



# INTERNSHIP

Submitted to partial fulfillment of the  
Requirement for the degree  
Bachelor of Accountancy and Finance {BAF}

Internship report by  
Choudhary Sakshi Manoj

S.N.D.T. Arts and Commerce College Pune:- 38

Conducted College of

S.N.D.T. Women's University Mumbai

2020 – 2021



**B. M. PENSALWAR & CO**  
CHARTERED ACCOUNTANTS

**TO WHOMEVER IT MAY CONCERN**

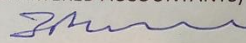
This is to certify that Miss CHOUDHARY SAKSHI MANOJ has completed her 240 hrs in our internship in our organization satisfactorily.

During the period of her internship programme with us she was found with good skills , punctual , hardworking , inquisition and satisfactorily.

The duration of the project from 27/10/2021 to 25/11/2021 This certificate is given as per her requirement .

For

B.M.PENSALWAR & CO.  
(CHARTERED ACCOUNTANTS)

  
B.M.PENSALWAR  
(PROPRIETOR)  
FRN: 114114W  
MemNo: 044479  
Place: Pune



## **ACKNOWLEDGEMENT**

Presentation and motivation have always played a key  
Role in the success of any venture.

I would like to express my special thanks of gratitude to my teacher  
ASHOK KOKATE , Coordinator of BAF Department

As well as I introduces our principal DR. MADHAVI KULKARNI

To encourage me to the highest peak and to provide me for the opportunity to  
do this wonderful project on the given topic .

I am immensely obliged to my friends for their elevating inspiration and  
encouraging guidance and more information of a kind supervision in the  
completion of my project.

I feel to acknowledge my indebtedness and deep sense of Gratitude to guide me  
are my parents, whose valuable guidance and kind supervision given to me  
throughout the course which shaped the present Work as its show.

I would like to express my special thanks of gratitude to CA B.M.Pensalwar for  
giving me opportunity to work their organization.

**THANK YOU !**

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## **EXECUTIVE SUMMARY**

I Miss. Choudhary Sakshi Manoj from TY BAF studying in S.N.D.T. Collage of women's , I am from Balaji Nagar, Pune . This project report describes about the project, on which I have worked during the 240hrs of internship.

I Choose Bachelor in Accountancy and Finance (BAF); because It has wider scope than the Bcom because it's more knowledge about accounting. The course helps aspirants to acquire knowledge in the field of Accounting, Taxation, Auditing, Risk Management, Financial Accounting, Managerial Economics, and Law and Business Communications.

There are various college in Pune but Only one collage had it which is S.N.D.T. Arts and Commerce College for women's, this is my college which have BAF course. The main aim of the program is to increase self-employment and to help companies by providing them with suitably trained professionals in the field of Accounting and Finance.

As a part of TYBAF syllabus, I did my internship in CA B.M.Pensalwar for 30 days (total 240 hrs.)

This project is about the internship and detail information about the task undertaken by me.

# **ORGANIZATIONAL PROFILE**

Firm Name :- B.M.Pensalwar & CO

Name :- CA B.M.Pensalwar

Address :- Office No. 102, First Floor, Gitai Apartment, 1162, Sadashive peth,  
opp.Hatti Ganapati, Pune- 411030

Pune:- (O) 24476023

(M) 9823122255

Email Id :- [pensalwarbalaji@gmail.com](mailto:pensalwarbalaji@gmail.com)

FRN :- 114114W

MemNo:- 044479

Place:- Pune

## **Service provided to the firm are as follows :-**

- ❖ Auditing of all the firm's
- ❖ GST and TDS
- ❖ Taxation of corporate firm's
- ❖ Accounting of all firm's

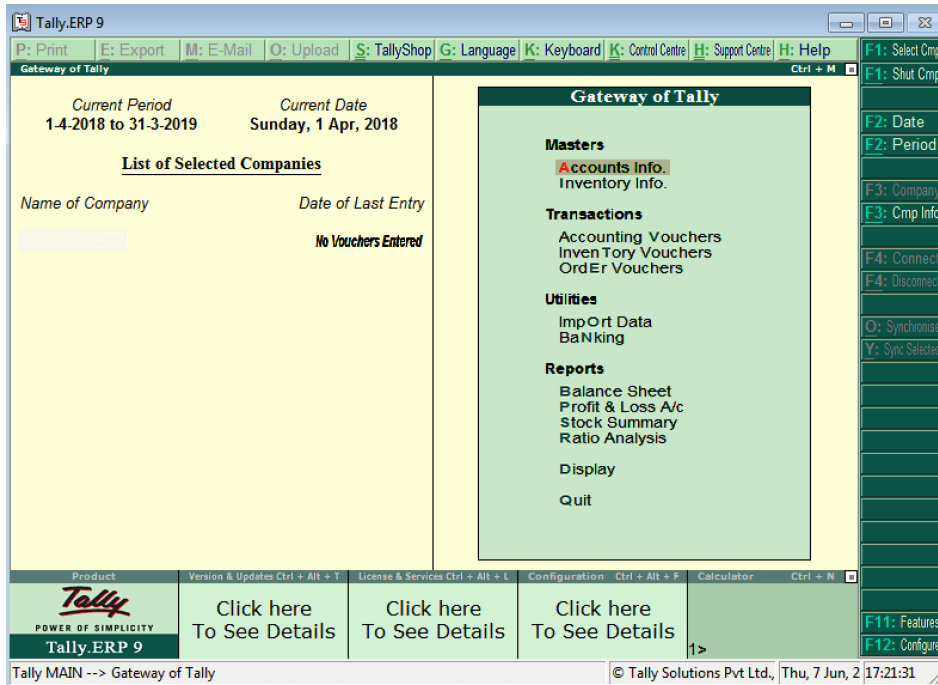
## **OUTLINE OF TASK UNDERTAKEN**

I have tried my best to enhance my abilities and apply the knowledge that I gained during the studies. On my first day at firm, company in-charge Mr.B.M.pensalwar gave me training session about Tally.ERP 9 and computerized accounting in GST and also shared there practical experience with me and gave me some techniques of this process. They also guided me that how to prepare GST return and filing data in income tax return preparation software.

There are different task that I performed during my internship:

- ❖ Tally
- ❖ GST
- ❖ Creation of company
- ❖ Ms-Excel
- ❖ Accounting
  - Daily transaction
  - Vouchers
  - Know about heads
  - Different type of group
  - Day book
  - Purchase
  - Sales
  - Debit note
  - Credit note
  - Bank statement
  - Receipt
  - Payment
  - Contra entries
  - Journal vouchers
  - Bank reconciliation

Tally Solutions Pvt. Ltd is an Indian multinational technology company, that provides enterprise resource planning software. It is headquartered in Bangalore, karnatake. The company reports that its software is used by more than 1.8million customers.



Tally is one of the integrated business management software. Tally ERP 9 is user friendly software. It is packed with all the features that required for regular business operation. Tally is provides single user and multi user licenses depending on the size of the business.

Chartered Accountant firm use tally for recording daily transaction of companies preparing Profit and Loss Account, Balance Sheet, Payment and Entering Purchase and Sales, Bills Payment and Receipts of the company Expenses etc.



- **GST:-**

Every registered person paying GST is required to furnish an electronic return every calendar month. A “Tax Return” is a document that showcases the income of a registered taxpayer. Such a document needs to be filed with the tax authorities in order to pay tax to the government. The tax to be paid by a registered dealer depends upon the income declared by such a person in the tax return filed with the tax authorities.

Under the initial GST Return filing procedure, the different types of GST returns demanded the taxpayer to disclose the following details:

- ◇ Outward Supplies (Sales)

- ◇ Inward Supplies (Purchases)

- ◇ GST On Output

- ◇ GST on Input (Input Tax Credit)

- ◇ Other Particulars (As May be Prescribed in the Document)

Note: However, the current system of GST Return filing requires a taxpayer to update outward supplies information in GSTR 1. And then file a summary return in GSTR 3B. All the other forms like GSTR 2 and GSTR 3 have been suspended for the time being.

As mentioned above, from April 1, 2019, the incumbent government is planning to implement the new GST Return design. This simplified version of return would require the taxpayers having an annual turnover of over Rs 5 Cores to file one monthly return only.

Thus, small business owners, having an annual turnover of upto Rs 5Cores would have the option to file quarterly return.

## CREATION OF COMPANY:

Every company created in tally for their accounting purpose\_i.e., entering the daily transactions. Each and every company is created with the name , mailing, address, country, state, pin code, telephone number, mobile number, fax number, email address, website, financial year. Which specify the date of beginning of the financial year for the company.

## **STEP FOR COMPANY CREATION:-**

Company Creation

Directory : C:\Tally.ERP 9\Data  
Name : **ABC Company**

**Mailing & Contact Details**  
Mailing Name : ABC Company  
Address : 9/1, Mahalaxmi Chambers  
M G Road  
Bangalore

Statutory compliance for : India  
State : Karnataka  
PIN Code : 560001  
Telephone No. : +91.080.66275299  
Mobile No. : +919755145887  
E-Mail :

**Company Details**  
Currency Symbol : ₹  
Maintain : Accounts with Inventory  
Financial Year from : 1-4-2012  
Books beginning from : 1-4-2012

**Security Control**  
TallyVault Password (if any) : \*\*\*\*\*  
Repeat Password : \*\*\*\*\*  
(Password Strength is Strong)  
(WARNING: forgetting your TallyVault password will render your data unusable!)  
Use Security Control ? No  
(Enable Security to avail Tally.NET Features)

**Auto Backup Details**  
Enable Auto Backup : No

**Base Currency Information**  
Base Currency Symbol : ₹  
Formal Name : INR  
Number of Decimal Places : 2  
Is Symbol SUFFIXED to Amounts ? No  
Symbol for Decimal Portion : paise  
Show Amounts in Millions ? No  
Put a SPACE between Amount and Symbol ? Yes  
Decimal Places for Printing Amounts in W ? No

Accept ?  
Yes or No

Go to gateway of tally



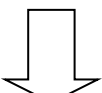
Alt + F3



Company creation



Fill Company Details

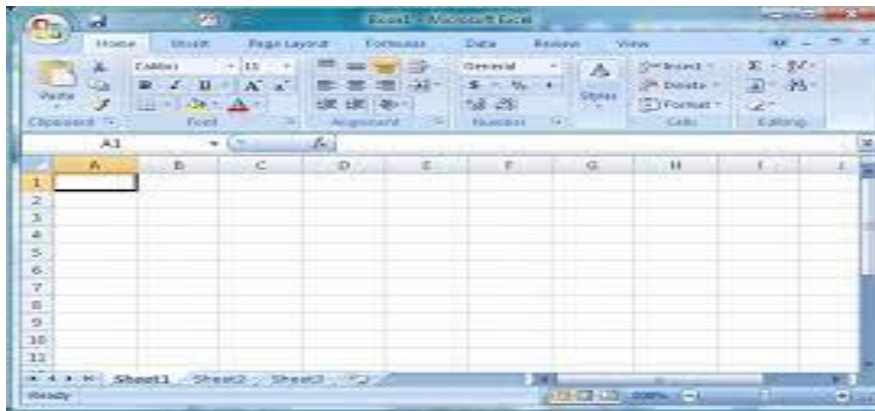


Accept



## **MS-EXCEL:-**

Apart from tally MS-excel is also important tool for Chartered Accountant. It has which allows CA to create computerized ledger and many more such as preparation of balance sheet, Tax calculation, Budgeting, preparing the financial statement, importing & exporting Tally data, presentation of lager numeric data etc.



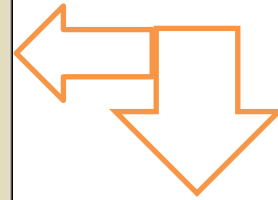
## **ACCOUNTING:-**

Accounting defined as systematic, summarized recording of business transaction in the books of account. In other words books of company treated as amedical report that shows the health of the company. It includes sales, purchase, income and expenses“ Accounting is recording of day to day transaction”.

### **A} DAILY TRANSACTION:-**

Transaction means transfer of money from one party to another. It includes purchase of material, selling output goods payment and receipt of cash etc. All these transaction of company are entered in Tally using particular vouchers.

Accounting Voucher Creation		National Enterprises		Ctrl + M	
Sales No. 13				4 Jul 2019	
Reference no.: 009				Thursday	
Party A/c name : Cash					
Current balance : 39,86,206.00 Dr					
Sales ledger : Sales A/c - Common					
Name of Item	Quantity	Rate per	per	Amount	
Prestige 2-Ltrs Wet Grinders	8 Nos	7,500.00	Nos	60,000.00	
Discount : 2 %	1,200.00				
Panasonic 240W Wet Grinders	12 Nos	5,934.00	Nos	71,208.00	
Discount : 750.00					
				1,31,208.00	
Transportation				1,100.00	
Narration:				20 Nos 1,32,308.00	



DAILY TRANSACTION

## B} VOUCHERS:-

A voucher is a document that contains details of financial transactions. Vouchers are used to enter daily transactions of the company. There are different types of vouchers such as Sales, Purchase, Debit Note, Credit Note, Payment, Receipt, Journal voucher, etc.

Purchase and sales vouchers are used for entering sales and purchase bills of the company.

Payment and receipt vouchers are used for entering receipts and payments of cash, journal vouchers are used for making adjustment entries and debit notes and credit notes are used for recording purchases and sales returns.

In manual accounting, we record the transaction first in a specified voucher.

## Tally Vouchers Entry

Gateway of Tally	Accounting Voucher Creation	Ctrl + M	F1: Inventory Vouchers
Masters	Receipt No. 3	1-Apr-2017	F2: Date
Accounts Info.		Saturday	F3: Company
Inventory Info.			F4: Contra
Transactions			F5: Payment
Accounting Vouchers			F6: Receipt
Inventory Vouchers			F7: Journal
Utilities			F8: Sales
Import Data			F9: Purchase
Banking			F10: Reversing Journal
Reports			F11: Features
Balance Sheet			F12: Configure
Profit & Loss A/c			
Stock Summary			
Ratio Analysis			
Display			
Quit			
	Particulars	Debit	Credit
	Cr Capital A.C		10,000.00
	Cur Bal: 1,10,000.00 Cr		
	Dr Cash	10,000.00	
	Cur Bal: 88,000.00 Dr		
	Narration:	Being Strated Business	
	Q: Quit	A: Accept	:

### C} KNOW ABOUT HEADS:-

There are so many heads are used in accounting following are the some of the heads are mostly used in accounting

Heads under Balance Sheet	Heads under Profit & Loss Account
1. Capital	1. Purchase
2. Loans & liability	2. Direct expenses
3. Investment	3. Indirect expenses
4. Current liabilities	4. Net profit & loss
5. Fixed assets	5. Sales
6. Loans advances	6. Direct income
7. Current assets	7. Indirect income
8. Suspense	8. Gross profit & loss

### D} DIFFERENT TYPES OF GROUPS:-

Heads are defined under the group. Capital are taken under capital or surplus capital, loans are secured or unsecured or bank overdraft, the persons who purchase goods from company comes under sundry debtors and a person to whom company purchase goods comes under sundry creditors, all taxes are comes under duties and taxes groups, payments are comes direct or indirect expenses, receipts are comes under direct or indirect income etc.

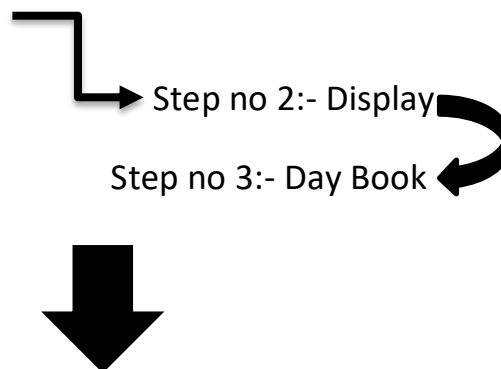
### E} DAY BOOK:-

The Day Book lists all transactions made in a particular day and by default displays the last voucher entry date of a regular voucher. It could also be set up to list all the transactions made over a certain period. Transactions include all financial vouchers, reversing and memorandum journals as well as inventory vouchers.

A day book is a record of all transactions like, sales, purchase, payment, receipt in a day of an organisation or business concern

◇ To view the Day Book

Step no 1:- Go to Gateway of Tally



Step no 2:- Display

Step no 3:- Day Book



## **F} PURCHASE:-**

Every company purchase something to carried out his business. CA record this by using purchase voucher of Tally. From July2017 new tax applicable in every state, the name of this tax is GST (Goods and Services Tax). Purchase bill including GST are entered in tally in following manner.

### **For Example:-**

- If the goods are purchase from same state/within state the bill is entered as

Cr.	Om Enterprise PVT.LTD A/C		12,800
Dr.	Purchase GST 18%	10,496	
Dr.	Input CGST 9 %	1,152	
Dr.	Input SGDT 9%	1,152	

- If the goods are purchase from different state/outside state the bill is entered as

Cr.	Om Enterprise PVT.LTD A/C		12,800
Dr.	Purchase IGST 18%	10,496	
Dr.	Input IGST 18%	2,304	

Every purchase is our input. If the goods purchase from the same state then only CGST and SGDT is applied and if the goods purchase from other state or country IGST is applied.

## **G} SALES:-**

Every company earn their income by selling goods. For keeping the records of income sales bills are entered in Tally using sales voucher.

Again goods can be sale in same or other state party. Sale bills entered as follows

For Example:-

- If the goods are in same/within state the bill is entered as

<b>Dr.</b>	Om Enterprise PVT. LTD A/C	12,800	
<b>Cr.</b>	Purchase GST 18%		10,496
<b>Cr.</b>	Output IGST 9%		1,152
<b>Cr.</b>	Output SGDT 9%		1,152

- If the goods are in different/outside state the bill is entered as

Dr.	Om Enterprise PVT. LTD A/C	12,800	
Cr.	Purchase GST 18%		10,496
Cr.	Output IGST 18%		2,304

Every sale is our output. If the goods sales from the same state then only CGST and SGDT is applied and if the goods sale from other state or country IGST is applied.

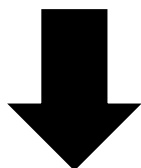
### H} DEBIT NOTE:-

A debit note, or a debit memo, is a document issued by a seller to a buyer to notify them of current debt obligations. Sometimes due to defects or some other reason goods are return to the seller at that time debit note is issued. In case of purchase return debit note is issued.

Accounting Voucher Creation		ABC Company		Ctrl + M
<b>Debit Note</b> No. 1		5-Apr-2008 Saturday		
Ref.:				
Party's A/c Name : Supplier A				
Current Balance :				
Name of Item	Quantity	Rate per	Amount	
Item A	50 nos	10.00 nos	500.00	
^ End of List				
Narration: Good Purchased returned to Supplier A.				
			50 nos	Accept ? Yes or No

### I} CREDIT NOTE :-

Credit Note is a document issued to a party stating that you are crediting their Account in your Books of Accounts for the stated reason or vise versa. It is commonly used in case of Sales Returns, Escalation/De-escalation in price etc. Sometime due to defects or some other reason goods are return to the seller at the time credit note is issue. In case of sales return credit note is issue.





Accounting Voucher Creation		ABC Company	Ctrl + M
<b>Credit Note</b>	No. 1		10-Apr-2008 Thursday
Ref:			
Party's A/c Name : Customer A			
Current Balance : 9,800.00 Dr			
Name of Item	Quantity	Rate per	Amount
Item A	25 nos	25.00 nos	625.00
J End of List			
Narration: Goods sold to Customer A returned.			<div style="border: 1px solid black; padding: 2px;">           25 nos      <b>Accept ?</b>            Yes or No         </div>

### J} BANK STATEMENT:-

Every company has its own bank account. Large amount of payments and receipts take place through bank. So it is necessary to record this transaction. It is recorded by using payment, receipts and contra vouchers. Select the required bank account and press enter on the required month (or press F2 function button on the keyboard and Specify the required period from which date you want to reconcile your bank account)

Cash/Bank Summary		Accounting Company		Ctrl + M
<b>Particulars</b>		<b>Bank Accounts</b>		<b>F1: Condensed</b>
		<b>Accounting Company</b>		<b>F2: Period</b>
		1-Jan-2010 to 2-Mar-2010		<b>F3: Company</b>
		<b>Closing Balance</b>		<b>F4: Group</b>
		Debit	Credit	<b>F5: Led-wise</b>
				<b>F6: Monthly</b>
<b>Bank Accounts</b>			<b>4,88,000.00</b>	<b>C: New Column</b>
HDFC Bank Account			5,000.00	<b>A: Alter Column</b>
PNB Bank Account			50,000.00	<b>D: Del Column</b>
SBI Bank Account			4,33,000.00	<b>N: Auto Column</b>
<b>Grand Total</b>			<b>4,88,000.00</b>	<b>B: Budget Variance</b>
				<b>F8: Other Rep</b>
				<b>F9: Inv Rep</b>
				<b>F10: Acc Rep</b>
				<b>F11: Features</b>
				<b>F12: Configure</b>
				<b>F12: Range</b>
				<b>F12: Value</b>

### K} RECEIPT:-

A receipt is a document acknowledging that person has received money. Receipt voucher is used for recording this transaction.

- Credit the customer account and debit the Cash account, if you receive cash or.
- Debit the Bank account where you need to deposit the money, if you receive Cheques.

Go to Gateway of Tally  $\longrightarrow$  Accounting Vouchers.

- Select F6: Receipt from the button bar or press F6.

Particulars	Debit	Credit
To PQR Debtors Cur Bal: 40,000.00 Dr Agst Ref Sales01	10,000.00 Cr	10,000.00
By Cash - Location B Cur Bal: 35,000.00 Dr	10,000.00	

Name on Receipt : PQR Debtors  
Narration:  
Received cash from PQR Debtors.

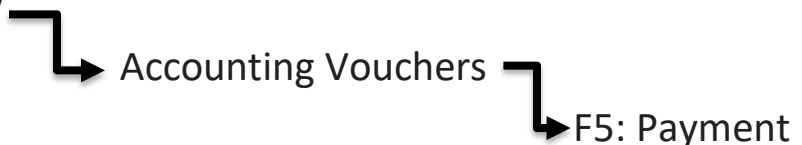
10,000.00      40,000.00

Accept?  
Yes or No

### L} PAYMENT:-

A payment is a trade of value from one party to another for goods or service. Payment voucher is used for recording the transaction.

Go to Gateway of Tally



Debit the expense ledger created by selecting taxable in the Taxability field and enter the amount in the Debit column.

Accounting Voucher Creation		Gulf Enterprises		Ctrl + M
Payment No. 5				25-Mar-2018 Sunday
Particulars	Debit	Credit		
Dr Telephone Charges <i>Cur Bal: 1,000.00 Dr</i>	1,000.00			
Dr VAT <i>Cur Bal: 1,403,391.00 Cr</i>	50.00			
Cr Amanat Bank <i>Cur Bal: 88,450.00 Dr</i>		1,050.00		
Narration:			1,050.00	1,050.00

### M} CONTRA ENTRIES:-

Contra entries are made when cash are deposited or withdraw by self. When cash is deposited into bank cash is always credited and bank debited and vice versa.

Bank to bank transfer also in contra vouchers.

Accounting Voucher Creation		Swayam Sales		Ctrl + M
Contra No. 1		Voucher class: Not Applicable		1-Apr-2020 Wednesday
Account : State Bank of India <i>Cur Bal: 5,000.00 Dr</i>				F1: Accounting Voucher
Particulars	Amount			F2: Inventory Voucher
Axis Bank Ltd. <i>Cur Bal: 60,000.00 Dr</i>	5,000.00			F3: Date
Narration:				F4: Contra
	5,000.00			F5: Payment
				F6: Receipt
				F7: Journal
				F8: Sales
				F9: Credit Note
				F10: Purchase
				F11: Debit Note
				F12: Reversing Journal
				F13: Memos
				F14: Post-Dated
				F15: Optional
				F16: Features
				F17: Configure

## N} JOURNAL ENTRIES:-

Journal Vouchers are used to adjust the debit and credit amounts without involving the cash or bank accounts. Hence, they are referred to as adjustment entries.

- Go to Gateway of Tally  $\longrightarrow$  Accounting Vouchers.
- Click on F7: Journal on the Button Bar or press F7.

For example, there may be entries made for interest accrued or interest due. If you have to receive Interest from a party, the same can be entered using Journal Voucher.

- Debit the Party.
- Credit the Interest Receivable Account.

◇The Journal entry is displayed as shown

The screenshot shows the 'Accounting Voucher Creation' window for 'ABC Company'. The voucher type is 'Journal' with number 'No. 1'. The date is '1-Apr-2008' (Tuesday). The entry is as follows:

Particulars	Debit	Credit
By Debtor A Cur Bal: 1,000.00 Dr New Ref 1	1,000.00	
To Interest Receivable Cur Bal: 1,000.00 Cr		1,000.00

Narration: Interest receivable from Debtor A.

At the bottom right, there is a summary of the entry with a total of 1,000.00 on both sides and an 'Accept?' dialog box with 'Yes' and 'No' options.

## Special Keys for Voucher

- **ALT+R:** Recalls the Last narration saved for the first ledger in the voucher, irrespective of the voucher type.
- **CTRL+R:** Recalls the Last narration saved for a specific voucher type, irrespective of the ledger.

In Accounting Journal Entries are made for the adjustment. Journal voucher is used for this purpose.

### 1. EXPENSES:-

Apart from sales and purchase a company made some expenses such as Office Expenses, Transport, Travelling, Staff Welfare, Food Expenses, Medical Expenses, etc. all this expenses are recorded using payment and journal voucher.

### 2. CASH EXPENSES:-

Sometimes payment of expenses made in cash this is known as cash expenses. This expenses entered in payment voucher.

### O} BANK RECONCILIATION:-

A bank reconciliation is the process of matching the balances in an entity's accounting records for a cash account to the corresponding information on a bank statement. The goal of this process is to ascertain the differences between the two, and to book changes to the accounting records as appropriate.

ABC Company										Ctrl + M
Ledger: HDFC Bank										1-Apr-2010 to 5-Dec-2010
(Reconciliation)										S: Set All Dates
Date	Particulars	Favouring Name / Received From	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit	C: Create Voucher
										U: Opening BRS
1-4-2010	Conveyance		Receipt	Electronic Cheque	213467458343	1-4-2010		25,000.00		
2-4-2010	Consumables	Ranbir Singh	Payment	Cheque	857233	2-4-2010			3,000.00	
2-4-2010	Consumables	Ranbir Singh	Payment	Cheque	857234	3-4-2010			3,500.00	
26-6-2010	Conveyance	Anushal	Payment	Cheque	675656	26-6-2010			500.00	
3-7-2010	Supreme Computers		Payment	Cheque	984598	3-7-2010			1,000.00	
3-7-2010	Commission Received	Prasanna Kumar	Receipt	Cheque/DD	983232	3-7-2010		1,000.00		
5-7-2010	Rent	Ramjal Nikhanj	Payment	Cheque	A/c Payee	5-7-2010			15,000.00	
5-7-2010	Other Incomes		Receipt	Cheque/DD	837433	5-7-2010		10,000.00		
5-8-2010	Rent	Ramjal Nikhanj	Payment	Cheque	A/c Payee	5-8-2010			15,000.00	
5-8-2010	Other Incomes		Receipt	Cheque/DD	564647	5-8-2010		10,000.00		
25-8-2010	A-One Traders		Receipt	Cheque/DD	423428	25-8-2010		25,000.00		
25-8-2010	A-One Traders		Receipt	Inter Bank Transfer	234235333433	25-8-2010		25,000.00		
5-9-2010	Rent	Ramjal Nikhanj	Payment	Cheque	342423	5-9-2010			15,000.00	
5-9-2010	Rent		Receipt	Cheque/DD	123324	5-9-2010		10,000.00		
15-9-2010	Printing & Stationery	Bharat Stationers	Payment	Cheque	888443	15-9-2010			4,500.00	
19-9-2010	Conveyance	Ramjal Nikhanj	Payment	Cheque	243242	19-9-2010			3,000.00	
21-9-2010	Virupaksha Traders		Payment	Cheque	544454	21-9-2010			20,000.00	
24-9-2010	Buglan Daniels & Partners		Payment	Cheque	676456	24-9-2010			8,600.00	
24-9-2010	Buglan Daniels & Partners		Payment	Inter Bank Transfer	123456789012	24-9-2010			20,000.00	
25-9-2010	Buglan Daniels & Partners		Payment	Cheque	676460	25-9-2010			10,000.00	
26-9-2010	Hindustan Suppliers		Payment	Cheque	100006	26-9-2010			8,650.00	
26-9-2010	State Bank of India	ABC Company	Contra	Inter Bank Transfer	0010000999983	26-9-2010		10,000.00		
27-9-2010	Virupaksha Traders		Payment	Cheque	453452	27-9-2010			30,000.00	
27-9-2010	Virupaksha Traders		Payment	Cheque	453453	30-9-2010			10,000.00	
28-9-2010	Computer Kraft		Receipt	Cash	234211	28-9-2010		5,000.00		
28-9-2010	Computer Kraft	Kumar (Driver)	Receipt	Cheque/DD	435778	28-9-2010		45,000.00		
28-9-2010	Computer Kraft		Receipt	Inter Bank Transfer	3424675676766	28-9-2010		25,000.00		
								11 more ...		
								Balance as per company books: 1,85,004.00		
								Amounts not reflected in bank: 2,91,000.00		
								2,58,354.00		
								Balance as per bank: 1,52,354.00		

## \* LEARNING OUTCOMES \*

While working with CA B.M.Pensalwar & co. I learned so many things from them which will be helpful for my rest of my life.

On my first day I find it hard to work with CA but while they were teaching us I find it too easy. Every day there was something new to learn. I learn how to work with other people, how to communicate with them while working as a team, management of organization as well as time management.

There are some points which I have learned during the internship.

- \* learn new features and also shortcuts in Excel.
- \* learn about Tally and GST.
- \* E-filing for tax.
- \* learn about Auditing.
- \* Main thing was to enter the daily transaction in tally.

### ● Learning outcomes about myself:-

- \* How to improve your skills.
- \* Develop the personality.
- \* Take the responsibility.
- \* Complete the tax on time.

## **CONCLUSION**

In my conclusion, I really liked the internship. It was very interesting and useful for me. Overall my internship and course has been a success. I was able to gain practical skills. I think that this internship gave me a lot of experience which might help me in future and thanks to my CA B.M.Pensalwar sir. I realized how important is the internship and how hard is to work. I can safely say that my understanding of the job environment has increased greatly.

The two main things that I learned after my experience in this firm are the importance of time management and being self-motivated.

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 an Accounting field, as in my opinion, being Accounting is after all a Challenge and not a job.

Finally, I completed my internship with good impressions and experiences and I can say that this internship was definitely an introduction to the actual work field for me.

## ACCEPTANCE LETTER



**B. M. PENSALWAR & CO**  
CHARTERED ACCOUNTANTS

TO,  
CHOUDHARY SAKSHI MANOJ  
BALAJI NAGAR ,  
PUNE:-411043

**Subject :-** Acceptance letter for internship.

**Reference :-** Your Application dated 27/10/2021

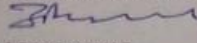
Dear Sakshi ,

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

Thanking you ,

FOR

B.M.PENSALWAR & CO.  
(CHARTERED ACCOUNTANTS)

  
B.M.PENSALWAR  
(PROPRIETOR)  
FRN: 114114W  
MemNo: 044479  
Place: Pune





## Permission letter

Mr. Choudhary Sakshi Manoj,  
302, C, Dhokawade Pahl Township,  
Balaji Nagar, Pune,  
Pune :- 411043

To,

The principal,

J.N.D.T Women College of Arts & Commerce,

Pune :- 411038

Sub:- Accepting/Permission for Internship  
training for 240 hours.

Respected Sir,

I am Choudhary Archana Manoj, aware  
of the internship procedure for 240 hrs.,  
as my daughter is studying in the last year  
of BAF. I have no objection for above concern.

श्री अर्चना मनोद चेवरी  
Yours sincerely



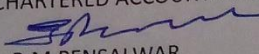
**B. M. PENSALWAR & CO**  
CHARTERED ACCOUNTANTS

### ATTENDANCE

NAME :- CHOUDHARY SAKSHI MANOJ  
BAF 3<sup>rd</sup> YEAR

DATE	TIME IN	TIME OUT
27/10/2021	10:30AM	06:30 PM
28/10/2021	10:30AM	06:30PM
29/10/2021	10:30AM	06:25PM
30/10/2021	10:35AM	06:30PM
31/10/2021	10:30AM	06:20PM
01/11/2021	10:40AM	06:30PM
02/11/2021	10:35AM	06:25PM
03/11/2021	10:30AM	06:30PM
04/11/2021	10:30AM	06:35PM
05/11/2021	10:45AM	06:25PM
06/11/2021	10:25AM	06:35PM
07/11/2021	10:35AM	06:25PM
08/11/2021	10:30AM	06:15PM
09/11/2021	10:45AM	06:40 PM
10/11/2021	10:50AM	06:30 PM
11/11/2021	10:40AM	06:30 PM
12/11/2021	10:25AM	06:30PM
13/11/2021	10:25AM	06:45 PM
14/11/2021	10:32AM	06:25PM
15/11/2021	10:45AM	06:25PM
16/11/2021	10:50AM	06:25PM
17/11/2021	10:30AM	06:40PM
18/11/2021	10:35AM	06:30PM
19/11/2021	10:00AM	06:30PM
20/11/2021	10:35AM	06:30PM
21/11/2021	10:13AM	06:35PM
22/11/2021	10:25AM	06:35PM
23/11/2021	10:20AM	06:30PM
24/11/2021	10:35AM	06:30PM
25/11/2021	10:45AM	06:30PM

For-  
B.M.PENSALWAR & CO.  
(CHARTERED ACCOUNTANTS)

  
B.M.PENSALWAR  
(PROPRIETOR)





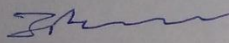
## Assessment Letter

Name:- CHOUDHARY SAKSHI MANOJ  
BAF 3<sup>RD</sup> YEAR

	Sincerity	Team work	Attendance	Work performance	Communi cation	Total
Out off	10	10	10	10	10	50
Marks allocated	10	09	10	09	08	46

THANKING YOU,  
For.

B.M.PENSALWAR & CO.  
(CHARTERED ACCOUNTANTS)

  
B.M.PENSALWAR  
(PROPRIETOR)  
FRN: 114114W  
MemNo: 044479  
Place: Pune

