

INTERNSHIP

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

**INTERNSHIP REPORT BY
CHOUDHARY ANJU NATHARAM**

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

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

202

BONAFIDE CERTIFICATE

COMPLETION CERTIFICATE



CHARTERED ACCOUNTANTS
SAHIL BHATI
Com., A. C. A.

DATE : 03/12/2021

INTERNSHIP COMPLETION CERTIFICATE

This is to certify that Choudhary Anju Natharam, from S.N.D.T Arts and Commerce College for women, Pune has successfully completed her one month internship during the period of 26th Oct 2021 to 03 Dec 2021 with GBCA & Associates.

Date : 03/12/2021

Place : MUMBAI



On behalf of GBCA & As.
Chartered accountants Firm No. 36835P
SAHIL BHATI M.No. 155463

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 requirement of the "TY BAF" degree of this University.

ACKNOWLEDGEMENT

It is a 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.

Working on this report was a great fun, excitement, challenges and a new exposure
In the field of finance.

I am thankful to Mr. Sahil Bhati and all faculty members of Department in providing
me useful guidance for the completion of this report.

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

The internship was a lot more useful than 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 Accountant is after all a challenge.

THANK YOU !

INDEX

SR.NO	TITLE NAME	PAGE NO
	EXECUTIVE SUMMARY	6
2	ORGANISATION PROFILE	7
	OUTLINE OF TASK UNDERTAKEN	8-15
4	LEARNING OUTCOME	16
	CONCLUSION	17
6	APPLICATION LETTER	18
	ACCEPTANCE LETTER	19
8	PARENTS LETTER	20
	ATTENDANCE LETTER	21
10	ASSESSMENT LETTER	22

EXECUTIVE SUMMARY

This report titled 'Accounting & Taxation' : An Internship Experience in GBCA ASSOCIATE LLP COMPANY – is written to represent the 240hrs of internship program

This internship report contains four chapters in the following order : information about the organization , management of the internship exercise , findings \ observation during internship, conclusion , recommendation any way forward of internship attachment .

The organization was suitable for internship attachment because it has trained & qualified personnel additionally they are so interactive & willing to be consulted . I learnt the following skills during field attachment : entering custom bills, entering PAYE computations, entering local & foreign purchase bills in computer system using ERP , preparation of party reconciliation statement ,& filing of various important document systematically in their respective files.

ORGANISATIONAL PROFILE

FIRM NAME – “GBCA & associates LLP company “

NAME- Sahil bhati

PHONE NO-91 2233213737

[EMAIL-reachus@gbcaindia.com](mailto:reachus@gbcaindia.com)

ADDRESS- NM joshi marg , lower parel , Mumbai , Maharashtra 400013

Service provided to the firm are as follow: *

- TALLY ERP 9
- MS EXECEL
- ACCOUNTING

OUTLINE OF TASK UNDERTAKEN

I have done my internship in GBCA & associates LLP company“. While working with this organization I learned so many things & got deep knowledge about accounting .

Following is the summary of task performed by me.

- Tally ERP 9
- Ms- excel
- Accounting

TALLY ERP 9

Tally is one the most commonly used accounting software. Getting a good grip on it will CA professionals a lot. It is used for various purpose like performing basic accounting functions, managing payrolls, inventory , maintaining cash , inflow & outflow , managing profit & loss , managining data from different locations , etc.

MX-EXCEL

- For CA professionals, learning about the Microsoft Excel spreadsheet software is necessary. Excel is designed for recording and analyzing numbers/data, and mastering it can help CAs in a number of ways. They should know how to use Excel for analytics, accounting, financial management, calculating taxes, formulas, and other purposes.
- 2. Filling and formatting Excel has the ability to auto-fill cells and add special formatting to cell batches more easily than ever. Learn the shortcut keys and pay attention to Excel's new automation features to accelerate your work rate in the platform immensely. For instance, holding Ctrl + Shift with the numerals below allows you to quickly apply common formats to large amounts of data:
 - .+ 1 Format numbers with 2 decimal places.
 - .+ 2- format cells as time
 - .+ 3- format cells as date
 - .+4- format cells as currency
 - .+ 5- format cells as percentage.

Ctrl+ship+6 format cells in exponential or scientific form

NET SALES	\$40,000.00
COGS	\$20,000.00
OPEX	\$15,000.00
TAXES	\$1000.00
NET PROFIT	\$500.00

ACCOUNTING

- Sales voucher
- Purchase voucher
- Payment voucher
- Receipt voucher
- Contra voucher
- Journal voucher
- Credit note voucher
- Debit note voucher

- **SALES VOUCHER**- is one of the most used accounting vouchers in Tally. Users 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 a paper copy for the customer.
- **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 .
- **PAYMENT VOUCHER**-The payment voucher is another accounting voucher in Tally that help create and print cheques againts the order.Once the payment voucher gets passed,the corresponding cheques 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 updated with the payment method details. In addition , all the details of this receipt can be sent to the customer. Thus, receipt vouchers make payment monitoring easy.
- **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. Tally also provides exact currency denominations to monitor and print the deposit slip while also depositing the amount.
- **JOURNAL VOUCHER**- Journal voucher is a document of every financial transaction ' having the necessary information such as the identification number of the voucher, date , description of the business transaction , among 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.

- **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.
- **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 for invoicing as well as a voucher.

LEARNING OUTCOME

While working with "GBCA & associates LLP 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 Sahil bhati 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 be for entering into other corporate world. The things that I have learned at "GBCA & associates LLP company ". Chartered Accountant are: > Meaning of responsibility > Responsibility to the profession > Necessity of commitment > Auditing and reporting responsibilities > Working with ethics > 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. Also a good 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

ACCEPTANCE LETTER



DATE : 03/12/2021

ACCEPTANCE LETTER

To,

Choudhary Anju Natharam
S.N.D.T. Arts & Commerce
College for women Pune – 411038

Subject : Acceptance Letter for Internship.

Reference : Your Application Date 25th Oct. 2021.

This is with reference above mentioned subject & your application dated 25th Oct. 2021. We are agreed & accepted you for internship of 250 hours.



PARENTS PERMISSION LETTER

Kunal crimson

flat no 504,

aundh road

pune 411020

15 oct 2021

To,
SNDT college
Women's university maharshi
Karve vidya vihar karve road
Pune- 411033

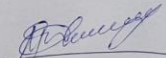
SUB- PARENTS PERMISSION LETTER

Anju natharam Choudhary

Dear sir/ madam ,

1. I write few lines for your kind consideration and necessary action please.
2. My daughter anju natharam Choudhary studying in final year TYBAF in your esteem college.
3. I hereby authorized my daughter miss anju natharam Choudhary to accompanied from intership for a GBCA AND ASSOCIATES LLP COMPANY from 26 oct 2021 to 25 nov 2021, time from 1030 hours to 1700 hours and also give permission for an intership of daughter for any accounting work .
4. I understand and agree that , their consultancy is safe and secured.

Thanking you ,


Yours faithfully ,
(natharam Choudhary)

ATTENDANCE SHEET



NAME : CHOUDHARY ANJU NATHARAM

DATE : 03/12/2021

ATTENDANCE SHEET

DATE	IN TIME	TIME OUT
25/10/2021	10:00	06:00
26/10/2021	10:00	06:00
27/10/2021	10:00	06:00
28/10/2021	10:00	06:00
29/10/2021	10:00	06:00
30/10/2021	10:00	06:00
01/11/2021	10:00	06:00
02/11/2021	10:00	06:00
03/11/2021	10:00	06:00
08/11/2021	10:00	06:00
09/11/2021	10:00	06:00
10/11/2021	10:00	06:00
11/11/2021	10:00	06:00
12/11/2021	10:00	06:00
13/11/2021	10:00	06:00
15/11/2021	10:00	06:00
16/11/2021	10:00	06:00
17/11/2021	10:00	06:00
18/11/2021	10:00	06:00
20/11/2021	10:00	06:00
22/11/2021	10:00	06:00
23/11/2021	10:00	06:00
24/11/2021	10:00	06:00
25/11/2021	10:00	06:00
26/11/2021	10:00	06:00
27/11/2021	10:00	06:00
28/11/2021	10:00	06:00
29/11/2021	10:00	06:00
01/12/2021	10:00	06:00
02/12/2021	10:00	06:00
03/12/2021	10:00	06:00



ASSESSMENT LETTER



ASSESSMENT LETTER

NAME : CHOUDHARY ANJU NATHARAM

3RD YEAR BAF

	Sincerity	Team Work	Attendance	Work Performance	Communication	Total
Out of	10	10	10	10	10	50
Marks Allocated	10	09	09	08	10	46

