payment entry list & click on row select the party type & respective supplier. Select the bank account cash account paid from enter the cheque no.

Enter the amount paid save and submit.

## RECIPT:

Gateway of tally > vouchers press F6 (receipt) alternatively press alt +C & accept the screen the voucher printing screen appears with the report as receipt voucher required for company books printed.

In the voucher printing screen & press C the print configurations screen appears type or select under information for eg. Formal receipt select the other options as needed the report file. Press enter to control on report title screen if you want to print specific details in formal receipt press F12 under printing configuration set the option or needed ctrl+A to accept the printing configuration screen press inter to print the voucher as a format receipt.

## **CONTRA :**

To gateway of tally accounting voucher select F4  
contra to transfer from cash account.

- Debit the bank account
- Credit the cash account

In the bank account select the mode of transaction  
from the list when cash is selected as a transaction  
type can specify the cash domination for the  
transaction in the voucher entry it in option show cash  
domination details select yes in F12

## **Bill management:**

Purchase bill:

Open the purchase voucher screen gateway of tally  
press F9 (purchase)

Alternatively purchase alt +C create voucher F9press  
ctrl +H(change mode) to select the required voucher  
mode term invoice in the case specify the supplier  
details supplier invoice no. & date should be the same  
as given in the corresponding sales bill.

Party account name select cash or bank for cash  
purchase select the supplier ledger enter the supplier  
name and address purchase ledger change the  
accounting ledger to allowcates the stock items  
provides stock items or service details as other  
transaction ledger.

## LEARNING OUTCOMES

During my internship program most importantly I realised how to work under the responsibility maintain chain of command & working in team. This practicals orientantion is necessary for the development &preparation of a person before entering into the corporate world.

## CONCLUSION

During this internship I realized that how to work in accounting under the responsibility overall internship is really good program it helps to enhance & develop my skills, abilities & knowledge it was good experience & memories. Also a good place to the internship since it provide numerous benefits & advantages to particle terms.



# ACCEPTANCE LETTER

**SAVALSURE & CO**  
Chartered Accountants



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## ACCEPTANCE LETTER

TO,  
WAYDANDE PRIYA DILIP  
NEAR BHAIKRNATH TEMPLE,  
PASHAN, PUNE-21

**SUB – Acceptance letter for internship...**

**Reference – your Application dated 27/10/2021**

Dear Priya,

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



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

# PARENTS PERMISSION LETTER

## PARENTS PERMISSION LETTER

Priya dilip waydande

TO,

Sndt college women university,

Maharshi karve vidya vihar,

Karve road,Pune -411033

### **SUB- parents permission letter.**

I authorize my daughter priya waydande 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!

प्रीया वयदंडे  
-प्रीया वयदंडे 21/10/21  
D-S-Waydande

Parent's signature

# ATTENDANCE SHEET

**SAVALSURE & CO**  
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## ATTENDANCE SHEET

NAME – WAYDANDE PRIYA DILIP  
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*



# ASSESSMENT LETTER

**SAVALSURE & CO**  
Chartered Accountants



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## ASSESSMENT LETTER

**NAME – WAYDANDE PRIYA DILIP**

**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	8	7	41

*Sindellu*



CA - Sapana Savalsure  
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