



INTERNSHIP

Submitted towards partial fulfillment of the

Requirement for the degree of

Bachelor of accountancy and Finance (BAF)

Internship report by

Ekta Vinay Thakur

SNDT Arts and Commerce college Pune-38

Conducted college of

SNDT women's university Mumbai

2020-2021

SHINGATE AND ASSOCIATES
Chartered Accountants

CERTIFICATE

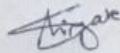
This is to certify that miss **Ekta Vinay Thakur** residence at Near Shankar Maharaj Math Balajinagar Dhankawadi has completed her internship period with our organization from 16/09/2020 To 26/10/2020.

During this period, she got the basic knowledge of Accounting Work on Tally Software like Entries of Purchase, Sale, Receipts, Payments and Preparing the Balance Sheet

Also, she got The Knowledge of working of journal Entries Vouchers Auditing, ITR verification etc As per our knowledge she had completed her internship period satisfactorily.

We wish her Good Luck and a Bright and Successful future ahead.

For SHINGATE & ASSOCIATES
Chartered Accountants
FRN No: 146796W



CA SOURABH V SHINGATE
Proprietor, M. No. 180111



Acknowledgement

I Really thanks of SHINGATE AND ASSOCIATES who gives me opportunity to learn to do internship in his organization .

I great opportunity to prove my self to learn professional work I get Extra knowledge and professional work about accounting from basic thing and learn about shortcut key and other Techancial work I great know how to operate pc and Laptop how to use shortcut key I really thanks of my parents who give to do internship .

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Executive Summary

SNDT ARTS AND COMMERCE COLLEGE PUNE 411038 for women founded by Dr Maharshi Dhondo Keshav karve ,this was first college of women in South Asia .The pune branch has four course in Arts and Commerce college Sections Namely BA,BCA,BAF and BVA

The course of BAF was started in Mr Smita Deshpande was the Co-ordinator of the course .There are subjects related to Business Accounts in which we get our first subjects as internship .

We have chosen Bachelor Accountancy And Finance (BAF) in which we had completed 240hours internship .I used to work there from 16th September to 26th October 10.30to 7.00pm

ORGANIZATION PROFILE

Name of Firm – SHINGATE AND ASSOCIATES

CHARTED ACCOUNTANTS

ADRESS-Office no 102 Rajdhani Complex pune

Satara Road next to Shankar Maharaj
Math Dhankwadi pune, 411043

Email [id-shingateoffice@gmail.com](mailto:shingateoffice@gmail.com)

Shingate And Associates perform various work

- ❖ Registration Of GST
- ❖ Taxation
- ❖ Accounting of companies
- ❖ Auditing

Work Description

Bank Statement

Pass Book Entry

GST Return

Bank Statement Suspense Clear

Purchases Entry

GST 2A Tally Match With Excel

GST Return Of Financial Year 2019-2020

GST R1 3B GST Return 2A GST Challan

Downloaded Credit Ledger And Cash ledger

Bank Statement:

A Bank Statement is an official summary of financial transaction occurring within a given period for each bank account held by a person or business with a financial institution are numbered and indicate the period covering by the statement ,and may contain other relevant information for the account type such as how much is payable by certain date of the statement period is usually the day at the end of the year

Pass Book:

Any money received from debtors against sales invoices or on account & for all transaction where money is received are accounted or entered into tally software ERP9 using the receipt voucher .

GST RETURN :

A return document containing details of income which a taxpayer is required to be file with the tax administrative authorities .This is used by tax authorities to calculate tax liabilities

Under GST a registered dealer has to file GST returns that includes

- ❖ Purchases
- ❖ Sales

GST 2A.

.Output GST {ON sales }

.Input tax credit card (GST Paid paid on purchases)

GST R1

A return is a documents containing detail of Income of all outward it is a sales return that is required to be filled by every GST registered person .Tax payers are to enter details relevant to their sales &Outward supply in the GSTR,1sale return .

GST 2A

GST 2A is a purchase related tax return that is automatically generated for each business by the GST portal .When a seller files his GSTR_1 the information .

Journal Entery

A journal entry into accounting is logging of a transacition in accounting journal items the journal entry can consist of several recording each of which either debit and credit . The total debts must equal the total of the journal entry is said to be .

SUSPENSE ACCOUNTING :

A Suspense account is a catch all section of a general ledger is used by companies to record unknown enteries that requires clarification .

Suspense accounts are routinely once the nature Of the suspended amounts are resolved and are subsequently shuffled to their correctly designated accounts .

LEARNING OUTCOME

I have learned basic knowledge in accounts and

Also have learned applying the three golden rules in the ERP9

1.Personal A/c ;Debit is a receiver

Credit is a the giver

2. Real A/c: Debit what comes in

Credit all incomes &gains....

3. Nominal a/c: Debit all expenses losses

Credit all income &gains....

I also learned Basics accounting terms are revenue expenses

Assest ,liabilities ,Balance- sheet, and statement of cash flows

HERE SOME BASIC KNOWLEDGE

KEYS SHORTCUT WHICH IS USE IN TALLY :

1. Alt +E : Export
2. Alt +F¹: Create company
3. Alt +f² : Changing Voucher Date.
4. Alt +C: Make Ledger
5. F4 : To select contra Entry
6. F5: To Select the payment Entry
7. F6: To select the Receipt Entry.
8. F7: To select the journal Entry
9. F8: To select the sales Entry.
- F9: To select purchases Entry.

There are some important keys which are used In tally software .


GST

- ❖ **(GOODS AND SERVICE TAX).**
- ❖ The goods and service tax (GST) is a value added tax levied on most goods and service sold for domestic consumption. The GST is paid by consumers , but it is isremitted to the government by the business
 - **CGST** : Central goods and service tax which is used for state government
 - **SGST** : Central goods and service Tax which is used for state government
 - **IGST** : Integrated Goods Service and tax which will be used by central government on interstate goods.

CONCLUSION

First I really Thanks of Shingate And Associates who give me opportunity I would like to say that is great opportunity for to give us to get to the ground level & experience the things that we would have never gained through going straight into the job .I am grateful to SNDT university for giving us the wonderful opportunity .

One main thing that I have learned through this internship is Time management skill help me internship motivated , myself .When I first started by the my internship. I can seat more than 5-6 hours a week I changed in my behavior. I really thankful of college who provide this opportunity and organization .

 **S.N.D.T. Arts and Commerce College for Women**
Estb. : 5 July 1918
Constituent College of S.N.D.T. Women's University Mumbai
Maharshi Karve Vidya Vihar, Karve Road, Pune - 411 038.
Phone : 020-25431153 • E-mail : sndtarts@pune@gmail.com • Website : www.sndtarts.ac.in

Ref.No. :

B.com.(Accountancy & Finance) Internship 2020 - 21

To,

SHINRIATE ASSOCIATES
DHANKWADI

Subject : Application for Internship

Respected Sir/Madam,

Miss. Ekta Vinay Thakur studying in semester - V of Bachelor of Accountancy and Finance. I am forwarding the application of our student for Internship in your institution. You are requested to kindly take the following points into consideration.

- As per our university guideline the student has to work for 240 hours.(i.e. 30 working days of maximum of eight hours per day)
- The Student shall maintain a daily dairy of her work done and prepared weekly reports.
- You are requested to appoint a mentor for the purpose of guiding the student as well as evaluating her performance at the end to her internship. There shall be an internal mentor from the college as well.
- The external mentor shall evaluate the work of the student and award marks at the end of the internship based on the evaluation as under attendance. Sincerely readiness to learn to new things team work. Result orientation output for each certification 10 mark one allotted.
- At the end of her internship your institute is requested to grant the certificate of completion.
- You are requested to please provide the necessary data or information which will be used for academic purpose.

Kindly send the acceptance letter confirming the internship of the student in your institution. The college is grateful to your institute for granting opportunity to our student to perform her internship at institute.

Looking forward to continued association with your firm in the future.

Thanking You.

Yours sincerely,

SHINGATE AND ASSOCIATES
Chartered Accountants

SHINGATE AND ASSOCIATES

TO,

THE PRINCIPLE
SNDT ARTS AND Commerce College, Pune


SUBJECT: ACCEPTANCE LETTER

Respected Sir,

I the undersigned accept the internship training of
Of MISS. EKTA VINAY THAKUR, a student of your college as per
your letter.

THANKING YOU,

FOR SHINGATE AND ASSOCIATES
CHARTED ACCOUNTANT


(CA SOURABH SHINGATE)



Contact: 020 243 63 299

E- Mail: shingateoffice@gmail.com

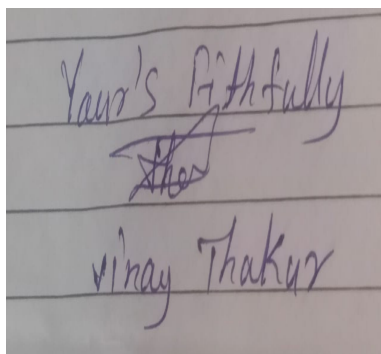
LETTER BY PARENTS

To sir madam

Sub –permission for internship

daughter semester 5th for BAF for academic year 2020-2021. As I father give permission to do internship for academic year 2020-2021

Faithfully she completed her internship successfully .



Yours Faithfully
~~She~~
vinay Thakur

NAME .EKTA THAKUR

STD: TY BAF

DAILY ATTENDANCE /WORK DONE

DATE	IN TIME	OUT TIME	PARTICULAR
16/09/2020	10.30AM	6.30PM	ASHISH CEMENT -SALE AND PURCHASE ENTERED IN TALLY
17/09/2020	10.30AM	6.30PM	IT CLIENT –SATIS CHECK
18/09/2020	1030AM	6.30PM	ASHISH CEMENT-BANK STATEMENT ENTER IN TALLY
19/09/2020	10.30AM	6.30PM	SUNIL CONSTRUCTION - PURCHASE ENTRY IN ECXCEL
20/09/2020	10.30AM	6.30PM	SUNDAY HOLIDAY
21/09/2020	10.30AM	6.30PM	SUNIL CONSTRUCTION AND ASHISH CEMET –BANK SATEMENT IN EXCEL
22/09/2020	10.30AM	6.40PM	SUNIL CONSTRUCTION AND ICICIBANK-BANK STATEMENT
23/09/2020	10.30AM	6.40PM	SUNIL CONSTRUCTION - PURCHASE ENRTY
24/09/2020	10.30AM	6.40PM	BANKOF MAHARASHTRA – TALLY ENTRY IN BANK STAEMENT

25/09/2020	10.30AM	6.40PM	BANK OF MAHARASHTRA – BANK STATEMENT IN TALLY ENTRY
26/09/2020	10.30AM	6.40PM	BANK OF MAHARASHTRA P.T CLOGIN- BANK STATEMENT IN TALLY
28/09/2020	10.30AM	7.00PM	ITRB VERIFIED STATUS RETURN – ITRB VERIFICATION
29/09/2020	10.30AM	7.00 PM	MAHARASHTRA BANK JANSEVA –BANK STATEMENT
30/09/2020	10.30AM	6.30PM	MADHURI GAIKWAD –BANK STATEMENT
01/10/2020	10.30AM	6.35 PM	MADHURI GAIKWAD AJAY KHURADE –BANK STATEMENT
02/10/2020	10.30AM	6.35 PM	HOLIDAY
03/10/2020	10.30AM	6.35 PM	MADHURI GAIKWAD AJAY KHURADE -BANK STATEMENT
04/10/2020	10.30AM	6.35 PM	-HOLIDAY SUNDAY
05/10/2020	10.30AM	6.35PM	- HOLIDAY
06/10/2020	1030AM	7.00PM	AJAY KHURADE -BANK STATEMENT
07/10/2020	10.30AM	7.30PM	AJAY KHURADE AND MADHURI GAIKWAD -BANK STATEMENT IN TALLY
08/10/2020	10.30AM	7.30PM	MADHURI BANK STATEMENT

Attendance sheet

09/10/2020	10.30AM	7.30PM	KHUSHBOO HOTEL –BANK STATEMENT
10/10/2020	10.30AM	7.30PM	KHUSHBOO HOTEL MANGAL MURTI SAREE DPO AJAY KHURADE –BANK STATEMENT
11/10/2020	10.30AM	7.30PM	SUNDAY –HOLIDAY
12/10/2020	1030AM	7.30PM	AKASH BOGAM- BANK STATEMENT
13/10/2020	10.30AM	7.30PM	GLOBA FACILITY –BANK STATEMENT KRISHNARAJ SELLER – GST RETURN FINIANCIAL YEAR 2019 ACUMULATE ENGINER - BANK STATEMENT
14/10/2020	10.30AM	7.30PM	DATTAIN CONSTRUCTION – BANK STATEMENT
15/10/2020	10.30AM	7.30PM	OM CONSTRUCTIO N-BANK STAEMENT AKSAH BOGAM BANK STATEMENT LENOVO CONSTRUCTION –BANK STATEMENT
16/10/2020	10.30AM	7.30PM	LENOVO AND ROHAN GANACHERI –BANK STATEMEN
17/10/2020	10.30AM	7.30PM	ROHAN GANACHERI- BANK STATEMENT PREETI CLOTHES - SUSPENSE CLEAR MADHURI GAIKWAD PURCHAS,SALE

Attendance sheet

18/10/2020	10.30am	7.30pm	SUNDAY HOLIDAY
19/10/2020	10.30AM	7.30PM	LENOVO TECHNOLOGIES – PURCHASE ENTRY
20/10/2020	10.30AM	7.30PM	LENOVO TECHNOLOGIES PURCHASE AND SALES ENTRY MANGAL MURTI SAREE DEPO- GST2A REQUEST SENT
21/10/2020	10.30AM	7.30PM	LEENEV TECHNOLOGIES – SUSPENSE CLEAR GST 2A ,TALLY MATCH WITH EXCEL
22/10/2020	10.30AM	7.30PM	MANGAL MURTI SARI DEPO – MATCH GST 2A WITH TALLY
23/10/2020 TO 25/10/2020	10.30AM	7.30PM	HOLIDAY
26/10/2020	10.30AM	7.30PM	TAPADIYA JOURNAL ENTRY

For SHINGATE & ASSOCIATES
Chartered Accountants
FRN No. 146796W

Shingate

CA SOURABH V SHINGATE
Proprietor, M. No. 180111



SHINGATE AND ASSOCIATES
Chartered Accountants

SHINGATE AND ASSOCIATES

DATE 20/03/2021

ASSESSMENT LETTER


Bachelor in Commerce with Accountancy and Finance
3rd Year, Sem-5

NAME: EKTA VINAY THAKUR

	Sincerity	Team Work	WORK Performance	communication	attendance	total
Out of	10	10	10	10	10	50
Allotted	8	9	8	9	9	43

FOR SHINGATE AND ASSOCIATES
Chartered Accountant

For SHINGATE & ASSOCIATES
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FRN No: 146796W


CA SOURABH V SHINGATE
Proprietor, M. No. 180111



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